



DEPARTMENT OF THE NAVY
 COMMANDER NAVY RESERVE FORCE
 1915 FORRESTAL DRIVE
 NORFOLK VIRGINIA 23551-4615

5215
 COMNAVRESFOR N1C2
 7 Jun 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.


 J. A. SCHOMMER
 Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1221-010	<p>Navy Enlisted Classification</p> <ul style="list-style-type: none"> • Added definition. • Changed Classifier (PS-2612) position to Program Manager at Echelon IV. NEC was removed from Echelon IV command PS billets. • Added signature authority for NEC removals and archives. • This is minor change in policy.

RESPERSMAN 1221-010

RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2643 (757) 322-2643 (757) 444-7598
--------------------	-----------------------	--------	--------------------	--

References	(a) MILPERSMAN Articles (b) NAVPERS 18068F, Volume II, Navy Enlisted Classifications
------------	---

1. General. The purpose of the Reserve Navy Enlisted Classification (NEC) program is to achieve the most effective use of available enlisted personnel manpower. References (a) and (b) establish policy concerning requests to award, remove, or archive Navy Enlisted Classification (NEC) codes.

2. Definition. Navy Enlisted Classifications (NEC) identify a non-rating wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes. Additionally, an NEC code can be used to identify special circumstances or situations with approval via the Navy Enlisted Occupational Classification System (NEOCS) process.

3. Responsibilities

a. COMNAVRESFORCOM (N11) will provide Reserve NEC program guidance per references (a) and (b).

b. Echelon IV Commanders will designate, in writing, a Personnel Specialist E-6 or above as the Program Manager.

c. Program Managers will:

(1) Implement the enlisted classification program for all assigned personnel, staff and assigned Selected Reservists (SELRES), in their command.

(2) Review electronic service records, then submit and monitor NEC requests for staff personnel and assigned inactive personnel in accordance with reference (b).

(3) Provide technical guidance at their respective Navy Reserve Activity (NRA) Classification Coordinators.

(4) Inspect the enlisted classification program for their NRAs to ensure compliance with references (a) and (b).

d. The NRA Commanding Officer (CO) will assign a Classification Coordinator.

e. The Classification Coordinator will:

(1) Implement an Enlisted Classification program for assigned units in accordance with reference (b).

(2) Maintain close liaison with respective program managers and inform them of all classification matters under their purview.

(3) Monitor progress of individuals possessing conversion NECs.

(4) Ensure conversion NECs are requested for personnel who have enlisted/affiliated under any temporary rating program, who have not met conversion requirements.

(5) Request NECs from Navy Personnel Command (NAVPERSCOM) (PERS-4013) mill_nec_request@navy.mil using NEC Change Request (NAVPERS 1221/6). COs may authorize the Classification Coordinator to sign this form "By direction." NEC removals and archive requests must be signed by the CO or acting Officer in Charge (OIC).

(6) Review electronic service records upon affiliation to verify the NECs a member has obtained while on Active Duty (AD). Request NECs earned on Active Duty upon relevant billet assignment or position. Requests must have appropriate justification.

(7) Ensure NEC sequence codes have been considered when assigning NECs, per reference (b).

(8) Ensure the individual is in the proper source rate/rating for the requested NEC.

(9) Maintain copies of NEC requests and approvals, and keep track of statuses.

(10) Liaise with NRA training department concerning Selected Reservists (SELRES) who are in or have completed any school, On-the-Job Training (OJT) projects, or correspondence courses which authorize/award an NEC upon completion.

(11) Assign Defense Group (DG) NECs to all no designated (SN/AN/FN) personnel per reference (b).

(12) Remove DG NECs and add appropriate rating NECs, per reference (b), for non-designated members who are authorized/awarded striker identification or advanced to a designated rate.

(13) Monitor progress of SELRES who enlisted under special programs. Establish tickler files to track record of counseling, rating requirement progress, and advancement requirement

progress. Coordinate with Command Career Counselor (CCC) as needed.