# CHAPTER II

# RESPONSIBILITIES AND PROCEDURES

## A.  AUTHORITIES AND RESPONSIBILITIES

1.  **The Chief of Naval Personnel (CNP)** is responsible for the formulation and implementation of the NEC coding system and for maintaining technical control over the entire NEC system per MILPERSMAN. Authorities and responsibilities delegated by CNP, as per MILPERSMAN 1221-010, are outlined below.

2.  **The NEC Code Management Section (PERS-4013)** is responsible for administering the NEC coding system for enlisted personnel on active duty.  In this regard, the Commander, Navy Reserve Forces Command and the Navy Reserve Readiness Commanders will continue to monitor NEC coding efforts by inspections and through the Reserve Pay and Personnel Services.  This includes Conversion NEC code assignments and cancellations.

3.  **The NEC Code Management Section (PERS -4013)**, in coordination with CNP, is responsible for effective use of NEC code information in the distribution, placement, and detailing of enlisted personnel.

4.  **Commands conducting courses of instruction** that award NEC codes are responsible for reporting on students per OPNAVINST 1510.10D.

5.  **Enlisted Classification Units**, under the technical direction of the NAVPERS are responsible for reviewing NEC codes, and recommending coding assignments or cancellations directly to PERS-4013D2.

6.  **All commands** are responsible to ensure that only personnel in proper source ratings are afforded training in NEC code specialties, for making recommendations for NEC code identification of billets in their manpower authorizations, and recommending assignment or cancellation of all other NEC codes per this manual.

## B.  INSTRUCTIONS FOR ASSIGING AND CANCELING NEC CODES

1.  **NEC codes** may be assigned or canceled as follows:

   a.  By commands conducting formal courses of instruction submitting reports per OPNAVINST 1510.10D.

   b.  By Enlisted Classification Units submitting recommendations to PERS-4013D2 for accessions to active duty.

   c.  By the NEC Management Section (PERS-4013) for active duty personnel.

      (1)  Assigning NEC codes to personnel through on-the-job training or where not otherwise reported via the Corporate Enterprise Training Activity Resource System (CeTARS).

      (2)  Coordinating requests to waiver NEC code award requirements with OPNAV (N132) cognizant Enlisted Community Manager, as appropriate.

   d.  By the NEC code Management Section (PERS-4013) for inactive duty personnel based on recommendations received from Navy Reserve Commands and Units via their echelon IV.

e.    An individual's NEC code assignments, as authorized above, are those recorded in MAPTIS. When notified of changes by receipt of a completed NAVPERS 1221/6, commands will record these changes on page 4 NAVPERS 1070/604 service record entry using award date indicated on NAVPERS 1221/6.  Do not report NEC code assignments to PERS-4013D2 by personnel diary.

2.    **NEC Codes for Personnel**.  Individual commands and drilling units are responsible for recommending assignment or cancellation of all NEC codes other than Entry Series NEC codes as follows:

a.    Active Duty:

(1)    USN and USNR, including FTS: to Commanding Officer, Enlisted Personnel Management Center (PERS-4013).

(2)    Exceptions to the normal award criteria, including waivers, are to be requested from PERS-4013D2 via endorsing commands per current OPNAV and NAVPERS instructions or as noted in Chapter IV of this manual as a specific note to that NEC code.  Chief of Naval Operations, Head Enlisted Community Management BUPERS-32 will provide policy guidance to PERS-4013D2 concerning NEC code removals and award criteria.  Exceptions include:

(a)    Nuclear Propulsion Plant Operator (NXXX):  OPNAVINST 1220.1 (series) (NOTAL) contains amplifying instructions and additional criteria for removing or changing NEC codes used to designate personnel trained as Nuclear Propulsion Plant Operators (Surface and Submarine).  Submit NAVPERS 1221/6 for these personnel directly to OPNAV (N132).

(b)    Remove submarine related NEC codes via Head, Nuclear Power/Submarine Assignment Branch (PERS-403).  Of special note, submarine disqualifications and reinstatements will be per the MILPERSMAN 1306-418 and 1220-040, with PERS-403 as the final adjudicator.

(c)    HM NEC code removals and waivers of mandatory courses of instruction will in all cases be forwarded by PERS-4013D2 to OPNAV (N13) for adjudication.

(3)    HM personnel holding an NEC code beyond the prescribed paygrade cap will not have their NEC code removed without OPNAV (N132) approval.  This is to facilitate the management of critical specialties as the inventory paygrade ceilings transition to match billet paygrade ceilings while ensuring the strength of each community adequately sustains mission requirements.

(4)    HM personnel who lose their NEC code for poor performance or disciplinary reasons will have the NEC code removed from the Enlisted Master Record.  Commands are required to provide appropriate supporting documentation, (i.e., special evaluation).  NEC code removals should not be used in place of administrative separation proceedings or forced conversions.

(5)    Certification/recertification of clinical proficiency is the responsibility of the member. Failure to attain and maintain clinical proficiency is ground for NEC code removal, loss of remaining SRB entitlement, and reassignment as an HM "0000".

NOTE:  With current policies and instructions in place to establish the validity of an individual's NEC code qualifications, the via endorsement will be the determining factor in the award or removal of the NEC code from the individual's Enlisted Master Record.

b.    Inactive Duty:

(1)    All Rating Conversion codes: to PERS-4013 via cognizant Naval Reserve Readiness Commander or Chief, Naval Reserve as appropriate.

(2)  Intelligence Specialist personnel in paygrades E-7 and below:  to Naval Intelligence Command (NIC-13), 4600 Silver Hill Road, Washington, D.C. 20389-5000 via Commanding Officer with the following documentation:

(a)  Inactive NAVPERS 1221/6.

(b)  Certified copies of last three enlisted evaluations.

(c)  All Navy Occupational, Training and Awards History (NAVPERS 1070/604 Rev 11-81).

(3)  Restricted NEC codes (Non-traditional training or experience):  to PERS-4013 via cognizant Naval Reserve Readiness Commander/ISIC and Chief of Naval Reserve with the following documentation:

(a)  Inactive NAVPERS 1221/6 including justification for assignment of requested NEC code.

(b)  Certified copies of substantiating documentation (degree, vocational certificates, professional licenses, etc.).

(c)  Current job description if NEC code requested is based on civilian work experience.

(4)  NPC (PERS-4013) will take appropriate action upon receipt and if applicable forward the package, including coordination of request to waiver NEC code requirements with OPNAV (N13) cognizant Enlisted Community Managers, to the program Technical Advisor for final determination or certification.


## C.  GENERAL ASSIGNMENT AND CANCELLATION INFORMATION

1.  Personnel are automatically assigned NEC codes upon satisfactory completion of applicable courses through CeTARS as outlined in OPNAVINST 1510.10D.  This ensures faster NEC code assignments and reduces paperwork at the command level.  NEC codes earned through JQR, PQS, OJT and/or factory/Cadre training is not automatically assigned, therefore, increased command attention is required to recommend fully qualified personnel for these NEC codes.  In those cases where NEC code assignments are not restricted to mandatory completion of applicable courses or factory/Cadre training, recommendations can and should be forwarded for assignment of NEC codes based on JQR, PQS, and/or OJT.  The length of JQR, PQS, and/or OJT is normally at the discretion of individual commanding officers, however, six to twelve months, depending on the complexity of the NEC code, should be considered minimum.  Specific requirements for NEC codes are listed in Chapter IV as "NOTES" under an NEC code or NEC code group heading.  Commanding Officers must ensure that these specific requirements, including any component NEC codes, are successfully completed.

2.  Individuals must either hold or be qualified to hold the Component NEC codes.  To recommend personnel for an NEC code, use NAVPERS 1221/6 for active and inactive duty personnel.  See Appendix A for additional information and instructions for NEC code recommendations.

3.  When recommending new NEC code assignments, review qualifications for NEC codes presently held and provide comment, particularly in those instances where a positive requirement exists for maintaining NEC code qualifications in accordance with established criteria, (e.g., Aircrewman qualifications).

4.  Close command attention is required for recommending cancellation of NEC codes.  This requires command recommendations to cancel NEC code assignments in cases where enlisted personnel do not perform

their NEC code duties satisfactorily, normally within six months after reporting aboard.  Failure to recommend NEC code cancellation may result in these unqualified or unsatisfactory performers being reassigned under the NEC code, possibly resulting in manning or readiness problems for a new command or in the failure to assign sufficient qualified personnel to current command.

NOTE:  Appendix A provides instructions on how to prepare and submit recommendations for establishing, disestablishing, or revising NEC codes.


**D.     COMMAND NEC CODE BILLET CHANGE REQUESTS (BCR)**

1.     Procedures are specifically noted in the Manual of Navy Total Forces Manpower Policies and Procedures (OPNAVINST 1000.16 series).  The specific information required and format to be followed for each situation is provided in detail.

2.     Of special interest, the Activity Manpower Document (AMD) Short-format Change Request applies to NEC code changes being requested for authorized billets.  The request format is found in OPNAVINST 1000.16 and applies to military ships and squadrons only.  It is provided for requesting minor changes to reduce the response time.  The changes that may be requested by use of the short-format change request are restricted to:

   a.     NEC code changes for billets incident to authorized equipment changes.  Not authorized using short-form change requests are changes for aircrew, instructor or counselor NEC codes.

   b.     Correction of typographical errors noted in Manpower Authorizations, (i.e., billet titles).

3.     Submit AMD BCRs to Navy Manpower Analysis Center (Code 20) via chain of command (i.e., type commander/Budget Submitting Office (BSO)).  Clearly substantiate the request and attach required supporting documentation.