



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1223.1C
NAVMAC
28 Dec 09

OPNAV INSTRUCTION 1223.1C

From: Chief of Naval Operations

Subj: NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM

Ref: (a) NAVPERS 15560D
(b) NAVPERS 18068F
(c) 10 U.S.C. 6013
(d) SECNAV M-5210.1
(e) NETCINST 1510.1

Encl: (1) NEOCS Board Overview
(2) NEOCS Board Composition
(3) NEOCS Process Chart

1. Purpose. To identify responsibilities and requirements for development, control, maintenance, and review of the Navy Enlisted Occupational Classification System (NEOCS).
2. Cancellation. OPNAVINST 1223.1B.
3. System Definition. The NEOCS is the method the Navy uses to identify enlisted personnel skills and the requirements associated with these skills. The system forms the basis for actions taken concerning enlisted personnel planning, manpower management, procurement, training, advancement, promotion, distribution, assignment, and mobilization.
4. Background. The NEOCS consists of the enlisted rating structure and its supplement, the Navy Enlisted Classification (NEC) structure. Special qualifications further complement both the enlisted rating and NEC structures. These special qualifications, found in reference (a), identify and define requirements for specialized mission areas, which cross broad occupational fields (e.g., submarine qualifications).

a. The enlisted rating structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel. The structure consists of occupational fields, ratings (i.e., occupational specialties) and rates (i.e., a paygrade within a rating). Inherent to each rate and rating are

standards, defined as the systematic listing of those minimum capabilities which the Navy expects and requires of individuals within each rating. Within the Navy, these standards are divided into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs). Collectively, these standards define the work performed by enlisted personnel by occupation. Both NAVSTDs and OCCSTDs are developed, revised, and maintained by the Navy Manpower Analysis Center (NAVMAC), the sole point of contact for NEOCS policy guidance and system control. Reference (b), volume I, contains a more detailed explanation of the enlisted rating structure and its standards.

b. The NEC structure supplements the enlisted rating structure by identifying any non-rating specific skill, knowledge, aptitude, or qualification used to identify both people and billets for management purposes. Reference (b), volume II, contains a more detailed explanation of the NEC structure.

5. Responsibilities Associated with NEOCS

a. Under reference (c), the Secretary of the Navy (SECNAV) approves the establishment or disestablishment of general or emergency ratings and general rates as necessary for the proper administration of the Navy and Marine Corps.

b. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) manages and administers the NEOCS and is the principal advisor to the Chief of Naval Operations (CNO) on manpower and personnel policy matters. CNO (N1) approves NEOCS policy and modifications to existing ratings, including the establishment and disestablishment of service ratings.

c. Primary and technical advisors are designated in reference (b) and assist CNO (N1) in executing responsibilities with regard to enlisted manpower and personnel. Each rating and NEC is assigned primary and technical advisors to provide operational and technical expertise in maintaining OCCSTDs and NEC modifications. Primary advisors are the Deputy Chiefs of Naval Operations or other offices having primary responsibilities for mission areas in which a rating or NEC is

principally employed. The technical advisor is concerned with manpower/weapon system relationships and training requirements related to technical aspects of any rating or NEC.

6. NEOCS Board

a. The NEOCS Board assists the CNO and CNO (N1) in policy guidance and system control for NEOCS. The NEOCS Board consists of permanent members representing organizational elements throughout the Navy.

b. The NEOCS Board serves as the central control point for changes to the NEOCS. It reviews change proposals in terms of overall system direction and makes recommendations as appropriate. The board authorizes administrative actions for NEC changes and makes recommendations to CNO (N1) for enlisted rating structure changes.

7. NEOCS Changes. Reference (b), volume II provides templates, procedural checklists, and specific research study requirements for NEC or rating structure proposals. See enclosures (1) through (3) for NEOCS Board objectives, composition, and the process.

8. Policy Changes. Submit changes to this instruction via the NEOCS Board executive secretary:

COMMANDING OFFICER
NAVY MANPOWER ANALYSIS CENTER
5720 INTEGRITY DR
MILLINGTON, TN 38054-5045

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (d).



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Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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NEOCS BOARD OVERVIEW

1. Board Objectives

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

2. Board Composition

a. The board chairperson, Office of the Chief of Naval Operations Director, Manpower, Personnel, Training and Education Policy Division (OPNAV (N13)), is spokesperson for the board. In the event of the non-availability of the chairperson, the alternate chairperson is OPNAV Director, Total Force Requirements Division (OPNAV (N12)). The chairperson's responsibilities are to:

(1) Determine the majority decision during concept briefs for rating structure changes.

(2) Coordinate and preside over formal Executive Committee (EXCOM) meetings, which will be convened if any NEOCS proposal fails to be unanimously approved by the board. If a formal meeting is not the most expeditious or practical means of bringing the arbitration before EXCOM members, the chairperson shall also determine the best alternative means to confer with EXCOM members.

(3) Forward to CNO (N1) for final resolution any NEOCS proposal which the EXCOM cannot reach a unanimous decision.

(4) Promulgate quarterly updates to reference (b).

b. The EXCOM membership is outlined in enclosure (2). They are responsible for:

(1) Attending decisional concept briefs for rating structure change proposals.

(2) Attending formal EXCOM meetings convened by the board chairperson.

(3) Adjudicating proposals that fail to be unanimously approved by the board.

c. The executive secretary, Commanding Officer, NAVMAC, provides administrative support to the board chairperson, and is responsible for:

(1) Keeping the chairperson advised of proposals under consideration by the board.

(2) Reviewing all rating and NEC structure change proposals to ensure completeness and adherence to formal policy.

(3) Ensuring all rating and NEC structure change proposals are forwarded electronically to the appropriate board members for review and a vote. A blank comments matrix will accompany all rating and NEC structure change proposals.

(4) Conducting administrative staffing. Electronic mail is the normal means of routing correspondence; however, the official OPNAV routing system (i.e., TASKERS) will be used to staff all rating structure change and NEC "establishment" proposals.

(5) Requesting non-member organizations (e.g., rating or NEC advisors) participate as auxiliary board members for issues under their cognizance.

(6) Facilitating discussions between an originator and any dissenting board member(s) by continuously updating and distributing a consolidated comments matrix.

(7) Assisting the chairperson in coordinating EXCOM meetings.

(8) Keeping formal historical records (per reference (d)).

(9) Maintaining a list of primary and alternate action officers.

d. The NEOCS Board membership is outlined in enclosure (2). They are responsible for:

(1) Designating primary and alternate action officers who will staff proposals within their respective organizations and have the authority to submit official votes on behalf of principal members.

(2) Notifying the executive secretary of any change in designated action officers. Changes should remain at a minimum to maintain stability on the board.

(3) If requested, attending an EXCOM meeting to brief any dissenting opinion on a NEOCS proposal.

(4) Ensuring access to the official OPNAV routing system (i.e., TASKERS).

(5) Evaluating the impact of NEOCS proposals on distribution, placement, and detailing of personnel, manpower determination, and fiscal policy.

(6) Recording a vote of concurrence, a vote of non-concurrence, or inputs to the official comments matrix within 30 days of receipt of any proposal. The voting status of an organization that submits issues or concerns within a comments matrix in lieu of a vote is listed as "questions pending." If questions or concerns cannot be resolved in a timely manner, a vote of non-concurrence is recorded.

e. Navy Personnel Command (NAVPERSCOM) Navy Locator Unit (PERS-34) will execute system change requests (SCR) to ensure updates to all corporate personnel and distribution systems are completed to implement NEOCS Board decisions. Enlisted Community Manager (ECM) (BUPERS 32) will submit the SCR for a

rating structure change; NAVMAC will submit the SCR for an NEC structure change.

3. Overview of Rating Structure Changes. The process for rating structure change proposals has three additional requirements not shared by NEC structure change proposals: (1) Navy Total Force (NTF) flag session concept brief; (2) NTF Working Group (WG) status briefs; and (3) additional documentation. Proceed to the next section, NEOCS Process, to review information common to both rating and NEC structure change proposals. See enclosure (3) for detailed process chart.

a. Concept Brief. The decisional concept brief must consist of no less than five content slides stating issues, background, discussion, conclusion, and recommendation(s). Unless special circumstances exist, the forum for concept briefs will be the quarterly flag session of the NTF WG. If the board chairperson concludes that the concept for a rating structure change has majority support of the EXCOM, an originator may submit a formal NEOCS proposal, endorsed by the affected flag-level community sponsor(s), to the board via the executive secretary. The chairperson may decide on a case-by-case basis whether or not a decision should be withheld pending an individual briefing by the originator to any absent EXCOM member.

b. NTF WG. Rating structure change proposals will be briefed to the NTF WG by the assigned lead on a monthly basis. This monthly schedule will continue throughout the three phases of the NEOCS process:

(1) Phase I (Development). During this initial phase, the originator is assigned as the lead and will gather supporting data, coordinate with stakeholders, and develop a formal proposal.

(2) Phase II (Decision). During this phase, the executive secretary will assume the lead to route the proposal to the NEOCS Board, track votes, and update the consolidated comments matrix for submission to the NEOCS chairperson for approval by SECNAV, as appropriate. The EXCOM will convene during this phase, if necessary.

(3) Phase III (Implementation). ECMS will assume the responsibility as lead and coordinate with all stakeholders for implementation as delineated in the approved proposal.

c. Other documents. The originator must draft all required additional documents (e.g., naval administrative message) and route with the formal NEOCS proposal.

4. NEOCS Process

a. Formal Proposal. Originators will provide detailed research to show overall feasibility; determine alternative ways of satisfying problems through administrative rather than structural changes; and highlight impacts on data systems, implementation resources, as well as manpower, personnel, training, and education programs for both the active and reserve components.

(1) Specific research (e.g., commonality studies for rating merger proposals) and procedural checklist requirements are promulgated in reference (b), volume II.

(2) Originators of formal NEOCS proposals will communicate with all stakeholders and board members to review the draft proposal prior to submission of a formal proposal to the executive secretary.

(3) Compliance with reference (e) is required prior to submission of a NEOCS proposal. This is especially relevant if a proposal will result in additional training costs (e.g., new course, change in course length, or additional instructors).

b. Internal Review. Upon receipt of a properly endorsed NEOCS proposal, NAVMAC will conduct an internal review to ensure that the proposal is sound in concept and within guidelines promulgated in reference (b), volume II.

c. Board Review. The executive secretary will forward all proposals electronically to board members for review.

d. Analysis. Board members will analyze all formal NEOCS proposals and recommended changes or forward a vote of concurrence or non-concurrence to the executive secretary within 30 days.

(1) Extensions due to extenuating circumstances will be approved on a case-by-case basis by the executive secretary.

(2) Votes may be withheld if additional information is needed to ensure conclusions are based on complete information and consider the needs of the total force. All questions and/or information requests must be forwarded via the official comments matrix worksheet to the executive secretary within the allotted 30 day period.

e. Amendments. If amendments to an original proposal are necessary, the executive secretary will resubmit the revised proposal to all NEOCS board members for an additional review and new vote for concurrence or non-concurrence.

f. Approval

(1) Enlisted Rating Structure. If all board members concur, the executive secretary will forward the proposal under the signature of the chairperson to CNO (N1) for approval or additional action, as required.

(2) NEC Structure

(a) NEC establishment proposals are reviewed by the full NEOCS board, with the exception of Master Chief Petty Officer of the Navy (MCPON) and Naval Education and Training Professional Development and Technology Center (NETPDTC). If all assigned board members concur, the executive secretary will announce approval and ensure publication in reference (b), volume II.

(b) NEC revision/deletion requests are reviewed only by the ECM, primary advisors, technical advisors, NAVPERSCOM Career Management Department (PERS-4), OPNAV Total Force Training and Education Division (OPNAV (N15)), and Naval Education and Training Center. If all assigned board members concur, the executive secretary will announce approval and ensure publication in reference (b), volume II.

g. Disapproval. In the event a board member recommends disapproval of any proposal, an originator must communicate directly with the dissenting board member and aggressively attempt to satisfy the concerns in a timely manner. If the

process is unsuccessful and the originator requests further consideration, the executive secretary will forward the proposal to the board chairperson, who shall convene the EXCOM for arbitration. If the EXCOM recommends disapproval or cannot reach a unanimous decision, the proposal will be forwarded to CNO (N1) for a final decision.

h. Implementation

(1) Enlisted Rating Structure

(a) Plan of Action and Milestones (POA&M). The ECM will coordinate with stakeholders to track the POA&M as delineated in the approved proposal and provide monthly updates to the NTF WG until implementation is complete.

(b) Lessons Learned. After final implementation of a proposal, the NTF WG will schedule periodic reviews of progress achieved and lessons learned. Stakeholders will be tasked to provide respective inputs every 6 months.

(2) NEC Structure. The executive secretary will prepare documents required to announce and implement changes to the NEC structure.

NEOCS BOARD COMPOSITION

EXECUTIVE COMMITTEE (EXCOM)			
OPNAV (N12) Director, Total Force Requirements Division	OPNAV (N13) Director, MPTE Policy Division CHAIR	OPNAV (N15) Director, Training & Education Division	NPC (PERS-4) ACNPC, Career Management Department
NETC Commander, Naval Education and Training Command	USFF (N1) Commander, U. S. Fleet Forces Command	BUPERS (BUPERS-3) Community Management Department	
OTHER BOARD MEMBERS			
OPNAV (N10) Director, Financial Management Division	OPNAV (N2) Director, Naval Intelligence	OPNAV (N41) Head, Supply, Ordnance and Logistics Operations	OPNAV (N61) Director, Information Technology and Information Resource Management
OPNAV (N85) Director, Expeditionary Warfare Division	OPNAV (N86) Director, Surface Warfare Division	OPNAV (N87) Director, Submarine Warfare Division	OPNAV (N88) Director, Air Warfare Division
OPNAV (N095) Chief of Navy Reserve	PACFLT (N1) Commander, U.S. Pacific Fleet	NETPDTC (N3) Navy Advancement Center RATING STRUCTURE CHANGES ONLY	MCPON Master Chief Petty Officer of the Navy RATING STRUCTURE CHANGES ONLY
AUXILIARY MEMBERS			
Other Navy organizations (e.g., primary and technical advisors) may serve as members for issues under their cognizance, as requested.			

NEOCS PROCESS CHART

