

| Subspecialty Request Action Chart |  |  |
|-----------------------------------|--|--|
| Index                             |  |  |
|                                   | Your circumstance  | Action to take   |
| <b>A</b>                          | Completed 18 months in a billet coded with a subspecialty, but I was not awarded the experience subspecialty code                                    | Email mill_pers450.fct@navy.mil, and identify timeframe of the billet in question.   |
| <b>B</b>                          | Completed 18 months in a billet <b>NOT</b> coded with a subspecialty, but I believe I should be awarded a subspecialty code based on duties assigned | Prepare a subspecialty request package for <b>experience</b> , and send the package to the applicable SME after reading submission guidance on the webpage |
| <b>C</b>                          | I attended Navy Sponsored education for a specific subspecialty, and a generic education subspecialty code (X000P/D) is in my record                 | Email the program office sponsoring your education, and request they contact mill_pers450.fct@navy.mil to correct  |
| <b>D</b>                          | I have a graduate degree and a generic education subspecialty that I desire to convert into a more specific subspecialty                             | Prepare a subspecialty request package for <b>education</b> , and send the package to the applicable SME after reading submission guidance on the webpage  |
| <b>E</b>                          | A subspecialty disappeared from my record  | Email mill_pers450.fct@navy.mil with relevant information  |
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