



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1210.2B
NODAC
16 August 1993

OPNAV INSTRUCTION 1210.2B

From: Chief of Naval Operations

Subj: NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM (NOOCS)

Ref: (a) NAVPERS 15839G, Manual of Navy Officer Manpower and
Personnel Classifications
(b) OPNAVINST 1000.16G
(c) NAVPERS 15560C, Naval Military Personnel Manual

Encl: (1) NOOCS Control and Responsibility
(2) NOOCS Board Overview

1. Purpose. To identify responsibilities and requirements for development, control, maintenance, and review of the Navy Officer Occupational Classification System (NOOCS). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1210.2A.

3. System Definition

a. NOOCS is the method the Navy uses to identify skills, education, training, experience, and capabilities related to both officer personnel and manpower requirements. This system forms the basis for officer personnel planning, manpower management, procurement, training, promotion, distribution, career development, and mobilization.

b. NOOCS consists of four major subsystems: the Designator/Grade structure, the Navy Officer Billet Classification (NOBC) structure, the Subspecialty (SSP) structure, and the Additional Qualification Designation (AQD) structure.

(1) The Designator/Grade structure consists of designators and paygrades that provide a framework for officer career development and promotion. This structure is the primary administrative means for classifying, identifying, and documenting officer manpower resources and requirements.



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16 AUG 1993

(a) The Designator (DESIG) structure identifies primary naval specialty qualifications, associated legal and specialty categories, and competitive categories for promotion.

(b) The Officer Grade (GR) structure identifies occupational levels associated with the scale of naval officer paygrade and rank.

(2) The NOBC structure functionally describes general occupational duties.

(3) The SSP structure identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines.

(4) The AQD structure identifies additional qualifications or skills not included in the other NOOCS structures.

c. References (a) and (b) provide policy, detailed information, and procedures for the use of NOOCS structures in the coding of officer personnel and billets. References (a), (b), and (c), respectively, provide information on additional manpower and personnel coding systems, manpower unique codes, and special qualifications. These additional codes complement NOOCS but do not occupationally classify manpower or personnel.

4. Responsibilities Associated with NOOCS

a. Under Title 10 U.S.C. 621, the Secretary of the Navy "shall establish competitive categories for promotion." The Navy uses officer personnel designators for this purpose.

b. The Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel) (MP) (N1) is the principal advisor to the Chief of Naval Operations (CNO) on manpower and personnel policy matters in consonance with the programming and appraisal of Navy's total force MP programs. N1 approves billet designator codes, subspecialty codes, and NOOCS policy and systems control guidance.

c. The Chief of Naval Personnel (CHNAVPERS) manages and administers the NOOCS structure to provide a basis for manpower and personnel management and administration in the Navy.

d. Enclosure (1) outlines responsibilities of various organizational elements within the Office of the Chief of Naval Operations (OPNAV) and the Bureau of Naval Personnel (BUPERS) for NOOCS matters.

e. Reference (b) outlines responsibilities for designator advisors, subspecialty sponsors and consultants, and AOD consultants.

5. Navy Officer Occupational Classification System (NOOCS) Board

a. The NOOCS Board assists CNO and CHNAVPERS in policy guidance and system control for NOOCS. The NOOCS Board consists of permanent members representing organizational elements involved in their respective areas of officer manpower and personnel management.

b. The NOOCS Board serves as the central control point for changes to the officer occupational classification system. It reviews change proposals in terms of overall system direction, integrity, and intent. The Board makes recommendations as appropriate and authorizes administrative actions which change the classification structure.

c. Enclosure (2) is an overview of the NOOCS Board objectives, authority, and composition.

6. System Change. Volume I of reference (a) contains guidelines for submitting changes to NOOCS structures.



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OPNAVINST 1210.2B

16 AUG 1993

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NOOCS CONTROL AND RESPONSIBILITY

1. Policy Control

a. The Assistant Chief of Naval Personnel (ACNP) for Military Personnel Policy and Career Progression (Pers-2) is responsible for NOOCS policy guidance and system control as the Chairperson of the NOOCS Board.

b. Pers-2 also develops and monitors policies concerning military personnel programs dealing with officer professional development, use, and overall career force maintenance.

c. The ACNP for Total Force Programming and Manpower (Pers-5) programs, coordinates, and reviews officer billet quality control and develops the officer qualitative and quantitative manpower authorizations.

d. The Director of Naval Training (N7) develops and monitors total force education and training policy and resources.

e. The Director, Total Force Programming/Manpower Division (N12) coordinates with Pers-2 the execution of applicable changes in the Officer Subspecialty System.

2. Management Control. The Bureau of Naval Personnel Detachment, Navy Occupational Development and Analysis Center (NODAC) is the point of contact for development of NOOCS policy guidance and system control. NODAC maintains and administers an effective officer occupational structure and system. NODAC is responsible for:

a. Reviewing and evaluating all recommended changes to the officer occupational classification system code structure and referring those necessary to the NOOCS Board for review and comment.

b. Conducting occupational task analyses and special studies to assess the effectiveness of NOOCS and proposed changes.

c. Developing and issuing notices on major occupational classification structure changes.

16 AUG 1993

d. Controlling, monitoring, and revising the publication of reference (a) and coordinating associated changes.

e. Coordinating with the Director, Information Resources Management Office (Pers-09) when developing new data or validating existing data.

f. Coordinating with the ACNP for Total Force Programming and Manpower (Pers-5) to ensure timely entry of changes in the Total Force Manpower Management System (TFMMS).

g. Coordinating with the ACNP for Naval Reserve Personnel Management (Pers-9) to ensure timely entry of changes in the Inactive Manpower and Personnel Management Information System (IMAPMIS).

h. Coordinating with the ACNP for Information Systems Management (Pers-10), through Data Processing Service Requests (DPSRs) or other means, to ensure timely entry of approved changes in the N1 MP Data/Information Resource Directory and in the Manpower and Personnel Information Systems (MAPIS).

i. Providing administrative support to the Chairperson, NOOCS Board and conducting the day-to-day business of the Board.

j. Reviewing, assessing, and evaluating NOOCS for completeness and recommending policy changes, as necessary, to support an efficient and effective structure and system.

k. Conducting on a continuing basis a review of NOOCS codes for currency and total force need.

3. Coordinators for NOOCS Changes. The following paragraphs address the responsibilities of staff coordinators for matters pertaining to proposed changes to NOOCS.

a. Director of Naval Training (N7). In addition to the board objectives listed in enclosure (2), N7 is responsible for:

(1) Reviewing proposals as related to officer education and training requirements for adequacy, accuracy, and executability, including resource availability and Student Individuals Account impact.

(2) Approving Educational Skill Requirements (ESRs) and other educational plans.

16 AUG 1993

b. Director, Information Resources Management Office (Pers-09) is responsible for providing policy and guidance to data maintenance organizations in the execution of NOOCS changes.

c. ACNP for Military Personnel Policy and Career Progression (Pers-2). In addition to the board objectives listed in enclosure (2), Pers-2 is responsible for:

(1) Reviewing proposals affecting officer communities as related to career development and promotion plans.

(2) Coordinating the execution of applicable changes in total force officer personnel programs.

(3) Reviewing and coordinating programs and policies for all subspecialty codes.

d. ACNP for Distribution (Pers-4). In addition to the board objectives listed in enclosure (2), Pers-4 is responsible for:

(1) Reviewing proposals for adequacy and accuracy as related to both distribution of officer personnel and classification and accessions into the officer corps.

(2) Assigning and/or removing AQDs and subspecialties to/from personnel as appropriate.

e. ACNP for Total Force Programming and Manpower (Pers-5). In addition to the board objectives listed in enclosure (2), Pers-5 is responsible for:

(1) Reviewing proposals for adequacy and accuracy as related to officer billet authorizations and manpower requirements.

(2) Ensuring timely implementation of changes in the Total Force Manpower Management System (TFMMS).

f. ACNP for Naval Reserve Personnel Management (Pers-9) is responsible for coordination with the Naval Reserve Personnel Center (NAVRESPERSCEN) to ensure that NAVRESPERSCEN manages the development, implementation, and maintenance of application software to support NOOCS data in IMAPMIS.

OPNAVINST 1210.2B

16 AUG 1993

g. ACNP for Information Systems Management (Pers-10) is responsible for:

(1) Coordinating the development, implementation, and maintenance of application software to support NOOCS data in the Manpower and Personnel Information Systems (MAPIS).

(2) Removing NOBCs from personnel as appropriate.

(3) Ensuring entry of all changes in the N1 Manpower and Personnel (MP) Data/Information Resource Directory.

(4) Ensuring entry of applicable changes to MAPIS data bases, files, and programs.

(5) Assessing the impact of NOOCS changes on MAPIS data bases, files, and programs.

h. Sponsors and advisors, as designated in reference (a), are responsible for functions outlined in reference (b).

Enclosure (1)

NOOCS BOARD OVERVIEW

1. Board Objectives

- a. Review NOOCS as an integrated structure.
- b. Ensure the effectiveness of the officer occupational classification system.
- c. Provide optimum support for the operating forces.
- d. Maintain the structure and system to meet technological, operational, and personnel management advances as they occur and to enhance career planning for officers.
- e. Provide an accurate base of occupational structures for personnel planning for mobilization.
- f. Provide continuing review of the officer occupational classification system to improve manpower utilization.

2. Board Authority

a. The Designator/Grade Structure

(1) Since changes to designators and/or grades affect the basic identification of officers and billets, each change requires detailed analysis to evaluate the impact on manpower, personnel, and training matters. Members shall review all change requests in depth and make appropriate recommendations concerning proposals that add, delete, or revise designators and/or grades.

(2) The NOOCS Board formally reviews all proposals for additions, deletions, or revisions to the Designator/Grade structure. The Executive Secretary forwards proposed changes to the Designator/Grade structure for personnel with supporting data via the chain of command to the CNO for review and then to the Secretary of the Navy for approval. DCNO (MP) approves changes to billet designator codes.

b. The NOBC and/or AQD Structure. The NOOCS Board administratively reviews proposals for additions, deletions, or revisions to the NOBC and/or AQD structure. If sound and there is consensus of the Board, the Executive Secretary will approve NOBC and/or AQD proposals and publish the codes in reference (a).

Enclosure (2)

c. The SSP Structure. The NOOCS Board administratively reviews proposals for additions, deletions, or revisions to the SSP structure. If sound and there is consensus of the Board, the Executive Secretary will forward proposed changes to DCNO (MP) via the Chairperson, NOOCS Board, for final approval. The Executive Secretary publishes changes in reference (a).

d. Disapproval of Proposals. In the event the Board recommends disapproval of any proposal, the sponsor may pursue the change further. In the case of administrative disapproval, the sponsor may request a formal board meeting. In the event the Board recommends disapproval, the sponsor may elect to pursue the recommendation by forwarding a written opinion to DCNO (MP), in conjunction with the Board's record of proceedings, for resolution.

e. Supporting Data. The Board may request research in support of proposals. Such supporting information may include feasibility studies, occupational analysis, requirements determination, or any alternative that satisfies the proposal's basic objective. In obtaining this information, the Board may contact any naval activity to ensure that conclusions reached include complete information and consider the needs for the total force.

3. Board Composition

a. The Chairperson, Pers-2, is spokesperson for the Board and presides over formal meetings. In the event of the nonavailability of the Chairperson, the alternate Chairperson, Pers-4, followed by the Executive Secretary will serve as Chairperson.

b. The Executive Secretary (Officer In Charge, NODAC) provides administrative support for the Board, and is responsible for:

(1) Keeping the Chairperson advised of proposals under consideration by the Board.

(2) Ensuring all proposals to change the NOOCS structure are ready for presentation to the Board.

(3) Providing each Board member a copy of all materials relating to proposals to be reviewed by the Board. Board members receive this material in advance of board meetings to afford each

member the opportunity to become familiar with the issue under review.

(4) Providing alternative means of accomplishing a proposal's objective, if feasible.

c. The Recorder is responsible for recording formal meetings of the Board, conducting administrative staffing, and maintaining a historical record of the Board's deliberations.

d. The Executive Committee consists of Pers-2, Pers-4, and Pers-5. This committee is responsible for reviewing structure changes proposed by the formal Board for policy direction. Additionally, the Executive Committee reviews recommended changes to NOOCS policy prior to presentation to DCNO (MP) for approval.

e. The NOOCS Board is a permanent standing group with membership from the following organizations:

Pers-2	N88
Pers-4	CNET
Pers-5	CINCPACFLT
Pers-9	CINCLANTFLT
N095	*CHBUMED
N4	*COMNAVSEASYSKOM
N7	*COMNAVSUPSYSKOM
N12	*COMNAVAIRSYSKOM
N86	*COMNAVFACEKOM
N87	*COMSPAWARSYSKOM

*Members as designated for attendance based on topic scheduled for review.

(1) Membership consists of a designated Board member and a designated alternate member who have the authority to speak for their parent organizations. (Alternate members serve only in the absence of their permanent member and have the full authority of the permanent member.) NODAC maintains a current listing of designated Board members and alternate members.

(2) Designator advisors, subspecialty primary consultants, and AQD primary consultants, when other than designated above, will participate as interested parties for issues under their cognizance.

16 AUG 1993

(3) Organizations may change their membership by notifying the Executive Secretary in writing, but these changes must remain at a minimum to maintain stability on the Board.

4. Board Meetings

a. The Executive Secretary schedules formal meetings of the Board as needed.

b. Permanent members (or alternates) must attend each formal meeting of the Board since NOOCS issues are normally complex. Members may invite individuals who have expertise in the subject area under review to assist in the decision process, but these individuals will not have formal status. Members must notify the Executive Secretary in writing when non-Board members will attend.

c. After discussion, the Chairperson determines the majority position of the membership. The Executive Secretary, with the assistance of the Recorder, prepares the Board's recommendations for review by the Executive Committee. The Executive Secretary also submits written dissenting opinions, if desired by the minority, along with the Board's recommendations and rationale for action.

d. When the Executive Committee recommends NOOCS policy or designator changes, the Executive Secretary forwards the recommendation under the signature of the Chairperson to DCNO (MP) for approval, concurrence, or additional action, as required.

e. The Executive Secretary will request a sponsor for all change recommendations. The sponsor, with the assistance of the Recorder, prepares basic data required concerning the proposal. The sponsor also prepares additional information, as required.

5. Implementation of Approved Changes

a. The Recorder assists the Executive Secretary in preparing the necessary documents to announce and implement changes and administrative actions.

b. The Recorder monitors the implementation of proposals to ensure that milestones are met on a timely basis. The Recorder prepares changes necessary to implement the approved programs.

16 AUG 1993

6. Administrative Actions

a. The Executive Secretary staffs recommendations to change or cancel existing NOOCS codes and effects necessary administrative changes to reference (a) without referral to the Board.

b. The Executive Secretary staffs all proposed changes to the NOOCS structure. The Executive Secretary administratively requests comments and concurrence or nonconcurrence from the Board on NOBC, AQD, or SSP proposals in lieu of a formal Board session. The Executive Secretary bases the resolution of the proposal on the results of these written comments. Administrative handling does not negate the need for thorough and accurate review.