

MILPERSMAN 1214-010

OFFICER SUBSPECIALTY SYSTEM

Responsible Office	NAVPERSCOM (PERS-45E)	Phone:	DSN	882-4992
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References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classification, Volume I, Major Code Structures
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1. **Definition.** The Officer Subspecialty System is an integrated manpower and personnel classification and control system, which establishes criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines. The Subspecialty System is used to identify those officers who acquire these qualifications. The subspecialty classification codes and the criteria for applying these codes are contained in reference (a).

2. **Qualification Criteria.** The qualification criteria for each subspecialty area are based upon advanced education appropriate to that specific subspecialty and/or significant experience gained by having served in billets designated as subspecialist's billets or requiring a broad use of skills that are closely related to a subspecialty field.

a. For an officer to be assigned a subspecialty code based upon advanced education, the information contained in the officer's transcript must be entered into the official record. For those officers participating in a full-time, fully-funded program at Naval Postgraduate School (NAVPGSCOL), this information is automatically sent to Navy Personnel Command (NAVPERSCOM), Subspecialty Management Branch (PERS-45E), for entry into the Navy's master personnel file and assignment of the applicable code.

b. Officers who have completed education through other programs should, upon completion of their graduate education program (and award of a post-graduate degree), ensure that a copy of their complete transcript, along with catalog course descriptions, is sent to **Director of Civilian Institutions**

Programs, NAVPGSCOL (Code 031) for review, assignment of the applicable subspecialty code, and inclusion in the Navy's master personnel file.

c. For assignment of a code based upon significant experience, an officer must have served in billets requiring broad use of the skills closely associated with a specific subspecialty field. Significant experience is generally defined as one or more tours of duty (usually 18 to 24 months) in a qualifying billet. Criteria specific to each subspecialty is issued by primary consultants listed in reference (a).

3. **Application Letter.** Active duty officers desiring to be considered for assignment of a significant experience code should submit a letter of application to NAVPERSCOM (PERS-45E) outlining specific substantiating information relative to experience and performance in the requested subspecialty. Applications shall be in proper letter format as shown here (use proper letter format):

From: (Grade, full name, SSN (XXX-XX-1234,last four only)/designator)
To: Commander, Navy Personnel Command (PERS-45E)
Via: (Immediate Senior or Chain-of-Command)

Subj: REQUEST FOR SIGNIFICANT EXPERIENCE SUBSPECIALTY CODE

Ref: (a) MILPERSMAN 1214-010
(b) NAVPERS 15839I, Manual of Navy Officer Manpower
Personnel Classifications, Volume I, Major Code
Structures

Encl: (1) Any relevant material necessary to elaborate qualifying
experience (i.e., Fitness Reports (FITREPS) describing
duties performed)

1. Per references (a) and (b), I request the subspecialty code (code number). I have been assigned at the (command name) for the past (number) months in a corresponding subspecialty coded billet. The unit identification code (UIC) and billet sequence code (BSC) of this billet are (xxxxx/xxxxx). My duties have included the following:

2. I feel I have gained significant experience in the area of (subspecialty title) and request this coding designation.

(Signature)

4. **Restricted Line (RL)/Staff Corps Officers.** Many subspecialty codes applicable to RL/Staff Corps officers are assigned based on completion of specific education achievements or training/certification programs. Applications from RL/Staff Corps officers shall be forwarded via the applicable primary consultant as specified in reference (a).

5. **Proven Subspecialties.** Proven subspecialties are assigned during the permanent change of station (PCS) order writing process. Unrestricted Line (URL) officers and fleet support officers who hold a subspecialty code and are currently in a subspecialty coded billet are automatically screened for assignment of proven subspecialties.

6. **Officer Subspecialty Codes.** Officer subspecialty codes appear on the Officer Distribution Control Report (ODCR). These documents are the most readily available sources for the officer and the command to verify the subspecialty codes assigned to the officer in the Navy's master personnel file.