NAVY ENLISTED CLASSIFICATION (NEC) CHANGE REQUEST

REFERENCE NAVPERS 18068F VOLUME II

TO: NEC Management Section, Pers-4013

SERIAL:

DATE:

VIA:

1. SOCIAL SECURITY NUMBER: – –

FROM:

2. NAME (LAST, FIRST, MI):

3. RATE/RANK:

4. UIC:

5. COMPONENT: *(IF USNR, COMPLETE BLK. 6)*

☐ USN ☐ USNR

6. RESERVE CLASSIFICATION:

☐ TAR ☐ SELRES ☐ OTHER

7. NEC ACTION REQUEST: *(JUSTIFY ACTION REQUESTED IN BLOCK 9)*

☐ AWARD NEC ☐ REMOVAL ☐ WAIVER

8. NEC(S) REQUESTED: *(INCLUDE SUPPORTING DOCUMENTATION WITH REQUEST)*

____ ____ ____ ____ ____

– – –

R-TRACK (USNR-R ONLY)

9. AMPLIFYING REMARKS:

10. SIGNATURE OF CERTIFYING OFFICER:

11. DATE:

12: DSN PHONE: –

13. COMMERCIAL PHONE: –

14. EMAIL ADDRESS:

15. DSN FAX: –

16. COMMERCIAL FAX: –

17. FIRST ENDORSEMENT *(FOR USE BY "VIA" COMMAND ONLY)*

FROM: _____

☐ FORWARDED RECOMMENDING APPROVAL

☐ FORWARDED RECOMMENDING DISAPPROVAL _____ SIGNATURE _____ DATE

ACTIONS TAKEN BY PERS-4013

		EFFECTIVE DATE
☐	APPROVED	
☐	DISAPPROVED (SEE ATTACHMENT)	
☐	RETURNED WITHOUT ACTION (SEE ATTACHMENT)	SIGNATURE / DATE

(BLOCK BY BLOCK INSTRUCTIONS ON REVERSE SIDE)

INSTRUCTIONS FOR COMPLETION OF NAVPERS 1221/6

THE USE OF THIS FORM IS RESTRICTED TO NAVAL ACTIVITIES REPORTING NAVY ENLISTED CLASSIFICATION (NEC) DATA FOR INCLUSION INTO THE ENLISTED ASSIGNMENT INFOMATION SYSTEM.

FOWARD TO:

USN/USNR (TAR) / USNR-R (SELRES)

NAVY PERSONNEL COMMAND
PERS-4013 (NEC MGMT SECTION)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-3340
COMM: (901)874-4571/4406/4465 FAX: (901) 874-2027
DSN: 882
EMAIL: MILL_NEC_REQUEST@NAVY.MIL

NOTE: (1) **USNR MUST GO "VIA" APPROPRIATE NAVAL RESERVE READINESS COMMAND/CENTER (FOR SURFACE ACTIVITIES) AND NAVAL RESERVE ACTIVITIES (NRA FOR AVIATION ACTIVITIES). USNR-R CLASIFICATION COORDINATORS WILL COMPLETE BLOCK 17 PRIOR TO FORWARDING TO PERS-4013.**

BLOCK #

1 - 3 **MEMBER INFOMATION:**
SSN - SELF EXPLANATORY
NAME - LAST NAME, FIRST NAME, MIDDLE INITIAL.
RATE/RANK - EXAMPLE: PN2, ATC

NOTE: (2) **IF SUBMITTING A REQUEST FOR THE SAME NEC BUT MORE THEN ONE MEMBER, ENTER "SEE ATTACHED" ON BLOCKS 1 AND 2, AND ATTACH A LIST WITH THE RATE, NAME & SSNs OF THE MEMBERS TO THE NAVPERS 1221/6.**

4 **UIC** - COMMAND UNIT IDENTIFICATION CODE (UIC) TO WHICH MEMBER IS PERMANENTLY ATTACHED

5 **COMPONENT** - CHECK APPROPRITE BOX

6 **RESERVE CLASSIFICATION** - MEMBERS OF USN LEAVE THIS BLANK. MEMBERS OF THE USNR CHECK APPROPRITE BOX

7 **NEC ACTION REQUEST** - CHECK THE APPROPIATE BOX. ONLY IDENTICAL TRANSACTIONS MAY BE REPORTED ON A SINGLE FORM. WHEN MULTIPLE ACTIONS ARE BEING RECOMMENDED FOR DIFFERENT REASONS, SEPERATE FORMS MUST BE SUBMITTED.

8 **NAVY ENLISTED CLASSIFICATION (NEC)** - THE NEC(S) FOR WHICH ACTION IS REQUESTED.

9 **AMPLIFYING REMARKS** - A BRIEF STATEMENT EXPLAINING WHY THE REQUEST IS BEING SUBMITTED. FOR "COI COMPLETION" NEC'S ANNOTATE THE COURSE IDENTIFICATION NUMBER THE MEMBER COMPLETED, AND ALSO INCLUDE SUPPORTING DOCUMENTATION WITH THE NAVPERS 1221/6 IN ORDER TO EXPEDITE YOUR REQUEST.

10 ***SIGNATURE OF CERTIFYING OFFICER*** - AUTHORITY TO CERTIFY ROUTINE AWARD OF NECS MAY BE DELEGATED BY THE COMMANDING OFFICER OR OFFICER IN CHARGE. HOWEVER, NEC ***REMOVALS AND ARCHIVE REQUESTS*** MUST BE ***SIGNED*** BY THE ***COMMANDING OFFICER OR THE ACTING OFFICER IN CHARGE.***

11 **DATE** - DATE SIGNED BY CERTIFYING OFFICER

12 **DSN PHONE** - SELF EXPLANATORY

13 **COMMERCIAL PHONE** - SELF EXPLANATORY

14 **EMAIL ADDRESS** - SELF EXPLANATORY (FOR FASTER RETURN OF NEC REQUEST)

15 **DSN FAX** - SELF EXPLANATORY (FOR FASTER RETURN OF NEC REQUEST)

16 **COMMERCIAL FAX** - SELF EXPLANATORY (FOR FASTER RETURN OF NEC REQUEST)

17 **FIRST ENDORSEMENT** - THIS BLOCK IS TO BE USED ONLY BY THE "VIA" ADDRESSEE TO ANNOTATE THEIR RECOMENDATION FOR APPROVAL/DISSAPPROVAL OF THE NEC REQUEST. FOR NEC CHANGE REQUEST OF USNR-R (SELRES) PERSONNEL THIS BLOCK WILL BE USED BY THE CLASSIFICATION COORDINATORS. PERS-4013 IS THE FINAL APPROVING AUTHORITY FOR NEC REQUEST.

NOTE: (3) **EFFECTIVE DATE ON THE "APPROVED" BLOCK IS THE DATE THE NEC WAS AWARDED/REMOVED. ANNOTATE THE ENLISTED DISTRIBUTION VERIFICATION REPORT (EDVR) AND THE SERVICE RECORD PAGE 4 WITH THIS DATE.**

NOTE: (4) **ACTIVE - ALL NEC CHANGES SHOULD APPEAR ON YOUR NEXT COMMAND EDVR.**
RESERVE - ALLOW 7 TO 10 DAYS FOR CHANGES TO APPEAR ON YOUR COMMAND RAUD.

NOTE: (5) **THIS FORM IS NOT TO BE USED FOR DISTRIBUTION NEC (DNEC) CHANGE PROPOSALS. FOR DNEC CHANGES, REFER TO THE DMRSMAN (EPMAC DOCUMENT 1080#1 UM-02).**

PRIVACY ACT STATEMENT FOR NAVPERS 1221/6 "NAVY ENLISTED CLASIFICATION (NEC) CHANGE REQUEST"

THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH INFOMATION ABOUT THEMSELVES AS TO THE FOLLOWING FACTS CONCERNING THE INFOMATION REQUESTED.

1. **AUTHORITY:** 5 U.S.C., DEPARTMENTAL REGULATIONS AND E.O. 9397(SSN)

2. **PRINCIPAL PURPOSE(S):** TO ACCESS MEMBER DATA ON THE ENLISTED ASSIGNMENT INFOMATION SYSTEM.

3. **ROUTINE USE(S):** TO PROCESS AWARD(S), REMOVAL(S) AND WAIVER(S) AS REQUESTED ON THE NAVPERS 1221/6.

4. **MANDATORY OR VOLUNTARY DISCLOSURE:** IF THE MEMBER DOES NOT PROVIDE SOCIAL SECURITY NUMBER THE NEC REQUEST WILL NOT BE PROCESSED.