APPENDIX F

CRITERIA AND GUIDELINES FOR RECOMMENDING CHANGES TO STANDARDS

A.   GENERAL

1.   The Navy requires a periodic review and update of enlisted Occupational Standards (OCCSTDs). Although the Navy Manpower Analysis Center (NAVMAC) conducts this review and update, <u>all</u> commands are urged to submit recommended changes to the OCCSTDs whenever they identify new, revised, or obsolete requirements.

2.   The procedure for developing updated OCCSTDs includes a preliminary review of current OCCSTDs by rating advisors. This validates and identifies new or changing requirements. U.S. Fleet Forces Command (USFF), Type Commanders, Commander, Naval Education and Training Command (NETC), rating advisors, enlisted community managers, and other interested activities then receive these proposals for review and comment. OCCSTDs are endorsed by the Primary Advisor(s) of each rating prior to approval and promulgated by the Director, Military Personnel Plans and Policy Division (N13).

3. Customers should submit potential gaps in OCCSTDs identified during initiatives such as Sailor 2025 and Advancement Exam Readiness Review (AERR) events. This feedback can be submitted via formal letter or email adhering to the task criteria outlined below. This feedback will be evaluated in an expedited manner and, when appropriate, get incorporated into OCCSTDS with Rating Sponsor concurrence

4.   Forward recommended changes to OCCSTDs, via the chain of command, to:

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

OR

E-mail to: NAVMACCODE10@us.navy.mil

B.   CRITERIA

1.   OCCSTDs <u>should</u>:

a.   Be consistent with the approved scope of the rating.

b.   Be stated as an action (i.e., a task to be done). The details of tasks are derived from task analyses and other data.

c.   Be concise and understandable.

d.   Reflect the paygrade level at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.

e.   Include only those tasks which are attainable by the average incumbent of a rate.

f.   Reflect skill progression among the various paygrades as appropriate for the rating.

2.   OCCSTDs should not include:

a.   Knowledge requirements, which are implied in the performance of a task.

b.   Qualifiers, such as perform an action "in accordance with..." It is assumed that personnel comply with applicable directives and publications when performing a task.

c.   Enabling tasks, such as perform a task "in order to..." The purpose of the task should be evident.

d.   Subordinate tasks (i.e., tasks which are elements or sub-tasks of a task which is broadly stated).

e.   Specific identification of equipment (e.g., AN, MOD or MK). Such detail is not necessary and is subject to rapid obsolescence.

f.   Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.

g.   Skills that are represented by the naval standards.

h.   Security requirements applicable to all Navy personnel as specified in DoD Publication 5200.1-R, OPNAVINST 5510 series. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.

i.   Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

C.   GUIDELINES AND FORMAT

1.   Proposed changes (additions, revisions, or deletions) of existing rating standards shall be requested using the '*Recommend Changes to OCCSTDs Feedback*' sheet which can be obtained from NAVMAC using the following address: E-mail: NAVMACCODE10@us.navy.mil.

2.   If the proposed change is a revision to existing OCCSTD task, use the following format:

a.   Identify the OCCSTD task.

b.   State the revision and the applicable change.

c.   Give justification for the proposed change.

3.   If the proposed change is a new OCCSTD task, use the following format:

a.   State the proposed OCCSTD task and related data variables (e.g., paygrade, task type (core/non-core), jobs(s) assignment, and functional area).

b.   Give justification for the proposed OCCSTD task.

4. If the proposed change is a <u>deletion</u> of an existing OCCSTD task, use the following format:

    a. Identify the OCCSTD task.

    b. Identify applicable job(s) i.e. if only removing from specific jobs.

    c. Give justification for deleting the OCCSTD task.