

NAVY ENLISTED CLASSIFICATION (NEC) CHANGE REQUEST						REFERENCE NAVPERS 18068F VOLUME II													
TO:				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)				6. RESERVE CLASSIFICATION:															
USN		USNR		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)																			
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	-			-			-												
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: _____																			
<input type="checkbox"/> FORWARDED RECOMMENDING APPROVAL <input type="checkbox"/> FORWARDED RECOMMENDING DISAPPROVAL																			
_____					_____														
SIGNATURE					DATE														
ACTION TAKEN BY EPMAC/NRPC																			
APPROVED			EFFECTIVE DATE			_____ SIGNATURE DATE													
DISAPPROVED (SEE ATTACHMENT)																			
RETURNED WITHOUT ACTION (SEE ATTACHMENT)																			
(BLOCK BY BLOCK INSTRUCTIONS ON REVERSE SIDE)																			

INSTRUCTIONS FOR COMPLETION OF EPMAC 1221/2

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

FORWARD REQUEST TO:

USN/USNR(TAR)

COMMANDING OFFICER
EPMAC CODE 51
NEW ORLEANS LA 70159-7900

COMM: (504) 678-5491 FAX: (504) 678-1616
DSN: 678-5491 678-1616
EMAIL: EP51@EPMAC.NOLA.NAVY.MIL

USNR-R (SELRES)

COMMANDING OFFICER
NAVAL RESERVE PERSONNEL CENTER CODE 201E
NEW ORLEANS LA 70149-7800

COMM: (504) 678-1859 FAX: (504) 678-5470
DSN: 678-1859 678-5470
EMAIL: WOELKEH@NRPC.NOLA.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 CLASSIFICATION COORDINATORS WILL COMPLETE BLOCK 14 PRIOR TO FORWARDING TO NAVAL RESERVE PERSONNEL CENTER (NRPC).

BLOCK #

1 - 3

MEMBER INFORMATION:
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 THAN ONE MEMBER, ENTER "SEE ATTACHED" ON BLOCKS 1 AND 2, AND ATTACH A LIST WITH THE RATE, NAME & SSNs OF THE MEMBERS TO THE EPMAC 1221/2.

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

5 COMPONENT - CHECK APPROPRIATE BOX

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

7 NEC ACTION REQUEST - CHECK THE APPROPRIATE BOX. ONLY IDENTICAL TRANSACTIONS MAY BE REPORTED ON A SINGLE FORM. WHEN MULTIPLE ACTIONS ARE BEING RECOMMENDED FOR DIFFERENT REASONS, SEPARATE 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" NECs ANNOTATE THE COURSE IDENTIFICATION NUMBER THE MEMBER COMPLETED, AND ALSO INCLUDE SUPPORTING DOCUMENTATION WITH THE EPMAC 1221/2 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 **MUST** BE CERTIFIED BY THE COMMANDING OFFICER OR 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 RECOMMENDATION FOR APPROVAL/DISAPPROVAL OF THE NEC REQUEST. FOR NEC CHANGE REQUESTS OF USNR-R (SELRES) PERSONNEL THIS BLOCK WILL BE USED BY THE CLASSIFICATION COORDINATORS. EPMAC/NRPC ARE THE FINAL APPROVING AUTHORITY FOR NEC REQUESTS.

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 YOU COMMAND RUAD.

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 EPMAC 1221/2 "NAVY ENLISTED CLASSIFICATION (NEC) CHANGE REQUEST"

THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 (PL 93-579) WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH INFORMATION ABOUT THEMSELVES AS TO THE FOLLOWING FACTS CONCERNING THE INFORMATION REQUESTED.

1. **AUTHORITY:** TITLE 10 AND 37 U.S.C.
2. **PRINCIPAL PURPOSE(S):** TO ACCESS MEMBER DATA ON THE ENLISTED ASSIGNMENT INFORMATION SYSTEM.
3. **ROUTINE USE(S):** TO PROCESS AWARD(S), REMOVAL(S) AND WAIVER(S) AS REQUESTED ON THE EPMAC 1221/2.
4. **MANDATORY OR VOLUNTARY DISCLOSURE:** VOLUNTARY. IF THE MEMBER DOES NOT PROVIDE SOCIAL SECURITY NUMBER THE NEC REQUEST WILL NOT BE PROCESSED.