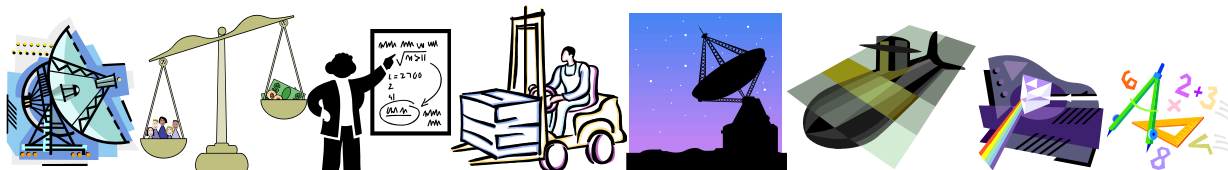


SUBSPECIALTY SYSTEM HANDBOOK



Chapter 1

Naval Officer Subspecialty System

Updated September 2011

Chapter 1

NAVAL OFFICER SUBSPECIALTY SYSTEM

A. WHY DO WE HAVE A SUBSPECIALTY SYSTEM?

The Officer Subspecialty System was developed as a means to define graduate education requirements for the Navy in accordance with DoD Directive 1322.1.

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.

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 NAVMILPERS Instruction 15839), programmed funding, and Navy Officer Occupational Classification System (NOOCS) approval.

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 to gain experience. ESRs are the degree (masters or higher) 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 N15 approves ESRs and CSRs, biennial curriculum reviews and validation of Subspecialty Billet requirements and authorizations.

OPNAVINST 1000.16 series and OPNAVINST 1520.23 series set subspecialty policy.

B. DESCRIPTION OF THE SYSTEM

1. Requirements Definition

The system is based on determining Navy needs. Navy's strategy and doctrine is shaped through questions like, "How many ships, airplanes, submarines, and shore stations are required?" Then, "How many qualified people with specific knowledge, skills, and abilities are necessary and available to operate them?" The actual composition of the force is further defined by economic and political realities.

Officer subspecialty requirements are the primary means of defining Navy requirements for graduate education programs. These requirements are validated as required by DOD Directive or sooner if needed. Review and validation should ensure:

- 1) Requirements are not overstated;
- 2) Each subspecialty has a pyramidal structure that fosters healthy career progression; and
- 3) Subspecialty billets are distributed throughout sea and shore activities to derive maximum utilization of the subspecialist inventory.
- 4) At least 15 validated requirements to start a graduate education program.

2. Manpower Data Base Management

As global conditions change and military missions are redefined, force readiness and capability become critical factors. A dynamic system for planning and executing force structure is essential. The Navy's tool for doing this job is the Total Force Manpower Management system (TFMMS), managed by the Chief of Naval Operations (N12).

What is TFMMS, and more importantly, how do we use it? TFMMS is an integrated personnel management system that serves as the single authoritative source for manpower resources. It is a requirement driven system that tracks all personnel resources (requirements, authorizations and Fiscal Year Distribution Plan) for active military (officer/enlisted), reserves, civilians, contractors, temporary duty, transients, and other military services.

Before subspecialty requirements data is entered into the system each billet must be reviewed and validated by Major Manpower Claimants, Officer Community Managers, Sponsor and Subject Matter Experts, or their representatives. These critical steps insure a valid officer subspecialty requirement base. As TFMMS evolves, billet review and validation will become a continuous process reflecting the dynamic realities of our ever-changing force.

3. Establishment of a Subspecialty Code

Once a new subspecialty requirement is defined and approved by DCNO (N1), it becomes part of the subspecialty management system and is maintained on TFMMS. An officer inventory must be established to fill the subspecialty requirement attached to billets. A curriculum is developed and incorporated into programs at Naval Postgraduate School and other educational institutions, which lead to an official Navy subspecialty. Officers are screened for academic requirements and performance standards before being detailed into a graduate education program. A sample letter with attachments is at Table 2-4. The full process takes approximately eight months to a year to establish a new subspecialty code. Chapter 2 explains in more detail the establishment process along with revising or deleting a subspecialty code. This full process is in the NAVMILPERS Instruction 15839 Vol 1 Part B.

4. Officer Assignment Information System (OAIS)

OAIS is the BUPERS' on-line system (since 1985) used by the officer detailers and placement officers to electronically post billets, propose officers for billets, write orders and route orders through the approval chain of command. The end product is a message or letter format orders.

OAIS contains extensive information on individual officers, activities and billets. The data is exchanged with TFMMS and the Officer Personnel Information (OPINS II) system, and with the EPMAC system.

Pers 44, the Professional Development Education and Subspecialty Branch use OAIS to update subspecialty codes for individual officers. When a subspecialty code is updated in OAIS, it updates the Officer Master File (OMF) via OPINS II within 24 hours.

C. OFFICER SUBSPECIALTY SYSTEM CODES

1. Location of Subspecialty Codes

Subspecialty codes are shown in Blocks 66-68 on the Officer Data Card (ODC). They are reflected as a result of completion of graduate education and experience. Annual review of the ODC by each officer helps ensure subspecialties are accurately reported and reflect formal education as in block 54-59.

2. Subspecialty Code Definition

Managing the Officer Subspecialty System requires an understanding of the codes used to represent the many combination of fields and levels within the system. A logical organization of the codes aids the process. The most current listing is on the Subspecialty Web site at, <https://navprodev.bol.navy.mil/nss> .

D. SUBSPECIALTY CODE

Different types of criteria are evaluated when reviewing the justification provided on the Subspecialty Requirements Request form: General, Specific Coding with Specific Suffix, Community and Level. 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. Specific Criteria requires that the job functions align with the ESRs of a subspecialty degree program. Level Criteria requires justifying the level of education or experience of the position. The requirement to satisfy these criteria in the determination or revalidation process of assigning a subspecialty code to a billet is essential to the management and integrity of the subspecialty system. Where it is not clear that criteria have been met, further justification must be requested.

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. Level Criteria

Level Criteria are defined by DCNO (N1) and unique to each suffix as described below. Not all suffixes are appropriate for all subspecialty codes. Suffix listing is provided in Table 1-1.

E. MEDICAL SUBSPECIALTY CODES - 15XX-19XX

Medical subspecialty codes (15XX through 19XX), are handled separately. When using a non-medical subspecialty along with a medical subspecialty the package must be processed through BUMED and N153. The non-medical subspecialty must be the primary code on the billets.

Table 1-1
Suffix Table
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 USNA.	Officers will retain I code suffix associated with degree completion throughout career. Officers may complete a utilization tour in a general or specific master's coded billet, however officers will retain the I code for tracking.	No	Yes
J	Subspecialty	Approved programs must be	Formal training related to a	No	Yes

SUFFIX	Short Title	Description	Remarks	Billet Code	Officer Code
	Trained	listed in CSRs.	subspecialty ESR not classified in AOD system.		
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