

MILPERSMAN 1200-050

ORGANIZATION OF THE ENLISTED CLASSIFICATION PROGRAM

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|---------------------------|-----------|--------|-----|----------------|
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| Governing Directives | COMNAVCRUITCOMINST 1130.8F |
| | COMNAVCRUITCOMINST 5400.2D |

1. **Administration and Technical Control**. Chief of Naval Operations (CNO) (N13) administers the enlisted classification program and exercises technical control over this program by means of enlisted classification units in the field and by providing technical aids, directives, and guidelines to all ships and stations. Chief of Naval Operations (N13) is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the enlisted personnel classification system.

2. **Enlisted Classification Units**

a. Enlisted classification units have been established within shore-based commands where the volume of personnel transactions justifies such services. COMNAVCRUITCOMINSTS 1130.8F and 5400.2D set forth guidance for all matters pertaining to operation of enlisted classification units.

b. Enlisted classification units at Recruit Training Command (RTC) test, interview, and counsel recruits for Class "A" service schools and for general apprenticeships. Enlisted Classifiers appraise and counsel each recruit concerning Navy career opportunities in relation to their own potential, and recommend them for school and apprenticeships according to established selection criteria. NAVPERS 1070/604, Enlisted Qualifications History, is then prepared.

c. After NAVPERS 1070/604 has been initiated, it is an official record and may not be altered without specific approval of CNO (N13).

d. Enlisted classification units review classification data and, when necessary, test, interview, and counsel all transient personnel and correct their NAVPERS 1070/604 prior to their being reported as available for assignment.

(1) All transients available for further assignment are screened for eligibility for Class "A" and "C" service schools and, if qualified (and the individual requests school assignment), are so recommended by the enlisted classification unit.

(2) Classification data of individuals to be separated from Navy are reviewed and corrected, as necessary, prior to separation.

3. **Assignment**. Enlisted Placement Management Center, manning control authorities, and type/area commanders are responsible for utilization of classification data in distributing and assigning personnel under their cognizance. Trained Enlisted Classifiers are assigned to

- a. assist in distribution and assignment of personnel,
- b. monitor Navy Enlisted Classification (NEC) codes assigned personnel,
- c. provide technical assistance to administrative inspection boards, and
- d. to aid in coding of requirements in allowances and complements.

4. **Training Commands**

- a. Training commands are responsible for
 - (1) continuing counseling efforts initiated at enlisted classification units,
 - (2) analyzing the cause of failure in relation to established selection criteria,
 - (3) quality of input and subject matter taught, and

(4) for reporting results of this and other classification research to CNO (N13) for coordination and integration.

b. Training commands are further responsible for reporting all graduates of specific courses to Chief of Naval Education and Training. This ensures recording of course completion and assignment of appropriate NECs in the Manpower Personnel and Training Information System.

5. **Commanding Officer's Responsibility.** Commanding officers are responsible for, and shall recommend NEC identification of, billets in their activity manning documents, recording all verified NECs assigned to members on NAVPERS 1070/604, and recommending assignment or cancellation of NECs to CNO (N13). Commanding officers shall utilize all classification data available on NAVPERS 1070/603, Enlisted Classification Record, and NAVPERS 1070/604 of the enlisted service record when

- a. assigning personnel to specific duties,
- b. recommending personnel for formal training, or
- c. counseling personnel relative to reenlistment.

6. **Services.** Services of enlisted classification units listed below are available, upon request, to ships and stations within their respective areas:

- a. Testing/Re-testing with the Armed Services Vocational Aptitude Battery and Armed Forces Classification Test.
- b. Preparation of corrected NAVPERS 1070/604.
- c. Review of activity manning documents to assist commands in precise identification of billets.
- d. Analysis of enlisted service records.

7. **Authorized Activities.** The following activities are authorized to provide classification services:

| Activity Name | Location |
|----------------------------|-----------------------------|
| PERSUPPDET | RTC Great Lakes, IL |
| PERSUPPDET | Washington, DC |
| PERSUPPDET | Naval Station Norfolk, VA |
| PERSUPPDET | Seattle, WA |
| PERSUPPDET | Pearl Harbor, HI |
| PERSUPPDET | Rota, SP |
| PERSUPPDET | Memphis, TN |
| PERSUPPDET | Roosevelt Roads, PR |
| PERSUPPDET | Keflavik, IC |
| PERSUPPDET | Yokosuka, JA |
| PERSUPPDET | Jacksonville, FL |
| PERSUPPDET | New London, CT |
| PERSUPPDET | Naples, IT |
| PERSUPPDET | Port Hueneme, CA |
| PERSUPPDET | Gulfport, MS |
| PERSUPPDET | Naval Station San Diego, CA |
| PERSUPPDET | Naval Station, Guam |
| PERSUPPDET | London, UK |
| PERSUPPDET | Meridian, MS |
| PERSUPPDET | Diego Garcia |
| PERSUPPDET | Sigonella, IT |
| PERSUPPDET | Okinawa, JA |
| PERSUPPDET | NAS Atlanta, GA |
| PERSUPPDET | Bangor, WA |
| PERSUPPDET | Lemoore, CA |
| PERSUPPDET/NAVSUPPACT | La Maddalena, IT |
| PERSUPPDET | Sasebo, JA |
| PERSUPPDET | Willow Grove, PA |
| PERSUPPDET | Whidbey Island, WA |
| PERSUPPDET | Shape, BE |
| PERSUPPDET | Misawa, JA |
| PERSUPPDET | Seoul, KR |
| ASU | Bahrain |
| NAVSTA | Guantanamo Bay, CU |
| COMNAVRESREDCOMREG ONE | Newport, RI |
| COMNAVRESREDCOMREG ELEVEN | Dallas, TX |
| COMNAVRESREDCOMREG SIXTEEN | Minneapolis, MN |