



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
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MEMORANDUM FOR DISTRIBUTION

Subj: ZERO-BASED REVIEW OF SUBSPECIALTY BILLET REQUIREMENTS

Ref: (a) DoD Instruction 1322.10

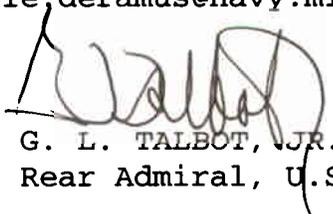
Encl: (1) Implementation Guidance

1. The biennial, zero-based review of Navy subspecialty billet requirements per reference (a) commences February 2004. The review will validate experience and education subspecialty requirements at sea and ashore under the new subspecialty system enacted in July 2002. The zero-based review will be conducted exclusively online via the Navy Subspecially System (NSS) website at <http://navprodev.bupers.navy.mil/nss/>.

2. All Major Manpower Claimants (MMC) are responsible for completing the zero-based review prior to 1 May 2004 using enclosure (1).

3. Information contained on the NSS website serves as the official guidance for most Navy subspecialties.

4. The N13 point of contact for Navy Subspecially System Zero-Based Review is Vicki Poindexter, N131E1, (703) 614-4933/DSN 224 or Vicki.poindexter@navy.mil. The N13 point of contact for website difficulties is LT Nicole DeRamus, N131E3, (703) 693-2328/DSN 223 or Nicole.deramus@navy.mil.


G. L. TALBOT, JR.
Rear Admiral, U.S. Navy

Distribution:

Major Manpower Claimants

CNO (N00T, N097, N12, N131, N3/N5, N6, N8)

NAVMAC

NAVSEA

NAVAIR

NAVSUP

NAVFAC

OJAG (612)

BUMED

IMPLEMENTATION GUIDANCE FOR ZERO-BASED REVIEW OF SUBSPECIALTY BILLET
REQUIREMENTS

1. The new subspecialty system has been in place since July 2002. It is based upon a hierarchical network based on the major area concept directed by CNO. Codes consist of a four-digit number followed by a single letter. Subspecialty codes with "1" as the first digit are the same as in the previous system. The new system codes can be found on the Navy Subspecialty System (NSS) website. The basic structure follows:

1000 series - Staff Corps specific subspecialties, no changes. Sponsors: NAVSUP, CHC, CEC, BUMED, OJAG

2000 series - National Security Studies. Sponsor: OPNAV N3/5.

3000 series - Resource Management and Analysis. Sponsor: OPNAV N8.

4000 series - Applied Disciplines. Sponsor: OPNAV N00T.

5000 series - Engineering and Technology. Sponsor: NAVSEA.

6000 series - Operations. Sponsor: OPNAV N6.

Program descriptions, codes, and subspecialty core skill requirements are available on the website.

2. Every claimancy is directed to review their entire billet base and submit subspecialty changes, additions, and deletions to the billet subspecialty codes as required. Procedures for the zero-based review are outlined on the Help-Information page under the 'NSS Website Help Manual' section.

3. At the conclusion of the review, all subspecialty billet requirements in TFMMS will be wiped clean and the requested/approved changes made via the website will be entered into TFMMS. All systems will be updated at once to ensure system changes minimize impact on the officer assignment process. Claimants that submit Out-of-Cycle requests after 1 May 2004 may submit a consolidated TFMMS package of Out-of-Cycle updates after 30 December to reinstate billet coding that may have been wiped clean.

4. Re-evaluating education requirements, particularly URL, both ashore and at sea is a key objective of the billet review. For each billet, review the requirement as reflected in TFMMS and adjust as necessary. It is imperative that grade considerations be made when coding billets with graduate education subspecialty

codes, particularly for the URL. Compensation is not required during a zero-based review.

IMPLEMENTATION GUIDANCE FOR ZERO-BASED REVIEW OF SUBSPECIALTY BILLET
REQUIREMENTS

5. Review of billet requests are to be completed according to the following timeline:

- Officer Community Managers (OCM) are directed to review completed MMC submissions prior to 1 July 2004.
- Subject Matter Experts are responsible for completing their independent review of MMC and OCM submissions prior to 1 September 2004.
- Major Area Sponsors are responsible for completing their independent review of MMC and OCM submissions prior to 1 November 2004.
- N131E will consolidate all submissions and coordinate with NAVMAC for TFMMS data entry by 30 December 2004.