

APPENDIX E

OFFICER DATA CARD (ODC) RESPONSIBLE OFFICE MATRIX

NPC Official Webpage: <https://www.mynavyhr.navy.mil/>

Primary ODC Routing and Support via MNCC

All NPC phone prefixes: (901) 874 - ; DSN prefix: 882

If an officer has a question regarding the Officer Data Card (ODC), or believes information contained in the ODC is incorrect, the guidance below identifies the responsible office and appropriate routing for assistance or correction processing.

Primary Routing:

For most ODC inquiries or correction requests, officers should contact the MyNavy Career Center (MNCC).

MyNavy Career Center (MNCC)

Email: AskMNCC@us.navy.mil

Phone: (833) 330-6622

DSN: 882-6622

MNCC will review the request, open a case as required, and route the action to the appropriate Navy Personnel Command office or functional authority.

Exceptions to MNCC Routing:

Distribution or Detailing Related Issues

If the inquiry concerns distribution or detailing matters, such as Additional Qualification Designators (AQDs), billet or assignment coding, aviation-related block entries, or other data requiring direct Officer Assignment Information System (OAIS) input by a detailer, the officer should contact the appropriate detailer within Navy Personnel Command (PERS-4).

If the officer is unable to contact the assigned detailer, MNCC may be contacted to initiate a case and route the request to the appropriate detailing office.

Pay Related Issues

If the inquiry concerns pay or entitlements, the officer should contact the Command Pay and Personnel Administrator (CPPA). If the officer does not know who their assigned CPPA is, or is unable to contact their command CPPA, MNCC may be contacted for assistance.

BLOCK	BLOCK NAME(S)	RESPONSIBLE OFFICE	INFORMATION REQUIRED TO MAKE CHANGE
1	SSN	MNCC AskMNCC@us.navy.mil 833-330-6622	Official correspondence via chain of command with copy of SSN Card. Reference MILPERSMAN 1000-060.
2	Name	MNCC AskMNCC@us.navy.mil 833-330-6622	Electronic submission via MNP or BUPERS Online (BOL) with copy of legal documents (i.e., court order, marriage certificate, divorce decree, or birth certificate, or other evidence supporting a legal change). Reference MILPERSMAN 1000-130.
3	Sex	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide a birth certificate, court order, or passport reflecting the biological sex
4	Designator (4th digit for augmentation only)	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide supporting documentation as applicable.
5-9	Grade; Year Group; Precedence Number; Birth Date; Promotion List Service Date	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide appointment, oath, promotion documentation, or other official records applicable to the specific block.
10-11	Previous Military Service; Submarine Qualification	MNCC AskMNCC@us.navy.mil 833-330-6622	Previous Military Service requires DD-214, DD-4, or NGB-22. Submarine Qualification requires qualification documentation.
12-15	Heavier Than Air Qual; Naval Flight Officer Qual; Projected Rotation Date; Estimated Loss Code/Date	PERS-4 Detailer	Contact the assigned detailer and provide qualification or orders documentation.
16-20	Pay Entry Base Date; Service Date; Eligible to Retire Date; Active Commission Base Date; Active Duty Service Date	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide appointment, oath, and prior service documentation as applicable.
21	Current Gain Date	CPPA	Updated with activity gain. If CPPA is unknown or unavailable, contact MNCC.
22	Professional Service Date	MNCC AskMNCC@us.navy.mil 833-330-6622	Contact MNCC for review and routing guidance.
23	Minimum Service Required-Initial	PERS-4 Detailer	Contact the assigned detailer. If the detailer is unknown or unavailable, contact MNCC.
24	Source Code	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide supporting documentation as applicable.
25	Dependents	CPPA	Update via NSIPS Member Self Service. If assistance is needed or CPPA is unknown, contact MNCC.
26-35 including 34a	Aviation Commission Date; Aviation Service Entry Date; Months of Operational Flying; Months to Gate; Months of Operational Flying Required; Aviation Gate; Aviation Status Indicator; Aviation Billet Indicator; Primary	PERS-4 Detailer	Contact the assigned detailer and provide aviation documentation such as winging letters or other official records.

BLOCK	BLOCK NAME(S)	RESPONSIBLE OFFICE	INFORMATION REQUIRED TO MAKE CHANGE
	Aeronautical Designator; Service Group; Aviation Status Indicator Effective Date		
36-40	Promotion History; Promotion Status; Spot Grade; Spot Grade Date of Rank; Permanent Grade	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide promotion or appointment documentation such as appointment letters or official orders.
41-46	Nuclear Commission Date; Nuclear Service Control Date; Nuclear Status Indicator; Submarine Service Entry Date; Submarine Status Indicator; Submarine Service Control Date	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide qualification documentation or official records applicable to the specific block.
47	Academic Profile Code	MNCC AskMNCC@us.navy.mil 833-330-6622	Follow Naval Postgraduate School application guidance. Provide official transcripts as required.
48	Aviation Officer Continuation Pay or Years Extension	PERS-4 Detailer	Contact the assigned detailer and provide applicable aviation documentation. If the detailer is unknown or unavailable, contact MNCC.
49-50	N/A	N/A	No action required.
51	Designator History	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide official correspondence or FITREPs reflecting the designator change.
52	Service Schools	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide course title, location, completion date, duration, and certificate or transcript.
53	Service College Bank	PERS-4 Detailer	Contact the assigned detailer. Provide board or selection documentation as applicable.
54-61	Formal Education; Year Completed; Navy-Sponsored Postgraduate Education; Block 56 Codes; Level of Education; Major Field of Study; Specialization Within Block 59; More Than 18 Hours Postgraduate Education Completed	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide degree documentation and official transcripts applicable to the specific block.
62	Language Proficiency	CPPA	Updated by CPPA. If CPPA is unknown or unavailable, contact MNCC.
63	N/A	N/A	No action required.
64-65	Year DLPT Administered; Proficiency in More Than Two Languages	CPPA	Updated by CPPA. Provide test results as applicable.
66-68	Subspecialty Code	BUMED for health professionals or PERS-450 for all other officers	Contact the appropriate office and provide supporting documentation. If the responsible office is unknown or unavailable, contact MNCC.
69-71	N/A	N/A	No action required.
72	Additional Qualification Designations (AQD)	PERS-4 Detailer	Submit letter of designation, FITREP, or course certificate to the assigned detailer. If the detailer is unknown or unavailable, contact MNCC.
73-75	Primary Duty; Date Reported; Accounting Category Code	CPPA	Updated with activity gain. If CPPA is unknown or unavailable, contact MNCC.

BLOCK	BLOCK NAME(S)	RESPONSIBLE OFFICE	INFORMATION REQUIRED TO MAKE CHANGE
76	N/A	N/A	No action required.
77-84	Present Duty Station; Type of Assignment; Homeport; Ship or Station Code; Present Billet; Navy Officer Billet Classification; Date of Block 83	CPPA	Updated with activity gain. If CPPA is unknown or unavailable, contact MNCC.
85-91	Previous Billet; NOBC for Block 85; Months for Block 85; Previous Billet; NOBC for Block 88; Months for Block 88; Chronological History Navy Officer Classification Number of Months Experience	MNCC AskMNCC@us.navy.mil 833-330-6622	Provide FITREPs, letters of appointment, or other official records reflecting prior assignments.
92-93	Security Clearance; Security Clearance Date	Command Security Manager	Contact the Command Security Manager.
94	Postgraduate Choice Information	PERS-4 Detailer	Contact the assigned detailer.
95-96	Race; Ethnic Group	MNCC AskMNCC@us.navy.mil 833-330-6622	Contact MNCC for guidance and routing.
97	Occupation Code for LDO or CWO	PERS-4 Detailer	Contact the assigned detailer and provide supporting documentation.
98-99	UIC; Billet Sequence Code	CPPA	Updated with activity gain. If CPPA is unknown or unavailable, contact MNCC.
100	N/A	N/A	No action required.
101	BUPERS Loss Code	MNCC AskMNCC@us.navy.mil 833-330-6622	Field should be blank. Contact MNCC if populated in error.
102	Gain or Loss Indicator	CPPA	Updated with activity gain or loss. If CPPA is unknown or unavailable, contact MNCC.
103-104	Command and Operational Screen Results; Detailer Remarks	PERS-4 Detailer	Contact the assigned detailer.
105	N/A	N/A	No action required.
106	Date of ODC	N/A	System generated. No action required.
107	Placement Cognizant Code Assignment Officer Code	PERS-4 Detailer	Contact the assigned detailer.
108-109	N/A	N/A	No action required.