

## MILPERSMAN 1221-021

### NAVY ENLISTED CLASSIFICATION (NEC) CODE AWARD AND REMOVAL PROCEDURES

<b>Responsible Office</b>	BUPERS-328	Phone:	DSN COM	882-4465 (901) 874-4465
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>
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<b>Reference</b>	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II
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1. **Purpose.** This article establishes Navy-wide procedures for submitting a request to award, remove, or archive a Navy enlisted classification (NEC) code.
2. **Policy.** Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate Enterprise Training Activity Resource System (CeTARS) if all prerequisite requirements are met as outlined in reference (a). This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through on-the-job training, job qualification requirements, personnel qualification standards, factory training, and or non-Navy training are not automatically assigned. In these cases, recommendations for assignment of NECs should be forwarded to the Bureau of Naval Personnel (BUPERS) Community Management Support Branch (BUPERS-328) by submitting [NAVPERS 1221/6](#) Navy Enlisted Classification Change Request. [NAVPERS 1221/6](#) provides a standard format for naval activities reporting NEC data for inclusion into the Navy Standard Integrated Personnel System (NSIPS).

3. **Instructions**. NECs may be awarded, removed, or archived as follows:

a. To request an award of an NEC, personnel must meet the requirements of reference (a), chapter 4, and submit [NAVPERS 1221/6](#) to BUPERS-328.

b. To request a removal or archival of an NEC code, submit [NAVPERS 1221/6](#) with the endorsement of the commanding officer or officer in charge to BUPERS-328.

4. **Submission of Requests**. Requests may be submitted via e-mail or mail. If submitting a request for the same NEC for more than one member, enter "see attached" in blocks 1 and 2 of [NAVPERS 1221/6](#). Attach a list containing the rating, name, and assigned unit identification code (if different than block 4) of all members. Block 14 must contain the e-mail address for the point of contact.

a. Send e-mail requests to [askmncc@navy.mil](mailto:askmncc@navy.mil)

b. Mail requests to:

BUREAU OF NAVAL PERSONNEL  
ATTN: BUPERS-328 (NEC MANAGEMENT)  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055