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OPNAV INSTRUCTION 1500.74A

From: Chief of Naval Operations

Subj: UTILIZATION OF ENLISTED OCCUPATIONAL STANDARDS FOR
       TRAINING AND CAREER DEVELOPMENT

Ref: (a) NAVPERS 18068F
       (b) NAVPERS 15560D
       (c) OPNAVINST 1223.1B
       (d) OPNAVINST 1500.51B

Encl: (1) Glossary of Terms

1. <u>Purpose</u>. To establish guidelines for utilization of
enlisted occupational standards (OCCSTDS) as a basis for
training and career development. OCCSTDS are contained in
reference (a). This instruction has extensive revisions and
should be read in its entirety.

2. <u>Cancellation</u>. OPNAVINST 1500.74.

3. <u>Definition</u>. Definitions used in this instruction are found
in enclosure (1). Understanding of these terms is essential for
a clear understanding of the process herein described.

4. <u>Background</u>. References (b) and (c) describe the
responsibilities and requirements for the development, control,
maintenance and review of the Navy Enlisted Occupational
Classification System (NEOCS). They also define organizational
responsibilities for the policy and management control of
OCCSTDS. Reference (d) contains a variety of manpower,
personnel and training functions supported by OCCSTDS and tasks
resource sponsors and Commander, Naval Education and Training
Command (NETC) with implementing, and coordinating schoolhouse
standardization.

5. <u>Policy</u>

    a. OCCSTDS provide the most logical standards for training
objectives by providing a "snap shot" of performance tasks
required of Navy enlisted personnel. OCCSTDS are based on data
collected from a variety of sources (fleet units, warfare

requirements, rating advisors, enlisted community managers, warfare sponsors, etc.) through the Navy Skills Management System (SMS) process, and are approved by the resource sponsor/warfare sponsor prior to publication. Although several curriculum development methods/approaches (such as task analysis and Personnel Performance Profiles) may be used to develop training curriculum, OCCSTDS will be used as the primary basis for:

      (1) Preparation of formal school curricula (except for certain NEC-producing or sponsor-stated requirements) and onboard training (OBT), including formal OBT packages and on-the-job training (OJT).

      (2) Development of Personnel Advancement Requirements (PARS).

      (3) Development of Navy-wide advancement examinations.

      (4) Development of nonresident training packages (e.g., rate training manuals).

   b. All OCCSTDS will be taught in some training arena. "A" schools will train to selected E-4 OCCSTDS. Remaining OCCSTDS will be taught in other training environments (such as, but not limited to, individual and unit on-board training (OBT), on-the-job training (OJT), proficiency training, etc.).

6. Action

   a. Office of the Chief of Naval Operations (OPNAV) Principal Officials. Review and approve OCCSTDSs per reference (c).

   b. Resource Sponsors. Review and approve the TTA (Training Task Analysis) report.

   c. Fleet Commanders/Type Commanders/Training Commanders.

      (1) Ensure participation in the SMS process and the appropriate NTRR event.

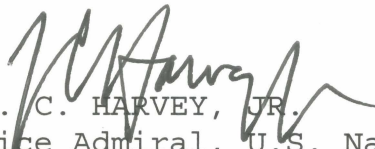   (2) Review proposed OCCSTDS for validity and paygrade responsibility.

(3) Coordinate training requirements with NETC.

   d. Navy Manpower Analysis Center (NAVMAC). Ensure SMS surveys are conducted and OCCSTDS are issued in a timely manner and coordinated with the appropriate NTRR event schedule(s).

   e. NETC. Develop and implement training to meet the needs of the warfare sponsors utilizing OCCSTDS as training objectives in the preparation of TTA, curricula and feedback systems.

   f. Navy Education Training Professional Development Technology Center (NETPDTC). Utilize OCCSTDS as the training objectives in the development and preparation of:

      (1) Personal Advancement Requirements (PARS).

      (2) Navy-wide rating examinations.

      (3) Nonresident training packages and rate training manuals.

      (4) Training needs assessment schedule coordination.

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GLOSSARY OF TERMS

1. <u>Occupational Standards (OCCSTDS)</u> - Statements of the minimum skills required of Navy enlisted ratings as established by primary (resource/warfare) sponsors. OCCSTDS are the basis for implementing and supporting actions for manning, distribution, training and advancement.

2. <u>OCCSTD Accountability Level</u> - The lowest paygrade at which an individual is required to perform a skill.

3. <u>Task Statement</u> - The most specific level of behavior in a job that describes the performance of a meaningful job function in terms of a specific action applied to a particular object. The behavior must be observable, have a definite beginning and end, and result in a completed work action or a measurable work product (either the performance can be observed or the results of the performance can be seen and measured). The task is composed of three basic elements: (1) an action verb which states what is to be accomplished in the task, (2) an object which identifies what is to be acted upon in the task, and (3) any qualifying phrases (in terms of an Object Modifier or a Statement Modifier) needed to distinguish the task from related or similar activities, limit and define the scope of the task, and clearly communicate the nature of the task.

4. <u>Job Task Inventory (JTI)</u> - A listing of tasks resulting from information gathered in a job analysis. (For this instruction, the approved OCCSTDS make up the JTI for a rating with the exclusion of NEC-related tasks.)

5. <u>Training Task Analysis (TTA)</u> - A process used to determine the training level and location of the various tasks contained in a JTI or list of occupational tasks (e.g., OCCSTDS). Determination is made by a panel of subject matter experts (SMES) based on factors such as percentage of member performance, percentage of time spent performing, consequences of inadequate performance, task delay tolerance, frequency of performance, task learning difficulty, and probability of deficient performance.

6. Course Training Task List (CTTL) - Results from TTA; identifies tasks that are to be taught in a classroom setting.

7. Personnel Advancement Requirements (PARS) - Skills and abilities based on OCCSTDS that can be demonstrated by actual performance and are mandatory for advancement to paygrades E-4 through E-7.

8. Skills Management System (SMS) - A process of collecting real-time information on the work being performed by Navy ratings. The SMS is the authoritative occupational data base for the Navy. SMS data forms the basis for rating occupational standards.