Chapter 4

OUT OF CYCLE REVIEW OF SUBSPECIALTY SYSTEM
Chapter 4
Out of Cycle Review of Subspecialty

A. BACKGROUND

This chapter will explain the procedures for requesting requirements for subspecialty codes on billets when a review is not in process for the specific subspecialty.

B. CHANGES TO BILLET

1. Submitting changes

Commanders and Commanding Officers, based on the requirements of the billet functions, determine if the billet requires a subspecialty code or if an existing subspecialty coded billet needs to be changed or removed. To assist in this process, are explanations below:

a) Originate Subspecialty Requirement Requests expressing minimum requirements necessary to support the mission, function and tasks of the command and submit to Major Manpower Claimant (BSO) via Billet Change Request (BCR).

b) Activities will identify to the BSO all requirements. If the activity does not have submission authority, then the BSO will submit the package.

c) BSO will review the package, and validate the requirement and authorization using the TFMMS Matrix and Core Skill Requirements. Letter of justification must explain all subspecialty requirements and changes BSO will then send to the BCR chop chain.

d) After BCR is processed BSO will submit TFMMS package. Reminder Requirements Primary Subspecialty code can be higher than the Authorized Primary Subspecialty Code but not the other way.

e) Specific questions on subspecialty codes can be directed to the Subject Matter Experts before processing the BCR package.

C. OUT OF CYCLE REQUEST FORM

Table 4-1 are used when establishment of subspecialty code and done outside the BCR process.

D. CODING RULES
Table 4-3 are the coding rules that apply to all subspecialty coded billets.
TABLE 4–1

Out Of Cycle Request

See Subspecialty Blank form in section above. This is a form that you can save to your machine.
TABLE 4-3
CODING RULES

- Flag Officer billets are not subspecialty coded.
- PEP (Personnel Exchange Program) and planned (i.e. POM/funded) billets: PEP subspecialty requirements remain through service rotation cycles; POM requirements may be coded if they will be authorized by the next validation they will hold the B Suffix unless compensated.
- Mobilization-only, and SELRES are not assigned subspecialty codes.
- ADDU billets will only be primary subspecialty authorized.
- Only primary subspecialty codes generate a requirement (quota) for graduate education. Secondary codes are not to be coded at the graduate level or higher, (Except Medical).
- Subspecialties within an individual Sponsor and Subject Matter Expert’s purview may be re-coded or interchanged to better match the education or skill required of the billet.
- Between Subspecialty Reviews, compensation must be identified for new graduate level education requirements (billets). Similarly, compensation is required to upgrade a master's degree requirement to a billet stipulating a doctoral level of education.
- Compensation cannot be traded between technical and non-technical disciplines.
- Billets should be reviewed to ensure job functions clearly justify minimum levels of education and experience essential for satisfactory performance of duty.
- Billets in organizations performing like missions should have like subspecialists skill requirements (i.e., CARGRU staff oceanographers, TYCOM staff intelligence billets, etc.).
- End-strength (inventory) of the officer corps and the community authorizations (billets) must be proportional to designator and grade structure to support maximum utilization of educated officers.
- Units with duplicate graduate education requirements in the same staff should reexamine their needs to avoid redundant or excessive subspecialty requirements. Does the billet REQUIRE a subspecialty code?
- P-coded (Master's level) billets, and higher, normally are not written below the grade of LT (LCDR for Unrestricted Line).
- D-coded (PhD level) billets are normally LCDR or senior.