

SECTION IV

CODING ORGANIZATIONAL LEVEL

I. Use of Fifth Digit as a Suffix to Four-Digit Functional Code

The four-digit code is organized to indicate the functional nature of a duty assignment when reporting present duty. For purposes such as preparing rosters, tabulations, listings for organizational structure, and indicating the level of responsibility, some further guide is necessary. A fifth digit used as a suffix to the four-digit functional code differentiates position and level of responsibility within the general functional area which the four-digit code represents.

It is to be noted that for all practical purposes the unit in which the position occurs, or the type of position (combat command or staff) indicate certain lines of differentiation. The fifth digit merely amplifies and makes complete not only the functional coding but the other items of identification of the job. The fifth digit does not have invariable meaning in all situations. For example, in a unit of one of the arms with a definite chain of command, the digit "3" will indicate that the position referred to is that of commanding officer of a regiment or equivalent; digit 4, that the position is that of executive officer, or second in command, at the regimental level. However, when appended to a code indicating a staff function, the digit "3" indicates that the position is that of a principal staff officer at the regimental or equivalent level, whereas the digit "4" indicates that the position is that of assistant staff officer at the same level.

Thus, on the same roster or listing, several officers may be reported as 2162—Operations and Training Staff Officer. The use of code 2162-2 to report present duty, indicates the officer is the Assistant S-3 at the divisional level. Code 2162-3 indicates that the officer is the principal S-3 at the regimental level. In both cases, the officer would have the grade of major.

2. Table of Fifth Digit Codes

The following guide is published to assist in the determination of appropriate fifth digit for reporting duty according to echelon:

TABLE OF FIFTH DIGIT CODES

- X Commander, Chief, or Principal Staff Officer.
- Y Assistant Commander, Assistant Chief or Assistant Staff Officer.

To cover—Headquarters and staff of Corps, Army, GHQ, independent Air Force, Air Force Command, Defense Command, equivalent or higher.

Headquarters and staff of War Department, AGF, AAF, ASF, Arm or Service, Service Command.

- 1 Commander, Chief, or Principal Staff Officer.
- 2 Assistant Commander, Assistant Chief Executive Officer, or Assistant Staff Officer.

To cover—Headquarters and staff of Division (AGF), Type Command (AAF), or equivalent.

Division in War Department, Service Command, Field Installation, or equivalent.

- 3 Commander, Chief, or Principal Staff Officer.
- 4 Assistant Commander, Assistant Chief or Executive Officer, or Assistant Staff Officer.

To cover—Headquarters and staff of Regiment (AGF), Combat Wing (AAF), or equivalent.

Branch in War Department, Service Command, Field Installation, Base (AAF), Station (AAF), or equivalent.

- 5 Commander, Chief, or Principal Staff Officer.

6 Assistant Commander, Assistant Chief, Executive Officer, or Assistant Staff Officer.

To cover—Headquarters and staff of Battalion (ASF), Group (AAF), or equivalent.

Section in War Department, Service Command, Field Installation or equivalent.

7 Commander, Chief, or Principal Staff Officer.

8 Executive Officer, Assistant Chief, or Assistant Staff Officer.

9 Platoon Leader, or "second" Assistant Staff Officer

To cover—Company (AGF), Squadron (AAF), or equivalent.

Unit in War Department, Service Command, Field Installation, or equivalent.

Section of a hospital.

o Instructor in designated specialty (see par. 10, sec. I).

3. Examples of Use of Fifth Digit

a. Reporting present duty of an Orthopedic Surgeon (3153) assigned to a hospital—

3153-7 Chief, Orthopedic Surgery Section.

3153-8 Assistant Chief, Orthopedic Surgery Section.

3153-9 Ward Officer, Orthopedic Surgery Section.

b. Reporting present duty of a Parachute Unit Commander (1510) on duty with a unit—

1510-3 Regimental Commander, Parachute Infantry Regiment.

1510-4 Regimental Executive Officer, Parachute Infantry Regiment.

1510-7 Company Commander, Parachute Infantry Company.

1510-8 Company Executive Officer (second in command), Parachute Infantry Company.

1510-9 Platoon Leader, Parachute Infantry Platoon.

c. Reporting present duty of officers in units of field forces. (For information on overhead installations see par. 3d.)

(1) It is to be noted that for all practical purposes, the fifth digit code is determined by the echelon at which the function is being performed, rather than the size of the unit, performing the function.

(2) For illustration of the fifth digit applied to a definite chain of command, see par. 3b and 3c (5).

(3) Whenever an officer performs combined staff and command duties, the staff function will take precedence. For example, an officer performing duties of both Regimental Communications Officer (0200-3) and Regimental Headquarters Company Commander (2900-7), will be reported as "Communications Officer (0200-3)."

(4) Whenever an officer performs a combination of staff duties, the present duty code will be determined by the relative importance of the duties on the basis of level of responsibility involved and time devoted to each. (See par. 12, sec. I.)

(5) Examples of duty codes applied to selected positions in an Infantry Division:

Unit and Duty	Grade	Duty Code
<i>INFANTRY DIVISION (T/O & E 7)</i>		
<i>DIVISION HEADQUARTERS (T/O & E 7-1, C 1 and C 2)</i>		
Division Commander.....	Major Gen'l	1542-1
Aide.....	Captain	2030-1
Aide.....	1st Lt	2030-1
Ass't to Division Commander.....	Brig Gen'l	1542-2
Aide.....	1st Lt	2030-1
Aide.....	2nd Lt	2030-1
<i>GENERAL STAFF</i>		
Chief of Staff.....	Colonel	2010-1
G-1.....	Lt Col	2260-1
G-2.....	Lt Col	9301-1
Assistant G-2.....	Major	9301-2
Assistant G-2.....	Captain	9301-2
Liaison Officers.....	Captain	1930-1
<i>SPECIAL STAFF</i>		
Division Engineer.....	Lt Col	7010-1
Division Signal Officer.....	Lt Col	0210-1
Adjutant General.....	Lt Col	2110-1
Ass't Adjutant General.....		2110-2
Ass't Adjutant General.....		2110-2
Classification and Asgmt Off.....		2210-1
Postal Officer.....	1st Lt	0030-1
Division Surgeon.....	Lt Col	3000-1
Division Medical Inspector.....	Major	3301-1
Division Dental Officer.....	Major	3178-1
Division Neuropsychiatrist.....	Capt or Major	3130-1
Medical Administrative Officer.....	Captain	2120-1
<i>INFANTRY REGIMENT (T/O & E 7-11)</i>		
<i>HEADQUARTERS AND HEADQUARTERS COMPANY (T/O & E 7-12)</i>		
Regimental Commander.....	Colonel	1542-3
Executive Officer.....	Lt Col	1542-4
S-2.....	Major	9301-3
S-3.....	Major	2162-3
Adj and S-1 (see par. 12, sec. I).....	Captain	2110-3
Liaison Officers.....	Captain	1930-3
Orientation Officer.....	Captain	5004-3
Athletic and Recreation Officer.....		5661-3
Hq Company Commander.....	Captain	2900-7
Hq Company Executive Officer.....	1st Lt	2900-8
Int and Rcn Plat Comdr.....	1st Lt	9312-9
Communications Officer.....	Captain	0200-3
Ass't Communications Officer.....	WO	0200-4

Unit and Duty	Grade	Duty Code
INFANTRY BATTALION (T/O & E 7-15)		
HEADQUARTERS AND HEADQUARTERS COMPANY (T/O & E 7-16)		
Battalion Commander.....	Lt Col	1542-5
Executive Officer.....	Major	1542-6
S-3.....	Captain	2162-5
S-2.....	1st Lt	9301-5
Hq Co Comdr, Adj and S-1 (see par 12, sec. I).....	Captain	2110-5
Motor Transport Officer.....	1st Lt	0600-5
Communications Officer.....	1st Lt	0200-5
Ammunition and Pioneer Plat Comdr (Bn Munitions Officer)....	2d Lt	4510-5
Antitank Plat Comdr.....	2d Lt	1524-9
INFANTRY RIFLE COMPANY (T/O & E 7-17)		
Company Commander.....	Captain	1542-7
Executive Officer.....	1st Lt	1542-8
Weapons Platoon Commander.....	1st Lt	1542-9
Rifle Platoon Commander.....	2d or 1st Lt	1542-9
HEADQUARTERS AND HEADQUARTERS BATTERY, MOTORIZED, DIVISION ARTILLERY, INFANTRY DIVISION (T/O & E 6-10-1, C 1 and C 2)		
Div Arty Comdr (Div Arty Staff Off).....		
Off).....	Brig Gen'l	1199-1
Aide.....	1st Lt	2030-1
Aide.....	2d Lt	2030-1
Executive Officer (Ass't Div Arty Staff Officer).....	Lt Col	1199-2
Division Arty Air Officer.....	Major	1981-1
S-3.....	Lt Col	2162-3
S-2.....	Major	9301-3
S-1 and S-4 (see par 12, sec I)....	Major	4010-3
Orientation Officer.....	Captain	5004-3
Athletic and Recreation Officer.....	1st Lt	5661-3
Reconnaissance and Survey Officer..	1st Lt	1183-3
Hq Btry Comdr and Com Officer....	Captain	0200-3
Ass't Com Officer.....	1st Lt	0200-4
Liaison Pilot.....	Captain	1981-3
Liaison Pilot.....	1st Lt	1981-4
Motor Transport Officer.....	WO	0600-3
FIELD ARTILLERY BATTERY, MOTORIZED, 105-MM HOWITZER, TRUCK-DRAWN (T/O & E 6-27)		
Battery Commander.....	Captain	1193-7
Executive Officer.....	1st Lt	1193-8
Reconnaissance Officer.....	1st Lt	1183-7
Motor Off and Ass't Executive Off	2d Lt	4113-7

d. Reporting present duty of officers in overhead installations:

(1) SERVICE COMMAND HEADQUARTERS—ASF MANUAL M301, "Army Service Forces Organization," 15 January 1944, elevates several elements of the service command headquarters formerly known as divisions to the status of directorates. Thus in the case of directorates, where two or more subordinate divisions are indicated, a fifth digit code of "X" will be used to show a level of responsibility greater than that of

division chiefs. In all other cases, divisions will be coded with the fifth digit "1" (see par. 2). However, in the application of the fifth digit code in overhead installations, the terms "division", "branch", and "section", must be interpreted in accordance with the proper relationship to higher and lower headquarters, thereby denoting echelon of responsibility. Since service command headquarters may differ in their internal arrangement, the following examples illustrate flexibility in the application of the fifth digit code.

- (a) CG, Service Command.....0002-X
 Chief of Staff2010-X
 Deputy Chief of Staff2010-Y
 Dir of Personnel2205-X
 Dir, Rctg and Induction Div.2310-1
 CO, Rctg and Induction
 Dist2310-3
 CO, Rctg and Induction
 Sta2310-5
 O/C Rctg and Induction Sta Testing Sec2250-7
 Dir, Military Personnel Div.....2200-1
 Dir, Special Services Div.....5000-1
 Dir, Morale Services Div.....5004-1
 Dir, Fiscal Div.....6200-1
 Dir, Military Training Div.....2525-X
 Dir, Security and Intelligence Div9311-1
 Service Command Surgeon.....3000-1
- (b) CG, Service Command0002-X
 Chief of Staff2010-X
 Deputy Chief of Staff2010-Y
 Director of Personnel2205-X
 Director, Military Personnel Div2200-1
 Chief, Enlisted Procurement Br2310-3
 CO, Rctg and Induction Dist2310-5
 CO, Rctg and Induction Sta.2310-7
 O/C Rctg and Induction Testing Unit.....2250-9
 Service Command Engineer...7004-1
 Chief, Repairs and Utilities Br.....7120-3
 Chief, Utilities Section7120-5
 Chief, Fuel and Heating Unit...7503-7

(2) POSTS AND CAMPS IN SERVICE COMMANDS—ASF Manual M301 establishes several staff positions in post headquarters corresponding to the directorates of personnel, supply, and military training in the service command headquarters. To properly indicate functional relationship of the staff positions at a post to the corresponding staff positions at the service command headquarters, duty codes for the post positions will contain a fifth digit once removed from the fifth digit applicable to the corresponding positions in the service command headquarters. For example:

(a) SERVICE COMMAND
HEADQUARTERS

Director of Personnel2205-X
 Director, Military Personnel
 Div.2201-I
 Chief of Classification and
 Assignment Section2210-5

POST HEADQUARTERS

Director of Personnel Division....2205-I
 Chief of Military Personnel
 Branch2200-3
 Chief of Classification and
 Assignment Section2210-7

(b) On some posts there may not be, as in the service command headquarters, a director or chief of all personnel. In that case, no position need be given the fifth digit of 1. For example:

Post Military Personnel Officer.....2200-3
 Post Civilian Personnel Officer.....2202-3

In this way the functional relationship of these staff positions at a post will be accurately shown as subordinate to the functional specialists at the service command level.

(c) Whenever an officer performs combined staff and command duties, the staff function will take precedence. For example, an officer performing duties of both Post Adjutant (2110-3) and Post Headquarters Company Commander (2900-7) will be reported as Post Adjutant (2110-3).

(d) Whenever an officer performs a combination of staff duties, the present duty will be determined by the relative importance of the duties on the basis of level of responsibility involved and the time devoted to each. (See par. 12, sec. I.)

(e) The following partial breakdown further

illustrates the application of the fifth digit code within a post organization:

Post Commander2019-1
 Post Executive Officer.....2019-2
 Director, Personnel Division....2205-1
 Chief, Military Personnel
 Branch2200-3
 Chief, Civilian Personnel
 Branch2202-3
 Director, Supply Division4012-1
 Chief, Stock Control Branch...4416-3
 Chief, Storage Branch4710-3
 Post Engineer7130-3
 Post Utilities Maintenance
 Engr7120-5
 Post Surgeon3000-3

(3) THEATER HEADQUARTERS, BASE HEADQUARTERS, DISTRICT HEADQUARTERS, AND FIXED INSTALLATIONS IN THEATER OF OPERATIONS.

(a) In theater, base, or district headquarters and in fixed installations in theater of operations, the following application of the fifth digit code will be used, viz, "X" for theater and base section headquarters, "I" for district headquarters within base sections, and "3" for fixed installations equivalent to posts, camps, or stations. Where a staff has dual functions, that is, where a district commander is also a post commander, the fifth digit code "I" rather than "3" will be used for his headquarters. The following example illustrates the application of the fifth digit code for the Adjutant General's Section in theater headquarters:

Adjutant General2110-X
 Assistant Adjutant General2110-Y
 Chief, MRU and Replacement Div.2025-1
 Chief, Classification Branch ...2210-3
 Chief, Operations Sec2210-5

(b) Inasmuch as the use of the fifth digit is merely to facilitate internal reporting and does not enter into the selection or assignment of officers by virtue of their MOS, any theater of operations may adapt and modify the fifth digit in such manner as best meets its needs. Any such modification adopted by a theater will be reported to The Adjutant General (Classification and Replacement Branch) Washington 25, D. C., for the information of the War Department and to permit intelligent decoding of any information from that theater based upon such modifications.