Chapter 8

OFFICERS REQUESTING SUBSPECIALTY CODES

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A. MANAGING THE SUBSPECIALTY SYSTEM OVERVIEW

Officer subspecialty codes provide the Navy with a means to track specific skill sets beyond those described by an officer's designator. Officers with subspecialty codes are eligible for an array of challenging assignments throughout the Navy. The skill sets can be acquired through either advanced education or significant experience.

The subspecialties, which represent these skill sets, are categorized by subspecialty major area and are defined by the Core Skill Requirements (CSRs) and Educational Skill Requirements (ESRs) of the subspecialty field.

The current officer database will allow the Navy to track up to five (5) subspecialties for every officer. The code consists of 4 numbers (subspecialty code) followed by a letter (suffix). The suffix represents the educational/experience level of the subspecialty code defined by the 4 digits.

B. The Process (How do I get coded?)

1) If the billet is coded: If the officer's billet is coded with a subspecialty code they will receive an experienced-based code when they detach from that billet. For example: The officer has no subspecialty code and the billet is coded 3210S. When the officer detaches they will automatically receive a 3210S that means they have significant on the job training/experience in Operations Research Analysis. If the billet was coded 3210P and the officer did not have master’s degree in that skill, they would receive a 3210S as you cannot get credit for a master’s degree without going to school. If the officer held a 3210P and filled a 3210P billet, the 3210P will be changed to a 3210Q to reflect utilization of the master’s degree. Officers cannot get utilization credit for billets they filled before their education.

2) If the billet does not have a subspecialty code: An officer who desires a subspecialty coding should review the CSRs and ESRs to determine which code best reflects the skills acquired.

a) Education request must include:
   - Transcripts (pdf download from the OMPF is acceptable)
   - Include Course Descriptions (use your schools catalog)
   - Include a return e-mail address and/or phone number

   **Note:**
   In addition, all official transcripts are to be forwarded to Pers45E for entry into the officer's record if they are not yet posted to the ODC/OSR

b) Experience request must include:
   - Include Fitness reports for experience periods (18 month minimum)
   - Include command endorsement letter (current command)
   - Include a return address, e-mail address and phone number
Notes:
- If an officer is requesting an experience subspecialty code based on their current tour, they will have had to be in that billet for at least 18 months.
- If the billet is not coded for the requested subspecialty, then the duties of the billet must be closely related to the core skill requirements for the requested subspecialty.
- Further, these duties must be documented in the officer's fitness reports.

C. Submit a request for subspecialty coding to:

Navy Personnel Command
Pers45E
5720 Integrity Drive
Millington, TN 38055-4500

Note: If an officer earned a graduate degree through a fully-funded Navy graduate education program (e.g., GEV, USNA VGEP, USNA/ROTC Scholarship) that required pre-approval of the Education Plan, the officer should submit final transcripts as per the instructions applicable to the program.

USNA VGEP: See http://www.usna.edu/CS/academics/vgep.htm
USNA/ROTC Civilian-funded Scholarship: See applicable Navy scholarship instruction.

D. Examples of coding requests are in Section “Examples of coding requests” on this website under “Officer Requesting Subspecialty Codes”.