MILPERSMAN 1221-030

PURPOSE AND SCOPE OF NAVY PERSONNEL CLASSIFICATION SYSTEM

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References	(a) NAVPERS 18068F, Manual of Navy **Enlisted** Manpower and Personnel Classifications and Occupational Standards
	(b) NAVPERS 15839I, Manual of Navy **Officer** Manpower and Personnel Classifications

1. **Introduction**. The Navy classification system and the supporting occupational structures provide the means to identify skills and capabilities of personnel, as well as the Navy's requirements for these skills and capabilities. This system facilitates the following:

- Personnel planning, procurement, and selection for training.
- Development of training requirements.
- Promotion, distribution, assignment, and the orderly call to active duty (ACDU) of inactive duty personnel in times of national emergency or mobilization.

2. **Mission**. **Navy Manpower Analysis Center (NAVMAC)** is tasked to collect, process, and analyze occupational information involving job content and tasking of enlisted ratings and officer specialties within the Navy. To accomplish this mission NAVMAC administers the following:

- **Navy Enlisted Occupational Classification System (NEOCS)**
- **Navy Officer Occupational Classification System (NOOCS)**

3. **Definition**. **Classification** encompasses the following:

   a. Classification of **personnel** which is the collection, evaluation, recording, dissemination, and use of information

regarding the aptitudes, abilities, education, training, work experience, and qualification of members.

b. Classification of **billets** which is the collection, evaluation, recording, dissemination, and use of significant occupational information for presenting characteristics, definitions, qualifications, requirements, and standards for naval billets.

4. **Classification System**

a. NEOCS/NOOCS structures are revised on a continuing basis to

- utilize individual versatility and specialization, and provide needed occupational flexibility in the naval organization;
- recognize individual differences and enhance career opportunities; and
- keep abreast of technological developments and the resultant operational requirements of both fleet and shore activities.

b. Commanding Officer, NAVMAC is the Executive Secretary, and provides the recorder and administrative/technical services for the NEOCS and NOOCS boards.

c. NAVMAC publishes the following manuals (references (a) and (b)) in support of NEOCS and NOOCS:

(1) **NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards**
Volume I, Navy Enlisted Occupational Standards
Volume II, Navy Enlisted Classifications (NECs)

(2) **NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications**
Volume I, Major Code Structures
Volume II, The Officer Data Card

5. **NEOCS**. Provides the means by which all Navy enlisted personnel are classified and supports enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within the classification system.

NEOCS consists of the **Enlisted Rating Structure** and its supplement, the **NEC Structure**.

    a. **Enlisted Rating Structure** - Reference (a), Volume I

        (1) The enlisted data collection and study point for **all** Navy ratings and occupational areas. Updates to Occupational Standards (OCCSTDs) are accomplished through the Navy Occupational Analysis Process which determines the occupational quality of enlisted manpower requirements using data collection tools.

        (2) Consists of:

- **occupational fields** (i.e., broad groupings of similar occupations);
- **ratings** (i.e., occupational specialties); and
- **rates** (i.e., a paygrade within a rating).

        (3) Provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

        (4) Enlisted ratings are **established** or **disestablished** with the approval of Secretary of the Navy (SECNAV) and **implemented** by Navy Personnel Command (NAVPERSCOM). Any changes would be based on:

- technological advances;
- administrative requirements;
- recommendations received from the fleet, bureaus, personnel managers, and warfare sponsors within the Office of Chief of Naval Operations (OPNAV) and systems commands; and
- research studies, and recommendations made by the NEOCS board.

    b. **NEC Structure** - Reference (a), Volume II

        (1) The NEC system, of which the NEC coding system is a part, supplements the enlisted rating structure in identifying personnel on active or inactive duty and billets.

        (2) NEC codes identify a non-rating-wide skill, knowledge, aptitude, or qualification that must be documented to

identify both personnel and manpower authorizations for management purposes. Additionally, an NEC can be used to identify special circumstances or situations with approval via the NEOCS process.

(3) NAVPERSCOM is responsible for the formulation and implementation of the NEC coding system.

(4) Navy Enlisted Classifications (NECs) shall be reviewed and verified for accuracy and currency upon detachment, receipt, change in rate or rating, separation, reenlistment, transfer to the Fleet Reserve, or retirement.

6. **NOOCS**. The method the Navy uses to identify skills, education, training, experience, and capabilities related to both officer personnel and manpower requirements. This system forms the basis for officer personnel planning, manpower management, procurement, training, promotion, distribution, career development, and mobilization.

a. Reference (b) (two volumes published quarterly, each issued separately) explains NOOCS codes and other code structures and established abbreviations used to identify the qualitative needs for officer manpower, and for reporting and recording officer qualifications and other personnel data.

b. The NOOCS Board serves as the central point for changes to the NOOCS. Activities proposing establishment, deletion, or revision to NOOCS subsystems should send recommendations via the appropriate chain of command.

c. **Reference (b), Volume I** consists of four major subsystems:

(1) The **Designator (DESIG)/Grade (GR) structure** consists of designators and paygrades that provide a framework for officer career development and promotion. This structure is the primary administrative means for classifying, identifying, and documenting officer manpower resources and requirements.

(a) The **DESIG** structure identifies primary naval specialty qualifications, associated legal and specialty categories, and competitive categories for promotion.

(b) The **GR** structure identifies occupational levels associated with the scale of naval officer paygrade and rank.

(2) The **Navy Officer Billet Classification (NOBC)** structure functionally describes general occupational duties.

(3) The **Subspecialty (SSP)** structure identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines.

(4) The **Additional Qualification Designation (AQD) structure** identifies additional qualifications or skills not included in the other NOOCS structures.

d. **Reference (b), Volume II** contains a description of the Officer Data Card (ODC), a listing of non-occupational manpower and personnel codes which provide foreign language data elements, ship and station, service school, education, and other identifiers. The ODC (which is prepared for ACDU officers only) is available for review online at www.bol.navy.mil.

7. **Support of Deputy Chief of Naval Operations (DCNP) (Manpower, Personnel, Training, and Education) (N1)**. NAVMAC supports the DCNP (N1) mission by:

a. **developing and issuing notices** on major NEOCS and NOOCS changes;

b. **acting as Navy point of contact (POC)** for all Department of Defense (DoD) merger/feasibility studies, which involve rating/requirement commonalities;

c. **conducting special surveys** for the DoD Interservice Training Review Organization (ITRO) and supporting DoD requirements for joint occupational studies;

d. **providing support** to the Naval Education and Training Professional Development and Technology Center (NETPDTC) and the Health Sciences Education and Training Command (HSETC);

e. **conducting systematic reviews** of the enlisted occupational rating structure to assess the scope, OCCSTDS, NEC codes, and special qualifications to develop initial recommendations for improvement;

f. **maintaining the Navy officer and enlisted occupational databases and histories**; and

g. **verifying rating data** contained in Navy Training System Plans (NTSPs).

8. **Role of Commands and Activities**. Commands and activities provide assistance in achieving the objectives of NAVMAC by facilitating data collection efforts and by ensuring the timely completion and return of data. Support for this data collection effort is key to ensuring the quality of information used in manpower, personnel, and training decision-making within claimancies of the United States Navy.