

Training Standard Operating Procedure (TSOP)  
Naval Officer Billet Classification (NOBC) Attainment

1. PURPOSE. The purpose of this TSOP is to provide guidance for EFALANT Officers to request assignment of a Naval Officer Billet Classification (NOBC).
2. SITUATION. The Navy Officer Occupational Classification System (NOOCS) identifies the skills, education, training, experience and capabilities of an officer through a series of subsystems and classification codes. The subsystems of the NOOCS are: Designator/Grade, Naval Officer Billet Classification (NOBC), Subspecialty (SSP), and Additional Qualification Designation (ADQ). Use of these subsystems provides detailers with information necessary to properly assign officers to a particular billet. NOBCs are normally assigned to active duty Officers as they complete tours of duty in various types of billets. Naval Reservists may also be assigned a Civilian Occupation Code Indicator which identifies skills and experience which may be of potential value to the Navy. Of particular importance to a Reserve Officer, gaining an NOBC may expand opportunities for billet assignment and mobilization/recall.
3. MISSION. Utilize the procedures below for requesting or revising assignment of an NOBC.
4. EXECUTION.
  - a. An Officer desiring assignment of an NOBC must meet all eligibility requirements for training, education, skills and experience. NAVPERS series 15839 describes the responsibilities of each particular NOBC.
  - b. After reviewing the NAVPERS series 15839, prepare a request letter justifying the assignment of the appropriate NOBC. The reference for Reservists requesting an NOBC is BUPERSINST 1001.39C, Chapter 9. A letter outline is provided as enclosure (1).
  - c. Civil Engineer Corps officers will need to forward their requests through their chain-of-command and NAVFAC Headquarters (Attn: Code RP). Supply Corps Officers will need to prepare their requests in accordance with NAVSUPINST 1231.1H.
  - d. Applicants will need to include:
    1. Certificates of Completion for military and civilian courses appropriate to the requested NOBC.
    2. Fitness Reports or other official correspondence that detail billets or duties performed that are associated with the requested NOBC.
    3. Civilian skills, training or experience equivalent to the duties of the requested NOBC.

- e. After assignment, BUPERS will enter the classification in the Reservist's Service Record and Officer Data Card (ODC). Personnel should regularly check their Service Record and ODC for accuracy.

5. ADMINISTRATION AND LOGISTICS.

FORMAT FOR REQUESTING ASSIGNMENT OF AN NOBC

From: Rank, Name, USNR-R, SSN/Designator  
To: Commanding Officer, Naval Reserve Personnel Center (N512)  
Via: (1) Unit Commanding Officer  
(2) Individual's Gaining Command  
(3) Other via addressees if required for certification of qualifications not documented in the letter or to comply with specific Officer Community requirements such as those for Intelligence, Cryptology, Supply, Engineering Duty, and Civil Engineer Corps Designators

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET CLASSIFICATION (NOBC)

Ref: (a) BUPERSINST 1001.39C  
(b) NAVPERS 15839H, Manual of Navy Officer Manpower and Personnel Classifications

1. Per references (a) and (b), I request assignment of NOBC (specify number and description from reference (b)).
2. Military Schooling appropriate to this NOBC: (Provide course title, number, dates, and location, both active duty and active points credited.)
3. Military correspondence courses appropriate to this NOBC: (Provide course title, number, date completed, and number of retirement points credited.)
4. Practical experience appropriate to this NOBC:
  - a. Active Duty: (Provide dates, locations, billets or duties that are appropriate to this NOBC.)
  - b. Annual Training (AT)/Active Duty for Training (ADT): (Provide dates, locations and duties appropriate to this NOBC.)
  - c. Inactive Duty experience: (Indicate experience gained during drills, Inactive Duty Training Travel, etc., relating to this NOBC.)
5. Other information supporting the request, as appropriate.

\_\_\_\_\_  
Signature

Enclosure (1)