

Officer Data Card (ODC)

1 SSN	2 NAME(LAST,FIRST,MIDDLE)	3 SEX	4 DESIG	5 GRADE	6 YRG	7 PRECEDENCE NO.	8 BIRTHDATE				
Social Security #	Full Name	M/F	Auto-fill	Current Rank	Year Group	Auto-fill	Auto-fill				
14 PRD	15 ELC/D	16 PEBO	17 SD	18 ER	19 ACBD	20 ADSD	21 CURR GAIN	22 PSD	23 MSR-1	24 SOURCE CODE	25 DEPENDENTS

Planned Rotation Date Pay Entry Base Date Active Duty Start Date

36 FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	W-2	37 PROM	38 SPOT	39 SPOT DOR	40 PRM GRD
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** To submit your transcripts and have the education blocks updated, see Note 4 on the following slides.*

54 COLLEGE	55 Cmpl	56 DUR	57 S	58 LEVEL	59 MAJOR	60 SPECIALTY	61 ED	62 LANG	L PPM	S PPM	R PPM	W PPM	64 YR	65 LO	66 SUBSP1	67 SUBSP2
XXXXXX	XX			XXXX	XXXXXX										XXX	XXX
															68 SUBSP3	
															69	

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

73 PRIMARY DUTY	75 ACC
NOT DEFINED	342

74 REPORTED	77 PRESENT DUTY STATION	78 TA	79 UTIL	80 HOMEPORT	81 STA	82 (A)PRESENT BILLET	83 NOBC	84 DATE	85 (B) BILLET	86 NOBC	87 MOS	88 (C) BILLET	89 NOBC	90 MOS
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** Where you are at now ... Cannot adjust these blocks until AFTER you depart and this info falls into Block 91 below.*

CHRONOLOGICAL HISTORY/NAVY OFFICER CLASSIFICATIONS AND NUMBER OF MONTHS EXPERIENCE

91 From	To	PAST DUTY STATION	TA	UTIL	HOMEPORT	DPL	STA	TITLE	NOBC	MOS	TITLE	NOBC	MOS	TITLE	NOBC	MOS
								D	XXXX		E	XXXX		F		XXXX
								G			H			I		
								J			K			L		
								M			N			O		
								P			Q			R		
								S			T			U		

** NOBCs track what job you ACTUALLY filled at your command (S-1, S-2, S-3, S-4, S-5, S-6, S-8, SUPPO, etc.). For a full list of approved NOBCs and the process for adding them to Block 91, see Note 5 on the following slides.*

** PG School preferences (see Note 6 on the following slides).*

92 SECURITY	93	94 PG INFO CHOICE 1-2-3-DATE/STATUS	95 RC	96 ET	97 OCC	98 UIC	99 BSC	100	101 BLC	102 GLI	103 CMDS	104 DTRMK	105
		XXX XXX XXX											

106 DATE OF ODC	107 COG/AOC	108 RC	109 BUPERS	110 REPORT NUMBER
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9 PLSD	10 PREVIOUS MILITARY SERVICES	11 SS	12 HTA	13 NFO							
26 ACD	27 ASED	28 MOF	29 MTG	30 MFR	31 AG	32 ASI	33 ABI	34 PAD	34a G	35 ASI EFF DATE	
41 NCD	42 NSCD	43 NSI	44 SSED	45 SSI	46 SSCD	47 APC	48 AOCP/EXT	XXX			

52 SERVICE SCHOOLS	53 SERVICE COLLEGE BANK						
CODE	COURSE NAME	COMPL	DUR	YR EL	BRD SEL	COLL	STATUS
	Some examples:						
	• BQC						JR
	• Basic Leadership						SR
	• SODHC						
	• Intermediate Leadership						
	• HCO						
	• JASMMM						
	• SOBC						
	• Executive Training Program						

** To calculate your APC, see Note 2 on the following slides.*

** To update, see Note 1 on the following slides.*

72 ADDITIONAL QUAL DESIG	
CODE YR	TITLE

For a complete list of approved AQD's, please visit the [NOOC Manual, Volume I, Part D](#). Additionally, please note the Supply Corps AQD's (900-series).



“How To” Guide

Notes

1. Service Schools: **At a minimum, every Supply Corps officer (310X) 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 six total), email My Navy Career Center (MNCC) (askmncc@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 go on 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 MNCC,

Please update the Block 52 of my ODC with the following Service School(s). My SMART Transcript / Certificate of Completion is attached for your reference.

Course Title: _____ (per NOOCS Manual)

School Location: _____

Completion Date: _____

Course Duration: _____ (weeks)

3-Digit School Code: _____ (per NOOCS Manual)

I can be reached at _____ [@navy.mil](mailto:_____@navy.mil) if you have any questions. Thank you for your assistance.

V/r,

_____”

Important: After sending your email, you will receive a response with a ticket number. If you do not receive a response, you should contact MNCC to get your ticket number, which is needed for tracking purposes.

2. APC Code: To have your APC calculated, login into the [NPS website](#) and begin 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.



“How To” Guide (continued)

3. Subspecialty Codes: Earned through education and/or experience. The most common subspecs for SC officers are 1302, 1306, 1307, 1309, 3111 and 3212. For a complete list of Navy sub-specialty codes, please visit the NOOCS Manual at <https://www.public.navy.mil/bupers-npc/reference/noc/NOOCSVOL1/Pages/default.aspx>. The breakdown of suffix codes is as follows:

- P – Master’s degree (i.e. - 815 graduates earn a 1306P out of NPS)
- Q – Master’s degree + 18 months of experience in a “coded” billet (i.e. – 1306P + 18 mos. in a “1306S-coded” billet = 1306Q)
- R – Two(2x) separate tours, each greater than 18 months in length, in a coded billet (i.e. – 1306S + 1306S = 1306R)
- S – 18 mos. of experience in a “coded” billet (i.e. – 18 months in a 1306S-coded billet = 1306S)

IMPORTANT: If you earn an MBA on your own, you may qualify for the 1301G sup-specialty! Run your request through the Career Counselor and submit an education subspecialty request to PERS-451.

** Subspec 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 451) via email at MILL_PERS450.fct@navy.mil. (Electronic submission only)

Experience requests must:

- Include Fitness Reports for experience periods (18 month minimum)
- Include command endorsement letter
- Include a return e-mail address or phone number

Education requests must:

- Include Transcripts (official or unofficial)
- Include Course Catalog for courses that appear on Transcript

Directions for preparing and submitting subspecialty requests can be found on NPC’s education webpage at

<https://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx>

If the billet the experience request is based on is not coded for the requested subspecialty, then the duties of the billet must be closely related to the core skill requirements for the requested subspecialty. Further, these duties must be documented in the Officer’s fitness reports.

References: MILPERSMAN 1214-010 and NAVPERS 15839I.



“How To” Guide (continued)

4. Education: To update the education blocks, contact your university registrar’s office and have them send official, sealed copies of your transcripts to the address below:

Navy Personnel Command
 PERS-451
 5720 Integrity Drive
 Millington, TN 38055-4412

*** 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. 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 NOBCs, please visit the [NOOCS Manual, Volume I, Part C](#). You can request a total of three per tour, and yes, you can have more than one cover the same period. Once the applicable NOBCs are identified (SC-centric NOBCs are found between 1000-1999), and your FITREPs explicitly speak to the experience, send an email to My Navy Career Center (MNCC) (askmncc@navy.mil) with the following:

Dear MNCC,

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)

My FITREPs supporting this request are attached as well.

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

Important: After sending your email, you will receive a response with a ticket number. If you do not receive a response, you should contact MNCC to get your ticket number, which is needed for tracking purposes.

6. PG School Preferences: These three blocks only capture 810, 811, 815, 819, and 837 (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.