Chapter 2

Establish, Revise or Delete a Subspecialty Code

The following is an excerpt from the Manual of Naval Officer Manpower and Personnel Classifications (NOOCS Manual) Volume I: NAVPERS 15839I
Part B – Subspecialty Codes, Section 3-Changes to the Subspecialty System (effective May 2015).

Changes to the Subspecialty System

1. Establishing, Deleting, Revising, or Updating Subspecialties

   a. Requests to establish a subspecialty code require a NOOCS package that must include:

      (1) Recommended subspecialty code and title.

      (2) Recommended designator(s) that can hold the subspecialty code and the minimum and maximum pay grades applicable to officers and billets.

      (3) Cost analyses for student Individuals Account (IA) (MPN programming rate--LT and LCDR), student IA (RPN programming rate--LT and LCDR), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including CSRs and ESRs, instructor workload, Military Construction (MILCON), Other Procurement - Navy (OPN), and student throughput needed to maintain curriculum; Detailed funding source and approved Program Objective Memorandum (POM) line item. Consult Education Branch (OPNAV N127) for CSR/ESR guidance. Cost Analysis, CSRs, ESRs forms attached at appendix(c). Downloadable forms are available on the Navy Subspecialty Web site: http://www.nps.edu/Academics/Subspecialty.html

      (4) Subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS Programs Office and Education Branch (OPNAV N127) for guidance.

      (5) Specific degree program, degree awarded, and ESRs required. Each ESR that requires additional courses above the degree requirements requires justification and cost analysis.

      (6) Identification of any foreseeable contingencies that may impact the subspecialty program.
(7) Justification of requirement for a subspecialty including historical and amplifying information.

(8) Identification of any Reserve Component implications.

(9) Applicable MAS and SMEs.

(10) Point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

(11) Completed Curriculum review establishing or changing a subspecialty code.

b. Recommendations to disestablish a subspecialty code require a NOOCS package that must include:

(1) The subspecialty code and title to be disestablished.

(2) Reason for deletion; provide all background material associated with making of the decision to disestablish.

(3) Preference to recode billets and subspecialists:

   (a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide billets for recoding if outside of the revalidation process.

   (b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).

(4) Identification of Reserve Component implications.

(5) Extent of coordination with MASs, SMEs, Claimants, etc. Consult with NPS and Education Branch (OPNAV N127).

(6) Provide point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

c. Recommendations to revise a subspecialty code require a NOOCS package that must include (revision is defined as a substantial change in meaning to an existing subspecialty code):

(1) Subspecialty code and title to be revised.

(2) Reason for revision.

(3) Recommended changes.
(4) Changes to this manual or OPNAVINST 1000.16 series.

(5) Listing of designators that can hold the subspecialty including minimum and maximum pay grades.

(6) Cost analyses for student IA (MPN programming rate—O-3 and O-4), student IA (RPN programming rate – O-3 and O-4), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including education skill requirements (ESR), instructor workload, Military Construction (MILCON), OPN, and student/training billets needed to maintain curriculum; Detailing funding source and approved Program Objective Memorandum (POM) line item. Consult Education Branch (OPNAV N127) for ESR guidance.

(7) Impact to existing or proposed subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS and Education Branch (OPNAV N127) for guidance.

(8) Updating of CSRs and state impact to education curricula and ESRs.

(9) Identification of any foreseeable contingencies that may impact the subspecialty program.

(10) Justification for a subspecialty revision including historical and amplifying information.

(11) Identification of any Reserve Component implications.

(12) Completed curriculum review subspecialty code with the revisions and a copy of the existing curriculum review.

(13) Point of contact information including: telephone numbers (Commercial and DSN), fax number, and e-mail.

(14) Identification of Major Area Sponsors and Subject Matter Experts.

(15) Preference to recode billets and subspecialists.

(a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide a Billet Change Request (BCR) for recoding of billets if outside of the revalidation process.
(b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).

d. Recommendations to update a subspecialty code whereas update is defined as an administrative change to an existing subspecialty code. Updates do NOT require a NOOCS package, but must be formally documented in a memorandum or curriculum review letter signed by MAS/SME, NPS, and Education Branch (OPNAV N127). This signed memorandum or approved curriculum review letter can be forwarded to NAVMAC to update the Navy subspecialty system. Examples of administrative updates include:

1. Subspecialty code title
2. Curriculum number(s)
3. MAS/SME assignment
4. Additional subspecialty codes that apply only to officers to delineate specific curriculum tracks and do not require additional NPS resources to support.

2. All subspecialty packages must be coordinated first through the Education Branch (OPNAV N127) or BUMED N1, (for medical specific subspecialty codes) prior to submission to NAVMAC and the NOOCS process. Consult with NPS for curriculum changes. MAS, SME, Community Management, and BSO coordination is required before implementing any changes.

3. Submit recommendations to establish, revise, or disestablish subspecialty codes through the appropriate chain of command to:

COMMANDING OFFICER, NAVY MANPOWER ANALYSIS CENTER
ATTN: CODE 10
5720 INTEGRITY DRIVE, MILLINGTON, TN
38054-5011.