



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1221.1I

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JAN 09 2004

NAS OCEANA INSTRUCTION 1221.1I

Subj: NAVY ENLISTED CLASSIFICATION (NEC) CODING SYSTEM  
PROCEDURES

Ref: (a) Manual of Navy Enlisted Manpower/Personnel  
Classifications and Occupational Standards (NAVPERS  
18068 Series)

1. Purpose. To establish procedures to ensure Navy Enlisted Classification (NEC) Codes are accurately assigned to all personnel and assigned NECs are periodically reviewed.

2. Cancellation. NASOCEANINST 1221.1H. Because of numerous revisions, paragraph markings have been omitted.

3. Information. The NEC Structure supplements the Enlisted Rating Structure by reflecting special knowledge and skills that identify personnel and billet requirements when the rating structure is insufficient for personnel management purposes. NEC Code assignments, other than Occupational Area Codes, are controlled by the Chief of Naval Personnel (NAVPERS) as directed by reference (a). Each individual is identified by a four digit primary NEC and four digit secondary NEC; if no NEC is assigned, zeros are used. Should personnel be qualified for more than two NECs, correct assignment is determined by a system of numerical priorities listed in reference (a). Personnel and billets are identified by NECs. The three series of NECs are as follows:

a. Entry Series. Consist of Rating Conversion and Occupational Area Defense Grouping (DG) NECs.

(1) Rating Conversion NECs identify aptitudes and qualifications not discernible from rates alone and are assigned to identify Petty Officers or identified strikers who are in training for change of rating or status under approved programs.

(2) Occupational Area Defense (DG) NECs relate to groups of ratings for which there is an identification requirement. These NECs appear as DG-9700 through DG-9780, which reflect the location of Navy ratings in the Department of Defense Occupational Conversion Manual, Enlisted. The third digit in the codes indicates the Department of Defense Occupational Area Grouping Code. USN/USNR personnel in pay grades E-1 through E-3 (not already "rating associated" by Hospitalman or Dental Technician apprenticeship rates or by striker identification) shall be assigned an appropriate DG NEC that identifies these individuals have received training, are in training, or have aptitude for training in the areas identified by the DG Code.

b. Rating Series. Relate to specific ratings and used to identify billet requirements not sufficiently identified by rates. Additionally, they identify personnel who are qualified to be distributed and detailed to fill these requirements.

c. Special Series. Those which are not related to any particular rating, but used to identify billet requirements not sufficiently identified by rates, and to identify personnel who are qualified to be distributed and detailed to fill these requirements.

#### 4. Assignment of NECs

a. Occupational Area Defense Grouping NECs may be assigned locally, without NAVPERS approval, to personnel indicating the rating for which they are training. Occupational Area Defense Grouping NECs must be assigned to E-1, E-2 and E-3 personnel who are not identified strikers. Personnel recommended for advancement to pay grade E-4 shall be assigned the Occupational Area Defense Grouping NEC of the rating for which recommended.

b. Rating Series and Special Series NECs shall be recommended to NAVPERS for assignment. NECs for medical and dental personnel are controlled by Chief, Bureau of Medicine and Surgery. NECs may be assigned through completion of a particular course of instruction listed in reference (a) or on the job training.

5. Action. The following action shall be taken to ensure NEC billet requirement accuracy for personnel filling specific billet NEC requirements under the Distributed Navy Enlisted Classification (DNEC) system and for personnel assigned NECs they have earned.

a. Department Heads and Special Assistants review the Activity Manpower Document and submit billet NEC functional requirements as reflected by equipment, personnel or special categorical needs to the Business Management Office (Code 10).

#### b. Division Officers

(1) Assign Occupational Area Defense Grouping Codes for non-designated striker personnel in pay grades E-1, E-2 and E-3, by memorandum to the Educational Services Office, Personnel Support Activity Detachment Oceana, as soon as practicable after the member reports to the division. Such personnel must be identified with an Occupational Area Defense Grouping code of rating to be eligible for participation in the E-4 examination.

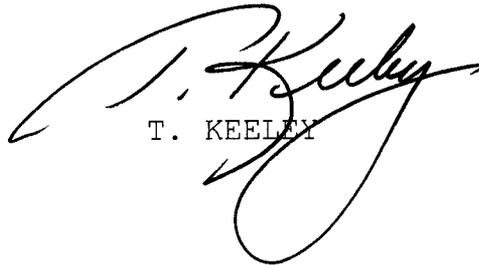
(2) Assign or cancel, other than Occupational Area Defense Grouping NECs, per reference (a), Submit NAVPERS 1221/2 to Enlisted Personnel Management Center (EPMAC), Code 49.

(3) Verify DNEC of individuals with billet requirements and earned NECs and submit required changes to EPMAC, Code 49.

(4) Ensure enlisted supervisors are aware of the skills identified by NECs and make initial recommendations concerning their assignment within various rating groups. Supervisors are often in the best position to identify skills gained by subordinates through on-the-job training.

6. Forms. NAVPERS Form 1221/2 may be obtained from Appendix A of the NEC Manual at [www.bupers.navy.mil](http://www.bupers.navy.mil).

7. Review Responsibility. The Business Manager (Code 10) is responsible for the periodic review and updating of this instruction. Review shall be conducted during the anniversary month of issuance.



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