AR 611-1 cy. 1

Army Regulation 611–1

Superseded by AR 611-1 26 June 95

Personnel Selection and Classification

Military Occupational Classification Structure Development and Implementation

with C-1 dated 15 Apr 88

Headquarters
Department of the Army
Washington, DC
~~15 April 1988~~
5 Oct 1987

SUMMARY of CHANGE

AR 611-1
Military Occupational
Classification Structure
Development and Implementation

This change provides guidelines for Army-wide grade constraints affecting authorized data (throughout) and gives target dates for implementation of routine and expedited changes to the military occupational structure (table 3-2).

Headquarters
Department of the Army
Washington, DC
5 October 1987

Army Regulation 611–1

Effective 30 October 1987

Personnel Selection and Classification

Military Occupational Classification Structure Development and Implementation

The original form of this regulation was first published on 5 October 1987. This UPDATE printing publishes a new Change 1 that is effective 16 May 1988. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Summary. This regulation prescribes the method of developing, changing, and controlling the commissioned officer, warrant officer, and enlisted military occupational classification structures (MOCS).

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. It applies to all proponent agencies responsible for military occupational structure and classification.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal control system. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without the approval ~~of the Commander, U.S. Army Soldier Support Center - National Capital Region, ATTN: ATNC-MOS, 200 Stovall Street, Alexandria, VA 22332-0400.~~ from the Office of the Deputy Chief of Staff for Personnel (HQDA DAPE-MB) ALEX, VA 22332-1340.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel (DAPE-MB). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Soldier Support Center - National Capital Region, ATTN: ATNC-MOS, 200 Stovall Street, Alexandria, VA ~~22332-0400~~22332-1340.

Distribution. Distribution of this publication is made in accordance with DA Form 12-9A-R requirements for 611-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 403 of the subscriber's DA Form 12-9A-R. AR 611-1 distribution is B for the Active Army, ARNG, and USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12-9U-R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

Changes. Changes to the basic publication are shown by strikethroughs, underscores, and tint. Old material that is being deleted is lined out (struck through). New material that is being added is underlined (underscored) or, if extensive, printed in a gray, shaded area (tinted). Material that is extensively rewritten and reorganized is tinted.

Contents (Listed by paragraph number)

Chapter 1
General

Section I
Introduction
Purpose • 1–1
References • 1–2
Explanation of abbreviations and special terms • 1–3
Military occupational classification structure requirements • 1–4

Section II
Responsibilities
Office of the Deputy Chief of Staff for Personnel (ODCSPER) • 1–5
Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) • 1–6
Office of the Deputy Chief of Staff for Logistics (ODCSLOG) • 1–7
Office of the Deputy Chief of Staff for Intelligence (ODCSINT) • 1–8
Office of The Surgeon General (OTSG) • 1–9
Commanding General, U.S. Army Materiel Command (CG, AMC) • 1–10
Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC) • 1–11
Commanding General, U.S. Army Soldier Support Center (CG, USASSC) • 1–12
Commander U.S. Army Manpower Requirements and Documentation Agency (USAMARDA) • 1–13
Commanding General, U.S. ~~Army Military Personnel Center~~Total Army Personnel Agency (CG, ~~MILPERCEN~~ USTAPA) • 1–14
Other agencies • 1–15
Personnel proponents, Chief, NGB, OCAR, and the integrating centers • 1–16

Chapter 2
Proposals for Changes to the Military Occupational Classification Structure
General • 2–1
Initiating changes • 2–2
Submission of proposals to change the military occupational classification structure (MOCS) • 2–3

Chapter 3
Evaluation, Analysis, Coordination, and Implementation of Military Occupational Classification Structure Proposals
Evaluation and coordination • 3–1
Implementation cycles for routine MOCS changes • 3–2
Schedule for changing the military occupational classification structure • 3–3
Effective dates • 3–4
Expedited changes ***Rescinded.*** • 3–5
Changes to authorization documents • 3–6
Personnel reclassification • 3–7
Occupational training courses • 3–8

Appendix A. Related Publications

Glossary

Chapter 1
General

Section I
Introduction

1–1. Purpose
This regulation prescribes responsibilities and procedures for maintaining the currency of the military occupational classification structures (MOCS), and applies to the following:

a. Commissioned officer branch, functional area (FA), branch immaterial, area of concentration (AOC), skill, language identification, and reporting classifications.

b. Warrant officer branch, FA, AOC, military occupational specialty (MOS), special qualification identifier (SQI), and additional skill identifier (ASI).

c. Enlisted career management field (CMF), MOS, ASI, and SQI.

1–2. References
Related publications are listed in appendix A.

1–3. Explanation of abbreviations and special terms
Abbreviations and special terms used in this regulation relative to commissioned officer, warrant officer, and enlisted classification and structure are explained in the glossary.

1–4. Military occupational classification structure requirements
Unless otherwise noted, the term 'occupational identifier' will include all classification identifiers listed in paragraph 1-1.

a. Commissioned officer, warrant officer, and enlisted occupational identifiers will normally be authorized only if required to identify people and positions; however in exceptional cases, an identifier may be authorized for personnel classification only.

b. Decisions concerning the introduction, revision, or deletion of an occupational identifier must be—

(1) Consistent with organizational and doctrinal changes.

(2) Supportive of the introduction of new or improved materiel systems under AR 71-2.

(3) Consistent with Army policies concerning—

(a) Troop programs.

(b) Tables of organization and equipment (TOE) and The Army Authorization Documents System (TAADS).

(c) Recruiting.

(d) Personnel classification and evaluation.

(e) Personnel distribution and assignment.

(f) Accessions and training.

(g) Mobilization.

(h) The New Manning System.

(i) Utilization of female soldiers.

(j) Physical demands.

(k) Direct combat probability coding.

(l) Promotions, incentives and special pay.

(m) Reserve Components.

c. The MOCS must provide a clearly defined method for changing occupational identifiers in a way that will permit accurate forecasting of personnel strengths and of training and management requirements.

Section II
Responsibilities

1–5. Office of the Deputy Chief of Staff for Personnel (ODCSPER)
The ODCSPER will—

a. Establish policies, plans, and programs, including exceptions to policy, to add, delete, or revise occupational identifiers.

b. Develop policies to ensure uniform and prompt revision of requirements and authorization documents consistent with additions, deletions, or revisions of occupational identifiers.

c. Approve additions, deletions, or revisions of occupational identifiers to include changes to enlisted standards of grade authorization (SGA), commissioned officer grade data, and the warrant officer skill and rank authorization system (SRAS).

d. Provide information to affected agencies on force structure changes, delays in fielding plans, changes in program funding, and other actions that may affect the MOCS.

e. Enforce the cyclical review, analyses, and implementation of changes.

f. Evaluate, edit, and provide personnel authorization data from the personnel structure and composition system (PERSACS).

1–6. Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS)
a. The ODCSOPS will provide ODCSPER with—

(1) The Army's operational requirements and priorities affecting the MOCS.

(2) Timely advice relative to individual and unit training requirements and doctrinal or organizational changes affecting the MOCS.

(3) The activation or conversion schedule for new units.

(4) Information concerning delays in fielding plans, changes in program funding, and other actions that affect the MOCS.

b. In addition, ODCSOPS will review and provide comments to recommended changes to the MOCS.

c. ODCSOPS will approve TAADS documentation of the MOS structure to include SGA based on the force structure.

1–7. Office of the Deputy Chief of Staff for Logistics (ODCSLOG)
a. The ODCSLOG will provide ODCSPER with functional and technical advice and recommendations for development and refinement of personnel management policies that relate to the logistical positions of the occupational classification structure.

b. In addition, ODCSLOG will review and provide comments to recommended changes to the MOCS.

1–8. Office of the Deputy Chief of Staff for Intelligence (ODCSINT)
a. The ODCSINT will provide ODCSPER with—

(1) Functional and technical advice and recommendations for development and refinement of personnel management policies that relate to the intelligence positions of the MOCS.

(2) Information on the Army language program as it affects the MOCS.

b. In addition, ODCSINT will comment on recommendations for new or revised security clearance requirements and other recommendations associated with actions concerning occupational identifiers.

1–9. Office of The Surgeon General (OTSG)
a. The OTSG will provide ODCSPER with functional and technical advice and recommendations for development and refinement of personnel management policies that relate to the medical positions of the MOCS.

b. In addition, OTSG will review and provide comments to recommended changes to the MOCS.

1–10. Commanding General, U.S. Army Materiel Command (CG, AMC)
a. The CG, AMC as the Army's principal materiel developer, will provide ODCSPER with functional and technical advice and recommendations for development and refinement of personnel management policies that relate to the materiel positions of the MOCS. These actions may include production delays, termination of planned materiel acquisition programs, major changes in program funding, materiel distribution plans, and relationships to other systems.

b. The CG, AMC will also review and provide comments to recommended changes to the MOCS which are applicable to AMC and operating elements of subcommands of AMC.

1–11. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)
The CG, TRADOC, as the Army's combat developer and trainer, will—

a. Review and provide comments to recommended changes to the MOCS.

b. Monitor and ensure personnel proponents fulfill their responsibilities in the development of recommendations to improve the MOCS as outlined in AR 600-3.

c. Provide the Commander, U.S. Army Soldier Support Center -National Capital Region (SSC-NCR) information concerning individual training plans and programs that may affect the MOCS or Army personnel systems.

d. Apply approved MOCS changes to and publish revised or new TOEs.

1–12. Commanding General, U.S. Army Soldier Support Center (CG, USASSC)

The CG, USASSC will—

a. Develop and maintain a MOCS which will identify position requirements and personnel qualifications for recruitment, training, assignment, promotion, incentives, utilization, evaluation, and professional development.

b. Establish a cycle for the review, analysis, and implementation of classification structure changes.

c. Develop and coordinate personnel and position classification/documentation guidance with the Army Staff, ~~MILPERCEN~~ USTAPA, and the U.S. Army Manpower Requirements Documentation Agency (USAMARDA) to ensure that occupational identifiers are changed uniformly throughout the Army.

d. Create and update, under the policy direction of ODCSPER, the Personnel Management Authorizations Document (PMAD) which is a monthly 'snapshot' of the latest approved and projected force structure/modernization decisions. Ensure coordination with ODCSOPS, ODCSPER, ~~MILPERCEN~~USTAPA, U.S. Army Training and Doctrine Command (TRADOC), major Army commands (MACOMs) and personnel proponents as appropriate prior to publication of changes to the PMAD.

e. Brief, provide authorization data, and raise issues to the ODCSPER for functional review (FR) and functional areas of assessment (FAA).

f. Provide information concerning approved occupational identifier revisions, deletions, or additions to CG, ~~MILPERCEN~~ USTAPA for inclusion in the personnel occupational specialty code (POSC-Edit) file.

g. Monitor the maintenance of SGAs to ensure that they are consistent with ODCSPER guidelines.

h. Provide personnel impact data for planned doctrinal changes or unit reorganizations.

i. Develop and conduct job/task analysis surveys through the Army Occupational Survey Program (AOSP) to assist personnel and training proponents in determining position requirements and training needs.

j. Develop and apply occupational research methods, including job analysis and evaluation techniques, relating to the development and utilization of occupational identifiers.

k. Advise the ODCSPER of the qualitative and quantitative effects of proposed occupational identifier changes.

l. Evaluate, coordinate, and provide recommendations to TRADOC, ODCSPER, and personnel proponents regarding the establishment, revision, or deletion of occupational identifiers.

m. Advise MACOMs, the Army Staff, personnel proponents, and other affected agencies of approved decisions concerning changes to occupational identifiers.

n. Design a notional force that integrates personnel considerations arising from changes in concepts, doctrine, training, manpower staffing standards, materiel systems, or any combination of these.

1–13. Commander, U.S. Army Manpower Requirements and Documentation Agency (USAMARDA)

a. Review TOE and MTOE/TDA/MOBTDA file to ensure proper application of revised occupational identifiers.

b. Review input to the POSC-Edit file to ensure valid application by CG, ~~MILPERCEN~~USTAPA and Commander, SSC-NCR of occupational identifiers for TAADS/VTAADS comparison and processing.

c. Ensure compliance with changes to the MOCS to include proper application of SGA and duty titles in TOEs, MTOEs, TDAs, and MOBTDAs.

d. Conduct a complete review of all approved MOSC changes after the closure of management of change (MOC) windows. Copies of DA Form 2028 (Recommended Changes to Publications and Blank Forms) recommending changes to SGA and position classification will be forwarded to the Commander, SSC-NCR (ATNC-MOS) and to CG, ~~MILPERCEN~~USTAPA (DAPC-PLO).

1–14. Commanding General, ~~U.S. Army Military Personnel Center (CG, MILPERCEN)~~U.S. Total Army Personnel Agency (CG, USTAPA)

The CG, ~~MILPERCEN~~USTAPA will—

a. In coordination with USAMARDA and SSC-NCR, maintain, update, publish, and distribute POSC-Edit file to TAADS, TOE, and Standard Installation/Division Personnel System (SIDPERS) users.

b. Review and comment on MOCS proposed changes and provide the Commander, SSC-NCR with personnel reclassification guidance and comments concerning the supportability of such changes.

c. Ensure that changes to occupational identifiers are implemented by resource managers.

d. Recommend program and policy changes to improve alignment of inventory strengths with projected authorizations.

e. Circulate the POSC-Edit tape to U.S. Army Force Development Support agency (USAFDSA), USAMARDA, and SSC-NCR for review not later than 15 March and 15 September for each cycle.

1–15. Other agencies

MACOM commanders or agency heads other than TRADOC and AMC will—

a. Review and provide comments to recommended changes to the MOCS.

b. Disseminate information and changes to the MOCS to subordinate units.

c. Monitor implementation of MOCS changes to ensure timely and accurate changes to TAADS and the reclassification of soldiers.

1–16. Personnel proponents, Chief, NGB, OCAR, and the integrating centers

Personnel proponents, Chief, NGB, OCAR, and the integrating centers will provide the ODCSPER with functional and technical advice and recommendations for development and refinement of personnel management policies that relate to the MOCS as it affects their respective areas of responsibility.

Chapter 2
Proposals for Changes to the Military Occupational Classification Structure

2–1. General

This chapter outlines procedures and lists minimum information which must be included in a proposal to change the MOCS. (This information is exempt from information control under AR 335-15, para 5-2b(4)).

2–2. Initiating changes

Any organization or individual may submit recommendations for changes to the MOCS. Additions, deletions, or revisions to an existing occupational identifier may be necessary to reflect technological developments of changes in organizations, functions, and missions. Changes to the classification structure normally require changes to TOEs and TAADS and reclassification of soldiers. Changes also may require revisions to recruitment, training, assignment, promotion, incentive, utilization, and evaluation. A proposed change to the MOCS, therefore, clearly must show the impact on the classification structure, recruiting requirements, training requirements, assignment procedures, and testing and evaluation systems. All changes to the MOCS impact on Reserve Components (RC), particularly in the areas of training, professional development, and career progression. Therefore, the potential impact on the RC must be considered, and procedures for training, retraining, and other aspects must be formulated. Proposed training strategies, and information concerning these issues, must be included in the proposed revision.

2–3. Submission of proposals to change the military occupational classification structure (MOCS)

In view of the amount of data required to support proposals, DA Form 2028 is not appropriate for proponent submission.

a. Recommended changes to the MOCS that are initiated by an agency other than a personnel proponent, to include recommended changes from individuals, will be submitted directly to the Commander, U.S. Army Soldier Support Center -National Capital Region, ATTN: ATNC-MOS, 200 Stovall Street, Alex, VA ~~22332-0400~~22332-1340.

b. Recommended changes to the MOCS that are initiated by a personnel proponent that affect only that proponent's mission/functional areas will be submitted directly to the Commander, U.S. Army Soldier Support Center - National Capital Region, ATTN: ATNC-MOS, 200 Stovall Street, Alex, VA ~~22332-040022332-1340~~.

c. Recommended changes to the MOCS that are initiated by a personnel proponent, but impact on another personnel proponent's functional area, will be coordinated with that personnel proponent prior to forwarding to Commander, U.S. Army Soldier Support Center - National Capital Region, ATTN: ATNC-MOS, 200 Stovall Street, Alex, VA ~~22332-040022332-1340~~. Copies of each proponent's comments will be included with the proposal.

d. SSC-NCR will analyze, evaluate, develop, and coordinate proposals. Any proposal received from an agency, command, or individual other than the designated personnel proponent will be forwarded to that proponent by SSC-NCR for comments/concurrence prior to further staffing or approval.

e. Each proposal for change to the MOCS should be submitted in the form of a memorandum and must contain—

(1) A brief statement of the basis for and nature of the proposal. If the recommendation is for a new occupational identifier or a change to an existing one, explain why positions cannot be effectively classified within the existing MOCS. If the recommendation is for a new occupational identifier, provide a list of positions currently authorized which will be reclassified/recoded.

(2) Skill level 1 tasks and standards unless the complexity of tasks and length of training preclude their use. The proportion of skill level 1 positions will be determined individually, but must be sufficient to provide a sustaining base for higher skill level requirements. The skill level 1 task list should include, as a minimum, all approved or proposed critical tasks (excluding common soldiers tasks). Additionally, the task list should include and identify, with an asterisk, the most physically demanding task for the skill level 1 soldier.

(3) A statement of the significant changes, expected improvements and benefits to be realized, modifications to training strategy, and impact on other identifiers and other DA programs.

(4) A double-spaced draft of the proposed, new or revised identifier, to include SGA for enlisted soldiers and rank group coding for warrant officers. This draft must be provided in the formats contained in AR 611-101, AR 611-201, or AR 611-112.

(5) A statement that the most recent AOSP survey results were used in developing the proposal, or that no survey results were available. AOSP job/task analysis data collected and published by SSC-NCR will be used by the personnel proponent to the maximum extent possible and will be reviewed to ensure that all tasks are considered and included in the specifications. The date/time period of AOSP used will be indicated.

(6) A statement that the change proposed will or will not increase or decrease the current number of authorizations for the occupational identifier. (If the number of authorizations will change as a result of some other on-going action, a complete explanation is required).

(7) A listing of the MOS from which soldiers can be obtained and/or the MOS to which soldiers can progress for promotion to the higher grades if an MOS will not begin at private-first-class or progress to sergeant major.

(8) A statement/summary reflecting the number of authorizations, by grade and aggregate, for present and proposed positions. Data source and date of document used must be indicated. ~~The recommended grade structure must be shown. Complete grade impact must be provided for all MOCS proposals. Authorization data must reflect the current year or years used in developing the data. Additionally, each recommended change will include a summary of the net changes by MOS and grade for each fiscal year affected.~~ The following constraints apply:

(a) Army wide grade structure will not exceed congressional nor DOD constraints.

(b) Increases in grade structure, Army wide, are not affordable.

(c) Billpayers' must be identified for increased grade structure.

1. Increases forced upon the proponent due to HQDA decisions, such as AOE structure changes and or equipment modernization, will become HQDA's responsibility to identify billpayers.

2. Increases generated by the proponent due to CMF restructure/MOS revisions will become the proponents responsibility to identify billpayers. In the event a proponent can not identify a billpayer, the CMF restructures/MOS revisions will require sufficient justification (e.g., demonstrate why a position cannot perform the job at the previous lower grade) to convince DA to find a billpayer.

(d) Equal promotion opportunity does not warrant grade increases u—ess gross inequities exist and/or retention problems caused by inequity are identified.

(e) Complete grade impact must be provided for all MOSC proposals. Authorization data must reflect the current year or years used in developing the data. Additionally, each recommended change will include a summary of the net changes by MOS and grade for each fiscal year affected. The recommended grade structure must be shown. Complete grade impact must be provided for all MOCS proposals. Authorization data must reflect the current year or years used in developing the data. Additionally, each recommended change will include a summary of the net changes by MOS and grade for each fiscal year affected.

(9) A statement that the MOS is or is not a space imbalanced military occupational specialty (SIMOS) and that the revision will cause the MOS to become a SIMOS, will or will not alleviate a space imbalanced problem, or will or will not worsen the SIMOS problem.

(10) Extracts of each TOE and TAADS in which affected positions appear. Each affected position must be annotated to show the change, i.e., MOS, duty position title, grade, number of authorized positions, etc.

(11) DA Form 5643-R (Physical Demands Analysis Worksheets) if skill level 1 of an enlisted MOS is revised or included in a new MOS. At least one worksheet must be prepared for each skill level 1 task reflected in the enlisted MOS specifications. Guidance for the completion of these worksheets is contained in the 'Women in the Army Policy Review" DA ODCSPER, 12 November 1982. DA Form 5643-R will be reproduced on 8 ½ × 11 inch paper. A copy for reproduction purposes is located in the back of this publication.

(12) Physical Demands Task Lists if there are any changes in physical tasks at any level of skill generated due to either new responsibilities or new equipment. (Tasks indicated in AR 611-201, app B, must accurately represent the Physical Demands Rating associated with the overall physical requirement for the MOS).

(13) A copy of the proposed or approved course administrative data for the new or revised program of instruction (POI).

(a) A statement that training will or will not change, and information on the changes, if appropriate, for new, revised, or ongoing instruction. Provide information reflecting current and proposed total number of soldiers to be trained annually, number of classes per year, and number of students per class. Information is required for the past 2 years and, as a minimum, must project numbers for 2 succeeding years. Any increase or decrease of trainees, transients, holdees and students (TTHS) or instructor requirements must be stated. The projected starting date for new courses/classes must be included.

(b) A proposed or an approved training strategy for both the Active and Reserve Component soldiers if a new occupational identifier is proposed or new tasks are included in the current identifier.

(14) Proposed guidance for reclassification of soldiers and recoding of positions.

(a) To submit commissioned officer changes, use the format shown in AR 611-101, appendix F (~~sec H,~~TOE/TAADS documentation guidance and~~sec HH,~~ personnel classification guidance).

(b) To submit warrant officer changes, use the format shown in AR 611-112, appendix H (~~sec H,~~TOE/TAADS documentation guidance and~~sec HH,~~ personnel classification guidance).

(c) To submit enlisted personnel changes, use the format shown in AR 611-201, appendix C (TOE/TAADS documentation guidance and SIDPERS/personnel classification guidance).

(15) A statement that a change to the Joint Optical Information Network (JOIN)

system will or will not be required (enlisted actions only).

(16) A statement that the revision will or will not affect the assignment or utilization of female soldiers. If the revision does make an impact, state how. In addition, include a statement that the identifier will be authorized for classification of male and female soldiers or male soldiers only and include information relative to combat probability coding of positions.

(17) A statement indicating if and how the proposed revision will affect recruiting programs, to include its impact on individuals in the delayed entry and bonus programs.

(18) Comments/recommendations from concerned proponents if the revision will affect an occupational identifier for which another school or agency is the proponent.

Chapter 3
Evaluation, Analysis, Coordination, and Implementation of Military Occupational Classification Structure Proposals

3–1. Evaluation and coordination

This chapter outlines the time schedule for evaluating, analyzing, developing, coordinating, and implementing proposed MOCS additions, deletions, and revisions.

a. SSC-NCR will—

(1) Evaluate each proposal to add, delete, or revise an occupational identifier. All proposals initiated from any source other than the designated personnel proponent will be forwarded to that personnel proponent for comments/concurrence and processing in accordance with this regulation.

(2) Develop proposals that have merit, and coordinate them with affected MACOMs, Army Staff offices, and DA agencies.

(3) Submit proposals to ODCSPER, HQDA for final decision.

(4) Notify MACOMs, Army Staff offices, DA agencies, personnel proponents, and other interested agencies of the approved revision to the classification structure through the use of sequentially numbered memorandums. Receiving agencies will distribute these to subordinate units. These are the basis for initial implementation actions and will include the following:

(a) A summary of the approved changes.

(b) Revised portions of the appropriate regulation.

(c) TOE and TAADS implementation and documentation guidance, to include the dates when TOE and authorization documents are to be changed.

(d) Personnel reclassification guidance, to include the date soldiers are to be reclassified, if applicable.

(e) The date changes will appear in updates of appropriate regulations.

(f) The date the POSC-Edit file will be revised.

(g) A statement that the revision to the JOIN system is or is not required (for enlisted actions only).

(h) Other information that is required or will facilitate early planning.

b. Responsibilities and processing time for MOCS changes are included in table 3-1.

3–2. Implementation cycles for routine MOCS changes

a. SSC-NCR will prepare and forward to appropriate agencies—

(1) Changes to update 611-series Army regulations that will include MOCS changes, and personnel and documentation guidance.

(2) Necessary input to CG, ~~MILPERCEN~~USTAPA to update data for inclusion in the POSC-Edit file.

b. ~~MILPERCEN~~USTAPA will—

(1) Update and distribute the POSC-Edit file to support the TOE, TAADS, and SIDPERS.

(2) Review and change other personnel management regulations affected by MOSC revisions for which they are the proponent.

(3) Review and coordinate with SSC-NCR adjustments to the correctable authorization data base (CAUDB) prior to release of the PMAD/UAD.

c. TRADOC will revise the TOE and publish the CTU to implement changes to the MOCS.

d. TAADS proponents will revise modified tables of organization and equipment (MTOE), tables of distribution and allowances (TDA), and mobilization tables of distribution and allowance (MOBTDA) to implement changes to MOCS.

3–3. Schedule for changing the military occupational classification structure

MOCS changes will be implemented semiannually. Table 3-2 identifies cycles for changes to the MOCS. The timing shown with each step indicates the time required for accomplishing the scheduled revision after the staffing has been completed and the change has been approved by ODCSPER.

3–4. Effective dates

a. When the MOCS is changed, authorization documents must be revised, and personnel will normally be reclassified during the same implementing cycle. There are two cycles each year for implementing changes. Cycle 1 is for changes approved and announced between 1 June and 30 November; Cycle 2 is for changes approved and announced between 1 December and 31 May.

b. Effective dates for recruiting and training will precede the date for accountable strength reporting by sufficient time to permit trained people to arrive when positions have been reclassified.

3–5. ~~Expedited changes~~

~~Urgent needs may require an expedited change to the classification structure. In these cases, the following procedures apply:~~

~~*a.* ODCSPER will determine whether the use of a new occupational identifier or a revision of an existing one would require an immediate change to the structure.~~

~~*b.* If approved, ODCSPER will direct that the following information be disseminated:~~

~~(1) Required data pertaining to the description of the identifier.~~

~~(2) Specific TOE, MTOE, and TDA guidance.~~

~~(3) Special requisitioning instructions or other data.~~

~~*c.* Implementation of expedited actions will be held to a minimum. They will be scheduled so that all automated data processing agencies may be notified not later than the first calendar day of the month preceding the month in which the revisions are to be effective. This notice will allow time to modify, test, and distribute computer programs that will provide for acceptance of input data.~~ *(Rescinded.)*

3–6. Changes to authorization documents

TAADS proponents are responsible for changing authorization documents by the target dates shown in table 3-2.

3–7. Personnel reclassification

Occupational identifiers will be changed consistent with the announced revision. Personnel affected by changes to the structure will be reclassified in accordance with the following references:

a. Commissioned officer, AR 611-101.

b. Warrant officer, AR 611-112.

c. Enlisted personnel (Active Component), AR 600-200.

d. Enlisted personnel (USAR), AR 140-158.

e. Enlisted Personnel Management (ARNG), NGB 600-200.

3–8. Occupational training courses

The CG, TRADOC and training proponents will revise and recode training courses to conform to approved changes to the classification structures to ensure the following:

a. Trained people with the proper identifiers are available when the changes become effective.

b. Transition training for currently assigned personnel is provided.

c. People who graduate from existing courses before the new training starts are aware of approved changes.

Table 3–1
Processing actions pertaining to military occupational classification structure changes

Responsible activity	Development of MOCS/Occupational Identifiers	Processing time
SSC–NCR	Evaluate and further develop all proposals. (Processing time will begin after receipt of proposal or concurrence of personnel proponent(s).)	15–45 days
~~MILPERCEN~~USTAPA	Furnish personnel supportability analysis to assist in evaluation of proposed structure changes. Furnish comments on personnel policies and provide proposed personnel reclassification data.	10 days
TRADOC	Furnish comments on training and doctrinal impact implication.	30 days*
National Guard Bureau	Furnish comments on compatibility with ARNG force structure and policy implications.	30 days*
OCAR	Furnish comments on compatibility with Reserve Force structure and policy implications.	30 days
USAREC	Furnish comments on anticipated impact on recruiting.	30 days*
CONUS MACOM	Furnish comments on acceptability to support command or activity mission.	30 days*
OCONUS MACOM	Furnish comments on acceptability to support command or activity mission.	30–60 days*
Army Staff Elements	Furnish comments on acceptability, or on compatibility with overall Army policy.	30 days*
ODCSPER	Approve or disapprove recommendation.	30 days

* Concurrent staffing

Table 3–2
Implementation cycle(s) for changes to the military occupational classification structure

	Target dates		
Step	Cycle 1	Cycle 2	Actions
1	1 Jun–30 Nov	1 Dec–31 May	Publication of memorandums announcing approved changes. Changes will be documented in the PMAD/UAD in the succeeding the MOC window.
2	20 Dec	20 Jun	SSC–NCR provides input to USTAPA for POSC-Edit File.
3	5 Jan	5 Jul	POSC-Edit tape distributed to CAC, TRADOC and USAMARDA.
4	15 Jan	15 Jul	Changes to MOS qualifications loaded on REQUEST/RETAIN systems.
5	31 Jan	31 Jul	POSC-Edit tape distributed to NGB, ARPERCEN, and SIDPERS. (SIDPERS tape distributed bimonthly—Jan, Mar, May, Jul, Sep, and Nov.)
6	31 Jan	31 Jul	AR 611-series changes to USAPPA for printing and distribution.
7	15 Mar	15 Sep	USTAPA provides draft POSC-Edit file to SSC-NCR, USAFDSA, and USAMARDA for review.
8	31 Mar	30 Sep	POSC-Edit tape distributed to NGB, ARPERCEN, and SIDPERS.
9	15 Apr	15 Oct	Consolidated TOE update (CTU) change table update to USAPPA from HQ TRADOC.
10	15 Apr	15 Oct	POSC-Edit (VTAADS) tapes to proponents
11	30 Apr	31 Oct	AR 611–series updates distributed.
12	31 May	30 Nov	POSC-Edit (current) tapes distributed to NGB, ARPERCEN and SIDPERS.
13	30 Jun	31 Dec	VTAADS changes to HQDA.
14	1 Jul–30 Sep	1 Jan–31 Mar	TAADS/VTAADS changes verified.
15	31 Oct	30 Apr	PERSACS updated.
16	5 Jan	5 Jul	ARPRINT updated.
17	15 Feb	15 Aug	REQUEST/RETAIN systems loaded with ARPRINT data.
18	1 Mar–23 Mar	1 Sep–23 Sep	Routine personnel reclassification actions accomplished and reported to USTAPA/ARPERCEN.

Appendix A
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 71–2
Basis of Issue Plans

AR 140–158
Enlisted Personnel Classification, Promotion, and Reduction

AR 310–31
Management System for Table of Organization and Equipment

AR 310–49
The Army Authorization Documents System

AR 570–4
Manpower Management

AR 600–3
The Army Personnel Proponent System

AR 600–200
Enlisted Personnel Management System

AR 611–3
The Army Occupational Survey Program

AR 611–101
Commissioned Officer Classification System

AR 611–112
Manual of Warrant Officer Military Occupational Specialties

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

Glossary

Section I
Abbreviations

AMC
U.S. Army Materiel Command

AMOS
additional military occupational specialty

AOC
area of concentration

AOSP
Army Occupational Survey Program

AR
Army Regulation

ARNG
Army National Guard

ARPERCEN
U.S. Army Reserve Personnel Center

ARPRINT
Army programs for individual training

ARSTAF
Army Staff

ASI
additional skill identifier

CAC
Combined Arms Center

CAUDB
correctable authorization data base

CG
commanding general

CIAR
conversion impact analysis report

CMF
career management field

CONUS
continental United States

CTU
consolidated TOE update

DA
Department of the Army

~~**DISC4**~~
~~Director of Information Systems for Command, Control, Communications, and Computers~~

FA
functional area

FAA
functional area assessment

FOA
Field Operating Agency

FR
functional review

FY
fiscal year

HQDA
Headquarters, Department of the Army

HSC
U.S. Army Health Services Command

ICP
incremental change package

JOIN
joint optical information network

JTD
joint table of distribution

LON
letter of notification

MACOM
major Army command

~~**MILPERCEN**~~
~~U.S. Army Military Personnel Center~~

MOBTDA
mobilization table of distribution and allowances

MOC
management of change

MOCS
military occupational classification structure

MOS
military occupational specialty

MOSC
military occupational specialty code

MTOE
modified table of organizations and equipment

NGB
National Guard Bureau

OACSI
Office Assistant Chief of Staff for Intelligence

OCAR
Office of the Chief Army Reserve

OCONUS
outside continental United States

ODCSINT
Office of the Deputy Chief of Staff for Intelligence

ODCSLOG
Office of the Deputy Chief of Staff for Logistics

ODCSOPS
Office of the Deputy Chief of Staff for Plans and Operations

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OJE
on-the-job experience

OJT
on-the-job training

OTSG
Office of The Surgeon General

PDA
physical demands analysis

PDR
physical demands rating

PERSACS
personnel structure and composition system

PFC
private first class

PMAD
personnel management authorizations document

PMOS
primary military occupational specialty

POI
program of instruction

POSC-Edit file
personnel occupational specialty code edit file

RC
Reserve Component

REQUEST
recruit quota system

SGA
standards of grade authorization

SIDPERS
standard installations/division personnel system

SIMOS
space imbalanced military occupational specialty

SMOS
secondary military occupational specialty

SQI
special qualifications identifier

SRAS
Skill and Rank Authorization System

SSC-NCR
U.S. Army Soldier Support Center-National Capital Region

TAA
Total Army analysis

TAADS
The Army Authorization Documents System

TAG
The Adjutant General

TDA
table of distribution and allowances

TFM
Target Force Model

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TTHS
trainees, transients, holdees, and students

UAD
updated authorization document

USAFDSA
U.S. Army Force Development Support Agency

USAMARDA
U.S. Army Manpower Requirements and Documentation Agency

USAPPA
U.S. Army Publications and Printing Agency

USAR
U.S. Army Reserve

USAREC
U.S. Army Recruiting Command

USASSC
U.S. Army Soldier Support Center

USTAPA
U.S. Total Army Personnel Agency

VTAADS
Vertical-The Army Authorization Documents System

WITA
Women in the Army

Section II
Terms

Additional skill identifier (ASI) (enlisted)
An identifier of specialized skills that is closely related to and in addition to those required by the MOS.

Additional skill identifier (ASI) (warrant officer)
Numeric-alpha codes used to identify an additional skill possessed by personnel or required by a position to facilitate classification by a readily identifiable means.

Approved changes to AR 611-101, AR 611-112, or AR 611-201
Approved revisions, deletions, and additions to military occupational identifiers will be announced by publication of memorandums, numbered sequentially, and corresponding to publication month and year of UPDATES, i.e., October 1986, April 1987. Changes to the structure which are to be included in the October 1988 Update of AR 611-201 will be numbered E-8810-1 through E-8810-----. Changes to the structure which are to be included in the October 1988 Update of AR 611-112 will be numbered W-8810-1 through W-8810-----. Changes to the structure which are to be included in the October 1988 Update of AR 611-101 will be numbered O-8810-1 through O-8810-----. Approved changes are provided to agencies which must respond to changes of identifiers affecting commissioned officer, warrant officer, and enlisted classification structures prior to receipt of the ARs.

Area of concentration (commissioned officer)
Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch or functional area. An officer may possess and serve in more than one area of concentration.

Area of concentration (warrant officer)
A concentration of MOSs within a specific branch or functional area which has closely related technical and tactical skill and training requirements. The AOC is represented in the third character of the warrant officer MOSC.

Branch (commissioned officer)
A grouping of officers that comprises an arm or service of the Army in which an officer is commissioned or transferred, trained, developed, and promoted. All officers hold a single branch designation and may serve repetitive and progressive assignments associated with the branch. Branches of the Army are: Adjutant General Corps, Air Defense Artillery, Armor, Army Medical Specialist Corps, Army Nurse Corps, Aviation, Chaplain, Chemical, Civil Affairs (RC), Corps of Engineers, Dental Corps, Field Artillery, Finance Corps, Infantry, Judge Advocate General's Corps, Medical Corps, Medical Service Corps, Military Intelligence, Military Police, Ordnance, Quartermaster Corps, Signal Corps, Special Forces, Transportation Corps, and Veterinary Corps.

Branch/functional area (warrant officer)
An arm or branch of the Army in which officers earn their warrant and are managed throughout the life cycle of their career. The branch/functional area is represented in the first two characters of the warrant officer MOSC.

Career management field (CMF) (enlisted)
A manageable grouping of related MOSs that provides visible and logical progression to SGM.

Functional area (commissioned officer)
An interrelated grouping of tasks or skills that usually require significant education, training, and experience, possessed by officers who are grouped by career field other than arm, service or branch. Officers may serve repetitive and progressive assignments within the functional area. An officer may not be accessed into or be assigned to more than one functional area.

Immaterial code (commissioned officer)
A duty position that is not identified with or limited to one specific branch of the Army but indicates that any commissioned officer may fill the position.

Management group (warrant officer)
Internally organized elements of the Warrant Officer Division, ~~MILPERCEN,~~ USTAPA, and other HQDA activities given responsibility for management of warrant officers on extended active duty. Warrant officers possessing closely related or functionally grouped MOSs usually are managed in the same career management group. Management group codes are used to facilitate administration of warrant officer personnel actions and are used on documents in lieu of branch codes.

Military occupational classification system (commissioned officer)
It provides the commissioned officer branch, functional area, immaterial, area of concentration, skill, language identification, and reporting classification used to classify officer positions and to identify individuals qualified to perform in those positions.

Military occupational specialty (MOS) (enlisted)
The grouping of duty positions requiring similar qualifications, and the performance of closely related duties.

Military occupational specialty (warrant officer)
Designates separately definable qualifications within an AOC due to major systems or skill differences. The MOS is represented in the fourth character of the warrant officer MOSC. The use of a skill qualification identifier (SQI) in the fifth character of the MOSC creates another MOS that carries the title of the SQI.

Military occupational specialty code (MOSC) (warrant officer)
The warrant officer MOSC consists of five characters. The first two characters are numbers and are used together to represent branch or functional area. The third character is a number and is used with the first two characters to designate area of concentration (AOC). The fourth character, a letter, is used with the first three characters and constitutes a military occupational specialty (MOS). The fifth character, a single position number or letter, is used for the skill qualification identifier (SQI).

Personnel management authorization document (PMAD)
A personnel management authorization document is designed to be a single statement of authorizations that reflects personnel needs accurately and in a more timely manner than can be obtained from PERSACS.

Personnel occupational specialty code~~data~~ file (POSC-Edit)
A file that contains a summary of military and civilian occupational classification data. It is used to edit the accuracy and validate the occupational identifiers in TOE, TAADS, and SIDPERS.

Selective changes
Selective changes are the result of the implementation of conversion of an ~~MOS, SQI, or ASI~~occupational identifier. They require analysis of unit missions, assigned equipment, desired skills, training, and experience of the prospective incumbents.

Skill (commissioned officer)
Identifies a requirement and an officer possessing specialized skills to perform duties of a specific position which may require significant education, training, and experience. A skill can be related to more than one branch or functional area. An officer may have more than one skill. Progressive assignments and repetitive tours are not required.

Skill level (enlisted)
A type and degree of skill representing the extent of qualification with the total MOS. Under enlisted personnel management system (EPMS), it reflects the skills typically required for successful performance at the grade with which the skill level is associated.

Skill qualification identifier (warrant officer)
Designates significant qualifications which require, as a minimum, successful completion of a formal service school or at least 6 months on-the-job training. The SQI is represented in the fifth character of the warrant officer MOSC and may be used to represent functional career tracks with an MOS. When no special qualifications apply, the digit '0' (zero) is recorded in the fifth position. The use of an SQI in the fifth character of the MOSC creates another MOS that carries the title of the SQI.

Special qualifications identifier (SQI) (enlisted)
Special qualifications identifiers are authorized for use with an MOS and skill level character, unless otherwise specified, to identify special requirements of certain positions and special qualifications of personnel who are capable of filling such positions. Use of these identifiers in individual classification will be in accordance with AR 600-200.

Technician (warrant officer)
The word 'technician' as applied to a warrant officer, connotes the possession and exercise of both technical and tactical skills appropriate to the warrant officers' MOS and rank, and it implies the ability to train, lead, and supervise enlisted and civilian personnel qualified in occupations similar to those of the warrant officer.

Type 'A' changes
Document changes that are identified automatically as the result of the POSC-Edit of documents contained in the VTAADS. Type A changes include 'one-for-one' changes as discussed above but only if SQIs skill, and ASIs that currently appear on the document line to be converted are compatible with the new ~~MOS~~MOSC/AOC in which the position is to be classified. Type A changes may only be handled to the four character MOS level of detail.

Type 'B' changes
Document changes that require TAADS proponents to submit information to HQDA and proponent data bases via VTAADS. Generally, Type B changes are identified in TAADS by the conversion impact analysis report (CIAR). Examples of Type B changes are—

a. Conversion of a single ~~MOSC~~MOSC/AOC into two or more ~~MOSs~~MOSC/AOC and the rescission of the current ~~MOS~~ MOSC/AOC at the same grade and skill level.

b. Shredout of a single ~~MOS~~MOSC/AOC into the same ~~MOS~~MOSC/AOC and one or more other ~~MOSs~~MOSC/AOC at the same grade and skill level.

c. Conversion of an ~~ASI to an MOS~~ASI, SQI, or skill to an MOSC/AOC at the same grade and skill level.

d. Change or addition of an SQI ~~or ASI~~ ,ASI, and skill or the conversion of one of these to another SQI ~~or ASI~~, ASI or skill.

e. Association or disassociation of an existing ~~SQI~~ASI, SQI, or with one or more ~~MOSCs~~MOSC/AOC.

f. ~~MOS~~MOSC/AOC is deleted and is replaced by an ~~ASI~~ASI, skill or SQI.

Type 'B+' changes
Selective document changes that are not identified in the TAADS by the CIAR. Included is any SGA revision that changes the authorized grade of selected positions either as a separate action or as part of a type B change.

Updated authorization document (UAD)
Updated authorization document is a monthly update of PMAD.

Warrant officer
An officer appointed by the Secretary of the Army based on a sound level of technical and tactical competence. The warrant officer is the highly specialized expert and trainer who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career.

RESERVED

M TAB TAB

PHYSICAL DEMANDS ANALYSIS WORKSHEET

For use of this form, see AR 611-1; the proponent agency is DCSPER

PAGE OF PAGES

MOS CMF DATE COMPLETED *(YYMMDD)*

SECTION I - DUTIES

SECTION II - TASK SUMMARY

SECTION III - CRITICAL TASK ELEMENT	SECTION IV - CRITICAL PERFORMANCE MEASURE

SECTION V - ANALYSIS

FACTOR *a*	WEIGHT/ LOAD *b*	HORIZ. DISTANCE *c*	VERTICAL DISTANCE *d*	WORK RATE/PERFORMANCE STANDARD *e*	MOS FREQ *f*			
					NP	O	F	C
1. LIFT/LOWER								
2. CARRY								
3. PUSH								
4. PULL								
5. LOAD BEAR								
6. WALK/MARCH								
7. CLIMB/ DESCEND								
8. RUN/RUSH								
9. SWIM/DIVE								
10. DIG								
11. CRAWL								
12. THROW								

M

FACTOR a	WEIGHT/ LOAD b	HORIZ. DISTANCE c	VERTICAL DISTANCE d	WORK RATE/PERFORMANCE STANDARD e	MOD FREQ f			
					NP	O	F	C
13. HANDLE								
14. FINGER								
15. HAMMER/ POUND								
16. SIT								
17. RECLINE								
18. REACH								
19. STAND								
20. STOOP								
21. KNEEL								
22. CROUCH								

SECTION VI - EXPLANATION/COMMENT - PHYSICAL DEMAND FACTORS

SECTION VII - (PHYSICAL DEMANDS RATING) FOR USE BY APPROVING AUTHORITY

___ LIGHT ___ MEDIUM ___ MOD. HEAVY ___ HEAVY ___ VERY HEAVY

EXPLANATION AND SPECIFIC INSTRUCTIONS FOR COMPLETION OF WORKSHEET ARE CONTAINED IN WOMEN IN THE ARMY POLICY REVIEW, ODCSPER, DA, 12 NOV 82.

☆U.S. G.P.O. 1988-201-420:80209