



STRATEGIC SEALIFT OFFICER FORCE

GUIDE TO AQDs/NOBCs

References: (1) [BUPERSINST 1001.39F](#)

(2) [Navy Officer Manpower and Personnel Classifications \(NOOCS\) Manual \(C\)](#)

(3) [Navy Officer Manpower and Personnel Classifications \(NOOCS\) Manual \(D\)](#)

Background: Additional Qualification Designation (AQD) Codes and Navy Officer Billet Classification Codes (NOBC) appear on the Officer Summary Record (OSR) and summarize an officer's skillset.

AQDs are assigned based on licenses, certifications, or attending courses/schools (e.g. to qualify for the Chief Mate AQD TD1, you must hold a Chief Mate Unlimited MMC).

NOBCs are assigned based on having **professional experience** (e.g. to qualify for the Ship's Navigator NOBC 9284, you must have worked as a navigator in a military or civilian setting).

Additional Qualification Designation (AQD) Codes

AQD codes can be found in the NOOCS Manual Vol. D. You must meet the Officer Awarding Criteria – ensure it is open to your designator (166X), grade, and that you satisfy any additional requirements.

AQD CODE	CHARACTER					OFFICER AWARDING CRITERIA Officer will be awarded this AQD if member has:	BILLET DETAILING PREREQUISITES If other than “N/A”, then there are existing billet requirements coded in TFMMS.	CONSULTANTS
	1ST	2ND		3RD				
TC1	T	C	Afloat Tactical Advisor	1	Qualified	Successfully completed JQR for MSC/NAVTRANS Afloat Tactical Advisor (N04.4T.3510.1-WP) <u>Designators:</u> 111X, 166X <u>Grades:</u> O1 to O10 <u>Length of Validity:</u> Indefinite <u>Manpower Type:</u> Reserve only	N/A	<u>Primary:</u> MSC TACAD Program Coordinator <u>Auxiliary:</u> MSC TACAD Program Manager NRMSC HQ TACAD Unit CO BUPERS-3 PERS-4 CNRFC (N14)

To request an AQD:

- Reference the [AQD Request Example](#)
- Submit the following items to the Operations/Training Dropbox under the AQD subcode:
 - PDF Version of the [AQD Request Letter](#)
 - Supporting documentation
 - Example: if requesting a license AQD such as Deck Officer – Second Mate, submit a copy of your valid Second Mate MMC.
- N14 will vet your request, approve it, and work with PERS to add the AQD on your record.

Navy Officer Billet Classification Codes (NOBCs)

NOBCs can be found in the NOOCS Manual Vol. C.

NOBCs are not as “cut and dry” as AQDs. They are awarded based on having **experience in a specific job for an ample amount of time**. For example, to qualify for Ship’s Navigator (NOBC 9284), you must demonstrate you have performed the duties listed in the NOBC’s definition **AND** that you worked in the position for a sufficient time.

The time requirements are:

- 5 months on active-duty orders (ADOS, ADT, or Mobilization)
 - Documented by endorsed orders, FITREPs, etc.
 - Orders don’t have to be continuous, can be cumulative over several sets
- 270 sea days in a civilian sailing position
 - Documented by sea service letters, etc.
- 18 months in relevant shoreside civilian position
 - Documented by official documentation from your employer (SF-50, letter from employer, etc.)

For example, to qualify for NOBC 9284, you need to demonstrate you have performed duties listed in the definition and have satisfied one of the time requirements listed above.

9284 SHIP'S NAVIGATOR (GENERAL) [SHP NAVIG GEN] [Job Code: 002149]

Directs activities of navigation department. Maintains accurate plot of ship's position by means of celestial navigation, piloting, electronic devices and navigational tables and formulas. Establishes ship's position in pilot waters by fathometer readings and ranges and bearings on land objects. Operates Loran, radio direction finder and fathometer. Evaluates radar data in determining ranges and bearings. Advises commanding officer of course and location. Plots course to be steered. Maintains all navigation equipment.

Related Codes: NOBC - 9228, 9242, 9274; DOD Group - 2G Operations Staff; Paygrades: W1-O11

Your NOBC request and supporting documentation must clearly demonstrate you meet the experience and time requirements for **each** NOBC requested. For quickest processing, you should itemize your request letter and speak to each NOBC individually.

To request an NOBC:

- Reference the [NOBC Request Example](#)
- Submit the following items to the Operations/Training Dropbox under the NOBC subcode:
 - PDF Version of the [NOBC Request Letter](#)
 - Supporting documentation
 - Remember that for NOBCs you must demonstrate relevant experience **AND** that you have met the time requirements
 - Supporting documentation for experience examples: FITREPs, letter from employer, official job description, personal remarks summarizing your duties in the position
 - Supporting documentation for time requirements: endorsed active-duty orders (ADT, ADOS, etc.), letter from employer, SF-50, sea service letters/discharge papers
- N14 will vet your request, approve it, and work with PERS to add the NOBCs to your record.