

S/S 25 Jun 73

AR 611-3
*C 2

CHANGE
No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 November 1970

**PERSONNEL SELECTION AND CLASSIFICATION
MILITARY OCCUPATIONAL DATA BANK (MODB)**

*Effective 28 September 1970 in accordance with DA message OPOPMPR
281520Z Sep 70*

This change discourages destruction of uncompleted questionnaires; it requests that after all attempts to locate qualified MOS incumbents have been exhausted project officers will contact next higher level of command and request disposition of unused questionnaires.

AR 611-3, 6 November 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove pages 2-1 and 2-2 and insert revised pages 2-1 through 2-3.
3. File this change sheet in front of the publication for reference purposes.

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: OPOPMPR, 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.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Selection and Classification.
*Active Army: A (qty rqr block No. 464).
ARNG: None.
USAR: D (qty rqr block No. 467).*

*This change supersedes DA message OPOPMPR 281520Z Sep 70 (U), subject: Change 2 to AR 611-3, Military Occupational Data Bank (MODB).

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AR 611-3
*C 1

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 17 June 1970

**PERSONNEL SELECTION AND CLASSIFICATION
MILITARY OCCUPATIONAL DATA BANK (MODB)**

Effective 15 July 1970

This change incorporates references to Reports Control Symbol OPO-95 and changes an office symbol reference.

AR 611-3, 6 November 1969, is changed as follows:

1. Paragraphs which have been changed are indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	i	Insert pages—
✓ 1-1 and 1-2.....	1-1 and 1-2
✓ 2-1 and 2-2.....	2-1 and 2-2
✓ 3-1 and 3-2.....	3-1 and 3-2
Authentication page.....	Authentication page

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

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 the Chief of Personnel Operations, ATTN: OPOPMPR, Department of the Army, Washington, DC 20315.

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Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Selection and Classification:

- Active Army: A (qty rqr block No. 464).*
- NG: None.*
- USAR: D (qty rqr block No. 467).*

*This change supersedes DA messages OPOPMD 132216Z Feb 70 (U), subject: Reports Control Clearance, and OPOPMD 132217Z Feb 70 (U), same subject.

S/S 25 Jun 73

17 June 1970

C 1, AR 611-3
AR 611-3

ARMY REGULATION
No. 611-3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 November 1969

PERSONNEL SELECTION AND CLASSIFICATION
MILITARY OCCUPATIONAL DATA BANK (MODB)

Effective 1 January 1970

★This is a new regulation that incorporates the concepts and requirements of the Military Occupational Data Bank (MODB). Procedures for source data collection are established and output reports are explained for the Enlisted MOS segment of the system. 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 the Chief of Personnel Operations, ATTN: OPOPMR; other commands will furnish one copy to the next higher headquarters.

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CHAPTER 1

GENERAL

★1-1. Purpose. This regulation contains policy guidance, administrative procedures, and responsibilities for the operation and maintenance of the Military Occupational Data Bank (MODB), RCS OPO-95.

1-2. Scope. *a.* This regulation applies to Army staff agencies and Army commands responsible for:

- (1) Management of personnel resources.
- (2) Training or development of personnel.
- (3) Determination of qualitative personnel requirements for new equipment.
- (4) Development of organization and doctrine.

b. For source data collection, this regulation applies to Army staff agencies and Army commands through company level.

1-3. Explanation of terms. **★a. MODB project officer.** The designated Army staff agency or Army command representative responsible for performing duties associated with the Military Occupational Data Bank (MODB).

b. Questionnaire administrator. A member of the U.S. Army or a DA civilian familiar with the MODB system who administers MODB questionnaires to MOS incumbents. Questionnaire administrators may be MODB project officers.

★c. MODB user. An Army staff agency or Army command that has a need for occupational information from the MODB.

d. MOS incumbent. A member of the U.S. Army who is assigned to and performing duty in a particular position.

e. Military occupational specialty (MOS). The term used to identify a grouping of duty positions possessing such close occupational and functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level.

f. Military occupational specialty code (MOSC).

(1) *Enlisted.* The five-character code used to identify MOS, skill level, and special qualifications. The first three characters identify the MOS, the fourth character the skill level, and the fifth character special qualifications.

(2) *Warrant officer.* The warrant officer MOS code consists of four characters and a suffix character. The first four characters identify the MOS and the suffix character identifies special qualifications.

(3) *Commissioned officer.* The commissioned officer MOS consists of four digits and a prefix character. The four digits identify the MOS and the prefix character identifies special qualifications.

★g. Item statement. A statement of a task performed, equipment operated or maintained, knowledge required, or special requirement needed for job performance.

h. Questionnaire. A booklet of item statements which pertains to all duty positions within an MOS. A separate questionnaire is prepared for each MOS in the enlisted, warrant officer, and commissioned officer MOS structure.

i. Data sheet. A format containing organizational and biographical questions pertaining to an incumbent. This data sheet (fig. 1-1) is filled in at the unit personnel office prior to administration of the questionnaire. The data sheet is used by the incumbent to transpose information to the questionnaire.

1-4. MODB. **★a.** The MODB is a system of collection and computer assisted processing, storage, and retrieval of detailed military occupational information pertaining to each MOS within the U.S. Army. This occupational information is collected via questionnaires completed by qualified MOS incumbents throughout the world. The MODB is a management instrument, designed primarily for use in MOS development, job evaluation, and determination of qualitative training requirements. It will also have application to determination of qualitative personnel requirements for new equipment, grade determination, special studies, and other areas where military occupational information is required.

b. The MODB system encompasses the following areas:

(1) *User requirements.* The occupational information required to satisfy user needs. Require-

ments are satisfied by the design or redesign of questionnaires and output reports.

(2) *Questionnaire development.* Item statements for inclusion in questionnaires are prepared by the Office of Personnel Operations (OPO) and coordinated with interested Army staff agencies, Headquarters, United States Continental Army Command, and other Army commands. Data within the MODB will be kept current through resurvey.

★(3) *Source data collection.* Questionnaires are distributed by the Chief of Personnel Operations to Army commands based upon a sampling plan. Each participating Army command receives questionnaires for an MOS based on the ratio of the command's assigned strength in that MOS to the total Army strength in that MOS. Commands redistribute questionnaires to subordinate commands where they are completed by incumbents and returned to OPO.

(4) *Data reduction.* Data from completed questionnaires are transferred to magnetic tape by an optical page reader and stored.

(5) *Output reports.* A variety of MODB output reports are available to users upon request as described in chapters 3 and 5. Selected output reports are distributed to major users on a scheduled basis.

1-5. Responsibilities. *a. DA staff agencies and major Army commands* are responsible for:

(1) Coordinating item statements for questionnaire development, as appropriate.

(2) Assisting the data collection effort, as appropriate.

(3) Using MODB data, as appropriate.

★*b. Commanding General, U.S. Continental Army Command (CONARC)* is responsible for submission of questionnaire item statements, RCS OPO-95, Part I, to Chief of Personnel Operations, ATTN: OPOPMPR for enlisted, warrant officer and commissioned officer MOS to supplement item statements developed by OPO, or

when required as a result of additions, deletions or modifications to the MOS structure.

c. The Office of Personnel Operations (OPO) is designated the Monitoring Agency (MA) for the MODB system within its functional area of responsibility. Detailed responsibilities for monitoring agencies are listed in paragraph 1-3, AR 18-2.

d. The Personnel Management Development Office (PMDO), OPO, is designated the assigned responsible agency (ARA) and is responsible for:

(1) Detailed responsibilities for assigned responsible agencies as listed in paragraph 1-3, AR 18-2.

★(2) Design, coordination, phase-in, and maintenance of the MODB, less automatic data processing support.

(3) Development and coordination of questionnaire item statements with Army staff agencies, CONARC, and other Army commands.

(4) Questionnaire development, printing and distribution.

(5) Monitoring the data collection effort.

(6) Collection and pre-computer processing of completed questionnaires.

(7) Furnishing output reports to users and acting as approving authority for output report design.

★(8) Providing guidance and assistance on the MODB to Army staff agencies and Army commands upon request.

★*e. U.S. Army Personnel Information Systems Command (USAPERSINSCOM)* is responsible for the operation and maintenance of the automatic data processing support for the MODB.

★*f. Collection agencies* are responsible for the receipt, distribution, completion, return and accountability of MODB questionnaires (RCS OPO-95, Part II). Collection agencies are identified, and responsibilities listed, for enlisted, and commissioned and warrant officer segments in chapter 2 and chapter 4, respectively.

CHAPTER 2

SOURCE DATA COLLECTION FOR ENLISTED MOS

2-1. Objective. To obtain and keep current occupational information for the establishment and maintenance of the data base for the MODB, Source Data Collection, RCS OPO-95, part II.

2-2. Restrictions. The following selected restrictions on MODB field data collection are in effect:

a. Collection of data from USASTRATCOM personnel stationed outside of CONUS is a responsibility of the host unit. USASTRATCOM commanders outside of CONUS will cooperate with host unit's MODB field data collection effort.

b. United States Army Security Agency (USASA) personnel will not participate in the MODB field data collection effort. However, CG, USASA has the responsibility for conducting job analysis of USASA positions and furnishing this information to OPO on request.

2-3. Questionnaires. *a.* Questionnaires for enlisted MOS consist of the following sections:

- (1) Section 1: Organizational information.
- (2) Section 2: Biographical data.
- (3) Section 3: Task statements.
- (4) Section 4: Equipment items.
- (5) Section 5: Knowledge statements.
- (6) Section 6: Special requirements.

b. The Army commands listed below are designated as collection agencies for enlisted occupational data for the MODB system.

- (1) U.S. Army Europe and Seventh Army.
- (2) U.S. Army Forces Southern Command.
- (3) U.S. Army, Alaska (includes U.S. Army Air Defense Command).
- (4) U.S. Army Air Defense Command (CONUS units only).
- (5) U.S. Army, Pacific (except U.S. Army, Vietnam, and Eighth U.S. Army).
- (6) U.S. Army, Vietnam.
- (7) Eighth U.S. Army.
- (8) U.S. Army Materiel Command.
- (9) U.S. Army Combat Developments Command.
- (10) U.S. Continental Army Command.
- (11) U.S. Army Intelligence Command.
- (12) U.S. Army Strategic Communications Command.

(13) Military Traffic Management and Terminal Service.

2-4. Responsibilities. *a. Collection agencies will—*

(1) Maintain accountability of questionnaires received from and returned to OPO.

(2) Return completed questionnaires to Chief of Personnel Operations, ATTN: OPOPMPR.

(3) Suballocate questionnaires to subordinate commands based upon established priority.

(4) Transmit questionnaires to subordinate commands as expeditiously as possible.

★(5) Deleted.

(6) Establish and maintain a system of project officers for the MODB. Commanders at any level may appoint project officers as desired to accomplish source data collection. Test control officers may be assigned as MODB project officers. Project officers will be appointed through separate battalion level and through organizations and installations comparable in size to battalions.

(7) Submit two reports to Chief of Personnel Operations, ATTN: OPOPMPR, for each shipment of questionnaires.

(a) The first report will be sent within 7 days of receipt of complete shipment and include acknowledgment of contents of shipment or identification of shortages.

★*(b)* The second report will be sent with the final shipment of completed questionnaires, and include quantities of completed questionnaires, by MOS, included in that shipment, and quantities of uncompleted questionnaires by MOS.

(8) Collect data for MODB project special surveys when required.

b. Subordinate commands will—

(1) Maintain a system of MODB project officers at appropriate levels of command.

(2) Maintain accountability of questionnaires received from the major command and completed questionnaires returned to the MODB project officer or to OPO.

(3) Allocate questionnaires and data sheets to subordinate commands following established priorities. Questionnaires will be distributed to MOS incumbents at the administration site only.

(4) Select qualified incumbents to complete questionnaires.

(5) Direct that qualified individuals complete data sheets for MOS incumbents.

(6) Administer questionnaires as expeditiously as possible.

(7) Return completed questionnaires to the MODB project officer or to OPO, as appropriate.

c. Units will—

(1) Assist in selecting qualified incumbents to complete questionnaires.

(2) Insure that data sheets are accurately completed for incumbents.

(3) Insure that incumbents report to the questionnaire administration site, with the completed data sheet, as specified by the MODB project officer.

2-5. Administrative procedures. *a.* Questionnaires and data sheets will be distributed to collection agencies. Letters will precede each shipment of questionnaires, and will include—

(1) A list of the MOS questionnaires to be included in the shipment.

(2) Quantities of questionnaires to be completed for each MOS by TOE or TDA positions.

(3) An authorized TOE duty position list for each MOS in the shipment.

b. Priority for distribution of questionnaires is to incumbents in TOE or TDA positions that—

(1) Are identified by all skill levels authorized for the MOS.

(2) Are graded in all grades authorized for the MOS and skill level.

(3) Occur in as many types of TOE and TDA as possible in which the MOS is authorized.

(4) Occur in units located in as many different countries or geographic areas as possible.

c. The following time requirements are in effect for questionnaire administration:

(1) Army commands are authorized 75 days for questionnaire administration. The time requirement commences with the date of receipt of each shipment of blank questionnaires by the collection agency, and terminates with date of dispatch of completed questionnaires to OPO.

(2) Collection agency MODB project officers are authorized to waive the time required, when necessary to complete questionnaires. Whenever this authority is exercised, project officers will

notify Chief of Personnel Operations, ATTN: OPOPMPR, of additional time required and briefly state the reason for the time extension.

d. Utmost care must be exercised while handling and preparing questionnaires for shipment.

e. Classified questionnaires, or unclassified questionnaires which become classified upon completion, will be safeguarded in accordance with provisions of AR 380-5.

f. Instructions for questionnaire administrators are included in DA Pamphlet 611-3, Military Occupational Data Bank Questionnaire Administration (Enlisted MOS). The questionnaire administrator is required to place his name in the space provided in section 1 of each questionnaire he administers. This procedure is necessary to obtain reasonable assurance that questionnaires are properly checked in the presence of the incumbent, and to make on-the-spot corrections as required. Once incumbents have departed the administration site, corrections are difficult or impossible to make, resulting in wasteful rejection of faulty questionnaires by OPO.

★*g.* Project officers will make every effort to locate MOS incumbents to complete all questionnaires. Additional time to administer questionnaires will be requested rather than perfunctory acceptance of a low completion rate.

★*h.* After all reasonable attempts to locate qualified MOS incumbents have been exhausted, project officers will contact MODB project officer at the next higher level of command and request disposition instructions of unused questionnaires.

★*i.* Upon notification of existence of uncompleted questionnaires at a lower level, project officers will effect redistribution of the questionnaires within their command or agency to achieve maximum possible completion. If, after redistribution, there are still uncompleted questionnaires, the next higher level will be notified and the redistribution process will be repeated.

★*j.* Prior to return of blank questionnaire booklets to Headquarters, Department of the Army, MODB project officers at major command and agency levels will report to COPO, ATTN: OPOPMPR, the number of blank booklets remaining within their command and request disposition instructions.

2-6. MOS incumbent selection. *a.* The selection

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of qualified MOS incumbents is the responsibility of the MODB project officer at the level of command closest to the incumbent. Qualified incumbents are those incumbents who are best qualified to accurately describe their current duty position.

b. As minimum criteria for selection, the following conditions must be met:

(1) The incumbent's 3-character *duty* MOS

must match the 3-character MOS printed on the questionnaire he is to complete.

(2) The incumbent must have been working in his current duty position for a minimum of 3 months within the same country or geographical area.

(3) The incumbent should possess a positive attitude toward his work and the Army.

CHAPTER 3

OUTPUT REPORTS FOR ENLISTED MOS

3-1. Objective. *a.* To produce reports based on enlisted 3-character MOS on such items as tasks accomplished, equipment operated and maintained, knowledges required, and special requirements needed.

b. To produce a variety of output reports consistent with user needs.

3-2. Categories of output reports. The MODB system is programed to produce a variety of output reports. The following categories of reports are available:

a. Back-up data (BUD) reports.

b. Reports by organizational and biographical data.

c. Ranked counts of common items report.

d. MOS/item common reports.

An explanation of BUD report formats is at figures 3-1, 3-2, 3-3, and 3-4.

★3-3. Back-up Data (BUD) reports, RCS OPO-95, Part III. The BUD reports contain the results of computations for all item statements on a questionnaire for the sampled population of an MOS. Information can be requested in any of the following arrangements: items ranked by percent, items in numerical order, or responses by duty positions in an MOS for a specified item.

a. Items Ranked by Percent. The purpose of these reports is to rank the responses to questionnaire items in the order of percent of positive responses within each subsection. This means that all item responses other than "No" are considered positive answers and the respondent performs, uses, maintains, or needs the item to some degree in the performance of his duties. The percentages of positive to total responses to an item are calculated and the items are printed out in descending percentage order. Because items having a low order of positive answers may not contribute valuable information to a particular user, an option is provided which permits cut off of printout data below a specified percentage. This can eliminate quantities of extraneous data for certain report applications. This type of report provides information on the relative frequency of item performance or applications. There are three types of items ranked

by percent reports—items ranked by percent by duty position; items ranked by percent by skill level; and items ranked by percent by MOS.

(1) *Items Ranked by Percent by Duty Position Report* provides a percentage-ranked breakdown of item statements for each duty position within an MOS. This report is useful in comparing the item statement responses in different duty positions within an MOS or of the same duty position in a different MOS. The format for this report is illustrated in figure 3-5.

(2) *Items Ranked by Percent by Skill Level Report* is similar in format to the *Items Ranked by Percent by Duty Position Report*, except that the ranking is based on responses for the skill level for an MOS.

(3) *Items Ranked by Percent by MOS Report* is similar in format to the *Items Ranked by Percent by Duty Position Report*, except that the ranking is based on responses for the 3-character MOS.

b. Items in Numerical Order. These reports contain the same item-by-item information as the reports ranked by percent; however, the order of listing is different. The items are listed numerically by MODB item numeric code identifier in the order in which the items appeared in the questionnaire.

(1) *Items in Numerical Order by Duty Position Report* is illustrated in figure 3-6.

★(2) *Items in Numerical Order by Skill Level Report* is similar in format to the *Items in Numerical Order by Duty Position Report*, except that the responses reflect the surveyed population for the skill level of a 3-character MOS.

(3) *Items in Numerical Order by MOS Report* is similar in format to the *Items in Numerical Order by Duty Position Report* except that the responses reflect the surveyed population for the 3-character MOS.

c. Responses by Duty Position in an MOS for a Specified Item. This report is used to isolate response data for a specific item. It varies from the other BUD reports in that it presents information pertinent to only the single item specified on the report request. It shows each duty position in

which the item occurs and the type and frequency of responses received for each duty position. A sample is shown in figure 3-7.

★3-4. **Reports by organizational and biographical data, RCS OPO-95, Part IV.** These reports permit the extraction of data from the MODB by combinations of organizational and or biographical references. Organizational and biographical references are those shown in sections 1 and 2 of the questionnaire. Reports produced from organizational or biographical references are titled Biographical Data Reports. These reports are useful for obtaining data from personnel performing duties in specific type units (identified by TOE or TDA number), countries, pay grades, or any other organizational or biographical inquiry: "In which MOS do the following duty positions occur: Electrical Accounting Equipment Operator (1052); Card Punch Operator (0579); and System Supervisor (1245)." Figure 3-8 shows examples of the biographical data reports that provide answers to this inquiry.

★3-5. **Ranked counts of common items report, RCS OPO-95, Part V.** This report is designed to provide information showing which MOS questionnaires contain specific item statements. This report would be used to furnish information to the user who needs to know in which MOS the incumbents performed the most task item statements applicable to a new piece of equipment. This report shows the MOS in which one or more of the items occur, and ranks the MOS in ascending order by the quantity of the listed items which appear in the MODB questionnaire for each MOS. The example shown in figure 3-9 illustrates the format of this report. After determining the MOS that are most likely to contain information pertinent to the initial use, the next logical step is to request a BUD report for the specific MOS to determine the rate of response to the questionnaire item statements.

★3-6. **MOS/item common reports, RCS OPO-95, Part VI.** These reports produce information based on the manipulation of the data contained in the MODB. The reports are useful primarily to obtain information which, on analysis, will reduce the requirements for BUD report requests and thus reduce or eliminate the production of extraneous report materials. There are two types of reports in this category—the MOS common to a re-

quested catalog item report; and the catalog items common to requested MOS report.

a. MOS Common to a Requested Catalog Item Report. This report lists those MOS which contain the specified item. The actual field performance pertaining to that item then can be easily obtained by requesting a BUD report specifying the MOS identified in this MOS common report. The sample report in figure 3-10 lists 3 MOS that contain the item of equipment identified as 4003082, Radio Set AN/VRC-18.

b. Catalog Items Common to Requested MOS Report. This report selects those catalog items which appear in all of the MOS listed on the input request. It is most useful in determining the degree of overlap in MOS questionnaire content. A BUD report would produce a numerically listed report of the field performance of the items in the MOS requested and the items listed in this report could be evaluated easily for each MOS under analysis. The sample report shown in figure 3-11 lists some of the items common to the 05B and 95B MOS.

3-7. **Request for output reports.** ★*a.* MODB output reports may be obtained by submitting requests to Chief of Personnel Operations, ATTN: OPOPMPR in accordance with AR 335-15.

b. Four types of BUD reports are automatically distributed to selected major users. The BUD reports distributed are:

- (1) Items ranked by percent by MOS.
- (2) Items ranked by percent by skill level.
- (3) Items in numerical order by MOS.
- (4) Items in numerical order by skill level.

★*c.* Request from Army staff agencies and Army commands to be placed on or removed from the selective MODB output report distribution list, or for changes in number of copies, will be transmitted through channels to Chief of Personnel Operations, ATTN: OPOPMPR. Commanders within channels will forward requests from subordinate commands when the data requested is not available elsewhere. Requests will be consolidated whenever possible. Army service schools under CONARC; groups, institutes and agencies subordinate to USACDC; and commands subordinate to USAMC, may send requests directly to Chief of Personnel Operations, ATTN: OPOPMPR, with an information copy to CG, CONARC, USAMC, or USACDC, as appropriate.

PROGRAM 7415 ^①
 BUD REPORT ^② - CUTOFF PERCENTAGE - 0 ^③
 MOS E ^④ 950 ^⑤ ASSISTANT CRIMINAL INVESTIGATOR ^⑥
 265 ^⑦ ASSISTANT CRIMINAL INVESTIGATOR ^⑧

PAGE 2
 07/31/69 ^⑨
 REQFST 0019 TRANSACTION 1440 ^⑩

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SAMPLE SIZE 20 ^⑪

		PERCENT ^⑫ NO	PERCENT ^⑬ SELDN	PERCENT ^⑭ OCCAS	PERCENT ^⑮ FREQU
3 ^⑯ U TASK STATEMENTS ^⑰					
3101 ^⑱ GENERAL ADMINISTRATION ^⑲					
3101020 ^⑳ U PARTICIPATE IN PREPARATION OF MORNING REPORTS ^㉑	20 ^㉒	0	0	0	0
3101021 U MAINTAIN ADMINISTRATIVE FILES	20	75	15	15	5
3101022 U MAINTAIN FILE OF AR, CIRCULARS, AND SIMILAR ARMY DOCUMENTS	20	30	10	10	10
3101023 U PREPARE UNIT PUNISHMENT RECORD	20	0	0	0	0

FOOTNOTES:

- | | | |
|--|---|--|
| ① FOR USE OF MODB PERSONNEL | ⑩ DUTY POSITION TITLE (IF APPLICABLE) | ⑯ QUESTIONNAIRE SECTION TITLE AS IN 12 ABOVE |
| ② TYPE OF REPORT. "BUD" INDICATES "BACK-UP DATA" | ⑪ NUMBER OF INCUMBENTS CONTRIBUTING TO THIS REPORT | ⑰ TITLE OF ITEM STATEMENT CATEGORY |
| ③ LEVEL BELOW WHICH PERCENT BREAKOUTS FOR REPORT ITEMS WILL NOT BE PROVIDED IN REPORT. IN THIS CASE, ALL ITEM PERCENT BREAKOUTS ARE PROVIDED | ⑫ QUESTIONNAIRE SECTION NUMBER: 3-TASK STATEMENTS; 4-EQUIPMENT ITEMS; 5-KNOWLEDGE STATEMENTS; 6-SPECIAL REQUIREMENTS | ⑱ ITEM STATEMENT |
| ④ DATE ON WHICH MACHINE TABULATION WAS PRODUCED | ⑬ MODB CODE FOR CATEGORY OF ITEM STATEMENTS | ⑲ NUMBER OF INCUMBENTS RESPONDING TO THIS STATEMENT |
| ⑤ FOR USE OF MODR PERSONNEL | ⑭ CODE NUMBER FOR TASK STATEMENT. FIRST FOUR DIGITS INDICATE ITEM CATEGORY; LAST THREE INDICATE ITEM NUMBER WITHIN CATEGORY. ITEM STATEMENTS HAVE UNIQUE CODE NUMBERS | ㉑ PERCENT OF NUMBER RESPONDING TO ITEM DOING TASK WITHOUT REGARD TO FREQUENCY |
| ⑥ "E" FOR ENLISTED MOS, "W" FOR WARRANT OFFICER, "C" FOR COMMISSIONED OFFICER | ⑮ CLASSIFICATION OF ITEMS: U=UNCLASSIFIED; C=CONFIDENTIAL; S=SECRET; TS=TOP SECRET | ㉒ PERCENT OF NUMBER RESPONDING TO ITEM PERFORMING TASK LESS THAN ONCE A MONTH |
| ⑦ THREE CHARACTER MOS | | ㉓ PERCENT OF NUMBER RESPONDING TO ITEM PERFORMING TASK MORE THAN ONCE A MONTH, BUT LESS THAN 2 OR 3 TIMES A WEEK |
| ⑧ MOS TITLE | | ㉔ PERCENT OF NUMBER RESPONDING TO ITEM PERFORMING TASK 2 OR 3 TIMES A WEEK OR MORE |
| ⑨ MODB DUTY POSITION CODE NUMBER (IF APPLICABLE) | | |

Figure 3-1. Format of BUD Report (Task Statements Section) and Explanation.

4	U EQUIPMENT ITEMS	PERCENT ⁽²⁴⁾ USE		PERCENT ⁽²⁵⁾ MAINTAIN	
		YES	NO	YES	NO
4010	ADP EQUIPMENT				
4010013	U CARRIAGE TAPE PUNCH	196	55 45	155	33 67
4010014	U CARD READER/PUNCH	196	57 43	160	31 69
4010015	U DIGITAL COMPUTER SMALL SCALE	197	34 66	175	14 86

FOOTNOTES:

(24) PERCENT OF NUMBER RESPONDING TO ITEM OPERATING/USING THE EQUIPMENT ITEM (INCLUDES OPERATOR/USER MAINTENANCE)

(25) PERCENT OF NUMBER RESPONDING TO ITEM PERFORMING MAINTENANCE (OTHER THAN OPERATOR/USER MAINTENANCE)

Figure 3-2. Format of BUD Report (Equipment Items Section) and Explanation.

5	U KNOWLEDGE STATEMENTS	PERCENT ⁽²⁶⁾ REQUIREN	
		YES	NO
5001	GENERAL KNOWLEDGES		
5001001	U KNOW ORGANIZATION OF THE ARMY	▲	100 0
5001002	U KNOW THE ORGANIZATION OF UNIT TO WHICH ASSIGNED	▲	75 25
5001003	U KNOW THE FUNCTION OF UNIT TO WHICH ASSIGNED	▲	100 0
5001004	U KNOW SOP OF UNIT TO WHICH ASSIGNED	▲	100 0
5001005	U KNOW THE MISSION OF UNIT TO WHICH ASSIGNED	▲	100 0
5001006	U KNOW FUNCTION OF STAFF SECTIONS IN HIGHER UNITS	▲	50 50
5001007	U KNOW FUNCTION OF STAFF SECTIONS IN COMPARABLE UNITS	▲	75 25
5001008	U KNOW MISSION OF STAFF SECTIONS IN HIGHER UNITS	▲	0 100
5001009	U KNOW THE MISSION OF STAFF SECTIONS IN COMPARABLE UNITS	▲	25 75

FOOTNOTE:

(26) PERCENT OF NUMBER REQUIRING INDICATED KNOWLEDGE

Figure 3-3. Format of BUD Report (Knowledge Statements and Special Requirements Section) and Explanation.

PROGRAM 7415

BUD REPORT - CUTOFF PERCENTAGE - 0

12/09/69

REQUEST 0035 TRANSACTION 1450

MOS E 11G INFANTRY SENIOR SERGEANT

(27) TYPE-ORG TOE/TDA-NO PARA-NO LINE-NO LOC TIME-BY-POS BY-POS PAY-GR-AUTH POS-AUTH PAY-GR LGTH-OF-SVC EL TNG NCO-SP PMOS DYMOS
 5(28)

SAMPLE SIZE 494

3 0 TASK STATEMENTS

PERCENT 100	SELDM	PERCENT OCCAS	FREQD
----------------	-------	------------------	-------

3101 GENERAL ADMINISTRATION

3101035 0 RECOMMEND PERSONNEL FOR PROMOTION, REDUCTION, OR ELIMINATION	487	94	11	33	50
--	-----	----	----	----	----

(27) This line indicates the headings for all the organizational and biographical items for which reports can be produced. These items are as follows:

- | | Code |
|------------------------|------|
| 1. Less than 6 months | 1 |
| 2. 6 months to 2 years | 2 |
| 3. 2 years to 5 years | 3 |
| 4. Over 5 years | 4 |

(a) Type of organization to which respondents belong-TOE (Table of Organization and Equipment) or TDA (Table of Distribution and Allowance).

(b) TOE, TDA, MTOE or MTD number.

(c) Location by paragraph number of incumbent's position within organizational table.

(d) Location by line number of incumbent's position within organizational table.

(e) Location by country of incumbent's position. These are indicated as follows:

Country	Code
1. United States (except Hawaii & Alaska)	US
2. Hawaii	HW
3. Alaska	AK
4. Panama Canal Zone	PZ
5. Germany	GY
6. Italy	IT
7. Republic of Vietnam	VS
8. Republic of Korea	KS
9. Japan	JA
10. Okinawa	KK

(f) Total time in present duty position as follows:

(g) Four-character duty position code.

(h) Pay grade authorized for present actual duty position.

(i) NCO/Specialist status authorized

(j) Actual pay grade

(k) Length of service in Army:

	Code
1. Less than 1 year	1
2. 1 year to 4 years	2
3. 4 years to 7 years	3
4. 7 years to 10 years	4
5. 10 years to 15 years	5
6. 15 years to 20 years	6
7. Over 20 years	7

(l) Highest level of civilian education completed (including GED credit)

	Code
1. Fourth grade	1
2. Eighth grade	2
3. High School	3
4. 1 year college	4
5. 2 year college	5
6. 4 year college	6
7. Graduate Degree	7

(m) Source or Sources of training for present duty position:

- | | Code |
|-------------------------------------|------|
| 1. On-the-job Training | 1 |
| 2. Advanced Individual Training | 2 |
| 3. CONUS School | 3 |
| 4. Command or unit sponsored school | 4 |
| 5. Contractor training | 5 |
| 6. Civil schooling | 6 |

(n) Actual NCO/Specialist status

(o) Primary MOS code

(p) Fourth character (skill level) of duty MOS

(28) This particular report represents all the MOS 11G Infantry Senior Sergeants with a skill level 5.

Figure 3-4. Format of Skill Level BUD Report (Task Statements Section) and Explanation.

PROGRAM 7415

BUD REPORT - CUTOFF PERCENTAGE -0

REQUEST 0003 TRANSACTION 1410

MOS E 05C RADIO TELETYPEWRITER OPERATOR

1319 RADIO TELETYPE OPERATOR

SAMPLE SIZE 57

3	U TASK STATEMENTS		PERCENT DO	SELDN	PERCENT OCCAS	FREQU
3511	COMMUNICATIONS EQUIPMENT OPERATIONS					
3511221	U TUNE RADIO TRANSMITTER SETS	53	72	24	22	26
3511220	U TUNE RADIO RECEIVER SETS	54	70	18	25	27
3511216	U TUNE FM RADIO SETS	54	57	25	18	14
3511218	U TUNE AM/HF RADIOTELETYPEWRITER SETS	52	57	13	19	25
3511222	U NET AM/HF RADIO SETS	55	57	21	16	20
3511225	U NET AM/HF RADIOTELETYPEWRITER SETS	54	56	14	20	22
3511223	U NET FM RADIO SETS	55	55	27	18	10
3511215	U TUNE AM/HF RADIO SETS	51	53	19	11	23
3511213	U USE VEHICULAR POWER SUPPLIES	52	47	15	17	15
3511212	U USE DYNAMOTORS	53	35	9	15	11
3511214	U USE AUTOMATIC CHANNEL PRESET PROCEDURES	53	33	15	9	9
3511217	U TUNE SSB RADIO SETS	52	15	1	9	5
3511214	U NET SSB RADIO SETS	53	15	1	7	7
3511219	U TUNE SSB RADIOTELETYPEWRITER SETS	54	11	3	5	3

Figure 3-5. BUD Report-- Items Ranked by Percent by Duty Position.

PROGRAM 7415

PAGE 30

BUD REPORT - CUTOFF PERCENTAGE -0

REQUEST 00Q2 TRANSACTION 1440

MOS E 05C RADIO TELETYPEWRITER OPERATOR

1319 RADIO TELETYPE OPERATOR

SAMPLE SIZE 57

3	U TASK STATEMENTS		PERCENT DO	SELDM	PERCENT OCCAS	FREQ
3511	COMMUNICATIONS EQUIPMENT OPERATIONS					
3511212	U USE DYNAMOTORS	53	35	9	15	11
3511213	U USE VEHICULAR POWER SUPPLIES	52	47	15	17	15
3511214	U USE AUTOMATIC CHANNEL PRESET PROCEDURES	53	33	15	9	9
3511215	U TUNE AM/HF RADIO SETS	51	53	19	11	23
3511216	U TUNE FM RADIO SETS	54	57	25	18	14
3511217	U TUNE SSB RADIO SETS	52	15	1	9	5
3511218	U TUNE AM/HF RADIOTELETYPEWRITER SETS	52	57	13	19	25
3511219	U TUNE SSB RADIOTELETYPEWRITER SETS	54	11	3	5	3
3511220	U TUNE RADIO RECEIVER SETS	54	70	18	25	27
3511221	U TUNE RADIO TRANSMITTER SETS	53	72	24	22	26
3511222	U NET AM/HF RADIO SETS	55	57	21	16	20
3511223	U NET FM RADIO SETS	55	55	27	18	10
3511224	U NET SSB RADIO SETS	53	15	1	7	7
3511225	U NET AM/HF RADIOTELETYPEWRITER SETS	54	56	14	20	22

Figure 3-6. BUD Report—Items in Numeric Order by Duty Position.

PROGRAM 7416

PAGE 1

RESPONSES OF DUTY POSITIONS IN MOS E 053 RADIO OPERATOR

REQUEST 0005 TRANSACTION 1420

3511056 U CONNECT LOAD CABLES TO TERMINAL OUTPUT

TYPE-ORG TCE/TDA-NO PARA-NO LINE-NO LOC TIME-BY-POS DY-POS PAY-GR-AUTH POS-AUTH PAY-GR LGTH-OF-SVC EL TNG NCO-SP PMOS DYMOS
GY

3	U TASK STATEMENTS		PERCENT DO	SELDM	PERCENT OCCAS	FREQ
	730 CHIEF INTERMEDIATE SPEED RADIO OPERATOR	1	100	0	0	100
	794 CHIEF RADIO OPERATOR	5	20	0	20	0
	872 COMMUNICATIONS CHIEF	1	100	0	100	0
	1304 RADIO OPERATOR SUPERVISOR	2	50	50	0	0
	1305 SENIOR RADIO OPERATOR	22	53	13	18	22
	1306 RADIC OPERATOR	17	63	35	17	11
	1307 INTERMEDIATE SPEED RADIO OPERATOR	11	45	36	9	0
	1312 TEAM CHIEF	2	50	0	0	50
	1319 RADIO TELETYPE OPERATOR	4	50	25	0	25

Figure 3-7. BUD Report -Responses by Duty Position in an MOS (For a Specified Item).

MILITARY OCCUPATIONAL SPECIALTIES COMMON TO REQUESTED BIOGRAPHIC DATA
REQUEST NO. 02

TOE/TDA	UNIT NO.	PAR/LN	LOC	TIME	DUTY/POS	PAY-GR-AUTH	POS-AUTH	PAY-GR	LENGTH	CIV-ED	TRAINING	NCO-SP	PRIM-MOS	DUTY	DESC
				0	0579				0						
	74A				74B										

MILITARY OCCUPATIONAL SPECIALTIES COMMON TO REQUESTED BIOGRAPHIC DATA
REQUEST NO. 03

09/11/68

TOE/TDA	UNIT NO.	PAR/LN	LOC	TIME	DUTY/POS	PAY-GR-AUTH	POS-AUTH	PAY-GR	LENGTH	CIV-ED	TRAINING	NCO-SP	PRIM-MOS	DUTY	DESC
				0	1245				0						
	11C				11D										
					11E										
					11F										
					11G										
					51H										
					63C										
					74D										
					74E										
					74F										
					95B										
					95D										

MILITARY OCCUPATIONAL SPECIALTIES COMMON TO REQUESTED BIOGRAPHIC DATA
REQUEST NO. 01

09/11/68

TOE/TDA	UNIT NO.	PAR/LN	LOC	TIME	DUTY/POS	PAY-GR-AUTH	POS-AUTH	PAY-GR	LENGTH	CIV-ED	TRAINING	NCO-SP	PRIM-MOS	DUTY	DESC
						1052									
					11C										
					11D										
					11F										
					11G										
					51H										
					74A										
					74B										
					74D										
					74E										
					95B										
					95D										

Figure 3-8. Biographical Data Report.

NUMBER OF ITEMS COMMON TO EACH MOS AND NEW EQUIPMENT

PAGE 1 OF REQUEST 1

ENC	MOS NUMBER	NUMBER OF COMMON ITEMS	NUMBER OF ITEMS FOR NEW EQUIPMENT = 49
E	05C	49	
E	05B	43	
E	31G	29	
E	31B	21	
E	31E	21	
E	31Z	21	
E	31W	20	
E	31S	19	
E	26L	16	
E	31J	12	
E	31L	12	
E	31M	12	
E	31N	12	
E	31R	12	
E	11F	11	
E	11G	11	

Figure 3-9. Ranked Counts of Common Items Report.

MILITARY OCCUPATIONAL SPECIALTIES COMMON TO A REQUESTED CATALOG ITEM

PAGE 1

REQUEST 3 TRANSACTION 2920

CATALOG ITEM NR.	DESCRIPTOR	MILITARY OCCUPATIONAL SPECIALTIES COMMON TO CATALOG ITEM NUMBER
4003082	RADIO SET AN/VRC-18	E 05B E 05C E 31G

Figure 8-10. MOS Common to a Requested Catalog Item Report.

CATALOG ITEMS COMMON TO REQUESTED MILITARY OCCUPATIONAL SPECIALTIES

PAGE 1

REQUEST 4 TRANSACTION 2910

CATALOG ITEM NR.	DESCRIPTOR	COMMON CATALOG ITEMS REQUESTED FOR THE FOLLOWING MOS CODES
		E 05B E 95B

3101001	CONSOLIDATE UNIT SOP
3101002	PREPARE UNIT SOP
3101003	PREPARE ADMINISTRATIVE SOP
3101004	PREPARE DUTY ROSTER
3101005	PREPARE SICK SLIPS
3101006	PREPARE ADMINISTRATIVE ORDERS
3101007	PREPARE COURT MARTIAL CHARGE SHEETS
3101008	PREPARE CORRESPONDENCE
3101009	PREPARE ORGANIZATIONAL AND/OR FUNCTIONAL CHARTS
3101010	PREPARE WORK DISTRIBUTION FLOW CHARTS
3101011	POST CHANGES TO AR, CIRCULARS, AND SIMILAR ARMY DOCUMENTS
3101012	RECOMMEND CHANGES TO MOS
3101013	ARRANGE FOR SPECIAL WORK DETAILS
3101014	PLAN AND CONDUCT NCO CALLS
3101015	FORM UNIT FOR MILITARY FORMATIONS
3101016	USE TOE OR TDA
3101017	OPERATE UNIT MAIL ROOM

Figure 8-11. Catalog Items Common to Requested MOS Report.

CHAPTER 4
SOURCE DATA COLLECTION FOR WARRANT OFFICER AND COMMISSIONED
OFFICER MOS

(To be published)

6 November 1969

AR 611-3

CHAPTER 5
OUTPUT REPORTS FOR WARRANT OFFICER AND COMMISSIONED OFFICER
MOS

(To be published)

★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 the Chief of Personnel Operations, ATTN: OPOPMPR, 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.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Selection and Classification:

Active Army: A (quan rqr block No. 464).

ARNG: None.

USAR: D (quan rqr block No. 464).

S/S

paged

CHAPTER 2

SOURCE DATA COLLECTION FOR ENLISTED MOS

2-1. Objective. To obtain and keep current occupational information for the establishment and maintenance of the data base for the MODB, Source Data Collection, RCS OPO-95, Part II.

2-2. Restrictions. The following selected restrictions on MODB field data collection are in effect:

a. Collection of data from USASTRATCOM personnel stationed outside of CONUS is a responsibility of the host unit. USASTRATCOM commanders outside of CONUS will cooperate with host unit's MODB field data collection effort.

b. United States Army Security Agency (USASA) personnel will not participate in the MODB field data collection effort. However, CG, USASA has the responsibility for conducting job analysis of USASA positions and furnishing this information to OPO on request.

2-3. Questionnaires. *a.* Questionnaires for enlisted MOS consist of the following sections:

- (1) Section 1: Organizational information.
- (2) Section 2: Biographical data.
- (3) Section 3: Task statements.
- (4) Section 4: Equipment items.
- (5) Section 5: Knowledge statements.
- (6) Section 6: Special requirements.

b. The Army commands listed below are designated as collection agencies for enlisted occupational data for the MODB system.

- (1) U.S. Army Europe and Seventh Army.
- (2) U.S. Army Forces Southern Command.
- (3) U.S. Army, Alaska (includes U.S. Army Air Defense Command).
- (4) U.S. Army Air Defense Command (CONUS units only).
- (5) U.S. Army, Pacific (except U.S. Army, Vietnam, and Eighth U.S. Army).
- (6) U.S. Army, Vietnam.
- (7) Eighth U.S. Army.
- (8) U.S. Army Materiel Command.
- (9) U.S. Army Combat Developments Command.
- (10) U.S. Continental Army Command.
- (11) U.S. Army Intelligence Command.
- (12) U.S. Army Strategic Communications Command.

(13) Military Traffic Management and Terminal Service.

2-4. Responsibilities. *a. Collection agencies will—*

(1) Maintain accountability of questionnaires received from and returned to OPO.

★(2) Return completed questionnaires to Chief of Personnel Operations, ATTN: OPOPMB.

(3) Suballocate questionnaires to subordinate commands based upon established priority.

(4) Transmit questionnaires to subordinate commands as expeditiously as possible.

(5) Destroy excess uncompleted questionnaires.

(6) Establish and maintain a system of project officers for the MODB. Commanders at any level may appoint project officers as desired to accomplish source data collection. Test control officers may be assigned as MODB project officers. Project officers will be appointed through separate battalion level and through organizations and installations comparable in size to battalions.

★(7) Submit two reports to Chief of Personnel Operations, ATTN: OPOPMB, for each shipment of questionnaires.

(*a*) The first report will be sent within 7 days of receipt of complete shipment and include acknowledgment of contents of shipment or identification of shortages.

(*b*) The second report will be sent with the final shipment of completed questionnaires, and include quantities of completed questionnaires, by MOS, included in that shipment, and quantities of uncompleted questionnaires by MOS, destroyed, with brief justification for destruction of questionnaires.

(8) Collect data for MODB project special surveys when required.

b. Subordinate commands will—

(1) Maintain a system of MODB project officers at appropriate levels of command.

(2) Maintain accountability of questionnaires received from the major command and completed questionnaires returned to the MODB project officer or to OPO.

★(3) Allocate questionnaires and data sheets

to subordinate commands following established priorities. Questionnaires will be distributed to MOS incumbents at the administration site only.

(4) Select qualified incumbents to complete questionnaires.

(5) Direct that qualified individuals complete data sheets for MOS incumbents.

(6) Administer questionnaires as expeditiously as possible.

(7) Return completed questionnaires to the MODB project officer or to OPO, as appropriate.

c. Units will—

(1) Assist in selecting qualified incumbents to complete questionnaires.

(2) Insure that data sheets are accurately completed for incumbents.

(3) Insure that incumbents report to the questionnaire administration site, with the completed data sheet, as specified by the MODB project officer.

2-5. Administrative procedures. *a.* Questionnaires and data sheets will be distributed to collection agencies. Letters will precede each shipment of questionnaires, and will include—

(1) A list of the MOS questionnaires to be included in the shipment.

(2) Quantities of questionnaires to be completed for each MOS by TOE or TDA positions.

(3) An authorized TOE duty position list for each MOS in the shipment.

b. Priority for distribution of questionnaires is to incumbents in TOE or TDA positions that—

(1) Are identified by all skill levels authorized for the MOS.

(2) Are graded in all grades authorized for the MOS and skill level.

(3) Occur in as many types of TOE and TDA as possible in which the MOS is authorized.

(4) Occur in units located in as many different countries or geographic areas as possible.

c. The following time requirements are in effect for questionnaire administration:

(1) Army commands are authorized 75 days for questionnaire administration. The time requirement commences with the date of receipt of each shipment of blank questionnaires by the col-

lection agency, and terminates with date of dispatch of completed questionnaires to OPO.

★(2) Collection agency MODB project officers are authorized to waive the time required, when necessary to complete questionnaires. Whenever this authority is exercised, project officers will notify Chief of Personnel Operations, ATTN: OPOPMPR, of additional time required and briefly state the reason for the time extension.

d. Utmost care must be exercised while handling and preparing questionnaires for shipment.

e. Classified questionnaires, or unclassified questionnaires which become classified upon completion, will be safeguarded in accordance with provisions of AR 380-5.

f. Instructions for questionnaire administrators are included in DA Pamphlet 611-3, Military Occupational Data Bank Questionnaire Administration (Enlisted MOS). The questionnaire administrator is required to place his name in the space provided in section 1 of each questionnaire he administers. This procedure is necessary to obtain reasonable assurance that questionnaires are properly checked in the presence of the incumbent, and to make on-the-spot corrections as required. Once incumbents have departed the administration site, corrections are difficult or impossible to make, resulting in wasteful rejection of faulty questionnaires by OPO.

2-6. MOS incumbent selection. *a.* The selection of qualified MOS incumbents is the responsibility of the MODB project officer at the level of command closest to the incumbent. Qualified incumbents are those incumbents who are best qualified to accurately describe their current duty position.

b. As minimum criteria for selection, the following conditions must be met:

(1) The incumbent's 3-character *duty* MOS must match the 3-character MOS printed on the questionnaire he is to complete.

(2) The incumbent must have been working in his current duty position for a minimum of 3 months within the same country or geographical area.

(3) The incumbent should possess a positive attitude toward his work and the Army.

ARMY REGULATION

No. 611-3

S/S C1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 November 1969PERSONNEL SELECTION AND CLASSIFICATION
MILITARY OCCUPATIONAL DATA BANK (MODB)

Effective 1 January 1970

This is a new regulation that incorporates the concepts and requirements of the Military Occupational Data Bank (MODB) System. Procedures for source data collection are established and output reports are explained for the Enlisted MOS segment of the system. 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 the Chief of Personnel Operations, ATTN: OPOPMD; other commands will furnish one copy to the next higher headquarters.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation contains policy guidance, administrative procedures, and responsibilities for the operation and maintenance of the Military Occupational Data Bank (MODB) System.

1-2. Scope. *a.* This regulation applies to Army staff agencies and Army commands responsible for:

- (1) Management of personnel resources.
- (2) Training or development of personnel.
- (3) Determination of qualitative personnel requirements for new equipment.
- (4) Development of organization and doctrine.

b. For source data collection, this regulation applies to Army staff agencies and Army commands through company level.

1-3. Explanation of terms. *a. MODB project Officer.* The designated Army staff agency or Army command representative responsible for performing duties associated with the Military Occupational Data Bank (MODB) System.

b. Questionnaire administrator. A member of the U.S. Army or DA civilian familiar with the MODB system who administers MODB questionnaires to MOS incumbents. Questionnaire administrators may be MODB project officers.

c. User. An Army staff agency or Army command that has a need for occupational information from the MODB.

d. MOS incumbent. A member of the U.S. Army who is assigned to and performing duty in a particular position.

e. Military occupational specialty (MOS). The term used to identify a grouping of duty positions possessing such close occupational and functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level.

f. Military occupational specialty code (MOSO).

(1) *Enlisted.* The five-character code used to identify MOS, skill level, and special qualifications. The first three characters identify the MOS,

the fourth character the skill level, and the fifth character special qualifications.

(2) *Warrant officer.* The warrant officer MOS code consists of four characters and a suffix character. The first four characters identify the MOS and the suffix character identifies special qualifications.

(3) *Commissioned officer.* The commissioned officer MOS consists of four digits and a prefix character. The four digits identify the MOS and the prefix character identifies special qualifications.

g. Item statement. A statement of a task performed, weapon or equipment operated or maintained, knowledge required, or special requirement needed for job performance.

h. Questionnaire. A booklet of item statements which pertains to all duty positions within an MOS. A separate questionnaire is prepared for each MOS in the enlisted, warrant officer, and commissioned officer MOS structure.

i. Data sheet. A format containing organizational and biographical questions pertaining to an incumbent. This data sheet (fig. 1-1) is filled in at the unit personnel office prior to administration of the questionnaire. The data sheet is used by the incumbent to transpose information to the questionnaire.

1-4. MODB system. *a.* The MODB is a system of collection and automated processing, storage, and retrieval of detailed military occupational information pertaining to each MOS within the U.S. Army. This occupational information is collected via questionnaires completed by qualified U.S. Army incumbents throughout the world. The MODB is a management instrument, designed primarily for use in MOS development, job evaluation, and determination of qualitative training requirements. It will also have application to determination of qualitative personnel requirements for new equipment, grade determination, special studies, and other areas where military occupational information is required.

b. The MODB system encompasses the following areas:

(1) *User requirements.* The occupational information required to satisfy user needs. Requirements are satisfied by the design or redesign of questionnaires and output reports.

(2) *Questionnaire development.* Item statements for inclusion in questionnaires are prepared by the Office of Personnel Operations (OPO) and coordinated with interested Army staff agencies, Headquarters, United States Continental Army Command, and other Army commands. Data within the MODB will be kept current through resurvey.

(3) *Source data collection.* Questionnaires are distributed by the Chief of Personnel Operations to Army commands based upon a sampling plan for each MOS. Each participating Army command receives questionnaires for an MOS based on the ratio of the command's assigned strength in that MOS to the total Army strength in that MOS. Commands redistribute questionnaires to subordinate commands where they are completed by incumbents and returned, through channels, to OPO.

(4) *Data reduction.* Data from completed questionnaires are transferred to magnetic tape by an optical page reader and stored.

(5) *Output reports.* A variety of MODB output reports are available to users upon request as described in chapters 3 and 5. Selected output reports are distributed to major users on a scheduled basis.

1-5. Responsibilities. *a. DA staff agencies and major Army commands are responsible for:*

(1) Coordinating item statements for questionnaire development, as appropriate.

(2) Assisting the data collection effort, as appropriate.

(3) Using MODB data, as appropriate.

b. Commanding General, U.S. Continental Army Command (USCONARC) is responsible for:

(1) Submission of item statements to Chief of Personnel Operations, ATTN: OPOPMD, for enlisted, warrant officer, and commissioned officer

MOS to supplement item statements developed by OPO.

(2) Submission of item statements to OPO when required as a result of additions, deletions, or modifications to the MOS structure to supplement item statements developed by OPO.

c. The Office of Personnel Operations (OPO) is designated the Monitoring Agency (MA) for the MODB system within its functional area of responsibility. Detailed responsibilities for monitoring agencies are listed in paragraph 1-3, AR 18-2.

d. The Personnel Management Development Office (PMDO), OPO, is designated the assigned responsible agency (ARA) and is responsible for:

(1) Detailed responsibilities for assigned responsible agencies as listed in paragraph 1-3, AR 18-2.

(2) Design, coordination, phase-in, and maintenance of the MODB system, less automatic data processing support.

(3) Development and coordination of questionnaire item statements with Army staff agencies, USCONARC, and other Army commands.

(4) Questionnaire development, printing and distribution.

(5) Monitoring the data collection effort.

(6) Collection and pre-computer processing of completed questionnaires.

(7) Furnishing output reports to users and acting as approving authority for output report design.

(8) Providing guidance and assistance on the MODB system to Army staff agencies and Army commands upon request.

e. U.S. Army Data Support Command (USA DATCOM) is responsible for the operation and maintenance of the automatic data processing support for the MODB system.

f. Collection agencies are responsible for the receipt, distribution, completion, return and accountability of MODB questionnaires. Collection agencies are identified, and responsibilities listed, for enlisted, and commissioned and warrant officer segments in chapter 2 and chapter 4, respectively.

CHAPTER 2

SOURCE DATA COLLECTION FOR ENLISTED MOS

2-1. Objective. To obtain and keep current occupational information for the establishment and maintenance of the data base for the MODB system.

2-2. Restrictions. The following selected restrictions on MODB field data collection are in effect:

a. Collection of data from USASTRATCOM personnel stationed outside of CONUS is a responsibility of the host unit. USASTRATCOM commanders outside of CONUS will cooperate with host unit's MODB field data collection effort.

b. United States Army Security Agency (USASA) personnel will not participate in the MODB field data collection effort. However, CG, USASA has the responsibility for conducting job analysis of USASA positions and furnishing this information to OPO on request.

2-3. Questionnaires. *a.* Questionnaires for enlisted MOS consist of the following sections:

- (1) Section 1: Organizational information.
- (2) Section 2: Biographical data.
- (3) Section 3: Task statements.
- (4) Section 4: Equipment items.
- (5) Section 5: Knowledge statements.
- (6) Section 6: Special requirements.

b. The Army commands listed below are designated as collection agencies for enlisted occupational data for the MODB system.

- (1) U.S. Army Europe and Seventh Army.
- (2) U.S. Army Forces Southern Command.
- (3) U.S. Army, Alaska (includes U.S. Army Air Defense Command).
- (4) U.S. Army Air Defense Command (CONUS units only).
- (5) U.S. Army, Pacific (Except U.S. Army, Vietnam, and Eighth U.S. Army).
- (6) U.S. Army, Vietnam.
- (7) Eighth U.S. Army.
- (8) U.S. Army Materiel Command.
- (9) U.S. Army Combat Developments Command.
- (10) U.S. Continental Army Command.
- (11) U.S. Army Intelligence Command.
- (12) U.S. Army Strategic Communications Command.

(13) Military Traffic Management and Terminal Service.

2-4. Responsibilities. *a.* Collection agencies will—

(1) Maintain accountability of questionnaires received from and returned to OPO.

(2) Return completed questionnaires to Chief of Personnel Operations, ATTN: OPOPMD.

(3) Suballocate questionnaires to subordinate commands based upon established priority.

(4) Transmit questionnaires to subordinate commands as expeditiously as possible.

(5) Destroy excess uncompleted questionnaires.

(6) Establish and maintain a system of project officers for the MODB. Commanders at any level may appoint project officers as desired to accomplish source data collection. Test control officers may be assigned as MODB project officers. Project officers will be appointed through separate battalion level and through organizations and installations comparable in size to battalions.

(7) Submit two reports to Chief of Personnel Operations, ATTN: OPOPMD, for each shipment of questionnaires.

(a) The first report will be sent within 7 days of receipt of complete shipment and include acknowledgment of contents of shipment or identification of shortages.

(b) The second report will be sent with the final shipment of completed questionnaires, and include quantities of completed questionnaires, by MOS, included in that shipment, and quantities of uncompleted questionnaires by MOS, destroyed, with brief justification for destruction of questionnaires.

(8) Collect data for MODB project special surveys when required.

b. Subordinate commands will—

(1) Maintain a system of MODB project officers at appropriate levels of command.

(2) Maintain accountability of questionnaires received from the major command and completed questionnaires returned to the MODB project officer or to OPO.

(3) Allocate questionnaires and data sheets

to subordinate commands following established priorities. Administering questionnaires to incumbents, as appropriate to the command. Questionnaires will be distributed to MOS incumbents at the administration site only.

(4) Select qualified incumbents to complete questionnaires.

(5) Direct that qualified individuals complete data sheets for MOS incumbents.

(6) Administer questionnaires as expeditiously as possible.

(7) Return completed questionnaires to the MODB project officer or to OPO, as appropriate.

c. Units will—

(1) Assist in selecting qualified incumbents to complete questionnaires.

(2) Insure that data sheets are accurately completed for incumbents.

(3) Insure that incumbents report to the questionnaire administration site, with the completed data sheet, as specified by the MODB project officer.

2-5. Administrative procedures. *a.* Questionnaires and data sheets will be distributed to collection agencies. Letters will precede each shipment of questionnaires, which will include—

(1) A list of the MOS questionnaires to be included in the shipment.

(2) Quantities of questionnaires to be completed for each MOS by TOE or TDA positions.

(3) An authorized TOE duty position list for each MOS in the shipment.

b. Priority for distribution of questionnaires is to incumbents in TOE or TDA positions that—

(1) Are identified by all skill levels authorized for the MOS.

(2) Are graded in all grades authorized for the MOS and skill level.

(3) Occur in as many types of TOE and TDA as possible in which the MOS is authorized.

(4) Occur in units located in as many different countries or geographic areas as possible.

c. The following time requirements are in effect for questionnaire administration:

(1) Army commands are authorized 75 days for questionnaire administration. The time requirement commences with the date of receipt of each shipment of blank questionnaires by the col-

lection agency, and terminates with date of dispatch of completed questionnaires to OPO.

(2) Collection agency MODB project officers are authorized to waive the time required, when necessary to complete questionnaires. Whenever this authority is exercised, Project officers will notify Chief of Personnel Operations, ATTN: OPOPMD, of additional time required and briefly state the reason for the time extension.

d. Utmost care must be exercised while handling and preparing questionnaires for shipment.

e. Classified questionnaires, or unclassified questionnaires which become classified upon completion, will be safeguarded in accordance with provisions of AR 380-5.

f. Instructions for questionnaire administrators are included in DA Pamphlet 611-3, Military Occupational Data Bank Questionnaire Administration (Enlisted MOS). The questionnaire administrator is required to place his name in the space provided in section 1 of each questionnaire he administers. This procedure is necessary to obtain reasonable assurance that questionnaires are properly checked in the presence of the incumbent, and to make on-the-spot corrections as required. Once incumbents have departed the administration site, corrections are difficult or impossible to make, ultimately resulting in rejection of faulty questionnaires by OPO.

2-6. MOS incumbent selection. *a.* The selection of qualified MOS incumbents is the responsibility of the MODB project officer at the level of command closest to the incumbent. Qualified incumbents are those incumbents who are best qualified to accurately describe their current duty position.

b. As minimum criteria for selection, the following conditions must be met:

(1) Incumbent's 3-character *duty* MOS must match the 3-character MOS printed on the questionnaire he is to complete.

(2) The incumbent must have been working in his current duty position for a minimum of 3 months within the same country or geographical area.

(3) Incumbents should be properly oriented and should possess a positive attitude toward their work and the U.S. Army.

CHAPTER 3

OUTPUT REPORTS FOR ENLISTED MOS

3-1. Objective. *a.* To produce reports based on enlisted 3-character MOS on such items as tasks accomplished, equipment operated and maintained, knowledges required, and special requirements needed.

b. To produce a variety of output reports consistent with user needs.

3-2. Categories of output reports. The MODB system is programmed to produce a variety of output reports. The following categories of reports are available:

a. Back-up data (BUD) reports.

b. Reports by organizational and biographical data.

c. Ranked counts of common items report.

d. MOS/item common reports.

An explanation of BUD report formats is at figures 3-1, 3-2, 3-3, and 3-4.

3-3. Back-up data (BUD) reports. The BUD reports contain the results of computations for all item statements on a questionnaire for the sampled population of an MOS. Information can be requested in any of the following arrangements: Items ranked by percent, items in numerical order, or responses by duty positions in an MOS for a specified item.

a. Items ranked by percent. The purpose of these reports is to rank the responses to questionnaire items in the order of percent of positive responses within each subsection. This means that all item responses other than "No" are considered positive answers and the respondent performs, uses, maintains, or needs the item to some degree in the performance of his duties. The percentages of positive to total responses to an item are calculated and the items are printed out in descending percentage order. Because items having a low order of positive answers may not contribute valuable information to a particular user, an option is provided which permits cut off of printout data below a specified percentage. This can eliminate quantities of extraneous data for certain report applications. This type of report provides information on the relative frequency of item performance or applications. There are three types of items ranked by percent

reports—items ranked by percent by duty position; items ranked by percent by skill level; and items ranked by percent by MOS.

(1) *Items Ranked by Percent by Duty Position Report* provides a percentage-ranked breakdown of item statements for each duty position with an MOS. This report is useful in comparing the item statement responses in different duty positions within an MOS or of the same duty position in a different MOS. The format for this report is illustrated in figure 3-5.

(2) *Items Ranked by Percent by Skill Level Report* is similar in format to the *Items Ranked by Percent by Duty Position Report*, except that the ranking is based on responses for the skill level for an MOS.

(3) *Items Ranked by Percent by MOS Report* is similar in format to the *Items Ranked by Percent by Duty Position Report*, except that the ranking is based on responses for the 3-character MOS.

b. Items in numerical order.

(1) These reports contain the same item-by-item information as the reports ranked by percent; however, the order of listing is different. The items are listed numerically by MODB item numeric code identifier in the order in which the items appeared in the questionnaire. *Items in Numerical Order by Duty Position Report* is illustrated in figure 3-6.

(2) *Items in Numerical Order by Skill Level Report* is similar in format to the *Items in Numerical Order by Duty Position Report* except that the responses reflect the surveyed population for the skill level.

(3) *Items in Numerical Order by MOS Report* is similar in format to the *Items in Numerical Order by Duty Position Report* except that the responses reflect the surveyed population for the 3-character MOS.

c. Responses by Duty Position in an MOS for a Specified Item. This report is used to isolate response data for a specific item. It varies from the other BUD reports in that it presents information pertinent to only the single item specified on the

report request. It shows each duty position in which the item occurs and the type and frequency of responses received for each duty position. A sample is shown in figure 3-7.

3-4. Reports by organizational and biographical data. These reports permit the extraction of data from the MODB by combinations of organizational and or biographical references. Organizational and biographical references are those shown in sections 1 and 2 of the questionnaire. Reports produced from organizational or biographical references are titled Biographical Data Reports. These reports are useful for obtaining data from personnel performing duties in specific type units (identified by TOE or TDA number), countries, pay grades, or any other organizational or biographical inquiry: "In which MOS do the following duty positions occur: Electrical Accounting Equipment Operator, (1052); Card Punch Operator, (0579); and System Supervisor, (1245)?" Figure 3-8 shows examples of the biographical data reports that provide answers to this inquiry.

3-5. Ranked counts of common items report. This report is designed to provide information showing which MOS questionnaires contain specific item statements. This report would be used to furnish information to the user who needs to know in which MOS the incumbents performed the most task item statements applicable to a new piece of equipment. This report shows the MOS in which one or more of the items occur, and ranks the MOS in ascending order by the quantity of the listed items which appear in the MODB questionnaire for each MOS. The example shown in figure 3-9 illustrates the format of this report. After determining the MOS that are most likely to contain information pertinent to the initial use, the next logical step is to request a BUD report for the specific MOS to determine the rate of response to the questionnaire item statements.

3-6. MOS/item common reports. These reports produce information based on the manipulation of the data contained in the MODB. The reports are useful primarily to obtain information which, on analysis, will reduce the requirements for BUD Report requests and thus reduce or eliminate the production of extraneous report materials. There are two types of reports in this category—the MOS common to a requested catalog item report;

and the catalog items common to requested MOS report.

a. MOS Common to a Requested Catalog Item Report. This report lists those MOS which contain the specified item. The actual field performance pertaining to that item then can be easily obtained by requesting a BUD report specifying the MOS identified in this MOS common report. The sample report in figure 3-10 lists 3 MOS that contain the item of equipment identified as 4003082, Radio Set AN/VRC-18.

b. Catalog Items Common to Requested MOS Report. This report selects those catalog items which appear in all of the MOS listed on the input request. It is most useful in determining the degree of overlap in MOS questionnaire content. A BUD report would produce a numerically listed report of the field performance of the items in the MOS requested and the items listed in this report could be evaluated easily for each MOS under analysis. The sample report shown in figure 3-11 lists some of the items common to the 05B and 95B MOS.

3-7. Request for output reports. *a.* MODB output reports may be obtained by submitting requests to Chief of Personnel Operations, ATTN: OPOPMD.

b. Four types of BUD reports are automatically distributed to selected major users. The BUD reports distributed are:

- (1) Items ranked by percent by MOS.
- (2) Items ranked by percent by skill level.
- (3) Items in numerical order by MOS.
- (4) Items in numerical order by skill level.

c. Request from Army staff agencies and Army commands to be placed on or removed from the selective MODB output report distribution list, or for changes in number of copies, will be transmitted through channels to Chief of Personnel Operations, ATTN: OPOPMD. Commanders within channels will forward requests from subordinate commands when the data requested is not available elsewhere. Requests will be consolidated whenever possible. Army service schools under USCONARC; groups, institutes and agencies subordinate to USACDC; and commands subordinate to USAMC, may send requests directly to Chief of Personnel Operations, ATTN: OPOPMD, with an information copy of CG, USCONARC, USAMC, or USACDC, as appropriate.

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 the Chief of Personnel Operations, ATTN: OPOPMD, 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.*

Distribution:

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