





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1001.25  
N2R  
3 Jan 2003

OPNAV INSTRUCTION 1001.25

From: Chief of Naval Operations (N2)

Subj: RESERVE INTELLIGENCE NAVY OFFICER BILLET CLASSIFICATION  
CODE (NOBCs)

Ref: (a) BUPERSINST 1001.39D  
(b) OPNAVINST 5401.8B  
(c) NAVPERS 15839I, Manual of Navy Officer Manpower and  
Personnel Classifications

Encl: (1) Sample Format for Requesting NOBC 9600 Certification  
(2) Format for RIAC Endorsement  
(3) Format for Requesting 9600 NOBC for Former Active  
Duty Officers  
(4) Format for AT/Project Work Equivalency Certification

1. Purpose. To establish attainment policy on Intelligence Group (96XX) Naval Officer Billet Classification Code (NOBC) for Naval Reserve officers on inactive duty.

2. Cancellation. COMNAVRESINTCOMINST 1001.1.

3. Applicability. This instruction applies to all Naval Reserve officers assigned to Naval Reserve Intelligence Program (NRIP) or Naval Reserve Command Intelligence Support (NRCIS) billets. It should be used for training and career planning purposes.

4. Background. Reference (a), which provides general policy on submitting NOBC requests, designates 96XX as a series requiring specialized qualification standards and application procedures. Reference (b) designates Chief of Naval Operations (N2R) as the adjudicator of 96XX NOBCs.

a. Basic Policy. NOBCs are used to define individual billets and to identify a group of similar billets. The acquisition of a NOBC by a reserve officer is based on their billet. NOBCs are general in nature and may not describe every

billet precisely, however, they are useful in identifying and documenting billet-related training and experience. NOBCs are not utilized in billet selection or as a criteria for promotion. Therefore, officers need not strive to attain a string of NOBCs.

b. NRIP Requirements. Readiness calculations for Naval Reserve Intelligence Officers assigned to the NRIP are not affected by any NOBC other than 9600. Therefore, 9600 is the only mandatory NOBC. By awarding 9600, CNO (N2R) certifies that the officer has completed the minimum basic training requirements for a Special Duty Officer - Intelligence (1635). Refer to enclosure (1) for the sample format for requesting NOBC 9600 certification. Limited Duty Officers (6455) are not required to obtain a 9600 NOBC.

5. Procedures. Commanding Officers will submit 96XX NOBC requests for unit members to CNO (N2R) via the appropriate Reserve Intelligence Area Commander (RIAC) per the qualification standards defined in reference (c) and using the format provided in enclosure (1). The application will include the date and method of completion of each qualification standard. RIAC endorsements should be in the format provided in enclosure (2). Key submission criteria follow:

a. Methods of Qualification. Formal annual training (AT) courses, unit project work, and ATs conducted in an officer's mobilization billet are the primary means of achieving NOBC qualification. Course and project assignments should be selected for their relevance to current and projected mobilization billets and not for obtaining non-required NOBCs.

b. Former Active Duty Intelligence Officers. Each Reserve Intelligence Area Officer-in-Charge must notify CNO (N2R), using the format in enclosure (3), that the officer has affiliated with the NRIP. CNO (N2R) will grant the officer the 9600 NOBC and ensure it is documented with the Chief of Naval Personnel and the Naval Reserve Personnel Center.

c. Intelligence Courses. Course work used to apply for a NOBC must be less than five years old.

d. Eligibility. Except for NOBC 9600, CNO (N2R) will only

consider applications for NOBCs assigned to an officer's current mobilization billet.

e. Equivalencies. Officers may possess training or experience similar to the formal qualification standards in reference (c). For example, an AT in a mobilization billet may be the equivalent of six months of unit project work. Additionally, active duty experience, civilian qualifications, and completion of discontinued AT courses are potential equivalencies. Equivalencies cited in any 96XX NOBC request must be completely documented showing why the course or experience cited is equivalent to the formal standard, and included as an enclosure to the 96XX NOBC request. Enclosure (4) illustrates a sample letter to document course or experience equivalency. CNO (N2R) will evaluate requests for equivalent credit on a case-by-case basis.

f. Non-96XX NOBCs. Some NRIP officer billets are coded with NOBCs other than 96XX. Per reference (a), requests for non-96XX NOBCs must be submitted to the Commanding Officer, Naval Reserve Personnel Center (Code N512) via the appropriate reserve technical manager as outlined in reference (a) Chapter 9, Figure 9-3. See reference (c) for descriptions of non-96XX NOBCs.

R. B. PORTERFIELD  
Director of Naval Intelligence

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OPNAVINST 1001.25  
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SAMPLE FORMAT FOR REQUESTING NOBC 9600 CERTIFICATION

1211  
Ser  
Date

From: Commanding Officer, NR JICPAC 0571  
To: Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720  
Via: Reserve Intelligence Area Commander, Area \_\_\_\_\_  
Subj: REQUEST FOR NAVY OFFICER BILLET CLASSIFICATION (NOBC)  
9600 CERTIFICATION  
Ref: (a) OPNAVINST 1001.

1. Request NOBC 9600 be granted to Lieutenant John A. Smith,  
USNR-R, 123-45-6789/9999. I certify that all requirements of  
reference (a) have been met as set forth below:

<u>Requirements</u>	<u>Date of Completion</u>	<u>Method/School/Gaining Command</u>
BRIT Modules	30 Mar 99	RIA XX BRIT Program/ BRIT waived CNO N2R ltr of 1 Jun 95
NIOBC-RES CIN J-3A-2979	30 Mar 00	FITCPAC, SAN DIEGO, CA
12 months in NRIP Unit	30 Mar 99	Describe specific intel production involvement.
Commission Plus 12 months	30 May 98	USNA/ROTC/OCS/DIRCOM/LDO
Correspondence NAVEDTRA 14210	15 Jun 99	Introduction to Department of the Navy Information and Personnel security Program
Current SSBI	01 Jun 99	

Enclosure (1)