

S/S Jan 68

PERSONNEL SELECTION AND CLASSIFICATION
MOS DEVELOPMENT AND IMPLEMENTATION

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Section I. GENERAL

1. Purpose and scope. 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.

2. Policy. MOS development and implementation will be responsive to meet the operational

needs of the Army by identification of personnel position requirements generated by doctrinal and conceptual developments, field operations or new equipment and to meet any other personnel requirements in TOE and TDA units in a timely manner.

3. Objectives. a. Prescribe the basis and fre-

This regulation supersedes AR 611-1, 1 August 1962, AR 611-30, 13 February 1962 and DA Letter AGAO-CC OPOSS-A, 23 March 1964, subject: Personnel Information for New Equipment Items.

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quency for generating and controlling the development of the MOS.

b. Insure that approved MOS additions, deletions, and revisions are installed on a synchronized and phased basis among the following major areas:

- (1) Troop Program.
- (2) Table of organization and equipment (TOE) and table of distribution and allowances (TDA).
- (3) Personnel classification.
- (4) Personnel distribution and assignment.
- (5) Personnel strength reporting.
- (6) Occupational Training Programs.
- (7) Other Personnel Management Programs.

c. Establish the frequency and processing schedule (fig. 1) for review of the MOS contained in AR 611-101, 102, 112, 113, 201, and 202 to determine the continued need or validity of a published MOS.

d. Provide a method for the development of MOS implementing procedures for inclusion in the Army systems in a manner that will permit forecast of personnel requirements predicated on the Army Force Development Plan.

4. Procedural policy. This regulation, used in conjunction with AR 611-101, 611-102, 611-112, 611-113, 611-201, and 611-202, sets forth the procedures for the processing of proposed changes to the officer, warrant officers and enlisted MOS structure, respectively. AR 310-31 and AR 310-44 contain the implementing procedure and respon-

sibilities for changing TOE. AR 310-49 contains the implementing procedure for changing TDA.

5. Definitions. a. *Military Occupational Specialty (MOS).* This term is used to identify a grouping of military jobs possessing such close relationship that an optimal degree of interchangeability exists among persons so qualified.

b. *MOS structure* is a compilation or grouping in which all 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, how and why they are performed, the skills required, and physical and mental demands the position makes upon the incumbent.

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 the appropriate grade standards.

e. *MOS utilization report* is an Automatic Data Processing listing of MOS by TOE which are affected by an MOS action.

f. *Tentative MOS* are those MOS established during the RDTE phase of new equipment for use in training, doctrine, organization, and equipment planning, and program management pending a final MOS decision.

Section II. RESPONSIBILITIES

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

7. The Deputy Chief of Staff for Personnel is responsible for establishing policies pertinent to the development and maintenance of the MOS structures and approving recommendations for additions, deletions, and revisions to the MOS structures.

8. 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.

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

a. Providing timely assistance and 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 manning documents, MOS actions and related actions.

b. Approved changes to authorization documents (TOE, MTOE, TDA, MTDA) caused by additions, deletions and revisions to the MOS structures.

10. The Deputy Chief of Staff for Logistics is responsible for providing advice and assistance

to DCSPER pertinent to the logistic implications of the MOS structure.

11. The Chief of Personnel Operations is responsible for—

a. Developing officer, warrant officer, and enlisted MOS structures, including tentative MOS coding systems, format and scope of the MOS, standards of grade authorization, career patterns, and related personnel systems and standards.

b. Developing implementing procedures for installing new and revised MOS into manning documents in order to facilitate the adjustment of MOS requirement forecasting.

c. Maintaining current the existing MOS structures and the position grading systems of the Army.

d. Preparing specifications for and supervising the acquisition of data on occupational and personnel requirements during development of new weapons systems, materiel, doctrine, and organizations.

e. Developing occupational research methods including job analysis and evaluation techniques.

f. Establishing liaison with USACDC, US AMC, USCONARC, and other agencies, as appropriate, to facilitate the development of occupational and personnel information.

12. The Adjutant General is responsible for the publication and distribution of changes to MOS manuals, MOS career patterns, implementing circulars, and TOE changes, consolidated and individual.

13. U.S. Army Information and Data Systems Command is responsible for ADP support to the Office of Personnel Operations in the preparation of ADP reports on TOE and TDA affected by MOS changes, and to Hqs, DA and USACDC in the preparation of drafts and printer's manuscripts for the publication of TOE and TDA changes, consolidated and individual. See AR 310-31 and AR 310-49.

14. 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 structures.

b. Providing advice and assistance on occupational training implications to the agency responsible for the development of new materiel or new

doctrines and organizations based upon tentative MOS information as described in paragraph 21.

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

15. The Commanding General, U.S. Army Materiel Command is responsible for—

a. Informing the Chief of Personnel Operations of new equipment research and maintenance concepts and requirements which may have an effect on MOS or on the MOS structures and the personnel system.

b. Providing the Chief of Personnel Operations with the information specified in paragraph 21 for all new equipment/weapons systems being developed by the USAMC, and such additional information as may be required in connection with a specific new equipment item.

c. Providing information copies of communications covered in *a* and *b* above to HQS, USCONARC and USACDC.

16. The Commanding General, U.S. Army Combat Developments Command is responsible for—

a. Informing the Chief of Personnel Operations of doctrinal and organizational plans and requirements which may have an effect on the MOS and MOS structures.

b. Developing and recommending to the Chief of Personnel Operations additions, changes or deletions to the MOS structures as prescribed in paragraph 3*k*, AR 10-12. Such recommendations will include the information required by paragraph 20.

c. Providing advice and assistance on personnel requirements generated by new equipment or systems to the agency responsible for the new materiel development, e.g., USAMC, Chief of Engineers (para 21.)

d. Preparing changes to TOE for which he is proponent caused by additions, deletions, and revisions to the MOS structures, with the ADP support of USAIDSCOM, and within the time fram as established by implementing DA circulars and the MOS processing chart (fig. 1).

e. Providing information copies of communications covered in *a*, *b* and *d* above to HQS, USCONARC and USAMC.

17. Other agencies not subordinate to the U.S.

Army Combat Developments Command, U.S. Army Materiel Command, or U.S. Continental Army Command, such as the Assistant Chief of Staff for Intelligence, the Chief of Engineers, the Chief of Communications-Electronics, The Surgeon General, The Provost Marshal General, and major commanders are responsible for informing the Chief of Personnel Operations with information copies to HQS, USCONARO, USAMC, and

USACDC of plans, doctrine, and new equipment development, or training, organizational, and operational changes for which they have responsibility and which may have an impact on MOS or MOS structures.

The U.S. Army Security Agency is in addition, responsible for preparing changes to ASA TOE caused by additions, deletions, and revisions to the MOS structures.

Section III. DEVELOPMENT AND CHANGES OF MOS

18. Basis and frequency for initiating changes. Additions, changes, or deletions to the MOS structures will be submitted whenever there is an indication that the existing MOS are not responsive to the operational needs of the Army. Requests will be submitted to the Chief of Personnel Operations, in sufficient time to allow for approval and implementation on the planned effective date of the changes in accordance with figure 1.

19. Initiation of changes. *a.* The Chief of Personnel Operations will conduct continuing appraisals of the MOS structures to insure that all specialties are current. Action will be initiated to add, delete, or revise MOS when existing MOS are not responsive to the Army's needs.

b. Other HQ DA agencies and major commanders, will consolidate and evaluate recommendations of subordinate commanders and forward them to the Chief of Personnel Operations when appropriate.

20. Information required. Agencies requesting development of or changes to MOS will submit the following information to the Chief of Personnel Operations.

a. Basis for request. A brief statement of the type of action requested—addition, change, 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 compatibil-

ity with position selection criteria in AR 611-112.

b. List of duty positions. A list of existing, or proposed duty positions that the new or revised MOS is intended to classify will be included. These duty positions will be identified by title, line, and paragraph number, and TOE or TDA number and title.

c. TOE and TDA. A copy of tentative TOE, organizational charts, manning charts, or draft plan TOE, TDA extracts, and mission statements will be included when these documents are not available through normal publication 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 minimum acceptable performance of duty.
 - (c) List any special requirements, such as academic subject, special degrees, security clearance, special licenses, certifications, ratings, or other factors essential to 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. For new MOS indicate the MOS from which personnel can

be obtained for utilization in the recommended specialty and MOS to which they can progress.

g. Grading considerations. When appropriate, furnish proposed grade structure in accordance with the appropriate MOS regulation (AR 611-101, AR 611-102, AR 611-201, and AR 611-202).

21. Additional information required for new equipment and weapons systems. Thirty-three months in advance of the fielding of new equipment, the Commanding General, U.S. Army Materiel Command, or other agencies responsible for new development or procurement will, following receipt of required doctrinal, organizational, and training information from USACDC and USCONARC, submit to the Chief of Personnel Operations early position requirements and initial MOS recommendations. OPO will develop a tentative MOS position or decision based on this information. A final coordinated recommendation, based on OPO's tentative MOS position, will be submitted to OPO 15 months prior to fielding of the equipment to allow sufficient time for the MOS decision by DCSPER and coordination of required actions to implement the addition or change to MOS structures. In addition to the requirements of paragraph 20, the following information will be included in new equipment recommendations. (Exempt report, para 39y, AR 335-15.)

a. Current MOS and equipment which may be replaced or superseded if applicable.

b. Identification of the equipment to be operated and maintained.

c. MOS code and grade of all individuals currently utilized in this position in the Research, Development, Test and Evaluation (RDTE) phase.

d. Indication of whether or not the proposed position is exclusively military.

e. Indication of position to be directly supervised by incumbents of proposed position, to include duty position titles, MOS code, and grade (branch for officers) if known.

f. Projected probable strength of each position, by type of unit.

g. Estimated appropriate grade for each position described.

h. Probable date by which positions must be accommodated in the MOS structures for use in personnel, organization, and training programs.

i. The number and current MOS of personnel currently qualified, or projected to be qualified, in the proposed duty position through contractor or other training conducted during the preceding portions of the RDTE phase.

j. If formal resident training were to be established, an estimate of the number of weeks which would be required to train.

(1) New input.

(2) Transitional input.

k. An index by subject of any current or projected new equipment or resident training related to the proposed duty position should be included to show by broad categories the scope of the course and the approximate number of hours of training to be devoted to each category.

l. If the introduction of a new item of equipment appears to require no revision, deletion, or addition to the existing MOS structure, a recommendation of the existing MOS which should be designated for operation, maintenance, and repair of the item at each support level.

Section IV. MOS COORDINATION AND APPROVAL

22. Coordination. *a.* The Chief of Personnel Operations will coordinate MOS as necessary with USCONARC, USAMC, USACDC, USAIDSCOM, USADATCOM, or appropriate DA agencies in accordance with the MOS processing chart, figure 1. Coordination time will not exceed 2 months by any one agency. Reasons for delay beyond this time will be furnished in writing to OPO.

b. The DCSPER will coordinate proposed revisions to the MOS structures and MOS actions submitted by the Chief of Personnel Operations with the General Staff.

23. Approval. *a.* The DCSPER will notify the Chief of Personnel Operations of the approval or disapproval of an MOS action.

b. The Chief of Personnel Operations will notify ACSFOR, USCONARC, USAMC, USAIDSCDC, USAIDSCOM, USADATCOM and other interested agencies of approved or disapproved MOS action.

24. Publishing MOS changes. Normally, quarterly changes to the appropriate MOS regulations will be published by HQ DA.

Section V. IMPLEMENTATION

25. Implementing instructions. Department of the Army implementing circulars will be prepared by the Office of Personnel Operations and approved by the Deputy Chief of Staff for Personnel to install into the structures those MOS which are not self-implementing. The circulars will indicate the effective date and prescribe the procedures to be followed in accomplishing the changes. To insure proper time phasing, related actions will be implemented in accordance with the MOS processing chart, figure 1.

26. Effective dates. *a.* Proper strength accounting and effective personnel identification and distribution require that manning document revisions and personnel reclassifications generated by changes to the MOS structure be in phase. To insure proper time phasing, related actions will be implemented in accordance with the MOS processing chart, figure 1.

b. To insure uniformity between authorized and actual strength reporting, MOS changes will be implemented not earlier than the first day nor later than the 25th day of the first month of a quarter. For example: Personnel reclassification and manning document revisions which result from MOS changes to be installed for the first quarter of a fiscal year will be reported on the unit morning report (RCSAG-140 (R3)) not earlier than 1 July but not later than 25 July. In this example, the Inventory and Projection of Army Strength Report (RCS CSGPA-45 (R7)) as of 31 July will be the initial report reflecting personnel reclassification and manning document changes resulting from MOS changes implemented during the first quarter.

27. Expedited MOS actions. On occasion urgent operational requirements may necessitate a change to MOS structures on an accelerated basis to insure timely implementation. It is emphasized that such expedited actions should be on an exceptional basis. When such actions are indicated, the following procedure will be followed:

a. A determination will be made that initiation of a new MOS or 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 message on a worldwide basis.

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.

28. TOE and TDA changes. *a.* TOE changes will be published and become effective simultaneously with the MOS implementation date.

b. Responsible field commanders will prepare and publish TDA changes so that they will be effective simultaneously with the MOS implementation date.

29. Personnel classification. *a. Commissioned officers.* Reclassification of commissioned officer personnel will conform to the provisions of AR 611-101 and AR 611-102 and the changes thereto, and in accordance with AR 611-103.

b. Warrant officers. Reclassification of warrant officer personnel occasioned by approved changes to AR 611-112 and AR 611-113 will be accomplished in accordance with paragraph 6, AR 611-112 and AR 611-103.

c. Enlisted personnel. Specific instructions and guidance regarding reclassification of enlisted personnel will be provided for each change to AR 611-201 and when necessary for each change to AR 611-202.

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

(2) Skill level digits in the PMOS and SMOS will be determined in accordance with paragraph 2-22, AR 600-200.

30. Occupational training courses. Occupational training courses will be revised and recoded to conform to approved changes to the MOS structures to insure availability of trained personnel upon implementation.

MOS PROCESSING CHART

STEP	ACTIONS	RESPON- SIBLE AGENCY	AS REQUIRED	MONTHS												REMARKS	
				1st MO	2nd AND 3rd MO	4th MO	5th MO	6th MO	JAN MAR APR JUN JUL SEP OCT DEC	APR JUL OCT JAN	MAY AUG NOV FEB	JUN SEP DEC MAR	JUL OCT JAN APR	OCT JAN APR JUL			
1	DEVELOP MOS PROPOSAL	HQS, DA, FLD CMDS	■														SECTION III
2	ANALYZE AND EVALUATE MOS PROPOSAL	OPO		■													PARA 11
3	COORDINATE MOS PROPOSAL	HQS, DA, FLD CMDS			■												PARA 22 AND DCSPER 176 REPORT
4	EVALUATE FIELD COMMENTS AND RECOMMENDATIONS	OPO				■											PARA 22
5	GENERAL STAFF COORDINATION - MOS DECISION	DCSPER					■										PARA 22B, 23
6	REQUEST AIDSCOM REPORT OF TOE AFFECTED BY MOS CHANGES	OPO						■									PARA 13
7	PREPARE ABOVE REPORT FOR OPO AND CDC	AIDSCOM							■								PARA 13
8	NOTIFY INTERESTED AGENCIES OF APPROVED MOS CHANGES	OPO								■							PARA 23B
9	ACCUMULATE CHANGES. PREPARE CAREER PATTERN CHANGES QUARTERLY	OPO									■						PARA 11
10	PLAN REVISION OF TRAINING AFFECTED BY MOS CHANGES	CONARC										■					PARA 14C
11	ACCUMULATE QUARTERLY PROPOSED TOE CHANGES	CDC											■				PARA 16D
12	A. PREPARE IMPLEMENTING CIRCULAR B. FINALIZE MOS SPECIFICATIONS AND CAREER PATTERN CHANGES AND FORWARD TO TAG FOR PUBLICATION	OPO												■			
13	PREPARE QUARTERLY TOE CHANGES AS SCHEDULED BY DA PRIORITY LETTER A. CDC REQUESTS CONSOLIDATION WORKSHEET B. AIDSCOM PREPARES WORKSHEET C. CDC ANNOTATES D. AIDSCOM PREPARES CHANGES E. CDC REVIEWS, ASSEMBLES AND FORWARDS TO ACSFOR	CDC AND AIDSCOM															PARA 13, 16
14	APPROVE IMPLEMENTING CIRCULAR	DCSPER														■	PARA 25
15	FORWARD IMPLEMENTING CIRCULAR TO TAG FOR PUBLICATION	OPO															PARA 25
16	APPROVE TOE CHANGES	ACSFOR															PARA 9B AND AR 310-31
17	FORWARD TOE CHANGES TO TAG	CDC															PARA 16 AND AR 310-31
18	PUBLISH AND DISTRIBUTE MOS AND CAREER PATTERN CHANGES	TAG															PARA 12, 24
19	PUBLISH AND DISTRIBUTE IMPLEMENTING CIRCULAR AND TOE CHANGES	TAG															PARA 12
20	SUBMIT MTOE AND MTDA TO DA, IF REQUIRED	FIELD COMMANDERS															AR 310 - 31 AR 310 - 4D
21	IMPLEMENT MOS CHANGES	FIELD COMMANDERS															PARA 26
22	ACCOMPLISH REORGANIZATIONS	FIELD COMMANDERS															

Figure 1.

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By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

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

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