

PART B
SUBSPECIALTY SYSTEM CODES

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PART B

SUBSPECIALTY CODES

Section 1: General

1. Navy Subspecialty System

a. Navy manpower systems use subspecialty codes to identify subspecialty requirements and personnel that are subspecialists. The Navy Subspecialty System (NSS) employs subspecialty codes to facilitate the assignment of subspecialists to subspecialty-coded billets and generate the Navy's advanced education requirements.

b. Subspecialties are professional disciplines secondary to an officer's primary specialty (Designator) and apply to Unrestricted Line, Restricted Line, and Staff Corps officers. Officers gain subspecialist designation by meeting the Education Skill Requirements (ESRs) and Core Skill Requirements (CSRs). Subspecialties require a Master's or higher degree program from an institution of higher learning accredited by an agency recognized by the Department of Education (see Volume II of this manual), programmed funding, and Navy Officer Occupational Classification System (NOOCS) approval.

c. CSRs specify the functional areas covered by a subspecialty discipline. They are a set of quantifiable skills, traits and experiences that a subspecialist must possess to perform acceptably in a coded billet. ESRs are the degree program elements required to meet a subspecialty's CSR. Degree programs require a formal education curricula that meets occupational requirements (billets must be reviewed as directed in DoD Directive 1322.10 and OPNAVINST 1520.23B). Subject Matter Experts (SMEs) develop CSRs and ESRs under Major Area Sponsor (MAS) cognizance. OPNAV N12 approves ESRs and CSRs, biennial curriculum reviews and validation of Subspecialty Billet requirements and authorizations.

d. OPNAVINST 1000.16 series and OPNAVINST 1520.23 series set subspecialty policy. This manual details procedures for establishing and applying subspecialty codes and describes the roles of SMEs, MASs, Officer Community Managers (OCMs) and activities.

2. Subspecialty Codes

a. Subspecialty Code Description. Subspecialty codes consist of four numerals and an alphabetic suffix:

(1) The 1st digit indicates the subspecialty Major Area:

- (a) 1 = Staff Corps
- (b) 2 = National Security Studies
- (c) 3 = Resource Management and Analysis
- (d) 4 = Applied Disciplines
- (e) 5 = Engineering and Technology
- (f) 6 = Operations.

(2) The 2nd digit indicates Concentration Area.

(3) The 3rd and 4th digits provide specificity (further specialization as required).

(4) The suffix (5th character) indicates the level of education or experience.

b. Subspecialty Coded Billet Restrictions

(1) Flag Officer billets: Subspecialty codes are not applicable to billets.

(2) Unrestricted Line shore duty billets: Subspecialty codes should not be applied below the grade of Lieutenant Commander (LCDR) for Master's level and higher requirements.

(3) Selected Reserve (SELRES) billets: Subspecialty codes limited to medical subspecialties (15xx-19xx).

3. Subject Matter Experts (SME). Current information for SMEs is located at the Navy Subspecialty Web site: <https://navprodev.bol.navy.mil/>. No login required. Click on Navy Subspecialty System, then click on the help/information section and scroll down to Subspecialty Codes.

Section 2 Billet and Officer Codes

1. Unrestricted Line/Restricted Line/Staff Corps Subspecialties (excluding Medical)

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
0000			ANY DISCIPLINE	OPNAV N12	
	0000	*required to teach at civilian schools	Any discipline (NROTC instructor billets only)		OPNAV N127
1XXX			STAFF CORPS SPECIFIC		
1100			Civil Engineer Corps	NAVFAC	
	1101	470/471/473	Facilities Engineering		BUPERS 31
	1103	472	Ocean Engineering		BUPERS 31
12XX			JAG Corps	JAG	
	1201	881	Military Justice (Advanced)		OJAG
	1202	884	Military Justice Litigation		OJAG
	1203	883/887	International Law		OJAG
	1205	885	Health Care Law		OJAG
	1206	886	Labor Law		OJAG
	1207	880	Environmental Law		OJAG
13XX			Supply Corps	NAVSUP	
	1301	810	Supply Acquisition, Distribution Management		BUPERS 31
	1302	819	Supply Chain Management		BUPERS 31
	1304	813	Transportation Logistics Management		BUPERS 31
	1305	830	Retailing		BUPERS 31
	1306	815	Acquisition and Contract Management		BUPERS 31
	1307	811	Petroleum Management		BUPERS 31
	1309	860	Logistics Information Technology		BUPERS 31
14XX			Chaplain Corps	OPNAV 097	
	1400		Spiritual Leadership		OPNAV 971A
	1430	973	Religion in Culture		OPNAV 971A
	1440	974	Pastoral Counseling		OPNAV 971A
	1450	975	Ethics		OPNAV 971A
2XXX			National Security Studies	OPNAV N3/N5	
	2000	680/690/694	National Security Studies		OPNAV N5
	2101	681	Middle East, Africa and South Asia		OPNAV N5
	2102	682	Far East and Pacific		OPNAV N5
	2103	683	Western Hemisphere		OPNAV N5
	2104	684	Europe, Russia and Associated States		OPNAV N5
	2200	824	Regional Intelligence – General		OPNAV N2N6C1
	2201		Regional Intelligence - Middle East, Africa and South Asia		OPNAV N2N6C1
	2202		Regional Intelligence - FarEast/Pacific		OPNAV N2N6C1
	2203		Regional Intelligence - Western Hemisphere		OPNAV N2N6C1
	2204		Regional Intelligence - Europe, Russia		OPNAV N2N6C1
	2400	990	Strategic Intelligence		OPNAV N2N6C1

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	2500	699	Special Operations/ Low Intensity Conflict		SPECWAR
	2600	691	Homeland Security & Defense		
3XXX			Resource Management Analysis	OPNAV N8	
	3000		Resource Management and Analysis – General		OPNAV N81
	3100	805/807	Financial Management – Defense Focus (Executive MBA) Distance Learning		OPNAV N82
	3105	Note 1	Financial Management – Civilian Focus (Executive MBA)		OPNAV N82
	3110	837	Financial Management – Advanced Defense Focus (Executive MBA)		OPNAV N82
	3111	Note 2	Financial Manager		OPNAV N82
	3112	Note 2	Comptroller		OPNAV N82
	3113	838	Financial Management with Energy Focus		OPNAV N82
	3120		Logistics and Transportation Management		MSCHQ
	3121	827	Logistics and Transportation Management – Logistics		NAVAIR 7.3.6
	3122	814	Logistics and Transportation Management - Transportation		MSCHQ
	3130	847	Manpower Systems Analysis Management		OPNAV N1B4/ BUPERS-314
	3150	867	Education and Training Management		CNET
	3210	363	Operations Research Analysis		OPNAV N81
	3211	360	Operations Research Analysis - Analysis and Assessment		OPNAV N81
	3212	361	Operations Research Analysis - Logistics		OPNAV N42
	3213	358	Operations Analysis with Energy Focus		OPNAV N45
4XXX			Applied Disciplines	OPNAV N1	
	4000		General Applied Disciplines		OPNAV N12
	4100	380	Mathematics Applied Disciplines		USNA
	4201	382	Operational Sciences – Chemistry		USNA
	4301	Civilian	Academic Support – English		USNA
	4302	Civilian	Academic Support – History		USNA
	4400	920	Public Affairs		PAO
	4500	856	Leadership Education and Development		USNA
	4600	362	Human Systems Integration		OPNAV N12
	4700	999	Symphonic Wind Band Conducting		Head, Navy Band
5XXX			Engineering & Technology	NAVSEA	
	5000		Engineering and Technology (General)		NAVSEA 10TM.1
	5100	510	Naval Construction and Engineering		NAVSEA 05DB
	5101		Naval Architecture		NAVSEA 05DB
	5102		Power Systems		NAVSEA 05DB

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	5103		Acoustics		NAVSEA 05DB
	5104		Missiles		NAVSEA 05DB
	5200	520	Nuclear Engineering		NAVSEA 05DB
	5201		Naval Nuclear Engineering		NAVSEA 05DB
	5202		Reactors		NAVSEA 05DB
	5203		Plant Propulsion		OPNAV N97
	5300	590	Electrical/Electronic Systems Engineering		SPAWAR 05
	5301		Electrical Systems		SPAWAR 05
	5302		Communications		SPAWAR 05
	5303		Electro-Magnetic		SPAWAR 05
	5304		Guidance & Navigation		SPAWAR 05
	5305		Power Systems & Electric Drive		SPAWAR 05
	5306		Digital Signal Processing		SPAWAR 05
	5307		Electronic		SPAWAR 05
	5308		Total Ship Systems		SPAWAR 05
	5309		Computer Science		SPAWAR 05
	5311	593	Electrical Engineering with Energy Focus		CYBERFOR
	5400		Aeronautical Engineering		NAVAIR 7.3
	5401	611	Aeronautical Engineering – Avionics		NAVAIR 7.3
	5402	610	Aeronautical Engineering – Aerospace		NAVAIR 7.3
	5403	612	Test Pilot		NAVAIR 7.3
	5500	591	Space Systems Engineering		OPNAV N2/N611
	5600	Note 3	Mechanical Engineering (General)		NAVSEA 10TM.1
	5601	570	Naval Mechanical Engineering		NAVSEA 10TM.1
	5602	Note 3	Total Ship Systems		NAVSEA 10TM.1
	5603	570	Mechanical Engineering with Energy Specialization		NAVSEA 10TM.1
	5700	Note 3	Combat Systems		NAVSEA 10TM.1
	5701	Note 3	Combat Systems – Sensors		NAVSEA 10TM.1
	5702	Note 3	Combat Systems – Weapons		NAVSEA 10TM.1
	5703	Note 3	Combat Systems – Physics		NAVSEA 10TM.1
	5704	Note 3	Combat Systems – Acoustics		NAVSEA 10TM.1
	5705	Note 3	Combat Systems - Total Ship Systems		NAVSEA 10TM.1
	5706	Note 3	Combat Systems – Missiles		NAVSEA 10TM.1
	5707	Note 3	Combat Systems - Software Design		NAVSEA 10TM.1
	5708	Note 3	Combat Systems – Robotics		NAVSEA 10TM.1
	5709	Note 3	Combat Systems - Strategic Weapons		SP 207
	5710	Note 3	Combat Systems - Strategic Navigation		SP 207
	5800	580	Systems Engineering		SP-207
	5801	Note 3	SE - Ships Systems		SP-207
	5802	Note 3	SE - Combat Systems		SP-207
	5803	Note 3	SE - Network Centric Systems		SPAWAR 05
	5804	311/580	SE - Aviation Systems		NAVAIR 4.0
6XXX			Operations	OPNAV N2/N6	
	6000		General Operations		OPNAV N2/N6
	6200		Information Sciences, Systems and Operations		CYBERFOR
	6202	399	Modeling and Simulation		NMSO

MAS	Code	Curricula	Subspecialty	MAS Flag	SME
	6203	368	Computer Science and Systems Design		CYBERFOR
	6206	366	Space Systems Operations		OPNAV N2/N611
	6208	326	CYBER Systems and Operations		CYBERFOR
	6209	386	Network Operations and Technology		CYBERFOR
	6301	525	Undersea Warfare		OPNAV N97
	6401	373	Naval Meteorology and Oceanography Operational Sciences		CNMOC
	6402	440/375	Oceanography Operational Sciences		CNMOC
	6403	372	Meteorology Operational Sciences		CNMOC
	6500	308	Systems Engineering Integration		OPNAV N8F

Note 1: Subspecialty 3105 is awarded following a review by Naval Postgraduate School and the Major Area Sponsor. Degrees may come from any Association to Advance Collegiate Schools of Business (AACSB) accredited institution that meets published ESRs.

Note 2: Subspecialty 3111 is not awarded based solely on education (i.e., 3111P is not a valid officer code). However, it is a valid billet code. A billet with subspecialty 3111P may be filled by an officer holding subspecialties 3100P, 3105P, or 3110P. Subspecialty 3112 is a billet only code. It should only be filled with an officer who holds a 3111 subspecialty.

Note 3: Subspecialty curriculum may have tracks within that may have multiple subspecialty codes.

2. Medical Subspecialty Codes. The following criteria shall be used in the assignment of subspecialty codes to identify officers in the Medical Department (Subspecialty Codes 15XX-19XX):

a. Subspecialty 1 - Specialty in which an officer is currently fully credentialed and actively practicing as a primary duty, or the specialty for which the officer is in training. Trainees are not counted in specialty inventories.

b. Subspecialty 2 - Fully trained, may not be currently credentialed or actively practicing the specialty as a primary duty. Usually the specialty in which trained prior to attaining Subspecialty 1. May require refresher training to become fully credentialed.

c. Subspecialty 3 - Fully trained, may not be currently credentialed or practicing the specialty. Usually the specialty in which trained prior to attaining Subspecialty 2. May require lengthy refresher training to become fully credentialed.

Code	Subspecialty	MAS Flag	SME
15XX/ 16XX	MEDICAL CORPS	BUMED	00C1
1500	Medical		
15A0	Aviation Medicine		
15A1	Aerospace Medicine		
15B0	Anesthesia, General		
15B1	Anesthesia, Subspecialty		
15C0	Surgery, General		
15C1	Surgery, Subspecialty		
15D0	Neurological Surgery, General		
15D1	Neurological Surgery, Subspecialty		
15E0	Obstetrics/Gynecology, General		
15E1	Obstetrics/Gynecology, Subspecialty		
15F0	General Medicine		
15G0	Ophthalmology, General		
15G1	Ophthalmology, Subspecialty		

Code	Subspecialty	MAS Flag	SME
15H0	Orthopedic Surgery, General		
15H1	Orthopedic Surgery, Subspecialty		
15I0	Otolaryngology, General		
15I1	Otolaryngology, Subspecialty		
15J0	Urology, General		
15J1	Urology, Subspecialty		
15K0	Preventative Medicine, General		
15K1	Preventative Medicine, Subspecialty		
15K2	Occupational Medicine, General		
15L0	Physical Medicine & Rehabilitation, General		
15L1	Physical Medicine & Rehabilitation, Subspecialty		
15M0	Pathology, General		
15M1	Pathology, Subspecialty		
16N0	Dermatology, General		
16N1	Dermatology, Subspecialty		
16P0	Emergency Medicine, General		
16P1	Emergency Medicine, Subspecialty		
16Q0	Family Medicine, General		
16Q1	Family Medicine, Subspecialty		
16R0	Internal Medicine, General		
16R1	Internal Medicine Subspecialty		
16T0	Neurology, General		
16T1	Neurology Subspecialty		
16U0	Undersea Medicine, General		
16U1	Undersea Medicine, Subspecialty		
16V0	Pediatrics, General		
16V1	Pediatrics, Subspecialty		
16W0	Nuclear Medicine		
16X0	Psychiatry, General		
16X1	Psychiatry, Subspecialty		
16Y0	Diagnostic Radiology		
16Y1	Radiology, Subspecialty		
16Y2	Radiology Oncology		
17XX	DENTAL CORPS	BUMED	00C2
1700	Dentistry, General		
1710	Endodontics		
1720	Dental Education Programs		
1724	Advanced Clinical Programs (ACP in General Dentistry)		
1725	Comprehensive Dentistry		
1730	Maxillofacial Prosthetics		
1735	Orthodontics		
1740	Operative Dentistry		
1745	Oral Medicine/Oral Diagnosis		
1749	Advanced Clinical Programs (ACP in Exodontia)		
1750	Oral Surgery		
1760	Periodontics		
1769	Prosthodontics		
1775	Public Health Dentistry		
1780	Oral Pathology		
1785	Orofacial Pain		
1790	Dental Science and Research		

Code	Subspecialty	MAS Flag	SME
1795	Pediatric Dentistry		
18XX	MEDICAL SERVICE CORPS	BUMED	00C4
1800 ¹	Health Care Administration		
1801	Patient Administration		
1802	Medical Logistics Administration		
1803	Medical Data Services Administration		
1804	Health Facility Planning and Projects		
1805	Plans, Operations, and Medical Intelligence (POMI)		
1810	Biochemistry		
1815	Microbiology		
1825	Radiation Health		
1835	Physiology		
1836	Aerospace and Operational Physiology		
1840	Clinical Psychology		
1841	Child Psychology		
1842	Neuropsychology		
1843	Medical Psychology		
1844	Aerospace Experimental Psychology		
1845	Research Psychology		
1850	Entomology		
1860	Environmental Health		
1861	Industrial Hygiene		
1862	Audiology		
1865	Medical Technology		
1870	Social Work		
1873	Physical Therapy		
1874	Occupational Therapy		
1876	Dietetics		
1880	Optometry		
1887	Pharmacy, General		
1892	Podiatry		
1893	Physician Assistant		
19XX	NURSE CORPS	BUMED	00C3
1900 ²	Professional Nursing		
1901	Nursing Administration		
1903	Nursing Education		
1910	Medical/Surgical Nursing		
1920	Maternal and Infant Health Nursing		
1922	Pediatric Nursing		
1930	Psychiatric Nursing		
1940	Public Health Nursing		
1945	Emergency Trauma Nursing		
1950	Preoperative Nursing		
1960	Critical Care Nursing		
1964	Neonatal Intensive Care Nursing		
1972	Certified Registered Nurse Anesthetist		
1973	Psychiatric Mental Health Nurse Practitioner		
1974	Pediatric Nurse Practitioner		
1976	Family Nurse Practitioner		
1980	Women's Health Nurse Practitioner		

Code	Subspecialty	MAS Flag	SME
1981	Nurse Midwife		

Note 1: 1800 indicates a billet requirement for a Health Care Administrator of the Medical Service Corps with the specified level of education and/or experience in health care administration or related management disciplines.

Note 2: 1900 indicates a billet requirement for a Nurse Corps officer qualified in any of the disciplines included within the field with the level of education, training, or experience as specified by the suffix.

3. Suffix Definitions

a. Subspecialty Suffix (non-Medical).

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
A	Associate's Degree	Associate's degree with a major concentration in a specific subspecialty field.		No	Yes
B	Bank	Master's degree or higher without subspecialty compensation.	Only used during out-of-cycle reviews. Billets qualify for officers requesting proven- subspecialist credit.	Yes	No
C	Proven Doctor of Philosophy	Significant experience in a related subspecialty area after attainment of the PhD.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
D	Doctor of Philosophy (PhD)	Knowledge obtained from a degree in current subspecialty programs.	Does not apply to professional entry level degrees such as medical or JDL. Must be from an accredited school.	Yes	Yes
E	Bachelor's or Baccalaureate Degree	Knowledge obtained from a degree in current subspecialty programs.		Yes	Yes
F	Proven Master's Degree that does not meet all required ESRs.	Proven code for G coded officers.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using CSR of a related subspecialty.	No	Yes
G	Master's Degree that does not meet all required ESRs.		Must be from an accredited school.	No	Yes
H	Master's Degree desired not required.		To be used if billet can be filled by master's degree or higher. Will be used as a utilization of master's degree if subspecialty code matches detailing matrix. Manpower requirement may be coded higher, but authorization code would be H coded. H codes do not establish a subspecialty quota requirement.	Yes	No
I	Graduates of the Bowman Scholar Program	1120 officers selected to attend a specific technical degree for 12 months immediately following graduation from	Officers will retain I code suffix associated with degree completion throughout career. Officers may complete a utilization tour in a general	No	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
		USNA.	or specific master's coded billet, however officers will retain the I code for tracking.		
J	Subspecialty Trained	Approved programs must be listed in CSRs.	Formal training related to a subspecialty ESR not classified in AQD system.	No	Yes
K	Professional Certification	Approved programs must be listed in CSRs.	In a subspecialty related field.	No	Yes
L	Masters Level Certificate	Approved programs must be listed in CSRs.	In a subspecialty related field	No	Yes
M	Proven Post Master's graduate education		Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
N	Post Master's Degree graduate education	Education after Master's Degree (such as Engineering license).	Must be from an accredited school. Must meet ESRs. Specific subspecialty codes allow this suffix.	Yes	Yes
O	Not used	N/A		N/A	N/A
P	Master's Degree	Master's degree in an approved Navy-specific subspecialty.	Officer can receive proven-subspecialist credit. Must be from an accredited school.	Yes	Yes
Q	Proven Master's Degree	Experience tour after Master's degree.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
R	Proven significant experience		Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
S	Significant experience Knowledge obtained through on-the-job training (OJT).	No experience needed to fill the billet. Preference is to fill with an S coded officer.	Significant experience is met by serving 18 or more consecutive months in a subspecialty coded billet or a billet using the CSR of a related subspecialty.	Yes	Yes
T	Officer code only – not applicable to billets. Officer in training.	Code used in Officer Assignment Information System (OAIS) while officers are in training.		No	Yes
U	N/A	N/A		N/A	N/A
V	N/A	N/A		N/A	N/A

b. Medical Department Suffix Codes (for 15XX-19XX subspecialty codes).

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
A	N/A				
B	N/A				
C	Proven Doctorate		Requires officer with N code who has had one or more tours post degree. Nurse Corps (NC) are required to be certified.	No	Yes
D	Doctorate	Accredited Doctoral degree program.	Knowledge obtained from a doctoral degree program.	Yes	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
E	Bachelor's or Baccalaureate Degree		At this time, billets are not coded.	Yes	Yes
F	N/A			N/A	N/A
G	N/A			N/A	N/A
H	N/A			N/A	N/A
I	N/A			N/A	N/A
J	Fully Trained			Yes	Yes
K	BC/BE	Board Certified/Board Equivalency certified		Yes	Yes
L	Post-bachelor's certificate	Post-bachelor's certificate with a concentration in the subspecialty code field.		No	Yes
M	Proven post-Master's degree or certificate		Requires officer with N code and one or more tours post degree. Nurse Corps (NC) requires certification.	No	Yes
N	Post-Master's degree or certificate		Knowledge obtained from a Post-Masters graduate degree or certificate program	No	Yes
O	N/A			N/A	N/A
P	Master's Degree	Master's degree in an approved Navy-specific subspecialty.	Officer can receive proven-subspecialist credit. Must be from an accredited school.	Yes	Yes
Q	Proven Master's Degree		NC Requires officer with P code and board certification. MSC requires a P code from completion of DUINS at NPS and subsequent utilization tour.	Yes	Yes
R	Proven significant experience		If officer is S coded before tour, they will leave with an R code after tour completion (minimum tour 36 months).	Yes	Yes
S	Significant experience	Professional experience and knowledge of theories, principles, processes in the subspecialty field. Knowledge obtained through training and OJT	Officer must serve 12 months to obtain S code. No experience needed to fill the billet.	Yes	Yes
T	Officer code only – Not applicable to billets		Used in Officer Detailing Data Base (OAS) for personnel while in training	No	Yes
U	N/A			N/A	N/A
V	Formal preparation beyond basic professional education	BUMED approved program		Yes	Yes

6. Subspecialty Code Criteria. Subspecialty requirements must satisfy these criteria:

- a. General. Criteria requires a naval officer with operational, technical or managerial experience. The position must supervise personnel possessing graduate education and align with the CSRs.
- b. Specific. Criteria requires that the job functions align with the ESRs of a subspecialty degree program.
- c. Level. Criteria requires justifying the level of education or experience of the position.

Section 3 Changes to the Subspecialty System

1. Establishing, Deleting or Revising Subspecialties

a. Requests to establish a subspecialty code must include:

(1) Recommended subspecialty code and title.

(2) Recommended designator(s) that can hold the subspecialty code, and the minimum and maximum pay grades applicable to officers and billets.

(3) Cost analyses for student Individuals Account (IA) (MPN programming rate--LT and LCDR), student IA (RPN programming rate--LT and LCDR), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including CSRs and ESRs, instructor workload, Military Construction (MILCON), Other Procurement - Navy (OPN), and student throughput needed to maintain curriculum; Detailed funding source and approved Program Objective Memorandum (POM) line item. Consult Education Branch (OPNAV N127) for CSR/ESR guidance. Cost Analysis, CSRs, ESRs forms attached at appendix(c). Downloadable forms are available on the Navy Subspecialty Web site: <https://navprodev.bol.navy>

(4) Subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS and Education Branch (OPNAV N127) for guidance.

(5) Specific degree program, degree awarded, and ESRs required. Each ESR that requires additional courses above the degree requirements requires justification and cost analysis.

(6) Identification of any foreseeable contingencies that may impact the subspecialty program.

(7) Justification of requirement for a subspecialty including historical and amplifying information.

(8) Identification of any Reserve Component implications.

(9) Applicable MAS and SMEs.

(10) Point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

(11) Completed Curriculum review establishing or changing a subspecialty code.

b. Recommendations to disestablish a subspecialty code must include:

(1) The subspecialty code and title to be disestablished.

(2) Reason for deletion; provide all background material associated with making of the decision to disestablish.

(3) Preference to recode billets and subspecialists:

(a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide billets for recoding if outside of the revalidation process.

(b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).

(4) Identification of Reserve Component implications.

(5) Extent of coordination with MASs, SMEs, Claimants, etc. Consult with NPS and Education Branch (OPNAV N127).

(6) Provide point of contact information including telephone numbers (Commercial and DSN), fax number, and e-mail.

c. Recommendations to revise a subspecialty code must include:

(1) Subspecialty code and title to be revised.

(2) Reason for revision.

(3) Recommended changes.

(4) Changes to this manual or OPNAVINST 1000.16 series.

(5) Listing of designators that can hold the subspecialty including minimum and maximum pay grades.

(6) Cost analyses for student IA (MPN programming rate—O-3 and O-4), student IA (RPN programming rate – O-3 and O-4), Navy student non-IA, foreign student non-IA, other service student non-IA, and funding implications such as curriculum development including education skill requirements (ESR), instructor workload, Military Construction (MILCON), OPN, and student/training billets needed to maintain curriculum; Detailing funding source and approved Program Objective Memorandum (POM) line item. Consult Education Branch (OPNAV N127) for ESR guidance.

(7) Impact to existing or proposed subspecialty-coded billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed subspecialty, any existing subspecialty coding, and minimum number of officers required at NPS to support a curriculum. Consult NPS and Education Branch (OPNAV N127) for guidance.

(8) Updating of CSRs and state impact to education curricula and ESRs.

(9) Identification of any foreseeable contingencies that may impact the subspecialty program.

(10) Justification for a subspecialty revision including historical and amplifying information.

(11) Identification of any Reserve Component implications.

(12) Completed curriculum review subspecialty code with the revisions and a copy of the existing curriculum review.

(13) Point of contact information including: telephone numbers (Commercial and DSN), fax number, and e-mail.

(14) Identification of Major Area Sponsors and Subject Matter Experts.

(15) Preference to recode billets and subspecialists.

(a) Recoding of billets should be completed during the biennial revalidation process, if possible. Provide a Billet Change Request (BCR) for recoding of billets if outside of the revalidation process.

(b) Officers holding specific subspecialty code may retain subspecialty or be recoded to another subspecialty. Provide preference under the guidance of Professional Development Education and Subspecialty Branch (PERS-45).

2. All subspecialty packages must be coordinated first through the Education Branch (OPNAV N127) or BUMED N1, (for medical specific subspecialty codes) prior to submission to NAVMAC and the NOOCS process. Consult with NPS for curriculum changes. MAS, SME, Community Management, and BSO coordination is required before implementing any changes.

3. Submit recommendations to establish, revise, or disestablish subspecialty codes through the appropriate chain of command to:

COMMANDING OFFICER, NAVY MANPOWER ANALYSIS CENTER
ATTN: CODE 10
5720 INTEGRITY DRIVE, MILLINGTON, TN
38054-5011.

Section 4 Responsibilities

1. General Roles. Commands identify the subspecialty needs of the Navy. Budget Submitting Offices (BSOs) validate and program subspecialty requirements. Officer Community Managers (OCMs) ensure subspecialist career paths and manage the inventory of subspecialists. Major Area Sponsors (MAS) and Subject Matter Experts (SMEs) are the technical experts for subspecialty disciplines. Director, Total Force Manpower, Training, and Education Requirements Division (N12) coordinates all subspecialty management policies and functions.
2. Commanders and Commanding Officers. Commanders and Commanding Officers determine if a billet requires a subspecialty code and shall.
 - a. Originate subspecialty requirement requests expressing minimum requirements necessary to support the mission, function and tasks of the command—submitted to the BSO.
 - b. Identify to the BSO all excess subspecialty requirements.
 - c. Provide subspecialty-coded billet validation support to BSO by identifying present and future subspecialty manpower requirements and/or authorizations and submitting additions, changes, or deletions via Total Force Manpower Management System (TFMMS).
3. Budget Submitting Offices (BSOs). BSOs may delegate subspecialty responsibilities to the activity level, but all subspecialty requirement requests must be routed via BSO for review. BSOs must:
 - a. Review all Subspecialty requirement requests originating from assigned activities that propose changes to activity manpower authorizations.
 - b. Submit a Billet Change Request (BCR) to add delete or change a subspecialty field. The BCR form must have a fully articulated reason in the LOJ explaining the request.
 - c. Ensure subspecialty requirement requests meet the subspecialty billet criteria.
 - d. Identify all nonessential subspecialty requirements for deletion.
 - e. Maintain a complete file of approved subspecialty requirement requests within their purview.
4. Major Area Sponsors (MASs) and Subject Matter Experts (SMEs). MASs and SMEs develop CSRs/ESRs and monitor officer subspecialty management, coordinating with OPNAV N127, OCMs, and NPS. MASs may delegate responsibilities to SMEs, but retain overall responsibility and approval authority. MASs shall:
 - a. Act as quota spokesperson for all subspecialties under their Major Area.
 - b. Serve as the central point of contact for the assigned subspecialty skill field.
 - c. Develop and maintain subspecialty CSRs. MAS will post approved CSRs on the Navy subspecialty website.
 - d. Originate and maintain subspecialty ESRs. MAS will ensure ESRs are at a minimum level required for the specific Navy degree. ESRs should be met by the core curriculum courses to the greatest extent possible. Each curriculum course must identify the ESR addressed, and courses not required for a degree must be annotated. ESRs are approved by OPNAV N12.
 - e. Perform curriculum review every two years (DoD Directive 1322.10) with NPS and submit to OPNAV N12 for final approval in accordance with NPS curriculum review instruction (NAVPGSCOLINST 1550.1E). Major Area Sponsors will sign all curriculum reviews unless delegated in writing to SME. MAS or SME should ensure thesis and research projects are of significant value to the Navy and within the scope of the specific subspecialty.

During the curriculum review the MAS will validate the Detailing Matrix held by Pers 4. Templates for curriculum review required content are in Part B, Section 5: Appendixes. Upon OPNAV N12 final approval, the MAS shall submit a copy of Appendix G, Major Area Sponsor Report to VCNO, as a stand-alone document to VCNO's office.

- f. Must ensure fleet skill requirements are captured. All TYCOM's must be included in all curriculum reviews.
- g. Review officer and billet subspecialty requirement requests to determine whether the requirement represents a valid use of the subspecialty.
- h. Ensure subspecialty requirement requests meet the requirements stipulated in subspecialty billet criteria statements in CSRs and ESRs.
- i. Ensure subspecialty-coded billets are coded to an appropriate education and experience level.
- j. Ensure similar subspecialty-coded billets are coded consistently.

5. Officer Community Managers (OCMs). OCMs manage officer community educational requirements and shall:

- a. Review all subspecialty requirement requests to ensure requirements are coded to appropriate grade and designator and in the career path.
- b. Review CSRs and ESRs and assist MASs and SMEs.
- c. Coordinate with Education Branch (OPNAV N127) to ensure adequate graduate education quotas and career paths exist for the development and utilization of subspecialists.

6. Graduate Education and Training Placement (PERS-44). Pers 440 shall:

- a. Maintain and Execute approved Advanced Quota Fill Plan.
- b. Submit quarterly Fill report to Education Branch (OPNAV N127) and NPS.
- c. Initiate and submit Advanced Education Quota Plan Mid-Year Review to Education Branch (OPNAV N127);
- d. Maintain approved curriculum change waivers and extensions to the Advanced Education Quota Plan.

7. Subspecialty Management (PERS-45). Pers 45E shall:

- a. Maintain approved subspecialty codes in the Officer Master File.
- b. Maintain officer records to reflect current education, utilization, and experience status.
- c. Maintain a repository of approved curriculum submitted by officers for specific subspecialty graduate education programs approved by MAS, SME and NPS.
- d. Submit biannual subspecialist officer utilization reports to Education Branch (OPNAV N127);
- e. Submit the biennial report to the Education Branch (OPNAV N127) in accordance with DOD Instruction 1322.10.

8. Director, Total Force Manpower, Training, and Education Requirements Division (N12): N12 provides oversight of the NSS and shall:

- a. Develop, monitor, adjudicate, and issue graduate education policy.
- b. Issue subspecialty policy and guidance.

- c. Approve subspecialty requirements and subspecialty codes through the Navy Officer Occupational Code System (NOOCS) process.
- d. Approve graduate education curricula.
- e. Direct and approve curriculum reviews for each subspecialty at a minimum biennially to ensure curriculum meet established CSRs and ESRs.
- f. Conduct the Advanced Education Quota Plan Conference.
- g. Approve and promulgate the Advanced Education Quota Plan.
- h. Approve any modifications to the Advanced Education Quota Plan.

Section 5 Appendixes

Appendix A: NPS Cost Analysis Form
Appendix B: Report of Curriculum Review Cover Letter Template
Appendix C: Core Skill Requirements Format
Appendix C: Education Skill Requirements Format
Appendix E: Education Skill Requirements Matrix
Appendix F: One page Summary of Subspecialty Code/Curriculum
Appendix G: Major Area Sponsor Report to VCNO Slides Template

Downloadable forms for all of these appendixes are available on the Navy Subspecialty Web site:

<https://navprodev.bol.navy>.

Appendix A

NPS Cost Analysis Form

Curriculum _____ Subspecialty _____

Cost Comparison

Account	Type	# of	Resident Cost each	DL cost each
Instructors	Professor			
Instructors	Associate Professor			
Instructors	Research Assistant			
Instructors	Military-Program Officer			
Throughput	Salary* (I/A)			
Throughput	Medical			
Foreign Students	Reimbursable cost			
Other Services Cost	Reimbursable cost			
Civilian Cost	Reimbursable cost			
Operations & Maintenance	Course/Classroom			
Operations & Maintenance	Thesis Advising			
Thesis Student Cost	TAD			
Operations & Maintenance	Administration/Enrollment			
Operations & Maintenance	Electronic Delivery			
Overhead not covered				

Required Students Per Class Start _____

Class Starts _____

Length of Course in Quarters _____

Approved by NPS Budget Office: _____

Date: _____

Approved by NPS President: _____

Date: _____

Approved by Major Area Sponsor: _____

Date: _____

Appendix B

Report of Curriculum Review Template (Command Letterhead)

From: President, Naval Postgraduate School (for NPS curricula)/
Sponsor (for CIVINS curricula)

To: Director, Total Force Manpower, Training, and Education Requirements
Division (OPNAV N12)

Via: Sponsor (for NPS curricula)/
NPS Director of Programs (for CIVINS curricula)

Subj: REPORT OF CURRICULUM REVIEW OF RESIDENT CURRICULUM NAME
(###), CIVILIAN INSTITUTION NAME CURRICULUM NAME (###),
DISTANCE LEARNING CURRICULUM NAME (###) AND CERTIFICATE
NAME (###)

Ref: (a) SECNAVINST 1524.2B
(b) OPNAVINST 1520.23B
(c) NAVPGSCOLINST 1550.1E

Encl: (1) Curriculum Review Participants
(2) Current Educational Skill Requirements for Curriculum ____
(3) ___Effective Year___ Educational Skill Requirements for Curriculum ____
(4) Current Core Skill Requirements for Curriculum ____
(5) ___Effective Year___ Core Skill Requirements for Curriculum ____
(6) Current Curriculum Matrix for Curriculum ____
(7) ___Effective Year___ Curriculum Matrix for Curriculum ____
(8) Action Items
(9) Major Area Sponsor Report to VCNO

1. In accordance with references (a) through (c), a detailed review of subject curricula was conducted on *(date review completed)*. Senior participants conducting the review were *(names and titles)*. The curriculum meets (or does not meet) the sponsor's requirements.

2. The following issues were discussed during the review: *(Summary of major agenda items and findings)*.

3. *Summary of all changes to program.*

4. *(Summary/closing paragraph).*

Signature

Copy to:
OPNAV N127
Stakeholders

Appendix C

Core Skill Requirements Form

Date of review

CORE SKILL REQUIREMENTS
____Name of Subspec____
____Subspecialty Number____
____Curric Number____

Billet subspecialty coding is to be based on the minimum education/training/experience level required for optimum performance. ____Subspecialty Name/Number ____ subspecialty coding is justified when, in addition to the general criteria stated in NAVPERS 15839 series (Manual of Navy Officer Manpower and Personnel Classification) Part B, the following specific criteria are satisfied:

1. Subspecialty Coding Restrictions:

a. Billets assigned to: ____Officer Communities____

2. Applicable Officer Designator(s):

3. Applicable Billet Designator (s):

4. Significant Experience Criteria

a. ____Subspecialty Name/Number____S-coded Billets are/are not authorized/justified when two of the following conditions are met (*duties required, expectations, etc.*).

b. ____Subspecialty Name/Number____S-coded Officers are/are not authorized/justified when:

(1) The Officer has filled a B, S, R, P, Q coded billet for more than 18 months and has no Subspecialty Code in this field.

(2) FITREP justifies that s/he has accomplished the task(s) indicated above for more than 18 months

c. ____Subspecialty Name/Number____R-coded Billets are/are not authorized/justified when: (*May be same as S above but must be three or more of the minimum requirements for an S.*)

d. ____Subspecialty Name/Number____R-coded Officers are/are not authorized/justified when:

(1) The Officer has filled an B, S, R, P, Q coded billet for more than 18 months and has no Subspecialty Code in this field.

(2) FITREP justifies that s/he has accomplished the task(s) indicated above for more than 18 months

5. Baccalaureate Criteria

a. ____Subspecialty Name/Number____ E-coded Billets are/are not authorized/justified when, in addition to the general baccalaureate requirements, the billet requires (*tasks and responsibilities*):

b. Subspecialty Name/Number E-coded Officers are/are not authorized/justified when they have received a baccalaureate degree in one of the following areas:

6. Elective Level Criteria -

NOTE: These will be counted in the Quota Model as a requirement for Masters degree.

a. Subspecialty Name/Number H-coded Billets are/are not authorized/justified:

(1) billets requiring expertise in where a masters level of knowledge is desirable but not essential for optimum performance.

7. Functional Education Criteria

a. Subspecialty Name/Number F-coded Billets are/are not authorized/justified when:

(1) An Officer has not completed all required ESR's (not completed a Thesis at NPS).

(2) An Officer attends a Civilian Institution and completes all but three or less ESRs

b. Subspecialty Name/Number G-coded Officers are/are not authorized/justified when:

(1) An Officer has an F code and has done a tour in a masters degree billet or higher.

8. Masters Criteria for Subspecialty Name/Number

a. Subspecialty Name/Number P-coded Billets are/are not authorized/justified when the billet requires all of the following:

b. Subspecialty Name/Number P-coded Officers are/are not authorized/justified when:

(1) The Officer completes Curriculum Name/Number ESRs.

(2) Full Subspecialty will not be give if Thesis is not completed. The officer will receive the F Subspecialty Code. Utilization and obligations are still required.

(NOTE: When thesis is completed, student must apply to NPS registrar for new transcript which should be forwarded to PERS-4 to update Officer Master File.)

c. Subspecialty Name/Number Q-coded Billets are/are not authorized/justified when the billet requires:

d. Subspecialty Name/Number Q-coded Officers are/are not authorized/justified when:

(1) The Officer attends a civilian institution and earns a degree but doesn't meet the ESRs for the P-code.

(2) They complete ___Curriculum Name/Number___ ESRs and have done at least 18 months in a master's degree coded billet or higher - Must have a P code prior to Q coded tour.

(3) F coded officers cannot obtain Q codes. They will be authorized G codes.

9. Post-Masters

a. ___Subspecialty Name/Number___ N-coded Billets are/are not authorized/justified when the billet requires:

b. ___Subspecialty Name/Number___ N-Coded Officers are/are not authorized/justified when:

(1) When the Officer completes ___Curriculum Name/Number___ and Certificate Program ___Name/Number___

c. ___Subspecialty Name/Number___ M-coded Billets are/are not authorized/justified when the billet requires:

d. ___Subspecialty Name/Number___ M-coded Officers are/are not authorized/justified when:

(1) The Officer has an N code and completes a tour (18 months or more) in an N or M coded billet.

10. Doctorate Criteria

a. ___Subspecialty Name/Number___ D-coded Billets are/are not authorized/justified when the billet requires:

b. ___Subspecialty Name/Number___ D-coded Officers are/are not authorized/justified when:

(1) They complete ___Curriculum Name/Number___ ESRs.

c. ___Subspecialty Name/Number___ C-coded Billets are/are not authorized/justified when the billet requires:

d. ___Subspecialty Name/Number___ C-coded Officers are/are not authorized/justified when:

(1) The Officer completes ___Curriculum Name/Number___ ESRs and have done at least 18 months in a D coded billet. Must have a D code prior to C coded tour.

11. Community Managers and the Budget Submitting Office has agreed to allow billets to be coded for ___Subspecialty Name/Number___ and Officers to be educated for this Curriculum.

Designator Officer Community Manager Name Approval Date

- a.
- b.

EDUCATIONAL SKILL REQUIREMENTS FORM

____Name of Subspec____
____Subspecialty Number____
____Curric Number____

1. Curriculum Number:

2. Curriculum taught at NPS, or Civilian Institutions:

3. Students are Fully Funded or Partially Funded:

4. Curriculum Length in months:

5. Months the program starts:

6. APC Required:

7. Community Managers have agreed to allow billets to be coded for
____Subspecialty Name/Number____ and officers to be educated for this curriculum.

Designator Officer Community Manager Name Approval Date
a.

8. The officer must understand the fundamental concepts and be familiar with the basic functional areas of ____field____ within the Department of the Navy (DON) and the Department of Defense (DOD) including:

a.

9. The officer must have the ability to apply ____field____ principles as well as knowledge from the relevant sciences such as ____field____ to the development and implementation of effective ____field____ policies throughout DON and DOD.

10. The officer must be able to analyze the strengths and weaknesses of new ____field____ policy proposals and suggest alternatives which recognize the potential impact on DOD/DON programs and objectives.

11. The officer must understand and be able to apply a range of quantitative techniques (e.g., _____) to the analysis and study of DON/DOD ____field____ issues.

12. The officer must have the ability to use and understand _____ systems in problem solving and analysis efforts specifically as they relate to existing and proposed DON/DOD _____ systems.

13. The officer must be capable of understanding and evaluating the utility of the ____field____ currently employed by DON/DOD.

Appendix E

Education Skill Requirements Matrix

Curriculum Number:			
Subspecialty Code:			
Degree Awarded:			
	ESR	LEVEL	Course Number and Name
1			
2			
3			
4			
5			
6			
7			
One sheet per track-- degree given per subspecialty code			

Appendix F

One page Summary of Subspecialty Code/Curriculum

	Current	Changes	Comments
Last review date			
Curriculum Review Dates	[Current Review Date]		
Subspecialty Code	[Code]		
Subspecialty Title	[Title]		
Curriculum Number	[Curriculum Number]		
APC/GPA	[APC] [GPA]	[Technical/non Tech]	
Schools		MOU date	ESR Mapped to Courses
[list school]			
JPME in ESRs	Yes [] No []		
Major Area Sponsor	[Office Code]	[POC]	
Subject Matter Expert	[Office Code]	[POC]	
School Starts	[Months Start]		
Length	[Months]		
Designators	[List Code]		
Approved Suffix Levels	[List Suffix Code]		
List Changes in Curriculum in cover letter	Yes []	Cost Analysis in letter cover	Yes[]
List Degrees			

Appendix G

Major Area Sponsor Report to VCNO Slides Template



**Major Area Sponsor
Report to VCNO:**

Unclassified

Title of Curriculum -Curriculum Review



Prepared for VCNO

By
title

Date

Unclassified



**Major Area Sponsor
BLUF**

Unclassified

- Bullet 1
- Bullet 2
- Bullet 3

Unclassified

Slide 2

2



Unclassified

Title of SSC) Curriculum Review Status

- Core Skill Review – Completed Date
- Educational Skill Review – Completed Date
- Biennial Curriculum Review – Completed Date
- Stakeholders Remarks – Completed Date
- All recommended actions – Completed/Estimated Completion
- NPS Curriculum Review Response Memo – Completion Date
- Briefed MAS by SME – Date

Unclassified

3



Unclassified

Curriculum Review Actions *Title (SSC number)*

	Date	Action	Outcome
✓		Biennial Curriculum Review	NPS validated objectives of the HSI Masters of Science Degree
✓			
✓			
✓			
✓			
✓			
✓			

Unclassified

4



Unclassified

MAS Report of all SSC

SSC	Coded Billets	Inventory	Designator Breakdown

Unclassified

5



Unclassified

Fit / Fill Title and SSC Code

	Coded Billets		Officer Inventory		% Fill ¹	% Fit (Matrix) ²	% Fit (Exact) ³
	P	Q	P	Q			
URL							
RL							
STAFF							
1000 (Billets)							
1050 (Billets)							
TOTAL							

¹ "%Fill" any officer in a coded billet

² "Matrix Fit" counted when any of an officer's subspecialties match the Matrix code.

³ "Exact Fit" is only when an officer's subspecialties exactly match the code and Suffix

Snapshot data "As of" date?

Unclassified

6



Unclassified

Utilization Title and SSC

	Officer Inventory					Utilization Rates ¹	
	Out of Navy window – Not Utilized	Separating – Not Utilized	Must Use Next Tour to meet Navy window	Utilized inside Navy window	Utilized outside of Navy window	Navy ²	DoD ³
URL							
RL							
STAFF							
TOTAL							

¹ OPNAVINST 1520.23B requires officers to serve one tour in a validated subspecialty position not later than the second tour following graduation

² Navy Compliance = Utilization within 2 shore tours

³ DOD Compliance = Utilization anytime during a Naval career

Snapshot data "As of" Date utilization report

Unclassified

7



Unclassified

Summary

- Bullet 1
- Bullet 2
- Bullet 3

Unclassified

8

Downloadable slides for this appendix are available on the Navy Subspecialty Web site: <https://navprodev.bol.navy>