From:  Director, Military Personnel Plans and Policy Division (N13)
To:    All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj:  PROMULGATION OF VOLUMES I AND II OF THE MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS (NAVPERS 18068F) FOR APRIL 2018

Ref:   (a) OPNAVINST 1223.1D
       (b) NAVPERS 18068F

1. In accordance with reference (a), Volume I of reference (b) is the official manual of Navy Occupational Standards (OCCSTDS) and Volume II of reference (b) is the official manual of Navy Enlisted Classifications (NECs). This edition includes the latest information available at the time of revision.

2. The manual’s objective is to define the work performed by enlisted personnel and providing correct and timely identification of skilled personnel and requirements dependent upon the interactive support of all command echelons. Commands are encouraged to forward recommendations for establishments, revisions, or disestablshments in accordance with reference (b) (Appendix-A).

3. The Bureau of Naval Personnel CD-ROM will be distributed semi-annually. Requests to have an activity added to the CD-ROM automated distribution list should be addressed to:

   Department of the Navy
   Navy Personnel Command
   Attn:  PERS-532D
   5720 Integrity Drive
   Millington, TN 38055-0532

and contain the following pertinent information:

   Standard Navy Distribution List Number (SNDL)
   Activity Name, Acronym, and UIC
   Address
   Attention Code
   Point of Contact with phone number
   Number of CDs requested with justification

E-Mail address corrections to: BUPERSWEB/CD@navy.mil

John B. Nowell, Jr.
Rear Admiral, U.S. Navy