Officer Data Card (ODC)
* To update, see Note 1 on the following slides (BQC, SODHC, SOBC, Basic Leadership, ETP, etc.).

* For a complete list of approved AQD’s, please visit the NOOCS Manual, Volume I, Part D.

* To calculate your APC, see Note 2.

* To update your subspecs or submit an experience subspec request, see Note 3.

* To submit your transcripts and have the education blocks updated, see Note 4.

* NOBCs track what job you ACTUALLY filled at your command (S-1, S-2, S-3, SUPPO, Fuel Logistics Planning, etc.). For a full list of approved NOBCs and the process for adding them to Block 91, see Note 5.

* PG School preferences, see Note 6.
Notes

1. Service Schools: At a minimum, every Supply Corps officer (3100) should have at least BQC and Basic Leadership in this block! For a complete listing of approved Service Schools that can be annotated in Block 52, please reference the NOOCS Manual, Volume II, Appendix C. Once you have identified the Service Schools you want added (only room for five total), email NSIPS (nsipshelpdesk@navy.mil) the following blurb. You must include a copy of your SMART Transcript (found on NKO) or the Certificate of Completion confirming your attendance at the respective school. If the school in question is not listed in the NOOCS Manual, it cannot be added to your ODC. Block 52 of your ODC feeds the Service School Block of your Officer Summary Record (OSR), so by updating your ODC, you are automatically updating your OSR.

   Dear NSIPS,

   Please update Block 52 of my ODC with the following Service School(s).

   Course Title: ________ (per NOOCS Manual)
   School Location: ________
   Completion Date: ________
   Course Duration: ________ (weeks)
   3-Digit School Code: ________ (per NOOCS Manual)

   My SMART Transcript / Certificate of Completion is attached for reference. I can be reached at ________@navy.mil if you have any questions. Thank you for your assistance.

   V/r,

   ________

2. APC Code: To have your APC calculated, login into the NPS website and complete steps 1-5 of the application process. You are not actually applying for NPS, it's just how the process is set-up to work. The application will instruct you to submit official transcripts to NPS and they will then calculate your score … shortly thereafter, it will post to your ODC. APC’s are not set in stone … they can be improved! Identify the required APC score for the PG School curriculum you are most interested in (It's Your Education) and then work with the NPS Admissions Team (admissions@nps.edu) to identify the classes you need to take and the grades you need to earn.
3. Subspecialty Codes: Earned through education and/or experience in a coded billet. The most common subspecialty codes for SC officers are 1301, 1302, 1306, 1307, 1309, 311X, and 3212. For a complete list of Navy subspecialty codes and sample letters, please visit https://navprodev.bol.navy.mil/nss/information/RequestingSubspecialtyCodes.asp. The breakdown of commonly used suffix codes is as follows:

- **P** – Navy funded graduate degree
- **Q** – Navy funded graduate degree + 18 months of experience in a coded billet (i.e. – 1306P + 18 mos. in a “1306S-coded” billet = 1306Q)
- **R** – Two separate tours, each greater than 18 months in length, in a coded billet (i.e. – 1306S + 1306S = 1306R)
- **S** – 18 months of experience in a coded billet (i.e. – 18 months in a 1306S-coded billet = 1306S)

**NOTE:** If you earn an MBA on your own, you may qualify for post graduate education subspecialties.

**Subspecialty experience requests for experience in a non-coded billet can be submitted per the directions below (only one per tour):**

You can request an experience subspecialty by submitting a letter of application to Navy Personnel Command (PERS 45E) via email at MILL_PERS450.FCT@navy.mil and cc the supplycorpscareercounselor@navy.mil or via mail to:

Navy Personnel Command  
PERS-450  
5720 Integrity Drive  
Millington, TN 38055-4500

Experience requests must be scanned together as one file and must include:

- Fitness reports for experience periods (18 month minimum)  
- Command endorsement letter  
- Return e-mail address or phone number

**Note:** For subspecialty experience requests, the duties of the billet must align with the core skill requirements (CSRs) for the requested subspecialty and these duties must be documented in the officer’s fitness reports.

References: MILPERSMAN 1214-010 and NAVPERS 15839I.
4. Education: To update the education blocks, contact your university registrar’s office and have them send official, sealed copies of your transcripts to:

Navy Personnel Command
Attn: PERS-450
5720 Integrity Drive
Millington, TN 38055-4500

* If the education blocks are blank on your ODC, NPC does NOT have your transcripts on file. Transcripts submitted as part of commissioning packages, intern packages, etc., are destroyed after the board, and do not feed into the system here at NPC.

5. Navy Officer Billet Classifications (NOBCs): NOBCs are used to identify the job(s) you filled throughout your tour. Often, the job an officer actually ends up filling is different than the one he/she was detailed to. For a complete list of NOBC’s, please visit the NOOCS Manual, Part C. Once the applicable NOBC’s are identified (SC-centric NOBC’s are found between 1000-1999), and your FITREPs explicitly speak to the experience, shoot an email to NSIPS (nsipshelpdesk@navy.mil) with the following:

Dear NSIPS,

Please update Block 91 of my ODC to read:

From: XXXX-XXXX (enter dates per your ODC)
Title: (per the NOOCS Manual)
NOBC: XXXX (four-digit number per NOOCS Manual)
MOS: XX (per FITREPs)

** You can request a total of three per tour, and yes, you can have more than one cover the same period.

My FITREPs supporting this request are attached as well.

I can be reached at ________@navy.mil if you have any questions. Thank you.

6. PG School Preferences: These three blocks only capture 810, 811, 815, 819, 358, 361, 837, 838, 870 (they do not capture War College preferences). Once you identify your Top 3, send an email to the Career Counselor and they will update them in the system. For a summary of these curriculums, please visit the It's Your Education playbook.