OPNAV INSTRUCTION 1220.2B

From: Chief of Naval Operations

Subj: POST-ACCESSION RECLASSIFICATION OF ENLISTED PERSONNEL

Ref: (a) NAVPERS 15560D
(b) Periodic NETC (N3) Supplemental Navy Post-Accession Entry Level Reclassification Guidance (NOTAL)
(c) COMNAVCRUITCOMINST 1130.8J

1. Purpose

a. To provide administrative policy and guidance to support and refine Navy reclassification strategies for post-accession reclassification of Sailors and recruits at Navy Recruit Training Command (NAVCRUITRACOM GREAT LAKES IL) and other initial skills training sites.

b. This revision updates responsibilities from Bureau of Naval Personnel, Production Management Office (BUPERS-6) to Naval Education and Training Command Supply Chain Operations (NETC (N3)). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1220.2A.

3. Scope and Applicability. This guidance applies to the reclassification of recruits at NAVCRUITRACOM GREAT LAKES IL and those Sailors who have graduated from NAVCRUITRACOM GREAT LAKES IL, but are subsequently disenrolled from initial skills training prior to their first fleet assignment; assignment as a professional apprentice career track; or in the case of Selected Reserve, recruits or Sailors being assigned to their Navy operational support center.

4. Background. This instruction supplements references (a) through (c) and provides guidance for all reclassification activities Navywide. This instruction delineates responsibilities, describes standard procedures for management, reporting, and monitoring, and establishes processing timelines for reclassification activities Navywide.
5. **Roles and Responsibilities**


   b. Naval Education and Training Command (NETC) approves reclassification targets in line with the approved enlisted accession plan and community health requirements.

   c. Bureau of Naval Personnel Military Community Management (BUPERS-3), via BUPERS Enlisted Community Management (BUPERS-32) and BUPERS Reserve/Full Time Support Community Management (BUPERS-35), determines the enlisted community’s needs through analysis of force management variables. BUPERS-32 will submit appropriate enlisted community needs requests to NETC (N3) to ensure that enlisted community requirements are reflected in the reclassification plan.

   d. NETC (N3) manages the reclassification process, ensuring that Navywide reclassification actions are targeted in support of BUPERS-3 enlisted community manager requirements. NETC (N3) is responsible for the execution of the enlisted reclassification process, and optimization of fleet production through the Navy enlisted supply chain to meet Navy needs. NETC (N3) will host a semi-annual production drumbeat where the monthly NETC (N3) tracker, and year group to date execution versus total planned reclassification goal will be reviewed. NETC (N3) will provide personnel support detachments and customer service desks with changes to reclassification priorities via the weekly reclassification matrix.

   e. Classifiers, via the NETC (N3) weekly reclassification matrix, will conduct reclassification actions and interviews consistent with this instruction and specific direction provided in reference (a), sections 1236-020, 1200-050, 1910-125, and 1133-090.

6. **Operational Parameters and Business Rules.** All recruits and Sailors are required to have a classifier interview immediately following either a rating disqualification or disenrollment from an A-School or preparatory training course. Training commands will ensure that students dropped from a course of instruction for any reason, but recommended for continued Navy service, will report to student control to schedule an interview with a classifier not more than 2 workdays following disenrollment. Classifiers will conduct reclassification interviews and complete all required reclassification actions within 3 workdays following referral of the member to the reclassification site. Dropped students will be enrolled in another course of instruction only following this completed reclassification action, in line with guidance provided in reference (b).

7. **Training Pipeline Specific Guidance.** If Sailors are disenrolled for non-disciplinary reasons from the aviation, engineering, information warfare, submarine, medical, special warfare and
special operations, or nuclear field pipelines, then where feasible, these Sailors will be reclassified within the same category if eligibility requirements are maintained and a quota is available, in line with guidance provided in reference (b).

8. **Reporting and Documentation**

   a. NETC (N3) will develop and provide the initial reclassification plan with the rating delivery schedule provided as part of the enlisted accession demand planning process.

   b. Classifiers will ensure that all reclassified Sailors and recruits sign a Program Annex to the DD Form 4 *Enlistment/Reenlistment Document Armed Forces of the United States*, reflecting new enlistment guarantees and any applicable obligation documents such as enlistment extensions.

   c. Classifiers will ensure that the specialty program and the program enlisted for codes are updated in the Navy Standard Integrated Personnel System in line with reference (c) when reclassifying a Sailor or recruit to a specific rating or Professional Apprenticeship Career Tracks Program.

   d. Classifiers will record all completed reclassification actions in the Career Waypoints system.

9. **Oversight and Feedback.** OPNAV (N13) will oversee and evaluate all post-accession reclassification business processes and the implementation of process improvements based on NETC (N3) recommendations in coordination with BUPERS-3. Feedback will be provided to NETC (N3) via the enlisted accession demand planning process and other key process stakeholders.

10. **Records Management**

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

11. **Review and Effective Date.** Per OPNAVINST 5215.17A, OPNAV (N13), will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and
statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. If the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


Releaseability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil