

## CHAPTER I

# INTRODUCTION TO THE NAVY ENLISTED CLASSIFICATION SYSTEM

### A. PURPOSE

1. The Navy Enlisted Classification (NEC) system, of which the NEC coding system is a part, supplements the enlisted rating structure in identifying personnel on active or inactive duty and billets in manpower authorizations. NEC codes identify a non-rating wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes. Additionally, an NEC code can be used to identify special circumstances or situations with approval via the NEOCS process.

2. The NEC coding system facilitates management control over enlisted skills by identifying billets and personnel and enhancing efficient use of personnel in distribution and detailing. In cases where NEC codes reflect special training, inventories of coded billets and coded personnel are also the basis for planning and controlling input of personnel into formal courses that earn NEC codes. Consequently, the continuing enlisted strength of the Navy, particularly petty officer allocations, and funds authorized for rating and specialty training depends, to an increasing extent, upon the accuracy, thoroughness, and timeliness of NEC coding. Personnel required to support ratings and special programs must be identified by the correct combinations of rates and/or NEC codes.

### B. TYPES OF NEC CODES

1. **Entry Career Field (SNPACT-WXXX) NEC codes** consist of Rating Conversion NEC codes.

a. *Rating Conversion NEC codes* identify aptitudes and qualifications not discernible from rates alone and are assigned to identify petty officers or identified strikers who are in training for change of rating or status under approved programs.

2. **Rating Career Field NEC codes** are established for a specific rating to codify A, C, and F school completion or multiple ratings to codify C and F school completion; and are used for billet assignment and personnel awarding. Rating Career Field NEC codes identify special or unique billet requirements beyond the skill and knowledge that the general rating would provide. When assigned to an individual, Rating Career Field NEC codes show that the person has obtained certain skills or knowledge and is qualified for detailing to a billet requirement. The NEC code construct for specific A, C, and F school Rating Career Field NEC codes and requisite information can be found in Chapter IV of this manual.

3. **Special Career Field NEC codes** have the same purpose as Rating Career Field NEC codes but in general, relate to an unlimited number of ratings.

4. **Tracking NEC codes** are approved for tracking unique training/skill sets and/or experience of a Sailor that is not classified as a manpower requirement; they are normally associated with personnel only and not billets. They are used by personnel managers to track “unique” training, i.e. GSA/OSA NEC' codes; personnel absorbed into another rating, i.e. 00LI, 00PC, and 0CTA for verification that they are not being disadvantaged; and unique qualifications such as, i.e. Nuclear Propulsion Plant Operator Trainee (9901).

For distribution purposes only, there are some NEC codes not listed in Chapter IV that have billets, but are not awardable to personnel, i.e. Female Petty Officer (9999). Additionally, there are other distribution NEC codes that are used to create unique requisitions that are also not awardable, i.e. Seaman GENDET Male Only (0051). Most tracking NEC codes are for a particular assignment and will disappear upon transfer; whereas others will stay in inventory until the managers no longer require them or personnel have exceeded the pay grade range.

5. **Planning NEC codes** are approved for planning purposes only and are listed in Chapter V of this manual. These NEC codes may be used in conjunction with Navy Training Plans, in developing planned training courses, and other applicable long-range projects. Planning NEC codes are established for assignment on manpower authorizations in the Navy Manpower Requirements System (NMRS) to project requirements in Preliminary Ship Manpower Documents (PSMDs) and Preliminary Squadron Manpower Documents (PSQMDs); and other planning purposes. However, they are not assigned to personnel or billets in the Total Force Manpower Management System (TFMMS).

Submit requests for Planning NEC codes to Director, Navy Manpower Analysis Center (Code 10) via the chain of command. A request must include a proposed title, a ready-for-training date (actual or estimated), billet paygrades, and point of contact. Submit requests to convert approved Planning NEC codes to Rating Career Field or Special Career Field NEC codes 180 days before the date the NEC code is to be awarded (i.e., 180 days before completion of initial course or factory training). Appendix A identifies requirements for establishing new NEC codes.

### C. NEC CODE RELATIONSHIPS

1. **Principal NEC codes** identify stand-alone skills and may include skills or abilities identified by Component and/or Related NECs. To earn a Principal NEC code that includes a Component NEC, an individual must either already be assigned the Component NEC(s) or be fully qualified for such assignment. When an individual earns a Principal NEC code, in *MOST* cases the individual will not be coded with the Component NEC listed with the Principal NEC code. Component NECs are **NORMALLY** removed from the Enlisted Master Record (EMR) when a Principal NEC code is awarded.

2. **Component NECs** are prerequisite qualifications for assignment of the Principal NEC code. Chapter IV lists Component NECs with the Principal NEC code with which they are associated. Prerequisite skill(s) (Component NEC) that a member must have earned before being awarded the principal NEC code, if any. Under normal circumstances the Component NEC is removed once the principal NEC code is awarded. However, with sufficient justification for unique situations such as community management initiatives or legacy retainment purposes, the Component NEC may be retained in the members EMR; the stipulation for retainment will be annotated in the NOTE section of the principal NEC code.

3. **Related NECs** identify qualifications generally similar to those of the Principal NEC code but are not prerequisites for earning the Principal NEC code. Chapter IV lists Related NECs with the Principal NEC code with which they are associated and are shown for information purposes only.

#### 4. **NEC Sequencing:**

a. NAVMAC (Code 10) has verification responsibility regarding the assignment of Sequence codes for proposed NEC codes. NAVMAC ensures adherence with established guidelines and will coordinate any exceptions with the ECM.

b. Change of Sequence codes are handled as an NEC code revision and staffed for concurrence from the NEOCS Board.

c. The primary consideration used to make a recommendation to determine assignment of a Sequence code is NEC code seniority and/or specialized skills. The Sequence codes will range from 1 to 9, with 1 being the highest position (highest priority) and 9 being the lowest position. A Career NEC code will have a higher position than an Initial NEC code.

d. Sequence codes (positions) will be determined using the following guidelines:

<u>Code</u>	<u>Criteria</u>
1	Entry Series, Conversion, Special Warfare, or Nuke NEC codes (i.e., 01DK, 0199, 5333, and 3354).
2	Senior Enlisted experience and Specialized Skills NEC codes.
3	Supervisor/Management; Advanced Technical and Operational/Fleet Critical NEC codes.
4	Operator, Maintainer, Analyst NEC codes (Career).
5	Intermediate Level Technician, Operator/Maintainer NEC codes.
6	First Tour/Initial NEC codes. Basic Operator, Organizational Maintenance.
7	Special Series Technical or Supervisor in nature. NEC codes that may be used again (i.e., Microminiature Repair Inspector, Instructor, Safety).
8	Special Series Non-Technical single-use or Tracking NEC codes (i.e., Correctional Counselor, 0090, 802A).
9	GWOT (Global War on Terrorism) Support Assignment (GSA)/Individual Augmentee and Expeditionary Forces NEC code management.

NOTES:

1. When an NEC code is a component of/or a building block to a more advanced NEC code, the Sequence Code assigned to the Component NEC will normally be assigned a lower priority sequence code than the principal NEC code.

2. In cases where an individual earns two or more NEC codes with the same sequence code number, the NEC code that the individual most recently qualified for will take precedence except in unusual circumstances. NEC code sequence code numbers are shown in Chapter IV.

3. Source Ratings are listed with each Rating Career Field NEC code.

a. Rating Career Field NEC codes will be assigned only to personnel in designated source ratings or the apprenticeship rates and/or striker-identified rates applicable to a designated source rating.

b. Personnel should be nominated or sent to courses of instruction earning NEC codes only if they are in the proper source rating or apprenticeship.

c. Personnel already specialized by a Rating Career Field NEC code normally should not be nominated or sent to a course of instruction earning an additional NEC code unless the course is a logical progression of the earlier specialty training, the NEC code held embodies an outdated technology, or they are in an approved program for formal conversion to a new rating.

4. Paygrade restrictions for assignment of NEC codes to individuals and for application to billets are listed in Chapter IV. Refer to Chapter V for paygrade information for Planning Series NEC codes. Billet paygrades for NEC codes are provided as guidance in changing or recommending changes to Activity Manpower Document (AMD) or other enlisted manpower documents. The billet paygrade range information is based on one or more of the following:

- a. Personnel paygrade restrictions (see Chapter IV).
- b. Training course prerequisites contained in the Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500).
- c. Authoritative judgment obtained from BUPERS Enlisted Community Managers, Primary Rating Advisors, and others possessing specialized knowledge.
- d. Data provided in research studies and analyses.

#### **D. NEC CODING USED IN MANPOWER, PERSONNEL AND TRAINING INFORMATION SYSTEM (MAPTIS)**

1. An NEC code is assigned to an individual when it is recorded in the Manpower, Personnel and Training Information System (MAPTIS). A page 4 service record entry will reflect these authorized assignments as a 4- character NEC code value. A value of "0000" is used where no Entry, Rating, or Special Career Field NEC code is assigned.
2. **Entry Career Field (SNPACT-WXXX)** NEC codes are always Primary NEC (PNEC) codes and are not removed until an individual has advanced to petty officer status, becomes an identified striker, or changes rating status.
3. **Special Career Field** NEC codes are always Secondary NEC (SNEC) codes or lower.
4. **Rating Career Field/Tracking** NEC codes are PNEC codes, SNEC codes, or lower (depending on the number of NEC codes earned by an individual) but may not replace an Entry Series NEC code unless the individual has advanced to petty officer status, has become an identified striker, or has changed rating status.

#### **E. APPLICABLE COURSES AND ON-THE-JOB TRAINING**

Formal courses of instruction, satisfactory completion of which will earn an NEC code, are listed in Chapter IV with the applicable NEC code. If a formal course is mandatory for earning an NEC code, it will be shown in Chapter IV. Chapter IV will also show if a NEC code may be awarded through on-the-job training (OJT) or, if appropriate, through factory training. See NEC code assignment information for personnel (Chapter IV paragraph B.4) for additional information on recommending personnel for NEC codes based on OJT.