



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

OPNAVINST 1210.2C  
N1/NAVMAC  
11 Jun 2013

OPNAV INSTRUCTION 1210.2C

From: Chief of Naval Operations

Subj: NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM

Ref: (a) NAVPERS 15560D  
(b) NAVPERS 15839I  
(c) 10 U.S.C. §621  
(d) MIL-HDBK-61A(SE), Configuration Management Guidance

Encl: (1) NOOCS Board Overview  
(2) NOOCS Process

1. Purpose. To identify responsibilities and requirements for development, control, maintenance and review of the Navy Officer Occupational Classification System (NOOCS).

2. Cancellation. OPNAVINST 1210.2B.

3. System Definition. The 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, education, promotion, distribution, career development and mobilization.

4. Background. The NOOCS consists of four major subsystems: the designator (DESIG) and grade structure, the Navy officer billet classification (NOBC) structure, the subspecialty (SSP) structure, and the additional qualification designation (AQD) structure. 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 DESIG and grade structure consists of DESIG codes 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.

(1) The DESIG structure identifies primary Navy specialty qualifications, associated legal and specialty categories, and competitive categories for promotion.

(a) The officer personnel DESIG codes are used to group officers by categories for personnel accounting and administrative purposes and to identify the status of officers. These codes identify the categories in which officers are appointed and or designated and the status of the officers within the various categories.

(b) The officer billet DESIG codes are used to identify the primary naval specialty qualifications required of officer billets and to administratively categorize the officer billets for proper management and identification. They serve as a manpower management tool when used in conjunction with the officer personnel DESIG codes.

(2) The officer grade structure identifies occupational levels associated with the scale of officer paygrade and rank.

b. The NOBC structure identifies and functionally describes general occupational duties of a billet.

c. The SSP structure identifies advanced education, functional training, and or significant experience in various fields and disciplines.

d. The AQD structure identifies additional qualifications or skills not included in the other NOCS subsystems.

e. Reference (b), volume I, contains the code structures and a more detailed explanation of how the classification codes are assigned to billets and personnel.

## 5. Responsibilities and Authorities

a. Under reference (c), the Secretary of the Navy (SECNAV) "shall establish competitive categories for promotion." The

Navy uses officer personnel DESIG codes for this purpose. SECNAV approves the establishment and disestablishment of officer personnel DESIG codes.

b. The Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education (MPTE)) (DCNO (N1)) manages and administers the NOOCS and is the principal advisor to the Chief of Naval Operations (CNO) on MPTE policy matters. DCNO (N1) approves NOOCS policy changes, the establishment and disestablishment of officer billet DESIG codes, and adjudicates unresolved competing priorities that arise from NOOCS board deliberations.

c. The Office of the Chief of Naval Operations, Director, Military Personnel Plans and Policy Division (OPNAV (N13)) chairs the NOOCS Board, and is responsible to DCNO (N1) for NOOCS policy guidance and system control.

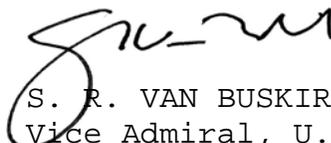
d. The NOOCS Board assists the CNO and DCNO (N1) in policy guidance and system control for NOOCS. The NOOCS Board consists of permanent members representing MPTE interests throughout the Navy, and serves as the central control point for changes to the NOOCS. It reviews proposals in terms of overall system direction and makes recommendations as appropriate. The NOOCS Board approves administrative actions for AQD, NOBC, and SSP changes. Additionally, the NOOCS Board makes recommendations to DCNO (N1) for DESIG changes. NOOCS Board composition and responsibilities are outlined in enclosure (1) and exhibit 1 of enclosure (1). NOOCS Board process is outlined in enclosure (2).

e. Navy Manpower Analysis Center (NAVMAC) serves as executive secretary of the NOOCS Board and is the sole point of contact for NOOCS policy guidance and the maintenance of NOOCS subsystems per reference (d). Reference (b), volume I, contains information concerning required qualifications and assignment of codes.

6. Policy. Submit all proposed changes to NOOCS policy or structure to the NOOCS Board executive secretary. Reference (b), volume I, provides templates and procedural checklists for NOOCS proposals. See enclosures (1) and (2) for NOOCS Board objectives, composition and process.

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7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



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NOOCS BOARD OVERVIEW

1. NOOCS Board Objectives

- a. Provide optimum support for the operating forces.
- b. Review NOOCS as an integrated system.
- c. Ensure the effectiveness of the NOOCS 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 advancements as they occur and enhance career planning for officer personnel.
- e. Provide accurate occupational structures for personnel planning.

2. Board Composition and Responsibilities. The NOOCS Board (exhibit 1) is comprised of organizations primarily in the MPTE domain, a chairperson, and an executive committee (ExCom) that evaluate and determine feasibility of classification proposals.

a. NOOCS Board. Membership consists of representatives from: Director, Total Force Requirements Division (OPNAV (N12)); OPNAV (N13); Director, Information, Analysis and Development Division (OPNAV (N15)); Assistant Commander, Navy Personnel Command for Career Management (PERS-4); Naval Education and Training Command, Chief Operating Officer (NETC COO)); U.S. Fleet Forces Command, Director, Allocation and Development (USFLTFORCOM (N1)); Bureau of Naval Personnel, Director, Military Community Management (BUPERS-3); Director, Financial Management Division (OPNAV (N10)); Deputy Chief of Naval Operations for Information Dominance (CNO (N2/N6)); Director, Logistics Programs and Corporate Operations Division (OPNAV (N41)); Director, Expeditionary Warfare Division (OPNAV (N95)); Director, Surface Warfare Division (OPNAV (N96)); Director, Undersea Warfare Division (OPNAV (N97)); Director, Air Warfare Division (OPNAV (N98)); Chief of Navy Reserve (CNO (N095)); and Commander, U.S. Pacific Fleet, Director for Total Force Manpower and Personnel (COMPACFLT (N1)). Auxiliary members may be requested to participate when a proposal requires their cognizance.

b. Responsibilities. The primary responsibilities of the NOOCS Board are as follows:

(1) Designate primary and alternate action officers who should 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. Changes should remain at a minimum to maintain stability on the NOOCS Board.

(3) Ensure access to the official OPNAV routing system (i.e., Taskers).

(4) Evaluate NOOCS 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;

(f) Fleet Fit;

(g) Implications to all components (Active Component, Reserve Component, full-time support); and

(h) Risk.

(5) Record a vote of concurrence, a vote of non-concurrence, or inputs to the official comments matrix within 30 days of receipt of any proposal. Votes from organizations that submit issues or concerns shall be considered pending. If the questions or concerns cannot be resolved in a timely manner, a vote of non-concurrence should be recorded.

(6) Participate in scheduled Navy Enlisted Occupational Classification System (NEOCS) and NOOCS Working Groups (NNWG), and be prepared to discuss outstanding classification proposals.

(7) If requested, attend ExCom meetings.

c. Board Chairperson. The board chairperson, OPNAV (N13), serves as spokesperson for the board and is responsible to DCNO (N1) for NOOCS policy guidance and system control. When needed, OPNAV (N12) serves as the alternate chairperson. Responsibilities are as follows:

(1) Determine the majority decision during concept briefs for DESIG and grade structure changes (see enclosure (2), paragraph 6a).

(2) Forward vetted NOOCS policy changes and proposals to establish or disestablish of officer billet DESIG codes to DCNO (N1) for final approval.

(3) Coordinate and preside over ExCom meetings to resolve competing priorities and conflicts escalated by the NOOCS Board. Forward unresolved issues to DCNO (N1) for adjudication of NOOCS proposals for which the ExCom cannot reach a unanimous decision.

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

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

d. ExCom Board. Members include OPNAV (N12), OPNAV (N13), OPNAV (N15), PERS-4, NETC COO, USFLTFORCOM (N1), COMPACFLT (N1), BUPERS-3, and the cognizant resource sponsor. Responsibilities are as follows:

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

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

(3) Participate in decisional concept briefs for DESIG and grade structure change proposals.

(4) Participate in ExCom meetings convened by the board chairperson.

(5) Adjudicate proposals that fail to achieve NOOCS Board consensus.

(6) Provide rulings on competing priorities.

### 3. Supporting Roles and Responsibilities

a. Executive Secretary. The Commanding Officer of NAVMAC serves as the NOOCS board executive secretary. Responsibilities are as follows:

(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 comments matrix.

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

(7) Conduct administrative staffing. The official OPNAV routing system (i.e., Taskers) shall be used to staff all proposals. When required, collect and forward all follow up documents from proposal originator to OPNAV (N13) staff (see enclosure (2), paragraph 5c).

(8) Archive formal historical records indefinitely.

(9) Maintain a list of action officers.

(10) Submit system change requests (SCR) per reference (d) to all impacted MPTE corporate systems.

(11) Serve as program manager for the AQD and NOBC 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 should address all current issues related to NEOCS and NOOCS processes and proposals.

b. OPNAV (N15). Serves as program manager for the SSP subsystem. Responsibilities are to:

(1) Direct curricula reviews and approve changes to curricula required to support education skill requirements and core skill requirements.

(2) Publish an annual advanced education quota plan for NOOCS approved subspecialties and for pilot degree programs under review.

(3) Conduct a recurring validation of the graduate education requirements on all billets.

(4) On a regular basis, liaise with the major area sponsors, officer community managers (OCM), and subject matter experts to ensure maximum utilization of SSP codes within the DESIG and grade structure.

c. BUPERS-3. OCMs are assigned by the CNO to represent the special interests of the DESIG and grade structure and provide management advice for their respective communities.

d. BUPERS Information Management Office (BUPERS-07). Administers the SCR process to ensure updates to all corporate manpower, personnel and distribution systems are completed in order to implement approved NOOCS decisions.

Exhibit 1

NOOCS BOARD COMPOSITION

<b>EXECUTIVE COMMITTEE (EXCOM) MEMBERS</b>			
<b>OPNAV (N12)</b> Director Total Force Requirements Division	<b>OPNAV (N13)</b> Director, Military Personnel, Plans, and Policy Division <b>CHAIR</b>	<b>OPNAV (N15)</b> Director, Information, Analysis and Development Division	<b>NAVPERSCOM(PERS-4)</b> Assistant Commander, Navy Personnel Command for Career Management
<b>NETC (COO)</b> Chief Operating Officer, Naval Education and Training Command	<b>USFLTFORCOM (N1)</b> Director, Allocation and Development, U. S. Fleet Forces Command	<b>COMPACFLT (N1)</b> Director for Total Force Manpower and Personnel, U. S. Pacific Fleet	<b>BUPERS (BUPERS-3)</b> Director, Military Community Management

The appropriate resource sponsor (CNON2/N6, OPNAV N41, N95, N96, N97, or N98) will also participate as an ExCom member for items under their cognizance

<b>OTHER BOARD MEMBERS</b>			
<b>OPNAV(N10)</b> Director, Financial Management Division	<b>CNO(N2/N6)</b> DCNO for Information Dominance	<b>OPNAV(N41)</b> Director, Logistics Programs and Corporate Operations	<b>OPNAV(N95)</b> Director, Expeditionary Warfare Division
<b>OPNAV(N96)</b> Director, Surface Warfare Division	<b>OPNAV(N97)</b> Director, Undersea Warfare Division	<b>OPNAV(N98)</b> Director, Air Warfare Division	<b>OPNAV(N095)</b> Chief of Navy Reserve

**AUXILIARY MEMBERS**

Other Navy organizations may serve as members for issues under their cognizance, as requested.

NOOCS PROCESS

1. Submission of Proposals. Originators should provide detailed problem statement, description of proposed solution, and research to show overall feasibility. Proposals should 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 and procedural checklist requirements are promulgated in reference (b), volume I.

b. Incomplete packages should be returned to the originator for rework within 5 working days.

c. Proposals must be submitted by echelon 3 or higher command (i.e., warfare enterprise, type commander, OCM, etc.).

(1) SSP proposals must be coordinated through the Education Branch (OPNAV (N153)), Bureau of Medicine and Surgery Deputy Chief, Total Force (BUMED M1) (for medical specific subspecialty codes), prior to submission to NAVMAC.

(2) DESIG and grade proposals must be forwarded to NAVMAC via the OCM (BUPERS-3).

d. The process for DESIG and grade proposals has additional requirements not shared by the AQD, NOBC, and SSP subsystems (see paragraph 6).

2. NAVMAC Internal Review. Upon receipt of a properly endorsed NOOCS proposal, NAVMAC shall conduct an internal review to ensure that the proposal is sound in concept and within the guidelines published in reference (b), volume I. Critical manpower requirements determination or technical issues must be resolved by the originator before the proposal may be submitted for NOOCS Board review.

3. Board Review. The executive secretary shall forward all proposals to board members for review.

a. Board members should analyze all NOOCS proposals and forward a vote of concurrence or non-concurrence to the executive secretary within 30 days.

b. Extensions due to extenuating circumstances may 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 comments matrix to the executive secretary within the 30-day period.

4. Amendments. If amendments to an original proposal are necessary, the executive secretary should resubmit the revised proposal to all NOOCS Board members for an additional review and updated vote for concurrence or non-concurrence.

5. Adjudication. The comments matrix should be used to document all board member concerns with a proposal.

a. The originator has 30 days to answer questions and concerns.

b. NAVMAC may close out the CNO Headquarters Web Tasker System if the originator does not respond or is unable to answer board member questions and concerns.

c. In the event a NOOCS Board member recommends disapproval of any proposal or submits critical comments in the official comments matrix, the originator should communicate directly with the respective board member to resolve identified concerns and record an official response in the comments matrix. If the originator is unable to resolve the concerns listed in the comments matrix, a vote of non-concurrence is recorded for the submitting member. The executive secretary may forward the proposal, along with the unresolved critical comments, to the board chairperson for ExCom review and arbitration. If the ExCom recommends disapproval or cannot reach a unanimous decision, the proposal shall be forwarded to DCNO (N1) for a final decision.

d. If all NOOCS Board members concur, the executive secretary should forward the proposal to the chairperson for additional action, as required, and final approval.

(1) SECNAV is the final approval authority for officer personnel DESIG and grade proposals.

(2) DCNO (N1) is the final approval authority for billet DESIG and NOOCS policy change proposals.

(3) The NOOCS Board is the final approval authority for AQD, NOBC, and SSP proposals. The executive secretary shall prepare and release an approval letter.

e. Personnel DESIG and grade changes will be announced via reference (b) and naval administrative (NAVADMIN) message, which will be prepared by the originator (see enclosure (2), paragraph 6c). All other approved NOOCS changes will be announced via reference (b) only.

## 6. Overview of DESIG and Grade Structure Change Process

a. Concept Brief. The purpose of the decisional concept brief is to obtain consent from the NOOCS ExCom to submit a formal NOOCS proposal to SECNAV to change the DESIG and grade subsystem.

(1) The decisional concept brief shall include detailed descriptions of executive issues, background, discussion, and recommendation(s). The originator should contact the executive secretary for sample presentations.

(2) The forum for concept briefs to the NOOCS ExCom should be determined by the ExCom chairperson. Before the ExCom presentation, the originator may complete a preliminary presentation to the NNWG.

(3) If the ExCom chairperson concludes that the concept for a DESIG and grade change has majority support of the ExCom, an originator may submit a formal NOOCS proposal, endorsed by the flag-level community sponsor(s), to the NOOCS 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 NOOCS proposal has been successfully completed, status updates may be briefed to the NNWG by the assigned lead as needed.

(1) Phase I (Development). During this initial phase, the originator should be assigned as the lead and should gather supporting data, coordinate with stakeholders, develop a formal 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 shall assume the lead to route the proposal to the NOOCS Board, track votes, and update the consolidated comments matrix for submission to the NOOCS chairperson for approval by SECNAV or DCNO (N1), as appropriate. The ExCom may convene during this phase, if necessary.

(3) Phase III (Implementation). If approved, the OCM shall 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 NOOCS Board, the originator must draft all required additional documents (i.e., NAVADMIN message, point paper, frequently asked questions document, communications plan, etc.). Once the NOOCS Board has voted and recommended approval of a NOOCS proposal, the additional documents should be routed along with the NOOCS proposal during staffing for final approval.