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DEPARTMENT OF THE ARMY  
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# PERSONNEL SELECTION AND CLASSIFICATION

## MOS STRUCTURES

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### Section I. GENERAL

1. **Purpose and scope.** These regulations set forth responsibilities, objectives, and specific actions required by the Department of the Army agencies which will contribute to the formulation of officer, warrant officer, and enlisted MOS structures and the maintenance of such structures so that they are responsive to the needs of the Army.

2. **Definitions.** *a. Military occupational specialty.* Formal, technical definitions of an officer, warrant officer, or enlisted MOS may be found in the respective MOS regulations in the AR 611-series; however, for the purposes of these regula-

tions, an MOS is defined as a grouping of duty positions having common or significantly similar occupational and military characteristics, including mental, physical, administrative, and psychological requirements. It is a categorization device for indicating the skills, knowledges, and abilities needed for successful performance of a job or duty position within the Army's mission.

*b. MOS structure.* An MOS structure is a coded framework which identifies a particular MOS and shows the similarities and differences between it and all other MOS.

### Section II. RESPONSIBILITIES FOR CONTROL AND POLICY

3. **Deputy Chief of Staff for Personnel.** *a.* Overall control and establishment of policies, procedures, and criteria pertinent to the development, description, and maintenance of the MOS structures.

*b.* Approval of exceptions to policy.

*c.* Providing specific policy, criteria, guidelines, and time schedules to Office of Personnel Operations (OPO) for developing and maintaining responsive MOS structures in any area of particular concern to the general staff.

\*These regulations supersede SR 615-25-2, 3 January 1951; paragraphs 8b and 9, AR 611-101, 2 June 1960; paragraphs 7a(1) and 8 b and c, AR 611-201, 15 June 1960; paragraph 14b, AR 611-112, 3 June 1961; and paragraph 5, DA Pamphlet 611-8, 29 September 1961.

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**4. Deputy Chief of Staff for Military Operations.** Provide timely assistance and advice to DCSPER relative to those organizational, operational, and training requirements of the Army which have an impact on the MOS structures.

**5. Office of Personnel Operations.** *a.* Development and use of occupational research methods including job analysis, engineering, and evaluation techniques.

*b.* Recommending the personnel and occupational research effort required to support new MOS, aptitude tests, MOS tests, rating devices, and pertinent selection instruments.

**6. U.S. Army Combat Developments Command.** Informs OPO of doctrinal and organizational plans and changes which may have an effect on MOS content or structure.

**7. U.S. Army Materiel Command.** Informs OPO of assignment of maintenance responsibility,

new equipment research, and other doctrinal changes which may have an effect on MOS content or structure.

**8. U.S. Continental Army Command.** Informs OPO on overall training plans and training requirement changes which may have an effect on MOS content or structure.

**9. Other agencies.** Other agencies not subordinate to U.S. Army Combat Developments Command (CDC), U.S. Army Materiel Command (AMC), or U.S. Continental Army Command (USCONARC), such as The Surgeon General, The Provost Marshal General, the Assistant Chief of Staff for Intelligence, and the Army Security Agency, will inform OPO of doctrine, plans, and operating procedures which may have an effect on MOS content or structure.

### Section III. MOS DEVELOPMENT

**10. General.** Any agency may act as a proponent of a new or changed MOS, and will submit their recommendations to OPO. Such recommendation should be as complete as resources will permit. OPO will make a detailed analysis of the recommendations submitted, conduct further research as necessary, coordinate with the proponent and other interested agencies as necessary, and subsequently make a recommendation to Deputy Chief of Staff for Personnel.

**11. Office of Personnel Operations responsibilities.** *a.* Serves as the Deputy Chief of Staff for Personnel agent in the operation of the MOS systems, within prescribed policies will develop and maintain an aggressive program of MOS review and development to insure that appropriate and timely MOS are provided and available for use.

*b.* Develops occupational classification structures including coding systems, format and scope of the MOS, standards of grade authorization for enlisted systems, career patterns, and substitutability techniques.

*c.* Prepares specifications and supervises the acquisition of data on occupational and personnel qualitative requirements during development of new weapons systems, materiel, doctrine, and organization.

*d.* Develops occupational research methods including job analysis, engineering and evaluation techniques:

*e.* Establishes an on-premise liaison facility with CDC, AMC, USCONARC, and other agencies as appropriate to facilitate continuous liaison with these agencies in the development of occupational and personnel qualitative information for use in development of MOS specifications.

*f.* Designs, operates, and controls the occupational information data facility.

*g.* Determines the qualitative and quantitative job characteristics necessary to develop grade standards for enlisted MOS code specifications. Determines appropriate aptitude area and other personnel standards necessary for classification of personnel in MOS. Determines and recommends the functional responsibilities and relationships of military duty positions and the identification of significant qualifications for such positions.

*h.* Conducts a time-phased program for MOS development including—

- (1) Joint participation with AMC, CDC, and other agencies as appropriate in determining possible MOS implications of new TOE concepts and operational plans and concepts, or new equipment developments.
- (2) Determination of significant implications for TD positions.
- (3) Timely development of draft MOS specifications. Through an aggressive program of surveillance of the MOS structure, will insure that appropriate

MOS code designators are provided for the development and publication of new tables of organization, and/or the identification of the product of training.

- (4) Coordination of MOS specifications with AMC, CDC, and other agencies as required, and with USCONARC or other agencies having responsibilities for training implications or in training course design.
- (5) Preparation of MOS in final form with all supporting evidence in conjunction with TOE advance plan, training plan, and plans governing other related functions, as appropriate.
- (6) Submission of MOS and implementation plan to DCSPER for approval within the general staff timetables.

*i.* Maintains current MOS systems to meet the current and projected requirements of the Army. By analysis on the job, and by an aggressive program of information gathering on new equipment, organizational and training concepts from all available sources, initiates MOS changes as appropriate.

*j.* Recommends the personnel research effort required to support new MOS, aptitude tests, MOS tests, rating devices, and pertinent selection instruments.

**12. Other agency responsibilities.** *a. U.S. Army Combat Developments Command.*

- (1) Receives and applies approved MOS to TOE, including preparation of consolidated TOE changes occasioned by MOS revisions.
- (2) Advises OPO on qualitative personnel requirements or specifications to be used in MOS developments.
- (3) Coordinates MOS developments provided by OPO to insure that a new MOS meets

the requirements of organization and doctrine.

- (4) Informs OPO of doctrinal and organizational plans and changes which may have an effect on MOS content.

*b. U.S. Army Materiel Command.*

- (1) Provides technical information on MOS requirements to facilitate MOS development together with materiel development.
- (2) Coordinates with OPO to insure that contracts to industry for materiel and equipment development include required task and skill analysis and other personnel requirements data as may be needed by OPO for use in MOS developments.
- (3) Informs OPO of assignment of maintenance responsibility, including new equipment research which would affect MOS development.

*c. U.S. Continental Army Command.*

- (1) Provides OPO information on the training plan in a given MOS, including length of course requirements, POI implications, cost implications, and overall training implications.
- (2) Consolidates and forwards to OPO with their recommendations the suggestions for new MOS, cross training in MOS, or changed MOS as received from proponents under their command.
- (3) Provides for submission of enlisted evaluation system test items requested by OPO.

*d. Major commanders.* All major commanders will consolidate and forward to OPO, with their recommendation, the recommendations for new MOS, modification of current MOS, or deletion of MOS received from proponents under their command.

#### Section IV. MOS COORDINATION AND APPROVAL

**13. Coordination.** *a.* OPO will coordinate MOS actions as needed with CDC, AMC, and USCONARC. In addition, pertinent MOS actions will be coordinated by OPO with appropriate Department of the Army agencies including The Surgeon General, The Provost Marshal General, the Assistant Chief of Staff for Intelligence, the Army Security Agency, Chief of Information,

Chief of Chaplains, The Adjutant General, Defense Atomic Support Agency, Chief of Engineers, and others as needed.

*b.* The Deputy Chief of Staff for Personnel will coordinate MOS actions submitted by OPO and proposed revisions of policies pertaining to the MOS structures with the general staff as needed.

**14. Approval.** The Deputy Chief of Staff for

Personnel will notify OPO of the approval or disapproval of an MOS action, or direct such revision

or request for further research and analysis as is desired.

### Section V. MOS IMPLEMENTATION

15. Publication of changes to MOS regulations. TAG will be responsible for publishing MOS changes received from OPO in accordance with the DCSPER approved time-phased implementation schedule.

16. Implementation. a. CDC, AMC, USCONARC, and all major commanders will be responsible for implementing MOS actions in all [AG 220.01 (11 Jul 62) DCSPER]

affected programs in accordance with the approved time schedule.

b. OPO will be responsible for reviewing POI, Army subject schedules, manning tables, MOS tests, and other personnel management programs and techniques which utilize the MOS structures, and provide advice to program proponents or DCSPER with regard to whether program is in phase with the approved MOS action.

BY ORDER OF THE SECRETARY OF THE ARMY:

G. H. DECKER,  
*General, United States Army,  
Chief of Staff.*

Official:

J. C. LAMBERT,  
*Major General, United States Army,  
The Adjutant General.*

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*NG and USAR:* None.