

## INTRODUCTION

### THE ENLISTED RATING STRUCTURE, NAVAL STANDARDS AND OCCUPATIONAL STANDARDS

The Navy Enlisted Occupational Classification System (NEOCS) provides the means by which all Navy enlisted personnel are classified. To support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within that classification system, the Navy has established specific standards. The standards define minimum skill and knowledge requirements for enlisted personnel at each paygrade and within each career field.

1. Volume I, Part A of this manual contains an introductory overview of NEOCS, an explanation of Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs), and pertinent appendixes.
2. Volume I, Part B of this manual contains individual chapters with the OCCSTDs for each rating. Refer to Volume I, Part B, Cover Page for a listing of current chapters and revisions.
3. Volume II of this manual contains an explanation of the Navy Enlisted Classification (NEC) structure, a listing of those NECs and related appendixes.
4. The standards and classifications in Volume I and II are important to all Navy personnel and commands. Familiarity with these standards and classifications will provide enlisted personnel and commands with a better understanding of an important part of the training, advancement, and distribution systems.
5. Occupational Standards (OCCSTDs) and Naval Standards (NAVSTDs) are gender neutral.

### NEOCS OVERVIEW

The Navy Enlisted Occupational Classification System (NEOCS) consists of (1) the enlisted rating structure and (2) its supplement, the NEC structure. Special qualifications further complement both the enlisted rating structure and NEC structure. These special qualifications, found in the *Naval Military Personnel Manual, NAVPERS 15560 series*, identify and define requirements for specialized mission areas which cross broad occupational fields (e.g., submarine qualifications).

1. The enlisted rating structure 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). This structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

a. The enlisted rating structure provides:

(1) A single, integrated structure for the Navy (Active and Reserve). This structure serves both peacetime and wartime needs and eliminates the need for extensive expansion and conversion of the classification system upon mobilization.

(2) Specialization at appropriate petty officer levels to meet expanding technology, reduce training time, and improve the utilization of first enlistment personnel.

(3) Senior petty officers with broad military and technical qualifications.

b. The Secretary of the Navy approves the establishment and disestablishment of general and emergency ratings and general rates under the authority of Title 10 USC 6013. The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves policy and modifications to existing ratings, including the establishment or disestablishment of service ratings. A NEOCS Board assists in the management of the NEOCS and serves as the central point for changes in rates, ratings, jobs, and NEC classifications. OPNAVINST 1223.1 series establishes the NEOCS Board and outlines its objectives, authority, and composition. Volume I, Part A, Appendix A of this manual contains the criteria and guidelines for proposing changes to the enlisted rating structure.

c. The following paragraphs provide a brief description of major components of the enlisted rating structure:

(1) Occupational fields are broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Occupational fields are also used to organize career guides and conversion manuals for use by counselors and Department of Defense managers. A listing of the occupational fields and their associated ratings are listed in Appendix B of this manual.

(2) Ratings (general, service, and emergency) are broad enlisted career fields. They identify occupational specialties that encompass related aptitude, training, experience, knowledge, and skills for the purpose of career development and advancement.

(a) General ratings identify personnel from paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Some ratings are combined at paygrade E-8 or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility (e.g., combination of Senior Chief Utilitiesman (UTCS) and Senior Chief Construction Electrician (CECS) to form the Master Chief Utilitiesman (UCCM)).

(b) Service ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training.

(c) Emergency ratings are career fields encompassing skills or qualifications which do not require identification by a rating during peacetime, but are required in time of war. Currently, there are no emergency ratings.

(3) Rates identify personnel occupationally by paygrades E-1 through E-9 and they reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are

divided into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9).

(a) General rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. These apprenticeships are: Airman (AN), Fireman (FN), Hospitalman (HN), and Seaman (SN). These Sailors are members of the Professional Apprenticeship Career Track (PACT) program.

1. Non-designated Sailors are personnel in paygrades E-1 through E-3 who are not selected to enter a specific rating.

2. Designated Sailors are personnel in paygrades E-1 through E-3 who are identified as apprentices for a specific rating. Designation identifies the rating in which an apprentice has significant skills as a result of on-the-job experience or formal classroom training, and indicates basic occupational skills on a par with the minimum skills for paygrade E-4 in the rating for which identified. A rating abbreviation is added to an apprentice's general rate abbreviation to indicate the rating for which the individual is designated (e.g., a SN who demonstrates significant skills in the Electronics Technician (ET) rating would be designated by the rating abbreviation, ETSN). Details for PACT program are in *Naval Military Personnel Manual, NAVPERS 15560 Article 1306-611*.

(b) Petty Officers (paygrades E-4, E-5, and E-6) are the technicians and work managers within ratings who possess increasing degrees of skill responsibility and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade and they provide the "hands on" skills required to maintain, repair, and operate systems and subsystems.

(c) The Chief Petty Officers (CPO) (paygrades E-7, E-8, and E-9).

1. The Chief Petty Officers (CPO) (paygrades E-7) is the technical authority, expert, and supervisor within a rating. The CPO is capable of accomplishing all tasks normal to a rating using technical supervision, instruction, and training of lower rated personnel.

2. The Senior Chief Petty Officer (SCPO) (paygrade E-8) is the senior technical supervisor within a rating or occupational field with primary responsibilities for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation. Based on wide ranging experience and specialized training, the SCPO provides the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

3. The Master Chief Petty Officer (MCPO) (paygrade E-9) is the senior enlisted petty officer in the United States Navy. As such, the MCPO is vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, individuals of that rate within a command hold the senior enlisted positions

and contribute to forming as well as implementing policy within their occupational field or across the full Navy rating spectrum.

(d) The Command Master Chief (CMDCM) or Command Senior Chief (CMDCS) ratings do not reflect a paygrade higher than E-9/E-8 but does identify the MCPO/SCPO who serves as the senior enlisted advisor to the command in formulating and implementing policies pertaining to the morale, utilization, and training of all enlisted personnel. As such, the CMDCM/CMDCS has direct access to the Commanding Officer. Additionally, the CMDCM/CMDCS is responsible for carrying out established command policy in specific areas as directed by the Commanding Officer and Executive Officer. The CMDCM/CMDCS takes precedence over all enlisted members within a command.

2. The Navy Enlisted Classification (NEC) Structure supplements the enlisted rating structure by identifying a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes. Volume II of this manual contains a more detailed explanation of the NEC structure.

3. Enlisted management communities encompass both Navy ratings and NEC codes that individually or as a group form a Navy "community" for management purposes. These communities are used by managers for issues such as the distribution, retention or advancement of personnel. The career paths presented may also serve as a useful guidance tool for individuals planning career decisions.

## STANDARDS

The term Standards as used in this manual is defined as the systematic listing of those minimum capabilities which the Navy expects and requires of individuals with each rating. Standards are generally expressed in terms of task statements (duties and responsibilities) and they represent the abilities, skills, and knowledge needed to accomplish those tasks, duties, and responsibilities. Within the Navy, these standards are divided into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs). OCCSTDs and NAVSTDs are gender neutral. Collectively, these standards occupationally define the work performed by enlisted personnel. Both NAVSTDs and OCCSTDs are developed, revised, and maintained by the Navy Manpower Analysis Center (NAVMAC). NAVMAC coordinates standards revisions Navy-wide. Appendix E is the list of Rating Advisors responsible for reviewing and approving of OCCSTDs. Appendix F of this manual contains the criteria and guidelines for recommending changes to the standards.

1. Naval Standards (NAVSTDs) are standards that generally express the non-rating specific skill and knowledge requirements for enlisted personnel in paygrades E-1 through E-9 (e.g., all E-6 personnel must know how to write enlisted performance evaluations).

a. NAVSTDs together with occupational standards form the basis for implementing and supporting actions for enlisted manning, distribution, recruit training, military requirements training, and advancement.

b. NAVSTDs are stated in the form of skill or knowledge statements to assist enlisted personnel, commanding officers, and personnel managers in identifying the basic military requirements for all enlisted personnel, paygrades E-1 through E-9.

c. NAVSTDs express requirements for skill or knowledge and abilities which individuals must be proficient in even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a Naval Standard as part of their advancement process.

d. The more routine skill or knowledge requirements described by NAVSTDs are at the lower paygrades. Those skill or knowledge statements requiring additional experience or involving leadership or supervision are at progressively higher paygrades.

e. NAVSTDs include, at the appropriate paygrades, specific knowledge requirements in the areas of security and safety.

f. The following NAVSTDs format is used in this manual:

(1) They are grouped under Apprentices (paygrades E-2 and E-3) and Petty Officer Third Class (paygrade E-4) through Master Chief Petty Officer (paygrade E-9).

(2) Functional areas are used to provide a standardized grouping of similar NAVSTDs for the various paygrades.

2. Occupational Standards (OCCSTDs) express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They, along with NAVSTDs, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement. OCCSTD tasks are referred to as "CORE" tasks in the chapters published in this manual. NON-CORE tasks are also included in some updated Occupational Rating Standards in order to better define the work being performed by the fleet which is not required of all rating personnel (e.g., NEC, collateral duties, watches, etc.).

a. OCCSTD skills required of rates and ratings are stated in the form of task statements to assist enlisted personnel, commanding officers, manpower managers, and personnel managers in identifying the basic occupational content of rates and ratings. Some OCCSTDs require successful completion of specific skills tests.

b. OCCSTDs state what enlisted personnel must do in their rate or rating. The knowledge required to perform a task is inherent to the proper performance of the task. Development of specific knowledge to support OCCSTDs falls under the purview of Navy training commands.

c. OCCSTDs are minimum essential tasks and general responsibility levels required of a majority of personnel in a rate. Although they may not be performed by the majority of personnel in a rate at any given time, they are still applied to all members of a rate. The more routine tasks are at the lower paygrades. The more difficult tasks and tasks requiring additional experience or involving leadership and supervision are at progressively higher paygrades.

d. OCCSTDs do not limit the utilization of personnel or ratings as to performance of duty. Personnel of any rate or rating may be required by higher authority to perform any task or duty, depending on local circumstance.

e. OCCSTDs generally exclude the broad area of security. All Navy personnel are responsible for the security regulations in DoD Publication 5200.1-R, OPNAVINST 5510 series, and items on security which are described by the NAVSTDs in this manual. Specific security related OCCSTDs are included in those ratings requiring special emphasis on security.

f. OCCSTDs contain no specific reference to safety or Operational Risk Management (ORM) in the performance of required tasks. Observing safety precautions and practicing risk management is inherent to the satisfactory performance of a task.

g. The following OCCSTDs format is used in this manual:

(1) Title, abbreviation, and specialty mark identified with the rating.

(2) Rating Scope is a brief statement of the occupational content of general and service ratings. The scope is all encompassing and includes responsibilities normal to the rating.

(3) Career Pattern is a diagram of the normal advancement path from apprentice to master chief petty officer.

(4) Directives information on Chief Warrant Officer and Limited Duty Officer categories.

(5) Rating entry requirements (MILPERSMAN 1306-618) describe the special physical, citizenship, security, and other requirements for the rating, if applicable.

(6) Safety Statement is a universal self-explanatory statement for all ratings.

h. OCCSTDs, together with NAVSTDs, are patterned to present the total career progression from paygrades E-4 through E-9 for general ratings and service ratings. For example:

(1) The general rating of Boatswain's Mate (BM) has no service ratings. The BM OCCSTDs commence at paygrade E-4 and progress through paygrade E-9.

(2) The general rating of Aviation Boatswain's Mate (AB) and its three service ratings, ABE, ABF, and ABH have individual OCCSTDs at paygrades E-4 through E-8 and common AB OCCSTDs at paygrade E-9.

3. Job specific tasks (NON-CORE) express additional requirements for enlisted occupational skills expected from a sailor performing in a specific job or billet. They, along with NEC specific tasks, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement.