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PERSONNEL SELECTION AND CLASSIFICATION
MILITARY OCCUPATIONAL CLASSIFICATION STRUCTURE
DEVELOPMENT AND IMPLEMENTATION

Effective 15 June 1976

This revision updates requirements and defines responsibilities of major commands and Army Staff agencies for the development and implementation of the Military Occupational Classification structure. With the adoption of the Officer Personnel Management System (OPMS) and the complete revision of AR 611-101, the term "Specialty Skill Identifier (SSI)" replaced the term "MOS" for use with commissioned officer personnel. The term "MOS" continues to be used with warrant officer and enlisted personnel. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSP), Alexandria, VA 22331; other commands will furnish one copy of each to the next higher headquarters.

	Paragraph	Page
CHAPTER 1. GENERAL		
Purpose	1-1	1-1
Scope	1-2	1-1
Objectives	1-3	1-1
Procedures	1-4	1-1
Explanation of Terms	1-5	1-1
Responsibilities	1-6	1-2
Deputy Chief of Staff for Personnel	1-7	1-3
Deputy Chief of Staff for Operations and Plans	1-8	1-3
Deputy Chief of Staff for Logistics	1-9	1-3
Assistant Chief of Staff for Intelligence	1-10	1-3
Commanding General, US Army Military Personnel Center	1-11	1-3
Commanding General, US Army Adjutant General Center	1-12	1-4
Commanding General, US Army Training and Doctrine Command	1-13	1-4
Commanding General, US Army Materiel Development and Readiness Command	1-14	1-4
Other agencies	1-15	1-4
2. PROPOSALS FOR CHANGES TO THE MILITARY OCCUPATIONAL CLASSIFICATION STRUCTURE (NEW, REVISED, DELETED)		
Section I. Procedures		
General	2-1	2-1
Initiating changes	2-2	2-1
Channels for submitting MOS/SSI proposals	2-3	2-1
Section II. Personnel Requirements Information		
General	2-4	2-1
Basis for proposal	2-5	2-1
List of duty positions	2-6	2-1
TOE and TDA	2-7	2-1
Description of duties	2-8	2-1
Description of supervision received	2-9	2-2
Relationship with other MOS	2-10	2-2
Grading considerations	2-11	2-2
Training	2-12	2-2

* This regulation supersedes AR 611-1, 11 July 1974, including all changes.

	Paragraph	Page
CHAPTER 3. MOS/SSI DEVELOPMENT FOR NEW OR IMPROVED MATERIEL SYSTEMS		
Section I. Procedures		
General	3-1	3-1
Provisional QQPRI	3-2	3-1
Final QQPRI	3-3	3-1
Amended QQPRI	3-4	3-1
Waiver of QQPRI	3-5	3-1
Section II. Qualitative and Quantitative Personnel Requirement Information for New or Improved materiel Systems		
General	3-6	3-2
Materiel developer	3-7	3-2
Combat developer	3-8	3-2
Trainer	3-9	3-2
Section III. Information for New Equipment Personnel Requirements Summary (NEPRS)		
General	3-10	3-3
Content	3-11	3-3
Information required	3-12	3-3
CHAPTER 4. MOS/SSI COORDINATION AND IMPLEMENTATION		
Coordination	4-1	4-1
Implementation	4-2	4-1
Schedule of events for implementation of Military Occupational Classification Structure changes	4-3	4-1
Effective dates	4-4	4-1
Expedited MOS/SSI changes	4-5	4-1
MTOE/TDA/JTD changes	4-6	4-1
Personnel reclassification	4-7	4-1
Occupational training courses	4-8	4-2

CHAPTER 1 GENERAL

1-1. Purpose. This regulation provides policies, objectives, explanation of terms, responsibilities, and procedures for keeping the officer, warrant officer, and enlisted Military Occupational Classification Structure procedures of the Army current. Throughout this regulation the procedures applying to MOS/SSI will also apply to ASI, SQI, and other coding devices, when appropriate.

1-2. Scope. This regulation governs development and implementation of new, revised, and deleted MOS/SSI and applies to the Active Army, Army National Guard, and Army Reserve.

1-3. Objectives. The objectives of this regulation are to—

a. Prescribe the basis for initiating and controlling the development of MOS/SSI.

b. Insure that new, revised, or deleted MOS/SSI are—

(1) Consistent with organizational and doctrine changes.

(2) Concurrent with the introduction of new or improved materiel systems.

(3) Installed or deleted on a synchronized and phased basis among the following major areas:

(a) Troop programs.

(b) TOE and TAADS authorization documents.

(c) Personnel classification and evaluation.

(d) Personnel distribution and assignment.

(e) Personnel strength reporting.

(f) Occupational training programs.

(4) Applied to draft Plan TOE and Plan TOE by TOE proponents upon receipt of Headquarters, Department of the Army letter of notification of approved MOS/SSI.

c. Provide a method for including MOS/SSI changes in Army systems that will permit forecast of personnel or position requirements predicated on the Army Force Development Guidance Compendium.

1-4. Procedures. This regulation provides the personnel management policy to be used in conjunction with—

a. AR 611-101, AR 611-112, (C) AR 611-113, AR 611-201, and (C) AR 611-202 which set forth the procedures for processing proposed changes to the commissioned officer SSI and the warrant officer and enlisted Military Occupational Specialty (MOS).

b. AR 570-4, which sets forth the objectives, principles, functions, and responsibilities of manpower management.

c. AR 310-31 and AR 310-49 which set forth procedures for installing MOS/SSI changes in TOE and TAADS documents (MTOE, TDA, and JTD).

1-5. Explanation of terms. a. *Military Occupational Classification Structure.* The personnel and position classification structure which encompasses the elements of commissioned officer, warrant officer, and enlisted personnel systems for identifying military occupational skills and skill requirements. These include the warrant officer and enlisted MOS (AR 611-112 and AR 611-201); the commissioned officer Specialty and Specialty Skill Identifier (SSI) (AR 611-101); and the Additional Skill Identifier (ASI), Special Qualification Identifier (SQI), and Language Identification Code (LIC), where applicable.

b. *Specialty.* (Commissioned officers only.) A grouping of duty positions having skill and job requirements which are mutually supporting in the development of competence in an officer to perform through the grade of colonel in the specialty.

c. *Specialty Skill Identifier (SSI).* (Commissioned officers only.) An identification of specific skill requirements within a specialty and the corresponding qualifications possessed by commissioned officers.

d. *Military Occupational Specialty (MOS).* (Warrant officer and enlisted.) A broad identification system used to identify the skills required by a group of duty positions which are so closely related that an individual qualified to perform in one of these positions can, with adequate on-the-job training, perform satisfactorily in any of the others that are of the same level of complexity or difficulty (AR 611-112 and AR 611-201).

e. *Military Occupational Specialty Code (MOSC).* (Enlisted.) A code used to identify MOS, skill level, and special qualifications (AR 611-201).

f. *Additional Skill Identifier (ASI).* Identification of specialized skills that are closely related to and are in addition to those required by the MOS or SSI. ASI are authorized for use only with designated MOS or SSI. Specialized skills identified by the ASI include operation and maintenance of specific weapons systems and equipment, administrative-type

systems and subsystems, computer programming, languages, procedures, installation management, analytic methods, animal handling techniques, and similar required skills that are too restricted in scope to comprise an MOS or SSI (AR 611-101, 112 and 201).

g. Special Qualification Identifier (SQI). (Warrant officers and enlisted only.) An identification of skills in addition to those of an MOS to identify special requirements of certain positions and special qualifications of personnel who are capable of filling such positions. SQI are authorized for use with any MOS unless otherwise specified (AR 611-112 and AR 611-201).

h. Standards of Grade Authorization (SGA). Provisions for determining the grades that can be authorized for positions classified in an MOS/SSI.

i. Job evaluation. A systematic method of subjectively appraising the relative value of the position against an established criterion for the purpose of determining appropriate grade standards.

j. Qualitative and Quantitative Personnel Requirements Information (QQPRI). A compilation of specified organizational, doctrinal, training, and personnel information developed by a materiel development agency (specified in AR 71-5), in coordination with the combat developer or trainer, for new or improved materiel systems. This information is used to determine the need for the establishment or revision of an MOS/SSI and to prepare plans to provide the numbers of trained personnel required to operate and support the new or improved materiel systems.

k. Provisional QQPRI. The materiel developer's initial compilation of available new equipment data (para 8-7). The Provisional QQPRI is used for advanced planning and preparation of Basis of Issue Plan I (BOIP I) development (AR 71-2 and DA Pam 11-25).

l. Final QQPRI. Contains materiel developer new equipment data update to the Provisional QQPRI. Combat developer and trainer input are added. The final QQPRI serves as the basis for the MOS/SSI decision, training, and TOE assessment, and preparation of BOIP II.

m. Improved materiel systems. Existing materiel systems which have been so improved as to create a requirement for additional training which may or may not result in new or revised MOS/SSI. Improved ADP systems are included within the scope of this explanation.

n. New Equipment Personnel Requirements Summary (NEPRS). A compilation of individual summaries for new or improved materiel under development by the Army. Each summary presents the personnel (qualitative and quantitative), training, and organizational implications of the system involved.

o. The personnel Occupational Specialty Code Data File (POS Edit File). This file, which is a compendium of military and civilian occupational classification data, serves as an edit file to verify various authorization and personnel master files and their input transactions. This file was formerly titled the MOS Edit File.

p. Letters of notification. Serially numbered letters prepared by MILPERCEN announcing approved MOS/SSI revisions which will be implemented by semiannual consolidated change. These letters provide advance information to agencies requiring long leadtime to prepare revised individual training programs, selective personnel reclassification, and authorization document changes. These letters are for prior planning only and are not authority to implement projected MOS/SSI changes.

q. One-for-one changes. MOS/SSI changes resulting in reclassification of personnel and positions directly from one MOS/SSI and grade to another MOS/SSI and grade. These changes require no selective judgment and can be accomplished by automation. Consolidation of two or more MOS/SSI into a single MOS/SSI is included in this category.

r. Selective changes. MOS/SSI changes resulting in the redesignation of a MOS/SSI and grade into more than one other MOS/SSI and grade based upon variables such as unique unit missions, equipment, individual training and experience, duty position, and skill level changes. These changes involve judgmental decisions based on consideration of the variables and cannot be accomplished by automation. Newly established MOS/SSI are included in this category. Application of selective MOS/SSI changes may vary from unit to unit.

s. New or improved materiel systems. The term "new or improved materiel systems" is intended to include all developmental, nondevelopmental, and product-improved Army materiel systems, and tri-service materiel systems for which the Army has management responsibility.

1-6. Responsibilities. The responsibilities assigned in this regulation are specifically related to Military Occupational Classification structure development and implementation and are in conso-

27 April 1976

AR 611-1

nance with AR 10-5, AR 10-11, AR 10-13, AR 10-41, AR 10-42, (C) AR 10-122, AR 70-1, AR 71-2, AR 71-6, AR 71-9, AR 310-3, AR 310-49, AR 381-143, AR 700-127, and DA Pam 11-25.

1-7. Deputy Chief of Staff for Personnel (DCSPER). DCSPER is responsible for —

a. Establishing policies, plans, and programs pertinent to the development, implementation, and maintenance of the Military Occupational Classification structure, including exceptions to established policy.

b. Developing instructions which will insure uniform and expeditious revision of authorization documents to reflect additions to, deletions from, or revision of MOS/SSI.

c. Approving or modifying qualitative and quantitative personnel requirements data contained in Qualitative and Quantitative Personnel Requirements Information (QQPRI) submissions.

1-8. Deputy Chief of Staff for Operations and Plans (DCSOPS). DCSOPS is responsible for furnishing DCSPER with —

a. The Army's operation requirements and priorities having an impact on the Military Occupational Classification structure.

b. Timely advice relative to Army unit training requirements having an impact on the Military Occupational Classification structure.

c. Timely advice on those doctrinal and organizational requirements of the Army which impact on the Military Occupational Classification structure.

d. The activation or conversion schedule for new organizations and organizations receiving new equipment.

e. Force-related qualitative and quantitative personnel requirements data through the Personnel Structure and Composition System.

1-9. Deputy Chief of Staff for Logistics (DCSLOG). DCSLOG is responsible for providing information to DCSPER and DCSOPS for use in development and support of logistical MOS/SSI requirements. All new logistics MOS/SSI will be incorporated into the rotation and training base inventory.

1-10. Assistant Chief of Staff for Intelligence (ACSI). ACSI is responsible for furnishing DCSPER with information pertaining to changes in intelligence doctrine and organizational and training concepts which may impact on the Military Occupational Classification structure.

1-11. Commanding General, US Army Military

Personnel Center (MILPERCEN). CG MILPERCEN is responsible for —

a. Developing and maintaining commissioned officer, warrant officer, and enlisted Military Occupational Classification procedures which will accurately identify and describe military positions for Army organizations and establish personnel qualifications to facilitate the selection, training, distribution, assignment, management, professional development, and use of personnel.

b. Establishing a processing cycle for review and analysis of proposed Military Occupational Classification structure changes (table 1-1).

c. Developing and coordinating necessary personnel and position regulatory instructions to insure uniform implementation of MOS/SSI changes throughout the Army forces, both Active and Reserve.

d. Approving, within established DA policy, additions to, deletions from, or revisions of the MOS/SSI, including changes to standards of grade authorizations.

e. Maintaining responsive position grading systems, standards of grade authorization, and enlisted career patterns.

f. Acquiring data and preparing specifications for occupational and personnel requirements during development of new or improved materiel systems and new or improved doctrine or organizations.

g. Developing the Military Occupational Data Bank (MODB) to provide computerized storage of information on the job content of all MOS/SSI and to provide information to users of occupational data stored in the MODB.

h. Developing and applying occupational research methods, including job analysis and evaluation techniques.

i. Developing and maintaining the New Equipment Personnel Requirements Summary (NEPRS) from documentation obtained during the equipment development process to provide advance information on the personnel, training, and organizational implications of new or improved materiel systems being developed.

j. Establishing liaison with the Army Staff, field commands, and agencies, as appropriate, to facilitate the development of occupational and personnel information.

k. Furnishing interested agencies with notification of approved MOS/SSI decisions.

l. Maintaining the Personnel Occupational

Specialty Code Data Files (POS Edit Files) and providing distribution of same to TAADS, TOE, SIDPERS, and AAPERS users on a recurring (bi-monthly) basis.

m. Maintaining the MODB data base.

1-12. **Commanding General, US Army Adjutant General Center (TAGCEN).** CG, TAGCEN is responsible for the publication and distribution of changes to MOS/SSI manuals, implementing circulars, and changes to TOE.

1-13. **Commanding General, US Army Training and Doctrine Command (TRADOC).** CG, TRADOC, as the principal combat developer/trainer, is responsible for —

a. Informing MILPERCEN of individual training plans and programs which may have an effect on MOS/SSI or on the Military Occupational Classification structure and the Army personnel system. Information copies of these plans and programs will be provided Commander, US Army Materiel Development and Readiness Command, 5001 Eisenhower Avenue, Alexandria, VA 22304, and the Commander, US Army Logistics Evaluation Agency, New Cumberland Army Depot, New Cumberland, PA 17070.

b. Establishing, revising, or deleting training courses to conform to changes in the Military Occupational Classification structure.

c. Providing the information specified in chapter 3 (QQPRI) to the agency responsible for materiel development.

d. Changing TOE to conform to changes in the Military Occupational Classification structure.

e. Approving and publishing changes to TOE. Approval is limited to changes caused by additions, deletions, and revisions to the Military Occupational Classification structure which do not result in either

changes in unit strengths or changes in manpower identity (e.g., enlisted to warrant officer).

f. Furnishing MILPERCEN with comments on qualitative and quantitative impact of MOS/SSI changes on TOE.

1-14. **Commanding General, US Army Materiel Development and Readiness Command (DARCOM).** CG, DARCOM, as the principal materiel developer, is responsible for —

a. Providing MILPERCEN or TRADOC with QQPRI (chap. 3) for new or improved materiel systems being developed by DARCOM. Information copies will be provided the US Army Logistics Evaluation Agency.

b. Informing MILPERCEN of maintenance and supply concepts and requirements which may have an effect on MOS/SSI or on the Military Occupational Classification structures and the Army personnel system. Information copies will be provided the Commander, TRADOC, Fort Monroe, VA 23651.

1-15. **Other agencies.** Commands or agencies other than TRADOC and DARCOM, within their respective fields of interest, are responsible for —

a. Providing MILPERCEN with QQPRI (chap. 3) for new or improved materiel systems for which they are the responsible materiel developer. Information copies will be provided the US Army Logistics Evaluation Agency.

b. Establishing or revising training courses for which they are responsible to conform to changes in the Military Occupational Classification structure.

c. Preparing changes to MTOE/TDA, for which the agency or command is proponent, that are caused by additions to, deletions from, and revisions of the Military Occupational Classification structure.

**Table 1-1. Key Military Occupational Classification Structure
Change Processing Actions**

<i>Responsible agency</i>	<i>Actions pertaining to development and implementation of MOS/SSI proposals</i>	<i>Time allowed (objective)</i>
MILPERCEN...	a. Coordinate a MILPERCEN position on the MOS/SSI proposed with major commands concerned.	30-60 days
	b. Incorporate MILPERCEN consideration of comments or recommendations provided by major commanders and coordinate a revised MOS/SSI position with appropriate Army Staff agencies.	30 days
	c. Incorporate MILPERCEN consideration of comments/recommendations received from Army Staff agencies and provide MOS/SSI decisions to interested Army Staff agencies and major commanders. At this time, impact data are furnished.	15 days
	d. Prepare consolidation of changes for the semiannual development period and prepare the implementing directive. Forward both of these documents to TAGCEN for publication.	See fig. 4-1
	e. Using the Letters of Notification and the implementing directives, code and punch MOS/SSI change transactions to update the Personnel Occupational Specialty Code Data File (POS Edit File).	
TRADOC.....	a. Furnish MILPERCEN with comments on: (1) qualitative and quantitative impact on TOE for all MOS/SSI changes; and (2) training and doctrinal implications of MOS/SSI proposals.	
	b. Upon receipt of notification of approval of MOS/SSI decisions, incorporate appropriate changes in TOE for publication as numbered TOE changes.	See fig. 4-1
TRADOC and other trainers.	Plan revision of Individual Training Programs (ITP) affected by MOS/SSI changes to coincide with indicated implementation dates.	
TAGCEN.....	Publish and distribute MOS/SSI changes and implementing circulars.	See fig. 4-1
Authorization document proponent.	a. Install MOS/SSI decisions in accordance with position reclassification instructions furnished in the DA implementing circular.	
	b. Submit MTOE/TDA/JTD changes to HQDA based on AR 310-49.	
MILPO/Personnel Processing activities unit commanders.	Reclassify personnel in accordance with instructions furnished in DA implementing circulars.	

CHAPTER 2

PROPOSALS FOR CHANGES TO THE MILITARY OCCUPATIONAL CLASSIFICATION STRUCTURE (NEW, REVISED, DELETED)

Section I. PROCEDURES

2-1. General. This chapter outlines procedures to be followed and the information required in any proposals to change the Military Occupational Classification structure under circumstances other than those described in chapter 3. The term "MOS/SSI proposal" is used in the context of the entire classification system and pertains to any proposed change to the system, including MOS, SSI, Career Management Fields (CMF), Special Qualification Identifiers (SQI), and Additional Skill Identifiers (ASI). Information on SQI and ASI for enlisted personnel is contained in AR 611-201; for warrant officers, AR 611-112; and for commissioned officers, AR 611-101.

2-2. Initiating changes. An MOS/SSI proposal may be initiated by any organization or individual. Adding an MOS/SSI or deleting or revising an existing MOS/SSI may be proposed to reflect technological developments and changes in organizations, functions, and missions. Before recommending MOS/SSI changes, the appropriate MOS/SSI manuals (AR 611-101 for commissioned officers; AR 611-112 and (C) AR 611-113 for warrant officers; and

AR 611-201 and (C) AR 611-202 for enlisted personnel) should be reviewed to determine if current MOS/SSI will satisfy personnel qualitative requirements. Changes to the Military Occupational Classification structure, especially changes of MOS/SSI codes, normally require changes to TOE, all authorization documents; selection, training, distribution, assignment, use, and evaluation of personnel. Therefore, a proposed MOS/SSI change must be supported by all available data specified in section II.

2-3. Channels for submitting MOS/SSI proposals. *a.* Proposal originators will forward the proposed MOS/SSI action, through channels, to HQDA (DAPC-MSP-O) Alexandria, VA 22331. Personnel requirements information outlined in section II will accompany the proposal.

b. Intermediate commands or agencies will evaluate the proposal, augment the requirements information if necessary, and forward the proposal when appropriate.

c. CG, MILPERCEN will act upon the proposals (chap. 4).

Section II. PERSONNEL REQUIREMENTS INFORMATION

2-4. General. Personnel requirements information listed in paragraphs 2-5 through 2-12 must be provided for proper evaluation of the advantages and disadvantages to individual soldiers and the Army if the proposal is approved in whole or in part.

2-5. Basis for proposal. A brief statement of the type of proposal—new, revised, or deleted MOS/SSI—will be provided by the originator.

a. If the request is for a new MOS/SSI or a change to an existing one, the reason that the position cannot be effectively classified under existing MOS/SSI will be included.

b. If the request involves the warrant officer area, it will be based upon and specifically indicate the positions being proposed for warrant officer use and their compatibility with position selection criteria in AR 611-112.

2-6. List of duty positions. To determine the impact on numbers of personnel and positions in the

Army structure, a listing of all affected TOE and TDA is required. Identification will be made by TOE/TDA number and title, paragraph, line number, and position title; the number of positions at level 1 only for TOE; and only the number authorized for TDA. (See fig. 2-1 for format.) Revised MOS/SSI which has no impact on current or proposed TOE/TDA (pertaining to position title, MOSC, SSI, ASI, SQI, number of positions, or grade authorization) will not require this information.

2-7. TOE and TDA. A copy of tentative TOE, organizational charts, manning charts, or draft plan TOE, TDA extracts, and mission statements will be included, if available, or a listing of applicable organizational documents that are available through normal publications supply channels.

2-8. Description of duties. The description of duties should include the following:

a. Duties and tasks. Describe all duties and tasks

logical sequence and state whether duties to be performed are appropriate for assignment to male or female or both. State how and why the duties are performed.

b. Qualifications required.

(1) Include knowledge, skills, and abilities not implicit in the description of duties, but required for effective duty performance.

(2) Indicate the measurable physical and mental factors required for effective duty performance.

(3) List any special requirements, such as academic subjects, special licenses, certifications, ratings, or other factors essential to satisfactory performance of duty in the specialty.

2-9. Description of supervision received. Include duty position title, MOS code/SSI, and authorized grade of supervisor. Indicate frequency with which supervision is given (e.g., daily, weekly) or describe exact degree of supervision.

2-10. Relationship with other MOS. (Applicable to enlisted personnel and warrant officers only.) Indicate the MOS from which personnel can be obtained, the MOS to which they can progress, and the most closely related MOS from which personnel with similar skills and other qualifications can be obtained.

1. Grading considerations. (Applicable to enlisted positions only.) When new or changed grade standards are proposed, the relationship of each of the following factors or considerations should be described, to the extent possible, for each duty position to be classified in the new or changed MOS. In addition, an appropriate grade should be recommended.

a. The level of knowledge required for successful performance in the duty position.

b. The degree of supervisory responsibility inherent in the performance.

c. The degree of versatility, initiative, ingenuity, judgment, and creative ability required to perform

in the duty position.

d. The degree to which responsibility for use, misuse, waste, savings, and loss of money, material, time, and equipment is associated with the duty position.

e. The frequency, degree of intensity, level and duration of mental alertness, and concentration required by the duty position.

f. The physical dexterities, muscular coordination, and sensory discriminations required to perform successfully in the duty position.

g. The amount of physical energy required to perform work associated with the duty position.

h. The physical environment in which the duty position incumbent will normally perform.

i. The extent to which independence in choice of action is required of the duty position incumbent.

j. The degree of exposure to enemy fire (direct and indirect ground fire or fire from aircraft) experienced by the duty position incumbent while participating in performance of the normal unit mission.

k. The degree of functional responsibility associated with the duty position. Any other consideration in the determination of the duty position grade, whether or not unique to a particular duty position, function, or unit.

2-12. Training. a. An estimate will be provided of the amount of formal or on-the-job training required to train personnel in the proposed new or revised MOS/SSI. Subject matter, by broad categories, will be listed showing the scope of instruction and the approximate number of hours of training to be devoted to each category for each new or revised MOS/SSI required to operate and support the item of equipment.

b. If a new or revised MOS/SSI is not required, an estimate will be made of the number of weeks that must be added to existing courses of instruction.

TOE/TDA _____ MOS _____ PAGE _____ OF _____ PAGES _____									
PRESENT			LEVEL 1			PROPOSED			LEVEL 1
PARA (1)	LINE (2)	DUTY POSITION (3)	SSI/ MOS (4)	GRADE (5)	(TOE) AUTH (TDA) (6)	DUTY POSITION (7)	SSI/ MOS (8)	GRADE (9)	(TOE) AUTH (TDA) (10)

Figure 2-1. Sample TOE/TDA impact.

CHAPTER 3

MOS/SSI DEVELOPMENT FOR NEW OR IMPROVED MATERIEL SYSTEMS

Section I. PROCEDURES

3-1. General. *a.* The potential impact of new or improved materiel systems on the personnel system and the need to develop MOS/SSI required to operate and/or maintain systems in an orderly and timely manner in connection with other research and development events necessitate the establishment of separate procedures. However, personnel requirements information will be developed in consonance with other elements of integrated logistics support to assure that these elements are compatible and mutually supporting. Accordingly, logistic support analysis (AR 700-127) applied to new or improved materiel systems will be designed to accommodate the data needed to support the QQPRI (sec II) and NEPRS (sec III). This chapter, in consonance with AR 70-1, AR 71-2, AR 71-5, AR 700-127, and DA Pam 11-25, establishes the responsibilities and procedures for the development of Qualitative and Quantitative Personnel Requirements Information (QQPRI) for new or improved materiel systems.

b. New equipment MOS/SSI development is correlated with the Life Cycle System Management Model (DA Pam 11-25) to insure coordinated establishment of MOS/SSI to support new organizations, training, materiel, and personnel systems. The MOS/SSI decision for new or improved materiel systems represents a coordinated position between MILPERCEN and the responsible materiel developer on the skills required to operate and support the system, and between MILPERCEN and the combat developer/trainer for the doctrinal and organizational concepts for the system and for the training plan. When complete information specified in section II cannot be provided, the agency responsible for providing the missing information (i.e., the materiel developer or combat developer/trainer, as appropriate) will indicate the impact this lack of information has on the MOS/SSI recommendations and will provide the date when the missing information is expected to be available. QQPRI responsibilities are shown in paragraphs 3-2 through 3-8. (Exempt Report, para 7-2y, AR 335-15.)

3-2. Provisional QQPRI. The provisional QQPRI will be prepared by the materiel developer responsible for conducting the research and development effort, during preparation of Letter Requirement

(LR), Required Operational Capability (ROC), and Training Device Requirement (TDR), and will include all available data shown in paragraph 3-7. To facilitate preparation of Basis of Issue Plan I (BOIP I), the provisional QQPRI will be submitted to the combat developer concurrently with the DA Form 3362b. (See AR 71-2.) Information copies will be provided to MILPERCEN, the US Army Logistics Evaluation Agency, and the trainer.

3-3. Final QQPRI. *a.* The responsible materiel developer will furnish the information specified in paragraph 3-7 to combat developer/trainer not later than 30 months prior to the date the first unit is scheduled to be equipped (18 months prior to Type Classification Standard) with the new or improved materiel system. In the case of nondevelopmental equipment or instances where expedited procurement action precludes adherence to this schedule, the final QQPRI will be submitted as soon as data are available.

b. The combat developer/trainer will, within 90 days of receipt, provide the information specified in paragraphs 3-8 and 3-9 and forward the completed QQPRI to the materiel developer for transmittal to HQDA (DAPC-MSP-PN).

c. CG, MILPERCEN will —

(1) Develop the MOS/SSI position and coordinate it with the Army Staff, as appropriate.

(2) Announce the MOS/SSI decision to the responsible materiel developer and to the combat developer/trainer not later than 24 months prior to the date the first unit is scheduled to be equipped to permit update of appropriate BOIP and TOE.

(3) Incorporate resulting MOS/SSI changes into appropriate regulations.

3-4. Amended QQPRI. When changes occur that affect data previously submitted in a QQPRI, an amended QQPRI will be initiated revising the elements affected. If appropriate, an amended MOS/SSI decision will be announced.

3-5. Waiver of QQPRI. If the materiel developer believes that the materiel system being developed, improved, or procured will have no impact on MOS/SSI, TOE, or training, he may submit a request for Waiver of QQPRI through the combat developer/trainer to HQDA (DAPC-MSP-PN). The

est will include data specified in paragraphs 3-6, b and c, and a listing of recommended MOS/SSI

for operation and maintenance.

Section II. QUALITATIVE AND QUANTITATIVE PERSONNEL REQUIREMENT INFORMATION FOR NEW OR IMPROVED MATERIEL SYSTEMS

3-6. General. The personnel requirements listed in paragraphs 3-7 through 3-9 will be furnished as specified in section I by the materiel developer and the combat developer/trainer. Preparation of the personnel requirements will consider the MOS/SSI, AMMH, and the job tasks for all major components (end items) that make up the system and all support and test equipment.

3-7. Materiel developer. The materiel developer will provide task and skill information resulting from his logistic support analysis to include:

a. Identity of DA-approved statement of requirement or procurement directive (e.g., ROC, LR, TDR, TDLR, Catalog of Approved Requirements Documents System (CARDS), Product Improvement Program (PIP)).

b. A brief description of the equipment to be operated and maintained, to include supporting special test equipment.

c. Direct Annual Maintenance Man-Hours (AMMH). These will be expressed in terms of the number of hours required by MOS/SSI for each level of maintenance (organizational, DS/GS). AMMH will be based upon empirical data available or, as a minimum, estimates may be submitted and so identified.

d. The number of direct operators required to crew or operate the system.

e. The quantity of the new or improved materiel system to be delivered to units, by fiscal year.

f. A listing of duty positions, by descriptive title, required for operation and support of the equipment, and suggested placement within a current, revised, or new officer SSI, or warrant officer or enlisted MOS, or SQI, or ASI.

g. A listing of the individual duties and tasks to be performed in each of the above identified positions requiring new, revised, or current MOS/SSI.

h. Suggested MOS/SSI from which personnel can be obtained for those duty positions requiring either a new or revised MOS, SSI, SQI, or ASI.

i. A listing of the knowledge, skills, abilities, and physical and mental qualifications (for enlisted, include suggested appropriate Aptitude Area score range) required for performance in any proposed

new or revised MOS/SSI.

j. Additional qualifications such as academic subjects, specialized degrees (baccalaureate and advanced), security clearances, and special licenses, as applicable, to new or revised MOS/SSI.

k. If contractor or other training has been used to qualify military personnel for test and evaluation purposes, furnish a copy of the Individual Training Programs (ITP) and, if not reflected in the ITP, the name of the training contractor, the title and length of the course, the duty positions for which the course trained, and the prerequisites required for attendance.

3-8. Combat developer. The combat developer will furnish —

a. A copy of Basis of Issue Plans, Unit Reference Sheets, tentative TOE, Draft Plan TOE, TDA extracts, and mission statements or similar documents in which the positions listed in paragraph 3-7f will be authorized, or a listing of applicable organizational documents if available through normal publications supply channels.

b. Unless reflected in the documents listed in a above, a narrative which explains —

(1) The basis of issue for the system under consideration.

(2) Command and technical working relationship of the element in which each of the proposed positions (para 3-7f) will be authorized with the next higher and lower echelon.

(3) Brief description of the mission and composition of the unit in which the position is authorized.

(4) Identification of supervisory positions over the proposed position, to include duty position title, MOS code, SSI, and authorized or proposed grade (include branch designation for officers).

(5) Identification of positions to be directly supervised by incumbent of proposed position, to include duty position titles and MOS code, SSI, and grade (include branch designation for officers).

(6) The number of positions, by type, identified in paragraph 3-7f that will be authorized in each contemplated unit by platoon, section, etc.

3-9. Trainer. The trainer will furnish information required in paragraph 2-12 for current, new, and

27 April 1976

AR 611-1

revised MOS/SSI required for operation and support of the system. The trainer will review pertinent logistic support analysis data and provide information to the materiel developer as a base for project-

ing MOS/SSI and training requirements (e.g., the scope of training associated with specified MOS/SSI constraints).

Section III. INFORMATION FOR NEW EQUIPMENT PERSONNEL REQUIREMENTS SUMMARY (NEPRS)

3-10. **General.** The lengthy time period between Required Operational Capability (ROC) or Training Device Requirement (TDR) approval and equipping of the first unit with the new materiel item requires the provision of a source of information reflecting the status of materiel development and related personnel, training, and organizational support plans and actions. NEPRS provides the source of this information for planning purposes. NEPRS is published annually and updated as required.

3-11. **Content.** NEPRS contains information as to MOS/SSI and training requirements, organizational impact, qualitative as well as quantitative information, and personnel milestones. Also included are a description of the equipment or system and the planned use of the equipment or system.

3-12. **Information required.** The primary source of information for the NEPRS is the QQPRI; however, information from the following documents is also used to insure that the most up-to-date data are included. Therefore, it is necessary for responsible agencies to insure that copies of these documents are furnished HQDA (DAPC-MSP-PN).

- a. Development Plans.
- b. Maintenance Support Plans.
- c. Advance Individual Training Plans.
- d. Basis of Issue Plans.
- e. TOE.
- f. Deployment Plans.
- g. Field Manuals.
- h. Unit Activation and Deployment Schedules.
- i. Logistic Support Analysis (LSA) Summaries.

CHAPTER 4

MOS/SSI COORDINATION AND IMPLEMENTATION

4-1. Coordination. MILPERCEN will —

a. Develop a position on MOS/SSI proposals for coordination with appropriate agencies within the Army Staff and with major commands concerned. Coordination time will not exceed 60 days by any one agency. Reasons for delay beyond this time will be furnished in writing to HQDA (DAPC-MSP). Normal coordination time or objectives for all parties concerned are shown in the Military Occupational Classification Structure Change Processing Chart (table 1-1).

b. Notify DCSOPS, TRADOC, DARCOM, and other appropriate major commands, DA agencies, and Army Staff agencies, by letter or other instrument, of the DA decision on proposed changes to the Military Occupational Classification structure and of other MOS/SSI actions. For all approved MOS/SSI actions, notification will, when possible, be furnished 7 to 10 months prior to the proposed effective date of the change. For the purpose of reclassifying positions and personnel, the implementing DA circular (para 4-2a(2)) provides detailed guidance for implementing MOS/SSI changes. The Letters of Notification are provided for advance planning and guidance and may be disseminated by the receiving agencies to subordinate units if deemed necessary. For position (TOE/TAADS) reclassification purposes, the Letter of Notification will normally be needed for planning purposes at the level at which such action takes place; it will normally be so disseminated by the receiving agency/command. MOS/SSI Letters of Notification may be applied to Draft Plan TOE and Plan TOE provided units will not be organized under these TOE prior to the effective date of change.

4-2. Implementation. a. MILPERCEN will prepare and forward to TAGCEN —

(1) Changes to the appropriate MOS/SSI regulations for each period of development (fig. 4-1).

(2) Implementing DA circulars providing guidance for installing MOS/SSI revisions into Army systems at prescribed times.

b. MILPERCEN will update and distribute the POS Edit File as required to support TOE and TAADS changes.

c. CG, TRADOC will prepare numbered TOE changes to install MOS/SSI changes in TOE.

d. TAADS proponents will make necessary

MOS/SSI changes to MTOE/TDA/JTD in accordance with figure 4-1.

4-3. Schedule of events for implementation of Military Occupational Classification Structure changes. See figure 4-1.

4-4. Effective dates. a. Proper strength accounting and effective personnel identification and use require that the revision of authorization documents and the reclassification of personnel generated by changes to the Military Occupational Classification structure are synchronized. Related actions required to accomplish changes are shown in table 1-1.

b. To insure uniformity between authorized and accountable strength reporting, all agencies must adhere to the time schedule displayed in figure 4-1.

4-5. Expedited MOS/SSI changes. Urgent operational requirements may necessitate a change to Military Occupational Classification structure on an accelerated basis as an exception to procedures outlined above. When such actions are indicated, the following procedure will be followed:

a. *A determination will be made by HQDA that the use of a new MOS/SSI or the revision of an existing MOS/SSI is of such importance that immediate implementation is required.*

b. Pertinent data pertaining to the MOS/SSI description, specific TOE, MTOE, and TDA preparation instructions, if applicable, and special requisitioning instructions, if applicable, or other pertinent data, will be disseminated by DA circular or Army-wide message.

c. Implementation of expedited MOS/SSI actions will be held to an absolute minimum. They will be scheduled so that MILPERCEN may provide notification to all ADP agencies not later than the first calendar day of the month preceding the month in which the MOS/SSI actions are effective. This advance notification will allow time for modifying, testing, and distributing revised computer programs which will provide for the revised acceptance or rejection criteria of input data.

4-6. MTOE/TDA/JTD changes. The Army Authorization Documents System (TAADS) proponents will insure that actions connected with changing authorizations documents are accomplished in accordance with target dates established in figure 4-1.

4-7. Personnel reclassification. Personnel

27 April 1976

reclassification generated by changes to the Military Occupational Classification structure will be accomplished in accordance with the following instructions and appropriate Department of the Army circulars. Classification authorities will insure that necessary actions are accomplished on or before the completion dates established in the circulars.

a. *Commissioned officers (AR 611-101)*. In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-101.

b. *Warrant officers (para 6, AR 611-112 and (C) AR 611-113)*. In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-112 and (C) AR 611-113.

c. *Enlisted personnel (secs VI and VII, chap 2, AR 600-200)*. In addition, specific instruction and guidance will be provided in implementing circulars for

each change to AR 611-201 and (C) AR 611-202.

(1) Primary Military Occupational Specialty (PMOS), Secondary Military Occupational Specialty (SMOS), and Additional Military Occupational Specialty (AMOS) are changed consistent with the MOS revision.

(2) Skill level character in the PMOS and the SMOS are determined in accordance with paragraph 2-20, AR 600-200.

4-8. Occupational training courses. CG, TRADOC, other commanders, and the Army Staff agencies responsible for conduct of training (AR 351-1) will take necessary action to revise and recode training courses to conform to approved changes to the Military Occupational Classification structure to insure availability of trained personnel upon implementation.

Step 1	15 Dec to 15 Jun	15 Jun to 15 Dec	MILPERCEN accumulates approved MOS/SSI revisions. MILPERCEN publishes serially numbered Letters of Announcement as revisions are approved.
Step 2	1 Jul	1 Jan	MILPERCEN prepares and distributes final POS Edit File, as required, to support TOE and TAADS testing and subsequent consolidated changes/systems change packages.
Step 3	15 Jul	15 Jan	MILPERCEN sends DA implementing circular and AR 611- changes to TAGCEN for printing and distribution. The DA circular provides detailed position and personnel reclassification guidance required by agencies to implement MOS/SSI revisions.
Step 4	1 Sep	1 Mar	TRADOC sends TOE 300- (TOE Consolidated Change Table) Extracts to TAGCEN for publication and distribution.
Step 5	5-7 Sep	5-7 Mar	TRADOC sends updated TOE tape (VTAADS) to TAADS proponents the 5th working day after publication of the TOE Consolidated Change Table.
Step 6	15 Sep	15 Mar	TAGCEN publishes and distributes DA implementing circular.
Step 7	1 Oct	1 Apr	TAGCEN publishes and distributes change to AR 611- .
Step 8	15 Nov	15 May	Military Personnel Office (MILPOS), Personnel Processing Activities, unit commanders prepare for selective reclassification of personnel with actions being reported during period in STEPS 10 and 11. Guidance is provided in DA implementing circular and Letters of Announcement. Advance information is available in the SIDPERS Information Bulletin.
Step 9	1 Feb	1 Aug	HQDA (USAMSSA) and proponents of MTOE/TDA/JTD make one-for-one changes in authorization documents using POS Edit File and begin recording and reporting selective reclassification in TAADS documentation.
Step 10	1 Mar	1 Sep	MOS/SSI changes are effective. MILPOS, Personnel Processing Activities, and unit commanders begin reporting selective personnel reclassification actions to MILPERCEN through channels.
Step 11	23 Mar	23 Sep	MILPOS, Personnel Processing Activities, unit commanders complete reporting selective reclassification to MILPERCEN.
Step 12	1 Apr	1 Oct	All TAADS changes and personnel reclassification actions are completed and reported through channels.

Figure 4-1. Sequential actions required to implement Military Occupational Classification Structure revisions.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSP) Alexandria, VA 22331.

By Order of the Secretary of the Army:

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

FRED C. WEYAND
General, United States Army
Chief of Staff

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