OPNAV INSTRUCTION 1223.1D

From: Chief of Naval Operations

Subj: NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM

Ref: (a) NAVPERS 15560D
(b) NAVPERS 18068F
(c) 10 U.S.C.
(d) OPNAVINST 5430.48E
(e) MIL-HDBK-61A(SE) of 7 February 2001

Encl: (1) NEOCS Board Overview
(2) NEOCS Process
(3) Utilization of Enlisted Occupational Standards for Training and Career Development
(4) Glossary of Occupational Standards Terms

1. **Purpose.** To identify responsibilities and requirements for development, control, maintenance, and review of the Navy Enlisted Occupational Classification System (NEOCS). Major changes to this revision are outlined in subparagraphs 1a and 1b. This instruction is a complete revision and should be reviewed in its entirety.

   a. Guidelines for utilization of enlisted occupational standards (OCCSTD) have been added for establishing OCCSTDs for training and career development.

   b. A glossary has been added for OCCSTDs terminology.

2. **Cancellation.** OPNAVINST 1223.1C and OPNAVINST 1500.74A.

3. **Scope and Applicability.** This instruction applies to all NEOCS Board members, type commanders (TYCOM), Navy Education and Training Command (NETC), and any entity who submits a NEOCS change request.

4. **System Definition.** The NEOCS is the method the Navy uses to identify skills, education, training, and experience related to both enlisted personnel and manpower requirements. This system forms the basis for enlisted personnel planning, manpower management, procurement, training, education, advancement, distribution, career development, and mobilization.
5. **Background.** The NEOCS consists of the enlisted rating structure, its supplement, the Navy enlisted classification (NEC) code and Navy enlisted billet classification (NEBC) code structures. Special qualifications further complement these 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, identifying, and documenting enlisted manpower resources and requirements. The structure consists of occupational fields, ratings (i.e., occupational specialties), and paygrades. Inherent to each paygrade 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 and OCCSTDS. Collectively, these standards define the work performed by enlisted personnel by occupation. Both naval standards and OCCSTDS are developed, revised, and maintained by 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 code 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 code structure.

   c. The NEBC structure identifies enlisted position requirements and enlisted occupational experience required to fill a position. The NEBC is acquired through position experience or through a combination of education, training, and experience. An NEBC provides a general description of duties performed in a position. It is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the position. The NEBC identifies a group of enlisted positions which are similar but not necessarily identical in scope and nature of duties. Further discussion of NEBCs can be found in reference (b), volume I, appendix C.

6. **Responsibilities and Authorities**

   a. As directed by the authority provided in section 6013 of reference (c), Secretary of the Navy (SECNAV) or designee will approve the establishment, merger, and disestablishment of general or emergency ratings as necessary for the proper administration of the Navy.

   b. Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (MPTE) (CNO (N1)) manages and administers the NEOCS and, as directed by reference (d), is the principal advisor to the Chief of Naval Operations (CNO) on MPTE policy matters. CNO
(N1) approves NEOCS policy and modifications to existing ratings, including the establishment, merger, and disestablishment of service ratings, and adjudicates unresolved competing priorities that arise from NEOCS deliberations.

c. The Director, Military Personnel Plans and Policy (OPNAV (N13)) chairs the NEOCS Board, and is responsible for administering NEOCS policy guidance and system controls on behalf of CNO (N1).

d. Primary and technical advisors are identified in reference (b) and assist CNO (N1) in executing responsibilities with regard to enlisted manpower and personnel. Each rating, NEC code, and NEBC code are assigned primary and technical advisors to provide operational and technical expertise in validating OCCSTDs and NEC modifications. Primary advisors are deputy chiefs of naval operations or other offices having primary responsibilities for mission areas in which a rating or NEC code is principally employed. The technical advisor is concerned with manpower and weapon system relationships and training requirements related to technical aspects of any rating or NEC code.

e. 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 MPTE interests throughout the Navy and serves as the central point for changes to the NEOCS. It reviews change proposals in terms of overall system direction and makes recommendations as appropriate. The NEOCS Board approves administrative actions for NEC and NEBC code changes and makes recommendations to CNO (N1) for enlisted rating structure changes. The NEOCS Board composition and responsibilities are outlined in enclosure (1). The NEOCS Board process is outlined in enclosure (2). The utilization of enlisted OCCSTDs for training and career development guidance is outlined in enclosure (3), and associated glossary terms are outlined in enclosure (4).

f. NAVMAC serves as executive secretary of the NEOCS Board and is the sole point of contact for NEOCS policy guidance and the maintenance of NEOCS subsystems as directed by reference (e). Reference (b), volume II, contains information concerning required qualifications and assignment of NEC codes.

7. Policy. All proposed changes to NEOCS policy or structure must be submitted to the NEOCS Board executive secretary as directed by reference (b). Reference (b) provides templates, procedural checklists, and specific research study requirements for NEC and NEBC code or rating structure proposals.

8. Records Management. Records created by this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.
9. **Review and Effective Date.** Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. 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.

Releasability 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/](http://doni.documentservices.dla.mil/)
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 NEOCS and provide continuing review of classification elements to improve manpower utilization.

   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.

2. Board Composition and Responsibilities. The NEOCS Board (exhibit 1) is comprised of a chairperson and an executive committee (ExCom) that evaluates and determines feasibility of classification proposals.

   a. NEOCS Board Membership

      (1) Membership consists of representatives from: Chief of Navy Reserve (CNO (N095)); Deputy Chief of Naval Operations for Information Warfare (CNO (N2N6)); Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO (N4)); Director, Manpower Personnel Navy Financial Management Division (OPNAV (N10)); Director, Total Force Manpower, Training and Education Requirements (OPNAV (N12)); Director, Military Personnel Plans and Policy (OPNAV (N13)); Director, Expeditionary Warfare (OPNAV (N95)); Director, Surface Warfare (OPNAV (N96)); Director, Undersea Warfare (OPNAV (N97)); Director, Air Warfare (OPNAV (N98)); Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM); Commander, U.S. Pacific Fleet (COMPACFLT); NETC; Commander, Navy Personnel Command (COMNAVPERSCOM) Personnel Information Management Department (PERS-3); COMNAVPERSCOM Career Management (PERS-4); Bureau of Naval Personnel (BUPERS), Director, Military Community Management (BUPERS-3); and BUPERS, Production Management Office (BUPERS-6).

      (2) The following members participate for rating structure changes only: Master Chief Petty Officer of the Navy (MCPON); COMNAVPERSCOM, Career Progression Division (PERS-8); and Naval Education and Training Professional Development Center (NETPDC). Auxiliary members will be requested to participate when a proposal requires their cognizance.
b. **Board Responsibilities.** The primary responsibilities of the NEOCS Board members are listed in subparagraphs 2b(1) through 2b(7).

   (1) Designate 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) Notify the executive secretary of any change in designated action officers. Action officer changes should remain at a minimum to maintain stability on the NEOCS Board.

   (3) Ensure access to the official SECNAV portal routing system (i.e., Department of the Navy (DON) Tasking, Records, and Consolidated Knowledge Enterprise Repository (TRACKER) system).

   (4) Evaluate NEOCS proposals for impact to include:

      (a) distribution,

      (b) manpower,

      (c) community health,

      (d) training and education,

      (e) resourcing requirements (to include training costs) and responsibilities (see enclosure (2), subparagraph 3a),

      (f) fleet fit,

      (g) implications to all components (Active Component, Selected Reserves, full-time support), and

      (h) risk.

   (5) Record a vote of concurrence, non-concurrence, or input provided to the official comment matrix within 30 days (establishment) or 20 days (revision or disestablishment) of receipt of any proposal. Votes from organizations that submit issues or concerns will be considered pending. If the questions or concerns cannot be resolved in a timely manner, a vote of non-concurrence will be recorded.
(6) Participate in scheduled NEOCS and Navy Officer Occupational Classification System (NOOCS) working group (NNWG), and be prepared to discuss outstanding classification proposals.

(7) If requested, attend ExCom meetings.

c. **Board Chairperson Responsibilities**

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

(2) Forward vetted NEOCS policy changes and proposals to establish, merge, or disestablish enlisted rating structure changes to CNO (N1) for final approval.

(3) Coordinate and preside over ExCom meetings to resolve competing priorities and conflicts elevated by the NEOCS Board. Forward unresolved issues to CNO (N1) for adjudication of NEOCS proposals for which the ExCom cannot reach a unanimous decision. If a formal ExCom is not the most expeditious or practical means of arbitration, the chairperson may request an interim informal solution (i.e., Council of Captains) in order to adjudicate any dissenting concerns. If consensus is still not reached, the formal ExCom will proceed at the earliest convenience.

(4) Charter working groups as required to resolve complex issues.

(5) Publish quarterly updates to reference (b) and updates to NEOCS decision matrix as required.

d. **ExCom and Council of Captains Membership and Responsibilities.** Members include OPNAV (N12), OPNAV (N13), PERS-4, NETC, COMUSFLTFORCOM, COMPACFLT, BUPERS-3, and the cognizant resource sponsor. Responsibilities are listed in paragraphs 2d(1) through 2d(6).

(1) Provide executive leadership and guidance for enlisted classification governance and management across the MPTE domain.

(2) Foster collaboration among all members of the NEOCS Board by ensuring that decisions are aligned and socialized prior to convening the ExCom.

(3) Participate in decisional concept briefs for enlisted rating structure change proposals.

(4) Participate in ExCom meetings convened by the board chairperson.
(5) Adjudicate proposals that fail to achieve NEOCS Board consensus.

(6) Provide rulings on competing priorities.

3. **Supporting Roles and Responsibilities**

   a. **Executive Secretary.** The commanding officer of NAVMAC serves as the NEOCS Board executive secretary. Responsibilities are listed in subparagraphs 3a(1) through 3a(12).

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

      (2) Review all proposals to ensure completeness and adherence to formal policy.

      (3) Ensure all proposals are forwarded to the appropriate board members for review and vote.

      (4) Request non-member organizations (e.g., advisors, sponsors, and consultants) to participate as auxiliary board members for issues under their cognizance.

      (5) Facilitate discussions between the originator and any dissenting board member(s) by continuously updating and distributing a consolidated comment matrix.

      (6) On behalf of OPNAV (N13), coordinate directly with ExCom members to facilitate ExCom meetings as needed.

      (7) Coordinate administrative staffing. The SECNAV portal system must be used to staff all proposals. When required, collect and forward all follow-up documents from proposal originator to OPNAV (N13) staff.

      (8) Archive formal historical records indefinitely.

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

      (10) Submit a system change request (SCR) via the COMNAVPERSCOM Data Quality Maintenance and Systems Integration Division (PERS-33)-managed MPTE requirements change management solution, as directed by reference (d), to all related MPTE corporate systems.

      (11) Serve as program manager for rating structure, NEC, and NEBC subsystems and conduct recurring validations to ensure proper utilization of existing codes.
(12) Host a monthly NNWG consisting of all NEOCS and NOOCS permanent board members and any auxiliary board members or proposal originators with actions pending before the board. The forum will address all current issues related to NEOCS and NOOCS process and proposals.

b. BUPERS Director, Information Management, Chief Information Office (BUPERS-07). BUPERS-07 manages submissions of SCRs to ensure updates to corporate manpower, personnel, and distribution systems are completed in order to implement approved NEOCS decisions.

c. BUPERS-3. Enlisted community managers are assigned to represent the special interests of the enlisted rating structure and provide management advice for their respective communities.

(1) BUPERS Director, Enlisted Community Management (BUPERS-32) must submit the SCR for a rating structure change.

(2) NAVMAC must submit the SCR for an NEC or NEBC code structure change.
# NEOCS BOARD COMPOSITION

## EXECUTIVE COMMITTEE (EXCOM)

<table>
<thead>
<tr>
<th><strong>OPNAV (N12)</strong></th>
<th><strong>OPNAV (N13)</strong></th>
<th><strong>COMNAVPERSCOM (PERS-4)</strong></th>
<th><strong>NETC</strong></th>
<th><strong>BUPERS-3</strong></th>
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</thead>
<tbody>
<tr>
<td>Director, Total Force Manpower, Training, and Education Requirements Division</td>
<td>Director, Military Personnel Plans and Policy <strong>CHAIR</strong></td>
<td>Assistant Commander, Navy Personnel Command for Career Management</td>
<td>Naval Education and Training Command</td>
<td>Director, Military Community Management</td>
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<tr>
<th><strong>COMUSFLTFORCOM</strong></th>
<th><strong>COMPACFLT</strong></th>
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<tr>
<td>Commander, U.S. Fleet Forces Command</td>
<td>Commander, U.S. Pacific Fleet</td>
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## OTHER BOARD MEMBERS

<table>
<thead>
<tr>
<th><strong>CNO (N095)</strong></th>
<th><strong>OPNAV (N10)</strong></th>
<th><strong>CNO (N2N6)</strong></th>
<th><strong>CNO (N4)</strong></th>
<th><strong>OPNAV (N98)</strong></th>
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<tr>
<td>Chief of Navy Reserve</td>
<td>Director, Manpower Personnel Navy Financial Management Division</td>
<td>Deputy Chief of Naval Operations for Information Warfare</td>
<td>Deputy Chief of Naval Operations for Fleet Readiness and Logistics</td>
<td>Director, Air Warfare</td>
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<th><strong>OPNAV (N95)</strong></th>
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<th><strong>OPNAV (N97)</strong></th>
<th><strong>COMNAVPERSCOM (PERS-8)</strong></th>
<th><strong>MCPON</strong></th>
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<tr>
<td>Director, Expeditionary Warfare</td>
<td>Director, Surface Warfare</td>
<td>Director, Undersea Warfare</td>
<td>Career Progression Department RATING STRUCTURE CHANGES ONLY</td>
<td>Master Chief Petty Officer of the Navy RATING STRUCTURE CHANGES ONLY</td>
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<tr>
<th><strong>NETPDC</strong></th>
<th><strong>COMNAVPERSCOM (PERS-3)</strong></th>
<th><strong>BUPERS-6</strong></th>
<th><strong>AUXILIARY MEMBERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Naval Education and Training Professional Development Center RATING STRUCTURE CHANGES ONLY</td>
<td>Personnel Information Management Department</td>
<td>Production Management Office</td>
<td>Other Navy organizations (e.g., primary and technical advisors) may serve as members for issues under their cognizance, as requested.</td>
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*Exhibit 1*
NEOCS PROCESS

1. Submission of Proposals. Originators will provide detailed problem statement, description of proposed solution, and research to show overall feasibility. Proposals must also address alternative ways of satisfying problems through administrative rather than structural changes and highlight impacts on data systems and implementation resources, as well as MPTE programs for both the Active and Reserve Components.

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

   b. Incomplete packages will be returned to the originator for rework.

   c. All NEC code and NEBC code proposals must be submitted by echelon 3 or higher activity (e.g., warfare enterprise, TYCOM, enlisted community manager). NEC code proposals having student individual account impact must be submitted via their enterprise primary advisor prior to formal submission. All rating structure change proposals (e.g., establishments, mergers, and disestablishments) must be submitted either by or via the enlisted community manager prior to formal submission. All rating structure change proposals, regardless of positive or negative endorsement, will proceed to the NEOCS Board for voting.

   d. Proposals that establish new or modified training courses must take into account corresponding increases in funding for temporary duty under instruction travel and per diem, course content and classroom development, new classrooms, and instructor and student billet growth. Proposals must include proof of successful program objectives memorandum submission or enduring offsets for funding for new or modified courses.

   e. 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.

   f. The process for rating structure changes has additional requirements not shared by NEC code establishments, revisions, or disestablishment subsystems (see paragraph 6).

   g. Instructions for submitting proposals to establish, delete, or revise NEBCs may be found in reference (b), volume I, appendix C.

2. NAVMAC Internal Review. Upon receipt of a complete, properly endorsed NEOCS proposal, NAVMAC will conduct an internal review to ensure that the proposal is sound in concept and within guidelines published in reference (b), volume II. Critical manpower requirements determination or technical issues must be resolved by the originator before the proposal may be submitted for NEOCS Board review.
3. **NEOCS Board Review.** The executive secretary will forward all proposals electronically via the DON TRACKER management system to board members for review.

   a. Board members will analyze all NEOCS proposals and forward a vote of concurrence or non-concurrence to the executive secretary within 30 days for establishments or 20 days for revisions and disestablishments.

      (1) Concurrence with a NEOCS proposal requesting new establishments infers that the primary advisor responsible for resources agrees with the proposal and will consider the funding implications for the new requirement. This is *not* a commitment for the resource sponsor to fund the requirement in the Planning, Programming, Budgeting and Execution (PPBE) process; however, new requirements will not be implemented unless they are properly resourced.

      (2) For NEOCS revision proposals requesting updates in training facilities, training staff, course length, or items impacting the cost to Navy to deliver the training, concurrence infers that the organization responsible for programming required resources will consider the revised requirement in the PPBE process. This is *not* a commitment to fund the revised changes; however, changes to requirements will not be implemented unless they are properly resourced.

      (3) Second order resource impacts, such as an increase or decrease in temporary duty under instruction costs, will be addressed via existing PPBE seams processes.

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

   c. 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 comment matrix to the executive secretary within the 20- or 30-day period.

4. **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.

5. **Adjudication.** The comment matrix will be used to document all board member concerns with a proposal.

   a. **Originator Action.** The originator has 30 days to respond to questions and concerns.

   b. **Executive Secretary Action.** NAVMAC may close out the DON TRACKER management system item if the originator does not respond or is unable to answer board member questions and concerns.
c. Non-concurrence. In the event a NEOCS Board member recommends disapproval of any proposal, or submits critical comments in the official comment matrix, the originator must communicate directly with the respective board member to resolve identified concerns and record an official response in the comment matrix. If the originator is unable to resolve the concerns listed in the comment matrix, a vote of non-concurrence is recorded for the submitting member. The executive secretary will forward the proposal, along with the unresolved critical comments to the board chairperson for ExCom or Council of Captains review and arbitration. In the event a Council of Captains meeting is requested, Enlisted Plans and Policy Office (OPNAV (N132)) will serve as the chairperson. If the Council of Captains cannot reach a unanimous decision, the proposal will be forwarded to ExCom. If the ExCom recommends disapproval or cannot reach a unanimous decision, the proposal will be forwarded to CNO (N1) for a final decision.

d. Concurrence

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

(2) NEC and NEBC Code Establishments and Disestablishments. The NEOCS Board is the final approval authority for NEC and NEBC code establishments and disestablishments. All board members must review NEC and NEBC code establishment and disestablishment proposals with the exception of the MCPON, PERS-8, and NETPDC. The executive secretary will prepare and release the official approval letter.

(3) NEC and NEBC Code Revisions. The NEOCS Board is the final approval authority for NEC and NEBC code revisions and is only reviewed by OPNAV (N10, N12, N13), primary advisors, technical advisors, enlisted community manager, PERS-4, and NETC. The executive secretary will prepare and release the official approval letter.

e. Announcement. Rating structure changes will be announced via naval administrative (message) (NAVADMIN), which will be drafted by the originator (see subparagraph 6c) and published in reference (b). All other approved NEOCS changes will be published via reference (b) only.

6. Overview of Rating Structure Change Process

a. Concept Brief. The purpose of the decisional concept brief is to obtain consent from the NEOCS ExCom to submit a formal NEOCS proposal to CNO (N1) to change the rating structure.

(1) The decisional concept brief must provide detailed descriptions of executive issues, background, discussion, and recommendations.
(2) The forum for concept briefs to the NEOCS ExCom will be determined by the ExCom chairperson. Before the ExCom presentation, the originator will complete a preliminary presentation to the NNWG.

(3) If the ExCom 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 flag level community sponsor(s), to the NEOCS Board. The chairperson may withhold decision pending an individual briefing (by the originator) to any absent ExCom member.

b. Status Updates to NNWG. After the concept brief for a rating structure change has been successfully completed, status updates will be briefed to the NNWG by the assigned lead as needed.

(1) Phase I (Development). During this initial phase, the originator will be assigned as the lead and will gather supporting data, coordinate with stakeholders, and develop a proposal with a plan of action and milestones (POA&M), and prepare all required documents prior to package submission.

(2) Phase II (Decision). The executive secretary will assume the lead to route the proposal to the NEOCS Board, track votes, and update the consolidated comment 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). If approved, the enlisted community manager will assume the lead and coordinate with all stakeholders to track the POA&M as delineated in the approved proposal.

c. Other Documents. Prior to package submission to the NEOCS Board, the originator must draft all required additional documents (e.g., NAVADMIN message, point paper, frequently asked questions, communications plan). Once the NEOCS Board has voted and recommended approval of the proposal, the additional documents will be routed along with the NEOCS proposal during staffing for final approval.
UTILIZATION OF ENLISTED OCCUPATIONAL STANDARDS FOR TRAINING AND CAREER DEVELOPMENT

1. **Purpose.** To establish guidelines for utilization of enlisted OCCSTDS as a basis for training and career development. OCCSTDS are contained in reference (b).

2. **Background.** Reference (a) and this instruction describe the responsibilities and requirements for development, control, maintenance, and review of the NEOCS. They also define organizational responsibilities for the policy and management control of OCCSTDS.

3. **Policy**
   
   a. OCCSTDS provide the most logical standards for training objectives by providing a “snap shot” of the minimum tasks required of Navy enlisted personnel, classified according to paygrade and rating. OCCSTDS are based on data collected from a variety of sources (i.e., fleet units, warfare requirements, rating advisors, enlisted community managers, warfare sponsors), and are endorsed by the resource sponsor prior to publication. 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 Navywide advancement examinations; and
      
      (3) development of non-resident training packages (e.g., rate training manuals).

   b. OCCSTDS will be the basis for what is taught in various training arenas. “A” schools will train to selected E-4 OCCSTDS. Remaining OCCSTDS will be the basis of what is taught in other training forums such as, but not limited to: rate training manuals, personnel qualification standards, individual and unit OBT, OJT, proficiency training, etc.

4. **Action**
   
   a. **OPNAV (N13).** Review and approve OCCSTDS.
   
   b. **Resource Sponsors.** Review and endorse OCCSTDS.
   
   c. **Fleet Commanders, TYCOMs, and Training Commanders**
      
      (1) Ensure participation in the Navy job analysis process and the appropriate human performance requirements review (HPRR) event.
(2) Review proposed OCCSTDs for validity and paygrade responsibility.

(3) Coordinate training requirements with NETC.

d. **NAVMAC.** Ensure OCCSTD reviews are conducted and issued in a timely manner and coordinated with the appropriate HPRR event schedule.

e. **NETC.** Develop and implement training to meet the needs of the resource sponsors utilizing selected E-4 OCCSTDs as tasks in the preparation of job duty task analysis, training task analysis curricula and feedback systems, nonresident training packages, and rate training manuals.

f. **NETPDC.** Utilize OCCSTDs as a source for rating job task inventory to ensure content alignment in the development and preparation of:

   (1) Navywide enlisted advancement examinations, and

   (2) non-resident training packages and rate training manuals.
GLOSSARY OF OCCUPATIONAL STANDARDS TERMS

1. **Human Performance Requirement Review (HPRR)**. Comprehensively reviews and revalidates existing training, and identifies new training requirements for shore-based individual training courses with stakeholders and subject matter experts (SME) to ensure alignment to current fleet requirements. HPRRs assess identified performance issues and trends, ensures individual training requirements align to ratings, community, course, systems configuration, or fleet operation procedures, and look to eliminate redundant or unnecessary training.

2. **Job Task Inventory**. A listing of tasks resulting from information gathered in a job analysis. (For this instruction, the approved OCCSTDs make up the job task inventory, a rating with the exclusion of non-core tasks.)

3. **Navy Job Analysis**. A process of collecting real-time information on the work being performed by Navy ratings. Navy job analysis forms the basis for rating OCCSTDs.

4. **Occupational Standard (OCCSTD)**. The Navy's minimum requirements for enlisted occupational skills endorsed by the respective resource sponsor prior to publication. They, along with naval standards, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement. OCCSTDs state what enlisted personnel must do in their paygrade or rating. The knowledge required to perform a task is inherent to the proper performance of the task. Development of specific knowledge to support OCCSTDs falls under the purview of Navy training commands. Although they may not be performed by the majority of personnel in a rating at any given time, they are still applied to all members of a rating. OCCSTDs and naval standards are gender neutral.

5. **Training Task Analysis**. Determination is made by a panel of 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.