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Personnel Selection and Classification

Military Occupational Classification Structure Development and Implementation

Summary. This regulation prescribes the method of developing, changing, and controlling military occupational skills and skill requirements. This revision updates the policies, procedures, definitions, objectives, and responsibilities associated with the military occupational classification structure. This revision also includes the steps and target dates for implementation cycles for routine and expedited changes to the military occupational classification structure.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the US Army Reserve. It applies to all proponent agencies of Army administrative publications.

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

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Supplementation. Local supplementation of this regulation is prohibited, except upon approval of the Commander, US Army Soldier Support Center-National Capital Region, ATTN: ATZI-NCR-M, 200 Stovall Street, Alexandria, VA 22332.

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 Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the US Army Soldier Support Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Form) directly to the Commander, US Army Soldier Support Center-National Capital Region, ATTN: ATZI-NCR-M, 200 Stovall Street, Alexandria, VA 22332.

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✓ This regulation supersedes AR 611-1, 27 April 1976.

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Chapter 1 General

Section 1 Introduction

1-1. Purpose

This regulation prescribes responsibilities and procedures for keeping the military occupational classification structure (MOCS) current. It applies to military occupational skills and skill requirements for the following:

a. Commissioned officer specialty codes (SCs) and additional skill identifiers (ASIs).

b. Warrant officer and enlisted military occupational specialties (MOSs), ASIs, and Special qualification identifiers (SQIs).

1-2. References

a. Required publications

(1) AR 71-2 (Basis of Issue Plans). Cited in paragraphs 1-4a(2) and c, and 2-1.

(2) AR 570-4 (Manpower Management). Cited in paragraph 1-4b.

(3) AR 600-200 (Enlisted Personnel Management System). Cited in paragraph 3-7c.

(4) AR 611-101 (Commissioned Officer Specialty Classification System). Cited in paragraphs 1-11, and 3-7a.

(5) AR 611-112 (Manual of Warrant Officer Military Occupational Specialties). Cited in paragraphs 1-11, 2-4b (2) and 3-7b.

(6) AR 611-201 (Enlisted Career Management Fields and Military Occupational Specialties). Cited in paragraphs 1-11.

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

(1) AR 310-31 (Management System for Tables of Organization and Equipment (The TOE System)).

(2) AR 310-49 (The Army Authorization Documents System).

1-3. Explanation of abbreviations and special terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Military occupational classification structure requirements

a. Decisions concerning the introduction of an SC, MOS, ASI, and SQI must be—

(1) Consistent with organizational and doctrinal changes.

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

(3) Consistent with Army policies concerning the following:

(a) Troop programs.

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

(c) Recruiting programs.

(d) Personnel classification and evaluation.

(e) Personnel distribution and assignment.

(f) Personnel and strength reporting.

(g) Training programs.

(h) Mobilization programs.

b. The MOCS must provide a method for changing SCs, MOSs, ASIs, and SQIs in a way that will permit accurate forecasting of personnel strengths and manpower requirements. (AR 570-4 covers manpower management.)

c. Proposals to change the classification structure will be submitted as prescribed in chapter 2 and AR 71-2.

Section II Responsibilities

1-5. Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will—

a. Establish MOCS policies, plans, and programs including exceptions to policy.

b. Develop instructions to insure uniform and prompt revision of requirements and authorization documents to show additions to, deletions from, or revisions of specialty skill identifiers (SSIs), MOSs, ASIs, and SQIs.

c. Approve additions to, deletions from, or revisions of SSIs, MOSs, ASIs, and SQIs to include changes to standards of grade authorization (SGA).

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

e. Insure that SSI, MOS, ASI, and SQI entries are correct and that SGAs are properly applied during preparation and revision of TOE and TAADS documentation.

f. Task the US Army Soldier Support Center (SSC) to perform SSI, MOS, ASI, or SQI analyses and reviews.

1-6. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will furnish DCSPER with—

- a. The Army's operational requirements and priorities affecting the MOCS.
- b. Timely advice relative to Army individual and unit training requirements and doctrinal or organizational changes affecting the MOCS.
- c. The activation or conversion schedule for new organizations.

1-7. Deputy Chief of Staff for Logistics (DCSLOG)

The DCSLOG will furnish DCSPER with functional and technical advice for use in the development of personnel management policies that relate to the logistical occupational classification structure.

1-8. Assistant Chief of Staff for Intelligence (ACSI)

The ACSI will furnish DCSPER with information for use in the development and refinement of the intelligence MOCS.

1-9. The Surgeon General (TSG)

As the medical personnel proponent, TSG will provide DCSPER with functional advice and information for use in the development and refinement of the medical MOCS.

1-10. Commanding General, US Army Soldier Support Center (CG, SSC)

The CG, SSC will—

- a. Develop and maintain a MOCS that will identify TOE and TAADS position requirements and personnel qualifications for recruitment, training, assignment, distribution, and professional development.
- b. Establish a cycle for the review, analysis, and implementation of classification structure changes.
- c. Develop and coordinate personnel and position regulation instructions to insure that SSI, MOS, ASI, and SQI changes are put into effect uniformly throughout the Army.
- d. Maintain viable military career progression patterns, responsive position grading systems, and SGAs that are consistent with DCSPER objective force guidelines.
- e. Provide personnel impact data for planned doctrinal changes or unit reorganizations.
- f. Develop and maintain a military occupational data bank (MODB) to provide computerized storage of information on SSIs, MOSs, ASIs, and SQIs, and to provide information to users of occupational data stored in the MODB.

g. Develop and apply occupational research methods, including job analysis and evaluation techniques, related to the development and use of SSIs, MOSs, ASIs, and SQIs.

h. Advise the US Army Training and Doctrine Command (TRADOC) of the qualitative and quantitative effect of proposed SSI, MOS, ASI, and SQI changes.

i. Evaluate, coordinate, and furnish recommendations to TRADOC, DCSPER, or specialty proponents regarding the establishment, revision, or deletion of occupational identifiers.

j. Establish liaison with the Army Staff and major Army commands (MACOMs), for the development of occupational and personnel information.

k. Advise affected agencies of approved SSI, MOS, ASI, and SQI decisions.

l. Review TOE and TAADS to insure that occupational identifiers and SGAs are applied properly.

1-11. The Adjutant General (TAG)

TAG will publish and distribute changes to AR 611-101, AR 611-112, and AR 611-201, implementing circulars, and changes to TOEs, including consolidated change table extracts.

1-12. Commanding General, US Army Training and Doctrine Command (CG, TRADOC)

The CG, TRADOC, as the principal combat developer and trainer, will—

a. Perform SSI, MOS, ASI, and SQI specialty responsibility in the development of recommendations to improve the occupational structure.

b. Inform the SSC of individual training plans and programs that may affect the MOCS or the Army personnel system.

c. Establish, revise, or delete training products to conform to changes made to the MOCS.

d. Approve and publish changes to TOEs. Approval authority is limited to changes that do not affect unit strengths or the ratio of commissioned officer to warrant officer to enlisted personnel authorizations.

1-13. Commanding General, US Army Materiel Development and Readiness Command (CG, DARCOM)

The CG, DARCOM, as the principal materiel developer, will insure that DCSPER is promptly informed of actions that may affect the occupational classification system; these actions include production delays, changes in program funding, changes in distribution plans, and relationships to other systems.

1-14. Commanding General, US Army Military Personnel Center (CG, MILPERCEN)

The CG, MILPERCEN will--

a. Update and distribute personnel occupational specialty code data files (POS edit files) to TAADS, TOE, and Standard Installation/Division Personnel System (SIDPERS) users, as required.

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

c. Review proposed SSI, MOS, ASI, and SQI changes for effects on career management field (CMF) structures and advise the CG, SSC on the feasibility of such changes.

d. Insure that changes to SSI, MOS, ASI, and SQIs are implemented by resource managers.

e. Update the authorizations data base with the latest projected changes using data from DCSPER and CG, TRADOC.

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

1-15. Other agencies

MACOM commanders or agency heads other than TRADOC and DARCOM will--

a. Establish or revise training products to conform to changes in the MOCS.

b. Update their TAADS upon revision of the MOCS.

c. Advise the CG, SSC when supportive training will be made available.

Chapter 2

Proposals for Changes to the Military Occupational Classification Structure

2-1. General

This chapter outlines procedures and data that are not in AR 71-2 and that are required for a proposal to change the MOCS. (This information is exempted from information control under para 5-2i, Ar 335-15.) The term SSI and MOS proposal is used in the context of the entire classification structure. This pertains to proposed structure changes, including specialty code, SSI, CMF, MOS, ASI, and SQI.

2-2. Submission of SSI and MOS proposals

a. Proponent-originated proposals will be submitted directly to US Army Soldier Support Center-National Capital Region, ATTN: ATZI-NCR-M, 200 Stovall Street, Alexandria, VA 22332.

b. Nonproponents will submit proposals through channels to the Commander, US Army Soldier Support Center-National Capital Region, ATTN: ATZI-NCR-M, 200 Stovall Street, Alexandria, VA 22332.

c. Intermediate commands will evaluate the proposal.

d. SSC will evaluate and develop and coordinate proposals.

e. The DCSPER will approve all revisions to the classification structure. The responsibilities and projected times for processing are listed in table 3-1.

2-3. Initiating changes

Any organization or individual may submit an SSI or MOS proposal. Additions, deletions, or revisions to existing SSIs or MOSs may be proposed to reflect technological developments or changes in organizations, functions, and missions. Before proposing MOCS changes, review the SSI/MOS regulations to see if current SSIs and MOSs will satisfy personnel management needs. Changes to the classification schedule normally require changes to TOEs and authorization documents. They also require changes to the selection, training, distribution, assignment, use, and evaluation subsystems of personnel management. A proposed SSI or MOS change, therefore, must clearly show an improvement to the classification structure and must be supported by the information required in paragraph 2-4.

2-4. Submission of proposals

Each MOCS proposal must be submitted with information in paragraph 2-4a through 2-4k for proper evaluation.

a. Include skill level 1 in the proposal. Insure that the proposal for a new or revised enlisted MOS includes skill level 1 unless the complexity of tasks and length of training prevent their use. The proportion of skill level 1 positions will be determined individually, but must be sufficient to provide a sustaining base for higher skill level requirements. (DCSPER will not normally approve a new or revised MOS with an entry level above skill level 1. See app. A.)

b. Basis for proposal. Include a brief statement of the nature of the proposal.

(1) If the request is for a new SSI or MOS, or a change to an existing one, explain why the position cannot be effectively classified within the existing occupational identifier.

(2) If the request involves a warrant officer MOS, show the positions being proposed for warrant officer use and their compatibility with selection criteria in AR 611-112, chapter 6.

c. Duty positions. To show the effect on numbers of personnel and positions in the Army structure, submit a complete listing of affected TOEs and tables of distribution and allowances (TDA). List the TOE or TDA number and title, paragraph, line number, and position title; the number of positions at level 1 only for TOEs; and only the number authorized for TDAs. (See figure 2-1 for format.) Omit these data if the proposed SSI or MOS does not affect a current or proposed TOE or TDA (pertaining to position titles, SSIs, military occupational specialty codes (MOSC), ASIs, SQIs, number of positions, or grade authorizations).

d. TOE and TDA. Include a copy of the draft plan TOE, organizational charts, TDA extracts, and mission statements, if available, otherwise, include a list of TOEs that would be affected.

e. Duties and tasks. Describe all duties and tasks in logical grade level sequence, except for warrant officers.

f. Qualifications.

(1) Include knowledge, skills, and abilities required but not specified in the description of duties.

(2) Identify required measurable physical and mental factors.

(3) List any special requirements, such as academic subjects, special licenses, certifications, ratings, or other essential factors.

g. Description of supervision received. Include the duty position title, SSI or MOS, and the authorized or recommended grade of the supervisor. Indicate the frequency with which supervision is given (for example, daily or weekly) or describe the degree of supervision.

h. Relationship with other MOSs (warrant officer and enlisted personnel only). Show the MOS from

Current position data					Proposed position data				
Para	Line	Duty position	SSI/MOSC	Grade	Level 1 auth	Duty position	SSI/MOSC	Grade	Level 1 auth

Figure 2-1. TOE or TDA Impact

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 qualifications can be obtained.

i. Officer and warrant officer grades. When new or changed grade standards are proposed, including substitution of warrant for commissioned officers (or vice-versa), describe the relationship of each of the following factors:

- (1) Organizational setting, including level and magnitude of responsibility.
- (2) Authoritative responsibility, including supervision provided and received.
- (3) Criticality of position to mission accomplishment.
- (4) Skills and knowledge requirement including educational level or unique specialty training.

j. Enlisted member grades. When new or changed grade standards are proposed, describe the relationship of each of the following factors for each duty position to be classified in the new or changed MOS or grade position. Also recommend the proper grade. Criteria for assessing each factor are in appendix A.

- (1) *Factor I.* The level of knowledge required.
- (2) *Factor II.* The degree of supervisory responsibility inherent in the performance.
- (3) *Factor III.* The degree of versatility, initiative, ingenuity, judgment, and creative ability.
- (4) *Factor IV.* The degree to which responsibility for use and savings of money, materiel, and equipment is involved.
- (5) *Factor V.* The frequency, degree of intensity,

level, and duration of mental alertness and concentration required.

(6) *Factor VI.* The physical dexterities, muscular coordination, and sensory discriminations required.

(7) *Factor VII.* The amount of physical energy required.

(8) *Factor VIII.* The physical environment in which the incumbent will normally perform.

(9) *Factor IX.* The extent to which independent choice of action is required.

(10) *Factor X.* The degree of exposure to enemy fire (direct and indirect ground fire or fire from aircraft) expected to be experienced by the incumbent.

k. Training requirements.

(1) Estimate the amount of formal or on-the-job training (OJT) required to qualify personnel in the proposed new or revised SSI or MOS. List subject matter, by broad categories, showing the scope of instruction and the number of hours of training to be devoted to each.

(2) If a new or revised SSI or MOS is not required, estimate the change to existing courses of instruction. Recommendations originating within or being staffed through TRADOC and the Health Services Command (HSC) schools should indicate the date new or revised training can be made available. When the proposal is originated by another activity, the training availability data should be provided by CG, TRADOC or CG, HSC during routine staffing reviews.

Chapter 3 Developing, Coordinating, and Implementing Military Occupational Classification Schedule Proposals

3-1. Development and coordination

This chapter outlines the time schedule for developing, coordinating, and implementing proposed MOCS additions, deletions, and revisions. This reflects staffing procedures and the implementation cycles for approved proposals.

a. SSC-NCR will—

- (1) Review each SSI, MOS, ASI and SQI proposal it receives.
- (2) Develop proposals that have merit and coordinate them with all MACOMs and HQDA agencies.
- (3) Submit the complete staffing results to DCSPER (ATTN: DAPE-MPM) for final decision.
- (4) Notify all MACOMs and Army Staff agencies of the DA decision on proposed changes to the classification structure. Letters of notification

(LONs) announcing approved revisions will be furnished at least 24 months before the effective date of the change. LONs will include the following:

- (a) A statement of the nature of the change.
 - (b) Revised portions of regulations.
 - (c) Redesignation guidance that applies to TOE and TAADS positions.
 - (d) Reclassification guidance that applies to personnel.
 - (e) Examples of TOE or TDA application.
 - (f) Estimated numerical effects.
 - (g) Other information that will make early planning easier.
- b. MOCS change responsibilities and processing times are included in table 3-1. Reasons for delays will be furnished in writing to SSC (ATZI-NCR-M).
- c. SSIs, MOSs, ASIs, and SQIs may be applied to planning TOEs if units are not organized under the TOE before the effective date of the AR 611-series change.
- d. LONs may be distributed by receiving agencies to subordinate units.

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

Responsible Activity	Development of SSIs, MOSs, ASIs, and SQIs	Processing Time
SSC-NCR	Evaluate and develop any source proposal.	15-45 days
MILPERCEN	Furnish qualitative and quantitative data from PERSACS and furnish management comments to assist in evaluation	10 days
TRADOC	Furnish comments on training and doctrinal impact and on TOE or TDA implication.	30-60 days ¹
National Guard Bureau	Furnish comments on compatibility with ARNG force structure and policy.	30-60 days ¹
USAREC	Furnish comments on compatibility with anticipated impact on the recruiting program	30-60 days ¹
Other MACOMs	Furnish comments on acceptability to support command or activity mission.	30-60 days ¹
Army Staff (less DCSPER)	Furnish comments on acceptability to compatibility with overall Army policy.	20 days
DCSPER	Approve (disapprove) recommendation.	15 days

¹Concurrent staffing

3-2. Implementation cycles for routine MOCS changes

a. SSC will prepare and forward to TAG—

(1) Changes to the AR 611-series regulations for each period of development (table 3-2), which will include MOCS changes.

(2) DA circulars given detailed guidance for integrating SSI, MOS, ASI, and SQI revisions into Army systems at prescribed intervals.

b. MILPERCEN will—

(1) Update and distribute the POS edit file to support TOE and TAADS changes.

(2) Insure that change requirements are included in supporting subsystems.

c. TRADOC will prepare numbered TOE changes to include SSI, MOS, ASI, and SQI changes in TOE.

d. TAADS proponents will make needed SSI, MOS, ASI, and SQI changes to modified tables of organization (MTOE), TDAs, and joint tables of distribution (JTD) per table 3-2.

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

The structure of the MOCS will be revised semi-annually. Tables 3-2 and 3-3 show cycles for routine and expedited changes to the classification structure. Timing shown with each step indicates the time required for accomplishing the scheduled revision after the staffing has been completed.

3-4. Effective dates

a. When the MOCS is changed, authorization documents must be revised and personnel must be reclassified in the same implementing cycle. There are two cycles each year for implementing changes. Cycle 1 is for changes approved from 1 June through 30 November and Cycle 2 is for changes approved from 1 December through 30 May.

b. Effective dates for recruiting and training will precede the date for accountable strength reporting by enough time to permit trained people to arrive as soon as the position has been reclassified.

3-5. Expedited changes

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

a. DCSPER will determine whether the use of a new SSI, MOS, ASI, or SQI, or a revision of an existing one would require an immediate change to the structure.

b. If approved, DCSPER will direct that the following information be sent out by DA circular:

(1) Required data pertaining to the SSI, MOS, ASI, or SQI description.

(2) Specific TOE, MTOE, and TDA preparation instructions.

(3) Special requisitioning instructions or other data.

c. Implementation of expedited SSI, MOS, ASI, or SQI actions will be held to a minimum. They will be scheduled so that MILPERCEN may notify all automated data processing agencies not later than the first calendar day of the month preceding the month in which the SSI, MOS, ASI, or SQI actions are effective. This notice will allow time to modify, test, and distribute computer programs that will provide for acceptance of input data.

3-6. Changes to authorization documents

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

3-7. Personnel reclassification

Personnel affected by changes to the structure will be reclassified per the following references:

a. *Commissioned officers.* AR 611-101 and the DA circular announcing SSI changes.

b. *Warrant officers.* AR 611-112 (para 1-6) and the DA circular announcing MOS changes.

c. *Enlisted personnel.* AR 600-200 (chap 2, secs VI and VII) and the DA circular announcing MOS changes.

(1) Primary MOSs (PMOS), secondary MOSs (SMOS), and additional MOSs (AMOS) will be changed, consistent with the MOS revision.

(2) The skill level character in the PMOS and SMOS will be determined per AR 600-200 (para 2-20).

3-8. Occupational training courses

The CG, TRADOC, other commanders, and the Army Staff agencies responsible for training will revise and recode training courses to conform to approved changes to the classification structure to insure the following:

a. Trained people are available when the MOS change goes into effect.

b. Transition training for currently assigned personnel is provided.

c. People who graduate from existing courses before the new training starts know the latest MOS information.

Table 3-2
Implementation cycles for routine changes to the military occupational classification structure.

Step	Target Dates		Actions
	Cycle 1	Cycle 2	
1 (D+1)	1 Jun to 30 Nov	1 Dec to 30 May	Publication of letters of notification.
2 (D+30)	30 Dec	30 June	POS edit (current) tape distributed to NGB, RCPAC, and SIDPERS.
3 (D+35)	5 Jan	5 Jul	POS edit (TOE) tape distributed to TRADOC.
4 (D+45)	15 Jan	15 Jul	DA Circular and AR 611-series changes to TAGCEN for printing and distribution.
5 (D+90)	28 Feb	31 Aug	POS edit (current) tape distributed to NGB, RCPAC, and SIDPERS.
6 (D+120)	30 Mar	30 Sep	DA Circular distributed to field.
7 (D+135)	15 Apr	15 Oct	Consolidated change table (TRADOC) to TAGCEN.
8 (D+135)	15 Apr	15 Oct	POS edit (VTAADS) tapes to proponents.
9 (D+150)	30 Apr	31 Oct	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
10 (D+150)	30 Apr	31 Oct	AR 611-series distributed to field.
11 (D+210)	30 Jun	30 Dec	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
12 (D+215)	5 Jul	5 Jan	Type "A" changes entered in TAADS.
13 (D+300)	1 Jul to 30 Sep	1 Jan to 31 Mar	Type "B" changes entered in TAADS.

Note: The timeframe is further illustrated in the first column by an indication of the number of days elapsed time after the decision cycle closeout, that is, 30 November or 30 May.

Table 3-2
Implementation cycles for routine changes to the military occupational classification structure—Continued

Step	Target Dates		Actions
	Cycle 1	Cycle 2	
14 (D + 270)	31 Aug	28 Feb	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
15 (D + 315)	15 Oct	15 Apr	PERSACS updated.
16 (D + 330)	31 Oct	30 Apr	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
17 (D + 395)	5 Jan	5 Jul	ARPRINT updated.
18 (D + 435)	15 Feb	15 Aug	REQUEST system loaded.
19 (D + 480)	1 Mar to 31 Mar	1 Sep to 30 Sep	Personnel reclassification accomplished and reported to MILPERCEN.

Table 3-3
Implementation cycles for expedited changes to the military occupational classification structure.

Step	Target Dates		Actions
	Cycle 1	Cycle 2	
1 (D + 1)	1 Jun to 30 Nov	1 Dec to 30 May	Publication of letters of notification.
2 (D + 30)	30 Dec	30 Jun	POS edit (current) tape distribution to NGB, RCPAC, and SIDPERS.
3 (D + 35)	5 Jan	5 Jul	POS edit (TOE) tape distribution to TRADOC.
4 (D + 45)	15 Jan	15 Jul	DA Circular and AR 611-series changes to TAGCEN for printing and distribution
5 (D + 90)	28 Feb	31 Aug	POS edit (current) tape distribution to NGB, RCPAC, and SIDPERS.

Note: The timeframe is further illustrated in the first column by an indication of the number of days elapsed time after the decision cycle closeout, that is 30 November or 30 May.

Table 3-3
Implementation cycles for expedited changes to the military occupational classification structure—Continued

Step	Target Dates		Actions
	Cycle 1	Cycle 2	
6 (D + 120)	30 Mar	30 Sep	DA Circular distributed to field.
7 (D + 135)	15 Apr	15 Oct	Consolidated change table to TAGCEN.
8 (D + 135)	15 Apr	15 Oct	POS edit (VTAADS) tape to proponents.
9 (D + 150)	30 Apr	31 Oct	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
10 (D + 150)	30 Apr	31 Oct	AR 611-series distributed to field.
11 (D + 210)	30 Jun	30 Dec	POS edit (current) tapes distribution to NGB, RCPAC, and SIDPERS.
12 (D + 215)	5 Jul	5 Jan	Type "A" changes entered in TAADS.
13 (D + 255)	15 Aug	15 Feb	REQUEST loaded.
14 (D + 270)	31 Aug	28 Feb	POS edit (current) tapes distributed to NGB, RCPAC, and SIDPERS.
15 (D + 300)	1 Jul to 30 Sep	1 Jan to 31 Mar	Type "B" changes entered in TAADS.
16 (D + 300)	1 Sep to 30 Sep	1 Mar to 31 Mar	Personnel reclassification accomplished and reported to MILPERCEN.
17 (D + 315)	15 Oct	15 Apr	PERSACS updated.

Appendix A Enlisted Grading Factors

Section I

Developing Enlisted Grades

A-1. Factors to use in developing enlisted grades. The following factors with representative level descriptions should be used in developing the proper enlisted grade. ("Level descriptions" do not correspond to "skill levels.")

A-2. Factor I—knowledge. This factor measures the level of understanding required for successful performance in the job. Elements included are the complexity, range, and depth of knowledge needed. Also considered are the time and energy to obtain the knowledge. Formal training, on-the-job training, work experience, and self-education are indicators of the level of knowledge required.

a. Level 1 requires minimum education and experience. Requires knowledge of basic military subjects. Requires ability to understand and follow simple instructions and perform simple tasks.

b. Level 2 requires the ability to understand reading material such as field manuals, simple charts, drawings, and diagrams, and to perform simple mathematical computations with formal or on-the-job training. Requires knowledge of the use of basic military weapons and tactics to perform as the leader of a fire team on a simple crew-served weapon, or as a crew member of a more complex weapon or equipment system. Requires knowledge to operate mechanical equipment, use hand tools, or perform semiskilled work. Requires knowledge to serve as an apprentice for more highly skilled work.

c. Level 3 requires the ability to understand and apply instruction from technical manuals, charts, drawings, and diagrams. Requires ability to compute numbers such as algebraic equations, with intermediate formal or on-the-job training. Requires knowledge in the use of basic military weapons and tactics to perform as the leader of a combat team element. Requires knowledge to operate and maintain mechanical equipment or perform moderately complex clerical work. Requires knowledge to teach others in this job.

d. Level 4 requires the technical knowledge acquired through lengthy job experience or formal training such as that given for a technical MOS. Requires knowledge to understand more complex instructions; and ability to interpret more complex manuals, charts, drawings, and diagrams. Requires knowledge to perform relatively complex individual combat assignments, to perform relatively complex administrative or technical duties, and to teach others relatively complex unit assignments.

e. Level 5 requires a high degree of technical knowledge acquired by extensive job experience or formal training. Requires ability to understand, interpret, and issue complex instructions. Requires enough knowledge to instruct others in complex and varied unit combat assignments including use of all related weapons, perform a variety of complex administrative or technical assignments, repair and maintain complex materiel, and instruct and supervise others in this work.

f. Level 6 requires the highest degree of complex or varied knowledge acquired through extensive formal training or job experience. Requires knowledge to act independently as the leader of a unit in combat, administration, or technical assignments or to act as the principal enlisted assistant for the more complex of such assignments. Requires a complete knowledge of the military, administration, or technical facets of a certain MOS that can be expected of an enlisted member. Also requires knowledge of related specialties to supervise a group of occupational specialists engaged in a common effort.

A-3. Factor II—supervision of personnel. This factor measures the degree of supervisory responsibilities inherent in the performance of a job. It considers the range of the work under supervision and the number of people supervised. It also considers the degree to which the supervisor is required to plan the work of subordinates, outline and assign tasks, specify work methods, train subordinates, and evaluate progress.

a. Level 1 requires no supervision of others.

b. Level 2 requires the personal close supervision of a small number (five or less) of soldiers of the same or an allied MOS. Includes assignment of tasks and work methods to be used.

c. Level 3 requires moderate, direct supervision of a group of soldiers (6 to 10) of the same or allied MOS. Responsible for training and for maintaining adequate performance of assigned tasks.

d. Level 4 requires moderate supervision of a group of soldiers (11 to 25) in a related MOS who know the routine of their jobs. Includes assignment of tasks, training, and some planning. Subordinates may be engaged in performing relatively complex tasks. (In some cases, will supervise through subordinates.)

e. Level 5 requires general supervision chiefly by coordinating the tasks of soldiers who supervise groups performing generally similar tasks. Includes planning for training of soldiers and rating progress.

f. Level 6 requires broad or indirect supervision over several groups who perform tasks involving a number of skills. Assigns tasks to subordinate supervisors in terms of mission rather than setting tasks and methods to be

used. Greater percentage of time is spent in planning and evaluation. This level represents the highest degree of supervision by an enlisted member.

A-4. Factor III—adaptability and resourcefulness. This factor measures the degree of versatility, initiative, ingenuity, judgment, and creative ability required to perform a job. This factor considers the requirement for mental and emotional adjustments to changing situations and conditions. It does not consider requirements for physical adaptability.

a. Level 1 limits work to performance of routine activities under stable conditions. No decisions necessary. No need for versatility, creativity, or aggressiveness.

b. Level 2 requires some versatility and the infrequent need to use judgment on simple matters. Creativity and aggressiveness are not required.

c. Level 3 allows a limited chance to express ideas. Must devise a method for own work now and then. Works under relatively stable conditions. Requires some creativity, versatility, initiative, and ingenuity. Aggressiveness is desirable.

d. Level 4 requires versatility, initiative, and ingenuity. The use of judgment on somewhat complex matters under changing conditions is required. Does own work, but sometimes consults others for information. Must frequently begin action and also contribute ideas for improvement. Aggressiveness required.

e. Level 5 requires a high degree of versatility, initiative, and ingenuity. Requires enough judgment to make complicated decisions based on a variety of factors under frequently changing conditions. Must be emotionally stable and adaptable to frequently changing conditions, methods, and assignments. Must be creative and aggressive.

f. Level 6 requires the highest degree of versatility, initiative, and ingenuity. Requires complicated decision-making ability based on a number of complex, interacting factors. Must possess a high degree of emotional stability and be highly adaptive, since he or she must be able to perform various types of work under widely varying conditions. Must be highly creative since he or she must come up with ideas as he or she adds new programs and expands old ones. Must be highly aggressive.

A-5. Factor IV—responsibility for material resources. This factor evaluates the degree to which there is responsibility for use, misuse, savings, and loss of money, material, and equipment. Consideration is given to the value and likelihood of time and material losses. The loss of service and the disruptive effect on operations resulting from such loss shows the degree to which

this factor is found in a position. This factor also includes responsibilities pertaining to proper storage, handling, distribution, and estimating supply requirements.

a. Level 1 requires routine control of materials of limited value. Includes care for individual equipment issued a soldier, or hand tools and equipment used for unskilled jobs, that would result in minimum disruption of operations, if improperly maintained.

b. Level 2 requires control in a section of money, materials, or equipment of moderate value and offers some chance to reduce waste or loss. Improper maintenance or loss of equipment will result in some lessening of unit effectiveness.

c. Level 3 requires unit control of money, materials, or equipment of considerable value, and offers a definite chance to save money or avoid waste. Requires care, attention, supervision, or surveillance to maintain effective use or prevent damage. Temporary disruptive effect will occur with loss of material or equipment.

d. Level 4 requires frequent use within a unit or element of measures designed to save or avoid waste of valuable materials or equipment. Demands conscientiousness, since loss or damage to the material could have a definite, but temporary, disorganizing effect.

e. Level 5 requires continuous measures designed to conserve very valuable materials and equipment. Demands a great deal of conscientiousness, since loss or damage to the material would have a definite, long-range disorganizing effect upon element or agency operations.

f. Level 6 requires continuous use of a number of complex controls involved in management and conservation of resources of high value. Requires the highest level of conscientiousness involving operation, maintenance, and supervision since loss of equipment would result in serious consequences. This level identifies the greatest responsibility carried by soldiers for the care and maintenance of monetary resources.

A-6. Factor V—concentration and attention. This factor evaluates the level and duration of mental alertness and concentration required in a job. It includes consideration for the length of periods of concentration and the frequency and intensity of these periods. Also considered are the need to shift attention in response to changing conditions and the need to be consciously aware of information signals and satisfactory requirements for the job. Includes sensory alertness (five basic senses) as well as muscular responses.

a. Level 1 duties are routine and automatic. Requires attention to a few simple, well-defined details; rarely

demands shifts of attention. Flow of work and nature of duties require minimum concentration on the tasks.

b. Level 2 requires occasional short periods of concentration and attention to a few simple details. Occasionally demands shifts of attention to changing conditions.

c. Level 3 intermittently requires more concentration and attention to moderately complex work. Concentration demanded may at times be intense and cause some mental fatigue and require the exclusion of all irrelevant factors; but such intense demand is infrequent and not lengthy. Occasionally demands shifts of attention.

d. Level 4 requires prolonged periods of concentration, close attention to a variety of complex details, and frequent shifts of attention under changing conditions. Requirements are not great enough to cause excessive mental fatigue. Intermittently requires intense concentration or attention.

e. Level 5 requires prolonged periods of intense mental effort, close attention to a variety of complex and interacting details, and frequent shifts of attention to rapidly changing conditions that often result in mental fatigue.

f. Level 6 requires frequent prolonged periods of intense mental effort and very close attention to highly complex and interacting details. Frequent shifts of attention to rapidly changing conditions are demanded. Brief lapses of attention can result in errors with serious consequences. Mental fatigue is common and is often excessive.

A-7. Factor VI—physical skills. This factor evaluates physical dexterity, muscular coordination, and sensory discrimination required to successfully perform the job. Examples of the physical skills rated by this factor are the dexterity of fingers, hands, arms, feet, and legs; and coordination of muscular functions such as eye-hand coordination. This factor does not rate physical strength.

a. Level 1 has minimum requirements for exercise of dexterity, muscular coordination, and precision.

b. Level 2 requires primarily large muscle coordination. Rapid movements in response to sensory cues normally are not required. Requirements for dexterity, precision, or coordination of fine movements are limited. Normal reaction time is required to meet situations created by movements of machines and actions of others that are at a relatively constant and expected speed.

c. Level 3 requires accurate large muscle coordination and slightly faster than normal reaction time in response to changing sensory cues. This level frequently

requires a moderate degree of physical coordination, precision, and dexterity that become nearly automatic responses.

d. Level 4 requires considerable dexterity, precision, and coordination of movements in response to sensory cues. Faster than normal reaction time is necessary in responding to moderately complex and irregularly appearing sensory cues.

e. Level 5 requires a high degree of dexterity, precision, and coordination of complex movement patterns. Faster reaction time is required for response to the irregular, uncontrollable sequences of sensory cues.

f. Level 6 requires the highest degree of dexterity, precision, and coordination of extremely varied and complex movement patterns in rapid response to a variety of frequently shifting sensory cues. Examples are the degree of manual dexterity or precise muscular control necessary in performing complex assembly operations or intricate precision maintenance. Extremely fast reaction time is essential to meet unforeseen situations.

A-8. Factor VII—physical effort. This factor evaluates the amount of energy required to perform the work. Includes weight of loads handled, speed required, strenuousness, frequency, and duration of physical effort.

a. Level 1 requires little or no physical effort. No tiring movements are involved. Examples are desk jobs or other purely administrative activities.

b. Level 2 requires slight physical exertion for short periods. Examples are walking, observing, operating light controls or hand tools, and performing light jobs while sitting or standing.

c. Level 3 requires moderate physical exertion for a moderate period. Examples are working heavy controls either sitting or standing, occasionally working with heavy hand tools, climbing and manually handling materials of moderate weight and size.

d. Level 4 requires substantial physical exertion with a lot of discomfort because of position. Examples are laying cement or continuously using heavy hand tools, wrenches, heavy hammers, picks, shovels, or crowbars.

e. Level 5 requires great and extended physical exertion including severe elements of bending, kneeling, and working in cramped positions. Makes continuous demands on physical condition. Examples are moving, dragging, or lifting heavy materials without power-driven equipment.

f. Level 6 requires very great and continual physical exertion and topnotch physical condition. Examples are continually lifting very heavy materials, taking long

hikes with full field gear, and making forced marches over rough terrain.

A-9. Factor VIII—job conditions. This factor evaluates the physical environment in which the job is performed. Elements considered are the degree and duration of physical discomfort and probability of injury or disease associated with this job. Exposure to hostile fire is the only combat environmental element not considered, since it is rated as factor X. All other combat and non-combat hazards are considered.

a. Level 1 requires minimum exposure to dangerous, injurious conditions. No more than mild and temporary discomfort.

b. Level 2 requires infrequent exposure to undesirable conditions. Occasional, brief periods of moderate discomfort will occur. A person in this position may occasionally confront minor annoyances such as noise, slightly unclean conditions, or poor temperature control. These annoyances are insignificant in that they rarely affect work output.

c. Level 3 requires occasional but brief exposure to somewhat hazardous and undesirable conditions. Moderate periods of mild discomfort sometimes occur. Additional safety precautions are sometimes required, and occasionally special equipment such as gloves, goggles, or masks are needed.

d. Level 4 requires frequent but brief exposure to conditions hazardous to health and safety. Frequent periods of moderate discomfort occur. Some discomfort examples are exposure to wetness, oil and grease, sulphur and ammonia fumes, smoke, extreme heat or cold. Appreciable expense results for providing protective clothing and equipment since injury could be severe. Examples are firefighters and military police.

e. Level 5 requires frequent exposure to conditions very hazardous to health and safety. Frequent, somewhat prolonged discomfort in a substantial degree or intermittent intensive discomfort occurs. Discomfort examples are the same as those for level 4. The soldier must remain alert to avoid injury since he or she works close to a known hazard.

f. Level 6 requires extensive exposure to conditions extremely hazardous to health and safety. Frequent and severe periods of discomfort occur. Exposure to accident is a well recognized and ever-present characteristic of the job. An example is an explosive ordnance specialist.

A-10. Factor IX—freedom of action. This factor evaluates the extent of independence of action required

in the job. Elements considered are the kinds of decisions made and the frequency of these decisions. Limitations on decisionmaking imposed by common military practice, regulations, and accepted standards procedures must be considered. Another aspect of this factor to consider is the amount and type of instructions received, amount of checking by supervisors, and evaluation on completion.

a. Level 1 has very limited freedom of action. Decisions made are based on clearly applicable procedures and detailed instructions. Foreseeable events, methods to be used, and results expected are covered in instructions. Work receives immediate supervision.

b. Level 2 requires making elementary decisions under close supervision. Assignments are short term and results expected are specific. Standard procedures govern the decisions made and independent action is allowed very infrequently.

c. Level 3 requires the making of noncomplex decisions under moderately close supervision. Independent action concerning decisionmaking occurs occasionally. Interpretation of standard procedures, rules, and instructions is required frequently.

d. Level 4 requires the making of decisions sufficiently complex to demand some judgment or analytical ability. Relied upon to make a number of independent decisions under general supervision. Consults daily with superiors.

e. Level 5 requires the frequent making of complex decisions on the basis of technical practices and precedents that serve as unwritten guides. Receives general, long-term, project-type assignments. Results expected are indicated in terms of results desired for major phases of the work. Assignments frequently involve new approaches. Supervision is concerned with end results rather than work procedures.

f. Level 6 requires the continuous exercise of judgment. This is the most involved and complex decision-making required of enlisted personnel. Decisions and judgments are rarely covered in detail by regulation or custom. Exercises maximum freedom of action with little direct control or supervision. Supervision is in terms of end result, overall task, or goal to be accomplished.

A-11. Factor X—combat exposure. This factor evaluates the degree of exposure to enemy fire. Consider the amount and frequency of fire received. Also, consider types of fire received such as direct (small arms, crew-served weapons, and cannons), indirect (artillery, mortars, and missiles), and aircraft (rockets, bombs, and strafing). This factor measures exposure to hostile

fire. It does not include other disagreeable elements and hazards associated with the job, since they are considered in factor VIII.

a. Level 1 is a relatively safe and secure situation. Subject only to the threat of long-range weapons such as intercontinental ballistic missiles or bombers. Completely removed from the theater of operations by a physical barrier such as an ocean. Examples are scientific and engineer duty positions.

b. Level 2 is a relatively safe and secure situation. Subject to long-range attacks such as medium-range tactical weapons system or aircraft. Positions involved are found in major headquarters or in units concerned with support of field armies. Examples are antenna men, pipeline specialists, and cargo handlers.

c. Level 3 is located in an active duty of tactical

operations but rarely exposed to fire of any type. Serves in corps or field Army headquarters but still involves a threat of tactical involvement.

d. Level 4 is removed from frontline activity but engaged in combat services support operations. Occasional contact with battalion-size units in performing support functions. Located in headquarters of division, group, or comparable headquarters.

e. Level 5 is engaged in direct combat support activities. For example, serves as a member of an engineer or artillery unit or as a member of a headquarters for a combat arms battalion or comparable unit.

f. Level 6 is engaged in direct combat operations at the company level or comparable unit. Exposed to frequent fire from all types of weapons systems.

Glossary

Section I Abbreviations

ACSI	Assistant Chief of Staff for Intelligence	MTOE	modified table of organization and equipment
AMOS	additional military occupational specialty	NGB	National Guard Bureau
AR	Army regulation	OJT	on-the-job training
ARNG	Army National Guard	PERSACS	personnel structure and composition system
ARPRINT	Army programs for individual training	PMOS	primary military occupational specialty
ASI	additional skill identifiers	POS edit file.....	personnel occupational specialty code data file
CG	Commanding General	RCPAC	US Army Reserve Components Personnel and Administration Center
CMF	career management field	REQUEST	recruit quota system
DA	Department of the Army	SC	specialty codes
DARCOM	US Army Materiel Development and Readiness Command	SGA	standards of grade authorization
DCSLOG	Deputy Chief of Staff for Logistics	SIDPERS	standard installations/division personnel system
DCSOPS	Deputy Chief of Staff for Operations	SMOS	secondary military occupational specialty
DCSPER	Deputy Chief of Staff for Personnel	SQI	special qualifications identifiers
HQDA	Headquarters, Department of the Army	SSC	US Army Soldier Support Center
HSC	US Army Health Services Command	SSC-NCR	US Army Soldier Support Center-National Capital Region
JTD	joint table of distribution	SSI	specialty skill identifier
LON	letter of notification	TAADS	The Army Authorizations Documents System
MACOM	major Army command	TAG	The Adjutant General
MILPERCEN. . .	US Army Military Personnel Center	TAGCEN	US Army Adjutant General Center
MOCS	military occupational classification structure	TDA	table of distribution and allowances
MODB	military occupational data bank	TOE	table of organization and equipment
MOS	military occupational specialty	TRADOC	US Army Training and Doctrine Command
MOSC	military occupational specialty code	TSG	The Surgeon General
		USAR	US Army Reserve
		USAREC	US Army Recruiting Command
		VTAADS	Vertical—The Army Authorization Documents System

Section II

Terms

Additional skill identifier

An identifier of specialized skills that are closely related to and in addition to those required by the SSI or MOS. Officer ASIs may be used with any SSI unless otherwise limited. Enlisted and most warrant officer ASIs are authorized for use only with designated MOSs. Specialized skills identified by the ASI include, but are not limited to—

- a. Aircraft qualification.
- b. Operation and maintenance of specific weapons systems and equipment.
- c. Administrative-type systems and subsystems.
- d. Computer programming languages and procedures.
- e. Installation management.
- f. Analytical methods.
- g. Animal handling techniques.
- h. Similar required skills that are too restrictive to comprise an SSI or MOS.

Letters of notification

Letters, numbered sequentially, prepared by the SSC-NCR. They announce DCSPER approved SSI, MOS, ASI, and SQI revisions that will be implemented by programmed changes to ARs in the 611 series. These letters are useful in providing advance information to agencies who must respond to SSI, MOS, ASI, and SQI revisions. (For example, in planning for TOE or TAADS changes, recruiting, individual training programs, and personnel reclassifications.)

Military occupational classification structure

The personnel and position classification structure that identifies military occupational skills and skill requirements. It encompasses the commissioned officer, warrant officer, and enlisted categories for identifying military occupational skills and skill requirements. It includes commissioned officer specialties and ASIs, and warrant officer and enlisted MOSs, ASIs, and SQIs.

Military occupational specialty (warrant officer and enlisted)

A group of duty positions so closely related that an individual qualified to perform in one of them can with minimal on-the-job training perform in any of the others that are of the same level of difficulty.

Military occupational specialty code (enlisted)

An alpha-numeric code of nine or fewer characters used to identify MOS, skill level, ASI, SQI, and language identifiers.

Personnel occupational specialty code data file

A file that contains a summary of military and civilian occupational classification data. It is used to edit the accuracy of many personnel requirements, authorizations, and master files and their input transactions.

Specialty code (commissioned officers only)

A grouping of duty positions having skill and job requirements that mutually support in the development of competence in an officer to perform through the grade of colonel in the specialty. (Some specialty codes are position identifiers only and are not used to classify officers. (For example, SC 30 and SC 40.)

Special qualification identifier (warrant officers and enlisted only)

An identifier of skills, in addition to those of an MOS, that have broad application throughout the structure without dependence on the requirements of a certain MOS. SQIs are authorized for use with any MOS unless otherwise specified.

Specialty skill identifier (commissioned officers only)

An identification of specific skills within a specialty and the corresponding qualifications in which commissioned officers are qualified.

SSI and MOS proposals

Proposed changes to the military occupational classification structure, including changes to SCs, SSIs, MOSs, ASIs, and SQIs.

Standards of grade authorization

The prescribed grade structure related to documentation in a single TOE or TAADS paragraph of one or more positions in the same SSI or MOS.

Type A (one-for-one) changes

SSI, MOS, ASI, and SQI changes resulting in the reclassification of all positions in a certain skill code into one other skill code. The changes require no selective judgment and can be done by automation. (Example: Consolidation of two or more SSIs or MOSs into a single SSI or MOS.)

Type B (selective) changes

SSI, MOS, ASI, or SQI changes resulting in the reclassification of a skill and grade into any of two or more other skills and grades based on such variables as unique unit missions, specialized equipment, and individual training and experience. These changes involve judgmental decisions based on a consideration of all variables and cannot be done by automation. (Example: Adoption of a newly established SSI, MOS, ASI, or SQI.)

By order of the Secretary of the Army:

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