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ARMY REGULATION

No. 611-1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 4 June 1969

PERSONNEL SELECTION AND CLASSIFICATION
MOS DEVELOPMENT AND IMPLEMENTATION

Effective 1 August 1969

This revision updates requirements and more accurately defines responsibilities of major commands and Army Staff Agencies for the development and implementation of MOS. Local supplementation of this regulation is prohibited except upon approval of the Chief of Personnel Operations.

CHAPTER 1. GENERAL

Section I. PURPOSE AND SCOPE

Paragraph Page

| | | |
|--|------|-----|
| Purpose..... | 1-1 | 1-1 |
| Scope..... | 1-2 | 1-1 |
| Objectives..... | 1-3 | 1-1 |
| Procedures..... | 1-4 | 1-1 |
| Explanation of terms..... | 1-5 | 1-1 |
| II. RESPONSIBILITIES | | |
| General..... | 1-6 | 1-2 |
| Deputy Chief of Staff for Personnel..... | 1-7 | 1-2 |
| Deputy Chief of Staff for Military Operations..... | 1-8 | 1-2 |
| Deputy Chief of Staff for Logistics..... | 1-9 | 1-2 |
| Assistant Chief of Staff for Force Development..... | 1-10 | 1-2 |
| Assistant Chief of Staff for Intelligence..... | 1-11 | 1-2 |
| Assistant Chief of Staff for Communications-Electronics..... | 1-12 | 1-2 |
| Chief of Personnel Operations..... | 1-13 | 1-3 |
| The Adjutant General..... | 1-14 | 1-3 |
| Commanding Officer, US Army Data Support Command..... | 1-15 | 1-3 |
| Commanding Officer, US Army Management Systems Support Agency..... | 1-16 | 1-3 |
| Commanding General, US Continental Army Command..... | 1-17 | 1-4 |
| Commanding General, US Army Materiel Command..... | 1-18 | 1-4 |
| Commanding General, US Army Combat Developments Command..... | 1-19 | 1-4 |
| Other agencies..... | 1-20 | 1-4 |

CHAPTER 2. MOS DEVELOPMENT

Section I. PROCEDURES

| | | |
|---|------|-----|
| General..... | 2-1 | 2-1 |
| Basis for initiating changes..... | 2-2 | 2-1 |
| Initiation and processing of changes..... | 2-3 | 2-1 |
| II. PERSONNEL REQUIREMENTS INFORMATION | | |
| General..... | 2-4 | 2-1 |
| Basis for request..... | 2-5 | 2-1 |
| List of duty positions..... | 2-6 | 2-1 |
| TOE and TDA..... | 2-7 | 2-2 |
| Description of duties..... | 2-8 | 2-2 |
| Description of supervision received..... | 2-9 | 2-2 |
| Relationship with other MOS..... | 2-10 | 2-2 |
| Grading considerations..... | 2-11 | 2-2 |
| Trainer..... | 2-12 | 2-2 |

*This regulation supersedes AR 611-1, 31 January 1968.

CHAPTER 3. MOS DEVELOPMENT FOR NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS

| | Paragraph | Page |
|--|-----------|------|
| Section I. PROCEDURES | | |
| General..... | 3-1 | 3-1 |
| Provisional QQPRI, Block 34..... | 3-2 | 3-1 |
| Updated QQPRI, Block 117..... | 3-3 | 3-1 |
| Final QQPRI, Block 156..... | 3-4 | 3-2 |
| Expedited QQPRI..... | 3-5 | 3-2 |
| II. QUALITATIVE AND QUANTITATIVE PERSONNEL REQUIREMENTS INFORMATION (QQPRI) FOR NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS | | |
| General..... | 3-6 | 3-2 |
| Materiel developer..... | 3-7 | 3-2 |
| Combat developer..... | 3-8 | 3-3 |
| Trainer..... | 3-9 | 3-3 |
| III. INFORMATION FOR NEW EQUIPMENT PERSONNEL REQUIREMENTS SUMMARY (NEPRS) | | |
| General..... | 3-10 | 3-3 |
| Information required..... | 3-11 | 3-4 |
| CHAPTER 4. MOS DEVELOPMENT FOR NEW OR IMPROVED DOCTRINE/ORGANIZATIONS | | |
| Section I. PROCEDURES | | |
| General..... | 4-1 | 4-1 |
| Initial Personnel Requirements Information..... | 4-2 | 4-1 |
| Final Personnel Requirements Information..... | 4-3 | 4-1 |
| Expedited Personnel Requirements Information..... | 4-4 | 4-2 |
| II. PERSONNEL REQUIREMENTS INFORMATION FOR NEW OR IMPROVED DOCTRINE/ORGANIZATION | | |
| General..... | 4-5 | 4-2 |
| Combat developer..... | 4-6 | 4-2 |
| Trainer..... | 4-7 | 4-2 |
| CHAPTER 5. MOS COORDINATION AND IMPLEMENTATION | | |
| Section I. MOS COORDINATION | | |
| Coordination..... | 5-1 | 5-1 |
| II. MOS IMPLEMENTATION | | |
| Implementation..... | 5-2 | 5-1 |
| Schedule of events for implementation of MOS changes..... | 5-3 | 5-1 |
| Effective dates..... | 5-4 | 5-1 |
| Expedited MOS changes..... | 5-5 | 5-2 |
| MTOE/TDA/MTDA changes..... | 5-6 | 5-2 |
| Personnel reclassification..... | 5-7 | 5-2 |
| Occupational training courses..... | 5-8 | 5-2 |
| APPENDIX. MOS PROCESSING ACTIONS..... | | A-1 |

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. These procedures govern development and implementation of new MOS, revisions to existing MOS, and the deletion of existing MOS resulting from—

- a. Organizational and doctrinal changes.
- b. New or modified equipment/weapons systems.
- c. Any other cause requiring modification of MOS structures.

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 and evaluation.
 - (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. Procedures. This regulation, used in conjunction with—

- a. AR 611-101, AR 611-102 (classified), AR 611-112, AR 611-113 (classified), AR 611-201, and

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

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

1-5. Explanation of terms. a. *Military Occupational Specialty (MOS)* is a term used to identify a grouping of duty positions possessing such close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level.

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

c. *Job Analysis* is the collection, analysis and organization of occupational data. It includes the separation of the work performed in a specific position into its duties and tasks to determine what the duties are, why and how they are performed, the skills required, and the physical and mental demands the position makes upon the incumbent.

d. *Job Evaluation* is a systematic method of subjectively appraising the relative value of each position with other positions and objectively measuring the value of the position against an established criterion for the purpose of determining appropriate grade standards.

e. *Tentative MOS* are those MOS announced 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 United States Army Materiel Command (USAMC) or other materiel development agencies in coordination with United States Army Combat Developments Command (USACDC) and United States Continental Army Command (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. Modification of ADP systems are included within the scope of this definition.

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 of the system involved.

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, AR 10-122 (classified), AR 11-25, AR 71-1, AR 310-3, AR 381-143 (classified), AR 705-5 and DA Pam 11-25, and are specifically related to MOS development and implementation.

1-7. Deputy Chief of Staff for Personnel (DCSPER). DCSPER is responsible for establishing policies, plans and programs pertinent to the development, implementation and maintenance of the MOS structures to include exceptions to established policy.

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

1-9. Deputy Chief of Staff for Logistics (DCSLOG). DCSLOG is responsible for providing guidance to DCSPER and ACSFOR for development and support of logistical MOS requirements.

1-10. Assistant Chief of Staff for Force Development (ACSFOR). ACSFOR 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. These responsibilities are accomplished through coordination with the Army Staff of combat development studies, pro-

posed authorization documents, MOS actions and other related actions.

b. Developing instructions which will insure uniform and expeditious revision of authorization documents to reflect additions, deletions or revisions to the MOS structure.

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

d. Approving reclassification changes required by MOS changes, which are submitted by proponents of TOE/MTOE/TDA/MTDA for Department of the Army approval in accordance with AR 310-31, AR 310 44, and AR 310-49.

e. Furnishing the activation or conversion schedule for each type of unit identified in paragraph 3-8*a*.

1-11. Assistant Chief of Staff for Intelligence (ACSI). ACSI is responsible for furnishing DCSPER information pertaining to changes in intelligence doctrine and organizational concepts which may impact on the MOS structure.

1-12. Assistant Chief of Staff for Communications-Electronics (ACSC-E). ACSC-E is responsible for furnishing DCSPER with—

a. Information pertaining to changes in doctrine or organizational concepts which may impact on the MOS structure.

b. Recommendations for changes in the MOS structures to include changes to standards of grade authorization, commensurate with missions and functions.

1-13. Chief of Personnel Operations (COPO). COPO 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 establish personnel qualifications to facilitate the selection, training, distribution, assignment and utilization of personnel.

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

c. Developing, coordinating, and forwarding to TAG necessary personnel and position regulatory instructions to insure uniform implementation of MOS changes throughout the Army forces, both active and reserve.

d. Within established DA policy, approving additions, deletions or revisions to the MOS structures to include changes to standards of grade authorizations.

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

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

g. Developing 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.

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

i. 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.

j. Establishing liaison with the Army Staff, U.S. Army Combat Developments Command, U.S. Army Materiel Command, U.S. Continental Army Command, U.S. Army Strategic Communications Command, U.S. Army Logistics Doctrine, Systems and Readiness Agency (USALDSRA), and other agencies, as appropriate, to facilitate the

development of occupational and personnel information.

k. Developing initial MOS conversion estimates in percentages derived from study of sample TOE involved in MOS additions, deletions, or revisions, and furnishing these percentages to other staff agencies and commands during the coordination phase of the MOS processing cycle.

l. Furnishing interested agencies with the earliest possible notification of approved MOS decisions.

1-14. The Adjutant General (TAG). Tag is responsible for the publication and distribution of changes to MOS manuals, implementing circulars, and changes to TOE/TDA.

1-15. Commanding Officer, U.S. Army Data Support Command (COUSADATCOM). CO USADATCOM is responsible for—

a. The updating of DOD, Army, and Civilian Occupational Code Data Tapes.

b. Maintenance of standardized computer programs used at Personnel Management and Accounting Card Processor (PERMACAP) activities for editing MOS data in the personnel status file.

c. Maintenance of standardized computer programs used at major commands and CONUS armies for editing MOS data in the personnel master files.

d. Maintenance of computer programs used at Department of the Army for editing MOS data in the Officer Master Tape Records and Enlisted Master Tape Records.

e. Maintenance and distribution of an automated Master File of Officer, Warrant Officer and Enlisted MOS along with related required compatible data and projection information.

f. Maintenance of the MODB data base.

1-16. Commanding Officer, U.S. Army Management Systems Support Agency (COUSAM SSA). The COUSAMSSA, is responsible for automated data processing and related service support to HQ DA for preparation of reports on TOE/MTOE/TDA affected by MOS changes. Prepares printer's manuscripts for the publication of MTOE/TDA including application of MOS administrative changes (MOS changes which are interchangeable on a one-for-one basis) by automated methods.

1-17. Commanding General, U.S. Continental Army Command (CGUSCONARC). CGUSCONARC is responsible for—

a. Informing COPO 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, CGUSACDC, and United States Army Logistics Doctrine, Systems and Readiness Agency (USALDSRA).

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. Establishing, revising or deleting training courses to conform to changes in the MOS structures and for coordinating these changes (for MOS producing courses) with OPO prior to publication as prescribed in current DA policy.

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

1-18. Commanding General, U.S. Army Materiel Command (CGUSAMC). CGUSAMC is responsible for—

a. Providing COPO, 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 CGUSCONARC, CGUSACDC, and USALDSRA.

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

c. Informing COPO 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 USALDSRA.

1-19. Commanding General, U.S. Army Combat Developments Command (CGUSACDC). CGUSACDC is responsible for—

a. Providing COPO with personnel require-

ments 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. Changing TOE for which he is proponent to conform to changes in the MOS structures.

d. 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).

e. Providing information copies of the communication covered in *a* above to CGUSCONARC and USALDSRA.

f. Furnishing DCSPER with qualitative and quantitative impact of MOS changes on TOE. These computations will replace the initial estimates in percentages provided by COPO (during the development of the MOS decision) pertaining to conversion data.

1-20. Other agencies. *a.* The Surgeon General (TSG); 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 COPO with—

(*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 3-11a 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) Establishing or revising training courses, for which they are responsible, to conform to changes in the MOS structures.

(3) Providing information copies of the communications covered in (1)(*a*) and (1)(*c*) above to CGUSCONARC and USALDSRA.

b. The Commanding General, U.S. Army Security Agency is responsible for—

(1) Preparing changes to TOE for which he is proponent caused by additions, deletions and revisions to the MOS structures.

(2) Furnishing DCSPER with qualitative and quantitative impact of MOS changes on TOE. These computations will replace the initial esti-

mates in percentages provided by COPO (during the development of the MOS decision) pertaining to conversion data.

c. The Commanding General, U.S. Army Strategic Communications Command is responsible for preparing changes to MTOE/TDA for which he is proponent, caused by additions, deletions and revisions to the MOS structures.

CHAPTER 2

MOS DEVELOPMENT

Section I. PROCEDURES

2-1. General. This chapter establishes standard 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 agency concerned should review the appropriate MOS manuals, AR 611-101 and 611-102 (classified) for commissioned officers, AR 611-112 and 611-113 (classified) for warrant officers, and AR 611-201 and AR 611-202 (classified) for enlisted personnel, 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 as well as changes in selection, training, distribution, assignment and utilization of personnel. Therefore, a proposed MOS change must be

supported by all available data specified in section II below.

2-3. Initiation and processing of changes. *a.* COPO will conduct continuing appraisals of the MOS to insure that all MOS are current. Coordinated action will be taken 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, DC 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 COPO when appropriate.

(2) COPO will act upon all MOS proposals as outlined in chapter 5.

Section II. PERSONNEL REQUIREMENTS INFORMATION

2-4. General. Personnel requirements information listed in paragraphs 2-5 through 2-11 will be furnished as specified in section I above 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. Develop requirements for all TOE and TDA to reflect the appli-

cation of all proposed new or revised MOS which are predetermined to have an impact upon the MOS code, position title, number of positions (manpower) or grade authorization. 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 publications supply channels.

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

a. Duties and tasks. Describe all duties and tasks in logical sequence. 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 an academic subject, special licenses, certifications, ratings, or other factors essential to satisfactory performance of duty in the specialty.

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

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

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. In addition an appropriate grade should be recommended, if indicated.

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

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

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

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

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

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

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

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

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

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

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

2-12. 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.

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

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, AR 350-12, 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, including new or modified ADP systems.

b. The tentative MOS decision for new or modified equipment/weapons systems represents a coordinated position between OPO and the responsible materiel developer, i.e., CGUSAMAC, CGUSASA, CGUSASTRATCOM, Chief of Engineers, or others, 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, or other trainers, for the training plan. When complete information specified in section II of this chapter and section II of chapter 2 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 Life Cycle Management Model to permit the coordinated establishment of MOS required to support combat developments, training, materiel and personnel activities. **THE BLOCK NUMBERS SHOWN IN THIS SEC-**

TION CORRESPOND TO THE BLOCK NUMBERS (MILESTONES) SHOWN IN THE LIFE CYCLE MANAGEMENT MODEL FOR ARMY SYSTEMS, DA Pam 11-25. The QQPRI responsibilities follow. (Exempt report paragraph 7-2y 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 Block 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 Chief of Personnel Operations, ATTN: OPOPMO, immediately upon completion of materiel research, exploratory development, or advanced development (Blocks 11, 18). The provisional QQPRI will include all available data shown in the explanatory information for Block 34.

3-3. Updated QQPRI, Block 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, Block 112, furnish the information specified in section II (Updated QQPRI, Block 117) to Chief of Personnel Operations, ATTN: OPOPMO in sufficient time to permit the Tenta-

tive MOS Decision (Blocks 118, 119) action to be accomplished prior to initiation of Preparation of the advanced Individual Training Plan and Program, Blocks 123 and 124.

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 2-12 for input into the Updated QQPRI.

d. COPO will—

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

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

3-4. Final QQPRI, Block 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 Chief of Personnel Operations, ATTN: OPOPMO in sufficient time to permit the completion of the Final MOS Decision, Block 157 and the incorporation of resultant MOS into the Initial Draft Plan TOE, Block 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 2-12 for input into the Final QQPRI.

d. COPO will take action as prescribed in chapter 5.

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 of Personnel Operations, ATTN: OPOPMO, at least 3 months prior to the submission of the recommended procurement action to the Assistant Chief of Staff for Force Development.*

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 2-12 for input into the Expedited QQPRI.

d. COPO will take action as prescribed in chapter 5.

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) Identity of the DA approved statement of requirement (QMDO, QMR, SDR, CDOG paragraph reference).

(2) Brief description of the equipment to be operated and maintained. Maintenance, i.e., organization, direct support, general support and depot support, will be stated in terms of estimated direct annual maintenance man-hours per component of the end item for each echelon of maintenance.

(3) The quantity of the new equipment item to be delivered to units by fiscal year, the Operational Readiness Float factor, the attrition factor and the point in time this factor is to be applied.

(4) 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.

(5) 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.

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

(7) 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.

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

(9) Indication of whether the position required for operation and support of the equipment are exclusively military or civilian and civilian classification if known; suggested bases 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.

(10) The number and current MOS of personnel qualified, or projected to be qualified, in each of the duty positions identified in (4) above, through contractor or other training conducted during the RDTE phase.

(11) 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.

(12) Recommended grade (para 2-11).

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 3-7b(4) 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 3-7b(4)) 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 (include 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 (include branch designation for officers).

(6) The number of positions by type identified in paragraph 3-7b(4) that will be authorized in each contemplated unit by platoon, section, etc.

3-9. Trainer. The trainer will furnish information as required in paragraph 2-12.

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 and it is published annually and updated quarterly. In order that the information contained therein is consistent with plans and requirements, procedures are necessary to insure that documen-

tation 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 Block numbers, where shown, correspond to the Block numbers (Milestones) shown in DA Pam 11-25, Life Cycle Management Model for Army Systems.

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, Block 110.

(2) Total Maintenance Requirements by Location, Block 112.

(3) Up-Dated Maintenance Support Plan, Blocks 117, 154.

(4) New Equipment Training Plan, Block 147.

(5) First Edition Technical Manuals (TM) and Field Manuals (FM), Blocks 180 and 182.

(6) Equipment Distribution Planning Studies, Block 209.

(7) Minutes of Prototype System SSE, Block 144.

(8) Maintenance Literature and Engineer Change Proposals, Block 155.

(9) AMP, Blocks 159, 160.

b. Combat developer.

(1) Proposed Qualitative Materiel Requirement, Block 40.

(2) Approved QMR, Blocks 41-42.

(3) Updated Unit Structure and BOI Date, Block 116.

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

(5) Complete BOI Plan, Blocks 184, 185 and 186.

(6) Plan TOE and CBOI, Blocks 200, 201.

(7) Evaluation DAT, complete draft FM and initial draft plan TOE, Block 151.

(8) Draft Field Manual Literature, Block 153.

(9) Input to Total Maintenance Requirements, Block 115.

c. Trainer.

(1) Advance Individual Training Plan, Blocks 122, 124, 125, 126 and 203.

(2) Training Plans, Block 157.

(3) Updated Training Plans, Block 221.

(4) Input to TOTAL Maintenance Requirements, Block 113.

d. Force developer.

(1) Force Level Guidance, Block 37.

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

(a) Decision on type classification, Blocks 168, 169, 170, 195.

(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.

(e) Revised TOE, Blocks 216, 217.

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 tentative MOS decision for doctrinal and organizational changes represents a coordinated position between COPO, The Army Staff, and the responsible combat developer, i.e., CGUSACDC, CGUSASA, CGUSASTRAT COM, 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 mission 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 mission information is expected to be available. The Personnel Requirements Information responsibilities follow. (Exempt report paragraph 7 2y, 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 ex-

isting 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 CGUSCONARC will provide the responsible combat developer, upon request, preliminary training information considered appropriate, for input into the Initial Personnel Requirements Information.

c. COPO will—

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

(2) Announce the approved final 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 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 CGUSCONARC will provide the responsible combat developer, upon request, the information specified in paragraph 4-7 for input into the Final Personnel Requirements Information.

c. COPO will take action as prescribed in chapter 5.

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 initiate action to prepare and submit the Expedited Per-

sonnel Requirements Information. The procedures prescribed in paragraph 4-3 apply, *except that the Expedited Personnel Requirements Information will be submitted to Chief of Personnel Operations, ATTN: OPOPMO, not later than 3 months after the expedited new or improved doctrine/organizations requirement is received.*

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

c. COPO will take action as prescribed in chapter 5.

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. Information required under provisions of section II, chapter 2 (as it is available).

b. Authorized strength. The number of positions by type that will be required to support the proposal under consideration.

4-7. Trainer. The trainer will furnish information as required by paragraph 2-12.

CHAPTER 5

MOS COORDINATION AND IMPLEMENTATION

Section I. MOS COORDINATION

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

a. Develop a position on MOS proposals for coordination with appropriate agencies within the Army Staff and with major commands concerned. Coordination time will not exceed 60 days by any one agency. Reasons for delay beyond this time will be furnished in writing to the Chief of Personnel Operations. Normal coordination time or objectives for all parties concerned are shown in the MOS Processing Chart in figure 5-1.

b. Notify ACSFOR, USCONARC, USACDC, USASA, USAMC, USAMSSA, TAG, USADAT COM and other appropriate major commands, DA

agencies, and Army Staff, by letter or other instrument, of the DA decision on proposed changes to the MOS structures and of other MOS actions. With reference to all approved MOS actions, notification will, whenever possible, be furnished 7 to 10 months prior to the proposed effective date of the change. This information will be disseminated by receiving agencies/commands to the level where reclassification action will be taken. Letters of notification to USACDC and USASA on approved MOS actions will state specifically whether the approved MOS action may be applied to Draft Plan TOE and Plan TOE. If applied, units will not be organized under these TOE prior to the effective date of the change.

Section II. MOS IMPLEMENTATION

5-2. Implementation. *a.* The Chief of Personnel Operations will prepare and forward to The Adjutant General—

(1) Changes to the appropriate MOS regulations for each period of development (fig 5-1).

(2) Department of the Army circulars installing MOS actions in Army systems upon effective dates indicated and in accordance with prescribed uniform procedures which are to be followed in accomplishing the changes.

b. The CGUSACDC, CGUSASA and major commands having TOE proponentcy will prepare numbered TOE changes to install MOS changes in TOE.

c. Major commands which are proponents of TDA will prepare TDA changes to install MOS changes in those TDA on implementation dates announced in DA circulars.

5-3. Schedule of events for implementation of MOS changes. See figure 5-1.

5-4. 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 accountable 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 335-60 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) 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.

5-5. 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 will be taken by TAG upon receipt of copies of messages to incorporate these changes into pertinent regulations and authorization documents.

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

5-6. MTOE/TDA/MTDA changes. ACSFOR, USASA and other MTOE/TDA/MTDA proponents will insure that actions connected with changing authorization documents are accomplished in a timely manner on or before the completion date established in the circulars.

5-7. 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). In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-101 and AR 611-102 (classified).

b. Warrant officers (para 6, AR 611-112; AR 611-103). In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-112 and AR 611-113 (classified).

c. Enlisted personnel (sec VI, ch 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 the SMOS are determined in accordance with paragraph 2-22, AR 600-200.

5-8. Occupational training courses. The Commanding General, USCONARC and other commanders and the Army Staff agencies responsible for conduct of training as specified in AR 350-5 will take necessary action to revise and recode training courses to conform to approved changes to the MOS structures to insure availability of trained personnel upon implementation.

| MOS development period | Quarterly change and implementing directive forwarded to TAG in | Quarterly change and implementing directive distributed by TAG NLT | Proponents submit required TOE/MTOE and TDA/MTDA changes to DA (if appropriate) | USADATCOM modifies computer program edits | Effective month of MOS changes |
|------------------------|---|--|---|---|--------------------------------|
| December-February | March | May | July | September | October |
| March-May | June | August | October | December | January |
| June-August | September | November | January | March | April |
| September-November | December | February | April | June | July |

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

APPENDIX

MOS PROCESSING ACTIONS

| <i>Responsible Agency</i> | <i>Actions Pertaining to Development and Implementation of MOS Proposals</i> | <i>Time Allowed (Objective)</i> |
|---------------------------|---|---------------------------------|
| OPO----- | a. Coordinates an OPO position on the MOS proposal with major commands concerned. Requests USACDC to furnish Qualitative and Quantitative impact on TOE affected by the MOS proposal. | 35 days |
| | b. Incorporates OPO consideration of comments/recommendations of major commanders and coordinates a revised MOS position with appropriate Army Staff agencies. | 30 days |
| | c. Incorporates OPO consideration of comments/recommendations received from Army Staff agencies and provides MOS decision to interested Army Staff agencies and major commanders. At this time, impact data is furnished. | 15 days |
| | d. Returns impact data pertaining to TOE affected to USACDC or USASA, for use in preparing for publication to the field numbered TOE changes in accordance with AR 310-31. | |
| | e. Prepares consolidation of changes for the quarterly development period, and implementing directive and forwards both to TAG for publication. | Fig 5-1 |
| USACDC and USASA. | a. Furnishes DCSPER with qualitative and quantitative impact on TOE for all MOS changes. | Fig 5-1 |
| | b. Following notification of approved MOS decisions, develops for publication impact of MOS changes on TOE as numbered TOE changes. | |
| ACSFOR----- | a. Furnishes OPO, in the appropriate MOS Developmental Period, position reclassification guidance to provide for uniform installation of MOS changes in Army systems. | Fig 5-1 |
| | b. Approves changes to TOE/MTOE/TDA/MTDA resulting from MOS changes. | |

| <i>Responsible Agency</i> | <i>Actions Pertaining to Development and Implementation of MOS Proposals</i> | <i>Time Allowed (Objective)</i> |
|-----------------------------------|---|---------------------------------|
| CONARC and other trainers. | Plan revision of POI/Training Programs affected by MOS changes to coincide with indicated implementation dates. | Fig 5-1 |
| USADATCOM | Modifies, tests, and distributes revised computer programs which will provide for the acceptance or rejection criteria of input data. | Fig 5-1 |
| TAG | Publishes and distributes MOS changes and implementing circulars. | Fig 5-1 |
| Authorization Document Proponent. | <ul style="list-style-type: none"> a. Installs MOS decisions in accordance with personnel and positions reclassification instructions furnished in the DA implementing circular. b. Submits MTOE/TDA/MTDA changes to Department of the Army for approval. | |

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPMO, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

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