

MILPERSMAN 1301-900

SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES

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References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures (b) DODD 1322.10 of 26 Aug 2004 (c) OPNAVINST 1520.23B (d) OPNAVINST 1520.24B (e) SECNAVINST 1520.7F (f) CNO Memorandum OP-01A of Oct 89 (g) USNAINST 1560.3D
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1. **General Information.** The subspecialty management system is structured to ensure technical and managerial requirements of the Navy are met by developing subspecialty expertise in officers.

a. Subspecialties are developed through concentrated experience in a subspecialty field, or by virtue of graduate education.

b. Because over 85 percent of the requirements for captains (CAPTs) are ashore, with over half of these billets specifically requiring subspecialists, it is essential that officers realize career progressions in subspecialty areas as an adjunct to their warfare development.

c. Such development is necessary to ensure a sufficient base of senior grade officers with the expertise required across the spectrum of top management positions.

d. Lists of subspecialty codes can be found in reference (a).

e. Other MILPERSMAN articles pertaining to graduate education and service colleges are as follows:

Topic	See MILPERSMAN
Graduate Education	1301-902
Service Colleges	1301-904

2. **Graduate Education and the Subspecialty System.** Graduate education constitutes the heart of the subspecialty system. To develop the officer inventory to meet subspecialty requirements, the Postgraduate (PG) Quota Plan is developed at Chief of Naval Operations (CNO) (N131E3).

a. Fundamental to the PG Quota Plan methodology is the assumption that officers, once educated, will be assigned to a series of subspecialty billets throughout their careers.

b. Assignment of officers to other than subspecialty development tours when available for such assignment (e.g., not operational or student) results in not meeting technical and managerial requirements. Additionally, PG education rapidly becomes outdated if not put to use in a timely manner.

c. Department of Defense (DOD) guidelines require graduates of military service-funded education programs to be properly utilized.

d. To help meet the professional development system goal of blending the sea/operations specialist with the technical/managerial subspecialist, many officers with the required academic qualifications and proven professional performance standards and personal desire receive full-time graduate education. This education normally takes place during the first or second shore tour.

e. This graduate education supports the officer subspecialty system and is designed to complement the officer's operational training. Most officers attend Naval Postgraduate School (NAVPGSCOL) in Monterey, CA while others attend civilian institutions at government expense. For more information refer to reference (b).

3. **Subspecialist Assignment Policy.** As outlined in reference (b), any assignment of officers who have received Navy-funded graduate education outside of their warfare specialties

should achieve maximum utilization of subspecialty qualifications.

a. An officer completing a Navy-sponsored graduate education program is assigned to a utilization tour "at first opportunity."

(1) Normally, this immediately follows the duty under instruction (DUINS) period; however, this is not to preclude key operational tours essential to warfare qualifications.

(2) If an immediate utilization tour would deter the officer from a key operational tour (such as department head, executive officer (XO), or command), the utilization tour may be postponed until completion of the operational tour.

(3) All aviation officers (13XX) graduating from naval graduate education programs and being assigned to operational tours will, whenever possible, be assigned to flying billets (DIFOPS). This policy is in effect so that aviation career incentive pay (ACIP) flight gate problems will not interfere with subsequent shore subspecialty utilization tours.

(4) This policy does not apply to those few senior officers who have already satisfied flight gate requirements. Bonus or follow-on operational tours in grade for subspecialists are closely examined in light of total Navy requirements.

b. Assignments of officers with Navy-funded graduate education are to direct utilization, operational or student tours, or be waived by Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command for Career Management Department (PERS-4) through the procedures outlined in this article.

c. In making assignments for subspecialists, positive utilization in the subspecialty field is expected. Assignment of **all** subspecialty-coded officers (graduate educated, proven subspecialist) requires approval from NAVPERSCOM, Subspecialty Management Branch (PERS-45E). The assignment officer will submit assignment waiver forms per procedures in this article.

d. All assignments requiring a waiver are resolved by the assignment officer prior to preparation of any order nomination or external dissemination of nomination packages.

4. **Subspecialty Accountability.** Since significant funds are allocated to the education of officers leading to designation as subspecialists, high congressional interest exists in ensuring these funds are properly utilized.

a. The Navy has been tasked by DOD to track the utilization of service-funded education in complying with DOD education utilization guidance. Oversight agencies routinely verify the success of the officer distribution process in complying with DOD policy. **NOTE:** NAVPERSCOM (PERS-4) employs a "utilization code" concept to analyze the utilization of subspecialties in response to congressional, DOD, and other high-level inquiries. The code is entered on the Officer Assignment Information System (OAIS) assignment proposal.

b. Utilization codes (Exhibit 1) are based on the relative degree of utilization of an officer's subspecialty. Primary emphasis is placed on utilization of graduate education. The various utilization codes are dependent on the officer's most significant subspecialty level. NAVPERSCOM (PERS-45E) determines the appropriate utilization code for each assignment involving a subspecialty-coded officer upon receipt of the OAIS proposal.

5. **Subspecialty Waivers.** A waiver granted by NAVPERSCOM (PERS-4) is required for the assignment of all officers (O-3 to O-6) who have received Navy-funded graduate education (subspecialty codes G, F, P, Q, M, N, C, or D).

a. The only exceptions are when the proposed assignment is

(1) a direct or closely related utilization tour in the officer's primary subspecialty (utilization code D or E);

(2) an operational tour required to keep current in the officer's warfare specialty (utilization code A); or

(3) an educational tour (utilization code B).

b. On proposals requiring waivers, assignment officers explain any special circumstances that preclude a utilization tour using the "Assignment Notes" field of the proposal section of OAIS.

(1) To avoid potential embarrassment in the case of waiver disapproval, assignment and placement officers do not commit to their constituents on subspecialty assignments until the waiver has been approved.

(2) In cases involving assignment of officers without a subspecialty code, submission of a waiver is not required.

c. Assignment officers are encouraged to look ahead and plan assignments for their officers, which allows the individual to

pursue subspecialty development and permits the Navy to maximize the return of the graduate education investment. When an assignment will require a waiver under the guidelines of this article, assignment officers are to request a waiver in advance of order preparation to avoid last-minute waiver reviews, possible disapproval, and the attendant delay and potential embarrassment.

6. Assignment of Officers Possessing Ph.D. Education.

Ph.D. officers below flag rank are assigned to Ph.D. utilization billets whenever they are not being assigned to key operational tours, or whenever there are not overriding circumstances approved by NAVPERSCOM, Restricted Line (RL)/Staff Corps Officer Distribution/Specialist Division (PERS-44).

a. If a properly coded Ph.D. billet is not available, the Ph.D. officer is assigned to a lesser-coded requirement, such as a Q or P code. NAVPERSCOM (PERS-440) will not do this without a thorough billet search.

b. Conversely, no non-Ph.D. officer is assigned to a Ph.D. billet without a thorough inventory search by NAVPERSCOM (PERS-440).

c. Recognizing DOD interest in personnel stability and NAVPERSCOM (PERS-4) policy on adherence to projected rotation dates (PRDs) to optimize Ph.D. utilization, PRD adjustments outside of the normal window are almost certainly required.

d. In all assignments involving Ph.D. officers and/or Ph.D. billets, assignment officers consult with NAVPERSCOM (PERS-440).

7. Description of Graduate Education Programs

a. **Doctoral Programs.** Reference (c) refers. This program allows study at the doctoral level in fields consistent with needs of the Navy, undertaken at NAVPGSCOL Monterey, CA, and for some curricula, at certain civilian education institutions. This program includes those who are continued on from PG programs as well as direct inputs to doctoral level studies.

b. **Postgraduate Programs.** Reference (c) refers. These programs allow for extension of previous studies at the PG level to meet education skill requirements supporting billet requirements. They are conducted at the NAVPGSCOL Monterey, CA; civilian educational institutions; and DOD-sponsored schools.

c. **Scholarship Program.** Reference (d) refers. This program permits selected military personnel to accept deserved honors and relieves the government of some training expenses. Military personnel are authorized to attend school as scholarship students while on active duty, subject to an annual quota and contingent upon sustained professional performance.

d. **Law Education Program.** Reference (e) refers. This is a fully funded program, which permits board-selected officers to pursue a law degree as full-time students at an accredited law school. Orders under this program are contingent upon an officer's acceptance of the program's obligated service (OBLISERV) and the agreement to change to designator 250X.

e. **Olmsted Scholars**

(1) The Olmsted Scholars Program allows five Navy or Marine Corps officers per year to study overseas. Per reference (f), Olmsted scholars are afforded an opportunity to obtain a United States (U.S.) recognized Master's degree.

(2) Olmsted Scholars are given this opportunity to obtain their Master's degree within the following guidelines:

(a) Olmsted Scholars are afforded an opportunity to complete an U.S. recognized Master's degree either immediately following Olmsted schooling or following an operational tour.

(b) Olmsted Scholars can complete a U.S. recognized Master's degree at NAVPGSCOL Monterey, CA or a civilian university. Officers electing to complete their Master's degrees at a civilian university will bear the educational costs themselves. The Olmsted Scholar Program provides an Advanced Degree Program Grant (currently \$2500) to assist officers attending civilian universities.

(c) Olmsted Scholars have up to 1 year to complete their Master's degrees at NAVPGSCOL Monterey, CA or a civilian university. Officers who complete their degree requirements stateside will receive a P subspecialty code. Officers who do not complete their degree requirements will receive a G subspecialty code.

(d) Exceptions to the above policy require NAVPERSCOM (PERS-4) approval.

f. **Voluntary Graduate Education Program.** Reference (g) refers. A fully funded program, which permits a limited number of highly qualified Naval Academy midshipmen to receive P-coded

graduate education from Washington, DC area universities during period covering last semester at the Naval Academy and first 6 months after commissioning.

EXHIBIT 1

UTILIZATION CODE MATRIX FOR SUBSPECIALTY ASSIGNMENT

SITUATION	C,D,M,N,Q, P,F,G	R,S
Key operational tour necessary to maintain career development in warfare specialty	A	A
Education assignment (service college, postgraduate school, etc.)	B	B
Officer is being separated from the Navy	C	C
Billet requires graduate education in same subspecialty field as the officer's subspecialty	D	
Billet requires graduate education in field closely related to the officer's subspecialty	E	
Related assignment utilizing officer's subspecialty in subspecialty billet not requiring graduate education	G	
Related assignment utilizing officer's subspecialty in a billet that is not subspecialty coded	H	
Officer has more than one subspecialty code and higher priority exists for utilizing SUB 2 or SUB 3	J	J
No subspecialty coded billets available within officer's subspecialty field	X	X
Billet is not a subspecialty coded billet but is considered a higher priority requirement	K	K
Officer without graduate education will be utilizing subspecialty		M
Non-utilization	L	L
Assignment of officer without subspecialty	N	N
Administrative (further assignment purposes)	Z	