

**RESPERSMAN 1221-010**

**RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM**

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2643
			COM	(757) 322-2643
			FAX	(757) 444-7598

<b>References</b>	(a) MILPERSMAN Articles (b) NAVPERS 18068F, Volume II, Navy Enlisted Classifications
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1. **General**. The purpose of the Reserve Navy Enlisted Classification (NEC) program is to achieve the most effective use of available enlisted personnel manpower. Per reference (a), Articles 1221-010 and 1221-030 provide basic information concerning the NEC program.

2. **Responsibilities**

a. COMNAVRESFORCOM (N11) shall:

(1) Provide Reserve NEC program guidance per references (a) and (b).

b. Echelon IV Commanders shall:

(1) Assign a qualified classifier with an NEC of PS-2612 and designate the individual in writing in the command's collateral duty notice.

(a) The classifier shall:

1. Implement and inspect the enlisted classification program for all assigned personnel, active and inactive in their command including operational support units.

2. Provide technical guidance to their respective Navy Reserve Activity (NRA) classifiers/classification coordinators.

3. Review electronic service records and submit and monitor NEC requests for staff personnel and operational support units.

c. NRAs shall: Assign as a collateral duty or designate a staff member to be the classification coordinator.

(1) The classification coordinator shall:

(a) Implement an enlisted classification program for assigned units including operational support units.

(b) Maintain close liaison with and inform parent Echelon IV classifiers concerning all classification matters under their purview.

(c) Monitor progress of individuals possessing conversion NECs.

(d) NEC issues:

1. Ensure conversion NECs are requested for personnel who have enlisted/affiliated under any temporary rating program.

2. Request NECs from Navy Personnel Command (NAVPERSCOM) (PERS-4013) using NEC Change Request (NAVPERS 1221/6). The NRA Commanding Officer (CO) may authorize the classifier/classification coordinator to sign this form "By direction."

3. Review electronic service records upon affiliation to verify the NECs a member has obtained while on Active Duty (AD). NECs earned while on AD, shall be requested upon billet assignment. Requests for NECs are required to have appropriate justification.

4. Ensure NEC sequence codes have been considered when assigning NECs. Reference (b) lists all sequence codes.

5. Ensure the individual is in the proper source rate/rating for the requested NEC.

6. Maintain copies of NEC requests and approvals and keep track of status.

7. Liaise with NRA training department concerning Selected Reservists who are in or have completed any

school, On the Job Training (OJT) projects, or correspondence courses that authorize/award an NEC upon completion.

8. Assign Defense Group (DG) NECs to all nondesignated (SN/AN/FN) personnel per reference (b).

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

10. Monitor progress of Selected Reservists 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 as needed.