

ARMY REGULATION

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**PERSONNEL SELECTION AND CLASSIFICATION
MOS DEVELOPMENT AND IMPLEMENTATION**

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*This regulation supersedes AR 611-1, 27 May 1966.

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CHAPTER 1

GENERAL

Section I. PURPOSE AND SCOPE

1-1. Purpose. This regulation sets forth policies, objectives, definitions, responsibilities, and procedures to be followed in keeping the MOS structures current and responsive to the needs of the Department of the Army.

1-2. Scope. The procedures established herein govern development and implementation of new MOS, revisions to existing MOS, and the deletion of existing MOS to include:

- a. Organizational and doctrinal changes.
- b. New or modified equipment/weapons systems.

1-3. Objectives. a. To prescribe the basis for initiating and controlling the development of MOS.

b. To insure that new MOS, revisions to existing MOS, or deletion of existing MOS are—

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

- (a) Troop Programs.
- (b) TOE and TDA.
- (c) Personnel classification.
- (d) Personnel distribution and assignment.
- (e) Personnel strength reporting.
- (f) Occupational Training Programs.

(2) 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 action.

c. To provide a method for the inclusion of MOS changes in Army systems that will permit forecast of personnel requirements predicated on the Army Force Development Plan.

1-4. Procedural policy. This regulation, used in conjunction with—

a. AR 611-101, 611-102 (classified), 611-112, 611-113 (classified), 611-201, and 611-202 (classified), sets forth the procedures for processing proposed changes to the commissioned officer, warrant officer, and enlisted MOS.

b. AR 310-31, 310-44 and 310-49 sets forth procedures for installing MOS changes in TOE and TDA.

1-5. Explanation of terms. a. Military Occupational Specialty (MOS). See AR 320-5.

b. MOS structure is a compilation or grouping in which authorized MOS are systematically arranged in meaningful order.

c. Job analysis. See AR 320-5.

d. Job Evaluation is the systematic method of appraising the relative value of each position with other positions or other accepted criteria for the purpose of determining appropriate grade standards.

e. Tentative MOS are those MOS established by the Chief of Personnel Operations in connection with the introduction of new or modified equipment/weapons systems and new or improved doctrine/organizations for use in planning and program management pending a final MOS decision.

f. Qualitative and Quantitative Personnel Requirements Information (QQPRI) is a compilation of specified organizational, doctrinal, training and personnel information developed by USAMC or other materiel development agencies in coordination with USACDC and USCONARC on new or modified materiel items. This information is used by the Office of Personnel Operations to determine the need for the establishment or revision of MOS and to prepare plans to provide the numbers of personnel required to operate and support the new or modified materiel items.

g. Modified equipment/weapons systems are major modifications to existing equipment/weapons systems which create a requirement for additional training which may or may not result in new or revised MOS.

h. New Equipment Personnel Requirements Summary (NEPRS) is a publication which contains a compilation of individual summaries for new materiel under development by the Army. Each summary presents the personnel (qualitative and quantitative), training and organizational implications.

Section II. RESPONSIBILITIES

1-6. General. The responsibilities enumerated in this regulation are in consonance with AR 10-5, AR 10-7, AR 10-11, AR 10-12, AR 10-13, and AR 10-122 (classified) and are specifically related to MOS development and implementation.

1-7. Deputy Chief of Staff for Personnel. The Deputy Chief of Staff for Personnel is responsible for establishing broad policies, plans, and programs pertinent to the development and maintenance of the MOS structures.

1-8. Deputy Chief of Staff for Military Operations. The Deputy Chief of Staff for Military Operations is responsible for furnishing DCSPER with operational and readiness requirements of the Army which have an impact on the MOS structures.

1-9. Assistant Chief of Staff for Force Development. The Assistant Chief of Staff for Force Development is responsible for—

a. Providing timely advice to DCSPER relative to those doctrinal, organizational, and unit training requirements of the Army which have an impact on the MOS structures. In addition, ACSFOR has staff responsibility for preparation of statements of qualitative personnel requirements for each position. These responsibilities are accomplished through General Staff coordination of combat development studies, proposed authorization documents, MOS and other related actions.

b. Providing the Chief of Personnel Operations with the information specified in paragraph 3-11d for the development of the New Equipment Personnel Requirements Summary.

1-10. Deputy Chief of Staff for Logistics. The Deputy Chief of Staff for Logistics is responsible for providing guidance to DCSPER and ACSFOR pertinent to the logistics implications of the MOS.

1-11. Chief of Personnel Operations. The Chief of Personnel Operations is responsible for—

a. Developing and maintaining commissioned officer, warrant officer, and enlisted MOS structures which will accurately identify and describe military positions for Army organizations and personnel qualifications.

b. Establishing a processing cycle for review and analysis of proposed MOS changes (appendix).

c. Developing regulatory instructions to insure uniform implementation of MOS changes throughout the Army.

d. Maintaining viable position grading systems, standards of grade authorization and enlisted career patterns.

e. Acquiring data and preparing specifications for occupational and personnel requirements during development of new or modified equipment/weapons systems and new or improved doctrine/organizations.

f. Developing and maintaining the Military Occupation Data Bank (MODB) to provide computerized storage of information on the job content of all MOS to users of occupational data information stored in the MODB.

g. Developing occupational research methods to include job analysis and evaluation techniques.

h. Developing and maintaining the New Equipment Personnel Requirements Summary (NEPRS) to provide advance information on the personnel, training, and organizational implications of new or modified materiel/weapons systems under development.

i. Establishing liaison with USACDC, USA MC, USCONARC, and other agencies, as appropriate, to facilitate the development of occupational and personnel information.

1-12. The Adjutant General. The Adjutant General is responsible for the publication and distribution of changes to MOS manuals, implementing circulars, and changes to TOE/TDA.

1-13. Commanding Officer, U.S. Army Data Support Command. The Commanding Officer, U.S. Army Data Support Command is responsible for the updating of DOD, Army, and Civilian Occupational Code Data Tapes.

1-14. Director, U.S. Army Management Systems Support Agency. The Director, U.S. Army Management Systems Support Agency (USA MSSA) is responsible for ADPE and related service support to HQ, DA and USACDC for the preparation of reports on TOE affected by MOS changes and printer's manuscripts for the publication of TOE changes.

1-15. Commanding General, U.S. Continental Army Command. The Commanding General,

U.S. Continental Army Command is responsible for—

a. Informing the Chief of Personnel Operations of individual training plans and programs which may have an effect on MOS or on the MOS structures and the Army personnel system. Information copies will be provided to CGUSAMC, CGUSA CDC, and Logistics Doctrine and Systems Support Agency (LDSA).

b. Providing training information as specified in chapters 3 and 4 to the agency responsible for the development of new or modified equipment/weapons systems and to the agency responsible for the development of new or improved doctrine/organizations.

c. Revising occupational training courses to conform to changes in the MOS structures.

d. Providing the Chief of Personnel Operations the information specified in paragraph 3-11*c* for the development of the New Equipment Personnel Requirements Summary.

1-16. Commanding General, U.S. Army Materiel Command. The Commanding General, U.S. Army Materiel Command, is responsible for—

a. Providing the Chief of Personnel Operations, Quantitative and Qualitative Personnel Requirements Information (QQPRI), as specified in chapter 3 for new or modified equipment/weapons systems being developed by the USAMC. Information copies will be provided to CGUS CONARC and CGUSACDC.

b. Providing the Chief of Personnel Operations with the information specified in paragraph 3-11*a* for the development of the New Equipment Personnel Requirements Summary.

c. Informing the Chief of Personnel Operations of maintenance and supply concepts and requirements which may have an effect on MOS or on the MOS structures and the Army personnel system. Information copies will be provided to CGUSCONARC, CGUSACDC, and Logistics Doctrine and Systems Agency (LDSA).

1-17. Commanding General, U.S. Army Combat Developments Command. The Commanding General, U.S. Army Combat Developments Command is responsible for—

a. Providing the Chief of Personnel Operations personnel requirements information as specified in chapter 4 for new or improved doctrine/organizations.

b. Providing the information specified in chapter 3 to the agency responsible for the development of new or modified equipment/weapons systems.

c. Providing the Chief of Personnel Operations with the information specified in paragraph 3-11*b* for the development of the New Equipment Personnel Requirements Summary.

d. Changing TOE for which he is proponent, with the ADP support of USAMSSA, to conform to changes in the MOS structures.

e. Approving changes to TOE for which he is proponent, caused by additions, deletions, and revisions to the MOS structure, which do not result in either increases in unit strengths or changes in manpower identity (e.g., enlisted to warrant officer).

f. Providing information copies of the communication covered in *a* above to CGUSCONARC and Logistics Doctrine and Systems Agency (LDSA).

1-18. Other agencies. *a.* The Surgeon General, the Chief of Engineers, Commanding General, U.S. Army Security Agency, Commanding General, U.S. Army Strategic Communications Command, and heads of other responsible Headquarters, Department of the Army agencies and field commands within their field of interest are responsible for—

(1) Providing the Chief of Personnel Operations.

(*a*) QQPRI as specified in chapter 3 for new or modified equipment/weapons systems for which they are the responsible materiel developer.

(*b*) The information specified in paragraph 3-11*a* for the development of the New Equipment Personnel Requirements Summary for new or modified equipment/weapons systems for which they are the responsible materiel developer.

(*c*) Personnel requirements information as specified in chapter 4 for new or improved doctrine/organizations for which they are the responsible combat developer.

(2) Revising occupational training courses, for which they are responsible, to conform to changes in the MOS structures.

b. The Commanding General, U.S. Army Security Agency is responsible for preparing changes to TOE for which he is proponent caused by additions, deletions, and revisions to the MOS structures.

CHAPTER 2

MOS DEVELOPMENT OTHER THAN THAT PRESCRIBED IN CHAPTER 3, NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS AND CHAPTER 4, NEW OR IMPROVED DOCTRINE/ORGANIZATIONS

Section I. PROCEDURES

2-1. General. This chapter establishes procedures for all MOS development other than that prescribed in chapter 3, New or Modified Equipment/Weapons Systems, and chapter 4, New or Improved Doctrine/Organizations.

2-2. Basis for initiating changes. Additions, deletions, and revisions of MOS are required to reflect technological developments and changes in organizations, functions, and missions. However, before recommending an MOS change, the appropriate MOS manuals, AR 611-101 and 611-102 for commissioned officers, AR 611-112 and 611-113 for warrant officers, and AR 611-201 and 611-202 for enlisted personnel, should be reviewed to determine if current MOS will satisfy the requirements involved. It must be realized that changes to the MOS classification system, especially changes of MOS codes, require appropriate changes to all authorization documents containing the MOS. Therefore, a proposed MOS change must be supported by all available data specified in section II.

2-3. Initiation and processing of changes. *a.* The Chief of Personnel Operations will conduct

continuing appraisals of the MOS to insure that all MOS are current. Action will be initiated to add, delete, or revise MOS when existing MOS are not responsive to the Army's needs.

b. Users of the MOS system will submit personnel requirements information as specified in section II, with proposals for new MOS, deletion of an MOS or revisions of a current MOS through channels to the Chief of Personnel Operations, ATTN: OPOPMO, Department of the Army, Washington, D.C. 20315.

c. Processing of changes

(1) Heads of Headquarters, Department of the Army agencies and major Army field commanders will evaluate the personnel requirements information received from subordinate commanders and forward the information to the Chief of Personnel Operations, when appropriate.

(2) The Chief of Personnel Operations will--

(*a.*) Develop an MOS position and coordinate it in accordance with paragraph 5-1.

(*b.*) Announce the MOS decision in accordance with paragraph 5-2.

Section II. PERSONNEL REQUIREMENTS INFORMATION FOR OTHER THAN NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS OR NEW OR IMPROVED DOCTRINE/ORGANIZATIONS

2-4. General. Personnel requirements information listed in paragraphs 2-5 through 2-11 will be furnished as specified in section I by users of the MOS system.

2-5. Basis for request. A brief statement of the type of action requested--addition, revision, or deletion--will be provided by the recommending agency or command.

a. If the request is for a new MOS or a change to an existing MOS, the reason that the position cannot be effectively classified under existing MOS 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. Examples of application of new or revised MOS to current and proposed TOE/TDA in order to show representative authorizations. Identify by TOE/TDA, paragraph, line number, and position title; indicate the number of positions at level 1 only for TOE, authorized only for TDA. See figure 2-1 for format.

Revised MOS which have no impact on current or proposed TOE as pertains to position title, MOS code, 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 publication supply channels.

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

a. Duties and tasks. Describe all duties and tasks. State how and why the duties are performed.

b. Qualifications required.

(1) Include knowledges, 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 subject, special licenses, certifications, ratings, or other factors essential to satisfactory performance of duty in the specialty.

2-9. Type of supervision received. Include duty position title, MOS code, and authorized grade (and branch for officers) of supervisor.

2-10. Relationship with other MOS. (Applicable to enlisted personnel 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.

2-11. 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.

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, 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) is experienced by the duty position incumbent while participation in performance of the normal unit mission.

k. Any other consideration in the determination of the duty position grade, whether or not unique to a particular duty position, function, or unit.

TOE/TDA _____		MOS _____		PAGE _____		OF _____		PAGES _____	
		PRESENT		LEVEL 1		PROPOSED		LEVEL 1	
		DUTY		(TOE)		DUTY		(TOE)	
PARA	LINE	POSITION	MOS	GRADE	AUTH (TDA)	POSITION	MOS	GRADE	AUTH (TDA)

Figure 2-1. Sample TOE/TDA impact.

CHAPTER 3

MOS DEVELOPMENT FOR NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS

Section I. PROCEDURES

3-1. General. *a.* The potential impact of New or Modified Equipment/Weapons Systems on the personnel system and the need to develop MOS for these systems in an orderly and timely manner in connection with other research and development events necessitates the establishment of separate procedures. This chapter in consonance with AR 11-25, AR 71-1, and AR 705-5, establishes the responsibilities and procedures for the development of Qualitative and Quantitative Personnel Requirements Information (QQPRI), for new or modified equipment/weapons systems.

b. The MOS decision for new or modified equipment/weapons systems represents a coordinated position between OPO and the responsible materiel developer, i.e., CGUSAMC, CGUSASA, CGUSA STRATCOM, or the Chief of Engineers, on the skills required to operate and support the system; the combat developer, CGUSACDC, for the doctrinal and organizational concepts for the system; and the trainer, CGUSCONARC, 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, the combat developer, or CGUSCONARC as appropriate, will indicate the impact this lack of information has on the MOS recommendation and provide the date when the missing information is expected to be available.

c. New equipment MOS development is correlated with the Army Materiel Life Cycle Management (Model) to permit the coordinated establishment of MOS required to support combat developments, training, materiel and personnel activities. THE STEP NUMBERS SHOWN IN THIS SECTION CORRESPOND TO THE STEP NUMBERS (MILESTONES) SHOWN IN THE ARMY MATERIEL LIFE CYCLE MANAGEMENT (MODEL). The QQPRI responsibilities follow. (Exempt report paragraph 80y, AR 335-15.)

d. The lengthy time period between QMR or

SDR 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. The New Equipment Personnel Requirements Summary (NEPRS) provides the source of this information for planning purposes. NEPRS informational requirements are established in section III.

3-2. Provisional QQPRI, Step 34. The Developing agency responsible for conducting the R&D effort to attain the objective of the QMDO will furnish a copy of the Provisional QQPRI to the Chief of Personnel Operations, ATTN: OPOPMO, immediately upon completion of materiel research, exploratory development, or advanced development (Steps 11, 18, 28). The provisional QQPRI will include all available data shown in the explanatory information for Step 34.

3-3. Updated QQPRI, Step 117. *a.* The responsible materiel developer will—

(1) In coordination with the combat developer and trainer, continuously verify and update provisional QQPRI information.

(2) Immediately following completion of the Preparation of Total Maintenance Requirements by Location, Step 112, furnish the information specified in section II (Updated QQPRI, Step 117) to the Chief of Personnel Operations, ATTN: OPOPMO in sufficient time to permit the Tentative MOS Decision (Step 119) action to be accomplished prior to initiation of Preparation of the Advanced Individual Training Plan and Program, Step 123.

b. The Commanding General USACDC will provide the responsible materiel developer, upon request, the information specified in paragraph 3-8 for input into the Updated QQPRI.

c. The Commanding General, USCONARC will provide the responsible materiel developer, upon request, the information specified in paragraph 3-9 for input into the Updated QQPRI.

d. The Chief of Personnel Operations will—

(1) Develop a tentative MOS position and coordinate it with the Army General and Special Staff as appropriate.

(2) Announce the tentative MOS decision, Step 119, to the responsible materiel developer, CGUSACDC and CGUSCONARC.

3-4. Final QQPRI, Step 156. a. The responsible materiel developer will, in coordination with the combat developer and trainer, continuously verify and update the updated QQPRI. The Final QQPRI, evolving from the updated QQPRI, will be submitted to the Chief of Personnel Operations, ATTN: OPOPMO in sufficient time to permit the completion of the Final MOS Decision, Step 157 and the incorporation of resultant MOS into the Initial Draft Plan TOE, Step 161.

b. The Commanding General, USACDC will provide the responsible materiel developer, upon request, the updated information specified in paragraph 3-8 for input into the Final QQPRI.

c. The Commanding General, USCONARC will provide the responsible materiel developer, upon request, the updated information specified in paragraph 3-9 for input into the Final QQPRI.

d. The Chief of Personnel Operations will—

(1) Develop a final MOS position and coordinate it with the Army Staff and field commanders, as appropriate.

(2) Announce the final MOS decision in accordance with paragraph 5-2.

3-5. Expedited QQPRI. The following procedures apply when limited procurement or similar expedited new equipment actions preclude adherence to the above procedures.

a. The responsible materiel developer will initiate action to prepare and submit the Expedited QQPRI. The procedures prescribed in paragraph 3-3 apply, *except that the Expedited QQPRI will be submitted to the Chief Personnel Operations, ATTN: OPOPMO, at least 3 months prior to the submission of the recommended procurement action to ACSFOR.*

b. The Commanding General, USACDC will provide the responsible materiel developer, upon request, the information specified in paragraph 3-8 for input into the Expedited QQPRI.

c. The Commanding General, USCONARC will provide the responsible materiel developer, upon request, the information specified in paragraph 3-9 for input into the Expedited QQPRI.

d. The Chief of Personnel Operations will—

(1) Develop an MOS position and coordinate it with the Army Staff and field commanders, as appropriate.

(2) Announce the final MOS decision in accordance with paragraph 5-2.

Section II. QUALITATIVE AND QUANTITATIVE PERSONNEL REQUIREMENTS INFORMATION (QQPRI) FOR NEW OR MODIFIED EQUIPMENT/WEAPONS 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, the combat developer and the trainer.

3-7. Materiel developer. The materiel developer will furnish—

a. Data Item 14-002, Task and Skill Analysis (TASA)/New Equipment Training Requirements Study as defined in AR 700-51; or

b. The following information when Data Item 14-002 has not been developed:

(1) Brief description of the equipment to be operated and maintained. Maintenance support will be stated in terms of estimated direct and indirect annual maintenance man-hours (AMMH) per component of the end item for each echelon

of maintenance, i.e., organization, direct support and general support.

(2) The quantity of the new equipment item to be delivered to units by fiscal year, the maintenance float factor, the attrition factor and the point in time this factor is to be applied.

(3) 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, warrant officer or enlisted MOS.

(4) Listing of the individual duties and tasks to be performed in each of the above identified positions requiring new or revised MOS. Duties and tasks statements should state how and why the duties are performed.

(5) Suggested MOS from which personnel can be obtained for those duty positions requiring either a new or revised MOS.

✓ (6) Listing of the knowledges, 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.

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

(8) Indication of whether the position required for operation and support of the equipment are exclusively military or civilian and civilian classification if known; suggested basis for determining whether the position should be filled by military or civilian personnel. Reference should be made to AR 1-45 to determine Department of the Army policy and criteria governing delineation of positions as either military or civilian.

(9) The number and current MOS's of personnel qualified, or projected to be qualified in each of the duty positions, identified in *b*(3) above, through contractor or other training conducted during the RDTE phase.

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

(11) 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.

(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, ma-

terial, 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 successfully perform 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) is experienced by the duty position incumbent while participating in performance of the normal unit mission.

(k) Any other consideration in the determination of the duty position grade, whether or not unique to a particular duty position, function, or unit.

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

a. A copy of advance TOE, manning tables or lists, tentative TOE, draft plan TOE, TDA extracts, and mission statements or similar documents in which the positions listed in paragraph 3-7*b*(3) will be authorized, or a listing of applicable organizational documents if available through normal publications supply channels.

b. Unless reflected in the above documents a narrative should be provided which explains:

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

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

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

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

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

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

c. The activation or conversion schedule for each type of unit identified in a above.

3-9. Trainer. The trainer will furnish:

a. An estimate of the number of weeks required to train personnel in proposed new or revised MOS.

(1) New input.

(2) Transition training.

b. If new or revised MOS are not required, an estimate of the number of weeks that must be added to existing courses of instruction (identify) to accommodate the new item of materiel.

c. Subject index, by broad categories, showing the scope of instruction and the approximate number of hours of training to be devoted to each category and related to each new, revised, or current MOS required to operate and support the new item.

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

3-10. General. The New Equipment Personnel Requirements Summary (NEPRS) is designed to provide a single source of information on the personnel, training, and organizational implications of all new or modified materiel under development. In order that the information contained therein is consistent with plans and requirements, procedures are necessary to insure that documentation developed during the equipment development process is provided the Office of Personnel Operations (OPOPMO) on a continual basis. The informational requirements, the responsible organization and the step numbers, where shown, correspond to the step numbers (Milestones) shown in the Army Materiel Life Cycle Management (Model).

3-11. Information required. Responsible agencies will insure that the following information, when developed, as well as updates of same, are furnished:

a. *Materiel developer.*

(1) Master Plans and Schedules for Development, Step 110.

(2) Preliminary Design Materiel Status Review Minutes, Step P14.

(3) Development Descriptions, Step P15.

(4) Maintenance Loading Tradeoff Study, Step P17, particularly the personnel component.

(5) Personnel and Training Requirements

and TOE structures information and data derived from preparation of Total Maintenance Requirements by Location, Step 112.

(6) New Equipment Training Plan, Step 122-126.

(7) Estimates of time, manpower, skills and equipment required for calibration as derived from Performance of Calibration Requirements Studies (Process), Step P29.

(8) Updated Logistical Support Plan, Steps P24, P33.

(9) Preliminary Draft Technical Manuals (Process), Step P26.

(10) Programs of Instructions and Instructional Materials, Step P27.

(11) Safety Release, Step P38.

(12) Minutes of all Materiel Status Evaluation.

(13) Up-dated Maintenance Support Plan; Draft Maintenance Literature, Steps 117, 154.

(14) First Edition TM, Step 100.

(15) Equipment Distribution Planning Studies, Step 209.

b. *Combat developer.*

(1) Updated Unit Structure and BOI Data, Step 116.

(2) Tentative FM and Planned TOE, Step 151.

(3) Draft Field Manual Literature, Step 153.

(4) Initial Draft Plan TOE and Tentative BOI, Step 161.

(5) First Edition Field Manuals, Step 182.

(6) Approved Complete BOI, Step 186.

(7) Plan TOE and BOI, Step 201.

c. Trainer.

(1) Advance Individual Training Plan, Steps 122-126.

(2) Training Plans, Steps 150, 158.

d. Force developer.

(1) Force Level Guidance, Step 37.

(2) The following additional information, when developed, related to materiel development:

(a) Decision on type classification.

(b) The number of spaces to be added to the Force Structure to accommodate the new or modified materiel item.

(c) A recapitulation of MTOE changes to be implemented to account for spaces included in the add-on for the new or modified materiel item.

(d) Spaces to be deleted by phase-out of obsolete materiel items.

CHAPTER 4

MOS DEVELOPMENT FOR NEW OR IMPROVED DOCTRINE/
ORGANIZATIONS

Section I. PROCEDURES

4-1. General. *a.* The potential impact of new or improved doctrine/organizations on the personnel system and the need to develop MOS for the new or improved doctrine/organizations in an orderly and timely manner necessitates the establishment of separate procedures. This chapter, in consonance with AR 71-1 establishes the procedures and responsibilities for the development of personnel requirements information for new or improved doctrine/organizations.

b. The MOS decision for doctrinal and organizational changes represents a coordinated position between OPO and the responsible combat developer, i.e., Commanding General, U.S. Army Combat Development Command, Commanding General, U.S. Army Security Agency, Commanding General, U.S. Army Strategic Communications Command, and The Surgeon General, on the skills and organizations required to support the changes, and with the trainer, CGUSCONARC, 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 combat developer or CGUSCONARC, as appropriate, will indicate the impact this lack of information has on the MOS recommendation and provide the date when the missing information is expected to be available. The Personnel Requirements Information responsibilities follow. (Exempt report paragraph 39y, AR 335-15.)

4-2. Initial Personnel Requirements Information. The following procedures apply:

a. The responsible combat developer will—

(1) Initiate action immediately following approval of derivative studies to prepare and submit the Initial Personnel Requirements Information to support the derivative study. The Initial Personnel Requirements Information will be in narrative form and will include a preliminary recommendation for new MOS or changes to existing MOS, the reasons why new MOS or changes to existing MOS are required, identification of

MOS to be changed or deleted, and identification of TOE in which MOS may be added, changed, or deleted. This information will be furnished to CGUSCONARC for comments considered appropriate concerning preliminary training plans.

(2) Immediately following receipt of training information from CGUSCONARC, collate and submit the Initial Personnel Requirements Information to Chief of Personnel Operations, ATTN: OPOPMO.

b. The Commanding General, USCONARC will provide the responsible combat developer, upon request, preliminary training information considered appropriate, for input into the Initial Personnel Requirements Information.

c. The Chief of Personnel Operations will—

(1) Develop a tentative MOS position and coordinate with the Army General and Special Staff as appropriate.

(2) Announce the tentative MOS decision to the responsible combat developer and CGUSCONARC.

4-3. Final Personnel Requirements Information. The following procedures apply:

a. The responsible combat developer will—

(1) Furnish the information specified in paragraph 4-6 to CGUSCONARC not later than 9 months prior to the effective date of preparation of new authorization documents or of changes to current authorization documents.

(2) Collate the information specified in section II, following receipt of information from CGUSCONARC and submit the Final Personnel Requirements Information to the Chief of Personnel Operations, ATTN: OPOPMO, not later than 6 months prior to the effective date of preparation of new authorization documents or of changes to authorization documents.

b. The Commanding General, USCONARC will provide the responsible combat developer, upon request, the information specified in paragraph 4-7 for input into the Final Personnel Requirements Information.

c. The Chief of Personnel Operations will—

(1) Develop a final MOS position and coordinate it with the Army Staff and field commanders, as appropriate.

(2) Announce the final MOS decision in accordance with paragraph 5-2.

4-4. Expedited Personnel Requirements Information. The following procedures apply when expedited new or improved doctrine/organizations preclude adherence to the above procedures.

a. The responsible combat developer will—

(1) Initiate action to prepare and submit the Expedited Personnel Requirements Information. The procedures prescribed in paragraph 4-3 apply, *except that the Expedited Personnel Requirements Information will be submitted to the*

Chief of Personnel Operations, ATTN: OPO PMO, not later than 3 months after the expedited new or improved doctrine/organizations requirement is received.

b. The Commanding General, USCONARC will provide the responsible combat developer, upon request, the information specified in paragraph 4-7 for input into the Expedited Personnel Requirements Information.

c. The Chief of Personnel Operations will—

(1) Develop an MOS position and coordinate it with the Army Staff and field commanders, as appropriate.

(2) Announce the MOS decision in accordance with paragraph 5-2.

Section II. PERSONNEL REQUIREMENTS INFORMATION FOR NEW OR IMPROVED DOCTRINE/ORGANIZATION

4-5. General. The personnel requirements information listed in paragraphs 4-6 and 4-7 will be furnished as specified in section I by the combat developer and the trainer.

4-6. Combat developer. The combat developer will furnish—

a. *Basis for request.* A brief statement of the type of action requested—addition, revision, or deletion—will be provided by the recommending agency or command.

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

(2) 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.

b. *List of duty positions.* Examples of application of new or revised MOS to current and proposed TOE/TDA in order to show representative authorizations. Identify by TOE/TDA, paragraph, line number, and position title; indicate the number of positions at level 1 only for TOE; authorized only for TDA. See figure 2-1 for format. Revised MOS which have no impact on current or proposed TOE/TDA as pertains to position title, MOS code, number of positions, or grade authorization will not require this information.

c. *Copies of proposed organizations.* A copy of advanced TOE, manning tables or lists, tentative TOE, draft plan TOE, TDA extracts, and mission statements or similar documents in which the position listed in b above will be authorized, or a listing of applicable organizational documents if available through normal publications supply channels.

d. *Description of duties.* The description of duties should include the following:

(1) *Duties and tasks.* Describe all duties and tasks. State how and why the duties are performed.

(2) *Qualifications required.*

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

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

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

e. *Type of supervision received.* Include duty position title, MOS code, and authorized grade (and branch for officers) of supervisor.

f. *Relationship with other MOS.* (Applicable to enlisted personnel 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.

g. Authorized strength. The number of positions by type identified in *b* above that will be authorized in each contemplated unit by platoon, section, etc.

h. Activation or conversion schedule. The activation or conversion schedule for each type of unit identified in *c* above.

i. 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:

(1) The level of knowledge required for successful performance in the duty position.

(2) The degree of supervisory responsibility inherent in the performance.

(3) The degree of versatility, initiative, ingenuity, judgment, and creative ability required to perform in the duty position.

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

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

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

(7) The amount of physical energy required to perform work associated with the duty position.

(8) The physical environment in which the duty position incumbent will normally perform.

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

(10) 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.

(11) Any other consideration in the determination of the duty position grade, whether or not unique to a particular duty position, function, or unit.

4-7. Trainer. The trainer will furnish:

a. An estimate of the number of weeks required to train personnel in proposed new or revised MOS.

(1) New input.

(2) Transition training.

b. If new or revised MOS are not required, an estimate of the number of weeks that must be added to existing courses of instruction (identify) to accommodate the new or improved doctrine/organizations.

c. Subject index, by broad categories, showing the scope of instruction and the approximate number of hours of training to be devoted to each category and related to each new, revised, or current MOS required to operate and support the new item.

CHAPTER 5

MOS COORDINATION, APPROVAL, AND IMPLEMENTATION

Section I. MOS COORDINATION AND APPROVAL

5-1. Coordination. The Chief of Personnel Operations will—

a. Coordinate proposed changes to the MOS structures and other MOS actions with USCONARC, USAMC, USACDC, and other appropriate Department of the Army agencies. Coordination time will not exceed 60 days by any one agency. Reasons for delay beyond this time will be furnished in writing to the Chief of Personnel Operations.

b. Following evaluation of comments received from Army field commanders and appropriate

Department of the Army agencies, coordinate proposed changes to the MOS structures with the Army General and Special Staff, as appropriate.

5-2. Notification. The Chief of Personnel Operations will notify ACSFOR, USCONARC, USAMC, USACDC, USASA, USAMSSA, TAG, USADATCOM and other interested agencies and Army field commanders of approved or disapproved changes to the MOS structures and MOS actions. In the case of approved actions, this notification will indicate the proposed effective date of change.

Section II. MOS IMPLEMENTATION

5-3. Implementation. *a.* The Chief of Personnel Operations will prepare—

(1) Changes to the appropriate MOS regulations for each accumulation period.

(2) Department of Army circulars to install MOS changes in to Army systems. The circulars will indicate the effective date of change and prescribe uniform procedures to be followed in accomplishing the changes.

b. The CG, USADC and CG, USASA will prepare TOE changes to install MOS changes in TOE.

5-4. Schedule of events for implementation of MOS changes. See figure 5-1.

5-5. Effective dates. *a.* Proper strength accounting and effective personnel identification and utilization require that authorization document revisions and personnel reclassifications generated by changes to the MOS structures be in phase. Related actions required to accomplish changes are shown in the MOS Processing Chart (appendix).

b. To insure uniformity between authorized and actual strength reporting, MOS changes will be accomplished not earlier than the first day nor later than the 25th day of the first month of a quarter. For example: Personnel reclassification and authorization document changes which result from MOS changes to be installed for the first quarter of a fiscal year will be reported in accordance with

AR 385-60 and AR 600-16, not earlier than 1 July but not later than 25 July. In this example, the Inventory and Projection of Army Strength Report (RCS OPO-45 (R7)) as of 31 July will be the initial report reflecting personnel reclassification and authorization document changes resulting from MOS changes accomplished during the first quarter.

5-6. Expedited MOS changes. Urgent operational requirements may necessitate a change to MOS structures 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 Headquarters, Department of the Army that the use of a new MOS or the revision of an existing MOS is of such importance that immediate implementation is required.

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

c. Followup administrative action to incorporate these changes into pertinent regulations and authorization documents will be in consonance with the normal administrative and time-sequence procedures established in this regulation.

5-7. TOE and TDA changes. The Commanding General, USA CDC, Commanding General USASA and MTOE and TDA/MTDA proponents will insure that actions connected with changing TOE/MTOE and TDA/MTDA are accomplished in a timely manner so that changes are made in authorization documents on or before the completion date established in the circulars.

5-8. Personnel reclassification. Personnel reclassification generated by changes to MOS structures 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 611-103.

b. Warrant officers. Paragraph 6, AR 611-112 and AR 611-103.

c. Enlisted personnel. Section VI, chapter 2, AR 600-200. In addition, specific instruction and

guidance will be provided in each circular for each change to AR 611-201 and AR 611-202 (classified).

(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 SMOS are determined in accordance with paragraph 2-22, AR 600-200.

5-9. Occupational training courses. The Commanding General, USCONARC and other commanders and heads of Department of the Army Staff agencies responsible for conduct of training as specified in AR 350-5 will take necessary actions to revise and recode occupational training courses to conform to approved changes to the MOS structures to insure availability of trained personnel upon implementation.

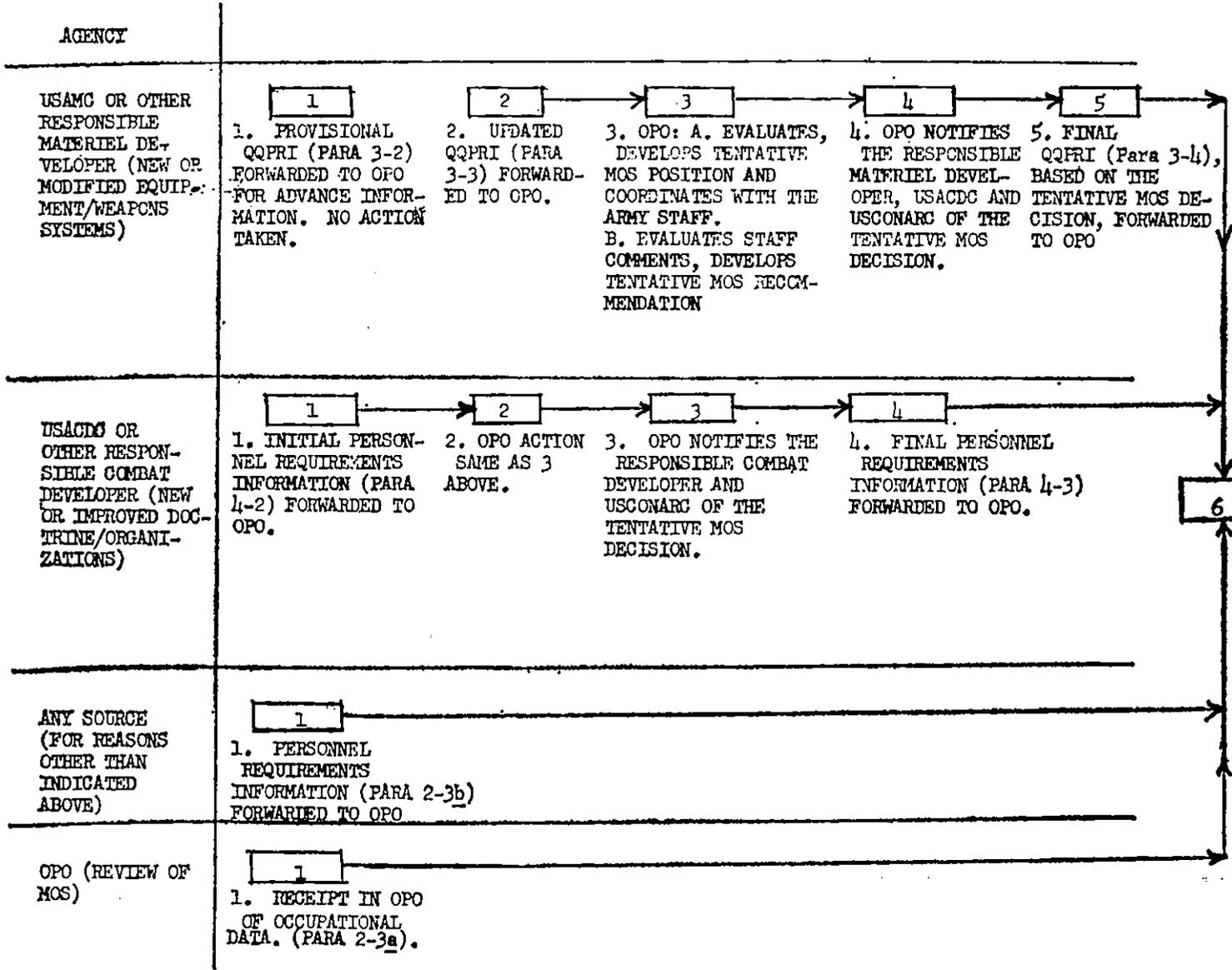
Accumulation Period	Implementation Directives Forwarded to TAG NLT	Implementation Directives Distributed by TAG NLT	Submission of MTOE/TDA/MTDA by Proponents if appropriate	Effective Month of Change
Dec-Feb	Apr	Jun	Jul	Oct
Mar-May	Jul	Sep	Oct	Jan
Jun-Aug	Oct	Dec	Jan	Apr
Sep-Nov	Jan	Mar	Apr	Jul

Figure 5-1. Schedule of events for implementation of MOS changes.

MOS PROCESSING CYCLE

TAO0 778A

31 January 1968



APPENDIX

A-1

AR 611-1

The proponent of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPOPM, Department of the Army, Washington, D.C. 20310.

By Order of the Secretary of the Army:

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*General, United States Army,
Chief of Staff.*

Official:

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*Major General, United States Army,
The Adjutant General.*

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