

APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

Contents

	<u>Page</u>
General.....	2
Application	2
Assignment.....	2
Justification to Establish and/or Retain NEBCs.....	3
Recommendations to Establish, Delete or Revise NEBCs	3
Establishment Template	5
NEBC Table.....	7
O*NET Skills & Abilities	
Skills	16
Abilities.....	18

APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

1. General

a. The occupational work of Navy enlisted personnel was previously only described by Rate, Rating and Navy Enlisted Classification (NEC) codes. To better support the work and mission requirements of future Navy Total Force (NTF) enlisted personnel, the NEBC was developed to provide a more comprehensive work and job description. General descriptions of the duties performed in a position, along with complete task descriptions, skills and abilities, and experience required to perform Navy work, are essential to the identification and development of flexible and transferable skill sets throughout a NTF.

b. NEBCs identify enlisted position requirements and enlisted occupational experience required to fill a position and is acquired through position experience or through a combination of education, training, and experience.

c. An NEBC provides a general description of duties performed in a position. It is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the position. The NEBC identifies a group of enlisted positions which are similar but not necessarily identical in scope and nature of duties.

d. Each NEBC consists of a system-generated six-digit unique identifier (job code), a long title, a NAVMAC assigned 14 and 30 character short title, a job description, proficiency level, and other job specifications required to perform a job. An NEBC may contain tasks, skills, and abilities which would be documented in the enlisted Occupational Standards. NEBCs are maintained in the Master Job Code Table and can be found at

<http://www.public.navy.mil/bupers-npc/organization/navmac/workforceclassification/Pages/References.aspx>.

e. A need exists in certain Human Resource (HR) operations for occupational information related to NEBCs. The attributes below are assigned to each NEBC to support HR operations.

(1) The Standard Occupation Classification (SOC) code identifies the group number and title in the nation's Occupation Network (O*NET) which corresponds to the NEBC. The O*NET SOC is maintained by the Department of Labor (DOL). The SOC provides a common occupational grouping and numerical coding system for classifying the nation's work in the U.S. and can be found at <http://online.onetcenter.org/>.

(2) The DoD Occupation Classification (DOC) code identifies the group number and title in the Department of Defense Occupational Conversion Manual (DOD 1312.1 series) which corresponds to the NEBC. The DOC provides a common occupational grouping and numerical coding system for classifying work in DoD and can be found at <http://www.dtic.mil/whs/directives/corres/pdf/131201i.pdf>.

(3) The Navy Occupational Classification (NOC) code represents the occupational classifications of the Navy using a common occupational grouping and numerical coding system. Each job is assigned a NOC code, which will be used to place jobs with similar work within the hierarchy. The NOC code consists of a five level hierarchy. The first level of the code identifies the major group, the second level identifies the minor group, the third in combination with the first two levels identifies job area, the fourth level is the specialty field, and the fifth level indicates a sequential job within the hierarchy. Until further notice, use of this code is temporarily suspended.

2. Application. When applied to a position, the NEBC is a general statement of duties performed in accomplishing some part of an activity's mission. The paygrade distinguishes positions which differ in degree of authority or responsibility but not in essential duties performed.

3. Assignment of a job code on all positions is mandatory.

4. Justification to Establish and/or Retain NEBC(s). To establish and/or retain NEBCs, requests should meet the following criteria:

a. Must describe the qualitative requirements of existing or proposed positions in the Navy (e.g. Activity Manpower Documents (AMD)).

b. Must apply to HR planning, personnel control, career management, education and training, or manpower functions.

c. Must apply Navy-wide and does not reflect purely local conditions or organization unless it is necessary to meet the criteria stated in paragraph 4b.

d. Must not duplicate an existing NEBC.

e. Must identify positions, both regular and temporary (peacetime and mobilization), and employee experience, both active and inactive.

f. Must identify a minimum of **50** positions.

g. Job descriptions should be concise and are limited to 3000 characters, including spaces. Job descriptions should be broad enough to identify all positions with similar requirements, yet narrow enough to distinguish significant differences not identified through other codes (e.g., rating, paygrade and activity). Job descriptions stress what is done rather than how or why it is done. They should not include duties required of all employees, such as training of subordinates or preparing routine reports, unless such duties are a distinct requirement of the job.

NOTE: A Classification Element (CE) is the basic component into which a classification category is divided, such as: Rating, Navy Enlisted Classification (NEC) code, Navy Officer Billet Classification (NOBC) code, Additional Qualification Designator (AQD) code, etc. NEBCs are a new CE for the Navy Enlisted Occupational Classification System (NEOCS) and will function similar to NOBCs in the Navy Officer Occupational Classification System (NOOCS). They represent Navy jobs.

5. Recommendations to Establish, Delete, or Revise NEBC(s).

a. To ensure NEBCs reflect current technological and administrative developments, commands and employees are invited to review and evaluate these classifications and, if appropriate, submit recommendations for improvement. An activity recommending a new job should first ensure that an established job in its present form, or with some revision, would not suffice for identifying the occupational aspects of the positions involved. Commands recommending establishing, deleting, or revising a job should consider the criteria listed in paragraphs 2, 3, and 4. All recommendations should include the appropriate information as follows:

(1) Recommendations to establish NEBC(s) must include:

(a) Recommended long title. NAVMAC assigns the 14 and 30 character short titles;

(b) Recommended description (limited to 3000 characters, including spaces);

(c) Number and location of positions, by activity type, that the proposed NEBC will identify;

(d) Recommended paygrades applicable to the NEBC tasks;

(e) Information on how the requirements/qualifications are currently identified;

(f) Justification stating why the existing NEBC descriptors are insufficient without the proposed NEBC, and other historical or amplifying information necessary for prudent consideration at each level of review; and

(g) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(2) Recommendations to delete NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Reason(s) for deleting the NEBC (e.g., qualifications duplicated by another NEBC, insufficient positions to meet the criterion in paragraph 4. (f) and any other information needed for consideration at each level of review;

(c) Information on which NEBCs (include job codes), if any, will absorb the duties of the NEBC and redistribution of NEBC characteristics to identified NEBC(s) that will absorb the duties;

(d) Information on how to recode the positions and job incumbents, if appropriate, presently coded with this NEBC; and

(e) Point of contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(f) Use standard naval letter format or e-mail when submitting requests for NEBC deletions.

(3) Recommendations to revise NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Proposed recoding (if applies), re-titling and/or rewording of the current NEBC and associated characteristics;

(c) Justification for the proposed revision(s); and

(d) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(e) Use standard naval letter format or e-mail when submitting requests for NEBC revisions.

b. The NEOCS Board, per OPNAVINST 1223.1 series, serves as the central point for changes to the Navy Enlisted Occupational Classification System. Activities proposing establishment, deletion, or revision to NEBCs should send recommendations, using the following template, via the appropriate chain of command to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

OR

E-mail to: NAVMAC_OCCSTDS@navy.mil

(COMMAND LETTERHEAD)

TEMPLATE

1211
Ser 10/
Date

From: Submitting Organization
To: Commanding Officer, Navy Manpower Analysis Center
(Code 10)
Via: Endorsements, if applicable
Subj: PROPOSAL TO ESTABLISH NAVY ENLISTED BILLET
CLASSIFICATION (NEBC) FOR XXXXX (provide job title)
Ref: (a) Manual of Navy Enlisted Occupational Standards,
NAVPERS 18068F, VOL I APPENDIX C
(b) OPNAVINST 1223.1 series
Encl: (1) Justification to establish NEBC XXXXXX

1. Per references (a) and (b), enclosure (1) is submitted recommending the establishment of the subject NEBC.
2. Establishment of this NEBC will improve the identification of enlisted position requirements for the XXXXX rating(s). (Any additional comments should stay high level).
3. My point of contact is, XXXXX (provide rate/rank name), who may be reached at (###) ###-####/DSN ###, or by email to: XXXXX.

J. P. JONES
Deputy Commander

Justification to establish NEBC

1. Job Title: Recommend an NEBC title (e.g. Human Intelligence Specialist).
2. Career Field: Provide rating(s) that the proposed NEBC would be associated with (e.g. IS).
3. Job Description: Supply a concise job description for the proposed NEBC (limited to 3,000 characters, including spaces).
4. Other Relationships and Rules: List related NECs or special rules.
5. Tasks and Paygrades: Include list of proposed tasks (to include task paygrade) that identifies the work to be done in the proposed NEBC.
6. Justification: Explain the purpose of the proposed NEBC, how the requirements/qualifications are currently identified, why the existing NEBC descriptors are insufficient without the proposed NEBC, and how it will impact manpower increases/decreases. Be as specific as possible.
7. Number and Location of Billets: Identify the number and location of positions/billets (by activity type) requiring the proposed NEBC.
8. Directives: Identify directives associated with the proposed NEBC (i.e. instructions, manuals, working groups, steering committees, and/or requirements boards).
9. Resource Sponsor/Technical Advisor: Provide the abbreviated activity name, along with the respective Resource Sponsor/Technical Advisor responsible for proposed NEBC (e.g. OPNAV N2N6, ISCM XXXXX).

Enclosure (1)

Navy Enlisted Billet Classification (NEBC) Table

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001000	3M	Preventive Maintenance Manager	MAINT MGR
002506	ABE	Arresting Gear Technician	ARST GEAR TECH
002584	ABE	Catapult Technician	CATAPULT TECH
001030	ABF	Aviation Fuels Below Deck Operations Technician	FUEL BDCK TECH
001085	ABF	Aviation Fuels Flight Deck Operations Technician	FUEL FLT DECK
001140	ABF	Aviation Fuels Shore Base Operations Technician	FUEL SHORE TEC
001555	ABH	Air Operations Technician	AIR OPS TECH
001195	ABH	Aircraft Director	ACRFT DIRECTOR
001250	ABH	Crash and Salvage Firefighter	CRASH SALV FF
001307	AC	Air Traffic Controller	AIR TRAF CNTLR
001417	AD	Aviation Machinist Mate Intermediate Level	AVENG SYS I-LV
001362	AD	Aviation Machinist Mate Organizational Level	AVENG SYS O-LV
001527	AE	Aviation Electricians Mate Organizational Level Technician	AVELX TEC O-LV
001472	AE	Aviation Electricians Mate Intermediate Level Technician	AVELX TEC I-LV
001640	AG	Master Meteorological and Oceanographic (METOC) Forecaster	MSTRMETOCFORC
001585	AG	Meteorological and Oceanographic (METOC) Forecaster	METOC FORCASTR
001695	AG	Meteorological and Oceanographic (METOC) Analyst	METOC ANALYST
001805	AM	Aviation Structural Mechanic Intermediate Level	AVSTRUMEC I-LV
001862	AM	Aviation Structural Mechanic Organizational Level	AVSTRUMEC O-LV
001955	AME	Aviation Environmental and Egress Technician	SFTY EQUI TECH
002687	AN	Airman	AIRMAN
002045	AO	Aircraft Armament Equipment Technician	I LVL AAE TECH
002093	AO	Armorer	ARMORER
002138	AO	Weapons Department Technician	WEP DEPT TECH
002183	AO	Ammunition Logistics Manager	AMMO LOG MGR
002228	AO	Squadron Ordnance Technician	SQDN ORD TECH
002273	AO	Aviation Ordnance Quality Assurance Safety Supervisor	AO QA SUPV
002000	AO	Armament Weapons Support Equipment Technician	ARM WEP SE TEC
002320	AS	Aviation Support Equipment Technician	AV SUP EQ TECH
002410	AT	Aviation Electronics Intermediate Level Technician	AV ELTRON I-LV

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002455	AT	Aviation Electronics Organizational Level Technician	AV ELTRON O-LV
002589	AVIATION	Maintenance and Production Chief	MPCPO
002581	AVIATION	Maintenance Master Chief	MMCPO
001595	AWF	Air Warfare Systems Engineer	NAC AW SYS ENG
002539	AWF	Aircrew Readiness Manager (Mechanical)	ARM (MECH)
002554	AWO	Tactical Aircrew Watch Officer	NAC TAC WO-AWO
002571	AWO	Electronic Systems Specialist	NAC ELX S SPEC
002742	AWO	Aircrew Readiness Manager (Operator)	ARM (OPERATOR)
002544	AWO	Acoustic Systems Specialist	NAC ACOUS SPEC
002671	AWO	Tactical/Mobile Tactical Operations Center Analyst	NAC TAC-MOB AN
002743	AWR	Aircrew Readiness Manager (Tactical Helicopter)	ARM (TAC HELO)
002748	AWR	Aircraft Carrier Tactical Support Center (CV-TSC) Operator	CV TAC SUP CTR
002747	AWR	Multi-Mission Helicopter Sensor Operator	MM SENSOR OP
001605	AWS	Helicopter Warfare Specialist	NAC HELI SPEC
002744	AWS	Aircrew Readiness Manager (Helicopter)	ARM (HELO)
001590	AWV	Airborne Communication Technician	AIR COMM TECH
002672	AWV	Unmanned Aerial Vehicle (UAV) Pilot/Maintainer	NAC UAV P-MNT
001610	AWV	In-Flight Technician	NAC INFLT TECH
002745	AWV	Aircrew Readiness Manager (Avionics)	ARM (AVIONICS)
002576	AZ	Aviation Administrator	AV ADMIN
003721	BM	Ordinary Seaman	ORD SEAMAN
003722	BM	Able Seaman	ABLE SEAMAN
003720	BM	Ship's and Boat's Mate	SB MATE
002594	BU	Builder	BUILDER
002599	CE	Construction Electricians	CONSTRUCT ELEC
002604	CM	Construction Mechanic	CONSTRUCT MECH
003708	CMC	Installation Command Master Chief	INST CMC
003710	CMC	Chief of Naval Operations-Force-Fleet Master Chief	CNO MCPO
003709	CMC	Command Master Chief	CMC
003711	CMC	Immediate Superior in Command Master Chief	ISIC CMC
003707	CMC	Flag Command Master Chief	FLAG CMC
003712	CMC	Chief of The Boat	COB
003713	CMC	Large Deck Command Master Chief	LGD CMC
002755	CMDCS	Command Senior Chief	CMDCS
002688	CN	Constructionman	CONSTRUCTMAN
001007	CS	Leading Culinary Specialist	LEAD CULY SPEC
002609	CS	Culinary Specialist	CULINARY SPEC
002768	CSS	Submarine Leading Culinary Specialist	SUB LD CUL SPC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002769	CSS	Submarine Culinary Specialist	SUB CUL SPEC
002683	CTI	Cyberspace Language Analyst Operator	CYBER LANG OPR
001022	CTI	Strategic Language Analyst Operator	STRAT LANG OPR
001027	CTI	Tactical Language Analyst Operator	TAC LANG OPR
001035	CTM	Cryptologic Systems Maintenance Technician	C SYS MNT TECH
002729	CTM	Cryptologic Systems Installation Technician	C SYS INST TEC
001040	CTM	Cryptologic Systems Maintenance Director	C SYS MNT DIR
003006	CTN	Cryptologic Cyberspace Analyst	CRYPTO CYB ANL
003103	CTN	Cryptologic Cyberspace Planner	CRYPTO CYB PLN
003303	CTN	Cryptologic Cyberspace Operator	CRYPTO CYB OPR
002775	CTN	Cryptologic Cyberspace Research and Development Specialist	CRYPTO CYB R&D
001072	CTR	Analyst and Reporter	ANLYST&REPORTR
001077	CTR	Signals Analyst	SIGNALS ANLYST
002746	CTR	Collection Operator	COLL OPERATOR
002807	CTR	Cyber Analyst and Reporter	Cyber Analyst
002677	CTT	Information Operations Planner	INFO OPS PLNR
001090	CTT	Technical Electronic Intelligence Analyst	ELINT ANALYST
001095	CTT	Surface Electronic Warfare Operator	SURF EW OPER
002676	CTT	Surface Electronic Warfare Maintainer	SURF EW MAINT
002758	CTT	Tactical Information Operations	TACINF OP SPEC
002756	CTT	Operational Electronic Intelligence Analyst	OPELINT ANLYST
002757	CTT	Airborne/Subsurface Electronic Warfare Operator	AIR/SUB EW OP
003002	DC	Ship Survivability Systems Maintainer	SHIP SURV MNT
003021	DC	Ship Survivability Systems Technician	SHIP SURV TECH
001160	EA	Engineering Aide	ENGINEER AIDE
003699	EM	Electrical Systems Maintainer	ELEC SYS MAINT
003302	EM	Electrical Systems Technician	ELEC SYS TECH
003777	EMN	Submarine Propulsion Plant Electrical Operator	SS PPE OP
003778	EMN	Surface Propulsion Plant Electrical Operator	SW PPE OP
003785	EMN	Submarine Propulsion Plant Electrical Supervisor	SS PPE SUP
003786	EMN	Surface Propulsion Plant Electrical Supervisor	SW PPE SUP
003793	EMN	Submarine Propulsion Plant Electrical Manager	SS PPE MGR
003794	EMN	Surface Propulsion Plant Electrical Manager	SW PPE MGR
003102	EN	Diesel Engine Systems Manager	DIESEL SYS MGR
003653	EN	Diesel Engine Systems Maintainer	DIESEL SYS MNT

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003179	EN	Diesel Engine Systems Technician	DIESEL SYS TEC
001165	EO	Equipment Operators	EQUIP OPERATOR
001172	EOD	Senior Explosive Ordnance Disposal Technician	EOD TECH SENOR
001177	EOD	Master Explosive Ordnance Disposal Technician	EOD MASTER
002617	EOD	Basic Explosive Ordnance Disposal Technician	EOD TECH BASIC
003723	ET	Electronics Communications Technician	E COM SYS TECH
003725	ET	Electronics Radar Systems Technician	E RDR SYS TECH
003726	ET	Electronics Systems Manager	ELEC SYS MGR
003724	ET	Electronics Data Systems Technician	E DATA SYS TEC
003796	ETN	Surface Reactor Controls Manager	SW REAC CNTMGR
003787	ETN	Submarine Reactor Controls Supervisor	SS REAC CNTSUP
003788	ETN	Surface Reactor Controls Supervisor	SW REAC CNTSUP
003795	ETN	Submarine Reactor Controls Manager	SS REAC CNTMGR
003779	ETN	Submarine Reactor Controls Operator	SS REAC CNT OP
003780	ETN	Surface Reactor Controls Operator	SW REAC CNT OP
001187	ETV	Submarine Navigation Technician	SUB NAV TECH
001192	ETV	Submarine Navigation Manager	SUB NAV MGR
001182	ETV	Submarine Navigation Operator	SUB NAV OPER
003729	FC	Fire Control Administrator	FIRE CTRL ADMN
003727	FC	Fire Controlman	FIRE CNTL
002770	FCA	Aegis Fire Control Operator	AEGIS FC OPR
002771	FCA	Aegis Fire Control Technician	AEGIS FC TECH
002772	FCA	Aegis Fire Control Administrator	AEGIS FC ADMN
002689	FN	Fireman	FIREMAN
001237	FT	Combat Control Systems Technician	CMBT CTRL TECH
001232	FT	Combat Control Systems Operator	CMBT CTRL OPER
001242	FT	Combat Control Systems Manager	CMBT CTRL MGR
003731	GM	Weapons Delivery System Technician	WEPS DSYS TECH
003732	GM	Small Arms Technician	SMALL ARM TECH
003730	GM	Weapons Administrator	WEAPONS ADMN
003202	GSE	Gas Turbine Electrical Systems Maintainer	GTE SYS MAINT
003654	GSE	Gas Turbine Electrical Systems Technician	GTE SYS TECH
003698	GSM	Gas Turbine Mechanical Systems Maintainer	GT MECH MAINT
003003	GSM	Gas Turbine Mechanical Systems Technician	GT MECH TECH
002670	HM	Dental Laboratory Technician, Advanced	DENT LAB ADV
001327	HM	Submarine Force Independent Duty Corpsman	SUB FORCE IDC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003700	HM	Aerospace Medical Technician	AERO MED TECH
001372	HM	Surgical Technologist	SURG TECH
003652	HM	Advanced X-Ray Technician	ADV X-RAY
003355	HM	Nuclear Medicine Technician	NUC MED TECH
001339	HM	Hemodialysis/Apheresis Technician	HEMO TECH
003501	HM	Search and Rescue Medical Technician	SAR TECH
001354	HM	Cardiovascular Technician	CV TECH
001359	HM	Histopathology Technician	HISTO TECH
001377	HM	Cytotechnologist	CYTO TEC
001382	HM	Medical Laboratory Technician	MED LAB TECH
003380	HM	Drug and Alcohol Counselor	DAC COUNSELOR
003301	HM	Dental Laboratory Technician, Maxillofacial	DEN ORALMAX
001260	HM	Field Medical Service Technician	FLD MED TECH
001289	HM	Fleet Marine Force Reconnaissance Corpsman	FMF RECON HM
003462	HM	Aerospace Physiology Technician	AERO PHYS TECH
001344	HM	Physical Therapy Technician	PT TECH
003020	HM	Medical Deep Sea Diving Technician	DIVE MED TECH
001322	HM	Pharmacy Technician	PHARM TECH
001247	HM	Deep Sea Diving Independent Duty Corpsman	DIVE IDC
001387	HM	Behavioral Health Technician	BEHAV HLTH
001265	HM	Orthopedic Cast Room Technician	CAST ROOM TECH
003055	HM	Occupational Therapy Assistant	OT TECH
001317	HM	Fleet Marine Force Reconnaissance Independent Duty Corpsman	FMF RECON IDC
003155	HM	Respiratory Therapy Technician	RES THER TECH
003401	HM	Dental Laboratory Technician, Basic	DENT LAB BASIC
003555	HM	Radiation Health Technician	RAD HLTH TECH
003455	HM	Electroneurodiagnostic Technologist	END TECH
001349	HM	Surface Force Independent Duty Corpsman	SURFACE IDC
001255	HM	Hospital Corpsman Basic	CORPSMAN
001367	HM	Preventive Medicine Technician	PREV MED TECH
003007	HM	Dental Hygienist	DENT HYGIENE
001155	HM	Dental Technician Basic	DENTAL ASST
001304	HM	Optician	OPTICIAN
001312	HM	Biomedical Equipment Technician	BIOMED EQ TECH
001394	HM	Urology Technician	UROLOGY TECH
003178	HM	Mortician	MORTICIAN
002669	HM	Advanced Dental Assistant	ADV DENT ASST
003358	HN	Hospitalman	HOSPITALMAN
003004	HT	Hull Systems Maintainer	HULL SYS MAINT
003556	HT	Hull Systems Technician	HULL SYS TECH
003733	IC	Interior Communication Operator	INT COMM OPER
003734	IC	Interior Communication Technician	INT COMM TECH
003735	IC	Interior Communication Administrator	INT COMM ADMIN
003706	INSTRUCTOR	Workspace Trainer	WK TRAINER

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003704	INSTRUCTOR	Formal Instructor	FOR INST
003705	INSTRUCTOR	Training Manager	TRAIN MGR
001399	IS	Strike Warfare Intelligence Analyst	STRIKE ANALYST
001404	IS	Operational Intelligence Analyst	OP INTEL ANLST
001409	IS	Geospatial Intelligence Analyst	GEOS INTEL ANL
002685	IS	Expeditionary Warfare Intelligence Analyst	EXP INTEL ANL
002780	IT	Communication Security Manager	COMSEC MANAGER
002781	IT	Cyber Defense Infrastructure Support Specialist	CD INF SUPSPEC
002782	IT	Cyber Defense Incident Responder	CD INCNT RSPND
002783	IT	Vulnerability Assessment Analyst	VULN ANALYST
002784	IT	Radio Frequency Operator	RF OPERATOR
002776	IT	Technical Support Specialist	IT TECH SPEC
002777	IT	System Administrator	SYS ADMIN
002778	IT	Systems Security Analyst	SYS SEC ANLST
002779	IT	Information Systems Security Manager	ISSM
002790	ITS	Communications Technician	COMMS TECH
002789	ITS	Communications Specialist	COMMS SPEC
002787	ITS	Electronic Warfare Manager	EW MANAGER
002786	ITS	Electronic Warfare Technician	EW TECH
002792	ITS	Electronic Warfare Specialist	EW SPEC
002791	ITS	Communications Manager	COMMS MANAGER
003803	LCAC	Landing Craft Air Cushion Deck Engineer	DECK ENG
003804	LCAC	Landing Craft Air Cushion Engineer	ENGINEER
003805	LCAC	Landing Craft Air Cushion Loadmaster	LOADMSTER
003806	LCAC	Landing Craft Air Cushion Operator/Navigator	NAVIGATOR
003716	LEADER	Primary Leader	PRI LDR
003717	LEADER	Advanced Leader	ADV LDR
003718	LEADER	Executive Leader	EXEC LDR
003719	LEADER	First Line Leader	FST LDR
003714	LEADER	Command Leader	CMD LDR
003715	LEADER	Foundational Leader	FDTN LDR
001469	LN	Senior Paralegal	SEN PARALEGAL
001482	LN	Journeyman Paralegal	JOUR PARALEGAL
001477	LN	Paralegal	PARALEGAL
001637	LS	Postal Clerk	POSTAL CLERK
001742	LS	Logistics Manager	LOGISTICS MGR
001747	LS	Logistician	LOGISTICIAN
002773	LSS	Submarine Logistics Manager	SUB LOGIST MGR
002774	LSS	Submarine Logistician	SUB LOGISTN
001487	MA	Corrections Specialist	CORRECTNS SPEC
001497	MA	Investigator-Protective Service Specialist	IN PROSRV SPEC
001514	MA	Trainer-Planner	TRAIN-PLANNER
001504	MA	Expeditionary Security Force Specialist	XPD SCTY FORCE

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001509	MA	Security Force Specialist	SCTY FORC SPEC
001492	MA	Independent Duty Master-At-Arms	ID MAA
002763	MC	Communication Director	COMM DIRECTOR
002764	MC	User Experience Director	USER EXP DIR
002760	MC	Content Developer	CONTENT DEV
002761	MC	Production Manager	PRODUCTION MGR
002762	MC	Creative Director	CREATIVE DIR
003177	MM	Steam Plant Auxiliary Systems Technician	STEAM SYS TECH
003651	MM	Steam Plant Auxiliary Systems Manager	STEAM SYS MGR
003005	MM	Steam Plant Auxiliary Systems Maintainer	STEAM SYS MAIN
001519	MMA	Auxiliary Equipment Technician	AUX EQUIP TECH
001524	MMA	Auxiliary Equipment Operator	AUX EQUIP OPER
001532	MMA	Auxiliary Equipment Manager	AUX EQUIP MGR
003781	MMN	Propulsion Plant Mechanical Operator	PPM OPERATOR
003789	MMN	Propulsion Plant Mechanical Supervisor	PPM SUPERVISOR
003797	MMN	Propulsion Plant Mechanical Manager	PPM MANAGER
003736	MN	Mine Warfare Specialist	MINE WAR SPEC
003737	MN	Mine Warfare Manager	MINE WAR MGR
003156	MR	Machinery Repairman Apprentice	MR APPRENTICE
003381	MR	Machinery Repairman Journeyman	MR JOURNEYMAN
001552	MT	Strategic Weapons Manager	STRAT WEP MGR
001562	MT	Strategic Weapons Technician	STRAT WEP TECH
001567	MT	Strategic Weapons Operator	STRAT WEP OPER
001572	MU	Musician	MUSICIAN
001577	MUSE	Mobile Utilities Support Equipment Technician	MUSE TEC
001622	NCC	Career Specialist	CAREER SPEC
003776	NCC	Chief Career Counselor	CHIEF CARCNL
001617	NCC	Command Career Counselor	CCC
001632	NCR	Recruiting Supervisor	RECRUIT SUPV
002793	NCR	Recruiter	RECRUITER
001100	ND	Second Class Diver	SCND CLASS DVR
001110	ND	Master Diver	MASTER DVR
001105	ND	First Class Diver	FRST CLASS DVR
001017	NRS (Non Rating Specific)	Special Compartmented Information Security Program Specialist	SCI SPEC
001854	NRS	Officer Candidate, Midshipman	OCS MIDSHI
003759	NRS	Human Resources Specialist	HR SPEC
003758	NRS	Hospitality Specialist	HOSP SPEC
003756	NRS	Electronics Maintenance Technician	E MAIN TEC
003752	NRS	Aviation Maintenance Technician	AVMAIN TEC
003753	NRS	Ceremonial Specialist	CEREM SPEC
003766	NRS	Recruiter	RECRUITER
001008	NRS	Equal Opportunity Advisor	EO ADVISOR

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003757	NRS	Environmental Specialist	ENVIR SPEC
002648	NRS	Boat Crew Specialist	BTCRW SPEC
002649	NRS	Camp/Convoy Security Specialist	CPCV SSPEC
001839	NRS	Officer Candidate, Civil Engineer	OCS CIVIL
001910	NRS	Correctional Counselor	CORRECT CO
001844	NRS	Officer Candidate, Nuclear Propulsion	OCS NUCLEAR
002650	NRS	Boarding Specialist	BOARD SPEC
003755	NRS	Disaster Preparedness Operations Specialist	DIS PREP SPEC
001800	NRS	Drug and Alcohol Counselor Intern	DAC INTERN
001830	NRS	Officer Candidate, Aviation Officer	OCS AVIATI
003754	NRS	Counselor	COUNSELOR
001872	NRS	Prisoner	PRISONER
001859	NRS	Transient	TRANSIENT
003760	NRS	Inspector	INSPECTOR
003762	NRS	Logistics Support Technician	LOGSU TEC
003763	NRS	Maintenance Technician	MAINT TEC
003764	NRS	Office Support Specialist	OFSU SPEC
003765	NRS	Operations Support Technician	OPSU TEC
001867	NRS	Patient	PATIENT
001849	NRS	Officer Candidate, School	OCS SCHOOL
003802	NRS	LCAC Craftmaster	LCAC CRAF
001877	NRS	Holdee	HOLDEE
001820	NRS	Student	STUDENT
001825	NRS	Officer Candidate, NAC	OCS NAC
003767	NRS	Security Support Specialist	SECSU SPEC
003768	NRS	Support Services Specialist	SUSRV SPEC
003769	NRS	Transportation Specialist	TRANS SPEC
003807	NRS	Limited Duty Coordinator	LIMDU COORD
003740	OS	Warfare Operator	WARFARE OPER
003741	OS	Operations Administrator	OPS ADMIN
003739	OS	Navigation and Plotting Specialist	NAV PLOT SPEC
003742	OS	Electronic Systems Operator	ELEC SYS OPER
003738	OS	Combat Air Controller	COM AIR CTRLR
001700	PR	Aviation Life Support Systems Organizational Level Technician	ALSS OLVL TECH
001692	PR	Aviation Life Support Systems Intermediate Level Technician	ALSS ILVL TECH
001705	PR	Special Operations Parachute Rigger	SPEC OP RIGGER
001687	PR	Aviation Life Support Systems Training and Acquisition Manager	ALSS TRACQ MGR
001122	PS	Pay Manager	PAY MANAGER
001682	PS	Personnel Manager	PERS MANAGER
001665	PS	Personnel Clerk	PERS CLERK
001677	PS	Personnel Supervisor	PERS SUPV
001127	PS	Pay Clerk	PAY CLERK
001117	PS	Pay Supervisor	PAY SUPERVISOR
003743	QM	Navigation Administrator	NAVIGATN ADMIN
003744	QM	Navigation Specialist	NAVIGATN SPEC
003745	QM	Navigation Manager	NAVIGATN MGR
001710	RP	Religious Program Specialist	RP SPECIALIST

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001715	RP	Religious Program Supervisor	RP SUP
002785	RP	Religious Program Senior Supervisor	RP SEN SUP
001732	RS	Laundry Operator	LAUNDRY OPER
001737	RS	Barber	BARBER
001727	RS	Retail Operator	RETAIL OPER
002822	RW	Robotics Systems Specialist	ROBOT SYS SPEC
002823	RW	Robotics Systems Manager	ROBOT SYS MGR
001775	SB	Special Warfare Combatant-Craft Crewman Basic	SWCC CREWMAN
001787	SB	Special Warfare Combatant-Craft Crewman Master	SWCC MASTER
001782	SB	Special Warfare Combatant-Craft Crewman Senior	SWCC BOAT CAPT
002690	SN	Seaman	SEAMAN
001720	SO	Sea Air and Land (SEAL)	SEAL
003747	STG	Anti-Submarine Warfare Operator	ASW OPERATOR
003748	STG	Anti-Submarine Warfare Technician	ASW TECHNICIAN
003746	STG	Anti-Submarine Warfare Manager	ASW MANAGER
001760	STS	Advanced Sonar Operator	ADV SONAR OPER
001765	STS	Sonar Supervisor	SONAR SUPV
001755	STS	Basic Sonar Operator	BAS SONAR OPER
001770	SW	Steelworkers	STEELWORKER
001537	TM	Tactical Weapons Operator	TACT WEP OPER
001542	TM	Tactical Weapons Manager	TACT WEP MGR
001547	TM	Tactical Weapons Technician	TACT WEP TECH
001792	UCT	Underwater Construction Technician	U CON TEC
001797	UT	Utilitiesmen	UTILITIESMAN
001802	YN	Administrative Assistant	ADMIN ASST
001815	YN	Office Manager	OFFICE MANAGER
001810	YN	Administrative Supervisor	ADMIN SUPV
002767	YNS	Submarine Administrative Office Supervisor	SUB ADMN SUPV
002765	YNS	Submarine Administrative Assistant	SUB ADMIN ASST
002766	YNS	Submarine Administrative Manager	SUB ADMIN MGR

Skills

Skills are proficiencies that are developed through training or experience. The 35 O*NET skills are located at: https://www.onetcenter.org/reports/AOSkills_ProcUpdate.html.

Skills	Description
<i>Active Learning</i>	Understanding the implications of new information for both current and future problem-solving and decision-making.
<i>Active Listening</i>	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<i>Complex Problem Solving</i>	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
<i>Coordination</i>	Adjusting actions in relation to others' actions.
<i>Critical Thinking</i>	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<i>Equipment Maintenance</i>	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
<i>Equipment Selection</i>	Determining the kind of tools and equipment needed to do a job.
<i>Installation</i>	Installing equipment, machines, wiring, or programs to meet specifications.
<i>Instructing</i>	Teaching others how to do something.
<i>Judgment and Decision Making</i>	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
<i>Learning Strategies</i>	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<i>Management of Financial Resources</i>	Determining how money will be spent to get the work done, and accounting for these expenditures.
<i>Management of Material Resources</i>	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
<i>Management of Personnel Resources</i>	Motivating, developing, and directing people as they work, identifying the best people for the job.
<i>Mathematics</i>	Using mathematics to solve problems.
<i>Monitoring</i>	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
<i>Negotiation</i>	Bringing others together and trying to reconcile differences.
<i>Operation and Control</i>	Controlling operations of equipment or systems.
<i>Operation Monitoring</i>	Watching gauges, dials, or other indicators to make sure a machine is working properly.
<i>Operations Analysis</i>	Analyzing needs and product requirements to create a design.
<i>Persuasion</i>	Persuading others to change their minds or behavior.
<i>Programming</i>	Writing computer programs for various purposes.
<i>Quality Control Analysis</i>	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
<i>Reading Comprehension</i>	Understanding written sentences and paragraphs in work related documents.
<i>Repairing</i>	Repairing machines or systems using the needed tools.
<i>Science</i>	Using scientific rules and methods to solve problems.
<i>Service Orientation</i>	Actively looking for ways to help people.
<i>Social Perceptiveness</i>	Being aware of others' reactions and understanding why they react as they do.
<i>Speaking</i>	Talking to others to convey information effectively.
<i>Systems Analysis</i>	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Skills (cont'd)

Skills	Description
<i>Systems Evaluation</i>	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
<i>Technology Design</i>	Generating or adapting equipment and technology to serve user needs.
<i>Time Management</i>	Managing one's own time and the time of others.
<i>Troubleshooting</i>	Determining causes of operating errors and deciding what to do about it.
<i>Writing</i>	Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

Abilities are enduring attributes of the individual that influence performance. The 52 O*NET abilities are located at: <https://www.onetcenter.org/reports/AnalystProcUpdate.html>.

Abilities	Description
<i>Arm-hand Steadiness</i>	Keeping your hand and arm steady while moving your arm or while holding your arm and hand in one position.
<i>Auditory Attention</i>	Focusing on a single source of sound in the presence of other distracting sounds.
<i>Category Flexibility</i>	Generating or using different sets of rules for combining or grouping things in different ways.
<i>Control Precision</i>	Quickly and repeatedly adjusting the controls of a machine or a vehicle to exact positions.
<i>Deductive Reasoning</i>	Applying general rules to specific problems to produce answers that make sense.
<i>Depth Perception</i>	Judging which of several objects is closer or farther away from you, or to judge the distance between you and an object.
<i>Dynamic Flexibility</i>	Quickly and repeatedly bending, stretching, twisting, or reaching out with your body, arms, and/or legs.
<i>Dynamic Strength</i>	Exerting muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
<i>Explosive Strength</i>	Using short bursts of muscle force to propel oneself (as in jumping or sprinting) or to throw an object.
<i>Extent Flexibility</i>	Bending, stretching, twisting, or reaching with your body, arms, and/or legs.
<i>Far Vision</i>	Seeing details at a distance.
<i>Finger Dexterity</i>	Making precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
<i>Flexibility of Closure</i>	Identifying or detecting a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
<i>Fluency of Ideas</i>	Coming up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
<i>Glare Sensitivity</i>	Seeing objects in the presence of a glare or bright lighting.
<i>Gross Body Coordination</i>	Coordinating the movement of your arms, legs, and torso together when the whole body is in motion.
<i>Gross Body Equilibrium</i>	Keeping or regaining your body balance or stay upright when in an unstable position.
<i>Hearing Sensitivity</i>	Detecting or telling the differences between sounds that vary in pitch and loudness.
<i>Inductive Reasoning</i>	Combining pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
<i>Information Ordering</i>	Arranging things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
<i>Manual Dexterity</i>	Quickly moving your hand, your hand together with your arm, or your two hands to grasp, manipulate or assemble objects.
<i>Mathematical Reasoning</i>	Choosing the right mathematical methods or formulas to solve a problem.
<i>Memorization</i>	Remembering information such as words, numbers, pictures, and procedures.
<i>Multi-limb Coordination</i>	Coordinating two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
<i>Near Vision</i>	Seeing details at close range (within a few feet of the observer).

Abilities (cont'd)

Abilities	Description
<i>Night Vision</i>	Seeing under low-light conditions.
<i>Number Facility</i>	Adding, subtracting, multiplying, or dividing quickly and correctly.
<i>Oral Comprehension</i>	Listening to and understand information and ideas presented through spoken words and sentences.
<i>Oral Expression</i>	Communicating information and ideas in speaking so others will understand.
<i>Originality</i>	Coming up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
<i>Perceptual Speed</i>	Quickly and accurately comparing similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
<i>Peripheral Vision</i>	Seeing objects or movement of objects to one's side when the eyes are looking ahead.
<i>Problem Sensitivity</i>	Telling when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
<i>Rate Control</i>	Timing your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
<i>Reaction Time</i>	Quickly responding (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
<i>Response Orientation</i>	Choosing quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
<i>Selective Attention</i>	Concentrating on a task over a period of time without being distracted.
<i>Sound Localization</i>	Telling the direction from which a sound originated.
<i>Spatial Orientation</i>	Knowing your location in relation to the environment or to know where other objects are in relation to you.
<i>Speech Clarity</i>	Speaking clearly so others can understand you.
<i>Speech Recognition</i>	Identifying and understand the speech of another person.
<i>Speed of Closure</i>	Quickly making sense of, combining, and organizing information into meaningful patterns.
<i>Speed of Limb Movement</i>	Quickly moving the arms and legs.
<i>Stamina</i>	Exerting yourself physically over long periods of time without getting winded or out of breath.
<i>Static Strength</i>	Exerting maximum muscle force to lift, push, pull, or carry objects.
<i>Time sharing</i>	Shifting back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other source
<i>Trunk Strength</i>	Using your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
<i>Visual Color Discrimination</i>	Matching or detect differences between colors, including shades of color and brightness.
<i>Visualization</i>	Imagining how something will look after it is moved around or when its parts are moved or rearranged.
<i>Wrist-finger Speed</i>	Making fast, simple, repeated movements of the fingers, hands, and wrists.
<i>Written Comprehension</i>	Reading and understand information and ideas presented in writing.
<i>Written Expression</i>	Communicating information and ideas in writing so others will understand.