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No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 18 November 1974

PERSONNEL SELECTION AND CLASSIFICATION
MOS DEVELOPMENT AND IMPLEMENTATION

Effective 1 January 1975

This change revises portions of chapter 4 (MOS Coordination and Implementation) that pertain to the schedule of events for implementation of MOS changes and the effective dates of changes to MOS.

AR 611-1, dated 11 July 1974, is changed as follows:

1. Material which has been added or changed is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

Remove pages	Insert pages
3-3	3-3
4-0 through 4-2	4-0 through 4-2

3. File this change sheet in front of the publication for reference purposes.

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

By Order of the Secretary of the Army:

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ARMY REGULATION

No. 611-1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 11 July 1974

PERSONNEL SELECTION AND CLASSIFICATION

MOS DEVELOPMENT AND IMPLEMENTATION

Effective 1 September 1974

This revision updates requirements and defines responsibilities of major commands and Army Staff agencies for the development and implementation of MOS. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-PMO) 2461 Eisenhower Avenue, Alexandria, VA 22331; other commands will furnish one copy of each to the next higher headquarters.

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CHAPTER 1 GENERAL

1-1. Purpose. This regulation provides policies, objectives, explanations of terms, responsibilities, and procedures for keeping the officer, warrant officer, and enlisted MOS structures of the Army current.

1-2. Scope. This regulation governs development and implementation of new MOS, revisions of existing MOS, and deletion of existing MOS.

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

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

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

(1) Consistent with organizational and doctrine changes.

(2) Concurrent with the introduction of new or modified equipment/weapons systems.

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

(*a.*) Troop Programs.

(*b.*) TOE and TAADS authorization documents.

(*c.*) Personnel classification and evaluation.

(*d.*) Personnel distribution and assignment.

(*e.*) Personnel strength reporting.

(*f.*) Occupational Training Programs.

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

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

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

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

b. AR 310-31 and AR 310-49 which set forth procedures for installing MOS changes in TOE, MTOE and TDA.

1-5. Explanation of terms. *a. MOS system.* The total system that includes the MOS structure,

MOS code, and MOS descriptions which include the standards of grade authorization.

b. MOS structure. An MOS grouping in which the MOS are systematically arranged in a meaningful order of relationship.

c. MOS code (MOSO). The code used to identify MOS, skill level, and special qualification requirements in Army authorization manning documents MOSC also identifies those personnel possessing these specific qualifications.

d. MOS description. A description of the more significant duties performed and the qualifications required in representative positions comprising the MOS.

e. Standards of grade authorization (SGA). Provisions for determining the grades that can be authorized for positions classified in an MOS.

f. Job evaluation. 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.

g. Tentative MOS. Those MOS announced by the Commanding General, US Army Military Personnel Center (MILPERCEN) for the introduction of new or modified equipment systems and new or improved doctrine or organizations for use in planning and program management pending a final MOS decision.

h. Qualitative and quantitative personnel requirements information (QQPRI). A compilation of specified organizational, doctrinal, training, and personnel information developed by a materiel development agency (specified in AR 71-5), in coordination with the US Army Training and Doctrine Command (TRADOC), on new or modified materiel items. This information is used to determine the need for the establishment or revision of MOS and to prepare plans to provide the numbers of trained personnel required to operate and support the new or modified materiel items.

i. Provisional QQPRI. The materiel developer's initial compilation of available new equipment data (para 3-8). The provisional QQPRI is used for advanced planning and preparation of BOIP I development (AR 71-2 and DA Pam 11-25).

j. Initial QQPRI. The first QQPRI document to contain all required materiel developer new equipment data (para 3-8). The Initial QQPRI updates Provisional QQPRI information and

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serves as the basis for MOS, training, TOE impact assessment, and tentative MOS decision.

k. Final QQPRI. The final QQPRI document containing the last materiel developer new equipment data update to the Initial QQPRI. The Final QQPRI serves as the basis for final MOS, training, TOE impact assessment, and MOS decision.

l. Expedited QQPRI. A materiel developer's compilation of available new equipment data (para 3-8). The Expedited QQPRI is used in lieu of other type QQPRI documents when limited, special, product improvement or expedited equipment actions dictate. The Expedited QQPRI results in a final MOS decision.

m. Modified equipment systems. Major modifications to existing equipment 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 explanation.

n. New Equipment Personnel Requirements Summary (NEPRS). 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.

o. The Department of Defense (DOD), Army and Civilian Occupational Code Data File (MOS Master File). This file is a compendium of MOS Code (MOSC) and MOSC-related data that serves as an edit file to verify input transactions to various authorization and personnel master files themselves.

1-6. Responsibilities. The responsibilities assigned in this regulation are specifically related to MOS development and implementation and are in consonance with AR 10-5, AR 10-11, AR 10-13, AR 10-41, AR 10-42, (C) AR 10-122, AR 11-25, AR 70-1, AR 71-1, AR 71-2, AR 71-5, AR 71-6, AR 310-3, AR 381-143, and DA Pam 11-25.

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

a. Establishing policies, plans, and programs pertinent to the development, implementation, and maintenance of the MOS structures, including exceptions to established policy.

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

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

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

a. The Army's operation requirements and priorities having an impact on the MOS structures.

b. Timely advice relative to Army unit training requirements having an impact on the MOS structures.

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

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

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

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

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

1-11. Commanding General, US Army Military Personnel Center (MILPERCEN). CG MILPERCEN is responsible for—

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

b. Establishing a processing cycle for review and analysis of proposed MOS changes (table 1-1).

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

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

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

f. Acquiring data and preparing specifications for occupational and personnel requirements dur-

ing development of new or modified equipment or weapons systems and new or improved doctrine or organizations.

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

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

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

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

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

l. Furnishing interested agencies with notification of approved MOS decisions.

m. Maintaining the DOD, Army, and Civilian Occupational Code Data Files (MOS Master Edit Files) and providing distribution of same to TAADS, SIDPERS, AAPERS, PERMACAP, and BASOPS users on a recurring (monthly) basis.

n. Maintaining the MODB data base.

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

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

a. Informing MILPERCEN of individual training plans and programs which may have an effect on MOS or on the MOS structures and the Army personnel system. Information copies of these plans and programs will be provided Commander, US Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, VA 22304, and

the Commander, US Army Logistics Evaluation Agency, New Cumberland Army Depot, New Cumberland, PA 17070.

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

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

d. Changing TOE to conform to changes in the MOS structures.

e. Approving and publishing changes to TOE. Approval is limited to changes 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. Furnishing MILPERCEN with comments on qualitative and quantitative impact of MOS changes on TOE.

1-14. Commanding General, US Army Materiel Command (AMC). CG AMC, as the principal materiel developer, is responsible for—

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

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

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

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

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

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

Table 1-1

MOS PROCESSING ACTIONS

<i>Responsible agency</i>	<i>Actions pertaining to development and implementation of MOS proposals</i>	<i>Time allowed (objective)</i>
MILPERCEN-----	a. Coordinate a MILPERCEN position on the MOS proposed with major commands concerned. Request TRADOC comment on qualitative and quantitative impact on TOE affected by the MOS proposal.	35 days.
	b. Incorporate MILPERCEN consideration of comments or recommendations provided by major commanders and coordinate a revised MOS position with appropriate Army Staff agencies.	30 days.
	c. Incorporate MILPERCEN consideration of comments/recommendations received from Army Staff agencies and provide MOS decision to interested Army Staff agencies and major commanders. At this time, impact data are furnished.	15 days.
	d. Return impact data pertaining to TOE affected to TRADOC for use in preparation for publication of the field number TOE changes in accordance with AR 310-31. This action will be taken 6 weeks prior to the time TRADOC forwards changes to TAGCEN.	
	e. Prepare consolidation of changes for the semiannual development period and prepare the implementing directive. Forward both of these documents to TAGCEN for publication.	See fig. 4-1.
	f. Modify and test computer programs that support the maintenance (updating) of the DOD, Army and Civilian Occupational Code Data File (MOS Master File).	
TRADOC-----	a. Furnish MILPERCEN with comments on qualitative and quantitative impact on TOE for all MOS changes.	See fig. 4-1.
	b. Following notification of approved MOS decisions, develop for publication impact of MOS changes on TOE as numbered TOE changes.	
DCSPER-----	Furnish MILPERCEN, in the appropriate MOS development period, with position reclassification guidance to provide for uniform installation of MOS changes in Army systems.	See fig. 4-1.
Proponent for MTOE/TDA.	Approve changes to MTOE/TDA resulting from MOS changes.	
TRADOC and other trainers.	Plan revision of POI/training programs affected by MOS changes to coincide with indicated implementation dates.	
TAGCEN-----	Publish and distribute MOS changes and implementing circulars.	See fig. 4-1.
Authorization document proponent.	a. Install MOS decisions in accordance with personnel and position reclassification instructions furnished in the DA implementing circular.	
	b. Submit MTOE/TDA/MTDA changes to Headquarters, Department of the Army.	
Personnel/ Administrative Units.	Reclassify personnel in accordance with instructions furnished in DA implementing circulars.	

CHAPTER 2

PROPOSALS FOR NEW, REVISED, OR DELETED MOS

Section I. PROCEDURES

2-1. General. This chapter outlines procedures to be followed and the information required in any proposal to establish a new MOS or revise or delete an existing MOS under circumstances other than those described in chapter 3. The term "MOS proposal" in this chapter is used in the context of the entire classification system and pertains to any proposed change to the system, including MOS, Career Management Fields (CMF), special qualifications identifiers (SQI), and additional skill identifiers (ASI). Information on SQI and ASI for enlisted personnel is contained in AR 611-201; for warrant officers, AR 611-112; and for commissioned officers, AR 611-101.

2-2. Initiating changes. An MOS proposal may be initiated by any organization or individual. Adding an MOS or deleting or revising an existing MOS may be proposed to reflect technological developments and changes in organizations, functions, and missions. Before recommending MOS changes, the appropriate MOS manuals (AR 611-101 and (C) AR 611-102 for commissioned officers, AR 611-112 and (C) AR 611-113 for warrant officers, and AR 611-201 and (C) AR

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

2-3. Channels for submitting MOS proposals.
a. MOS proposal originators will forward the proposed MOS action, through channels, to HQDA (DAPC-PMO) 2461 Eisenhower Avenue, Alexandria, VA 22331. Personnel requirements information outlined in section II will accompany the proposal.

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

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

Section II. PERSONNEL REQUIREMENTS INFORMATION

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

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

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. To determine the impact on numbers of personnel and positions in the Army structure, a listing of all affected TOE and type TDA is required. Identification will be

made by TOE/TDA number and title, paragraph, line number, and position title; the number of positions at level 1 only for TOE; and only the number authorized for TDA. (See fig. 2-1 for format.) Revised MOS which have no impact on current or proposed TOE/TDA (pertaining 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 and state whether duties to be performed are appropriate for assignment to male or female or both. State how and why the duties are performed.

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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 of supervision.

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

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.

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

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

TOE/TDA _____		MOS _____		PAGE _____		OF _____		PAGES _____	
		PRESENT		LEVEL 1		PROPOSED		LEVEL 1	
PARA	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 items/systems in an orderly and timely manner in connection with other research and development events necessitate the establishment of separate procedures. This chapter, in consonance with AR 70-1, AR 71-2, AR 71-5, and DA Pam 11-25, establishes the responsibilities and procedures for the development of Qualitative and Quantitative Personnel Requirements Information (QQPRI) for new or modified equipment/weapons systems.

b. New equipment MOS development is correlated with the Life Cycle Management Model (DA Pam 11-25) to insure coordinated establishment of MOS to support new organizations, training, materiel, and personnel systems. The MOS decision for new or modified equipment/weapons systems represents a coordinated position between MILPERCEN and the responsible materiel developer on the skills required to operate and support the system, and between MILPERCEN and the combat developer/trainer for the doctrinal and organizational concepts for the system and for the training plan. When complete information specified in section II cannot be provided, the agency responsible for providing the missing information (i.e., the materiel developer, or combat developer/trainer, as appropriate) will indicate the impact this lack of information has on the MOS recommendations and will provide the date when the missing information is expected to be available. QQPRI responsibilities are shown in paragraphs 3-2 through 3-9. (Exempt report, para 7-2y, AR 335-15.)

3-2. Provisional QQPRI. The provisional QQPRI will include all available data shown in paragraph 3-8 to facilitate preparation of BOIP I. (See AR 71-2.) The materiel developing agency responsible for conducting the research and development effort to attain the objective of the Required Operational Capability (ROC) will submit the Provisional QQPRI to TRADOC, with information copies to MILPERCEN and the US Army Logistics Evaluation Agency 90 days after identification of the item(s) necessary to meet the capabilities set forth in the ROC.

3-3. Initial QQPRI. *a.* The responsible materiel developer will furnish the information specified in paragraph 3-8 to TRADOC not later than 36 months prior to the date the first unit is scheduled to be equipped with the new equipment/system.

b. CG TRADOC will, within 90 days of receipt of the information specified in paragraph 3-8, provide the information specified in paragraphs 3-9 and 3-10 and forward the complete Initial QQPRI to the materiel developer for immediate transmittal to HQDA (DAPC-PMO-N).

c. CG MILPERCEN will—

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

(2) Announce the tentative MOS decision to the responsible materiel developer and to CG TRADOC not later than 30 months prior to the date the first unit is scheduled to be equipped.

3-4. Final QQPRI. *a.* The responsible materiel developer will furnish the information specified in paragraph 3-8 to TRADOC not later than 18 months prior to the date the first unit is scheduled to be equipped with the new equipment/system.

b. CG TRADOC will, within 90 days of receipt of the information specified in paragraph 3-8, provide the information specified in paragraphs 3-9 and 3-10 and forward the complete QQPRI to the materiel developer for immediate transmittal to HQDA (DAPC-PMO-N).

c. CG MILPERCEN will—

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

(2) Announce the final MOS decision to the responsible materiel developer and to CG TRADOC not later than 12 months prior to the date the first unit is scheduled to be equipped.

(3) Incorporate resulting MOS changes into appropriate regulations.

3-5. Expedited QQPRI. The following procedures will apply when 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 HQDA (DAPC-

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PMO) as early as data are available but no later than 90 days subsequent to initiation of procurement action.

b. CG TRADOC will provide the responsible materiel developer, upon request, with the information specified in paragraphs 3-9 and 3-10 for input into the Expedited QQPRI.

c. CG MILPERCEN will—

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

(2) Announce the final MOS decision to the responsible materiel developer and to CG TRADOC.

(3) Incorporate resulting MOS changes into appropriate regulations.

3-6. Revision of QQPRI. When materiel changes are made that affect data previously submitted in a QQPRI, the materiel developer will initiate a change to that QQPRI, revising the elements affected.

Section II. QUALITATIVE AND QUANTITATIVE PERSONNEL REQUIREMENT INFORMATION FOR NEW OR MODIFIED EQUIPMENT/WEAPONS SYSTEMS

3-7. General. The personnel requirements listed in paragraphs 3-8 through 3-10 will be furnished as specified in section I by the materiel developer and the combat developer/trainer.

3-8. Materiel developer. The materiel developer will furnish Data Item, DI-H-6130, Task and Skill Analysis Report, or the following information when DI-H-6130 has not been developed:

a. Identity of the DA approved statement of requirement or procurement directive (e.g., ROC, TDR, CARDS Reference, PIP).

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

c. Direct Annual Maintenance Main-hours (AMMH). These will be expressed in terms of the number of hours required by MOS for each component of the end item for each level of maintenance (organizational, DS/GS): AMMH will be based upon empirical data available or, as a minimum, estimates may be submitted.

d. The number of direct operators required to crew or operate the item/system by duty position title.

e. The quantity of the new equipment item to be delivered to units, by fiscal year.

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

g. A listing of the individual duties and tasks to be performed in each of the above identified positions requiring new or revised MOS. Duty and task statements should state how and why the duties are performed.

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

i. A 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.

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

k. 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 (POI) and, if not reflected in the POI, the name of the training contractor, the title and length of the course, the duty positions for which the course trained, and the prerequisites required for attendance.

3-9. Combat developer. The combat developer will furnish—

a. A copy of advance TOE, Basis of Issue Plans, manning tables or lists, tentative TOE, Draft Plan TOE, TDA extracts, and mission statements or similar documents in which the positions listed in paragraph 3-8f will be authorized, or a listing of applicable organizational documents if available through normal publications supply channels.

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

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

(2) Command and technical working relationship of the element in which each of the proposed positions (para 3-8f) will be authorized with the next higher and lower echelon.

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

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

(5) Identification of positions to be directly supervised by incumbent of proposed position, to

include duty position titles and MOS code and grade (include branch designation for officers).

(6) The number of positions, by type, identified in paragraph 3-8f that will be authorized in each contemplated unit by platoon, section, etc. **3-10. Trainer.** The trainer will furnish information required in paragraph 2-12 for current, new, and revised MOS required for operation and support of the item/system.

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

3-11. General. The lengthy time period between ROC or Training Device Requirement (TDR) approval and equipping of the first unit with the new materiel item requires the provision of a source of information reflecting the status of materiel development and related personnel, training, and organizational support plans and actions. NEPRS provides the source of this information for planning purposes. NEPRS is published annually and updated as required.

3-12. Content. NEPRS contains information as to MOS and training requirements, organizational impact, qualitative as well as quantitative information, and personnel milestones. Also included are a description of the equipment or system and the planned use of the equipment or system.

3-13. Information required. The primary source of information for the NEPRS is the QQPRI; however, information from the following documents is also used to insure that the most up-to-date data are included. Therefore, it is necessary for responsible agencies to insure that copies of these documents are furnished HQDA (DAPC-PMO).

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

CHAPTER 4

MOS COORDINATION AND IMPLEMENTATION

4-1. Coordination. MILPERCEN 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 HQDA (DAPC-PMO). Normal coordination time or objectives for all parties concerned are shown in the MOS Processing Chart (fig. 4-1).

b. Notify DCSOPS, TRADOC, AMC, and other appropriate major commands, DA agencies, and Army Staff agencies, by letter or other instrument, of the DA decision on proposed changes to the MOS structures and of other MOS actions. For all approved MOS actions, notification will, when 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 at which reclassification action will be taken. Letters of notification to TRADOC 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.

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

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

(2) Implementing DA 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. MILPERCEN will update the Master MOS Tape simultaneously with the dispatch of the implementing DA circular to TAGCEN for publication.

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

d. Major commands which are proponents of MTOE/TDA will prepare changes to install MOS changes on receipt of the Master MOS Tape from MILPERCEN.

4-3. Schedule of events for implementation of MOS changes. See figure 4-1.

4-4. Effective dates. a. Proper strength accounting and effective personnel identification and use 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 table 1-1.

★**b.** To insure uniformity between authorized and accountable strength reporting, personnel reclassification will be accomplished not earlier than the effective date nor later than the 25th day of the following month. For example, personnel reclassification which will result from MOS changes to be installed on 1 September will be reported in accordance with AR 680-1 and AR 680-4 not earlier than 1 September but not later than 25 October.

4-5. 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, MTOE, 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 TAGCEN upon receipt of copies of messages to incorporate these changes into pertinent regulations.

d. Implementation of expedited MOS actions will be held to an absolute minimum. They will be scheduled so that MILPERCEN may provide notification to all ADP agencies not later than the first calendar day of the month preceding the month in which the MOS actions are effective.

This advance notification will allow time for modifying, testing, and distributing revised computer programs which will provide for the revised acceptance or rejection criteria of input data.

4-6. MTOE/TDA changes. TAADS 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. MOS changes are effective for documenting in MTOE/TDA upon receipt of the DA implementing circular and/or receipt of the MOS tape reflecting the approved changes. (See fig. 4-1.)

4-7. 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 611-101). In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-101 and (C) AR 611-102.

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

c. Enlisted personnel (sec VI, chap. 2, AR 600-200). In addition, specific instruction and guidance will be provided in each circular for each change to AR 611-201 and (C) AR 611-202.

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

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

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

★4-9. MOS study references. Rescinded.

Accumulation period for approved MOS revisions.	MILPERCEN sends semi-annual change to AR 611 and implementation DA Cir 611- to TAGCEN for printing and updates MOS edit tape.	TOE: Proponent: TRADOC sends final TOE changes to TAGCEN for printing and distribution. MILPERCEN's letter of notification (MOS revision) is the authority for these changes. (Note 1.) TAADS Proponents: HQDA (USAMSSA) and proponents of MTOE/TDA make one-for-one changes by use of updated MOS edit tape.	TAGCEN distributes AR 611-series changes; DA Cir 611-; and TOE changes.	TAADS Proponents: document selective MOS changes in MTOE/TDA; submit changes to DA by transaction tape; furnish units with updated documents reflecting MOS changes.	Effective date for personnel reclassification. TOE changes effective. MOS changes in TAADS completed.
15 Dec- 15 Jun	15 Jul	1 Sep	1 Oct	1 Sep-1 Mar	1 Mar
15 Jun- 15 Dec	15 Jan	1 Mar	1 Apr	1 Mar-1 Sep	1 Sep

★ Figure 4-1. Schedule of events for implementation of MOS changes.

Note 1: Letters of notification of MOS actions, to include date when MOS change will appear in the MOS edit tape are dispatched by MILPERCEN upon approval.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-PMO) 2461 Eisenhower Avenue, Alexandria, VA 22331.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

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11 July 1974

AR 611-1

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

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

(5) Identification of positions to be directly supervised by incumbent of proposed position, to

include duty position titles and MOS code and grade. (include branch designation for officers).

(6) The number of positions, by type, identified in paragraph 3-8f that will be authorized in each contemplated unit by platoon, section, etc.

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3-12. Content. NEPRS contains information as to MOS and training requirements, organizational impact, qualitative as well as quantitative information, and personnel milestones. Also included are a description of the equipment or system and the planned use of the equipment or system.

3-13. Information required. The primary source of information for the NEPRS is the QQPRI; however, information from the following documents is also used to insure that the most up-to-date data are included. Therefore, it is necessary for responsible agencies to insure that copies of these documents are furnished HQDA (DAPC-PMO).

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b. Notify DCSOPS, TRADOC, AMC, and other appropriate major commands, DA agencies, and Army Staff agencies, by letter or other instrument, of the DA decision on proposed changes to the MOS structures and of other MOS actions. For all approved MOS actions, notification will, when 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 at which reclassification action will be taken. Letters of notification to TRADOC 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.

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

(2) Implementing DA 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. MILPERCEN will update the Master MOS Tape simultaneously with the dispatch of the implementing DA circular to TAGCEN for publication.

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d. Major commands which are proponents of MTOE/TDA will prepare changes to install MOS changes on receipt of the Master MOS Tape from MILPERCEN.

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4-4. Effective dates. *a.* Proper strength accounting and effective personnel identification and use require that authorization document revisions and personnel reclassifications generated by changes to

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b. To insure uniformity between authorized and accountable strength reporting, personnel reclassification will be accomplished not earlier than the effective date nor later than the 25th day of the following month. For example, personnel reclassification which will result from MOS changes to be installed on 1 October will be reported in accordance with AR 680-1 and AR 680-4 not earlier than 1 October but not later than 25 November.

4-5. 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, MTOE, 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.

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

4-9. MOS study references. Upon completion of revision and recoding discussed in paragraph 4-8, the CG TRADOC and other commanders responsible for MOS-producing courses and schools, will prepare for publication and distribution through the pinpoint distribution system, a consolidated study reference. The reference will be suitable to prepare the individual for taking the annual MOS test in the newly developed MOS. Sufficient lead time will be given prior to administering the initial test to insure that the study reference is available in Education Center MOS Study Libraries for at least 6 weeks so that refresher study can be accomplished prior to taking the test. Examples of excellent MOS consolidated study references are those which have been prepared for MOS 11E40 and 72B.

Accumulation period for approved MOS revisions.	MILPERCEN sends semiannual change to AR 611 and implementation Cir 611- to TAGCEN for printing and updates MOS edit tape.	TOE: Proponent: TRADOC sends final TOE changes to TAGCEN for printing and distribution. MILPERCEN's letter of notification (MOS revision) is the authority for these changes. (Note 1.) TAADS Proponents: HQDA (USAMSSA) and proponents of MTOF./TDA make one-for-one changes by use of updated MOS edit tape.	TAGCEN distributes AR 611-series changes; DA Cir 611- and TOE changes.	TAADS Proponents: document selective MOS changes in MTOF/TDA; submit changes to DA by trans-action tape; furnish units with updated documents reflecting MOS changes.	TOE changes effective.	Effective date for personnel reclassification.
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15 Jul-	15 Jan	1 Mar	1 Apr	1 Mar-1 Sep	1 Sep	1 Oct

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