Chapter 3
RESPONSIBILITY FOR MANAGEMENT OF THE
SUBSPECIALTY SYSTEM

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A. MANAGING THE SUBSPECIALTY SYSTEM OVERVIEW

The sole purpose of assigning subspecialties to billets is to document specialized skill requirements. Graduate education and/or significant experience support subspecialty requirements. When identifying subspecialty requirements, which require education, claimants must ensure that the education level specified represents the minimum requirement (e.g., a command cannot function, under normal operating conditions, unless the officer assigned to the subspecialty coded billet has the appropriate subspecialty code).

The responsibilities of the system managers and their interface with force commanders are dynamic and ongoing. Exactly who are these managers and what are their responsibilities?

Commands and Sub Activities are the first link in the chain that determines the subspecialty (education) needs of the Navy. The Budget Submitting Office (BSOs), determine and use the subspecialty force structure generated through validation. The Officer Community Managers (OCMs) are the subspecialty experts who advise on career paths, inventory, and future requirements of their designator. Finally, the Major Area Sponsors (MAS) and Subject Matter Experts (SMEs), are the single point of contact on technical matters for a specific subspecialty. The Officer Subspecialty Management and Education Branch (N153) within the Chief of Naval Operations coordinate the subspecialty management functions handled by these individuals.

B. COMMANDERS, COMMANDING OFFICERS, ENTERPRISES, BUDGET SUMMITTING OFFICE (BSO)

1. COMMANDERS, COMMANDING OFFICERS

Commanders and Commanding Officers determine if a billet requires a subspecialty code and shall.

   a. Originate subspecialty requirement requests expressing minimum requirements necessary to support the mission, function and tasks of the command—submitted to the BSO.
b. Identify to the BSO all excess subspecialty requirements.

c. Provide subspecialty-coded billet validation support to BSO by identifying present and future subspecialty manpower requirements and/or authorizations and submitting additions, changes, or deletions via Total Force Manpower Management System (TFMMS).

2. BUDGET SUBMITTING OFFICE (BSO)

BSOs Heads are responsible for coordinating all requests for their Claimant. Actions may be delegated to the Commands and Activity level but all requests must come through the BSO for processing. BSOs must:

a) Review all Subspecialty requirement requests originating from assigned activities that propose changes to activity manpower authorizations.

b) Submit a Billet Change Request (BCR) to add delete or change a subspecialty field. The BCR form must have a fully articulated reason in the LOJ explaining the request.

c) Ensure subspecialty requirement requests meet the subspecialty billet criteria.

d) Identify all nonessential subspecialty requirements for deletion.

e) Maintain a complete file of approved subspecialty requirement requests within their purview.

C. Major Area Sponsors (MAS) and Subject Matter Experts (SME)

MASs and SMEs develop CSRs/ESRs and monitor officer subspecialty management, coordinating with OPNAV Ni53, OCMs, and NPS. MASs may delegate responsibilities to SMEs, but retain overall responsibility and approval authority. MASs shall:

a) Act as quota spokesperson for all subspecialties under their Major Area.

b) Serve as the central point of contact for the assigned subspecialty skill field.

c) Develop and maintain subspecialty CSRs. MAS will post approved CSRs on the Navy subspecialty website.
d) Originate and maintain subspecialty ESRs. MAS will ensure ESRs are at a minimum level required for the specific Navy degree. ESRs should be met by the core curriculum courses to the greatest extent possible. Each curriculum course must identify the ESR addressed, and courses not required for a degree must be annotated. ESRs are approved by OPNAV N15.

e) Perform curriculum review every two years (DoD Directive 1322.10) with NPS and submit to OPNAV N15 for final approval in accordance with NPS curriculum review instruction (NAVPGSCOLINST 1550.1E). Major Area Sponsors will sign all curriculum reviews unless delegated in writing to SME. MAS or SME should ensure thesis and research projects are of significant value to the Navy and within the scope of the specific subspecialty. During the curriculum review the MAS will validate the Detailing Matrix held by Pers 4.

f) Must ensure fleet skill requirements are captured. All TYCOM’s must be included in all curriculum reviews.

g) Review officer and billet subspecialty requirement requests to determine whether the requirement represents a valid use of the subspecialty.

h) Ensure subspecialty requirement requests meet the requirements stipulated in subspecialty billet criteria statements in CSRs and ESRs.

i) Ensure subspecialty-coded billets are coded to an appropriate education and experience level.

j) Ensure similar subspecialty-coded billets are coded consistently.

D. Officer Community Managers (OCM)

OCMs manage officer community educational requirements and shall:

a) Review all subspecialty requirement requests to ensure requirements are coded to appropriate grade and designator and in the career path.

b) Review CSRs and ESRs and assist MASs and SMEs.
c) Coordinate with Education Branch (OPNAV N153) to ensure adequate graduate education quotas and career paths exist for the development and utilization of subspecialists.

E. Graduate Education and Training Placement (PERS-44). Pers 440 shall:

   a) Maintain and Execute approved Advanced Quota Fill Plan.

   b) Submit quarterly Fill report to Education Branch (OPNAV N153) and NPS.

   c) Initiate and submit Advanced Education Quota Plan Mid-Year Review to Education Branch (OPNAV N153);

   d) Maintain approved curriculum change waivers and extensions to the Advanced Education Quota Plan.

F. Subspecialty Management (PERS-45). Pers 45E shall:

   a) Maintain approved subspecialty codes in the Officer Master File.

   b) Maintain officer records to reflect current education, utilization, and experience status.

   c) Maintain a repository of approved curriculum submitted by officers for specific subspecialty graduate education programs approved by MAS, SME and NPS.

   d) Submit biannual subspecialist officer utilization reports to Education Branch (OPNAV N153);

   e) Submit the biennial report to the Education Branch (OPNAV N153) in accordance with DOD Instruction 1322.10.

G. Director, Training and Education Division (N15): N15 provides oversight of the NSS and shall:

   a) Develop, monitor, adjudicate, and issue graduate education policy.

   b) Issue subspecialty policy and guidance.
c) Approve subspecialty requirements and subspecialty codes through the Navy Officer Occupational Code System (NOOCS) process.

d) Promulgate current ESRs for each subspecialty code.

e) Approve graduate education curricula.

f) Direct and approve curriculum reviews for each subspecialty at a minimum biennially to ensure curriculum meet established CSRs and ESRs.

g) Conduct the Advanced Education Quota Plan Conference.

h) Approve and promulgate the Advanced Education Quota Plan.

Approve any modifications to the Advanced Education Quota Plan.