

SECTION I

INTRODUCTION

1. Purpose and Objectives

a. **PURPOSE.** This manual provides a single, unified system whereby classification of military occupational specialties of commissioned and warrant officers may be achieved.

b. **OBJECTIVES.** Proper classification of military personnel by their military occupational specialties will facilitate the—

(1) Conservation of available skills through maximum utilization of the education, training, and aptitudes possessed by military personnel.

(2) Procurement of personnel possessing special knowledge and skill required in the military service by drawing upon civilian sources.

(3) Requisitioning of military personnel qualified to meet the requirements of a military assignment.

(4) Requisitioning and assignment of personnel by military or technical qualifications and grade, rather than by arm or service and grade only.

(5) The establishment of qualifications to govern eligibility of personnel for specific assignments.

(6) The establishment of a uniform system of personnel record keeping and reporting by mechanical means to increase accuracy and conserve time and effort.

(7) Selection of military personnel for retraining or vocational rehabilitation in preparation for continuation in the military service or for return to gainful civilian employment.

(8) Separation of individuals from the Service and rational demobilization to achieve fullest utilization of military occupational training and experience upon return to civilian life.

2. Definition and Determination of Military Occupational Specialty

a. **DEFINITION.** A military occupational specialty is a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

b. **DETERMINATION OF AN OFFICER'S MILITARY OCCUPATIONAL SPECIALTY.** An officer may acquire a military occupational specialty—

(1) Through successful completion of a course at a general or special service school, if it has been determined by proper authority that the course qualifies a graduate in a specialty.

(2) Through satisfactory service in a unit or installations, when, in the opinion of the immediate superior, an officer demonstrates qualification by reason of at least satisfactory performance of a specialty. Such determination must be evidenced by an efficiency rating of "Satisfactory" or better, recorded in the "Manner of Performance" column of WD AGO Form 66-1 and 66-2. Since no efficiency rating can be given until the officer has performed the duty continuously for at least 30 days, a specialty cannot be acquired in this way until it has been performed for at least 30 days.

(3) Through civilian experience, when of such a nature as to be a practical counterpart of a military occupational specialty; and when proficiency has been demonstrated to the satisfaction of his commanding officer.

c. **SELECTION OF PRIMARY AND SECONDARY MILITARY OCCUPATIONAL SPECIALTY WHEN AN OFFICER IS QUALIFIED IN TWO OR MORE SPECIALTIES.** In order to provide for the maximum utilization of an officer's qualifications, the following factors should be considered in the selection of the primary and secondary specialty, when it is desired to make a differentiation:

(1) Quality of performance.

(2) Length of experience or training.

(3) Recency of experience or training.

(4) Needs of the service, especially in scarce categories of required skills.

3. Development of Classification Structure

a. **MAJOR AND SUBGROUP DIVISIONS.** The classification structure divides military occupational specialties into ten major groupings. As an aid in allocating and locating code designations and as a means of facilitating reporting and analysis of specialties, each grouping is subdivided into subgroups of related occupations. No single criterion has been followed in determining the assignment of code

numbers to the occupational specialties. As a rule, functional relationship determines the allocation of a code. Specialties related by the nature of duties performed are classified together. In addition, it is frequently necessary to give consideration to similarity in experience, education, and other qualification requirements. In some cases related qualifications determine the code position of otherwise unrelated specialties. To facilitate reference to this manual the functional groupings are outlined as follows:

Special Codes.

- 0001 Duties Unassigned or Not Qualified in Military Occupational Specialty.
- 0002 General Officer.
- o *Communications and Transportation.* This code includes functions primarily concerned with the installation, operation, and minor maintenance of communication and transportation systems and equipment.
 - 00 Postal Services.
 - 01 Aircraft Warning Services.
 - 02 General Communications.
 - 03 Open.
 - 04 Telephone and Telegraph.
 - 05 Radio,
 - 06 General and Motor Transportation.
 - 07 Rail Transportation.
 - 08 Marine Transportation.
 - 09 Air Transportation.
- i *Command and Combat.* This code includes functions primarily concerned with the immediate command of combat units and with specialties applicable solely or primarily to tactical operations of combat troops.
 - 10 Air Force.
 - 11 Coast and Field Artillery.
 - 12 Armored Force and Tank Destroyer.
 - 13 Engineers.
 - 14 Chemical Warfare.
 - 15 Infantry.
 - 16 Cavalry.
 - 17 Open.
 - 18 Open.
 - 19 General.
- 2 *Administrative, Executive, and Training Services.* This code includes functions primarily concerned with the executive and administrative operations of an organization.
 - 20 General Administration.

- 21 General Administration.
- 22 Personnel.
- 23 Industrial Relations and Selective Service.
- 24 Records.
- 25 Instruction and Training.
- 26 Administrative Planning and Control.
- 27 Instruction and Training.
- 28 Open.
- 29 Administrative Commands.
- 3 *Medical, Dental, Veterinary, and Other Health Services.* This code includes functions primarily concerned with the preservation of the health of military personnel and animals.
 - 30 General.
 - 31 Medical, Dental, and Surgical.
 - 32 Veterinary.
 - 33 Laboratory and Scientific.
 - 34 Nursing and Allied Services.
 - 35 Medical Unit Commands.
 - 36 Other Health Services.
 - 37 Open.
 - 38 Open.
 - 39 Open.
- 4 *Procurement, Supply, Maintenance, and Repair Services.* This code includes functions primarily concerned with the purchase, procurement, maintenance, repair, storage, and distribution of supplies and equipment.
 - 40 General.
 - 41 Subsistence.
 - 42 Quartermaster and Sales Service.
 - 43 Procurement and Contracting Services.
 - 44 Supply and Distribution.
 - 45 Supply and Distribution.
 - 46 Salvage.
 - 47 Warehousing and Allied Services.
 - 48 Maintenance and Repair Shop Services.
 - 49 Miscellaneous.
- 5 *Welfare and Special Services.* This code includes functions primarily concerned with the morale of military personnel such as religious, educational, athletic, and entertainment activities.
 - 50 General.
 - 51 Open.
 - 52 Music, Theater, and Motion Pictures.

- 53 Religion.
- 54 Publication and Publicity.
- 55 Education.
- 56 Recreation.
- 57 Welfare.
- 58 Open.
- 59 Miscellaneous.
- 6 *Fiscal, Accounting, and Budgeting.* This code includes functions primarily concerned with accounting and auditing, fiscal and budgetary control, and economic and statistical analysis.
 - 60 General.
 - 61 Accounting.
 - 62 Finance.
 - 63 Fiscal.
 - 64 Statistical.
 - 65 Open.
 - 66 Open.
 - 67 Open.
 - 68 Open.
 - 69 Open.
- 7 *Professional Engineering and Related Technical Services.* This code includes functions primarily concerned with professional engineering and technical services.
 - 70 General.
 - 71 Construction and Maintenance Engineering.
 - 72 Marine Engineering.
 - 73 Chemistry and Chemical Engineering.
 - 74 Industrial Engineering and Production Services.
 - 75 Mechanical and Aeronautical Engineering.
 - 76 Electrical Engineering, General.
 - 77 Communications Engineering.
 - 78 Communications Engineering.
 - 79 Civil Engineering.
- 8 *Professional, Subprofessional, and Scientific Services.* This code includes functions primarily concerned with professional and subprofessional activities other than engineering, chemistry, medicine, and others classifiable elsewhere.
 - 80 General.
 - 81 Legal.
 - 82 Meteorology.
 - 83 Open.
 - 84 Open.
 - 85 Photography.
 - 86 Open.

- 87 Open.
- 88 Open.
- 89 Open.
- 9 *Protective, Intelligence, and Investigative Services.* This code includes functions primarily concerned with the protection and custody of personnel and matériel, and with military intelligence matters.
 - 90 General.
 - 91 Law Enforcement.
 - 92 Protection and Security.
 - 93 Intelligence and Investigation.
 - 94 Fire Protection and Prevention.
 - 95 Camouflage.
 - 96 Cryptanalysis.
 - 97 Open.
 - 98 Open.
 - 99 Open.

b. ASSIGNMENT OF CODE DESIGNATION. Each military occupational specialty is given a four-digit code; the first digit represents the major group; the second, the subgroup; the other two, the position of the military occupational specialty within the subgroup.

c. LEVEL OF RESPONSIBILITY. This manual provides for classification of officers along functional lines without regard to unit of assignment or level of responsibility. Specialties which represent functions commonly performed at various levels or responsibility are described without reference to grade or echelon. For example, the command of combat engineer troops is a functional specialization performed at various echelons ranging from platoon to regiment. A code and title, 1331 "Combat Engineer Unit Commander" is used to report and record the specialty regardless of echelon of command. However, a fifth digit code (sec. IV) is provided for indicating organizational level when reporting present duty. It is also intended that an officer's grade will generally denote the level of responsibility. It is obvious, for example, that a lieutenant (1331) is performing a speciality at a lower level of responsibility than a major (1331), although in the same chain of command.

4. Organization and Interpretation of Job Specifications

a. BASIS FOR JOB SPECIFICATION. The specifications contained in this manual are based upon an analysis of military duties performed by commissioned and warrant officers. Material used in their preparation was submitted by the arms and serv-

ices, obtained by questionnaires or interviews, and compiled from current Army publications.

b. ORGANIZATION OF A JOB SPECIFICATION. (1) Each job specification contained in this manual is composed of several or all of the following elements.

(a) A descriptive title and code, consistent with other titles.

(b) A statement of predominant duties and responsibilities including typical tasks falling within the occupational functions.

(c) A statement of special qualifications indicating knowledge and skills required for adequate performance of the specialty.

(d) Military experience.

(e) Civilian experience.

(f) Educational requirements.

(g) Source jobs indicative of civilian sources from which personnel may be drawn with qualifications which will permit assignment with the least training and preparation.

(2) When any of the above elements do not contribute to a greater understanding of the military occupational specialty or do not add significantly to the qualification requirements, these items are omitted from the job specification. Thus, for example, the educational factor is not mentioned if not more than a general high school education is required. However, technical school or other specific requirements are included.

(3) The degree to which qualifications are necessary for proper performance of a specialty is indicated by "essential" or "must," "very desirable" or "should," and "desirable." Possession of additional qualifications is always desirable but unless it is normally associated with a specialty and contributes to better performance, this factor is omitted. Thus, prior military experience is not indicated unless it adds materially and directly to the officer's ability to perform the duties indicated.

c. INTERPRETATION OF JOB SPECIFICATION. (1) The job specifications are intended as an aid and guide in assisting classification officers in the determination of an appropriate code designation for a given set of duties and responsibilities, and to uniformly interpret and implement the regulations pertaining to personnel classification and reporting. They do not restrict authority of commanding officers to change or prescribe additional duties and responsibilities of subordinates. The objective has been to develop clear, usable, and manageable specifications rather than make each one an indivisible unit. Differences in duties which do not affect seri-

ously their treatment as a unit in classification and assignment work have been disregarded. The specifications are not detailed and complete statements of the duties and responsibilities of a specific duty assignment but describe typical tasks normally associated with the functional specialty.

(2) The classification of occupational specialties does not produce a system whereby every duty assignment can be found through a routine process of following an index. Sound judgment is required in applying the mechanical details of this classification structure. Consideration is not to be given to isolated phrases or sentences apart from their context.

(3) Cases may arise in which strict interpretation of civilian or military education and experience qualifications indicated by "must" and "essential" will prevent otherwise qualified individuals from being classified in the proper military occupational specialty. It is undesirable to encourage a general relaxation of standards established by the various arms and services to determine eligibility for classification in a specialty.

d. USE OF OTHER TITLES. Classification titles as herein provided are intended for use in all official procedures relating to procurement, assignment, requisitioning, and reporting of personnel by means of military occupational specialties. This does not preclude the use, for other purposes, of titles prescribed by regulations or in common usage.

5. Differentiation Between Present Duty and Military Occupational Specialty

A present duty assignment does not, by itself, qualify an officer for a military occupational specialty. Before a specialty is acquired, an officer must meet the requirements set forth in paragraph 2. The present duty of an officer may not necessarily be identical with his military occupational specialty. An officer may have a military occupational specialty of Field Artillery Unit Commander (1193) but be performing a present duty of Mess, Supply and Transportation Officer (4113) in a truck-drawn field artillery battery. For reporting purposes, a military occupational specialty will be indicated by the appropriate four-digit code, and a present duty by the appropriate four-digit code plus a fifth-digit designating level of performance (see sec. IV).

6. Use of Alphabetical Index

The index contains a complete cross-index of the military occupational specialties included in TM

12-406. The titles appearing in capital letters are the exact designations found in sections II and III. For all recording and reporting purposes, use only proper titles, that is, those appearing completely capitalized. The titles in lower case letters with initial capitals only are rearrangements of the title. In addition, former proper titles of specialties previously published in AR 605-95 (tentative) and its supplements, but appearing in this manual under a revised title, are included to facilitate easy reference to the new titles. A title cannot be completely descriptive of a specialty. It is important, therefore, that reference be made to the content of the specification before a code and title are selected.

7. Coding of General Officers

A special code (0002) has been provided for reporting military occupational specialties of general officers. However, all present duty assignments of such officers will be reported under a five digit duty code. For example, the military occupational specialty of a major general would be reported as (0002) whereas the duty of the same major general when commanding a motorized infantry division would be reported as Infantry Unit Commander (1542-1).

8. Coding of Officer Not Assigned Duties and Officer Not Qualified in a Military Occupational Specialty

a. DUTIES UNASSIGNED. When an officer is not assigned specific duties by the commanding officer but is awaiting assignment or is a casual at the installation, present duty code is not designated. Instead, a special code (0001) is used for reporting purposes to indicate the status of the officer; that is, no duty assigned.

b. When an officer has not acquired a military occupational specialty in accordance with paragraph 2, a specialty is not designated. Instead, a special code (0001) is used for reporting purposes to indicate absence of primary or secondary military occupational specialty.

9. Coding of Assistants and Executive Officers

Since the classification structure provides for the determination of military occupational specialties by function, officers performing duties similar to those of officers whom they assist are to be assigned the same military occupational specialty. Thus, assist-

ants, executive officers, and others whose duties are functionally the same as those of their immediate superiors by virtue of their nature and responsibility, receive the same classification. The fifth-digit suffix (see sec. IV) provides a means whereby a distinction can be made between the chief or commanding officer and his immediate subordinate officers. However, this procedure is not to be employed when an officer is delegated subordinate duties which are classifiable as another specialty.

10. Coding of Instructors

a. It is not feasible to develop job specifications for the many instructional duties performed by officers. A careful analysis of instructor specialties has shown that the field of instruction, both in kind and scope, usually parallels the functional performance of a military occupational specialty, and hence may be represented by the same code. For example, it appears that the skills and knowledge represented by an Ammunition Supply Officer (4514) and an instructor in the same field are sufficiently alike, except for personality and other factors not classifiable herein, to permit classification by the same code. A fifth-digit code (0) is used to report present duty of instructors but not for recording primary or secondary military occupational specialty, for example, Ammunition Supply Officer (4514-0). In this way, the essential, basic military capacities of an instructor will be recorded without unreasonable multiplication of classifications.

b. There are, however, a number of teaching specialties, such as Instructor, Public Speaking; Instructor, Welding; and Instructor, Military Government, which do not have functional counterparts and these are coded specifically by the teaching specialty.

11. Coding of Student Officers

Full-time present duty in a student capacity will be indicated by a special code (2700) when reporting present duty assignment. Thus, the present duty of an officer pursuing studies in a school and of an officer engaged full time in attending a refresher course, student auditing, observing, or other student activity will be reported by the above designated code. This specification number will not be used for those officers who are assigned temporarily to an officer pool pending permanent assignment (see specification No. 0001).

12. Coding of Officers performing Combination of Duties

a. With few exceptions, two or more specialties have not been combined under one code and title. Only when combined duties are an integral and usually inseparable part of an assignment such as Reconnaissance and Survey Officer (1183), have they been treated as a military occupational specialty.

b. The present duty of officers performing two or more specialties will be determined by the relative importance of the duties on the basis of level of responsibility involved and time devoted to each. For example, a battalion executive officer who also serves as battalion S-3 should be reported as having present duty of the former. Likewise, various additional duties should be disregarded and only the principal duty reported.

13. Code Changes and Deletions from AR 605-95 (tentative)

Appendix I contains a list of those code numbers which appeared in AR 605-95 (tentative) and its supplements, or those otherwise authorized for use which have been deleted from this classification manual. Included in this section are suggested substitutions for those codes no longer to be used. These suggestions are not exhaustive and are not to be applied mechanically in making code changes. When a recommended substitution does not seem to apply to a particular set of duties and responsibilities, the classifying officer should make a careful review of the related job specifications to select a code and title. When no substitution is indicated, it will be necessary to follow the same procedure as required when making an original determination of military occupational specialty.

14. Suggested Additions or Revisions of Titles and Specifications

In order to maintain an up-to-date manual, additions, changes, corrections, and revisions will be made from time to time. The cooperation of classification officers is essential in keeping subject matter in this manual current with new developments. Suggestions as to additions and revisions are welcome. Such recommendations should be forwarded,

through channels, to The Adjutant General, in accordance with the following form:

To: The Adjutant General, Classification and Replacement Branch, Washington 25, D. C.

From:

Subject: Suggested changes in military occupational specialties (TM 12-406).

OFFICER'S JOB SPECIFICATION

1. TITLE: _____
2. CODE: _____
3. Duties and Responsibilities of Job (indicate commissioned specialists under whose direction the job is performed and commissioned and enlisted specialists over whom command or supervision is exercised; state typical tasks in detail explaining specifically what, why, and how, including tactics, weapons, tools, equipment, or matériel involved).
4. Special Qualifications (state in detail special job knowledge, techniques, abilities, training, and other characteristics not elsewhere described which are required to perform the job).
5. Military Requirements (state special or general service school, on-the-job training, or previous military experience required to perform the job, including, where applicable, the MOS from which this specialty is developed, and the substantial differences in skills, experience, training, or other factors).
9. Reference Citation (T/O, FM, TM, AR, etc.).

NOTE: State the minimum qualifications required for satisfactory performance of the job. Describe the job. Do not describe the qualifications of the incumbent.

15. Classification of Medical Corps Officers

Appendix II contains instructions for classification and changes in classification of Medical Corps officers. The provisions of paragraph 2b (2) are not applicable to Medical Corps officers.

16. Coding of Warrant Officers

Appendix III contains instructions for the classification of warrant officers in accordance with the subject in which examined. (See AR 610-10 and 610-15.)