

APPENDIX A

GUIDELINES FOR PROPOSING CHANGES TO THE ENLISTED RATING STRUCTURE

A. INTRODUCTION

The Navy Enlisted Occupational Classification System (NEOCS) Board is a standing board and serves as the central monitoring and control point for system changes to ratings and overall system direction. The NEOCS Board formally reviews all proposals and supplies relevant data to the chain of command to assist in the review and approval process.

The Executive Secretary of the NEOCS Board processes all changes to the rating structure. Send proposals via your chain of command in accordance with **OPNAVINST 1223 series** to:

Executive Secretary NEOCS Board
Navy Manpower Analysis Center (NAVMAC)
5722 Integrity Drive
Millington TN 38054-5011

The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves **policy and** modifications to existing ratings **including the establishment and disestablishment of service ratings**. Under the authority of Title 10 U.S.C. 6013, the Secretary of the Navy approves the establishment and disestablishment of Navy ratings.

B. CRITERIA FOR NAVY RATINGS

1) **The following considerations are intended for use in developing proposals to establish new ratings.**
All ratings:

- a. must apply to the regular Navy and Naval Reserve in peacetime and wartime with no basic change in structure during mobilization;
- b. must provide necessary generalization in paygrades E-4 through E-6 to ensure the availability of broadly qualified senior petty officers capable of supervising any work in their rating;
- c. must provide the fleet with a rating that can, with other ratings, accomplish all necessary tasks, yet possess specific knowledge and skills different from other ratings;
- d. must be useful at sea, ashore, or at an overseas activity;
- e. should be composed of occupational (work) content in sufficient scope and range so that the rating comprises a family of related jobs;
- f. should require essentially the same basic experience, training, techniques, abilities and physical and mental capacities;
- g. should involve a sufficient number of personnel to establish the need for training programs and related administrative functions;
- h. should have a skill level and qualifications structure; and
- i. should provide workload equity among ratings as far as practicable.

2) The following questions highlight some of the major issues evaluated by the NEOCS Board during the rating proposal review process. Proposals should address the following questions:

- a. Is the proposal for a general rating, or rating merger?
- b. What are the operational requirements of the proposed rating; why is it necessary?
- c. If the proposal is for a rating, what related service ratings, if any, are required?
- d. If the proposed rating contains service ratings, what proportion should be assigned to each service rating?
- e. What is the title of the proposed rating?
- f. What tasks and duties will personnel in the proposed rating be required to perform?
- g. How will the work requirements be assigned among the paygrades?
- h. To what extent will the level of skill and knowledge increase with each higher paygrade?
- i. What degree of formal and on-the-job training is required?
- j. What special personal qualifications are needed for the new rating (mental, physical or other requirements)?
- k. To what Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) classifications would personnel in the rating advance?

D. CRITERIA FOR NAVY ENLISTED JOBS.

See APPENDIX C.