

PART B

SUBSPECIALTY SYSTEM CODES

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PART B

SUBSPECIALTY CODES Section 1: General

1. Navy Subspecialty System

- a. Navy manpower systems use subspecialty codes to identify subspecialty requirements and personnel that are subspecialists. The Navy Subspecialty System (NSS) employs subspecialty codes to facilitate the assignment of subspecialists to subspecialty-coded billets and generate the Navy's advanced education requirements.
- b. Subspecialties are professional disciplines secondary to an officer's primary specialty (Designator) and apply to Unrestricted Line, Restricted Line, and Staff Corps officers. Officers gain subspecialist designation by satisfactorily completing advanced experience programs that meet the Education Skill Requirements (ESRs) and Core Skill Requirements (CSRs). Subspecialty suffixes indicate whether a Master's or higher degree program from an institution of higher learning accredited by an agency recognized by the Department of Education (see Volume II of this manual), programmed funding, and Navy Officer Occupational Classification System (NOOCS) approval.
- c. CSRs specify the functional areas covered by a subspecialty discipline. They are a set of quantifiable skills, traits and experiences that a subspecialist must possess to perform acceptably in a coded billet. ESRs are the degree program elements required to meet a subspecialty's CSR. Degree programs require formal education curricula that meets occupational requirements (bils must be reviewed as directed in DoD Directive 1322.10 and OPNAVINST 1520.23B). Subject Matter Experts (SMEs) develop CSRs and ESRs under Major Area Sponsor (MAS) cognizance. OPNAV N711 approves ESRs and CSRs, biennial curriculum reviews and validation of Subspecialty Billet requirements and authorizations.
- d. OPNAVINST 1000.16 series and OPNAVINST 1520.23 series set subspecialty policy. This manual details procedure for establishing and applying subspecialty codes and describes the roles of SMEs, MASs, Officer Community Managers (OCMs) and activities.

2. Subspecialty Codes

- a. Subspecialty Code Description. Subspecialty codes consist of four numerals and an alphabetic suffix:

- (1) The 1st digit indicates the subspecialty Major Area:
 - (a) 1 = Staff Corps
 - (b) 2 = National Security Studies
 - (c) 3 = Resource Management and Analysis
 - (d) 4 = Applied Disciplines
 - (e) 5 = Engineering and Technology
 - (f) 6 = Operations.
 - (2) The 2nd digit indicates Concentration Area.
 - (3) The 3rd and 4th digits provide specificity (further specialization as required).
 - (4) The suffix (5th character) indicates the level of education or experience.

- b. Subspecialty Coded Billet Restrictions

- (1) Flag Officer billets: Subspecialty codes are not applicable to billets.

(2) Unrestricted Line shore duty billets: Subspecialty codes should not be applied below the grade of Lieutenant Commander (LCDR) for Master's level and higher requirements.

(3) Selected Reserve (SELRES) billets: Subspecialty codes limited to medical subspecialties (15xx-19xx).

3. Subject Matter Experts (SME).

(a) Current information for SMEs is located at the Navy Subspecialty Web site:

<http://www.nps.edu/Academics/Subspecialty.html> No login required. Click on Navy Subspecialty System, then click on the help/information section and scroll down to Subspecialty Codes.

(b) The POC SME's email information for the Navy Subspecialty Codes is in the Table below. The Major Area Sponsor's will update the contact information every 2 years or if the POC has retired, transferred or assumed another position.

Section 2
Billet and Officer Codes

1. Unrestricted Line/Restricted Line/Staff Corps Subspecialties (excluding Medical)

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
0000			ANY DISCIPLINE	OPNAV N71	
	0000	*required to teach at civilian schools	Any discipline (NROTC instructor billets only)		OPNAV N711 OPNAV_N711@us.navy.mil
1XXX			STAFF CORPS SPECIFIC		
1100			Civil Engineer Corps	NAVFAC	
	1101	470/471/473	Facilities Engineering	Chief of Civil Engineers	james.p.dean@navy.mil jeremy.m.nevin.mil@us.navy.mil
	1103	472	Ocean Engineering	Chief of Civil Engineers	james.p.dean@navy.mil jeremy.m.nevin.mil@us.navy.mil
12XX			JAG Corps	JAG	
	1201	881	Military Justice (Advanced)	Judge Advocate General of the Navy	OJAGCode13@us.navy.mil
	1202	884	Military Justice Litigation	Judge Advocate General of the Navy	stephen.c.reyes.mil@us.navy.mil
	1203	883/887	International Law	Judge Advocate General of the Navy	malgorzata.j.materna.civ@us.navy.mil
	1207	880	Environmental Law	Judge Advocate General of the Navy	michael.g.montague.mil@us.navy.mil
13XX			Supply Corps	NAVSUP	
	1301	810	Supply Acquisition, Distribution Management	Chief of Supply Corps	adam.g.hilliard4.mil@us.navy.mil NAVSUP/ BUPERS-311-SC
	1302	819	Supply Chain Management	Chief of Supply Corps	adam.g.hilliard4.mil@us.navy.mil beth.r.schudel.civ@us.navy.mil amy.r.ellison2.mil@us.navy.mil NAVSUP/ BUPERS-311-SC
	1306	815	Defense Contract Management	Chief of Supply Corps	adam.g.hilliard4.mil@us.navy.mil NAVSUP/ BUPERS-311-SC
	1307	811	Petroleum Management	Chief of Supply Corps	adam.g.hilliard4.mil@us.navy.mil NAVSUP/ BUPERS-311-SC
	1309	870	Logistics Information Technology	Chief of Supply Corps	adam.g.hilliard4.mil@us.navy.mil NAVSUP/ BUPERS-311-SC
14XX			Chaplain Corps	OPNAV N097	
	1400		Spiritual Leadership	Chief of Chaplains	chiefofchaplains1@us.navy.mil
	1430	973	Religion in Culture	Chief of Chaplains	chiefofchaplains1@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	1440	974	Pastoral Counseling	Chief of Chaplains	chiefofchaplains1@us.navy.mil
	1450	975	Ethics	Chief of Chaplains	chiefofchaplains1@us.navy.mil
	1460	976	Homiletics	Chief of Chaplains	chiefofchaplains1@us.navy.mil
2XXX			National Security Studies	OPNAV N3N5N7	
	2000	680/690/694	National Security Studies	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	patrick.a.kay2.civ@us.navy.mil
	2101	681	Middle East, Africa and South Asia	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	jonathan.i.norris.mil@us.navy.mil
	2102	682	Far East and Pacific	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	jonathan.i.norris.mil@us.navy.mil
	2103	683	Western Hemisphere	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	jonathan.i.norris.mil@us.navy.mil
	2104	684	Europe, Russia and Associated States	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	jonathan.i.norris.mil@us.navy.mil
	2200	824	Regional Intelligence – General	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6PI4 michael.j.saunders1@us.navy.mil
	2201		Regional Intelligence - Middle East, Africa and South Asia	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6IP4 michael.j.saunders1@us.navy.mil
	2202		Regional Intelligence - FarEast/Pacific	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6IP4 michael.j.saunders1@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	2203		Regional Intelligence - Western Hemisphere	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6IP4 michael.j.saunders1@us.navy.mil
	2204		Regional Intelligence - Europe, Russia	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6IP4 michael.j.saunders1@us.navy.mil
	2300	680	Naval Strategy (NWC & CIV INST)	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	patrick.a.kay2.civ@us.navy.mil
	2301	688	Strategic Studies	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	patrick.a.kay2.civ@us.navy.mil
	2400	990	Strategic Intelligence	DCNO for Information Warfare – CNO N2N6	Naval Intelligence Activity eric.d.pederson.civ@us.navy.mil
	2500	699	Special Operations	NAVSPECWAR	arthur.clark@socom.mil Amie.w.lonas.civ@socom.mil
	2600	691	Homeland Security & Defense	DCNO for Operations, Plans, Strategy, and Warfighting Development – CNO N3N5N7	patrick.a.kay2.civ@us.navy.mil
3XXX			Resource Management Analysis	OPNAV N8	
	3000	Note 6	Resource Management and Analysis – General	DCNO for Integration of Capabilities and Resources - CNO N8	OA_Community_mgr@us.navy.mil
	3100	805/807 Note 7	Financial Management – Defense Focus Distance Learning	DCNO for Integration of Capabilities and Resources - CNO N8	steven.l.steinmetz.mil@us.navy.mil
	3105	Note 1	Financial Management – Civilian Focus	DCNO for Integration of Capabilities and Resources - CNO N8	steven.l.steinmetz.mil@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	3110	837	Financial Management	DCNO for Integration of Capabilities and Resources - CNO N8	steven.l.steinmetz.mil@us.navy.mil
	3111	Note 2	Financial Manager	DCNO for Integration of Capabilities and Resources - CNO N8	steven.l.steinmetz.mil@us.navy.mil
	3112	Note 2	Comptroller	DCNO for Integration of Capabilities and Resources - CNO N8	**Billet Only Code**
	3113	838	Financial Management - Energy	DCNO for Integration of Capabilities and Resources - CNO N8	steven.l.steinmetz.mil@us.navy.mil
	3120		Logistics and Transportation Management	Deputy Chief of Naval Operations for Fleet Readiness and Logistics - CNO N4	adam.g.hilliard4.mil@us.navy.mil beth.r.scudell.civ@us.navy.mil
	3121	827 Note 7	Logistics Management	Deputy Chief of Naval Operations for Fleet Readiness and Logistics - CNO N4	amy.r.ellison2.mil@us.navy.mil
	3122	814 Note 7	Logistics and Transportation Management - Transportation	Deputy Chief of Naval Operations for Fleet Readiness and Logistics - CNO N4	adam.g.hilliard4.mil@us.navy.mil beth.r.scudell.civ@us.navy.mil
	3130	847	Manpower Systems Analysis	DCNO for Personnel, Manpower, and Training - CNO N1	SSC: erik.e.moss.mil@us.navy.mil Curic: wayne.a.wagner2.ctr@us.navy.mil
	3150	867	Education and Training Management	DCNO for Integration of Capabilities and Resources - CNO N8	james.a.buchko.civ@us.navy.mil
	3211	355, 360, 363	Operations Research Analysis - Analysis and Assessment	DCNO for Integration of Capabilities and Resources - CNO N8	OA_Community_Mgr@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	3212	361	Operations Research - Logistics Analysis	Deputy Chief of Naval Operations for Fleet Readiness and Logistics - CNO N4	adam.g.hilliard4.mil@us.navy.mil beth.r.schudel.civ@us.navy.mil
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4XXX			Applied Disciplines	OPNAV N1	
	4000		General Applied Disciplines		
	4100	380	Applied Mathematics	President, United States Naval Academy	tmartins@nps.edu fxgirald@nps.edu
	4201	382	Operational Sciences – Chemistry	President, United States Naval Academy	durkin@usna.edu
	4301	Civilian	Academic Support – English	President, United States Naval Academy	jhuskey@usna.edu
	4302	Civilian	Academic Support – History	President, United States Naval Academy	barmstro@usna.edu
	4400	920	Public Affairs	Vice Chief of Information	anthony.j.falvo.mil@us.navy.mil
	4500	855	Leadership Education and Development	President, United States Naval Academy	chart@usna.edu lsantiag@usna.edu
	4600	362 Note 7	Human Systems Integration	DCNO for Personnel, Manpower, and Training - CNO N1	Richard.m.etheridge.civ@us.navy.mil
	4700	999	Symphonic Wind Band Conducting	Director, Navy Band	joel.m.davidson.mil@us.navy.mil
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5XXX			Engineering & Technology	NAVSEA	
	5000	533/570/721	Engineering and Technology (General)	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5100	510	Naval Construction and Engineering	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5101	Note 3	Naval Architecture	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	5102	Note 3	Power Systems	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5103	Note 3	Acoustics	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5104	Note 3	Missiles	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5200	520	Nuclear Engineering	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5201	Note 3	Naval Nuclear Engineering	Commander, Naval Sea Systems Command	PEO USC NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5202	Note 3	Reactors	Director of the Naval Nuclear Propulsion	OPNAV N97 peter.n.ahlers.mil@us.navy.mil
	5203	Note 5	Plant Propulsion	Director of the Naval Nuclear Propulsion	OPNAV N97 peter.n.ahlers.mil@us.navy.mil
	5300	590	Electrical/Electronic Systems Engineering	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5301	Note 3	Electrical Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5302	Note 3	Electrical Systems Engineering: Communications Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5303	Note 3	Electro-Magnetic	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5304	Note 3	Guidance, Control, & Navigation Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5305	Note 3	Power/Energy Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5306	Note 3	Digital Signal Processing	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	5307	Note 3	Electronics	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5308	Note 3	Total Ship Systems - Electrical	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5309	Note 3	Computer Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5310	Note 3	Sensor Systems Engineering	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5311	590 Note 7	Electrical Engineering - Energy	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5312	Note 3	Network Engineering	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5313	Note 3	Cyber Systems	Commander, Naval Sea Systems Command	COMNAVWAR robert.e.parker26.civ@us.navy.mil
	5400		Aeronautical Engineering	Commander, Naval Sea Systems Command	COMNAVAIR john.k.tritschler.civ@us.navy.mil
	5401	611	Aeronautical Engineering – Avionics	Commander, Naval Sea Systems Command	COMNAVAIR john.k.tritschler.civ@us.navy.mil
	5402	613/570	Aeronautical Engineering - Aerospace Engineering	Commander, Naval Sea Systems Command	COMNAVAIR john.j.keegan2.civ@us.navy.mil
	5403	612 Note 7	Naval Test Pilot	Commander, Naval Sea Systems Command	COMNAVAIR john.k.tritschler.civ@us.navy.mil
	5500	591	Space Systems Engineering	Commander, Naval Sea Systems Command	NAVSPACE alan.m.brechbill.mil@us.navy.mil
	5600	Note 3	Naval/Mechanical Engineering	Commander, Naval Sea Systems Command	COMNAVSEA 05 NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	5601	570	Mechanical Engineering	Commander, Naval Sea Systems Command	COMNAVSEA 05 NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5602	Note 3	Total Ship System Engineering	Commander, Naval Sea Systems Command	COMNAVSEA 05 NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5603	570	Mechanical Engineering - Energy	Commander, Naval Sea Systems Command	COMNAVSEA 05 NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil
	5700	533	Applied Physics of Combat Systems	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5701	Note 3	Applied Physics of Combat Systems – Sensors	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5702	Note 3	Applied Physics of Combat Systems – Weapons	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5703	Note 3	Applied Physics of Combat Systems – Physics	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5704	Note 3	Applied Physics of Combat Systems – Acoustics	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5705	Note 3	Applied Physics of Combat Systems - Total Ship Systems	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5706	Note 3	Applied Physics of Combat Systems – Missiles	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5707	Note 3	Applied Physics of Combat Systems - Software Design	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5708	Note 3	Applied Physics of Combat Systems – Robotics	Commander, Naval Sea Systems Command	Brian.t.curran.mil@us.navy.mil Brian.curran@natoseasparrow.org
	5709	Note 3	Applied Physics of Combat Systems - Strategic Weapons	Commander, Naval Sea Systems Command	COMNAVSEA 05 NAVSEA 00T1 john.j.keegan2.civ@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	5710	Note 3	Applied Physics of Combat Systems - Strategic Navigation	Commander, Naval Sea Systems Command	SPP juan.hines@ssp.navy.mil
	5800	580	Systems Engineering	Commander, Naval Sea Systems Command	SSP william.harley@ssp.navy.mil
	5801	Note 3	SE - Ships Systems	Commander, Naval Sea Systems Command	SSP william.harley@ssp.navy.mil
	5802	Note 3	SE - Combat Systems	Commander, Naval Sea Systems Command	SSP william.harley@ssp.navy.mil
	5803	Note 3	SE - Network Centric Systems	Commander, Naval Sea Systems Command	SSP william.harley@ssp.navy.mil
	5804	311/580	SE - Aviation Systems	Commander, Naval Sea Systems Command	NAVAIR 4.0
6XXX			Operations	OPNAV N2/N6	
	6000		General Operations	DCNO for Information Warfare – CNO N2N6	OPNAV N2N6IP4 Michael.j.saunders1@us.navy.mil
	6202	399	Modeling, Virtual Environments and Simulation	DCNO for Information Warfare – CNO N2N6	USMC Modeling & Simulation john.lawson@usmc.mil
	6203	368	Computer Science and Systems Design	DCNO for Information Warfare – CNO N2N6	NAVIFOR joseph.c.sullivan.civ@us.navy.mil
	6206	366	Space Systems Operations	DCNO for Information Warfare – CNO N2N6	NAVSPACE alan.m.brechbill.mil@us.navy.mil
	6208	326	CYBER Systems and Operations	DCNO for Information Warfare – CNO N2N6	NAVIFOR ryan.a.rippeon.mil@us.navy.mil
	6209	386	Network Operations and Technology	DCNO for Information Warfare – CNO N2N6	FLTCYBERCOM cecil.e.burch.civ@us.navy.mil
	6401	373	Naval Meteorology and Oceanography Operational Sciences	DCNO for Information Warfare – CNO N2N6	OCEANAV frank.w.baker4.civ@us.navy.mil

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	6402	373/443 (Oceanography Track; NPS) & 375 (MIT/ WHOI)	Oceanography Operational Sciences	DCNO for Information Warfare – CNO N2N6	OCEANAV frank.w.baker4.civ@us.navy.mil
	6403	373/387 (Meteorology Track; NPS)	Meteorology Operational Sciences	DCNO for Information Warfare – CNO N2N6	OCEANAV frank.w.baker4.civ@us.navy.mil
				OPNAV N9	
	6301	525	Undersea Warfare	DCNO for Warfighting Requirements and Capabilities – CNO N9	jeanette.m.saunders.civ@us.navy.mil
	6500	308	Systems Engineering Analysis	DCNO for Warfighting Requirements and Capabilities – CNO N9	OPNAV_N9I_SEA@us.navy.mil
	6501	308/51A Note 3	Systems Engineering Analysis	DCNO for Warfighting Requirements and Capabilities – CNO N9	OPNAV_N9I_SEA@us.navy.mil
	6502	816/836	Program Management/ Program Management (DL)	DCNO for Warfighting Requirements and Capabilities – CNO N9	zachary.j.dryden.mil@us.navy.mil
	6511	Note 4	Requirements Management	DCNO for Warfighting Requirements and Capabilities – CNO N9	paul.c.damore@navy.mil

Note 1: Subspecialty 3105 is awarded following a review by Naval Postgraduate School and the Major Area Sponsor. Degrees may come from any Association to Advance Collegiate Schools of Business (AACSB) accredited institution that meets published ESRs.

Note 2: Subspecialty 3111 is not awarded based solely on education (i.e., 3111P is not a valid officer code). However, it is a valid billet code. A billet with subspecialty 3111P may be filled by an officer holding subspecialties 3100P, 3105P, or 3110P. Subspecialty 3112 is a billet only code. It should only be filled with an officer who holds a 3111 subspecialty.

Note 3: Subspecialty curriculum may have tracks within that may have multiple subspecialty codes.

Note 4: Billets coded with 6511 require an officer with SSP 1306, 3100, 3111, 3210, 3211, 58XX, 6500, 6501, 6502, or 6511. Officers are awarded SSP 6511 based on Requirements Management experience.

Note 5: Awarded to all who have completed the Nuclear Power training pipeline.

Note 6: Subspecialty 3000 will only be award “P” and “D” suffixes based on meeting educational requirements.

Note 7: No longer open for admission at NPS. Curriculum in the process of retirement or retired. Subspecialty codes will remain in officers' records but will no longer be attained by future students at NPS.

2. Medical Subspecialty Codes. The following criteria shall be used in the assignment of subspecialty codes to identify officers in the Medical Department (Subspecialty Codes 15XX-19XX):

a. Subspecialty 1 - Specialty in which an officer is currently fully credentialed and actively practicing as a primary duty, or the specialty for which the officer is in training. Trainees are not counted in specialty inventories.

b. Subspecialty 2 - Fully trained, may not be currently credentialed or actively practicing the specialty as a primary duty. Usually the specialty in which trained prior to attaining Subspecialty 1. May require refresher training to become fully credentialed.

C. Subspecialty 3 - Fully trained, may not be currently credentialed or practicing the specialty. Usually the specialty in which trained prior to attaining Subspecialty 2. May require lengthy refresher training to become fully credentialed.

Code	Subspecialty	MAS Flag	SME
15XX/ 16XX	MEDICAL CORPS	BUMED	M00C1 Anthony.w.frabutt.civ@health.mil
1500	Medical		
15A0	Aviation Medicine		
15A1	Aerospace Medicine		
15B0	Anesthesia, General		
15B1	Anesthesia, Subspecialty		
15C0	Surgery, General		
15C1	Surgery, Subspecialty		
15D0	Neurological Surgery, General		
15D1	Neurological Surgery, Subspecialty		
15E0	Obstetrics/Gynecology, General		
15E1	Obstetrics/Gynecology, Subspecialty		
15F0	General Medicine		
15G0	Ophthalmology, General		
15G1	Ophthalmology, Subspecialty		
15H0	Orthopedic Surgery, General		
15H1	Orthopedic Surgery, Subspecialty		
15I0	Otolaryngology, General		
15I1	Otolaryngology, Subspecialty		
15J0	Urology, General		
15J1	Urology, Subspecialty		
15K0	Preventative Medicine, General		
15K1	Preventative Medicine, Subspecialty		
15K2	Occupational Medicine, General		
15L0	Physical Medicine & Rehabilitation, General		
15L1	Physical Medicine & Rehabilitation, Subspecialty		
15M0	Pathology, General		
15M1	Pathology, Subspecialty		
16N0	Dermatology, General		
16N1	Dermatology, Subspecialty		
16P0	Emergency Medicine, General		
16P1	Emergency Medicine, Subspecialty		
16Q0	Family Medicine, General		
16Q1	Family Medicine, Subspecialty		
16R0	Internal Medicine, General		
16R1	Internal Medicine Subspecialty		
16T0	Neurology, General		

Code	Subspecialty	MAS Flag	SME
16T1	Neurology Subspecialty		
16U0	Undersea Medicine, General		
16U1	Undersea Medicine, Subspecialty		
16V0	Pediatrics, General		
16V1	Pediatrics, Subspecialty		
16W0	Nuclear Medicine		
16X0	Psychiatry, General		
16X1	Psychiatry, Subspecialty		
16Y0	Diagnostic Radiology		
16Y1	Radiology, Subspecialty		
16Y2	Radiology Oncology		
17XX	DENTAL CORPS	BUMED	M00C2 Stephen.r.gagnon2.mil@health.mil
1700	Dentistry, General		
1710	Endodontics		
1720	Dental Education Programs		
1724	Advanced Clinical Programs (ACP in General Dentistry)		
1725	Comprehensive Dentistry		
1730	Maxillofacial Prosthetics		
1735	Orthodontics		
1740	Operative Dentistry		
1745	Oral and Maxillofacial Radiology		
1749	Advanced Clinical Programs (ACP in Exodontia)		
1750	Oral Surgery		
1760	Periodontics		
1769	Prosthodontics		
1775	Public Health Dentistry		
1780	Oral Pathology		
1785	Orofacial Pain		
1790	Dental Science and Research		
1795	Pediatric Dentistry		
18XX	MEDICAL SERVICE CORPS	BUMED	M00C4 stephen.r.gagnon2.mil@health.mil
1800 ¹	Health Care Administration		
1801	Patient Administration		
1802	Medical Logistics Administration		
1803	Health Information Technology		
1804	Health Facility Planning and Projects		
1805	Plans, Operations, and Medical Intelligence (POMI)		
1810	Biochemistry		
1815	Microbiology		
1825	Radiation Health		
1835	Physiology		
1836	Aerospace and Operational Physiology		
1840	Clinical Psychology		
1841	Child Psychology		
1842	Neuropsychology		
1843	Medical Psychology		
1844	Aerospace Experimental Psychology		
1845	Research Psychology		

Code	Subspecialty	MAS Flag	SME
1850	Entomology		
1860	Environmental Health		
1861	Industrial Hygiene		
1862	Occupational Audiology		
1865	Medical Laboratory Science		
1870	Clinical Social Worker		
1873	Physical Therapy		
1874	Occupational Therapy		
1876	Dietetics		
1880	Optometry		
1887	Pharmacy, General		
1892	Podiatry		
1893	Physician Assistant		
19XX	NURSE CORPS	BUMED	M00C3 tatiana.crosby.mil@health.mil
1900 ²	Professional Nursing		
1901	Nursing Administration		
1903	Nursing Education		
1910	Medical/Surgical Nursing		
1920	Maternal and Infant Health Nursing		
1922	Pediatric Nursing		
1930	Psychiatric/Nursing		
1940	Public Health Nursing		
1945	Emergency Trauma Nursing		
1950	Perioperative Nursing		
1960	Critical Care Nursing		
1964	Neonatal Intensive Care Nursing		
1972	Certified Registered Nurse Anesthetist		
1973	Psychiatric Mental Health Nurse Practitioner		
1974	Pediatric Nurse Practitioner		
1976	Family Nurse Practitioner		
1980	Women's Health Nurse Practitioner		
1981	Nurse Midwife		

Note 1: 1800 indicates a billet requirement for a Health Care Administrator of the Medical Service Corps with the specified level of education and/or experience in health care administration or related management disciplines.

Note 2: 1900 indicates a billet requirement for a Nurse Corps officer qualified in any of the disciplines included within the field with the level of education, training, or experience as specified by the suffix.

3. Suffix Definitions

a. Subspecialty Suffix (non-Medical).

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
A	Associate's Degree	Associate's degree with a major concentration in a specific subspecialty field.		No	Yes
B	Bank	Master's degree or higher without subspecialty compensation.	Only used during out-of-cycle reviews. Billets qualify for officers requesting proven- subspecialist credit.	Yes	No
C	Proven Doctor	Significant experience in a	Significant experience is met by serving	Yes	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
	of Philosophy	related subspecialty area after attainment of the PhD.	18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.		
D	Doctor of Philosophy (PhD)	Knowledge obtained from a degree in current subspecialty programs.	Does not apply to professional entry level degrees such as medical or JDL. Must be from an accredited school.	Yes	Yes
E	Bachelor's or Baccalaureate Degree	Knowledge obtained from a degree in current subspecialty programs.		Yes	Yes
F	Proven Master's Degree that does not meet all required ESRs.	Proven code for G coded officers.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using CSR of a related subspecialty.	No	Yes
G	Master's Degree that does not meet all required ESRs.		Must be from an accredited school.	No	Yes
H	Master's Degree desired not required.		To be used if billet can be filled by master's degree or higher. Will be used as a utilization of master's degree if subspecialty code matches detailing matrix. Manpower requirement may be coded higher, but authorization code would be H coded. H codes do not establish a subspecialty quota requirement.	Yes	No
I	Graduates of the Bowman Scholar Program	1120 officers selected to attend a specific technical degree for 12 months immediately following graduation from USNA.	Officers will retain I code suffix associated with degree completion throughout career. Officers may complete a utilization tour in a general or specific master's coded billet, however officers will retain the I code for tracking.	No	Yes
J	Subspecialty Trained	Approved programs must be listed in CSRs.	Formal training related to a subspecialty ESR not classified in AQD system.	Yes	Yes
K	Professional Certification	Approved programs must be listed in CSRs.	In a subspecialty related field.	Yes	Yes
L	Masters Level Certificate	Approved programs must be listed in CSRs.	In a subspecialty related field	Yes	Yes
M	Proven Post Master's graduate education		Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
N	Post Master's Degree graduate education	Education after Master's Degree (such as Engineering license).	Must be from an accredited school. Must meet ESRs. Specific subspecialty codes allow this suffix.	Yes	Yes
O	Not used	N/A		N/A	N/A
P	Master's Degree	Master's degree in an approved Navy-specific subspecialty.	Officer can receive proven-subspecialist credit. Must be from an accredited school.	Yes	Yes
Q	Proven Master's	Experience tour after Master's degree.	Significant experience is met by serving 18 or more consecutive months in a	Yes	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
	Degree		subspecialty coded billet or a billet using the CSR of a related subspecialty.		
R	Proven significant experience	Experience desired to fill the billet. Preference is for a R coded officer, can be filled by a S coded officer to earn R code.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
S	Significant experience Knowledge obtained through on-the-job training (OJT).	No experience needed to fill the billet. Preference is to fill with an S coded officer.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
T	Officer code only – not applicable to billets. Officer in training.	Code used in Officer Assignment Information System (OAIS) while officers are in training.		No	Yes
U	Shoemaker Scholars	New program specifically for the 13XX community. Shoemaker Scholars shall participate in a one-year aerospace or mechanical engineering program at NPS with a June/July start.	Graduates shall receive the "U" suffix subspecialty code for tracking purposes, as well as a "P" or "G" dependent on Education Skill Requirements (ESR) completion.	No	Yes
V	N/A	N/A		N/A	N/A

b. Medical Department Suffix Codes (for 15XX-19XX subspecialty codes).

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
A	N/A				
B	N/A				
C	Proven Doctorate		Requires officer with N code who has had one or more tours post degree. Nurse Corps (NC) are required to be certified.	No	Yes
D	Doctorate	Accredited Doctoral degree program.	Knowledge obtained from a doctoral degree program.	Yes	Yes
E	Bachelor's or Baccalaureate Degree			Yes	Yes
F	N/A			N/A	N/A
G	N/A			N/A	N/A
H	N/A			N/A	N/A
I	N/A			N/A	N/A
J	Fully Trained			Yes	Yes
K	BC/BE	Board Certified/Board Equivalency certified		Yes	Yes
L	Post-bachelor's certificate	Post-bachelor's certificate with a concentration in the subspecialty code field.		No	Yes
M	Proven post-Master's		Requires officer with N code and one or more tours post degree. Nurse Corps (NC)	No	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
	degree or certificate		requires certification.		
N	Post-Master's degree or certificate		Knowledge obtained from a Post-Masters graduate degree or certificate program	No	Yes
O	N/A			N/A	N/A
P	Master's Degree	Master's degree in an approved Navy-specific subspecialty.	Officer can receive proven-subspecialist credit. Must be from an accredited school.	Yes	Yes
Q	Proven Master's Degree		NC Requires officer with P code and board certification. MSC requires a P code from completion of DUINS at NPS and subsequent utilization tour.	Yes	Yes
R	Proven significant experience		If officer is S coded before tour, they will leave with an R code after tour completion (minimum tour 36 months).	Yes	Yes
S	Significant experience	Professional experience and knowledge of theories, principles, processes in the subspecialty field. Knowledge obtained through training and OJT	Officer must serve 12 months to obtain S code. No experience needed to fill the billet.	Yes	Yes
T	Officer code only – Not applicable to billets		Used in Officer Detailing Data Base (OAIS) for personnel while in training	No	Yes
U	N/A	N/A	N/A	N/A	N/A
V	Formal preparation beyond basic professional education	BUMED approved program		Yes	Yes

4. Subspecialty Code Criteria. Subspecialty requirements must satisfy these criteria:

- General. Criteria requires a naval officer with operational, technical or managerial experience. The position must supervise personnel possessing graduate education and align with the CSRs.
- Specific. Criteria requires that the job functions align with the ESRs of a subspecialty degree program.
- Level. Criteria requires justifying the level of education or experience of the position.

Section 3 **Changes to the Subspecialty System**

1. Establishing, Deleting, Revising, or Updating Subspecialties

a. Requests to establish a subspecialty code require a NOOCS package that must include:

(1) Recommended subspecialty code and title.

(2) Recommended designator(s) that can hold the subspecialty code and the minimum and maximum pay grades applicable to officers and billets.

(3) Cost analyses for student Individuals Account (IA) (MPN programming rate--LT and LCDR), student IA (RPN programming rate--LT and LCDR), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including CSRs and ESRs, instructor workload, Military Construction (MILCON), Other Procurement - Navy (OPN), and student throughput needed to maintain curriculum; Detailed funding source and approved Program Objective Memorandum (POM) line item. Consult Warfighter Development (OPNAV N71) for CSR/ESR guidance. Cost Analysis, CSRs, ESRs forms attached at appendix(c). Downloadable forms are available on the Navy Subspecialty Web site: <http://www.nps.edu/Academics/Subspecialty.html>

(4) Subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS Programs Office and Warfighter Development (OPNAV N71) for guidance.

(5) Specific degree program, degree awarded, and ESRs required. Each ESR that requires additional courses above the degree requirements requires justification and cost analysis.

(6) Identification of any foreseeable contingencies that may impact the subspecialty program.

(7) Justification of requirement for a subspecialty including historical and amplifying information.

(8) Identification of any Reserve Component implications.

(9) Applicable MAS and SMEs.

(10) Point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

(11) Completed Curriculum review establishing or changing a subspecialty code.

b. Recommendations to disestablish a subspecialty code require a NOOCS package that must include:

(1) The subspecialty code and title to be disestablished.

(2) Reason for deletion; provide all background material associated with making of the decision to disestablish.

(3) Preference to recode billets and subspecialists:

(a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide billets for recoding if outside of the revalidation process.

(b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).

(4) Identification of Reserve Component implications.

(5) Extent of coordination with MASs, SMEs, Claimants, etc. Consult with NPS and Warfighter Development (OPNAV N71).

(6) Provide point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

c. Recommendations to revise a subspecialty code require a NOOCS package that must include (revision is defined as a substantial change in meaning to an existing subspecialty code):

- (1) Subspecialty code and title to be revised.
- (2) Reason for revision.
- (3) Recommended changes.
- (4) Changes to this manual or OPNAVINST 1000.16 series.
- (5) Listing of designators that can hold the subspecialty including minimum and maximum pay grades.
- (6) Cost analyses for student IA (MPN programming rate—O-3 and O-4), student IA (RPN programming rate – O-3 and O-4), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including education skill requirements (ESR), instructor workload, Military Construction (MILCON), OPN, and student/training billets needed to maintain curriculum; Detailing funding source and approved Program Objective Memorandum (POM) line item. Consult Warfighter Development (OPNAV N71) for ESR guidance.
- (7) Impact to existing or proposed subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS and Warfighter Development (OPNAV N71) for guidance.
- (8) Updating of CSRs and state impact to education curricula and ESRs.
- (9) Identification of any foreseeable contingencies that may impact the subspecialty program.
- (10) Justification for a subspecialty revision including historical and amplifying information.
- (11) Identification of any Reserve Component implications.
- (12) Completed curriculum review subspecialty code with the revisions and a copy of the existing curriculum review.
- (13) Point of contact information including: telephone numbers (Commercial and DSN), fax number, and e-mail.
- (14) Identification of Major Area Sponsors and Subject Matter Experts.
- (15) Preference to recode billets and subspecialists.
 - (a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide a Billet Change Request (BCR) for recoding of billets if outside of the revalidation process.
 - (b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).
- d. Recommendations to update a subspecialty code whereas update is defined as an administrative change to an existing subspecialty code. Updates do NOT require a NOOCS package, but must be formally documented in a memorandum or curriculum review letter signed by MAS/SME, NPS, and Warfighter Development (OPNAV N71). This

signed memorandum or approved curriculum review letter can be forwarded to NAVMAC to update the Navy subspecialty system. Examples of administrative updates include:

(1) Subspecialty code title

(2) Curriculum number (s)

(3) MAS/SME assignment

(4) Additional subspecialty codes that apply only to officers to delineate specific curriculum tracks and do not require additional NPS resources to support.

2. All subspecialty packages must be coordinated first through the Warfighter Development (OPNAV N71) or BUMED N1, (for medical specific subspecialty codes) prior to submission to NAVMAC and the NOOCS process. Consult with NPS for curriculum changes. MAS, SME, Community Management, and BSO coordination is required before implementing any changes.

3. Submit recommendations to establish, revise, or disestablish subspecialty codes through the appropriate chain of command to:

DIRECTOR, NAVY MANPOWER ANALYSIS CENTER
ATTN: CODE 10
5720 INTEGRITY DRIVE, MILLINGTON, TN
38054-5011.

Section 4 **Responsibilities**

1. **General Roles.** Commands identify the subspecialty needs of the Navy. Budget Submitting Offices (BSOs) validate and program subspecialty requirements. Officer Community Managers (OCMs) ensure subspecialist career paths and manage the inventory of subspecialists. Major Area Sponsors (MAS) and Subject Matter Experts (SMEs) are the technical experts for subspecialty disciplines. Director, Warfighter Development (N71) coordinates all subspecialty management policies and functions.
2. **Commanders and Commanding Officers.** Commanders and Commanding Officers determine if a billet requires a subspecialty code and shall.
 - a. Originate subspecialty requirement requests expressing minimum requirements necessary to support the mission, function and tasks of the command—submitted to the BSO.
 - b. Identify to the BSO all excess subspecialty requirements.
 - c. Provide subspecialty-coded billet validation support to BSO by identifying present and future subspecialty manpower requirements and/or authorizations and submitting additions, changes, or deletions via Total Force Manpower Management System (TFMMS).
3. **Budget Submitting Offices (BSOs).** BSOs may delegate subspecialty responsibilities to the activity level, but all subspecialty requirement requests must be routed via BSO for review. BSOs must.
 - a. Review all Subspecialty requirement requests originating from assigned activities that propose changes to activity manpower authorizations.
 - b. Submit a Manpower Change Request (MCR) to add delete or change a subspecialty field. The MCR form must have a fully articulated reason in the LOJ explaining the request.
 - c. Ensure subspecialty requirement requests meet the subspecialty billet criteria.
 - d. Identify all nonessential subspecialty requirements for deletion.
 - e. Maintain a complete file of approved subspecialty requirement requests within their purview.
4. **Major Area Sponsors (MASs) and Subject Matter Experts (SMEs).** MASs and SMEs develop and manage CSRs/ESRs and monitor officer subspecialty management, coordinating with OPNAV N711, OCMs, and NPS. MASs may delegate responsibilities to SMEs, but retain overall responsibility and approval authority. MASs shall:
 - a. Act as quota spokesperson for all subspecialties under their Major Area.
 - b. Serve as the central point of contact for the assigned subspecialty skill field.
 - c. Develop and maintain subspecialty CSRs.
 - d. Originate and maintain subspecialty ESRs. MAS will ensure ESRs are at a minimum level required for the specific Navy degree. ESRs should be met by the core curriculum courses to the greatest extent possible. Each curriculum course must identify the ESR addressed, and courses not required for a degree must be annotated. ESRs are approved by OPNAV N711.
 - e. Perform curriculum review every two years (DoD Directive 1322.10) with NPS and submit to OPNAV N711 for final approval in accordance with NPS curriculum review instruction (NAVPGSCOLINST 1550.1G). Major Area Sponsors will sign all curriculum reviews unless delegated in writing to SME. MAS or SME should ensure thesis and research projects are of significant value to the Navy and within the scope of the specific subspecialty. During the curriculum review the MAS will validate the Detailing Matrix held by Pers 4.

- f. Must ensure fleet skill requirements are captured. All TYCOM's must be included in all curriculum reviews.
- g. Review officer and billet subspecialty requirement requests to determine whether the requirement represents a valid use of the subspecialty.
- h. Ensure subspecialty requirement requests meet the requirements stipulated in subspecialty billet criteria statements in CSRs and ESRs.
 - i. Ensure subspecialty-coded billets are coded to an appropriate education and experience level.
 - j. Ensure similar subspecialty-coded billets are coded consistently.

5. Officer Community Managers (OCMs). OCMs manage officer community educational requirements and shall:

- a. Review all subspecialty requirement requests to ensure requirements are coded to appropriate grade and designator and in the career path.
- b. Review CSRs and ESRs and assist MASs and SMEs.
- c. Coordinate with Warfighter Development (OPNAV N71) to ensure adequate graduate education quotas and career paths exist for the development and utilization of subspecialists.

6. Graduate Education and Training Placement (PERS-44). Pers 440 shall:

- a. Maintain and Execute approved Advanced Quota Fill Plan.
- b. Submit quarterly Fill report to Warfighter Development (OPNAV N71) and NPS.
- c. Initiate and submit Advanced Education Quota Plan Mid-Year Review to Warfighter Development (OPNAV N71);
- d. Maintain approved curriculum change waivers and extensions to the Advanced Education Quota Plan.

7. Subspecialty Management (PERS-45). Pers 450 shall:

- a. Maintain approved subspecialty codes in the Officer Master File.
- b. Maintain officer records to reflect current education, utilization, and experience status.
- c. Maintain a repository of approved curriculum submitted by officers for specific subspecialty graduate education programs approved by MAS, SME and NPS.
- d. Submit biannual subspecialist officer utilization reports to Warfighter Development (OPNAV N71);
- e. Submit the biennial report to the Warfighter Development (OPNAV N71) in accordance with DOD Instruction 1322.10.

8. Director, Warfighter Development (OPNAV N71). Provides oversight of the NSS and shall:

- a. Develop, monitor, adjudicate, and issue graduate education policy.
- b. Issue subspecialty policy and guidance.
- c. Approve subspecialty requirements and subspecialty codes through the Navy Officer Occupational Code System (NOOCS) process.

d. Approve graduate education curricula and act as sponsor and Navy spokesperson with institutions that host Fleet Scholar Education Program (FSEP), Graduate Education Voucher (GEV), Officer Scholarship Program, and Immediate Graduate Education Program (IGEP) students.

e. Direct and approve curriculum reviews for each subspecialty at a minimum biennially to ensure curriculum meet established CSRs and ESRs.

f. Conduct Navy Education Review Boards (NERB) and, if necessary, Education Enterprise Resourcing and Requirements Review Boards (E2R3B) to validate graduate education programs and SSP associated personnel and manpower are aligned to Navy strategy

g. Conduct the annual Strategic Education Alignment (SEA) Planning Conference.

h. Approve and promulgate the annual SEA Plan.

i. Approve any modifications to the SEA Plan.

9. President, Naval Postgraduate School. NPS Programs Office shall:

a. Act as spokesperson for all Naval-sponsored curricula at NPS and Civilian Institutions.

b. Conduct curriculum reviews with respective MAS/SME for each subspecialty at a minimum biennially to ensure curriculum meet established CSRs and ESRs.

c. Publish guidance regarding the curriculum review process and forms. All curriculum review forms are included in NPSINST 1550.1G.

d. Analyze PERS-440 Advanced Quota Fill Report and report to Warfighter Development (OPNAV N71) and PERS-440 when anticipated student throughput is not sufficient to meet NPS class size requirements.

e. Submit curriculum change waivers and extensions to the Advanced Education Quota Plan to PERS-440 and Warfighter Development (OPNAV N71) for approval.

f. Maintain the Navy Subspecialty Web site: <http://www.nps.edu/Academics/Subspecialty.html>. This includes posting approved CSRs, ESRs, and general advanced education guidance approved by Warfighter Development (OPNAV N71).