RATING STRUCTURE CHANGE PROPOSAL TEMPLATE

A. INTRODUCTION

This Appendix provides guidance on how to prepare and submit recommendations for *establishing*, *revising*, *merging*, or *disestablishing* Navy ratings. The Navy Manpower Analysis Center (NAVMAC) is the administrator for all proposals submitted to the Navy Enlisted Occupational Classification System (NEOCS) Board for the review and approval process. ***ALL*** proposals ***shall*** be submitted by an Echelon 3 or higher activity to: Director, Navy Manpower Analysis Center (Code 10), 5722 Integrity Drive, Millington, TN 38054-5011 or navmac_neocs@navy.mil. Please note that although technical merit is a primary consideration in a rating structure proposal, proposed actions will always be finalized in light of resources, programming, and personnel management implications.

B. METHODOLOGY FOR ESTABLISHING RATINGS

1. The NEOCS Board is a standing board and serves as the central monitoring and control point for system changes to ratings and overall system direction. The NEOCS Board formally reviews all proposals and supplies relevant data to the chain of command to assist in the review and approval process. The Executive Secretary of the NEOCS Board processes all changes to the rating structure. The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves policy and modifications to existing ratings including the establishment, revision, merging, and disestablishment of service ratings. Under the authority of Title 10 U.S.C. 6013, the Secretary of the Navy approves the establishment and disestablishment of general ratings.

2. ***Criteria for Navy Ratings.*** The following considerations are intended for use in developing proposals to establish new ratings:

a. Must apply to the regular Navy and Naval Reserve in peacetime and wartime with no basic change in structure during mobilization;

b. Must provide necessary generalization in paygrades E-4 through E-6 to ensure the availability of broadly qualified senior petty officers capable of supervising any work in their rating;

c. Must provide the fleet with a rating that can, with other ratings, accomplish all necessary tasks, yet possess specific knowledge and skills different from other ratings;

d. Must be useful at sea, ashore, or at an overseas activity;

e. Should be composed of occupational (work) content in sufficient scope and range so that the rating comprises a family of related jobs;

f. Should require essentially the same basic experience, training, techniques, abilities and physical and mental capacities;

g. Should involve a sufficient number of personnel to establish the need for training programs and related administrative functions;

h. Should have a skill level and qualifications structure; and

i. Should provide workload equity among ratings as far as practicable.

3. ***NEOCS Board concerns.*** The following questions highlight some of the major issues evaluated by the NEOCS Board during the rating proposal review process. Proposals should address the following questions:

a. Is the proposal for a general rating, or rating merger?

b. What are the operational requirements of the proposed rating; why is it necessary?

c. If the proposal is for a rating, what related service ratings, if any, are required?

d. If the proposed rating contains service ratings, what proportion should be assigned to each service rating?

e. What is the title of the proposed rating?

f. What tasks and duties will personnel in the proposed rating be required to perform?

g. How will the work requirements be assigned among the paygrades?

h. To what extent will the level of skill and knowledge increase with each higher paygrade?

i. What degree of formal and on-the-job training is required?

j. What special personal qualifications are needed for the new rating (mental, physical or other requirements)?

k. To what Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) classifications would personnel in the rating advance?

RATING STRUCTURE CHANGE PROPOSAL TEMPLATE

Letterhead

1221
Ser

From: ***Title of activity submitting proposal (SNDL Listing)***
To: Director, Navy Manpower Analysis Center (Code 10)

Subj: PROPOSAL TO ***ESTABLISH/REVISE/DISESTABLISH/MERGE (<u>RATING AND RATING)</u>***
(PROPOSAL TO ESTABLISH THE SUBMARINE INFORMATION SYSTEMS TECHNICIAN (ITS) SERVICE RATING)

Ref: (a) OPNAVINST 1223.1 (series)
(b) NAVPERS 18068F, Volume II (NECs)
(c) ***List additional references that relate to this proposal***

Encl: (1) Proposal to ***Establish/Revise/Disestablish/Merge (<u>Rating And Rating)</u>***
(2) Point Paper
(3) Draft NAVADMIN

1. In accordance with references (a) and (b), enclosure (1) is submitted for review, consideration, and approval by the Navy Enlisted Occupational Classification System (NEOCS) Board. This proposal considers current and proposed billet structures, personnel inventory, training impact (to include the IA Account), career paths for the affected rating ***(s)***, advantages and disadvantages of this proposed ***establishment/revision/disestablishment/merger***, advancement opportunity, sea/shore rotation, opportunities for women, clearance issues, NEC code issues, reserve implications, Armed Services Vocational Aptitude and Batter Test (ASVAB) scores, rating badge, and rating name.

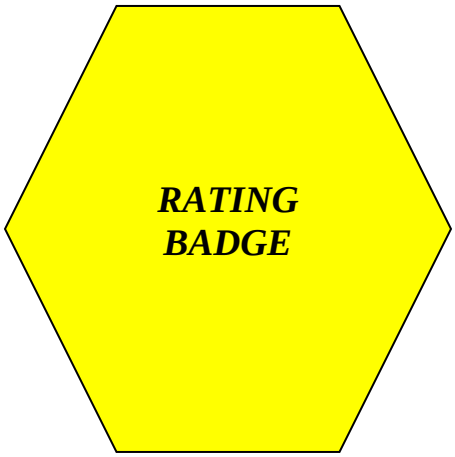
2. As a means to accelerate the review process, enclosure (2) is provided as an executive summary; and upon approval of the proposal by CNO, enclosure (3) shall be released by DCNO (N1).

3. Point ***(s)*** of contact ***is/are CPO Joe Sailor***, who may be reached at ***(901) 874-6463/DSN 882; or CPO Joy Sailor,*** who may be reached at ***(901) 874-6258/DSN 882***.

K. LEADERSHIP
Signature required

Copy to:
As required if you as the originator deem necessary.

Proposal to ***Establish/Revise/Disestablish/Merge (<u>Rating And Rating)</u>***



1. **Purpose**: Mention any steering committee meetings or groups that met to review rating issues and policies, project future requirements and make recommendations, which would include the concept brief given to the Manpower, Personnel and Training Working Group (MPTWG) for concept development.

2. **Justification**: Explanation of how it will benefit the Navy and the Sailors. Examples of Sailors' benefits could be promotion opportunities, diversity of assignments and/or training etc.

3. **Rating Scope**: To include existing/proposed. Individual Learning Centers or Enlisted Community Managers would provide this.

4. **Career Path**: To included existing/proposed. Current Career Path can be found in NAVPERS 18068F. Should include advancement opportunities.

5. **Billet Structure**: To include existing/proposed. Break-down of Sea and Shore rotation. This would be the Enlisted Programmed Authorization (EPA) Structure. Include Reserve EPA Tables (existing/proposed). Should include explanation how the new billet structure would be displayed. If excess billets will be achieved with the merger, should include explanation on how the excess billets would be recoded (sea/shore). If additional billets are required, include an explanation on where the compensation would come from. Is there workload to support additional billets? Who will pay for the additional billets?

6. **Personnel Inventory**: To include existing/proposed. Separate tables for active and reserve. Give total number of personnel and display percentage breakdown by paygrade. If all current personnel are not required in the new proposed rating, how will conversions be handled?

7. **Training**: To include existing/proposed (what schools, location, duration, CBT, OJT etc). Need to state who will absorb the cost if there is a training requirement increase. Will there be a difference course (for the higher paygrades) offered when the merger is complete? Will CDs need to be developed? Will PCS be involved if training sites move or if a new training site is established. Has the PCS been planned for? Does the Navy have resources (trainers) to train at the new proposed site? Consider training sites that award an NEC. Is there going to be an Individual Accounts (IA) increase? Will these schools be consolidated?

8. **Primary/Enterprise Resource Sponsor/OPNAV (N10)**: A statement to the effect they will ensure the cost associated with the rating merger will be programmed for as required.

9. **NEC Code (s)**: Will a new NEC code (s) need to be established? Will NEC codes need to be merged? Will NEC codes need to be disestablished? Will source ratings need to be revised or added? School producing NEC codes should be addressed under Training.

10. **Clearance Issues/Naturalization Issues**: To include existing. Will this change once the ratings are merged? How will the billets and personnel be affected? Due to the backlog of SCI security clearance adjudications, it is imperative to discuss any issues this backlog causes WRT to accomplishing the mission (i.e. junior Sailors may sit at a PCS duty station for over a year before getting a final TS SCI security clearance, so what are we going to do prior to their arrival to shorten this time lag?)

11. **Reserves:** Impact. How will they handle the conversion? Does anything pose a problem for the Reserves (i.e. cost, women, time requirements, etc)?

12. **Facilities/Equipment**: MILCON issues, equipment purchases, etc.

13. **Sea/Shore Rotation**: To include existing/proposed (ECM can give you this information). If the existing is changing, give an explanation.

14. **Rating Badge:** Will existing badge remain or will it change? If change is needed, notify the NEXCOM, and in the proposal state what it will be and if the name changes, add that as well.

15. **Timeframe**: Here you will need to explain the timeframe involved to implement the proposal. (i.e. will you do E9 & E8, then E7, and E6 and below) or will the implementation occur all at one time? When will conversion be completed?

16. **Summary**: Pros and cons. Closing remarks.

DATE (Day Month Year)
ACTIVITY SHORTTITLE/
POC PHONE NUMBER
(Include DSN prefix)
CDR SAILOR
(Originator of point paper)

Subject: PROPOSAL TO ***ESTABLISH/REVISE/DISESTABLISH/MERGE (RATING AND RATING)***

(PROPOSAL TO ESTABLISH THE SUBMARINE INFORMATION SYSTEMS TECHNICIAN (ITS) SERVICE RATING)

1. **Executive Issues:**

- ***Currently the "A" and "B" ratings are too small to effectively manage community health***.
    - ***Very limited promotion opportunities due to very little turnover at E7-E9***.
    - ***Small changes in EPA have significant impact to community health***.
    - ***Small changes in losses/gains have significant impact to community health (e.g. over assess or excessive losses)***.

- ***The action proposed is required to ensure SWE ratings maintain enough inventory to provide operationally relevant Sailors to meet fleet management and training requirements while providing Sailors a viable career in a surface rating.***

2. **Background:**

- ***Bullets.***

3. **Discussion:**

- ***Bullets.***

4. **Recommendation:**

Month and Year

Top Margin 1.0

Stamp NAVADMIN

R XXXXXXZ MMM YY

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

INFO CNO WASHINGTON DC//N1//

BT

UNCLAS

NAVADMIN XXX/YY

MSGID/GENADMIN/CNO WASHINGTON DC/N1/MMM//

SUBJ/DRAFT NAVADMIN OR GENERAL MESSAGE//

REF/A/LTR/OPNAV N1/7JAN13/NOTAL//

REF/B/MSG/CNO WASHINGTON DC/51811ZJAN17//

N1 DECISION

APPROVED: _____

DISAPPROVED: _____

COMMENTS:

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CNP DECISION

APPROVED: _____

DISAPPROVED: _____

COMMENTS:

NARR/REF A IS FOR MULTIPLE REFERENCES OR AMPN/REF A IS FOR A SINGLE REFERENCE. REF B IS ISSUING AUTHORITY AND SSIC, VERBATIM TITLE OF EACH REFERENCE.//

RMKS/1. This NAVADMIN (announces, establishes, etc) is the standard opening line for all NAVADMIN, as directed in reference (a).

a. All NAVADMINs for N1 review/release must be submitted in Microsoft word format.

b. The font for NAVADMINs is courier new size 10. Spacing should be double spaced.

Left Margin 1.0

c. Use spaces instead of TABS when formatting your NAVADMIN and do not use hard return for each line of the text.

Right Margin 1.8

d. Be consistent, if there is a subparagraph 1a there needs to be a 1b, if paragraph 1 has a heading, then paragraph 2 would need a heading, if subparagraph 1a has a heading, then subparagraph 1b would need a heading.

e. If the message is from CHNAVPERS WASHINGTON DC then NAVADMIN XXX/YY is not needed.

f. To find the correct PLAD for the TO line use the PLAD that is found in the SNDL found at https://doni.documentservices.dla.mil/sndl.aspx.

2. The following symbols are not usable in NAVADMINs as they are not supported: ampersand (&), apostrophe (‘), dollar sign ($), at symbol (@), quotations (“), and semi-colon (;). Replace all “ with a * as this symbol is used by the system. Replace @ with (at).

3. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first, OR this NAVADMIN will remain in effect until superseded or XX Month YYYY, whichever occurs first.

3. Released by Vice Admiral R. P. Burke, N1.//

BT *** Draft NAVADMIN shall be submitted in MS Word format for ease of editing.**

Bottom Margin 1.0