Army Regulation 611–1

Personnel Selection and
Classification

Military Occupational Classification Structure Development and Implementation

Headquarters
Department of the Army
Washington, DC
20 December 2022

UNCLASSIFIED

SUMMARY of CHANGE

AR 611–1
Military Occupational Classification Structure Development and Implementation

This publication is certified current as of 20 December 2022. Aside from the following administrative changes, no other changes were made to certify the currency of this publication:

o   Updates Department of the Army signature authority, history statement, and suggested improvements statement (title page).

o   Removes references to the project development identifier (throughout).

o   Updates references (app A).

Headquarters
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20 December 2022

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Effective 15 August 2019

Personnel Selection and Classification

Military Occupational Classification Structure Development and Implementation

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is certified current as of 20 December 2022. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this publication.

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

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all proponent agencies responsible for military occupational structure and classification. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the

policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–PRP), 300 Army Pentagon, Washington DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

*This regulation supersedes AR 611-1, dated 30 September 1997.

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Chapter 1
General

Section I

Introduction

1–1. Purpose
This regulation prescribes policies and responsibilities for developing, maintaining, evaluating, and revising the military occupational classification structure (MOCS) for officer branch, warrant officer branch, and enlisted career management.

1–2. References and forms
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Responsibilities
See section II of this chapter.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Statutory authority
Statutory authority for this regulation is derived from Titles 10 (Armed Forces) and 32 (National Guard) of the United States Code.

1–7. Military occupational classification structure objectives
The primary objectives of the MOCS are to—
   a. Provide occupational classification and structure guidance to standardize classification of positions and Soldiers.
   b. Describe and provide career progression paths for all Soldiers to colonel (COL), chief warrant officer five (CW5), or sergeant major (SGM).
   c. Prescribe grading guidance for all positions contained in requirements (table of organization and equipment (TOE)) and authorization modified TOE (MTOE), table of distribution and allowances (TDA), augmentation TDA (AUGTDA), mobilization TDA (MOBTDA), and Joint table of allowances (JTA) documents.

1–8. Military occupational classification structure requirements
   a. Officer, warrant officer, and enlisted occupational identifiers will be authorized normally when required to identify both Soldiers and positions; however, in exceptional cases, an identifier may be authorized for personnel or position classification only.
   b. Decisions or proposals concerning the addition, deletion, or revision of an occupational identifier must be—
   (1) Consistent with leader development, organizational, and doctrinal changes.
   (2) Supportive of introducing new or improved materiel systems under AR 71–32.
   (3) Supportive of identifying trained assets or training requirements.
   (4) Consistent with all Army policies, especially those concerning—
   (a) Troop programs.
   (b) Force Management System (FMS).
   (c) Recruiting.
   (d) Personnel classification and evaluation.
   (e) Personnel distribution and assignment.

(f) Accessions and training.

(g) Testing.

(h) Mobilization.

(i) Promotions, incentives, and special pay.

(j) Reserve Components (RC).

c. The MOCS must provide a clearly defined method for changing occupational identifiers to support the above programs and systems. Any recommended change to the MOCS must—

(1) Ensure accurate forecasting of personnel strengths, training, and management requirements by grade and identifier.

(2) Accurately describe associated functions and tasks and establish the minimum criteria for the initial award of the identifier.

(3) Provide a clearly defined strategy for training and classification of Soldiers to meet current and projected mission requirements.

(4) Not exceed Congressional, Department of Defense (DoD) or Department of the Army (DA) manpower and budget constraints in authorization documents.

Section II

Responsibilities

1–9. Chief, National Guard Bureau

The CNGB will provide the Deputy Chief of Staff (DCS), G–1 with functional/technical advice, and recommendations for development and refinement of personnel management policies relating to MOCS affecting their respective areas of responsibility.

1–10. Deputy Chief of Staff, G–1

The DCS, G–1 will—

a. Establish policies, guidelines, plans, and programs for MOCS actions that add, delete, or revise occupational identifiers.

b. Establish occupational classification structure policy and provide guidance.

c. Develop, review, and maintain a MOCS that will identify position requirements, establish personnel qualifications for recruitment, training, classification, assignment, professional development, utilization, promotion, incentives, testing, and evaluation and provide standards of grade (SG) within DCS, G–1 policies and guidelines.

d. Establish a cycle and methodology for the review, analysis, and implementation of MOCS changes (see table 3–1).

e. Evaluate, coordinate, and provide recommendations to Headquarters, Department of the Army (HQDA) Staff, U.S. Army Training and Doctrine Command (TRADOC), and personnel proponents regarding the establishment, revision, or deletion of occupational identifiers.

f. Develop and publish personnel reclassification and position documentation guidance to ensure occupational identifiers are changed uniformly throughout the Army.

g. Advise the Army staff, Army commands (ACOMs), personnel proponents, and other affected agencies of future changes to HQDA publications and systems based on approved MOCS decisions.

h. Provide approved MOCS revisions that require TOE changes to Director, U.S. Army Force Management Support Agency (USAFMSA) (MOFI–FMA), for inclusion in the applicable Force Management System.

i. Act as functional proponent for HQDA.

j. Maintain military career progression patterns and SG consistent with DCS, G–1 objective force guidelines.

k. Review proposed changes to MOCS and provide comments and recommendations to field staffing agencies.

l. Approve documentation of force structure changes in FMS that implement MOCS revisions.

m. Act as functional manager for HQDA MOCS publications (AR 611–1 and DA Pam 611–21 implementation regulation), to include compilation of MOCS changes, coordination, and submission for approval per table 3–1 and AR 25–30.

(1) Act as functional manager for Personnel Occupational Specialty Code (POSC)–Edit file system to include increase the grade structure when a bill payer has not been identified.

(2) Increase training costs when tradeoffs (bill payers) have not been identified in the Trainees, Transients, Holdees, and Students (TTHS) account.

(3) Change aptitude areas or aptitude area scores.

(4) Not exceed Congressional, DoD, or Department of the Army manpower and budget constraints in authorization documents.

n. Will ensure that Commanding General (CG), U.S. Army Human Resources Command (HRC) as a field operating agency of the Office of the Deputy Chief of Staff for Personnel, G–1, will—

(1) Develop procedures and programs to implement DA policy pertaining to military occupational specialty (MOS) classification changes reflected in DA Pam 611–21 and published Notification of Future Change (NOFC).

(2) Participate in the project development skill identifier (PDSI) program to include accepting authorized rosters, implementation, withdrawal, and termination of PDSI codes (see DA Pam 611–21 for procedural guidance).

1–11. Deputy Chief of Staff, G–2
The DCS, G–2 will provide DCS, G–1 with—

a. Functional/technical advice, and recommendations for development, and refinement of personnel management policies that relate to the intelligence occupational classification and structure.

b. Information on the Army language program as it affects the MOCS.

c. Review proposed changes to occupational identifiers which recommend new or revised security clearance requirements and provide comments to DCS, G–1 (DAPE–PRP).

d. Review proposed changes to occupational identifiers which affect intelligence functions and provide comments to DCS, G–1 (DAPE–PRP).

1–12. Deputy Chief of Staff, G–3/5/7
The USAFMSA, as the executive manager for management, coordination, and approval of TOE, basis of issue plan feeder data, and the FMS will—

a. Conduct compliance reviews of all requirements and authorization documents to ensure correct application of occupational identifiers and grading standards. Memorandums directing grading standards and classification changes (to FMS documents) will be sent to the affected ACOM.

b. Review proposed changes to MOCS and provide comments to DCS, G–1 (DAPE–PRP).

c. Establish and provide to DCS, G–1 (DAPE–PRP) the date for release of the POSC–Edit file to document proponents.

d. Incorporate approved MOCS changes in TOE/MTOE under development and in FMS for the implementation cycle.

e. Update the standard duty title code data base to reflect the duty titles contained in the SG table of the approved MOCS change.

1–13. Deputy Chief of Staff, G–4
The DCS, G–4 will provide DCS, G–1 with—

a. Functional/technical advice, recommendations for development and refinement of personnel management policies that relate to the logistical occupational classification and structure.

b. Review proposed changes to occupational identifiers which effect logistics or logistics support functions and provide comments to DCS, G–1 (DAPE–PRP).

1–14. Chief, Army Reserve
The CAR will provide the DCS, G–1 with functional/technical advice, and recommendations for development and refinement of personnel management policies relating to MOCS affecting their respective areas of responsibility.

1–15. The Surgeon General
TSG will provide DCS, G–1 (DAPE–PRP) with—

a. Functional/technical advice, and recommendations for development and refinement of personnel management policies that relate to the medical occupational classification and structure.

b. Review proposed changes to occupational identifiers which revise physical qualifications and provide comments to DCS, G–1 (DAPE–PRP).

c. Review proposed changes to occupational identifiers which affect medical functions and provide comments to DCS G–1, (DAPE–PRP).

d. Provide DCS, G–1 (DAPE–PRP) information concerning individual training plans and programs that may affect the MOCS or Army personnel systems.

1–16. Commanding General, U.S. Army Materiel Command

The CG, AMC will provide DCS, G–1 (DAPE–PRP) with—

a. Functional/technical advice, and recommendations for development and refinement of personnel management policies that relate to materiel that affect positions and personnel in the MOCS process. This may include production delays, termination of materiel acquisition programs, major changes in program funding, materiel distribution plans and relationships to other systems.

b. Review proposed changes to occupational identifiers applicable to AMC and operating elements or subcommands of AMC and provide comments to DCS, G–1 (DAPE–PRP).

c. Provide DCS, G–1 (DAPE–PRP) with information concerning individual training plans and programs that may affect the MOCS or Army personnel systems.

d. Project development identifier implement processes as follows:

(1) Decide how a PDSI applies to the system, project, or item of equipment under development.

(2) Decide criteria for assigning identifiers to individuals and identify agencies from which requests for assignment of identifiers will be accepted.

(3) Coordinate with other ACOMs or agencies on establishing identifiers. This includes citing criteria for assigning personnel and the agencies that can request identifiers.

1–17. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC, in addition to the personnel proponent oversight functions outlined in AR 600–3, will—

a. Review MOCS proposals submitted by TRADOC personnel proponents for completeness and recommend concurrence/non-concurrence to DCS, G–1 (DAPE–PRP).

b. Provide DCS, G–1 (DAPE–PRP) with an overview of the training impacts and cost related to each proposal.

c. Perform the functions in paragraph 1–15*d* for PSDI application under any of the following conditions:

(1) There is no project manager (PM) or project officer designated.

(2) The PM and the TRADOC system manager agree that the functions will be performed by TRADOC.

(3) The PDSI applies only to training, combat development or doctrine development.

(4) Set procedures for assigning PDSI when they apply only to the training community.

1–18. Commanders of Army commands

Army staff elements, ACOM, Army service component command, and direct reporting unit commanders (including U.S. Army Materiel Command (AMC) and TRADOC) and agency heads will—

a. Review all recommended changes to MOCS policies and all changes to identifier specifications and tables that affect their assigned units, personnel, or missions and provide comments to DCS, G–1 (DAPE–PRP).

b. Monitor implementation of MOCS changes to ensure timely and accurate change to FMS and reclassification of Soldiers.

1–19. Chiefs, personnel proponent offices

The chiefs of personnel proponent offices will—

a. Comply with the Personnel Proponent System objectives for development and maintenance of their respective career fields per AR 600–3.

b. Maintain an accurate and current SG to provide supportable grade structures and grading guidance for all documents within DCS, G–1 (DAPE–PRP) guidelines.

c. Recommend an analysis of each career management field (CMF) and/or MOS at least every 3 years and submit MOCS revisions, if required.

d. Recommend revisions to the MOCS to ensure career field specifications and structure support—

(1) Leader development.

(2) Force modernization through new or improved equipment, doctrine, and organizational changes.

(3) Training improvement and unit effectiveness.

(4) Development and maintain requirements and authorization documents to include identification of discrepancies in implementation of approved MOCS revisions and initiation of corrective action with the appropriate agencies.

(5) Correct Soldier performance deficiencies identified by field commanders.

Chapter 2
Proposals for Changes to the Military Occupational Classification Structure

2–1. General
a. This chapter outlines the minimum information and documentation required to support recommended changes to the MOCS.

b. Changes to the MOCS may be necessary to reflect technological developments, changes in doctrine, force structure, functions, and missions or to correct performance deficiencies.

c. Changes to the classification structure normally require updating of the requirement and authorization documents and reclassification of Soldiers. Also, revisions to accession, training, assignment, promotion, incentives, utilization, testing, and evaluation policies and procedures may be required to support these changes. A proposed change to the MOCS must clearly show the impact on the classification and grade structure, recruiting and training requirements, position documentation, personnel reclassification and distribution of personnel.

d. Changes to the MOCS must also be evaluated for the impact on training, professional development and career progression including the effect on the RC. The potential impact on the RC must be considered and procedures for training, retraining, and other aspects must be formulated. The training strategy, to include transition as required and information concerning these issues, must be included in the proposed revision.

2–2. Personnel proponent submission of proposals to change the military occupational classification structure
a. All recommended changes, initiated by a TRADOC personnel proponent, will be submitted to Commander, U.S. Army Training and Doctrine Command (Soldier Development Division (ATTG–OPP–S)), G–31, Ft Eustis, VA 23604. Personnel proponents not associated with TRADOC will submit to Deputy Chief of Staff, G–1, (DAPE–PRP), 300 Army Pentagon, Washington, DC 20310–0300.

b. These include, but are not limited to, recommendations to—

(1) Add a new occupational identifier to support equipment modernization or doctrinal changes.

(2) Delete an occupational identifier when associated equipment is phased out or functions are no longer required.

(3) Revise an occupational identifier description, qualifications, tasks, or grading standards. Revisions to SG should be evaluated to ensure incorporation of all current and future documents.

(4) Add PDSI or RC codes.

2–3. Format and information required to support proposed military occupational classification structure changes
a. Proposals. Each proposal for a revision to the MOCS will be submitted by memorandum. DA Form 7174 (MOCS Proposal Checklist) will be completed to ensure required information and documentation accompany the proposed change. The following elements of information must be addressed and included for revisions for staffing approval and implementation, either in the body of the memorandum or as an enclosure:

(1) *Proposed revision.* Summarize the recommended changes using the lead words "establish", "add," "revise," or "delete," for each change to an occupational identifier.

(2) *Proposed change to identifier specifications.* Provide a "marked up" copy of the current DA Pam 611–21 occupational identifier specifications and applicable tables to effect specific recommended changes.

(3) *Background and rationale.* A summary statement is required that clearly explains why the changes are necessary and the expected improvements/benefits if the recommended changes are approved. If the recommendation is to establish a new identifier, explain why the positions cannot be effectively classified within the existing MOCS.

(4) *Skill Level 1 tasks.* Unless the complexity of tasks and the length of training are prohibitive, all enlisted MOSs will be developed and structured to include Skill Level (SL) 1 tasks. The task list should include significant tasks (excluding common Soldier tasks) as approved by the Director of Training and Doctrine. Additionally, the task list will include and identify with an asterisk the most physically demanding task for the SL 1 Soldier. With the exception of capper MOSs, proposals for MOSs that begin at SL 2 or higher will be fully justified.

(5) *DA Form 5643 (Physical Demands Analysis Worksheet).* If SL 1 of an enlisted MOS is revised or included in a new MOS, at least one worksheet must be prepared for each SL 1 task. Additional guidance on how to complete this form may be obtained by contacting: TRADOC G–3/5/7, G–31 Personnel Proponent Directorate (ATTG–OPP–S). DA Form 5643 will be reproduced on 8 1/2 by 11 inch paper. A copy for reproduction purposes is located in the back of this regulation.

(6) *Physical demands task lists.* When physical tasks at any level of skill changes due to new responsibilities or new equipment, task lists must accurately represent the physical demands rating associated with the physical requirements of the MOS. The most physically demanding task will be identified by an asterisk.

(7) *Position and grade structure impact and analysis.* The following information will be included in the body of the memorandum or enclosures, where applicable:

(a) A separate grade structure impact and analysis will be completed for each affected occupational identifier to include the number of authorizations by grade aggregate for present and proposed positions. The authorization data used to develop a revision must be from the latest Personnel Management Authorization Document (PMAD) or Updated Authorization Document (UAD) and ideally reflect the current year plus projections for 3 years (when not available use closest available data). The analysis must include a comparison of current PMAD (plus 3 years), operating strength and the latest approved FMS document, any known adjustments or proposed changes to identifier authorizations, adjusted PMAD or UAD numbers (if necessary), proposed grade structure and impact if the proposal is approved. The analysis must identify the source of data and narrative discussion, if necessary, to clarify the data. The authorization data for RC will be obtained from the latest approved FMS.

(b) A statement that the proposed change will or will not increase or decrease the current number of authorizations for any of the affected occupational identifiers. If another action is on-going which changes the total authorizations, an explanation is required.

(c) If the proposed SG reflects an increase in any grade above specialist, a trade-off position must be identified of equal or higher grade as a bill payer. The trade-off may be accomplished within the CMF or another CMF with that personnel proponent's documented concurrence. A listing of bill payers will be included for any grade increases as a result of proponent initiated restructure of occupational identifier revisions. If the responsible proponent cannot identify bill payers, the proposal must contain sufficient justification (such as, why the job cannot be performed by a Soldier at a lower grade) to convince HQDA to pay the bill. Equal promotion opportunity may be sufficient justification for grade increases when gross inequities and/or serious retention problems exist. HQDA is responsible for identifying bill payers for increases due to HQDA decisions, such as structure and/or equipment modernization. Grade structure revisions will not be delayed to use as future bill payers unless justified and approved by HQDA.

(d) Requirements and authorization documentation. Provide full paragraph extracts, by duty section, of the latest approved and TOE extracts (with approval level 2 codes from the MOS/Line Item Number Extract) where the affected occupational identifiers appear. Annotate each affected position to show the change (that is, MOS, duty position title, proposed grade and number of authorizations). In addition, the FMS must be compared to Unit Identification Code level PMAD or UAD and annotated to reflect proposed grading. If the proposal is for a new identifier, a list of positions currently authorized which will be reclassified and recoded must be provided.

(e) Proposed position reclassification guidance. The proposed position reclassification guidance for affected positions will be enclosed with the memorandum (use format in DA Pam 611–21).

(8) *Personnel programs.* Provide information and impact assessment, where applicable, for the following:

(a) Recruitment programs. Include an impact statement on individual in the delayed entry and bonus programs.

(b) Qualifications. Recommended changes to qualifications for award of an identifier must include full justification. If the proposal changes aptitude area and/or scores (based on course attrition rates), the academic data for the previous 3 years must be submitted to justify the specific qualification change. Proposed personnel reclassification guidance. The proposed personnel reclassification guidance for affected Soldiers will be enclosed with the memorandum (use format in DA Pam 611–21). Requests for changes to the effective date established in the implementation schedule (table 3–1) must be submitted with the MOCS proposal and include justification for approval as an exception to policy.

b. Training strategy and program changes. Include the following, where applicable:

(1) A narrative description of the training strategy explaining how the identifier will be trained for both the Regular Army and the RC, such as, accession, new equipment training, resident, exportable, or combinations thereof. The strategy must include transition training for qualifying individuals in new skills required by revising tasks of an identifier or merger of two or more identifiers. If the proposed change establishes a new identifier or adds tasks to an existing identifier, a copy of the approved training strategy for both AC and RC Soldiers must be included. Provide a copy of the approved Course Administrative Data (CAD).

(2) Provide the training base impact analysis for each identifier affected by the proposal. Impact analysis must include officer/warrant officer basic branch/area of concentration (AOC)/MOS qualification, advanced individual training (AIT), One Station Unit Training, Officer Education System/Noncommissioned Officer Education System Courses, skill identifier (SI), additional skill identifier (ASI), and special qualification identifier (SQI). Training data for the 2 years immediately preceding implementation of the proposal and projections for the first 2 years after the new training start date will be provided for both AC and RC. Training data must include the number of classes, students

per class, length of course, man-years, instructors (military and civilian) and explanation of increases or decreases in the TTHS account resulting from the proposed action.

(3) New training or changes to training will not cause additional resource requirements without a bill payer or justification. Any problems or issues resulting from proposed training change must be resolved through the chain of command prior to submission to HQDA. Copies of command approval are required to be submitted with the proposal.

c. Revisions. Proposed MOCS revisions that may be submitted, with limited information, are—

(1) *Officer.* Branch or functional area (FA) title and description, AOC duty description, special grading of positions or unique duty positions which do not affect grade structure and AOC/FA/SI qualifications pertaining to course titles.

(2) *Warrant officer.* Branch and AOC title and description, enlisted feeder MOS, MOS duties that do not affect grade, SG changes which do not affect grade structure and MOS/ASI/SQI qualifications pertaining to course titles.

(3) *Enlisted.* CMF title, duties and career goals, MOS title if it does not require a SG change, MOS major duties and SG changes which do not affect grade structure and ASI/SQI qualifications pertaining to course titles.

(4) *Revisions.* Revisions to the MOCS approved or directed by HQDA pertaining to branch, FA, AOC, or MOS qualifications and establishment or deletion of an SI, ASI, or SQI will not be staffed, but require supporting documentation for publication as an approved change. The proposed revision will follow the same revision process and format as outlined in paragraph 2–3. The revision must provide justification for the change and include—

(a) A summary of the recommended change.

(b) A "marked up" copy of the appropriate identifier from DA Pam 611–21 to reflect the specific change.

(c) Justification for the change with supporting documentation. If approved or directed by HQDA, copies of the correspondence must be included.

(d) The applicable TOE, FMS, and current PMAD or UAD documents, if changing a SG, to verify that the revised grading standards will not modify the grade structure or create a requirement for bill payers.

(e) Recommended revisions to tasks, as a result of a revised program of instruction (POI), must include the Headquarters, TRADOC approved POI/CAD for the course.

2–4. Coordination of military occupational classification structure proposals

a. The DCS, G–1 (DAPE–PRP) will forward all recommended changes, received from organizations or individuals, to the personnel proponent designated in AR 600–3 for comments. The personnel proponent will submit the MOCS revision and inform the initiator. If the recommendation is determined not to be valid, the personnel proponent will advise DCS, G–1 (DAPE–PRP) of the reason.

b. Personnel proponents must ensure complete internal coordination of recommended MOCS changes with their school and command directorates, Army National Guard (ARNG)/U.S. Army Reserve (USAR) representatives and other affected personnel proponents. The comments and recommendations received during this staffing process will be enclosed with the proposed change.

c. The DCS, G–1 (DAPE–PRP) will review each recommended change for compliance with current Army policies and regulations. Additional information or documentation, if required, will be obtained prior to staffing with affected ACOMs, Army Staff elements and other agencies.

Chapter 3
Military Occupational Classification Structure Proposals

Section I

Development, Evaluation, Coordination, Approval, and Implementation of Military Occupational Classification Structure Proposals

3–1. Development, evaluation, coordination, and approval

a. The DCS, G–1 (DAPE–PRP) will—

(1) Develop and evaluate proposals to add, delete, or revise an occupational identifier.

(2) Staff proposals, where applicable, with affected ACOMs, Army Staff elements and other agencies.

(3) Forward nonconcurrence or comments received during staffing, for follow-up or clarification, to the initiating personnel proponent.

(4) Approve or dis-approve proposals based on pertinent facts and supporting documentation.

(5) Inform the initiating proponent of the MOCS decision. If the recommendation is disapproved, the specific reason(s) will be provided.

b. A copy of the approved MOCS revision will be provided to designated HQDA systems managers for planning purposes.

3–2. Implementation of military occupational classification structure changes
The processing and implementation schedule for changes to the MOCS (includes target dates, processing times, actions required and responsible agencies) are shown at table 3–1. The target dates listed are the last date for submission of proposals, involving major revisions to DA Pam 611–21 for evaluation, to DCS, G–1 (DAPE–PRP) during the current cycle.

a. The, DCS, G–1 (DAPE–PRP) will—

(1) Compile approved MOCS changes as of 30 October of each year.

(2) Update the POSC–Edit Data Base file to reflect approved MOCS changes. This data file serves as the primary edit for military occupational identifier data in FMS and electronic military personnel office (eMILPO) systems.

(3) Review and update personnel management pamphlet to incorporate MOCS changes.

(4) Ensure update of personnel systems and completion of AC personnel reclassification actions for officers, warrant officers, and enlisted Soldiers included in DA Pam 611–21.

b. CNGB and CAR will ensure completion of personnel reclassification actions per the following references:

(1) Officers, DA Pam 611–21.

(2) Warrant officers, DA Pam 611–21.

(3) Enlisted Soldiers (USAR), AR 614–200.

(4) Enlisted Soldiers (ARNG), NGR 600–200.

c. TRADOC will revise and recode training courses to conform to approved changes to the classification structures to ensure the following:

(1) Trained Soldiers, with the proper identifiers, are available when the changes become effective.

(2) Transition training for currently assigned Soldiers is provided.

(3) Soldiers, who graduate from existing courses before the new training starts, are aware of approved changes.

d. FMS proponents will revise authorization documents to implement MOCS revisions per time lines outlined in table 3–1.

e. USAFMSA will ensure proper occupational identifiers are incorporated in requirement and authorization documents (TOE, MTOE, TDA, AUGTDA, MOBTDA, and JTA) per the milestones in table 3–1.

3–3. Schedule for changing the military occupational classification structure
Changes to the MOCS will be implemented annually. Table 3–1 establishes the time lines required to process the change and subsequent implementation after staffing has been completed and the change has been approved.

3–4. Effective dates
a. Requirements and authorization documents must be revised when the MOCS is changed and personnel will normally be reclassified 1 June through 31 August of the effective fiscal year.

b. The effective dates for recruiting and training will precede the date for accountable strength reporting in sufficient time to permit trained Soldiers to arrive when positions have been reclassified.

3–5. Implementing instructions
Implementing instructions for new, revised, or deleted identifiers can be found in the DA Pam 611–21.

Section II

Position Documentation

3–6. Classification coding and grading of positions in documents
a. Positions in requirements and authorization documents must be classified and coded in the appropriate identifier (AOC, MOS, SI, SQI, and ASI) in DA Pam 611–21 that represents the specific duties performed in the specific position.

b. The SG tables in DA Pam 611–21 do not authorize positions but are the basis for grading all positions in requirements and authorization documents when established by appropriate authority. Commands and agencies that prepare, review, and approve documents will adhere to grading standards in DA Pam 611–21. The SG will be applied to—

(1) The required column for each level of the TOE. Supervisory positions at reduced strength levels will carry the grade of the position at level 1.

(2) The required and authorized column (separately) to the MTOE and TDA documents. When authorized and required column for a specific MOS do not match, the SG will be applied to the authorized column to determine grade structure.

3–7. Exception to standards of grade

On occasion, local conditions create position requirements that are substantially different from the norm. In these instances, a deviation from the SG may be warranted. Exception authority and procedures for processing requests for exceptions are outlined below. Exceptions that have been staffed per the guidance herein will appear in authorization documents as an approved exception to the SG. Requests for exception to the SG should be prepared as follows:

a. Table of organization and equipment. No exceptions are authorized in TOE documents.

b. Modified table of organization and equipment and table of distribution and allowance. Only HQDA will authorize exceptions to SG for MTOE and TDA (DCS, G–1 has the final approval authority). The MTOE or TDA proponent, as defined in AR 71–32, may request to grade a position different than the grading standards contained in DA Pam 611–21, and if warranted by local conditions or unit unique requirements. Such requests will be submitted by the ACOM, through the appropriate personnel proponent as identified in AR 600–3, for comment and submission to DCS, G–3/5/7 Force Management Directorate, and USAFMSA (MOFI–FMA), Fort Belvoir, VA 22060–5578 will staff these requests with DCS, G–1 (DAPE–PRP) and other appropriate DA staff agencies prior to making a decision. Approval of the exception will be provided to the ACOM with a copy furnished to the appropriate personnel proponent and DCS, G–1 (DAPE–PRP). Document proponents must obtain approval from USAFMSA (MOFI–FMA) prior to inclusion in authorization documents. Justification for the exception must include—

(1) MTOE or TDA number.

(2) Paragraph and line number, currently authorized duty position title, identifier, and grade.

(3) Proposed duty position title, identifier, and grade.

(4) The reason why the position should be retitled, recoded, or regraded.

(5) Identification of an appropriate bill payer of equal grade or higher.

(6) Additional information contained in chapter 4, chapter 5, and chapter 6.

c. Instructions for preparing position description.

(1) *General information.*

(a) A position consists of all of the duties and responsibilities assigned to an individual. The description of a position should be written in plain, clear language using short, factual statements. Abbreviations, form numbers, and phrases which have no meaning outside of the office should not be used. Opinions about the difficulty of the work should not be given.

(b) A position description is adequate if it states clearly the principal duties and responsibilities, supervisory relationships of a position so that a person who is familiar with the occupational field and the applicable classification standards and has currently available information on the organization, functions, programs, and procedures concerned, can understand it.

(c) The position information provided will be used by a qualified analyst in conjunction with the SG factors and other considerations contained in chapter 4, section VIII; chapter 5, section V; and chapter 6, section IV. The writer should read these factors carefully before preparing the description. This information will ensure that meaningful and accurate data on each factor is included in the description and supporting organizational charts of authorization documents.

(2) *Position description.* Prepare the description according to the following format:

(a) Position name and title. List position name and title.

(b) Introduction. State briefly the functions of the organizational unit in which the position is located and described the purpose of the position. One or two sentences should be sufficient.

(c) Major duties and responsibilities. List and describe briefly each major duty, so that what is involved in its performance can be clearly understood. A major duty is any duty of a position which—

1. Is a determinant of qualification requirement for assignment to the position.

2. A major duty occupies a significant amount of the individual's time (5 to 10 percent or more). Duties and responsibilities should be in descending order of importance or order of work sequence. Give an approximate percentage of time devoted to each major duty. The description should also indicate the responsibilities of the position and the extent of authority for making decisions, recommendations or official commitments; devising or revising ways of doing things; planning programs or developing policy; or persuading others to a course of action.

(d) Supervision of others. If the position contains supervisory responsibilities, they should be described in a manner which will show clearly the nature and extent of the supervision, such as planning, assigning, and reviewing work. All subordinate military and civilian positions should be identified by position title and the number of personnel in each unless already shown on attached organization chart.

(e) Controls over the position. Identify the supervisor of the position by title, grade, and unit location. Describe the nature of instruction, guidance, and review provided by the supervisor. Indicate by example, if necessary, the kinds of problems or matters that are referred to the supervisor for assistance and/or approval. Indicate the nature of policy and procedural controls imposed upon the position by higher authority, such as manuals, written instructions, guidance, or lack thereof.

(f) Qualification requirements of the position. Specify what specialized knowledge and skills are required to perform the official duties of this position, from the standpoint of their intensity, complexity, and diversity.

d. Documentation of exceptions. MTOE and TDA positions which have been granted an exception to the SG will be documented by the document proponent in FMS with Standard Remarks Code 94. A copy of the DA approval will be included as an enclosure to the input modifications. Approved exceptions will remain valid until mission changes occur, a revised SG is approved or for 3 years, whichever occurs first. Should the requirement remain for more than 3 years, justification must be resubmitted through appropriate channels, to include the personnel proponent, to HQDA for reevaluation. However, if the requirement exists more than 3 years, consideration should be given to requesting a permanent change to DA Pam 611–21.

Table 3–1
Processing and implementation schedule for changes to the military occupational classification structure

Target dates	Processing time	Action (s)	Responsibility
15 Mar		Latest date proposal may be submitted to DCS, G–1 (DAPE–PRP) for evaluation/processing during the cycle.	Personnel proponents
	45 days 90 days	Approve proposals not requiring staffing. or Evaluate proposals for impact on personnel policies, standards of grade, supportability, TTHS accounts, and develop position and personnel reclassification guidance to implement the proposal, if required. Forward proposals to commands and agencies shown below for comments and recommendations. (Processing time in each case will begin upon DCS, G–1 (DAPE–PRP) receipt or concurrence from the personnel proponent.)	DCS, G–1
	60 days[1]	Furnish comments on doctrine, training, leader development, organizations, and equipment implications.	TRADOC
	60 days[1]	Furnish comments on compatibility with ARNG force structure and policy implications.	NGB
	60 days	Furnish comments on compatibility with Reserve force structure and policy implications.	CAR
		Furnish comments on anticipated impact on recruiting.	U.S. Army Recruiting Command
		Furnish comments on acceptability to support command or activity mission.	ACOM
		Furnish comments on acceptability or compatibility with overall Army policy.	Army Staff elements
		Approve routine proposals or prepare decision memorandum for those requiring DCS, G–1 approval.	DCS, G–1
		Approve or disapprove proposal.	DCS, G–1 (DAPE–PRP)
30 Oct		Publish and distribute notification of future changes (final dates that NOFCs approved for current cycle).	DCS, G–1

Table 3–1
Processing and implementation schedule for changes to the military occupational classification structure—Continued

Target dates	Processing time	Action (s)	Responsibility
30 Nov		Update POSC–Edit file.	DCS, G–1
30 Dec		Forward TOE POSC–Edit to USAFMSA.	DCS, G–1
31 Dec		Edit/distribute eMILPO POSC–Edit file.	DCS, G–1
15 Apr		Distribute FMS POSC–Edit file.	DCS, G–1
1 Jun to 31 Aug	90 days	Complete personnel reclassification and update automated personnel systems.[5]	HRC

Notes:

[1] Concurrent staffing.

[2] eMILPO POSC–Edit will be transmitted every two months (28 Feb, 30 Apr, 30 Jun, 31 Aug, 31 Oct, and 31 Dec). A digital file is forwarded to HRC. The updated POSC–Edit file is transmitted to each eMILPO personnel processing activity via defense switched network.

[3] Changes to date of distribution of POSC–Edit file to document proponents will be established by USAFMSA in coordination with DCS, G–1.

[4] Errors identified in POSC–Edit file application in the MOSC window cycle will be reviewed and appropriate action taken within 7 working days.

[5] Personnel reclassification is completed in year preceding fiscal year effective date of documents.

Chapter 4
The Officer Classification System

Section I

Development

4–1. General
This chapter provides guidance for—
  a. Classification of positions requiring officer skills and officer personnel based on qualifications.
  b. Use of SI codes in the classification of officer positions and personnel.

4–2. Classification system
  a. The classification system described in this chapter supports the officer identifiers in DA Pam 611–21 (includes the branches, FAs, AOCs, reporting classifications, skills, and language identifiers and their related codes) used to classify positions in requirements and authorization documents. These data elements and their codes are combined as needed to describe position requirements according to the position classification structure described in paragraph 4–3 of this chapter. Positions are classified per chapter 3 of this regulation. Officer personnel are classified by the designation of branch, FA, and the appropriate AOC, skills, and language identifiers in DA Pam 611–21. DA Pam 600–3 provides additional guidance on qualifications.
  b. The basic elements of the classification system are coded and have the data uses identified below:
  (1) *Branch/functional/medical functional area codes.* Two characters (numeric) which are used to identify the principal or secondary position requirements and the officer's designated branch/functional/medical FA. Note that the two-digit code is the first two characters of the AOC code included within the branch/functional/medical FA (see DA Pam 611–21 for the numerical list of authorized branch/functional/medical FAs).
  (2) *Immaterial codes.* Three characters (two numeric and one alpha) which are used to identify the principal or secondary position requirements when specific branch skills are not required.
  (3) *Areas of concentration codes.* Three characters (two numeric and one alpha) which are used to identify the specific requirement(s) of a position and requisite qualifications for officers to fill them (see DA Pam 611–21 for the alphabetical list of AOC and duty position titles).
  (4) *Skill identifiers.* Two characters, in either numeric-alpha or alpha-numeric combinations, which are used to identify the skills required in combination with an AOC, of a position as well as the skills in which officers may be classified. Skill Identifiers identify specialized occupational areas which are not normally related to any one particular branch, FA, or AOC but are required to perform the duties of a special position. SIs may require significant education, training, or experience; however, SIs do not require repetitive tours and do not provide progressive career developmental assignments. SIs are authorized for use with any AOC unless expressly limited by the classification guidance contained in DA Pam 611–21. SIs include aircraft qualification, specialized maintenance, medical and veterinary

duties, and other required skills that are too restricted in scope to comprise an AOC. More than one SI may be used to denote the requirements of a position or to identify the qualifications of an officer.

(5) *Language identification codes.* Two characters (alpha) which are used to identify the designated foreign language requirements of a position and an officer's qualification in a designated foreign language. The degree of language proficiency cannot be determined by the language identification code (LIC) alone; supplemental remarks are required.

(6) *Reporting classification.* A classification used to identify general officers and their positions as well as all officers who are in a non-duty status (for example, duties unassigned, sick in hospital, student, in transit, and more).

(7) *Control code.* An accounting classification used by HRC to designate officers by branch or FA when comparing operating strengths with authorizations. It is also used to compare operating strengths with the Officer Distribution Plan for the purpose of validating requisitions for officers. Control codes (CTCODEs) are the basis for the officer accounting system.

4–3. Position classification structure

a. Position requirements are identified by an alpha-numeric code that identifies the occupational skills required to perform the principal duties of a position. These data elements for officers consist of grade, branch, FA, AOC, immaterial, SI and LIC codes.

b. The nine characters of the position requirement code correspond to the nine-character field in FMS, MTOE/TOE and TDA document format with the column headings, MOS, ASI/LIC (see table 4–1 for use and examples of duty position requirements).

(1) The first three positions will be coded with the AOC associated with a branch or FA or with an immaterial position code that best defines the expertise needed.

(2) The fourth and fifth positions will normally be coded with a "00" indicating that no further expertise is needed. However, a branch, FA, or immaterial code can be used, if necessary, to further define the position requirements within the following guidelines:

(a) If the first three positions are coded with an immaterial code, no additional code will be used.

(b) If the first three positions are coded with a branch AOC, a FA area code can be used.

(c) If the first three positions are coded with a FA AOC, then a branch AOC, combat immaterial or logistics immaterial code may be used.

(3) The remaining four positions will be used to identify further skill qualifications or language requirements when necessary.

c. Positions will be coded in accordance with the skills and expertise required. Personnel involved in position coding should have knowledge of the requirements of the positions, the skills and qualifications identified within the branch/FA AOC and those identifiable through skill and language identifiers. Over specialization/over documentation is discouraged. In identifying positions requiring multiple qualifications, careful consideration should always be given to the principal qualifications required. Branch AOCs may not be paired with other branch AOCs. As an exception, Military Intelligence Branch (35) AOC 35D and 35G may be used as a FA with AOC 15C only. FA AOCs may not be paired with other FA AOCs.

d. Some positions are not related to any branch or FA and can be filled by officers from any branch or FA. Other positions are not related to a specific branch or FA but require experience in combat arms, logistics, or personnel. These positions will be identified by a two-digit code with the alpha designator "A "placed in the third position. The coding for these types of positions is in DA Pam 611–21.

e. In identifying positions which have been validated for advanced degrees by the Army Educational Requirements System, the branch/FA related to the educational discipline required should be identified as the principal skill required.

f. Positions requiring aviators must be identified as operational or non-operational flying positions per DA Pam 611–21.

Table 4–1
Position requirement codes

Position description: Correctional Officer
Code: 31A00
Explanation: A single skill position that requires principal skills associated with the Military Police Branch (31) and the AOC of Military Police (31A).

Table 4–1
Position requirement codes—Continued

Position description: Infantry Instructor
Code: 11A00 5K 5S
Explanation: A multiple skill position that requires principal skills associated with the Infantry Branch (11), an AOC of Infantry Officer, General (11A) and additional skills requiring instructor (5K) and ranger–Parachutist (5S) qualifications.

Position description: Battalion Commander
Code: 15B00 B1 D5
Explanation: A multiple skill position that requires principal skills associated with the Aviation Branch (15), and AOC of a combined arms operations aviation officer (15B). SI B1 identifies the position as an operational flying position requiring an officer qualified in the UH–1 and SI D5 further identifies a requirement for qualification in the AH–64 aircraft.

Position description: Unit Air Movements Officer
Code: 02A00 3Y 00
Explanation: A multiple skill position not related to a specific branch/FA, but which requires a combat arms officer and which has been identified with combat arms management for fill. SI 3Y further identifies the position as unit space enabler officer.

4–4. Changes to the officer classification system

a. It is expected that additions, deletions, or revisions to the officer classification system will be required at times to reflect technological developments and changes in organizations, equipment authorizations, missions, functions, and personnel management policies. Changes should be recommended only after review and analysis of the current classification structure indicate that the existing structure will no longer satisfy the requirements.

b. Recommendations for classification system additions, revisions, or deletions should be submitted through the appropriate branch/FA or skill identifier proponent for concurrence/nonconcurrence to DCS, G–1 (DAPE–PRP) per instructions contained in chapter 2. DCS, G–1 (DAPE–PRP) has the final approval authority for all such actions.

c. Recommendations for changes to Army Medical Department (AMEDD) officers and/or any of the AOC designations beginning with the number "6", designated skills beginning with the number "7" and or all skills beginning with the number "8" or "9" should be submitted through channels to HQDA (DASG–PTZ), Office of the Surgeon General, 7700 Arlington Blvd., Falls Church, VA 22042. TSG will forward all such changes to the DCS, G–1 (DAPE–PRP) for coordination and implementation. Recommendations for AMEDD officer AOC/skill classification will be forwarded by letter to Commander, HRC (OPH) and the appropriate career branch as appropriate. Each recommendation will cite specific reasons for the change to include an appraisal of the officer's qualifications in relation to the applicable portion of table criteria for degree of proficiency for AMEDD officers in DA Pam 611–21. Direct correspondence is authorized between AMEDD commanders and the DCS, G–1, (DAPE–PRP) or between AMEDD commanders and the AMEDD Personnel Management Office.

d. Recommendations for changes to Chaplain AOC designations should be submitted through channels to HQDA (DACH–PER), Washington DC 20310–2700. The Chief of Chaplains will review, evaluate, and develop a proposed revision and forward appropriate documentation to DCS, G–1 (DAPE–PRP) for coordination and implementation.

e. Recommendations for changes to any of the Judge Advocate General Corps (JAGC) AOC designations should be submitted through channels to HQDA (DAJA–PT), Washington, DC 20310–2206. TJAG will review and forward appropriate changes to DCS, G–1 (DAPE–PRP) for coordination and implementation.

f. Each request for a proposed new branch/FA identifier or AOC will be considered on its own merits. The request must meet the following criteria for a new branch/FA identifier or AOC:

(1) The proposed new AOC should apply to at least 40 authorized duty positions with such close occupational or functional relationship that an optimal degree of interchangeability among officers so classified will exist at any given level of skill or grade.

(2) The skill and job requirements of the proposed new AOC should be sufficiently different from any existing AOC that, with reasonable modification, an existing AOC could not be used to meet the requirements.

(3) The requirements are peculiar to one branch/FA.

g. Each request for a new SI will be considered on its own merit. The following criteria for a new skill is as follows:

(1) Qualification for an individual to be awarded the SI must include two or more weeks of formal training or equivalent as established by the skill proponent.

(2) There must be a requirement for 20 or more positions to be identified by the proposed new skill.

(3) The advantage to be derived from a more precise occupational classification must be clearly evident.

h. Certain AOCs or skills may, for various reasons, become obsolete or no longer viable as separate classifications and, therefore, should be deleted or consolidated with other related classifications. The proponent should submit substantiating information in accordance with procedures described above.

i. Each skill identifier will be reviewed biennially and considered for elimination if there are less than 20 positions in authorization documents and/or the SI no longer meets the criteria for initial establishment.

4–5. Specifications for branches/functional areas
Branch, AOC, FA, and SI specifications are located in DA Pam 611–21.

Section II

Classification of Active Duty Officers

4–6. Classification responsibilities
Classification of officers will be accomplished in accordance with the basic policies and procedures prescribed by HQDA. Classification functions are the responsibility of the CG, HRC.

4–7. Female officer designation/utilization
It is current Army policy that female officers may be designated in any branch or FA.

Section III

Army Medical Department Officers

4–8. General
This section provides for the classification of officers of the AMEDD on Regular Army and in the Army Reserve. The AOC for officers generally defines the scope of an occupational area without regard to the level of skills, grade, echelon, or responsibility involved. This general rule, however, is not always applicable to members of the health professions due to unique identification requirements within a given field of specialization and personnel management techniques applicable only to AMEDD officers.

4–9. Classification responsibilities
Classification of AMEDD officers will be within the basic policies and procedures prescribed by the DA. Control branch functions for Regular Army AMEDD officers are the responsibility of TSG. Control branch functions for United States Army Reserves (USAR) AMEDD officers are the responsibility of the Surgeon, HRC. TSG and the Surgeon, HRC, are the classification authorities for AMEDD officers. This includes the award and/or withdrawal of all special qualifications and proficiency skills. Commanders at all echelons, having AMEDD officers under their jurisdiction, are responsible for continuous review of the AOC and skill held by these officers. The commanders are also responsible for recommending changes in these AOCs and skill classifications to TSG or to the Surgeon, HRC (as appropriate).

4–10. Designation of degrees of proficiency
The initial and reevaluation standards for determining the appropriate skill to denote degrees of proficiency are in terms of formal training and professional experience. Assignments, with satisfactory results, to a certain professional duty does not entitle an officer to the rating unless he has demonstrated evidence of superior professional abilities and progressive experience commensurate with the responsibilities of the position held. Further, the officer need not be assigned to a specific duty in order to be eligible for a proficiency designation. The position currently occupied by an officer should not influence a commander in recommending such change.

Section IV

Chaplain Officers

4–11. General
This section provides for the classification of chaplains in the Regular Army or in the Army Reserve. Each officer upon entry into the chaplain branch will be designated with AOC 56A. The individuals may be classified with other AOC provided they meet the qualifications listed in the pertinent AOC specification.

4–12. Classification responsibilities

Classification of chaplains will be accomplished within the basic policies and procedures prescribed by DA. Control branch functions for chaplains are the responsibility of the Chief of Chaplains, who is the classification authority. Commanders at all echelons having chaplains under their jurisdiction are responsible for continuous review of the AOC held by these officers and for recommending changes in their AOC to the Chief of Chaplains.

Section V

Judge Advocate General's Corps Officers

4–13. General

This section provides for the classification of judge advocates in the Regular Army or in the Army Reserve. Each officer upon entry into the JAGC will be designated with AOC 27A. The Judge Advocate General is the classification and approval authority for The Judge Adjutant General (TJAG) officers.

4–14. Classification responsibilities

Classification of JAGC officers will be accomplished within the basic policies and procedures prescribed by DA. Control branch functions for JAGC officers are the responsibility of TJAG, the classification authority. Commanders at all echelons having JAGC officers under their jurisdiction are responsible for continuous review of the AOC held by these officers and for recommending changes in their AOC to TJAG.

Section VI

Classification of Officers of the U.S. Army Reserve Not on Active Duty

4–15. General

This section provides for the classification of officers of the Army Reserve except the following:
 a. Members of the Retired Reserve.
 b. Officers on active duty or active duty for training (ADT) in excess of 90 days, who will be classified per section II.
 c. Officers commissioned through Reserve Officer training Corps and assigned to USAR Control Group (delayed) pending entry on initial tour of active duty or ADT.
 d. AMEDD officers, chaplains, and JAGC who will be classified under sections III, IV, and V, respectively.

4–16. Classification responsibilities

Area commanders (as defined in AR 140–1) and the CG, U.S. Army Reserve Personnel Center, are responsible for the overall effectiveness of classification operations for members of the Army Reserve under their administrative jurisdiction.

4–17. Designation of branch, functional area or skill

 a. Designation of branch upon entry. Designation of a branch for officers not on active duty will be accomplished by Director, Officer and Enlisted Personnel Management, HRC, based on the Army's need and each officer's qualifications and desires. As an exception, the appointing authority may designate the branch for an individual receiving a direct appointment in the USAR.
 b. Designation of functional areas and skill identifiers. Responsibility for designation of the FA and skill identifiers for members of the USAR is as follows:
 (1) *Area commanders.*
 (a) Upon assignment to a troop program unit (TPU).
 (b) As required to document specific skills acquired through military/civilian education or experience.
 (c) Annually, upon receipt of DA Form 3725 (Army Reserve Status and Address Verification) from troop program units during personnel audit of the birth month personnel qualifications or at any other time when considered appropriate.
 (2) *CG, HRC.*
 (a) Upon release of an officer from active duty and transfer to the Individual Ready Reserve (IRR) or Standby Reserve.
 (b) As needed to document specific skills acquired through military/civilian education or experience.
 (c) Upon transfer of an officer from inactive to active status.

(d) Annually upon receipt of DA Form 3725 from USAR control group officers.

(e) Upon reassignment from a troop program unit to the IRR or Standby Reserve.

(f) Upon identification of an officer as eligible for promotion.

(g) Upon assignment as an individual mobilization augmentee.

4–18. Annual review

a. AOCs designated under the provisions of this section will be reviewed annually for Control Group officers based upon qualifications data furnished by the member on DA Form 3725 or DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers) (see AR 135–133). The procedure for evaluation of significant qualification data in determining appropriate AOCs, FAs, or skills is provided in *c* below.

b. In measuring the relative value of recently acquired qualifications, particular attention will be given to the following:

(1) Quality and length of experience or training.

(2) Relevancy of experience or training to specific AOC duty requirements prescribed in this regulation.

c. Changes or additions to AOC or skill should be based upon a significant increase in qualifications, such as—

(1) AOC progression as a result of experience gained in a TPU.

(2) Completion of 2 years' work experience in a civilian occupational area having an AOC counterpart.

(3) Completion of civilian or military schooling or training in areas or skills related to an AOC or skill.

(4) Job progression to foreman or supervisor or to a managerial or executive position.

(5) Graduation from an accredited college or university.

4–19. Civilian education

An officer who has earned a Bachelor of Arts (BA), Bachelor of Science (BS) or higher degree from an accredited college or university may have an AOC or SI designated that is related to his major field of study, provided the skills gained from his education match the duty requirements of the AOC or skill. The officer's educational achievements should be evaluated with his occupational achievements, particularly if the occupational achievements are in the major field of study or in a closely related field. A closely-knit relationship between civilian education and occupations, particularly in highly-skilled occupations and professions, will be regarded as a strong basis for designating an AOC or SI.

4–20. Civilian occupations

a. Civilian occupation will, in many instances, comprise the most important segment of an officer's total qualifications. It should, therefore, be evaluated carefully and also be given proper weight when considered with factors such as trade school or college training under the principles outlined in paragraph 4–19.

b. Prior to changing or adding any AOC or skill under the provisions of this paragraph and paragraph 4–19, the officer will be required to furnish documentation of any significant change in civilian education and civilian occupation status. Examples of documentation required are degrees earned, certificates of completion of trade school or apprenticeship training, trade association licenses, journeyman certificates or official statements from employer concerning the nature and duration of current and/or past employment.

Section VII

Specialty Designation and Classification of Officers in the Army National Guard

4–21. General

This section provides for the designation of branches, FA, and AOC and establishes procedures for classification of officers in the ARNG. Provisions of this regulation do not pertain to the following:

a. Officers on active duty or special tours or ADT in excess of 179 days. Officers in this category will be designated and classified under the procedures in section II and DA Pam 600–3.

b. Chaplains and JAGC will be designated and classified under the procedures in section IV and V respectively.

c. ARNG U.S. Property and Fiscal Officers who will be classified branch and FA designations will generally align with logistics and procurement requirements of the position.

d. AMEDD officer branches and AOC will be designated as follows:

(1) Initial classification by TSG during administrative processing of application for appointment.

(2) Reclassification by State Adjutant General under DA Pam 611–21.

(3) Award of SI "9A "by TSG's Classification Board on an individual basis and under DA Pam 611–21.

4–22. Classification responsibilities
The State Adjutant General of each State and territory is responsible for the overall direction and effectiveness of—
a. Branch, FA designation, classification, and personnel administration.
b. Management, preparation, maintenance, and disposition of the qualification records of assigned officers.

4–23. Designation of branches/functional areas
a. Designation of initial branch and AOC will be accomplished by each State Adjutant General based upon the State Master Development Plan and each officer's qualifications and desires. The State Master Development Plan will be an analysis of various branch and AOC authorized by the State force structure authorization documents to include career progression patterns.

b. Before designation of initial branch and AOC upon appointment in the ARNG for officers and former officers of any component of the Armed Forces, the officer's records will be reviewed to ensure that appropriate AOC and skill qualifications are recorded as discussed below. The records primarily reviewed are: DA Form 4037 (Officer Record Brief), Enlisted Record Brief, Standard Form (SF) 88 (Medical Record–Report of Medical Examination), DA Form 67–10–1 (Company Grade Plate (O1–O3; WO1–CW2) Officer Evaluation Report); DA Form 67–10–2 (Field Grade Plate (O4–O5; CW3–CW5) Officer Evaluation Report); DA Form 67–10–3 (Strategic Grade Plate (O6) Officer Evaluation Report); DA Form 67–10–4 (Strategic Grade Plate General Officer Evaluation Report), and any other records or documents that contain data on the member's occupation and military skills, education, quality of service and physical condition.

c. An individual receiving appointment as an ARNG officer under the provisions of NGR 600–100 will be designated an initial branch and AOC based on the State Master Development Plan and a review of the individual's background and education (military and civilian).

d. Officers who are assigned to the Inactive National Guard will be identified with the branch/FA and AOC, if applicable, prior to transfer to the Inactive National Guard. When officers are returned to active status in the ARNG, their qualifications will be re-evaluated. The reevaluation will include a review of the latest significant educational achievement (military and civilian), civilian employment history and requirements as indicated on the State Master Development Plan. If an officer is transferred to the USAR from the Inactive National Guard, the records will include any appropriate branch, FA, and skill qualifications acquired prior to transfer.

e. Once an initial branch/FA and AOC is designated it may not be redesignated without prior approval of the State Adjutant General. Basis for redesignation request will include—

(1) When an imposed reorganization precludes absorption of the officer within reasonable geographic limits within the branch/FA and AOC during the ensuing year.

(2) When a proposed reassignment to a different branch/FA AOC for the officer's advancement or development requires redesignation to a new branch/FA. In this instance the officer should have had previous experience or training (military or civilian) in the branch/FA of the proposed reassignment.

(3) When the State Adjutant General determines that a change of primary branch/FA will be in the best interest of the State and the officer.

(4) When the officer requests the change of branch/FA and/or AOC and the State Adjutant General determines that the change will be in the best interest of the State and the officer.

(5) NGR 600–100 contains specific instructions regarding requirements for Federal recognition boards and Officer Personnel Classification Boards associated with branch/FA transfer and AOC redesignation.

f. The redesignation of an initial AOC which does not result in a change of branch/FA will not be published in written orders; however, the State Adjutant General is responsible for informing the officer by letter and ensuring that a copy of the notification is included in the Military Personnel Records Jacket, Official Military Personnel File and the automated personnel system.

g. FA, when required, will be designated for basic branch officers not later than the eighth year of commissioned service. Normally, this action will not be accomplished prior to the fourth year of commissioned service. Each officer will be encouraged to develop skills associated with a FA either through civilian education and vocation or through military education and assignments.

4–24. Annual review
a. Branch, FA, and skill qualifications awarded under the provisions of this regulation will be reviewed annually by the State Adjutant General.

b. Changes which result in the award or withdrawal of branch, FA, and skill qualifications based on new data will be reflected on the officer's qualification records and in the automated personnel reporting system.

c. In evaluating recently acquired qualifications, particular consideration will be given to the following:

(1) Quality and length of experience or training.

(2) Relevancy of experience or training to specific branch, FA, or skill duty requirements prescribed in this regulation and NGB Pam 600–1.

(3) Civilian education or occupation. If a branch, FA, or skill based chiefly on civilian education or occupation, principles outlined in paragraphs 4–25 and 4–26 apply.

(4) Recently acquired qualifications. The recently acquired qualifications must be attested to and the award recommended and submitted by the unit commander through command channels to the State Adjutant General.

4–25. Civilian education

a. An officer who has earned a BA, BS, or higher degree from an accredited college may be awarded a branch, FA, or skill provided that the skills and knowledge gained from the officer's education are compatible with the requirements of the branch, FA, or skill. The officer's educational achievements should be evaluated together with the occupational achievements, particularly if the occupational achievements are in the major subject field or in closely related fields. Compatibility between civilian education and occupation, particularly in the highly-skilled occupations and professions, may be regarded as a valid basis for awarding of branch, FA, or skill qualifications. Conversely, any indication of not maintaining proficiency will be regarded as a valid basis for withdrawing the qualification designator.

b. An officer who completes specialized civilian schooling or training other than academic schooling may be awarded a branch, FA, or skill qualification provided that the scope of the schooling is comparable.

c. Prior to awarding a branch, AOC qualification under this paragraph and paragraph 4–26, the officer will be required to furnish documentation of civilian and educational status including subsequent changes. Examples of documentation required are: transcripts of degrees, certificates of completion from trade schools or apprenticeships, trade association licenses, journeyman licenses or official statements from employers concerning the nature, duration, manner of performance and scope of current employment.

4–26. Civilian occupations

a. Civilian occupation constitutes an important segment of an officer's qualifications. Therefore, it should be carefully evaluated and properly considered together with trade school or college training as justification for awarding of branch, FA, or skill.

b. Occupational expertise without corresponding educational training may justify the award of a branch, FA, AOC, or skill provided the individual has sufficient work experience.

c. Occupational experience not considered sufficient for award of branch, FA, AOC, or skill on initial examination should be reviewed annually for possible award on subsequent evaluations.

Section VIII

Grade Standards for Officer Positions

4–27. General

a. Grade of officer positions in organization tables will be established in accordance with the standards provided herein. Exceptions will be authorized only as indicated in paragraph 3–7 this regulation. Grade standards do not authorize positions, but determine grades of positions that have already been established per other appropriate regulatory guidance.

b. The SG table for each officer AOC follows the MOS duty description in DA Pam 611–21. TOE/MTOE and TDA units are listed in separate tables. The officer grade cap distribution matrix (see DA Pam 611–21), prescribes the distribution of officer authorizations by grade for the documented force structure by branch/FA (Army Competitive Category and special branches) to include immaterial authorizations for the Regular Army. It is driven by current personnel policies and senior leader guidance, ensures that there is sufficient opportunity for development assignments and facilitates a reasonable equitable promotion opportunity and it permits branch/FA to be self-sustaining, and promotes upward mobility while providing adequate time to gain experience at each grade. The aggregate AOC grade structure must meet grade cap distribution matrix (GCDM) grade targets (plus or minus two percent).

4–28. Generic grade tables

a. Grades for command and staff positions are provided in generic tables by command for each type of position. Only principal positions are included. The grade standards listed in DA Pam 611–21 are provided to ensure equitable position grading in all requirement and authorization documents. Agencies responsible for the preparation, review, or approval of requirements and authorization documents will adhere to these grade standards. Grades for positions not

listed will be determined by comparing the primary duties and qualifications with those of the most nearly related positions contained in the tables. This comparison will be made in terms of the appropriate factors presented in paragraph 4–29. Normally, the grade of officers within an organizational element and the heads of subordinate organizational elements will be at least one grade below that of the immediate supervisor. A position authorized a Colonel will not have immediate subordinates of equal grade. The grade of a civilian supervisor must also be taken into consideration. The following two exceptions will apply:

(1) Positions of Chief of Staff authorized as a colonel may have direct subordinates of equal grade.

(2) Positions authorized a general officer but which are unsupported may be filled with a colonel and may have direct subordinates of equal grade.

b. The generic grade tables for officer positions for TDA, TOE/MTOE, battalion/company and medical special grading may be found in AOC specifications DA Pam 611–21.

4–29. Grade authorization factors

a. Military grades serve as both pay grades and grades of rank. Grade authorizations contained herein are based upon appropriate consideration of both to ensure—

(1) Grade appropriate to the amount and level of responsibility involved.

(2) Rank necessary for the amount and level of both responsibility and authority involved.

(3) Equitable enumeration for duties performed and qualifications required.

b. In determining grades for positions not included in the authorization tables in DA Pam 611–21, consideration will be given to the following:

(1) *Organizational setting.* The extent to which an incumbent accrues status and responsibility/authority from the organizational environment in which he must operate. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor—

(a) Organizational level. The level, in the Army's organizational hierarchy, of the headquarters in which the position under consideration is located. Consider levels from team, section, or detachment to Joint Chief of Staff/DoD level.

(b) Magnitude of organizational responsibility. One relative measure of the total organizational responsibility is the number of officer-level positions in the headquarters of the organization. Consider the number of officer-level positions (officer, warrant, and professional civilian GS–9 or above) in the headquarters identified in subfactor (a) above.

(c) Level of position within the organization. The level of the position in the organizational hierarchy of the headquarters identified in subfactor (a) above (command section, principal or special staff, headquarters support or service element).

(2) *Positional responsibility authority.* The incumbent's share of his organization's total responsibility. Six subfactors are provided to assist in identifying and evaluating the relevant components of this factor.

(a) Type of position. Identify the basic function of the position (commander, executive officer, chief of a staff element, assistant staff officer, equipment or system operator) and the grade of the immediate supervisor. These are indicators of the functional scope and relative importance of the position.

(b) Magnitude of supervisory responsibility. One measure of the positional share of the total organizational responsibility is the number of officer-level positions within the organizational element which is directed and controlled by the incumbent. Include all officer, warrant, and professional civilians (GS–9 or above) in this total.

(c) Independence. Consider the nature of the controls over the position and the extent to which the incumbent is left to his own devices to achieve the desired results.

(d) Communication demands. Consider the extent to which the position requires skills in oral and written communications.

(e) Lateral points of contact. The magnitude of the coordination and nonsupervisory functions. Consider the organizational level and grade of person with whom contact is maintained. Organizational categories should include military, public or industrial, and the news media. Disregard contact associated with commemorative or special events that occur on an infrequent or irregular basis.

(f) Auxiliary authority/responsibility. The extent to which the position requirements include significant, recurring additional duties, such as committee/study group participation, administration of military justice, personnel guidance and counseling programs, interior guard and preventive maintenance or medicine programs.

(3) *Criticality to organizational mission.* The extent to which success or failure in the management of assigned activities affects the organization as a whole. Two subfactors are provided to assist in identifying and evaluating the relevant components of this factor.

(a) Effects of errors. The many activities or groupings of activities in any organization can be graded in the order of their criticality. Consider the extent to which the incumbent's actions and decisions affect the current operational effectiveness of the organization as a whole.

(b) Effect on future organizational effectiveness. The extent to which the position incumbent can affect future operational effectiveness. Consider the extent to which the position requirements include the development of concepts, plans, programs, or procedures for future organizational activities. Implied in this subfactor is a consideration of the foresight, creativity, and originality required.

(4) *Skills and knowledge required.* The level of skills and knowledge required for assignment to the position and attainment of a satisfactory level of performance by the end of a 30–day orientation period. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor—

(a) Formal education. Consider the level of formal educational development required to deal with the academic theories, facts, and information that will be encountered while serving in the position.

(b) General military educational development. The range and substance of the overall military perspective which are required to deal with the military data, methods, theories, and problems that will be encountered while serving in the position. Equate this to the career development training program of the military professions.

(c) Unique specialty training. The extent of the requirement for subject matter expertise which is acquired only through attendance at military or industrial training courses especially designed for the military function under consideration. Consider the length of the training course required.

(5) *Grade balance.* This factor is to be used to prevent grade gaps and ensure a progressive/proportionate distribution of grades with respect to superior and subordinate positions within the organization.

Chapter 5
The Warrant Officer Classification System

Section I

Overview

5–1. General
This chapter provides guidance for—
  a. Classification of positions for warrant officer skills and warrant officer personnel based on qualifications.
  b. Use of SQI and ASI codes in the classification of warrant officer positions and personnel.

5–2. Definitive application
  a. A warrant officer is defined as: "An officer appointed to warrant by the Secretary of the Army based upon 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."
  b. Warrant Officer Management Act (WOMA), December 1991, established a life cycle management system offering full career potential to all warrant officers. The four major components of WOMA are—
  (1) A single promotion system.
  (2) Management by years of warrant officer service.
  (3) Selective early retirement.
  (4) Promotion to CW5.
  c. Warrant Officer Leader Development Action Plan (WOLDAP), established February 1992, was developed and implemented for the improvement of training, personnel management and the total leader development process for the total Army's warrant officers.
  d. Warrant Officer Education System, October 1993, established an initiative of WOLDAP. This system provides for the following five levels of military education of warrant officers:
  (1) Preappointment Level-Warrant Officer Candidate School.
  (2) Entry Level-Warrant Officer Basic Course for warrant officers in the grade of CW2.
  (3) Advanced Level-Warrant Officer Advanced Course for warrant officers in the grade of CW3.
  (4) Senior Level-Warrant Officer Intermediate Level Education for warrant officers in the grade of CW4.
  (5) Senior Level-Warrant Officer Senior Service Education for warrant officers in the grade of CW5.

5–3. Classification system

a. The classification system described in this chapter provides the policy for the warrant officer identifiers in DA Pam 611–21, (includes the branches, AOC, MOS, SQI, ASI used to classify positions in requirements and authorization documents). These data elements and their codes are combined as needed to describe position requirements according to the position classification structure described in this paragraph. Positions are classified per chapter 3, this regulation. Warrant officer personnel are classified by the designation of branch, AOC, MOS skills and language identifiers in DA Pam 611–21.

b. The principles of warrant officer management are for use in determining whether certain officer-level positions, per appropriate regulations, should be designated for warrant officer incumbency. Such positions are those that predominately involve the direct supervision of performance of technical operations, administration, and supply and maintenance activities. An officer-level position determined to be a warrant officer position will be classified under one of the MOSs in DA Pam 611–21. If none of the current MOSs prove satisfactory, a request for establishment of a new MOS will be submitted per chapter 2 of this regulation. Positions that meet all or most of the following criteria will be considered for classification as warrant officer positions:

(1) Positions encompassing supervision of several enlisted or civilian technical skills related to a specific authorized warrant officer MOS (such as utilities operation and maintenance or telecommunications).

(2) Positions requiring continuous application of unique aptitudes, talents, or abilities (such as those required for musical direction or aircraft piloting which have been designated as officer-level positions by statute or regulation).

(3) Positions must be based on operational combat requirements and maintenance of combat readiness under conditions of combat.

(4) Positions that normally include responsibilities that enlisted personnel are prohibited by statute or regulation from performing.

(5) Positions must support an occupational field which is highly technical either due to orientation toward complex equipment and high density of multiple models or types of equipment or due to a management system which is technical and dependent on a number of subsystems (such as electrical, mechanical, or administrative occupational fields).

(6) Positions must support a career field that requires a high degree of technical and tactical skill not readily available within the officer or enlisted structures that requires repetitive assignments and that is related to an occupational field in which it is necessary for the Army to remain competitive with private sector incentives.

(7) Positions in a headquarters staff section supervising an activity that provides a service to the headquarters, subordinate units or personnel of the command (such as food services, personnel administration or medical care).

(8) Positions in Military Assistance Advisory Groups or missions requiring a technical advisor.

(9) Positions that normally do not require command of tactical units.

(10) Positions for which a valid organizational requirement exists/or is projected to exist.

(11) When a valid organizational requirement exists, assistant positions may be designated for warrant officer use if the position being assisted is also designated for warrant officer incumbency.

(12) Officer-level positions in an organizational element headed by an officer may be designated for warrant officer incumbency provided—

(a) They meet all or most of the provisions of paragraphs 5–3*b*(1) through 5–3*b*(12), above.

(b) They are required for supervision of a separate activity or function within the organizational element headed by an officer.

(c) They are primarily technically oriented, but require tactical competence appropriate to the MOS authorized.

c. The following types of officer-level positions are not authorized for designation as warrant officer positions:

(1) Company/troop/battery commander or executive officer of tactical organizations.

(2) Motor officer, if duties of the position involve more than maintenance (such as allocation of automotive assets).

(3) Positions which exercise broad planning and operational jurisdiction over subordinate operating elements.

(4) An officer position, with a warrant officer incumbent because of circumstances discussed in DA Pam 611–21, will not be changed to a warrant officer position with a warrant officer MOS unless the position is definitely identifiable with warrant officer skills.

5–4. Female warrant officer designation/utilization

It is current Army policy that female warrant officers may be designated in any branch/MOS.

Section II

Warrant Officer Military Occupational Specialty System

5–5. General

a. The warrant officer MOS system is an orderly structuring of codes authorized for the occupational classification of warrant officer positions and personnel. The MOS system is designed to support the Army's recognized requirement for warrant officers as a necessary and distinct category of officer by—

(1) Establishing occupational standards for appointment, selection, training, and career development.

(2) Providing a basis to facilitate distribution and assignment.

(3) Providing a framework to meet the demands imposed by technology requiring new occupations, commensurate with the concepts of warrant officer utilization.

b. DA Pam 611–21 prescribes procedures and criteria for award of MOS to warrant officers.

5–6. Military occupational specialty code

The MOSC consists of nine characters. In recording an MOS, a minimum of five characters will be entered. The digit "0" (zero) is used as a fifth character when identification of a special qualification is not required.

a. First and second character. The first two characters are numbers and are used together to represent branch or FA.

b. Third character. The third character is a number and is used with the first two characters of the MOSC to designate AOC. Each branch and FA contains one or more AOCs. An AOC is a concentration of MOSs within a specific branch or FA which has closely related technical and tactical skill and training requirements.

c. Fourth character. The fourth character, a letter, is used to designate separately definable qualifications within an AOC because of major systems or skill differences. When used in combination with the first three characters, it constitutes an MOS.

d. Fifth character. The fifth character, a single position number or letter, is used for SQI. The SQI is used in combination with the four characters of the MOS to designate significant qualifications which require, as a minimum, successful completion of a formal service school or at least six months on-the-job training (OJT). Marine licenses, parachutist, and polygraph examiner are representative examples. When no special qualifications apply, the digit "0" (zero) is recorded in the fifth position. Otherwise, the use of the SQI creates another MOS that carries the title of the SQI. The complete list of authorized SQIs and the qualifications that each designates is provided in DA Pam 611–21.

e. Sixth and seventh character. The sixth and seventh character is an ASI which consists of a two position numeric-alpha or alpha-numeric code which is authorized to relate to a specific occupational skill or item of equipment to an MOSC. ASIs are listed in DA Pam 611–21.

f. Eighth and ninth character. The eighth and ninth character consist of either an ASI or LIC, a two position alphabetic code which is authorized to identify language skills.

5–7. Authorization of military occupational specialty

HQDA's policy is to authorize only a minimum number of MOSs; however, the actual number authorized must be compatible with the Army's needs. Warrant officers are highly specialized technicians, but the narrower their specializations, the greater the possibility of technological obsolescence, assignment restrictions and personnel turbulence. Therefore, it is desirable that warrant officer MOSs be as broad in scope as possible, but commensurate with training opportunities available and urgency of requirements.

5–8. Specifications for areas of concentration and military occupational specialties

AOC and MOS specifications are located in DA Pam 611–21.

5–9. Additions, deletions, and modifications of warrant officer occupational codes (branch, area of concentration, military occupational specialty, special qualification identifier, and additional skill identifier)

a. The warrant officer concept and the continuing need to maintain total strength within annually prescribed limitations necessitate close control of the warrant officer program to preclude MOS imbalances and other developments likely to inhibit utilization and value of warrant officers as a distinct category of personnel. The nature of warrant officer occupational skills is such that considerable time and expense normally are involved in qualifying personnel in an MOS, SQI, or ASI. The warrant officer program will be continuously monitored and evaluated by HQDA and using commands to ensure that all aspects of the program are properly in phase. Decisions to establish, revise, and

delete occupational codes will be made as requirements change. Review and approval actions will involve the establishment of critical dates for implementation or revision of relevant occupational codes given the comparatively long lead time usually required. Commanders, personnel proponents and agency heads anticipating requirements for warrant officers with occupational skills for which no occupational code exists in DA Pam 611–21 may recommend the establishment of a new code. Requests will be submitted as far in advance as possible to permit full consideration and decision by the date required.

b. The policies and procedures governing the initiation, preparation, and submission of new or revised occupational codes are contained in chapter 2 of this regulation.

c. In order to represent a manageable grouping, a warrant officer MOS should be authorized at least 35 positions to provide inter-changeability in the assignment/reassignment of warrant officers.

d. Normally, a minimum of ten positions are required in order to justify establishment or continuance of SQI or ASI codes.

e. Additions and deletions to the SQIs or ASIs listed in DA Pam 611–21 will be necessary to reflect changes in functional operations and training, equipment authorizations and personnel management policy. Requests to establish new codes or to change established codes will be submitted per chapter 2, this regulation. Exceptions may be granted if justified. Request must meet the criteria for new SQI and ASI as follows:

(1) SQI qualifications require completion of a course at a service school, licensing, or at least six months of OJT. ASI qualifications require the individual, to attend two or more weeks of formal schooling or equivalent training.

(2) The tangible or intangible advantage to be derived from a more precise occupational classification must be clearly evident.

(3) The SQI or ASI must be applicable for TOE/MTOE/TDA position and personnel classification.

(4) The skill or knowledge represented by the code must be one that is not demanded of all personnel in the MOS with which it is to be associated.

(5) Each SQI and ASI will be reviewed biennially for compliance with the specific policies, criteria, and guidance used for establishing the identifier.

Section III

Classification of Warrant Officers

5–10. Special qualification identifiers

a. An SQI added as a suffix to the basic four character MOS code may, in effect, create another MOS which carries the title of its SQI and may be designated by the HQDA classification authority as the individual's primary MOS. Career management approval is required prior to an individual's attendance at training which results in the award of an SQI.

b. An SQI will be awarded and withdrawn only by HQDA career management authority.

c. Authorized SQI and classification guidance are listed in DA Pam 611–21.

d. An SQI will be documented in TOE/MTOE for positions requiring qualifications. Authorized position titles are provided in DA Pam 611–21.

5–11. Additional skill identifiers

a. The warrant officer ASI is a two character code used in personnel records and authorization documents to provide more precise matching of personnel assets and requirements.

b. The current list of warrant officer ASIs is contained in DA Pam 611–21.

c. ASIs will be awarded by HQDA based upon recommendations of school commandants or upon the individual's successful completion of required training or work experience.

d. An awarded ASI will be withdrawn by HQDA or upon recommendation of the unit commander, when an individual no longer is qualified to perform duties associated with the ASI or when the ASI is deleted from the classification structure. Procedures in DA Pam 600–8, will be followed when applicable.

5–12. Reporting codes
Reporting codes in DA Pam 611–21 will be used in personnel and strength accounting documents to reflect the warrant officer's status when primary or duty MOS is inappropriate.

Section IV

Grade Standards for Warrant Officer Positions

5–13. General
The SG tables will be used to establish warrant officer grades in authorization documents. Positions not similar to or shown in an existing SG table will be evaluated using the factors of SG listed in paragraph 5–15 to determine appropriate grading. Grading a position not represented in a SG table is considered an exception and will be authorized only as indicated in paragraph 3–7 of this regulation. If the position is a permanent requirement, an action must be initiated through the appropriate personnel proponent to establish a SG.

5–14. Standards of grade tables
a. The SG tables do not authorize positions. The purpose of SG tables and factors of grade is to determine grade of positions that have already been established in accordance with other appropriate regulatory guidance.
b. The SG table for each warrant officer MOS follows the MOS duty description in DA Pam 611–21. TOE/MTOE and TDA units are listed in separate tables. The average grade distribution matrix (AGDM) (see fig 5–1), for technical warrant officer and rated aviator warrant officer, which is based on current Total Warrant Officer System guidelines, will be used in determining grading for representative positions classified in an MOS.
c. The average grade distribution matrix will be used to determine equitable distribution of grades at CMF level for the AC, while maintaining grade feasibility at individual AOC level. The aggregate grade structure must meet grade cap AGDM grade targets (plus or minus 2 percent).

5–15. Factors of grade coding
a. Grade authorizations are meant to ensure—
(1) Grade appropriate to the amount and level of responsibility involved.
(2) Grade necessary for the amount and level of responsibility involved.
(3) Equitable enumeration for duties performed and qualifications required.
b. In determining grade for positions not included in the SG tables, consideration will be given to the following:
(1) *Similar organizations.* Where a grade determination does not exist in the SG tables for the organization being considered, attempt to identify the position in the most nearly similar organization in terms of unit type, geographical location, standard reporting code and/or level below ACOM for which a grade determination exists.
(2) *Requisite experience level.* Consider the nature and extent of practical experience required in the position. Experience involves an extended application of learned skills and knowledge.
(3) *Skill type.* Consider the type of skill being employed. Operational skills will normally lie on a scale including operations, combat employment, inspection, instruction, integration, or evaluation of major systems.
(4) *Skill level.* Consider the level of skill required among the following:
(a) *Basic.* Employment of skill under supervision.
(b) *Semi-skilled.* Sufficient knowledge and competence to employ skills under minimum supervision.
(c) *Skilled.* Sufficient knowledge and competence to employ skills under any condition.
(d) *Highly-skilled.* Requires top performance and demonstration of highest degree of applied knowledge.
(5) *Criticality to organizational mission.* The extent to which success or failure in the management of assigned activities affects the organization as a whole. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor:
(a) *Effect of errors.* Consider the extent to which the incumbent's actions and decisions affect the operational effectiveness of the organization.
(b) *Uniqueness of skill.* Consider the number of positions within the organization or its parent unit with the same or similar skills to those of the incumbent.
(c) *Battlefield isolation.* Consider the degree of geographic isolation under which the organization operates which may hinder or prohibit support from a parent or sister organization.
(6) *Skills and knowledge required.* The level of skills and knowledge required for assignment to the position and attainment of a satisfactory level of performance by the end of a 30–day orientation period. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor—
(a) *Formal civil education.* Consider the level of formal civilian educational development required to deal with the academic theories, facts, and information to be encountered.
(b) *Military education.* Consider the range and subsistence of the overall military perspective required and the military career development training program of the MOS or career field to be graded.

(c) Specialty functional training. Consider the extent of the requirement for subject matter expertise which is acquired only through attendance at military or industrial training courses especially designed for the military function under consideration. Length of training courses, career development availability for training and rate at which skills decay following training should be considered.

Technical Warrent Officer Average Grade Distribution Matrix

(CW 5)
3.4%

(CW 4)
13.4%

(CW 3)
24.7%

(CW 2)
(WO1, 18.1%; PLUS 40.4%, 58.5%)

Rated Aviator Warrent Officer Average Grade Distribution Matrix

(CW 5)
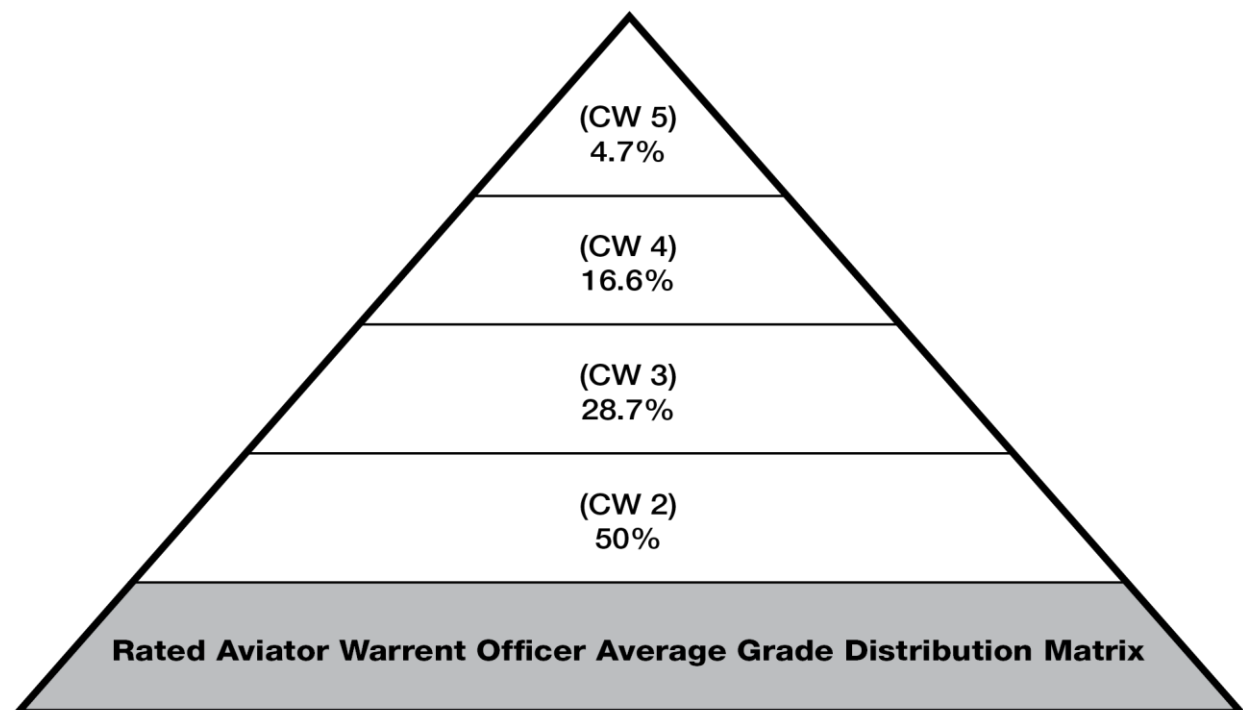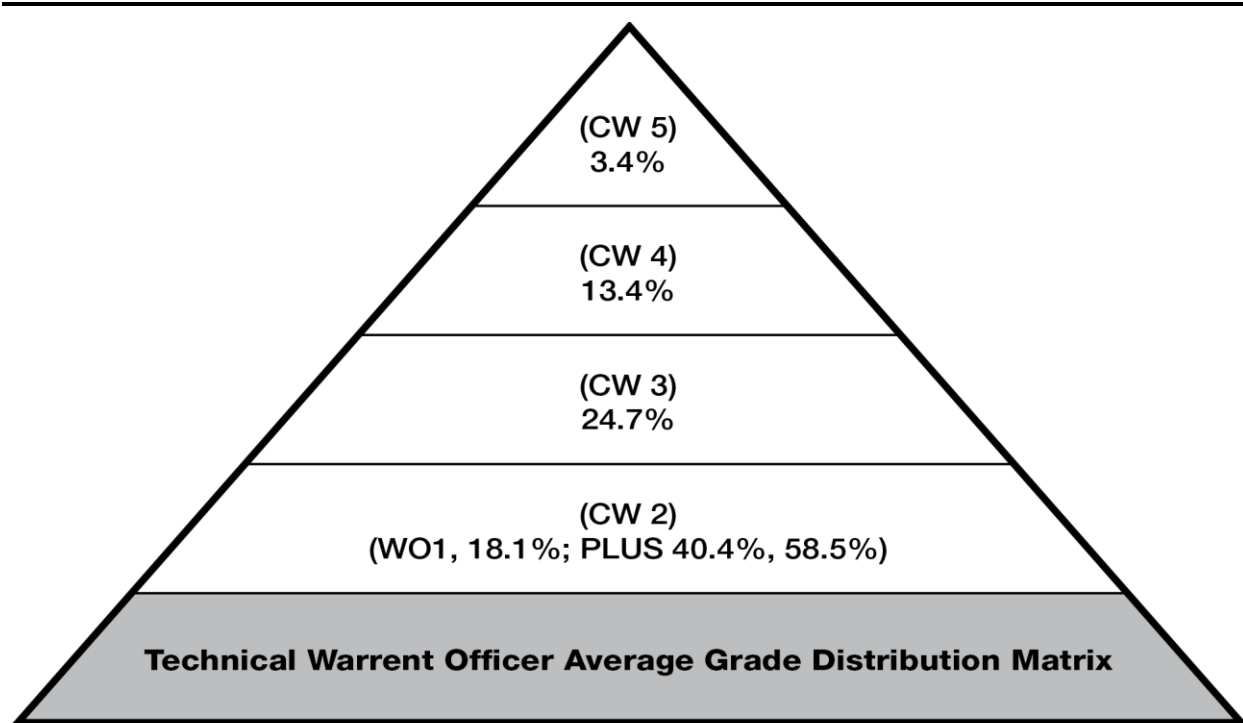4.7%

(CW 4)
16.6%

(CW 3)
28.7%

(CW 2)
50%

Figure 5–1. Average grade distribution matrix

Chapter 6
The Enlisted Classification System

Section I

Development

6–1. General
a. This chapter provides guidance for—
(1) Classification of positions for enlisted skills and enlisted personnel based on qualifications.
(2) Use of SQI and ASI in classification of enlisted positions and personnel.
b. The classification system impacts basically on enlisted accessions, training, classification, evaluation, distribution, deployment, sustainment, and professional development.
c. The classification system provides for—
(1) Visible and logical career patterns for progression to successively higher level positions of responsibility and grade.
(2) Standard grade-skill level relationships.
(3) Self-sustainment through new accessions or selected lateral entry from other CMFs.
(4) Consolidation of MOSs at higher grade levels, as practical.

6–2. Female enlisted designation and utilization
It is current Army policy that female enlisted Soldiers may be designated in any CMF/MOS.

Section II

Enlisted Military Occupational Specialty System

6–3. Career management field
a. The CMF identifies a grouping of related MOSs that are basically self-renewing and managed in terms of both manpower and personnel considerations. The CMF is used in the development, counseling, and management of enlisted personnel. CMF characteristics are as follows:
(1) Provides a visible and logical career progression for all Soldiers from entry into the training base to retirement in grade of SGM.
(2) The MOSs are so related that Soldiers serving in one specialty potentially have the abilities and aptitudes for training and assignment in most or all of the other specialties in that field.
(3) The career content is supported by annual first-term accessions to replenish the losses from the career force of the field.
b. DA Pam 611–21 provides a career progression for each CMF that groups the MOS to reflect the routes for progression within and between the MOS. Also, it provides approved MOS substitution options and unique MOS qualifications (for example classification or training), where applicable.

6–4. Military occupational specialty
The MOS identify a group of duty positions that requires closely related skills. A Soldier qualified in one duty position in an MOS may, with adequate OJT, perform in any of the other positions that are at the same level of complexity or difficulty. The MOS broadly identifies types of skills without regard to levels of skill.

6–5. Military occupational specialty specifications
MOS specifications identify major duties, physical requirements, physical demands rating, qualifications for the initial award of MOS, ASIs, and SG located in DA Pam 611–21.

6–6. Military occupational specialty code
a. The MOSC provides more specific occupational identity than the MOS. It is used—
(1) To classify enlisted Soldiers.
(2) To classify enlisted positions in requirement and authorization documents.
(3) To provide detailed occupational identity in records, orders, reports, management systems, and data bases.
(4) As a basis for training, evaluation, promotion, and other related management subsystem development.

b. The MOSC contains nine characters. The MOSC is used to classify both personnel and positions in authorization documents. The elements of the MOSC include—

(1) *First three characters.* The three-character numeric-alpha combination identifies the MOS without regard to level of skill. The first two characters relate to the MOS and identifies the CMF of which the MOS is part.

(2) *Fourth character.* This is a number. With the first three characters, it shows skill and grade level in the MOS. Authorized skill levels and the characters that identify them are described in DA Pam 611–21.

(3) *Fifth character.* This is either a letter or a number that reflects SQI common to a number of positions and MOS. DA Pam 611–21 describes authorized SQI codes. The letter "O " will always be inserted as the fifth character when a position does not require special qualifications or an individual is not qualified for award of an SQI.

(4) *Sixth and seventh characters.* These are either alpha-numeric or numeric-alpha characters that represent ASIs. ASI codes are used to identify skills closely associated with, but in addition to, those in the basic MOS. The numbers "00 " will be inserted as the sixth and seventh characters when a position does not require an ASI or a Soldier is not qualified for award of an ASI. ASI codes will be included in permanent change of station orders, records, and reports, as required. DA Pam 611–21 describes authorized ASI codes to include descriptions of positions, qualifications, and restrictions.

(5) *Eighth and ninth characters.* These are two-letter combinations that identify foreign language requirements and qualifications provided in AR 11–6. Orders, records, and reports will use the letters "OO" when foreign language is not required or a Soldier is not foreign language qualified.

6–7. Special qualification identifier code

The SQI is identified by a one character code and will be used with the MOS and SL to form the basic five character MOSC.

a. The SQI must identify both positions in the authorization documents and personnel qualifications. Exceptions may be authorized only by DCS, G–1 (DAPE–PRP).

b. The SQI is not a substitute for an MOS and will not represent the sole skill required for any position.

c. The SQI must have a distinct and constant meaning that will not change with each MOS for which the SQI is used.

d. Each SQI should have a minimum of 20 positions (any MOS) in authorization documents which require use of the SQI. Exceptions may be authorized only by DCS, G–1 (DAPE–PRP).

e. If the SQI requires a formal course of instruction, and is the only method which may be used to attain the SQI skills, the required course(s) will be included in the SQI personnel qualifications in DA Pam 611–21.

f. Each SQI will be reviewed biennially by DCS, G–1 (DAPE–PRP) to ensure compliance with requirements and/or intent of above.

6–8. Additional skill identifiers

An ASI identifies specialized skills, qualifications, and requirements that are closely related to and are in addition to those inherent to the MOS. ASIs are authorized for use only with designated MOSs and will be listed in each specification for such MOS. Area aptitude scores for an ASI will be no more restrictive than the associated MOS, unless an exception to policy is approved by DCS, G–1 (DAPE–PRP).

a. ASIs are primarily used to identify skills requiring formal school training or civilian certification. Specialized skills identified by the ASI include operation and maintenance of specific weapon systems and subsystems, computer programming languages, procedures, analytical methods, animal handling techniques, and similar required skills that are too restrictive in scope to comprise an MOS.

b. ASIs may be used to identify specialized qualifications and requirements that do not adhere to the MOS management system. Specialized qualifications and requirements identified by ASIs include security and operational requirements.

6–9. Additional skill identifier code

The ASI is identified by a two-digit alpha-numeric or numeric-alpha code which will be added to the five-digit code of the MOSC for which the ASI is authorized. Use of the ASI for position classification in authorization documents is prescribed in AR 71–32. Procedures governing use of the ASI in personnel classification are in AR 614–200. Provisions governing the ASI are as follows:

a. The ASI must be required to identify both positions in authorization documents and personnel qualifications. Exceptions may be authorized only by DCS, G–1 (DAPE–PRP).

b. The ASI is not a substitute for an MOS and will not represent the sole skill required for any position.

c. Each ASI must have a distinct and constant meaning that will not change with each MOS for which the ASI is authorized.

d. If an ASI is associated with more than 50 percent of the authorizations in a given MOS, consideration will be given to either including ASI requirements into the MOS or establishing a new MOS to identify those ASI duties and tasks.

e. Each ASI should have a minimum strength of 20 positions in authorization documents for each MOS with which the ASI is authorized. Exception: An ASI which require completion of 20 or more weeks of formal training for qualification will be considered for identification notwithstanding a small numerical requirement. Other exceptions may be authorized only by DCS, G–1 (DAPE–PRP).

f. Establishment of an ASI will be considered if a formal course of instruction of at least 10 days is established to award that ASI. Approval of an ASI with less than 10 days formal training will be considered only if justified by critical task analysis. An ASI will not be established to identify skills that can be acquired only through OJT or on-the-job experience (OJE).

g. If a determination is made that completion of a formal course of instruction is the only method which may be used to attain the ASI skills, the required course(s) will be included in the ASI qualifications listed in DA Pam 611–21. If specific course requirements are not included in DA Pam 611–21, the ASI may be awarded either through completion of related course(s) of instruction or OJT/OJE. The determination that a Soldier has acquired the skills required to perform the duties of the ASI through OJT/OJE will be certified by the first lieutenant colonel in the individual's chain of command.

h. Career progression MOS may be authorized for identification with an ASI even though less than 20 positions are annotated in authorization documents when there is a high probability that the supervisor will be supervising a significant number of personnel performing those ASI duties.

i. If utilization policy would preclude using a Soldier in an ASI position more than once, the establishment of an ASI should not be considered.

j. The course of instruction for an ASI should not exceed the length of the AIT course for the MOS to which the ASI is associated. If the length of ASI training is longer than the AIT course, consideration should be given to establishing a new MOS.

k. Each ASI/MOS combination will be reviewed biennially by DCS, G–1 (DAPE–PRP) to ensure compliance with requirements and/or intent of the above.

6–10. Aptitude areas and aptitude area scores
The Armed Services Vocational Aptitude Battery is a Joint Service Battery used to measure potential to succeed in job training courses. Test scores are used, in conjunction with demonstrated ability, enthusiasm, individual interests and Army needs, to select applicants for enlistment into the Armed Services and classification into a MOS. Information pertaining to aptitudes areas and aptitude area scores can be found in DA Pam 611–21.

6–11. Additions, deletions, and modifications of military occupational specialty, military occupational specialty specifications, career management field, and additional skill identifier
a. Technological developments and/or changes in organizations, mission, doctrine or training, or personnel management normally serve as the basis for revisions to the enlisted fields, specialties, and identifiers. Change to CMF, MOS, and ASI impact considerably on positions, personnel, and operations Army wide. Therefore, recommended changes must be fully justified and documented per chapter 2 of this regulation.

b. The DCS, G–1 (DAPE–PRP) will evaluate and coordinate proposed changes as required prior to a final decision.

c. Request to add an SQI or ASI will include information required by DA Pam 611–21, as appropriate.

Section III

Enlisted Soldiers Career Opportunities

6–12. Career progression
a. At certain points within a Soldier's career, decisions must be made that affect his or her future. A Soldier must be fully informed in making decisions as to the requirements of the—
(1) MOSs in which qualified.
(2) Grades authorized for positions classified in the MOS.
(3) MOS composition of the CMF.
(4) Opportunities for training and progression in MOS and CMF.

b. The decision point where a choice must be made will normally occur during the third to eighth month before expiration of term of service. Selecting a reenlistment option compatible with qualifications provides an opportunity for progression.

c. If the CMF does not contain MOSs that progress to the grade of SGM, the Soldier should plan to reclassify into an MOS that progresses to the higher grades. Personnel requirements and the individual skills and aptitudes should guide the career progression counseling process.

d. DA Pam 611–21 provides CMF occupational clusters. This information supports the U.S. Army Recruiting Command Army Recruiting Information Support System. DA Pam 611–21 designates the accepted titles for occupational clusters and lists the CMFs associated with each.

6–13. Reclassification of enlisted personnel

a. The responsibilities of reclassification authorities, policies, and procedures governing MOS reclassification are outlined in AR 614–200 for Regular Army, USAR, and NGR 600–200 (ARNG).

b. The methods of training available for use in MOS qualification are discussed in DA Pam 611–21. The basic policies governing MOS training are contained in AR 350–1. The verification of training requirements prior to award of the MOS is the responsibility of the reclassification authority.

6–14. Utilization of enlisted personnel

For the utilization of enlisted personnel, refer to AR 614–200.

Section IV

Standards of Grade for Enlisted Positions

6–15. Grade standards for enlisted positions

The SG tables will be used to establish enlisted grades in requirement and authorization documents. Positions not similar to or shown in an existing SG table will be evaluated using the factors of grade coding listed in paragraph 6–16 to determine appropriate grading. Grading a position not represented in a SG table is considered an exception and will be authorized only as indicated in paragraph 3–7 of this regulation. If the position is a permanent requirement, an action must be initiated through the appropriate personnel proponent to establish a SG.

6–16. Grading of enlisted positions in requirement and authorization documents

a. The SG tables in DA Pam 611–21 are the basis for grading positions in requirement and authorization documents. The SG tables do not authorize positions, but provide a basis for determining equitable grades for positions after the number of positions and the MOS have been established per AR 71–32.

b. The average grade distribution matrix at figure 6–1 prescribes the ideal structure by MOS, and will be used in determining equitable distribution of grades (plus or minus two percent) within a CMF to ensure sustainable career progression and support a reasonable promotion structure for each MOS that neither stagnates nor over promotes.

c. The CMF grade cap GCDM (see DA Pam 611–21) will be used in determining equitable distribution of grades at CMF level for the AC, while maintaining grade feasibility at individual MOS level. The aggregate CMF grade structure must meet grade cap GCDM grade targets (plus or minus five percent). Through this guidance higher grades are associated with greater levels of responsibility.

d. The non-MOS specific grading guidance and SG tables in DA Pam 611–21 prescribe Armywide grading standards for designated specialized duty functions in TDA, AUGTDA, and JTA organizations.

6–17. Factors of grade coding

a. Grade authorizations listed are meant to ensure—

(1) Grade appropriate to the amount and level of responsibility involved.

(2) Equitable enumeration for duties performed and qualifications required.

b. In determining grade for positions not included in the SG tables, consideration will be given to the following:

(1) *Similar organizations.* Where a grade determination does not exist in the SG tables for the organization being considered, attempt to identify the position in the most nearly similar organization in terms of unit type, geographical location, standard reporting code and/or level below major command for which a grade determination exists.

(2) *Requisite experience level.* Consider the nature and extent of practical experience required in the position. Experience involves an extended application of learned skills and knowledge.

(3) *Skill type.* Consider the type of skill being employed. Operational skills will normally lie on a scale including operations, combat employment, inspection, instruction, integration, or evaluation of major systems.

(4) *Skill level.* Consider the level of skill required among the following:

(a) Basic. Employment of skill under supervision.

(b) Semi-skilled. Sufficient knowledge and competence to employ skills under minimum supervision.

(c) Skilled. Sufficient knowledge and competence to employ skills under any condition.

(d) Highly-skilled. Requires top performance and demonstration of highest degree of applied knowledge.

(5) *Criticality to organizational mission.* The extent to which success or failure in the management of assigned activities affects the organization as a whole. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor—

(a) Effect of errors. Consider the extent to which the incumbent's actions and decisions affect the operational effectiveness of the organization.

(b) Uniqueness of skill. Consider the number of positions within the organization or its parent unit with the same or similar skills to those of the incumbent.

(c) Battlefield isolation. Consider the degree of geographic isolation under which the organization operates which may hinder or prohibit support from parent of sister organization.

(6) *Skills and knowledge required.* The level of skills and knowledge required for assignment to the position and attainment of a satisfactory level of performance by the end of a 30–day orientation period. Three subfactors are provided to assist in identifying and evaluating the relevant components of this factor.

(a) Formal civil education. Consider the level of formal civilian educational development required to deal with the academic theories, facts, and information to be encountered.

(b) Military education. Consider the range and subsistence of the overall military perspective required and the military career development training program of the MOS or career field to be graded.

(c) Specialty functional training. Consider the extent of the requirement for subject matter expertise which is acquired only through attendance at military or industrial training courses especially designed for the military function under consideration. Length of training courses, career development availability for training and rate at which skills decay following training should be considered.

Section V

Relational Growth

6–18. Relationship between grade and military occupational specialty

a. Grades are established for positions identified by the MOS and not for the MOS itself. As a result, all MOSs do not extend to grade of SGM.

b. Grades are not established solely to provide opportunity for progression within an MOS. Position grade is determined based on a job evaluation that should measure the degree of skill, responsibility, and other requirements. Considerations involved in grading are in paragraph 6–16.

6–19. Relationship between career management field and command sergeant major

All CMF figures show a line or normal progression leading to command sergeant major (CSM). This MOS is at the top of the enlisted career field. As such, it identifies the senior noncommissioned officer in the headquarters of units, commands, or organizations at battalion or higher level or TDA units in which a commander has the authority to impose disciplinary action under the Uniform Code of Military Justice over 300 or more enlisted personnel. (Note. Enlisted Soldiers under the commander's authority include those authorized by unit TDA, those in TDA or MTOE of subordinate units and assigned students, trainees, and patients.) All CSM and their positions are graded E9. All CSM positions must be requested and approved by DCS, G–1 (DAPE–PRP).

6–20. Relationship between enlisted and warrant officer military occupational specialty

a. Personnel are appointed to warrant officer by the Secretary of Defense. Warrant officer status is achieved when an individual Soldier applies for warrant officer appointment, successfully passes a screening board and completes the warrant officer entry course and appropriate technical certification training. The location and length of training varies based on MOS.

b. Selection procedures and training requirements apply to appointment into the Regular Army, Army Reserve, or in the Army National Guard, with or without concurrent call to active duty. In limited instances, technical certification training may be waived by successful completion of diagnostic testing administered by the MOS proponent.

Certification by the MOS proponent that an individual Soldier is competent to perform as a warrant officer in a specific MOS is a prerequisite for appointment to warrant officer.

c. Warrant officer MOS relate to enlisted specialties but are broader in scope. Some warrant officer MOS have a single enlisted feeder MOS; however, most warrant officer MOS have multiple enlisted feeder MOS. Enlisted personnel are eligible to apply for warrant officer training and appointment after meeting minimum MOS requirements. There are no provisions for direct appointment to warrant officer status without completing the requirements identified above.

d. The primary publications governing warrant officer appointment are AR 135–100, AR 135–210, AR 601–100, and AR 601–210. DA also makes other periodic announcements by message concerning the Warrant Officer Career Program.

ENLISTED AVERAGE GRADE DISTRIBUTION MATRIX								
From / To	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Total %
E3-E9	23.21	31.89	19.87	13.62	8.50	2.46	0.45	100
E3-E8	23.31	32.04	19.96	13.69	8.54	2.47	0	100
E3-E7	23.9	32.85	20.46	14.03	8.76	0	0	100
E3-E6	26.20	36.00	22.43	15.38	0	0	0	100
E3-E5	30.956	42.54	26.504	0	0	0	0	100
E3-E4	42.12	57.88	0	0	0	0	0	100
E4-E9	0	41.53	25.87	17.74	11.07	3.20	0.59	100
E4-E8	0	41.77	26.03	17.85	11.14	3.22	0	100
E4-E7	0	43.16	26.89	18.44	11.51	0	0	100
E4-E6	0	48.78	30.39	20.84	0	0	0	100
E4-E5	0	61.61	38.39	0	0	0	0	100
E5-E9	0	0	45.25	30.34	18.93	5.47	1	100
E5-E8	0	0	44.70	30.65	19.13	5.53	0	100
E5-E7	0	0	47.31	32.44	20.24	0	0	100
E5-E6	0	0	59.32	40.68	0	0	0	100
E6-E9	0	0	0	54.43	33.96	9.82	1.79	100
E6-E8	0	0	0	55.42	34.58	10.00	0	100
E6-E7	0	0	0	61.58	38.42	0	0	100
E7-E9	0	0	0	0	74.52	21.54	3.94	100
E7-E8	0	0	0	0	77.58	22.42	0	100
E8-E9	0	0	0	0	0	84.55	15.45	100

Figure 6–1. Enlisted average grade distribution matrix

Appendix A

References

Section I

Required Publications

AR 600–3
The Army Personnel Development System (Cited in para 1–17.)

AR 601–210
Regular Army and Reserve Components Enlistment Program (Cited in para 6–20*d*.)

AR 614–200
Enlisted Assignments and Utilization Management (Cited in para 3–2*b*(3).)

DA Pam 611–21
Military Occupational Classification and Structure (Cited in para 1–10*m*.)

Section II

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 11–2
Managers' Internal Control Program

AR 11–6
Army Foreign Language Program

AR 25–30
Army Publishing Program

AR 71–32
Force Development and Documentation Consolidated Policies

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army

AR 135–101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135–133
Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

AR 135–210
Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call Up, Partial or Full Mobilization

AR 140–1
Mission, Organization, and Training

AR 145–1
Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 350–1
Army Training and Leader Development

AR 600–8–104
Army Military Human Resource Records Management

AR 601–50
Appointment of Temporary Officers in the Army of the United States Upon Mobilization

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army

DA Pam 25–403
Guide to Recordkeeping

DA Pam 600–3
Officer Professional Development and Career Management

DA Pam 600–8
Military Human Resources Management Administrative Procedures

NGR 600–100
Commissioned Officers–Federal Recognition and Related Personnel Actions (Available at https://www.ngbpmc.ng.mil/.)

NGR 600–200
Enlisted Personnel Management (Available at https://www.ngbpmc.ng.mil/.)

10 USC 571
Warrant officers: grades (Available at https://uscode.house.gov/.)

10 USC 12241
Warrant officers: grades; appointment, how made; term (Available at https://uscode.house.gov/.)

Section III

Prescribed Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/).

DA Form 5643
Physical Demands Analysis Worksheet (Prescribed in para 2–3*a*(5).)

DA Form 7174
MOCS Proposal Checklist (Prescribed in para 2–3*a*.)

Section IV

Referenced Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/).

DA Form 11–2
Internal Control Evaluation Certification

DA Form 67–10–1
Company Grade Plate (O1–O3; WO1–CW2) Officer Evaluation Report

DA Form 67–10–2
Field Grade Plate (O4–O5; CW3–CW5) Officer Evaluation Report

DA Form 67–10–3
Strategic Grade Plate (O6) Officer Evaluation Report

DA Form 67–10–4
Strategic Grade Plate General Officer Evaluation Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3725
Army Reserve Status and Address Verification

DA Form 4037
Officer Record Brief

DA Form 4213
Supplemental Data for Army Medical Service Reserve Officers

SF 88
Medical Record–Report of Medical Examination (Available at https://www.gsa.gov/reference/forms.)

Appendix B

Internal Control Evaluation

B–1. Function
The functions covered by this evaluation is Army military occupational classification structure development and implementation process.

B–2. Purpose
The purpose of this evaluation is to assist DCS, G–1 in evaluating its key internal controls. It is intended as a guide and does not cover all controls.

B–3. Instructions
Answers must be based on the actual testing of internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions for the military occupational classification structure process
a. Are MOCS proposals for revisions submitted by memorandum and supporting documents following the DA Form 7174 checklist?
b. Are timely actions taken to correct errors in the POSC–Edit file?
c. Are approved MOCS changes compiled as of 30 October of each year?
d. Are Implementation responsibilities and milestones being followed?
e. Are personnel systems and AC personnel reclassification actions followed using the approved notification of future change?
f. Are proper occupational identifiers incorporated in authorization documents (TOE, MTOE, TDA, and AUGTDA)?

B–5. Supersession
This is the initial internal control evaluation for AR 611–1.

B–6. Comments
Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–PRP), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

ACOM
Army command

ADT
active duty for training

AGDM
average grade distribution matrix

AIT
advanced individual training

AMC
U.S. Army Materiel Command

AMEDD
Army Medical Department

AOC
area of concentration

AR
Army regulation

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ASI
additional skill identifier

AUGTDA
augmentation TDA

BA
Bachelor of Arts

BS
Bachelor of Science

CAD
Course Administrative Data

CAR
Chief, Army Reserve

CG
Commanding General

CMF
career management field

CNGB
Chief, National Guard Bureau

COL
Colonel

CSM
Command Sergeant Major

CTCODE
Control code

CW5
Chief Warrant Officer Five

DA
Department of the Army

DCS
Deputy Chief of Staff

DoD
Department of Defense

eMILPO
electronic military personnel office

FA
functional area

FMS
Force Management System

GCDM
grade cap distribution matrix

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IRR
Individual Ready Reserve

JAGC
Judge Advocate General Corps

JTA
Joint table of allowances

LIC
language identification code

MOBTDA
mobilization table of distribution and allowances

MOCS
military occupational classification structure

MOS
military occupational specialty

MOSC
military occupational specialty code

MTOE
modified table of organization and equipment

NOFC
Notification of Future Change

OJE
on-the-job experience

OJT
on-the-job training

PDSI
project development skill identifier

PM
project manager

PMAD
Personnel Management Authorization Document

POI
Program of Instruction

POSC
Personnel Occupational Specialty Code

RC
Reserve Component

RRS–A
Army Records Retention Schedule-Army

SF
Standard form

SG
standards of grade

SGM
sergeant major

SI
skill identifier

SL
Skill Level

SQI
special qualification identifier

TDA
table of distribution and allowances

TJAG
The Judge Advocate General

TOE
table of organization and equipment

TPU
Troop Program Unit

TRADOC
U.S. Army Training and Doctrine Command

TTHS
Trainees, Transients, Holdees, and Students

UAD
Updated Authorization Document

USAFMSA
U.S. Army Force Management Support Agency

USAR
U.S. Army Reserve

WOLDAP
Warrant Officer Leader Development Action Plan

WOMA
Warrant Officer Management Act

Section II

Terms
This section contains no entries.