



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

OPNAVINST 1220.2A  
N13  
14 Jun 2016

OPNAV INSTRUCTION 1220.2A

From: Chief of Naval Personnel

Subj: POST-ACCESSION RECLASSIFICATION OF ENLISTED PERSONNEL

Ref: (a) NAVPERS 15560D  
(b) Periodic PMO 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. This instruction supplements references (a) through (c) and provides guidance for all reclassification activities Navy-wide.

b. This instruction is a complete revision and should be reviewed in its entirety. Summary of changes include:

(1) Removed sections pertaining to job occupational group recruits since job occupational group recruits are no longer recruited.

(2) Added roles and responsibilities for Office of the Chief of Naval Operations Military Personnel Plans and Policy (OPNAV N13) and Enlisted Community Managers (BUPERS-32).

(3) Updated roles and responsibilities for Production Management Office (PMO) (BUPERS-6).

(4) Updated reporting requirements for BUPERS-6.

2. Cancellation. OPNAVINST 1220.2.

### 3. Scope

a. 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 or 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.

b. This instruction delineates responsibilities, describes standard procedures for management, reporting, and monitoring and establishes processing timelines for reclassification activities Navy-wide.

### 4. Roles and Responsibilities

a. OPNAV N13 via Force Shaping Plans and Policy (OPNAV N132) provides policy, guidance, and oversight for the enlisted reclassification program. OPNAV N132 approves reclassification targets per the approved enlisted accession plan and community health requirements.

b. BUPERS-3 via BUPERS-32 determines the enlisted community's needs through analysis of force management variables. BUPERS-32 will submit appropriate enlisted community needs requests to BUPERS-6 to ensure that enlisted community requirements are reflected in the reclassification plan.

c. BUPERS-6 manages the reclassification process, ensuring that Navywide reclassification actions are targeted in support of BUPERS-32 enlisted community manager requirements. BUPERS-6 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. BUPERS-6 will provide the initial reclassification plan via the enlisted accession demand planning process for review and concurrence. BUPERS-6 will host a monthly production drumbeat where the monthly PMO tracker, and year group to date execution versus total planned reclassification goal will be reviewed. BUPERS-6 will provide personnel support detachments and customer service desks with changes to reclassification priorities via the weekly program rating matrix.

d. Classifiers, via the PMO weekly program rating 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.

5. 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 work days 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, per guidance provided in reference (b).

6. Training Pipeline Specific Guidance. If Sailors are disenrolled for non-disciplinary reasons from the aviation, engineering, information warfare, submarine, 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, per guidance provided in reference (b).

7. Reporting and Documentation

a. BUPERS-6 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 code and the program enlisted for codes are updated in the Navy Standard Integrated Personnel System per reference (c) when reclassifying a Sailor or recruit to a specific rating.

d. Classifiers will record all completed reclassification actions in the Career Navigator Program.

8. Oversight and Feedback. OPNAV N13 will oversee and evaluate all post-accession reclassification business processes and the implementation of process improvements based on BUPERS-6 recommendations in coordination with BUPERS-32. Feedback will be provided to BUPERS-6 via the enlisted accession demand planning process and other key process stakeholders.

9. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Form. DD Form 4 Enlistment/Reenlistment Document Armed Forces of the United States is available on the Department of Defense Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

  
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