NAVAL PERSONNEL RESEARCH AND DEVELOPMENT LABORATORY

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NAVY OFFICER PERSONNEL SYSTEM

DEVELOPMENT OF THE NAVY OFFICER DESIGNATION STRUCTURES

G. L. Lane
J. M. Pugh

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DEVELOPMENT OF THE NAVY OFFICER DESIGNATION STRUCTURES

Work Unit No.
(TDP P43.07X.A3)

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WASHINGTON, D. C. 20390

A LABORATORY OF THE BUREAU OF NAVAL PERSONNEL

FOREWORD

This investigation was accomplished under TDP P43.07X.A3 in support of the Navy Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31 as combined by the Deputy Chief of Naval Personnel with Chief of Naval Operations (OP-01B) agreement. It is the first in a series of reports dealing with the development and testing of an improved Officer Personnel System.

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SUMMARY

Problem

All components of the current Navy Officer Personnel System do not meet the manpower management and personnel administration needs of the Navy. The Navy Officer Classification Coding System, which is a major component of the Navy Officer Personnel System, does not provide the specificity of qualifications identification data and the precise correlation of such data which are needed for the most effective identification of officer billet requirements and personnel resources. The objective of this phase of investigation is to determine refinements to the Navy Officer Designation Classification Coding Structure (Designator) and to design and test supplemental structures for more precise and correlated identification of billet and officer qualifications.

Background and Requirements

Chief of Naval Personnel (Pers-A) memorandum of 1 June 1970 (see Appendix E) established updated descriptions of Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30 and #31. Further, the memorandum provided guidance for advanced development research effort in FY 71 and indicated that priority of effort should be refinement of the officer designator as indicated by Information Objective #11.

The Navy Officer Personnel System Research Steering Committee (hereafter referred to as the Steering Committee) approved the recommendations contained in WRM 71-12, Refinement of the Navy Officer Classification System, August 1970. The committee established that FY 71 research effort was to be conducted in consonance with the recommendations and the guidance provided by the memorandum of 1 June 1970.

Additional background information is contained in Progress Report, Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) Objective #30: Research to Implement, January 1968 and WRM 70-10, Total Officer Personnel System (TOPS): Improvement of the Navy Officer Classification Coding System, July 1969.

Approach

Previous proposals and current publications pertinent to officer qualifications and the classification coding system were reviewed. The requirements of officer manpower managers were determined, alternative designs for refinement of the designator were developed and tested against these needs, and selection and further development made of the design which would best serve the needs of all users. Meetings were held with the Steering Committee for coordination of user requirements and acceptance of the basic design.

Findings and Conclusions

Based on the data determined in this phase of the research, it is concluded that:

1. Modification of the Navy Officer Designation Structure (Designator) should be kept to a minimum (as shown in Appendix A) and specifically provide for identification of:

a. Surface Warfare billets, i.e., 1110 billet designator.

b. Billets which may be filled by any unrestricted line officer other than aviation, i.e., 1100 billet designator.

c. Billets which may be filled by any warfare specialist, i.e., 1000 billet designator.

d. Officers qualified in Surface, Submarine, or Special Warfare, i.e., 111X, 112X, or 113X officer designator, respectively.

e. Officers not qualified in a warfare specialty, i.e., 110X officer designator.

f. Nurse, Medical, and Dental Corps student billets and officers with designators related to their respective corps rather than the line, e.g., 2990 instead of 1900 Nurse Corps student billet designator.

2. The Additional Qualification Designation (AQD) will be the primary modifier of billet and officer designators.

3. The AQD structure will be applicable to billets and officers and will supersede the current Special Qualification/Special Designation (SQ/SD) for officer special qualifications identification.

4. The designed basic AQD structure (see Appendixes B and C) will:

a. Provide the requisite preciseness of qualifications identification of both billets and officers.

b. Provide readily retrievable data for accurate inventories, training requirements, and procurement planning.

5. Together, the designator and AQD structures will:

a. Achieve the desired one to one relationship between officer requirements and resources, thereby greatly facilitating the management of officer manpower by providing the required specificity and correlation of data.

b. Provide the capability of readily and accurately identifying the status of each officer category, both for management and DOD reporting purposes.

c. Provide a flexibility to adapt to changing conditions which is not currently available.

6. The glossary (see Appendix D) contains items which should be included in Department of the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV 01B1-P2, for mutual understanding of commonly used terms.

7. Priority should be given to additional research in further refinement of the Navy Officer Classification System to meet the requirements of Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31.

Recommendations

1. Implement the modified billet and officer designator structure contained in Appendix A. (Page 6)

2. Implement the basic Additional Qualification Designation (AQD) structure contained in Appendix B. Publish initially by directive and, when fully developed and tested, include the structure in the Manual of Navy Officer Classifications, NAVPERS 15839B. (Page 8)

3. Include the glossary items contained in Appendix D in the Department of the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV 01B1-P2. (Page 8)

4. Conduct the following research immediately: (Pages 8 and 9)

a. Complete the design and testing of the AQD structure for the unrestricted line (less 13XX), i.e., determination of additional AQD requirements and development of definitions, qualifications, etc.

b. Design and test AQD substructures for the remainder of the 13XX officer community (other than flight), the restricted line, and staff corps.

c. Design the Navy Officer Billet Classification (NOBC) hierarchies to complement the designator and AQD structures in consonance with the requirements of MAPMIS I.O. #30.

d. Test the AQD structure for application to Naval Reserve requirements for mobilization planning readiness.

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TABLE OF CONTENTS

	Page
Foreword	ii
Summary	iii
Use and Evaluation Form	--
I. INTRODUCTION	
A. Problem	1
B. Objective	1
C. Background	1
II. APPROACH	3
III. DISCUSSION	
A. Navy Officer Designator	5
B. Additional Qualification Designation (AQD)	7
C. Glossary of Selected Navy Officer Personnel System Terms	9
IV. FINDINGS AND CONCLUSIONS	11
V. RECOMMENDATIONS	13
Appendix A - Proposed Navy Officer Designation Structure (Designator)	A-1
Appendix B - Proposed Additional Qualification Designation (AQD) Structure	B-1
Appendix C - Sample Officer Additional Qualification Designations (AQDs)	C-1
Appendix D - Glossary of Selected Navy Officer Personnel System Terms	D-1
Appendix E - Memo for Pers-A3, Pers Ag-snw of 1 Jun 1970, Subj: Research Requirements in support of Officer Personnel Systems	E-1
Distribution List	--

I. INTRODUCTION

A. Problem

All components of the current Navy Officer Personnel System do not meet the manpower management and personnel administration needs of the Navy. The Navy Officer Classification Coding System, which is a major component of the Navy Officer Personnel System, does not provide the specificity of qualifications identification data and the precise correlation of such data which are needed for the most effective identification of officer billet requirements and personnel resources.

B. Objective

The objective of this phase of investigation is to determine refinements to the Navy Officer Designation Classification Coding Structure (Designator) and to design and test supplemental structures for more precise and correlated identification of billet and officer qualifications.

C. Background

Chief of Naval Personnel (Pers-A) memorandum of 1 June 1970 (see Appendix E) established updated descriptions of Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30 and #31. Further, the memorandum provided guidance for advanced development research effort in FY 71 and indicated that priority of effort should be refinement of the officer designator as indicated by Information Objective #11.

The Navy Officer Personnel System Research Steering Committee (hereafter referred to as the Steering Committee) approved the recommendations contained in WRM 71-12, Refinement of the Navy Officer Classification System, August 1970. The committee established that FY 71 research effort was to be conducted in consonance with the recommendations and the guidance provided by the memorandum of 1 June 1970.

Additional background information is contained in Progress Report, Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) Objective #30: Research to Implement, January 1968 and WRM 70-10, Total Officer Personnel System (TOPS): Improvement of the Navy Officer Classification Coding System, July 1969.

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II. APPROACH

Previous proposals and rationale concerning the refinement of the Navy officer designator were reviewed and analyzed. Publications pertinent to officer qualifications and the classification coding system were reviewed. The opinions and comments of persons responsible for the management of officer manpower were solicited in order to determine requirements of individual managers. Various alternative designs for refinement of the designator were developed and tested against the needs of the users, including computer input and retrieval applications, and selection made of the design which would best serve the needs of all users. Having determined the best design, effort was concentrated on identification and development of content. Meetings were held with the Steering Committee for the purposes of evaluating the various alternative designs, coordinating selection of the basic design, review of research progress, and development of guidance pertaining to the research.

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III. DISCUSSION

A. Navy Officer Designator

The Navy Officer Designation Classification Coding Structure (Designator) identifies billets and officers by major occupational or specialty categories in accordance with law and policy. The designator, by itself, identifies general qualification requirements for billets and officer resources. Other qualifications identification classification coding structures modify the designators and provide additional specificity of data. However, officer manpower managers require still greater specificity of data than is currently available. The proposed officer designators discussed herein and the Additional Qualification Designation (AQD), which is discussed in the following section, will provide the necessary specificity and, in addition, the flexibility needed to adapt to changing requirements.

OPNAV Instruction 1000.16B lists eight unrestricted line officer billet designators which are unique to the aviation organization (13XX) and three officer billet designators which are unique to the remaining unrestricted line (11XX). The Manual of Navy Officer Classifications, NAVPERS 15839B, lists five unrestricted line officer designators which are unique to the aviation organization and one officer designator, 110X - an unrestricted line officer, which is unique to the remaining unrestricted line.

The Navy's mission encompasses four warfare specialties within the overall Naval Warfare specialty. These are Air Warfare, Submarine Warfare, Special Warfare and Surface Warfare. Air Warfare billet and resource qualification identifications most closely approach the degree of specificity, or discreteness, desired by officer manpower managers. Surface Warfare is the least specific. The following compares the warfare identifications currently available in each specialty.

	Designator		SQ/SD (AQD replaces)		AQD (See NOTE)	
	Billet	Officer	Billet	Officer	Billet	Officer
Air Warfare	13XX	13XX	No	Yes	Yes	No
Submarine Warfare	1120	110X	No	Yes	No	No
Special Warfare	1130	110X	No	Yes	No	No
Surface Warfare	1100	110X	No	Yes	No	No

NOTE: AQD structure for other than 13XX billets and officers is proposed in this report.

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It can be seen in the above that Surface Warfare is the only warfare specialty which is not specifically identified by a billet designator. Designator 1100 is generic to any unrestricted line officer not possessing a warfare specialty, including Wave officers, i.e., by definition "an unrestricted line officer." Identification of officer qualification in Surface Warfare was implemented by BUPERS Notice 1210 of 9 April 1970 which established qualifications for assignment of the newly created SQ/SD 020 - Surface Warfare Officer.

In the past twenty-five years, many restructures of the officer designator have been proposed without agreement for major change ever being reached. However, manpower managers have maintained interest in restructuring the designator for better utilization.

During meetings with the Steering Committee, discussions were held on the problem of the lack of a one to one relationship of the 11XX billet and officer designators which results in non-specific, and therefore not readily available, identification of warfare specialty requirements and resources. The following agreements were reached:

1. Surface Warfare billets should be identified by a discrete designator for specificity of warfare specialty required by the billets.

2. Surface Warfare officers should be identified by a discrete designator in order to identify their warfare qualification and to achieve correlation with the billet designator.

3. Submarine Warfare officers should be identified by a discrete designator in order to identify their warfare qualification and to achieve correlation with the billet designator.

4. Special Warfare officers should be identified by a discrete designator in order to identify their warfare qualification and to achieve correlation with the billet designator.

5. The 1100 billet designator should identify billets which can be filled by any 11XX officer, i.e., warfare specialty is not required.

6. The 110X officer designator should identify officers who are not qualified in a warfare specialty, including Waves.

7. The 1000 officer billet designator should be redefined in order to remove the grade restriction which has heretofore existed, i.e., Captain or above. This will permit identification of all billets which may be filled by officers qualified in any warfare specialty.

8. Modification of the officer designator should be limited to that which is necessary to identify major categories of specialization. The Additional Qualification Designation (AQD) should identify specific qualifications within the major categories of specialization (designator) for both billets and officers.

There is another area of the officer designator structure which needs revision in order to provide specificity of identification. The first digit of all unrestricted line and restricted line designators is "1," and it identifies "line officers." Yet an anomaly exists in the structure in that Nurse Corps, Medical Corps, and Dental Corps student billet and officer designators have a "1" as the first digit of the designator, e.g., 1900 - Nurse Corps Student billet and 190X - an unrestricted line officer under instruction as a prospective Nurse Corps Officer. To resolve this anomaly, it is proposed that these student billets and officers be identified with a modified designator of the corps for which they are in training, e.g., 2990 for the billet and 299X for the officer, in the case of the Nurse Corps. The third digit of the designator ("9") identifies student. When training is completed the officer designator would change to 290X.

It is noted that prospective Medical Service Corps, Chaplain Corps, and Judge Advocate Corps officers are identified as "an unrestricted line officer under instruction" with a "1" as the first digit of the officer designator; however, there are no comparable billet designators. Although the numbers of officers who are identified in each of these categories at any one time is relatively small, it is suggested that consideration be given to modification of these officer designators also.

The foregoing designator modifications do not conflict with officer classification requirements established by law. See Appendix A for the proposed officer designators.

B. Additional Qualification Designation (AQD)

The Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) stressed the need for more precise definition of the qualifications required by officer billets (I.O. #11 and #30) by development of a Primary Qualification Specialty (PQS) structure for each category of officers. The PQS would show major fields of qualification within each category (designator), and it would be used to describe a billet only when the qualification was a prerequisite for assignment to the billet.

PQS was subsequently changed to Additional Qualification Designation (AQD) in order to avoid confusion with the then current P, S, and Q Codes of officer subspecialty and to better describe the potential uses of the new structure.

The designator, in itself, represents a primary qualification. The AQD modifies the designator where necessary by identifying additional qualifications which are essential to the billet. Therefore, the AQD complements the designator.

The AQD is designed to identify billet qualification requirements with a specificity which is not provided by existing identifiers. Currently the designator identifies a relatively broad area of qualification,

Educational Requirement Codes identify education requirements for subspecialty billets, and the NOBC describes the general duties of a billet.

In the area of officer resources identification, the designator again identifies a relatively broad area of qualification, including the proposed designators (see Appendix A). The current SQ/SD structure provides identification of certain qualifications but lacks overall definition of the qualifications, description of procedures for qualification, and responsibility for certification. The Subspecialist Codes identify officers who are qualified or partially qualified in subspecialty areas. The NOBC on officer records identifies functional experience gained by billet incumbency.

The Steering Committee agreed in principle that AQD should replace SQ/SD for officer qualification identification in order to resolve the dichotomy of separate coding structures identifying identical qualifications, i.e., AQD for billets and SQ/SD for officers. The result is that the AQD will identify billet qualifications requirements and will also identify parallel officer qualifications to a degree of specificity not currently available. It was also agreed that a maximum of one AQD will be assigned to a billet; and that a minimum of one AQD will be assigned to each officer, thereby insuring positive identification of qualification or non-qualification in a warfare or support specialty.

Based upon guidance from the Steering Committee, this advanced development research for FY 71 was implemented to develop the basic AQD structure for the unrestricted line less the 13XX designators (see NOTE). Further, it was agreed that subsequent to approval of the basic structure, the detailed AQD structure would be developed, as necessary, with the assistance of the applicable specialty advisors. Since it is apparent that a greater number of AQDs will be required for officer identification, due to changing billet requirements and the need to retain historical qualification data, development of the basic AQD structure is concentrated on the officer area. AQDs for billet identification may then be selected as required.

Appendix B contains the proposed allocation of AQDs for all officer categories and the proposed basic AQD structure for the unrestricted line less 13XX. They have been developed on the premise that the proposed modifications of the billet and officer designator structures, as contained in Appendix A, will be approved and implemented.

The AQD coding structure is in consonance with that which is already in use for the 13XX community and, therefore, is compatible with the Navy Manpower Information System (NMIS). On Manpower Authorizations (OPNAV 1000/2),

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NOTE: OPNAVINST 1000.16B, 8 December 1970, published the AQD coding system for 13XX billets.

the AQD will appear in the section currently labeled "PQS," pending revision of the form. On the officer record, AQDs will replace the SQ/SD codes (total of 9).

Appendix C contains samples of officer AQDs as they should appear in the Manual of Navy Officer Classifications, NAVPERS 15839B. Attention has been given to development of a definition, qualifications necessary for designation, responsibilities and procedures for certification, and the desired time frame for action. Final development of the total AQD structure will provide identification of additional qualification requirements not currently available in manpower authorizations and parallel identification of similarly qualified officer resources. Further, the definitions, etc., when published in the Manual of Navy Officer Classifications, NAVPERS 15839B, will provide all the information needed by commands and officers for AQD qualification and certification.

While most of the Additional Qualification Designations (AQDs) will be applicable to the identification of skill and knowledge requirements for Naval Reserve Officer billets and resources, it is indicated that there will be need to develop AQDs which are for the Naval Reserve alone.

C. Glossary of Selected Navy Officer Personnel System Terms

Included in the approved recommendations contained in WRM 71-12, Navy Officer Personnel System: Refinement of the Navy Officer Classification System, August 1970 was "5. Develop a glossary of Navy officer classification coding terms for better understanding and communication among users of the system." Appendix D contains selected terms and definitions which are common to users of the Navy Officer Personnel System but which are not found in the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV 01B1-P2.

IV. FINDINGS AND CONCLUSIONS

Based on the data determined in this phase of the research, it is concluded that:

1. Modification of the Navy Officer Designation Structure (Designator) should be kept to a minimum (as shown in Appendix A) and specifically provide for identification of:

a. Surface Warfare billets, i.e., 1110 billet designator.

b. Billets which may be filled by any unrestricted line officer other than aviation, i.e., 1100 billet designator.

c. Billets which may be filled by any warfare specialist, i.e., 1000 billet designator.

d. Officers qualified in Surface, Submarine, or Special Warfare, i.e., 111X, 112X, or 113X officer designator, respectively.

e. Officers not qualified in a warfare specialty, i.e., 110X officer designator.

f. Nurse, Medical, and Dental Corps student billets and officers with designators related to their respective corps rather than the line, e.g., 2990 instead of 1900 Nurse Corps student billet designator.

2. The Additional Qualification Designation (AQD) will be the primary modifier of billet and officer designators.

3. The AQD structure will be applicable to billets and officers and will supersede the current Special Qualification/Special Designation (SQ/SD) for officer special qualifications identification.

4. The designed basic AQD structure (see Appendixes B and C) will:

a. Provide the requisite preciseness of qualifications identification of both billets and officers.

b. Provide readily retrievable data for accurate inventories, training requirements, and procurement planning.

5. Together, the designator and AQD structures will:

a. Achieve the desired one to one relationship between officer requirements and resources, thereby greatly facilitating the management of officer manpower by providing the required specificity and correlation of data.

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b. Provide the capability of readily and accurately identifying the status of each officer category, both for management and DOD reporting purposes.

c. Provide a flexibility to adapt to changing conditions which is not currently available.

6. The glossary (see Appendix D) contains items which should be included in Department of the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV 01B1-P2, for mutual understanding of commonly used terms.

7. Priority should be given to additional research in further refinement of the Navy Officer Classification System to meet the requirements of Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31.

V. RECOMMENDATIONS

1. Implement the modified billet and officer designator structure contained in Appendix A.

2. Implement the basic Additional Qualification Designation (AQD) structure contained in Appendix B. Publish initially by directive and, when full developed and tested, include the structure in the Manual of Navy Officer Classifications, NAVPERS 15839B.

3. Include the glossary items contained in Appendix D in the Department of the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV 01B1-P2.

4. Conduct the following research immediately:

a. Complete the design and testing of the AQD structure for the unrestricted line (less 13XX), i.e., determination of additional AQD requirements and development of definitions, qualifications, etc.

b. Design and test AQD substructures for the remainder of the 13XX officer community (other than flight), the restricted line, and staff corps.

c. Design the Navy Officer Billet Classification (NOBC) hierarchies to complement the designator and AQD structures in consonance with the requirements of MAPMIS I.O. #30.

d. Test the AQD structure for application to Naval Reserve requirements for mobilization planning and readiness.

APPENDIX A

PROPOSED NAVY OFFICER DESIGNATION STRUCTURE (DESIGNATOR)

This appendix contains proposed modifications to the Navy Officer Designation Structure (Designator) as discussed beginning on page 5 of this report.

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BILLET DESIGNATOR CODES

Code	Description
	UNRESTRICTED LINE
#1000	Unrestricted Line Officer who may be either an 11XX or 13XX officer
#1100	Unrestricted Line Officer, other than 13XX*
#1110	Unrestricted Line Officer (Surface Warfare)
1120	Unrestricted Line Officer (Submarine Warfare)
1130	Unrestricted Line Officer (Special Warfare UDT/SEAL)
13XX	Unrestricted Line Officer who is a member of the Aeronautical Organization. The 13XX billet designator is further subdivided as follows:
1300	Pilot/NFO Non-seat factor (NSF) billet. (Flag, CAPT and CDR billets only)
1301	Pilot/NFO Seat Factor (SF) billet. (CAPT, CDR and LCDR billets as assigned by OPNAV)
1310	Pilot NSF billet (LTJG - CDR billets only)
1311	Pilot SF billet (LTJG - CDR billets only)
1320	NFO NSF billet (LTJG - CDR billets only)
1321	NFO SF billet (LTJG - CDR billets only)
1370	NFO Flight Training billet (ENS - LCDR billets only)
1390	Pilot Flight Training billet (ENS - LCDR billets only)
	RESTRICTED LINE
	No change
	STAFF CORPS
2100	Medical Corps Officer
#2190	Medical Corps Officer Student (replaces 1910)
2200	Dental Corps Officer

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Code	Description
#2290	Dental Corps Officer Student (replaces 1920)
2300	Medical Service Corps Officer
2500	Judge Advocate General's Corps Officer
2900	Nurse Corps Officer
#2990	Nurse Corps Officer Student (replaces 1900)
3100	Supply Corps Officer
4100	Chaplain Corps Officer
5100	Civil Engineer Corps Officer
	LIMITED DUTY AND WARRANT
	No change

#New designator or revised description

*URL billets (other than aviation) not requiring a warfare specialty

OFFICER DESIGNATOR CODES

Code	Description
	UNRESTRICTED LINE
#110X	An unrestricted line officer not qualified in a warfare specialty, including Waves
#111X	An unrestricted line officer who is a qualified Surface Warfare Officer
#112X	An unrestricted line officer who is a qualified Submarine Warfare Officer
#113X	An unrestricted line officer who is a qualified Special Warfare-UDT/SEAL Officer
131X	An unrestricted line officer who is qualified for duty involving flying heavier-than-air, or heavier and lighter-than-air type aircraft as a pilot
132X	An unrestricted line officer, a member of the Aeronautical Organization who is a flight officer
135X	An unrestricted line officer, a member of the Aeronautical Organization who is not a pilot or flight officer
137X	An unrestricted line officer who is still in training for duty involving flying as a flight officer
139X	An unrestricted line officer who is still in training for duty involving flying as a pilot
	UNRESTRICTED LINE - PROSPECTIVE STAFF CORPS OFFICERS
*193X	An unrestricted line officer under instruction as a prospective Medical Service Corps officer
*194X	An unrestricted line officer under instruction as a prospective Chaplain Corps officer
*195X	An unrestricted line officer under instruction as a prospective Judge Advocate General's Corps officer
	RESTRICTED LINE
	No change

Code	Description
	STAFF CORPS
210X	Medical Corps Officer
#219X	An officer under instruction as a prospective Medical Corps Officer (replaces 191X)
220X	Dental Corps Officer
#229X	An officer under instruction as a prospective Dental Corps Officer (replaces 192X)
230X	Medical Service Corps Officer
250X	Judge Advocate General's Corps Officer
290X	Nurse Corps Officer
#299X	An officer under instruction as a prospective Nurse Corps Officer (replaces 190X)
310X	Supply Corps Officer
410X	Chaplain Corps Officer
510X	Civil Engineer Corps Officer
	LIMITED DUTY AND WARRANT
	No change

#New designator or revised description

*No counterpart billet designator

APPENDIX B

PROPOSED ADDITIONAL QUALIFICATION DESIGNATION (AQD) STRUCTURE

Page B-3 of this appendix contains the proposed allocation of Additional Qualification Designations (AQDs) for all officer categories. It is designed to provide identification of special qualifications within the major areas of specialization (designator). Groupings were developed in order to provide unallocated space for future expansion in any of the major areas of specialization.

Page B-5 of this appendix commences the proposed Basic Additional Qualification Designation (AQD) Structure for the unrestricted line less 13XX. As the basic structure, it is intended to identify areas of qualifications within warfare specialties. Further development of detailed AQDs will be accomplished based upon the needs of the various code sponsors.

AQD KC2 - OOD Underway

K = Surface Warfare (warfare specialty)
C = Deck Watch (area of qualification)
2 = OOD Underway (specific qualification)

AQD LD2 - Mine Countermeasures Officer

L = Surface Warfare (warfare specialty)
D = Mine Warfare (area of qualification)
2 = Mine Countermeasures (specific qualification)

For the most part, AQDs are listed under the warfare specialty wherein the skill area is in most common usage. However, it is intended that an officer may qualify for any AQD for which he is eligible. Further, it is desirable that certain AQDs earned under previously held designators be retained for possible future retrieval.

ALLOCATION OF ADDITIONAL QUALIFICATION DESIGNATIONS (AQDs)
(NOTE: LDO/WO designators are not listed - assigned AQDs for which qualified.)

FIRST CHARACTER	DEFINITION	DESIGNATOR*	POSSIBLE NO. OF AQDs
A	NAVAL WARFARE (GENERAL)	Any	240
B			
C	INSTRUCTOR	Any	240
D	AIR WARFARE	13XX	240
E	AIR WARFARE	13XX	240
F	AIR WARFARE	13XX	240
G	AIR WARFARE	13XX	240
H	AIR RESTRICTED LINE	151X, 152X	240
J			
K	SURFACE WARFARE	111X	240
L	SURFACE WARFARE	111X	240
M			
N	SUBMARINE WARFARE (NUCLEAR)	112X	240
P	SUBMARINE WARFARE (DIESEL)	112X	240
Q	SPECIAL WARFARE	113X	240
R	SURFACE RESTRICTED LINE	140X, 16XX, 170X, 18XX	240
S			
T	SUPPLY	310X	240
U	JAG	250X	240
V	CEC	510X	240
W	MEDICAL/DENTAL	210X, 220X	240
X	MEDICAL SERVICE/NURSE	230X, 290X	240
Y	CHAPLAIN	410X	240
Z	MISCELLANEOUS	Any	240

*Although designators are identified with major AQD categories, it is intended that an officer may be assigned any AQD for which qualified.

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1st CHAR	DEFINITION
A	NAVAL WARFARE (GENERAL)

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	PLANS & POLICY	1	SECDEF STAFF
		2	JT/ALLIED/COMB ST
		3	CNO STAFF
		4	FLEET STAFF
		5	
		6	
		7	
		8	
		9	
		0	
B	STRATEGY/TACTICS	1	FLEET OPS
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
C	READINESS	1	STRIKE WARFARE
		2	ASW
		3	AAW
		4	AMPHIB WARFARE
		5	MINE WARFARE
		6	SUBMARINE WARFARE
		7	ELEX WARFARE
		8	SPECIAL WARFARE
		9	AIR WARFARE
		0	
D	COMMUNICATIONS	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
E	RESEARCH	1	OCEANOGRAPHIC
		2	DSV OPERATOR
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
F	LOGISTICS	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
Y	NOT WARFARE QUAL	1	MALE 11XX
		2	WAVE
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
	NOTE: AQDs AY1/2 NOT WARFARE QUAL are interim pending approval of the proposed 11XX designators (see page A-5).		
Z	MISCELLANEOUS	1	NAV REACTOR STAFF
		2	A/G SENSOR SPEC
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	

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1st CHAR	DEFINITION
C	INSTRUCTOR

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	ACADEMIC	1	FOREIGN LANGUAGE								
		2	PHYSICAL SCIENCE								
		3	SOCIAL SCIENCE								
		4									
		5									
		6									
		7									
		8									
		9									
		0									
B	ENGINEERING	1									
		2									
		3									
		4									
		5									
		6									
		7									
		8									
		9									
		0									
C	NAVAL SCIENCE	1									
		2									
		3									
		4									
		5									
		6									
		7									
		8									
		9									
		0									
D	TECHNICAL	1						Z	MISCELLANEOUS	1	
		2								2	
		3								3	
		4								4	
		5								5	
		6								6	
		7								7	
		8								8	
		9								9	
		0								0	

1st CHAR	DEFINITION
K	SURFACE WARFARE

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	COMMAND	1	QUAL CV TYPE	E	NUCLEAR POWER	1	SHIP ENGINEER				
		2	QUAL CG/CL TYPE			2	PROPULSION OPER				
		3	QUAL AMPHIB TYPE			3	REACTOR OFFICER				
		4	QUAL OTH DP DRAFT			4					
		5	QUAL DD TYPE			5					
		6	QUAL MINE TYPE			6					
		7				7					
		8				8					
		9				9					
		0				0					
B	SURF WARFARE QUAL	1	SURFACE WF (GEN)	F	CONVENTIONAL PWR	1	SHIP ENG HI-PR STM	T	NUC TRAINEE	1	NUC POWER SCL
		2	DD TYPE			2	SHIP ENG LO-PR STM			2	PROTOTYPE
		3				3	SHIP ENG DIESEL			3	
		4				4	SHIP ENG DIES-ELC			4	
		5				5				5	
		6				6				6	
		7				7				7	
		8				8				8	
		9				9				9	
		0				0				0	
C	DECK WATCH	1	CDO UNDERWAY	G	SHIP NAVIGATOR	1	INERTIAL				
		2	OOD UNDERWAY			2					
		3				3					
		4				4					
		5				5					
		6				6					
		7				7					
		8				8					
		9				9					
		0				0					
D	WEAPONS OFFICER	1	TARTAR	H	CIC - NTDS	1	CIC - NTDS OFF	Z			
		2	TERRIER			2	CIC OFFICER				
		3	TALOS			3	CIC-NTDS WATCH OF				
		4	ASW			4	CIC WATCH OFF				
		5	GUNS			5	AIR INTERCEPT CON				
		6				6	WEAPONS COORD				
		7				7	ASW AIR CONT				
		8				8	SONAR OFF				
		9				9					
		0				0	ELEX WARFARE OFF				

1st CHAR	DEFINITION
L	SURFACE WARFARE

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	ANTI-SUB WARFARE	1	ASW OFFICER
		2	WATCH OFF DECK
		3	SONAR OFFICER
		4	
		5	
		6	
		7	
		8	
		9	
		0	
B/C	ANTI-SUB WARFARE	1	SOSUS
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
D	MINE WARFARE	1	MINING OFFICER
		2	COUNTERMEASURES
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
E/F	MINE WARFARE	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
G	AMPHIB WARFARE	1	EMBARKATION OFF
		2	CARGO HDLG OFF
		3	BOAT GROUP OFF
		4	BEACHMASTER
		5	GUNFIRE LIAISON
		6	
		7	
		8	
		9	
		0	
H/J	AMPHIB WARFARE	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
K	ANTI-AIR WARFARE	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
L/M	ANTI-AIR WARFARE	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
Z	MISCELLANEOUS	1	LDO/WO NUC PWR OP
		2	NUC POWER ENL
		3	EOD OFFICER
		4	BEACHJUMPER
		5	
		6	
		7	
		8	
		9	
		0	

1st CHAR	DEFINITION
N	SUBMARINE WARFARE (NUCLEAR)

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	CURR PARTICIPANT	1	QUAL COMMAND
		2	QUAL SUBS
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
B	PAST PARTICIPANT	1	QUAL COMMAND
		2	QUAL SUBS
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
C	DECK WATCH	1	OOD UNDERWAY
		2	DIVING OFFICER
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
D	WEAPONS OFFICER	1	POSEIDON
		2	POLARIS
		3	TORPEDO
		4	
		5	
		6	
		7	
		8	
		9	
		0	

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
E	PROPULSION	1	SHIP ENGINEER
		2	PROPULSION OFF
		3	REACTOR OFF
		4	
		5	
		6	
		7	
		8	
		9	
		0	
F	ANTI-SUB WARFARE	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
G	SHIP NAVIGATOR	1	INERTIAL
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		0	
H	C C	1	CIC OFF SSBN
		2	CIC OFF SSN
		3	WATCH OFF SSBN
		4	WATCH OFF SSN
		5	SONAR OFF BQQ2
		6	SONAR OFF GEN
		7	
		8	
		9	
		0	ELEX WARFARE OFF

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
T	TRAINEE	1	ON BOARD SUB
		2	SUB SCHOOL
		3	PROTOTYPE
		4	NUC POWER SCL
		5	
		6	
		7	
		8	
		9	
		0	
Z	MISCELLANEOUS	1	LDO/WO SUB ASSOC
		2	LDO/WO NUC PWR OP
		3	NUC PWR ENL
		4	SUB QUAL ENL
		5	
		6	
		7	
		8	
		9	
		0	

1st CHAR.	DEFINITION
P	SUBMARINE WARFARE (DIESEL)

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	CURR PARTICIPANT	1	QUAL CMD	E	PROPULSION	1	SHIP ENGINEER				
		2	QUAL SUBS			2					
		3				3					
		4				4					
		5				5					
		6				6					
		7				7					
		8				8					
		9				9					
		0				0					
B	PAST PARTICIPANT	1	QUAL CMD	F	ANTI-SUB WARFARE	1		T	TRAINEE	1	ON BOARD SUB
		2	QUAL SUBS			2				2	SUB SCHOOL
		3				3				3	
		4				4				4	
		5				5				5	
		6				6				6	
		7				7				7	
		8				8				8	
		9				9				9	
		0				0				0	
C	DECK WATCH	1	OOD UNDERWAY	G	SHIP NAVIGATOR	1					
		2	DIVING OFFICER			2					
		3				3					
		4				4					
		5				5					
		6				6					
		7				7					
		8				8					
		9				9					
		0				0					
D	WEAPONS OFFICER	1	TORPEDO	H	CIC	1	CIC OFFICER	Z	MISCELLANEOUS	1	LDO/WO ASSOC
		2				2	WATCH OFFICER			2	SUB QUAL ENL
		3				3	SONAR OFF GEN			3	
		4				4				4	
		5				5				5	
		6				6				6	
		7				7				7	
		8				8				8	
		9				9				9	
		0				0	ELEX WARFARE OFF			0	

1st CHAR.	DEFINITION
Q	SPECIAL WARFARE

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	UDT/SEAL	1	QUAL CMD/OINC								
		2	QUAL UDT/SEAL								
		3									
		4									
		5									
		6									
		7									
		8									
		9									
		0									
B	UDT	1	QUAL CMD/OINC								
		2	QUAL UDT								
		3									
		4									
		5									
		6									
		7									
		8									
		9									
		0									
								Z			

1st CHAR.	DEFINITION
Z	MISCELLANEOUS

2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION	2nd CHAR	DEFINITION	3rd CHAR	DEFINITION
A	SALVAGE/DIVER	1	OPS OFF SHIP SALV								
		2	DIVING SHIP SALV								
		3	DIVING DEEP He02								
		4	DIVING GENERAL								
		5									
		6									
		7									
		8									
		9									
		0									
								Z			

APPENDIX C

SAMPLE OFFICER ADDITIONAL QUALIFICATION DESIGNATION (AQD)

CODE	TITLE	ADP TITLE
KC2	Officer of the Deck Underway (Ref: United States Navy Regulations)	OOD (U)

Definition. Directs and supervises the operation and routine of the ship during period of watch in accordance with current regulations, directives and orders.

Requirements for Qualification

Demonstrate to the commanding officer the ability to satisfactorily perform the required duties.

Responsibility for Certification

1. Commanding Officer - Report designation to the Chief of Naval Personnel (Pers-) with copies to the chain of command.

2. Chief of Naval Personnel (Pers-) - Record certification as required.

Time Frame. Notification of designation will be made to the Chief of Naval Personnel within 30 days unless operational circumstances warrant delay.

SAMPLE OFFICER ADDITIONAL QUALIFICATION DESIGNATION (AQD)

CODE	TITLE	ADP TITLE
PA1	Qualified for Command of Submarines (Diesel) (Ref: BUPERSMAN 1410280)	SS(D) CMD

Definition. Qualified for command of submarines (diesel) and to exercise such command in accordance with United States Navy Regulations.

Requirements for Qualification

1. Be a Regular or Naval Reserve officer of the unrestricted line.

2. Satisfactorily complete the prescribed requirements established jointly by the Submarine Force Commanders.

NOTE: Qualification may be achieved by Naval Reserve officers only while serving on active duty or active duty for training.

Responsibility for Certification

1. Commanding Officer - Recommend designation to the Submarine Force Commander via the Squadron Commander.

2. Submarine Force Commander - Issue certification letter to the officer and notify the Chief of Naval Personnel (Pers-).

3. Chief of Naval Personnel (Pers-) - Record certification as required.

Time Frame. Notification of certification will be made to the Chief of Naval Personnel within 30 days of qualification unless operational circumstances warrant delay.

APPENDIX D

GLOSSARY OF SELECTED NAVY OFFICER PERSONNEL SYSTEM TERMS

The following terms are proposed for inclusion in the Navy Glossary of Terms for Manpower Management and Personnel Administration, OPNAV C1B1-P2, for better understanding and communication among users of the system.

ADDITIONAL QUALIFICATION DESIGNATION (AQD): (N)

BILLET - Identifies requirement for skills and knowledges additional to those identified by an officer designator.

OFFICER - Identifies attainment of skills and knowledges, certified by competent authority, in addition to those identified by the officer designator.

DOD OCCUPATIONAL CONVERSION TABLE, OFFICER:

A compilation of commissioned and warrant officer occupational specialty groupings in the Army, Marine Corps and Air Force and billet classification codes in the Navy, arranged under a common Department of Defense occupational grouping and numerical coding system. It is designed, primarily, for use by the Office of the Secretary of Defense in manpower management and policy planning studies and as a basis for statistical reports from the Services.

EDUCATIONAL LEVEL:

The highest level of formal education, ranging from less than high school to the doctoral degree, achieved by an individual.

INTEGRATION: (N)

The program whereby qualified enlisted personnel are appointed to commissioned status.

MILITARY MANPOWER CLAIMANT: (N)

The command, bureau, or office in the administrative chain of command assigned responsibility by the Chief of Naval Operations for management of military manpower requirements of assigned activities.

OFFICER CODE ADVISOR: (N)

The command, bureau chief, or head of other offices of the Navy designated by the Deputy Chief of Naval Operations (Manpower and Naval Reserve) as advisor to the Chief of Naval Operations, the Chief of Naval Material, and the Chief of Naval Personnel concerning matters such as personnel procurement sources, training, special education, career

development, and similar related matters for the specialty group(s) under his cognizance. Advisors are assigned on the basis of special direct interest, knowledge or technical competence with relation to the sponsored corps. The functions of code advisors are different from and in no way conflict with the military manpower sponsors' functions.

OFFICER COMMUNITY: (N)

A category within the Navy officer structure identified by the officer designator, i.e., unrestricted line, restricted line, limited duty, warrant and staff corps. Also refers to certain sub-categories within the officer designator.

SPECIALIZATION WITHIN SPECIALTY: (N)

A major area of Navy officer occupational specialization within the broad areas of career occupational emphasis identified by the officer designator (see SPECIALTY), e.g., Mine Warfare is a SPECIALIZATION WITHIN SPECIALTY of the Naval Warfare specialty (air warfare).

SPECIALTY: (N)

The broad area of Navy officer career occupational emphasis which is identified by the officer designator, e.g., 13XX designator identifies the Naval Warfare specialty (air warfare).

SUBSPECIALTY: (N) (Revision of current definition)

A field, other than Naval Warfare, requiring specialized skills or knowledge which must be obtained through pertinent education, functional training programs, and/or experience in the field, and which is supplemental to an officer's designator specialty.

SUBSPECIALTY ADVISOR: (N)

The command, bureau or office of the Navy Department in the Washington area designated by the Chief of Naval Operations and charged with the responsibility for advising the appropriate authorities concerning subspecialty billet requirements, qualitative criteria for identifying billets in areas of responsibility, qualitative criteria for identification of subspecialists, and billet descriptions within subspecialty areas of responsibility. The Subspecialty Advisor is additionally designated as primary curricular advisor for educational programs associated with appropriate subspecialty.

SUBSPECIALTY CODE: (N)

BILLET - Identifies Navy officer subspecialty billets which should be occupied by incumbents who have completed doctoral level or master's level education, or who have specialized experience, training,

or education less than a master's level in specifically designated areas of interest to the Navy.

OFFICER - Identifies officers who are partially or fully qualified in a subspecialty area.

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370

IN REPLY REFER TO
Pers Ag-snw
1 JUN 1970

MEMORANDUM FOR PERS A3

Subj: Research Requirements in support of Officer Personnel Systems

Ref: (a) CNO Memo Pers Ag of 23 Dec 69
(b) Pers 1 Memo Pers Ag of 23 Dec 69

Encl: (1) Description I.O. 11
(2) Description I.O. 30
(3) Description I.O. 31
(4) Pers B Officer Subsystem

1. In reference (a) the Chief of Naval Operations stated a desire to consolidate effort regarding MAPMIS information objectives 11, 30 and 31 and an improved Officer Management information subsystem under the Total Officer Personnel System (TOPS) personnel research project. Accordingly, a Steering Committee was formed by reference (b), to provide guidance to the research effort. Progress in this effort has been limited primarily by funding. However, the FY 71 TDP for ADO 43-07X, Manpower Effectiveness, has programmed resources to initiate advanced development in officer personnel systems.

2. The purpose of this memorandum is to provide additional guidance for this research effort.

3. The fundamental requirement for continued effort to improve the overall officer classification system stems from the demand by line managers for better, and more complete management information for both manpower and distribution planning. Formal studies have reiterated the requirement for an improved officer classification system for many years. The most recent such studies were the SECNAV Retention Task Force, the Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) and the proposal by Pers B for an improved officer subsystem for distribution management. Review of the above documents clearly indicates that the officer classification system must be improved and the primary area of concern at this stage is one of gaining adequate visibility into the overall problem in order to determine general methodology, what kinds and how many people should do the work, and what the priority of effort should be in relation to timing and funding.

4. Information Objective 32 required the design of an information system capable of supporting the full scope of officer plans, planning and programing including retention aspects as follows:

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Subj: Research Requirements in support of Officer Personnel Systems

a. Projection models of strength, procurement, education and training and promotion plans.

b. Distribution projection models which take into account resources versus requirements, career planning guidelines, special qualifications and distribution policies.

c. Proper interfaces among each of these planning processes.

d. A Master Data Set containing sufficient information and standard data elements for use by all planners.

The above planning system, computer supported by the existing Manpower Information System has been completed. It has been used for two years in connection with official officer planning matters. The methodology and printed outputs are suitable for direct management analysis. A reorganization of officer personnel planning offices in BUPERS in order to optimize the use of the system has been approved for planning purposes. Proposals for the revised organization are being prepared now.

5. The only deficiency in the I.O. 32 system, is that basic officer classification nomenclature in the billet file and the inventory file does not provide all of the basic data needed and in many cases does not correlate with actual management realities. In most cases, billet nomenclature is too broad, and inventory nomenclature is inconsistent with the billet file. The net effect of this is that the planning system must be "jury rigged" in many cases in order to match a given community of officers with a particular set of billets. The same anomaly appears in the officer Distribution Planning Process where in the same instances that the automated system must be "jury rigged" to pick up a non-standard segment of a community or billets, specially programmed runs must be made or data obtained by "hand-count". In otherwords an automated system of planning will not be effective until the officer classification system is cleaned up to reflect realistic correlation between inventory and requirements according to actual management policies.

6. The completion of I.O.s 11, 30 and 31 and the improved officer subsystem described in enclosures (1), (2), (3) and (4) is essential to effective management of officer programs. It is necessary for automated support for Budgeting, Programming, and Planning as well as Distribution. Extensive research effort will be required and the complete project will take several years to accomplish. Completed segments should be implemented while research continues in further areas. Over all effort must include the following major areas:

Subj: Research Requirements in support of Officer Personnel Systems

a. Under law, determine what specific officer classification categories are required.

b. What refinement of the legal categories are required to accomplish Planning and Programming as required by DOD Budget process.

c. What additional refinements are necessary for effective Navy personnel management. (including subsystems for special qualifications within a major category)

d. What are the specific manpower planning rules or definitions for each officer billet category.

e. What are the Specific Distribution Planning rules or definitions for each officer community category.

f. For each officer category required, what is the most effective classification method to use. i.e. Designator, SQ/SD, NOC, T.P.E., PQS/U, PNOBC, SNOBC (Note: There must be a one for one correlation between billets and inventory)

g. What is the management and cost impact of changes required to the current system. (least possible change to current system is desirable)

h. What are the known combinations of Officer Categories and Sub-Categories which must be programmed for recurring report output in support of current management requirements.

Additional areas of research will no doubt be uncovered as the effort progresses. The Steering Committee will provide broad guidance for the purpose of compartmentizing major areas of research to be undertaken and establish relative priority of effort. At this time the priority of effort requested by the committee is as follows: (To be accomplished if possible by 30 June 1971)

1. Determine officer categories required under the Laws which are best described by the Designator system.

2. Determine what refinements are necessary to those designator categories in order to respond to the DOD planning and programming system.

3. Determine Manpower planning definitions for each billet designator category.

Subj: Research Requirements in support of Officer Personnel Systems

4. Determine Distribution planning definitions and rules for each officer designator category.

5. Determine first level sub-category for each designator category (PQS, SQ/SD).

6. Recommend next level sub-category to be researched.

7. It is requested this research effort be accorded a high priority for the allocation of available resources. The results are actually overdue and the primary reason is that prior efforts to find adequate resources has failed. All I.O.s included in this effort are Number 1. priority status in the MAPMIS implementation plan.

R. R. CRUTCHFIELD
ASSISTANT CHIEF FOR PLANS AND PROGRAMS

Copy to:
CNO OP-01B(SG)
CNO OP-102D (less encl (4))
Pers B10 (less encl (4))
Pers 1 (less encl (4))

INFORMATION OBJECTIVE #11:

Improve the quality of selected manpower requirements information in the MARP and Billet Files.

MANAGEMENT USE:

1. Facilitate the assimilation of more accurate manpower information for peacetime and mobilization planning.

2. Provide better billet information for manpower and personnel management.

MEANS OF ACCOMPLISHMENT:

1. Refine the use of officer designators to enhance the capability of matching officer manpower requirements with the officer personnel inventory.

2. Develop a Primary Qualification in Specialty (PQS) for each category (designator) of officers to show major fields of qualifications within that category (see Information Objective #30). A three-digit data element for this purpose has been provided in the NMIS II Officer Billet File and Manpower Authorization (OPNAV 1000/2), but detailed codes remain to be developed.

3. Change the usage of the present secondary NOBC element in the Officer Billet File and Manpower Authorization (OPNAV 1000/2) to reflect prerequisite NOC for functional experience or specific training required for assignment of officers to certain billets. No change in Officer Billet File element is required but a change in NOBC/NOC structure is recommended (see Information Objective #30).

4. Redesignate the planned data element for Additional Billet Requirement (ABR) to Additional Billet Information (ABI - for use in both Officer and Enlisted Billet Files and Manpower Authorizations (OPNAV 1000/2). The data element will be a one-character, alpha-numeric code for further identification of selected manpower information, including type security investigations required for certain billets.

5. Increase the review and monitoring of mobilization manpower requirements and minimize disparities associated with phase-up/phase-out requirements and billets to be filled from active sources upon mobilization (FAC Code "A").

Enclosure (1)

INFORMATION OBJECTIVE #30:

Define more precisely the qualifications required by officer billets, utilizing standard codes for both the requirements and the officer personnel data banks.

MANAGEMENT USE:

Improved descriptions of billets providing better management information for the full scope of officer manpower management.

MEANS OF ACCOMPLISHMENT:

1. Redefinition of the billet file to show the qualifications required of each job to be done within the framework of presently established format for this file.

2. Sponsors/OP-01/BUPERS will identify billet qualifications in the following manner:

a. Review NOBC/NOC's with the objective of redefining the level of responsibility and authority of the functional experience, establishing a heirarchy as practicable for NOBC/NOC's, relating NOC's to functional training courses, and relating NOC's to the "S" - coding of subspecialists.

b. Develop a Primary Qualification Specialty (PQS) structure for each category of officers which would show major fields of qualification within the category.

c. Utilize the pilot study of the ADP Personnel Program Manager as a guide for review of the NOBC/NOC system.

Enclosure (2)

INFORMATION OBJECTIVE #31:

1. Establish a more comprehensive officer master record that will provide for:

a. More clearly defined data elements for information inquiry and retrieval.

b. Data elements compatible with requirements files.

c. More comprehensive basis for statistical and historical analysis.

d. The capability of creating a "working file" of the more commonly used data elements of the officer master record.

MANAGEMENT USE:

1. Master record file for officers to be used for special searches and regular report generation.

2. "Working file" of the most frequently used data elements of the master record for remote information inquiry and retrieval.

MEANS OF ACCOMPLISHMENT:

1. Specify and incorporate new data elements which are needed at the present time. Identify data elements for the "Working file" for incorporation into a separate storage device of system which would provide readily accessible management information.

2. Redefine and redesignate data elements of BUMED and Supply Systems Command to incorporate them into the BUPERS system in order that the officer master record will answer the information needs for all categories of officers.

3. Review each data element within the context of the entire record to establish relationships and eliminate duplication.

4. Redefine NOBC/NOC's as appropriate with new 4-digit codes.

5. Define PQS codes and associate them with each category of officer.

Enclosure (3)

ASSISTANT FOR PERSONNEL CONTROL MEMORANDUM Pers-B1301:vbg 5311
of 18 November 1968

This Memorandum states that:

PERS-B1 NEEDS:

1. Rapid turn-around time on officer qualifications queries;

2. System to operate on predicted actions to reflect "estimated real-time information";

3. Source data automation to include flat paper inputs via optical character readers;

4. Utilization of computer logic to automatically update related data elements;

5. Reduction of Daily Diary to a report by exception;

6. Removal of Diary's capability to override Pers-B1 input;

7. Video-file display of officer records;

8. Remote inquiry capability;

9. Expanded data base;

10. User oriented report formats.

Summation of
Enclosure (4)

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13. ABSTRACT

The current Navy Officer Designation Classification Coding Structure (Designator) has not met all the manpower management and personnel administration needs of the Navy. This report describes the development of refinements to the designator, primarily through the design and development of an Additional Qualification Designation (AQD) structure which will supplement the designator and be applicable to both requirements and resources. Recommendations include modifications of the designators, a proposed AQD structure for the unrestricted line (less aviation), and necessary research to complete refinement of the Navy Officer Classification System.

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Special Qualification/Special Designation (SQ/SD)						