

NASPNCLAINST 1221.1H
Code 11200
15 Feb 96

NASPNCLA INSTRUCTION 1221.1H

Subj: NAVY ENLISTED CLASSIFICATION (NEC) CODES

Ref: (a) Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standard
(b) NAVMILPERSCOMINST 1080.1B
(c) OPNAVINST 1000.16H

1. Purpose. To establish procedures and responsibilities pertaining to NEC Coding System per references (a).

2. Cancellation. NASPNCLAINST 1221.1G

3. Background

a. The NEC code structure, of which the NEC Coding System is a part, supplements the enlisted rating structure by identifying personnel on active or inactive duty, and billets in manpower authorizations. The NEC codes reflect special knowledge and skills that identify personnel and requirements when the rating structure is insufficient by itself for manpower management purposes.

b. The Distribution Navy Enlisted Classification (DNEC) is a distribution tool used to match an individual to a command's authorization allowance for an NEC.

4. Action

a. Department Heads and Special Assistants shall:

(1) Recommend assignment or removal of individual NEC codes to the Personnel Support Officer (Code 11200). For this purpose, a memorandum with a complete factual justification may be utilized. Such statements as "meets qualifications set forth" in a manual, instruction, or notice cannot be accepted. Recommendations for aircrewman positions shall also include: position by name, training received, and date qualified.

(2) Ensure only personnel in proper source ratings are afforded formal training in NEC specialties.

(3) Make recommendations for NEC identification of billets in the Activity Manpower Document to the Personnel Support Officer.

(4) Complete semiannual review of the Enlisted Distribution Verification Report (EDVR) for accuracy per reference (c). DNEC's of assigned personnel should not reflect NEC's for which NAS Pensacola has no authorized billet. Correspondence to correct the EDVR and/or DNEC's should be directed to the Personnel Support Officer using OPNAV 1000/4A.

(5) Submit correspondence to correct the EDVR and/or DNEC's to Personnel Support Officer.

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b. Personnel Support Officer shall:

(1) Render assistance and guidance to Department Heads and Special Assistants in assignment of NEC codes as required.

(2) Process recommendations for assignment or removal of individual NEC code requests and ensure appropriate action is taken by Personnel Support Activity Detachment under reference (a).

(3) Submit correspondence to correct the EDVR and/or DNEC's to Enlisted Personnel Management Center, NEC Management Team (Code 51), New Orleans, LA 70159-7900, using OPNAV 1000/4A.

c. Management Assistance Office shall forward requests for changes in NEC codes on individual billets listed in the Manpower Authorization to CNO (OP-01) per provisions of reference (c).

5. Forms. OPNAV 1000/4A, General Manpower Authorization Change Request, can be obtained through normal supply channels.

/s/

TIMOTHY THOMSON

Distribution:

B

(NASPNCLAINST 5216.1Q)

Stocked:

Commanding Officer

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