

Chapter 1

Introduction

Section I

General

1-1. Purpose

This publication provides:

a. Guidance to individuals, commanders, personnel managers, branch and functional area proponents, and personnel, combat, and material developers. Additionally, it contains information on the classification of individuals by identifiers and classification of positions (duty position title, identifier(s) and grade in requirements and authorization documents). This publication implements the policy contained in AR 611-1.

b. Authorized branches, functional areas (FA), medical functional areas (MFA), area of concentration (AOC), skill identifiers (SI) and guidance on the use of these codes in the classification of officer positions and personnel.

c. Authorized branches, AOC, military occupational specialties (MOSs), special qualification identifiers (SQIs), additional skill identifiers (ASIs), and guidance on the use of these codes in the classification of warrant officer positions and personnel.

d. Authorized career management fields (CMF), MOSs, SQIs, ASIs and guidance on the use of these codes in the classification of enlisted positions and personnel.

e. Under the provision of the ADS XXI MOS Alignment Initiative approved by CSA for implementation in 2001, all officer AOC and warrant officer and enlisted MOS in associated branches and CMFs will be aligned to the same two digit Branch Code as soon as feasible within system restrictions. All future branch/CMF associations will also be aligned per this initiative upon establishment.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are in the glossary.

1-4. Statutory authority

Titles 10 (Armed Forces) and 32 (National Guard) of the United States Code are the statutory authority for this publication.

Section II

Classification and Utilization Restrictions for Soldiers convicted of Sexually Violent Offences.

1-5. Restrictions

Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Under the provisions of AR 27-10 (Military Justice), chapter 24, Soldiers convicted by special or general courts-martial or by civilian courts of offenses listed in this reference, or who are otherwise required to register as a sexual offender under those provisions, will not be utilized or classified in any of the branches (BR), functional areas (FA), medical functional areas (MFA), areas of concentration (AOC), career management fields (CMF), military occupational specialty (MOS), officer skill identifiers (SI), enlisted or warrant officer additional skill identifiers (ASI) or enlisted or warrant officer special qualification identifiers (SQI) listed in table 1-1.

Section III

General Position Coding and Grading Guidance for Military Personnel (Officer, Warrant and Enlisted).

1-6. General Guidance.

a. Organizational identification by type.

(1) Detachment - Organization element detached from a larger unit for a specific function or a permanent unit smaller than the parent unit assigned to a different base where the Commander has Uniform Code of Military Justice (UCMJ) authority over 74 or fewer assigned or attached military personnel.

(2) Company/Battery/Troop - Organization element consisting of a headquarters element and two or more platoon sub-elements. Two organization types exist.

(a) Small. Commander has UCMJ authority over 73 or less assigned or attached military personnel.

(b) Standard. Commander has UCMJ authority over 74 or more assigned or attached military personnel.

(3) Battalion/Squadron - Commander has UCMJ authority over a headquarters element and two or more subordinate companies or seven or more subordinate detachments or a combination of a headquarters element and subordinate organizations that produce UCMJ authority over 300 or more assigned or attached military personnel.

(4) Brigade/Group/Regiment - Commander has UCMJ authority over a headquarters element and two or more subordinate battalions.

(5) Division and echelons above Division - Commander has UCMJ authority over a headquarters element and two or more subordinate organizations.

b. General position guidance.

(1) Within each unit, only one principal leader within each military pay category (MPC).

(2) Within each paragraph, only one principal leader within MPC.

(a) Subordinate officers must be a minimum of one grade lower than the principal officer in the paragraph. A minimum of 50 percent of subordinate officers must be two grades lower unless specific position guidance is contained in chapter 5 or the application would require grading the position Lieutenant in Battalion/Squadron and higher lever organizations.

(b) Subordinate warrant officers must be a minimum of one grade lower than the principal warrant officer in the paragraph unless all positions or subordinate positions are graded W2. An exception would be Aviation staff warrant officers at company, battalion and brigade/group/regiment level. All warrant officer grading must be in compliance with chapter 8 standards.

(c) Subordinate enlisted personnel must be a minimum of one grade lower than the principal NCO in the paragraph. A minimum of 50 percent of subordinate enlisted positions must be at least two grades lower than the principal NCO. Equal grading of multiple staff NCO positions of the same MOS at E7 and above in headquarters element paragraphs is not supported without specific ODCS G1 approval noted in chapter 10 tables. All position grading must be in compliance with chapter 10 standards.

(3) In paragraphs with a coded warrant officer position, the highest grade for the senior NCO position in the same discipline (other than 00Z CSM or organization First Sergeant) is SFC E7 unless specific exception position grading guidance is contained in chapter 10.

c. General grading guidance for organization principal leader positions.

(1) Detachments. Commander is graded Lieutenant, senior warrant officer graded W2 and principal NCO is graded SFC.

(2) Companies/Batteries/Troops.

(a) Small. Commander is graded Captain, senior warrant officer is graded W2 and principal NCO is graded SFC.

(b) Standard. Commander is graded Captain, senior warrant officer is graded W3 and principal NCO is graded 1SG.

(c) Exceptions to commander grading must be approved by ODCS G1 and annotated in table 5-4.

(3) Battalion/Squadron. Commander is graded LTC. No more than two subordinate staff officers may be graded MAJ. Principal NCO graded CSM.

(4) Brigade/Group/Regiment. Commander is graded COL or BG. If commander is graded COL, no more than two subordinate staff officers may be graded LTC. If documented, deputy commander position is coded with standard remarks code 70 (authorized during unit deployment

only). If commander is graded BG, no more than two subordinate staff officers may be graded COL. Principal NCO graded CSM.

(5) Division and echelons above division. Commander is graded as General Officer and officer staff positions are graded in accordance with table 5-3 or specific organization grading tables in chapter 5.

(6) Staff positions for tables of distribution and allowances (TDA) organizations with grade COL and above commanders are graded per table 5-2.

(7) All position grading must be in compliance with chapter five, eight, ten or eleven standards and exceptions must be specifically identified.

Section IV

Proposals for Changes to the Military Occupational Classification Structure (MOCS)

1-7. Format and information required to support proposed MOCS changes

a. Each proposal for a revision to the MOCS will be submitted by memorandum (Figure 1-3). Training and Doctrine Command (TRADOC) proponents will submit all MOCS proposals through Headquarters TRADOC Personnel Proponency Division to ODCS G-1 Classification and Structure Branch. Non-TRADOC proponents will submit proposals approved by their respective chain of command directly to ODCS G-1 Classification and Structure Branch. DA Form 7174-R (MOCS Proposal Checklist) (Figure 1-1) will be completed to ensure required information and documentation accompanies the proposed change. The DA Form 7174-R will be locally reproduced on 8 1/2-inch by 11-inch paper. A copy for reproduction purposes is located in the back of this pamphlet. Additionally, DA Form 7174-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7174-R-E and the date will be the same date of the current edition of the printed form. The following elements of information must be addressed and included for revisions for staffing approval and implementation, either in the body of the memorandum or as an enclosure:

(1) Proposed revision. Summarize the recommended changes using the lead words “add”, “revise” or “delete” for each change to an occupational identifier.

(2) Proposed change to identifier specifications. Provide a “marked up” copy of the current DA Pam 611-21 occupational identifier specifications and applicable tables to reflect specific recommended changes.

(3) Background and rationale. A summary statement is required that clearly explains why the changes are necessary and the expected improvements/benefits if the recommended changes are approved. If the recommendation is to establish a new identifier, explain why the positions cannot be effectively classified within the existing MOCS.

(4) Skill level (SL) tasks. Unless the complexity of tasks and the length of training are prohibitive, all enlisted MOSs other than career progression capter MOS will be developed and structured to include SL 1 tasks. Proposals for MOS that begin at SL2 or higher or for MOS that will not be sustained through non-prior service accession must be fully justified as to why the MOS cannot begin at SL1 or cannot be sustained through non-prior service accession. The task list should include significant tasks (excluding common soldier tasks) as approved by the Director of Training and Doctrine.

(5) Physical Demands Analysis Worksheet (PDAW) (DA Form 5643-R) (Figure 1-2). If a AOC / MOS physical demand is revised or a new one is added, a DA Form 5643-R is required. DA Form 5643-R will be reproduced on 8 1/2 by 11 inch paper.

(6) Occupational Physical Assessment Test (OPAT): In October 2016, the OPAT was implemented as one of the Army’s talent management tools counselors can use to place recruits (applicants) into a military occupational specialties (MOS). Use of the OPAT is intended to improve readiness to train and overall accession quality while decreasing injuries and attrition.

(a) The Army is committed to continuously improving efforts to access and train the right soldier for the right job. The Army completed a Physical Demands Study and developed the Occupational Physical Assessment Test (OPAT), which will allow the Army to screen applicants for their ability to succeed in their assigned specialty prior to entering active duty or active duty for training. All Army applicants, officer and enlisted, will be subject to OPAT screening. OPAT

applies to the Regular Army (RA), the UA Army Reserve (USAR), and the Army National Guard (ARNG).

(b) The OPAT is a four-event test that consists of the standing long jump (LJ), seated power throw (PT), strength deadlift (SD), and the interval aerobic run (IR).

(1) A qualifying OPAT score is valid for a period of one year from the date the test was administered. OPAT scores will be collected and recorded in absolute raw scores (Figure 1-10). Applicants must meet specified criterion-referenced standards for each OPAT test event by physical demand category (PDC). These PDC's are, heavy (black); significant (gray); moderate (gold); and unqualified (white).

(a) The minimum passing scores are (Figure 1-9):

(1) Heavy physical demands specialties are: LJ- 0160 cm, PT- 0450 cm, SD- 0160 lbs., and IR- 0043 shuttles;

(2) Significant physical demands specialties are: LJ-0140 cm, PT- 0400 cm, SD- 0140 lbs., and IR- 0040 shuttles

(3) Moderate physical demands specialties are: LJ- 0120 cm, PT- 0350 cm, SD- 0120 lbs., and IR- 0036 shuttles.

(2) An applicant meeting physical performance standards for the highest physical demand criteria (Heavy) would qualify for specialties within all three PDC's or all Army occupational specialties. An applicant meeting the physical performance standards for the "Significant" PDC would qualify for specialties within the "Significant" and "Moderate" categories. All army applicants for enlistment must meet the "Moderate" PDC as a minimum qualification to ship to initial military training.

(3) The OPAT categories for each specialty are listed in Chapters 3 (officer), 8 (warrant officer) and 10 (enlisted). For soldiers who maintain qualifications in more than one specialty, the OPAT category assigned will be for the specialty with the highest physical demands.

(4) Applicants taking the OPAT prior to entering active duty or active duty for training, must sign an OPAT consent statement (Figure 1-10), before the OPAT is administered.

(7) Occupational Physical Demands. When occupational physical demands/ tasks at any skill level I changes due to new responsibilities, new equipment, outdated equipment, new or deleted AOC/MOS', CTSSB revisions, etc., they must accurately represent the physical requirements of the AOC/MOS and be annotated on the AOC/ MOS physical demand requirements -1 table.

(a) The basic premise is the most physically demanding tasks or group of tasks associated frequencies and weights representing various demands on the body (lift, raise above head, reach, pull, drag, etc.) will be graded against the Department of Labor standards and frequencies to determine the MOS PDC. To assess/revise the occupational physical demands of an AOC/ MOS, each task should be analyzed by AOC/ MOS personnel proponents/ developers to identify explicit and implicit tasks, receive a Branch Peer Review Panel review, and be approved by the Commandant. The most physically demanding tasks for each AOC/MOS must be identified (either individual or group work), trained, and tested in OSUT, AIT, and BOLC (i.e. any AOC/MOS producing courses). The specific occupational physical demands tasks reside in tables 3-xxx-1 (officer), 8-xxx-1 (warrant officer) and 10-xxx-1 (enlisted) with "xxx" representing a specific AOC/MOS.

(b) For the purposes of AOC/ MOS occupational physical demand categories and fitness testing, any changes to the physical demand categories submitted by the personnel proponent will not take effect NET 01 OCT in the FY following the requested change.

(c) Occupational physical demand categories are based on a combination of strength, upper body strength, lower body strength, and aerobic endurance. Regardless of MOS, all Soldiers must be able to successfully perform Warrior Tasks and Battle Drills, non-MOS specific physical demands at a level consistent with service as a Soldier in the U.S. Army, and MOS occupational physical demands located in tables 3-xxx-1 (officer), 8-xxx-1 (warrant officer) and 10-xxx-1 (enlisted). The three Department of Labor physical demands categories are as follows:

(3) Moderately (MO) Frequently/constantly lifts up to 40 lbs. when all physical demands are performed on an occasional basis, or with any occasional task regardless of weight.

(2) Significant (SG): Frequently/constantly lift 41 lbs. - 99 lbs.; with or without occasional tasks up to 100 lbs or less.

(4) Heavy (HV) --- Frequently/constantly lift 41 lbs. and above, or any frequent/constant tasks of 100 lbs. or more, with occasional tasks over 101 lbs. or more.

(c) All General Officers are categorized Moderate (Gold) regardless of component unless otherwise directed by the VCSA or CSA.

(d) Nominative CSMs at the Division level and higher regardless of component are categorized as Moderate (Gold) unless otherwise directed by the SMA,

(e) All AOC/ MOS, Functional Areas, or any other career designator not specifically listed for Physical Demand Category are classified as Moderate (Gold) unless otherwise directed by the proponent.

(f) Definitions of physical demands adjectives.

(1) Occasional: 1-19% of the time (occurring or appearing at irregular or infrequent intervals; occurring now and then).

(2) Frequent: 20-80% of the time (happening or occurring at short intervals).

(3) Constant: 81-100% of the time (continuing without pause or letup; unceasing; regularly recurrent, continual or persistent).

(8) Physical profile series (PULHES).

(a) The PULHES identifies the broad physical demands of a MOS and the physical ability required of an individual to perform the duties required by the MOS. The physical profile serials associated with individual MOS provide a more precise means of matching individuals to positions. The physical profile serial PULHES classifies physical abilities in terms of six factors designated as follows:

1. P--Physical capacity or stamina.

2. U--Upper extremities.

3. L--Lower extremities.

4. H--Hearing and ear.

5. E--Eyes.

6. S--Psychiatric.

(b) Physical profile serials associated with the various MOS are guides only used to determine the initial selection of basic combat trainees (including enlistees for MOS options) for advanced individual training. The profile established at the Military Entrance Processing Station (MEPS) is the basis for determining initial training assignments for all personnel entering the Army.

(c) The PULHES listed for each MOS will not be used as the sole basis for determining PMOS retention, disqualification, reclassification, or change when a Soldier is issued a profile with a "3" or "4" in one or more of the PULHES factors. The issuance of a profile indicates to the commander that a detailed review of the Soldier's medical condition is appropriate.

(9) *Color vision.* A statement depicting normal color vision or red/green color discrimination, as required. Color vision requirements are defined as follows:

(a) Normal color vision is the ability to pass any of the pseudo isochromatic tests for color vision in current use.

(b) Red/green color discrimination is the ability to distinguish between red and green, either by printed chart, a projected chart, lantern or other clinically valid method.

(10) Position and grade structure impact and analysis. The following information will be included in the body of the memorandum or enclosures, where applicable:

(a) A separate grade structure impact and analysis will be completed for each affected occupational identifier to include the number of authorizations by grade aggregate for present and proposed positions by component. The authorization data used to develop a revision must be from the latest available approved Force Management System (FMS) force structure extracts cross-walked with the most current Personnel Management Authorization Document (PMAD) or Updated Authorization Document (UAD) and ideally reflect the impact in the change

implementation year. Authorization data from the FMS extracts will be used to determine the Reserve Component (RC) impacts and the resourced authorizations from the PMAD/UAD used to determine the Active Component (AC) impacts. The analysis should include any known adjustments or proposed changes to identifier authorizations or adjusted PMAD or UAD numbers not yet captured in authorization documents (if necessary), proposed grade structure and impact if the proposal is approved. The analysis must identify the source of data and narrative discussion, if necessary, to clarify the data.

(b) A statement that the proposed change will or will not increase or decrease the current number of authorizations for any of the affected occupational identifiers. If another action is on-going which changes the total authorizations, an explanation is required.

(c) Proposals that increase or decrease the aggregate grade structure will include a Military Pay Account (MPA) Cost Analysis Worksheet (Figure 1-8a (Enlisted), 1-8b (Officer) or 1-8c (Warrant)).

(d) If the proposed SG reflects an increase in any grade above Specialist and the proposal would create a grade structure that is infeasible or does not meet force structure grading policies established by ODCS G1, a trade-off position must be identified of equal or higher grade as a bill payer. The trade-off may be accomplished within the CMF or another CMF with that personnel developers documented concurrence. A listing of bill payers will be included for any grade increases as a result of personnel developer initiated restructure of occupational identifier revisions. If the responsible personnel developer cannot identify bill payers, the proposal must contain sufficient justification (such as, why the job cannot be performed by a soldier at a lower grade) to convince HQDA to pay the grade bill. Proposals resulting in enlisted grade increases will be evaluated for impact on and compliance with the CMF Grade Distribution Matrix contained at figure 9-3. Deviation from the approved table must be fully justified and approved by HQDA. Warrant officer grade increases will be evaluated for impact on (and compliance with) the warrant officer Average Grade Distribution Matrix (AGDM) at figure 6-1. Equal promotion opportunity may be sufficient justification for grade increases when gross inequities and/or serious retention problems exist. HQDA is responsible for identifying bill payers for increases due to HQDA decisions, such as structure and/or equipment modernization. Grade structure revisions will not be delayed to use as future bill payers unless justified and approved by HQDA.

(e) Space Imbalanced Military Occupational Specialty (SIMOS). The SIMOS status of an MOS indicates whether over half (50%) of the documented authorizations are outside the continental United States (CONUS) consisting of the lower contiguous 48 states. Indicate whether the identifier is or will become SIMOS as a result of the proposal. If the MOS is currently SIMOS, impact of the proposal if approved, must be stated.

(f) Requirements and authorization documentation. Provide full paragraph extracts, by duty section, of the latest approved Force Management System (FMS)/Force Management System – Web (FMS-WEB) extracts (TOE and MTOE/TDA) (with publish process codes 2 through 5 from the MOS/Line Item Number Extract where the affected occupational identifiers appear. Annotate each affected position to show the change (i.e., MOS, duty position title, proposed grade and number of authorizations). In addition, the FMS extracts must be compared to Unit Identification Code (UIC) level PMAD or UAD and annotated to reflect proposed grading. If the proposal is for a new identifier, a list of positions currently authorized which will be reclassified and recoded must be provided.

(g) Proposed position recoding guidance. The proposed position recoding guidance for affected positions in sufficient detail as to provide descriptive guidance (rules) for selection of the positions for recoding will be enclosed with the memorandum. .

(11) Personnel programs. Provide information and impact assessment, where applicable, for the following:

(a) Recruitment programs. Include an impact statement on individuals in the delayed entry and bonus programs, changes required to the Army Recruiting and Retention Information System (ARRIS), minimum service obligations and other affected accession programs.

(b) Assignment/utilization of female soldiers. Provide a statement indicating the impact the revision will have on the assignment or utilization of female soldiers. Justification must be provided for any “male only” identifier or restrictions on assignment or utilization of female soldiers.

(c) Qualifications. Recommended changes to qualifications for award of an identifier must include full justification. If the proposal changes aptitude area and/or scores (based on course attrition rates), the academic data for the previous 3 years must be submitted to justify the specific qualification change. Establishment of initial aptitude area scores for new identifiers will be based on the following:

(1) *Aptitude area (AA) score.* The Armed Services vocational Aptitude Battery is a Joint Service Battery used to measure potential to succeed in job training courses. Test scores are used, in conjunction with demonstrated ability, enthusiasm, individual interests and Army needs, to select applicants for enlistment into the Armed Services and classification into a MOS.

(a) The subtests for determining the composites are: General Science (GS); Arithmetic Reasoning (AR); Word Knowledge (WK); Paragraph Comprehension (PC); Numerical Operations (NO); Coding Speed (CS); Auto and Shop Information (AS); Mathematics Knowledge (MK); Mechanical Comprehension (MC); Electronics Information (EI); and Sum of Word Knowledge and Paragraph Comprehension (VE). Current aptitude area composites used for MOS selection are as follows:

1. CL--Clerical--VE+AR+MK
2. CO--Combat--AR+CS+AS+MC
3. EL--Electronics--GS+AR+MK+EI
4. FA--Field Artillery--AR+CS+MK+MC
5. GM--General Maintenance--GS+AS+MK+EI
6. GT--General Technical--VE+AR
7. MM--Mechanical Maintenance--NO+AS+MC+EI
8. OF--Operators and Food--VE+NO+AS+MC
9. SC--Surveillance and Communications--VE+AR+AS+MC
10. ST--Skilled Technical--GS+VE+MK+MC

(b) The personnel developer, with the concurrence of the Commanding General, TRADOC will recommend a minimum AA score(s) for each initial entry MOS qualification in chapter 10. The ODCS, G-1 must approve all AA composites and AA scores. Soldiers who meet AA score requirements in a feeder MOS qualify for progression to designated capper MOS at the appropriate decision point. Special programs or DA regulatory guidance may reflect AA scores for non-entry level MOS; however, approval must be obtained thru the MOCS process.

(c) The relationships of AA and MOS primarily determine the selection of enlisted personnel for attendance at service schools or training center courses. While AA scores should be used as an indicator of individual strengths and weaknesses for reclassification and similar purposes, the demonstrated ability, enthusiasm, and the interests of the Soldier and needs of the Army should be the dominant factors in such personnel decisions.

(d) AA scores for an ASI will not be more restrictive than those for the associated MOS, unless ODCS G1 approves the request as an exception to policy.

(d) Proposed personnel reclassification guidance. The proposed personnel reclassification guidance for affected soldiers in sufficient detail as to provide descriptive guidance (rules) for selection of the personnel for reclassification will be included with the proposal.

(e) Requests for changes to the effective date established in the implementation schedule (table 3-1) (out of cycle) must be submitted with the MOCS proposal and include justification for approval as an exception to policy.

(f) Strategic communication plan. If approved, what actions will the personnel developer take to publicize the revision to the field to insure commanders, leaders and/or Soldiers impacted understand the action and it's benefits and impacts, timelines of implementation and any follow-on actions required of them to complete implementation.

(12) Training strategy and program changes. Include the following, where applicable:

(a) A narrative description of the training strategy explaining how the identifier will be trained for both the active component (AC) and reserve component (RC), such as, accession, New Equipment Training (NET), resident, exportable, distance learning (DL) or combinations thereof. The strategy must include any transition training required for training individuals in new skills required by revising tasks of an identifier or merger of two or more identifiers. If the

proposed change establishes a new identifier or adds tasks to an existing identifier, a copy of the approved training strategy for both AC and RC soldiers must be included. Provide a copy of the approved Course Administrative Data (CAD).

(b) *Training specifications.* Provide information concerning individual training plans and programs that may affect the MOCS or Army personnel system.

(1) *Formal training.* A course of instruction that follows a program of instruction prepared or approved by the MOS developer and taught in a structured training environment by an Army, Navy, Air Force or Marine Corps service school, Army Training Center, NCO Academy, USAR Forces School, ARNG Academy, contract training facility, or civilian training administered under contract with a personnel developer school or a USAR or ARNG organization. This includes Reserve Component-configured courses.

(2) *Civilian acquired skills (CAS).* Those skills acquired through attendance at a vocational, technical or other recognized educational institute and requisite experience in those skills before enlistment. Educational achievements are verified by issuance of a diploma or certificate. AR 601-210 establishes policy for the Army Civilian Acquired Skills Program (ACASP) and table 9-1 list those MOS approved for the ACASP program. The prerequisites for award of a MOS through ACASP are shown in the MOS specifications in chapter 10. ACASP enlistees must meet the criteria for the initial award of the MOS and meet the ACASP qualification requirements.

(3) *Supervised on-the-job training (SOJT).* A program used only if formal training, correspondence courses, occupational/technical/college courses, contract training, or other TRADOC approved MOS producing courses are unavailable. Commanders must take advantage of professional development, MOS transition courses, refresher courses, and all other available courses to build an effective SOJT program. Both Active Army and Reserve Component SOJT Programs will include:

1. Approval to use SOJT from the personnel developer general officer.
2. A list of tasks to be trained that parallels the existing trainer's guide/Soldier's manual task list for that particular MOS.
3. Assurance that all structured educational medias are included in the program.
4. Milestones for completion of training that require completion in a time frame equal to or greater than the time allotted for the approved mobilization course.
5. End of course evaluation measured to Army standards.
6. Course data and training facility.

(c) Provide the training base impact analysis for each identifier affected by the proposal. Impact analysis must include Officer/Warrant Officer Basic Branch/AOC/MOS Qualification, Advanced Individual Training, One Station Unit Training, Basic Non-Commissioned Officer Course, Advanced Non-Commissioned Officer Course, SI, ASI, SQI and PDSI. Training data for the proposed implementation year or as near as is available should be used as the baseline and include the first 2 years of the new training start date will be provided for both AC and RC. Training data must include the number of classes, students per class, length of course, man-years, instructors (military and civilian) and explanation of increases or decreases in the TTHS account resulting from the proposed action.

(d) *Additional Resource requirements.* New training or changes to training may cause additional resource requirements. Any problems or issues resulting from proposed training change must be addressed through the chain of command prior to submission to HQDA. Copies of command discussion and recommendation is required to be submitted with the proposal and if not supportable within existing resources, requires identification of the associated bill and full justification. The following potential additional resource requirement areas will be addressed in the proposal.

(1) *Additional Instructor Requirements.* State the additional requirement, any contingencies or None (military, civilian, contractor).

(2) *Additional Classroom Requirements.* State the additional requirement, any contingencies or None.

(3) *Additional Training Aids.* State the additional requirement, any contingencies or None.

(4) Additional Equipment. State the additional requirement, any contingencies or None.

(5) Additional Barracks. State the additional requirement, any contingencies or None.

(6) Onetime Costs. State the additional requirement, any contingencies or None.

(7) Additional Drill Sergeants/AIT Platoon Sergeants. State the additional requirement, any contingencies or None.

(8) Additional Personnel. State the additional requirement, any contingencies or None.

(13) Professional Development Model (PDM). The associated PDM will be submitted to HQ TRADOC, ATTN: ATTG-TRI-VP, within 30 days of HQDA notification of MOCS approval (date of the DA G-1 Notification of Future Change memorandum).

(14) *Miscellaneous qualifications*. Some MOS require additional qualifications for award of MOS. Each MOS is independent of each other and the personnel developer school must articulate the requirements for the specific MOS. Some other qualifications may include but not limited to:

- (a) Security clearance rating.
- (b) State U.S. citizenship.
- (c) Identify regulatory guidance for additional requirements.
- (d) Equipment qualification.

b. Proposed MOCS revisions that may be submitted, with limited information, are—

(1) Officer—Branch or FA title and description, AOC duty description, qualifications, special grading of positions or unique duty positions which do not affect grade structure and AOC/FA/SI/PDSI qualifications pertaining to course titles.

(2) Warrant Officer—Branch and AOC title and description, qualifications, enlisted feeder MOS, MOS duties that do not affect grade, SG changes which do not affect grade structure and MOS/ASI/SQI/PDSI qualifications pertaining to course titles.

(3) Enlisted—CMF title, duties and career goals, MOS title if it does not require a SG change, MOS major duties, qualifications, term of service obligations and SG changes which do not affect grade structure and ASI/SQI/PDSI qualifications pertaining to course titles.

(4) Revisions to the MOCS approved or directed by HQDA pertaining to Branch, FA, AOC or MOS qualifications and establishment or deletion of an SI, ASI, SQI or PDSI will not be staffed, but require supporting documentation for publication as an approved change.

c. The proposed revisions identified in 'b' above must provide justification for the change and include:

- (1) A summary of the recommended change.
- (2) A "marked up" copy of the appropriate identifier to reflect the specific change.
- (3) Justification for the change with supporting documentation. If approved or directed by HQDA, copies of the correspondence must be included.
- (4) The applicable FMS and PMAD documents, if changing a SG, to verify that the revised grading standards will not modify the grade structure or create a requirement for bill payers.
- (5) Recommended revisions to tasks, as a result of a revised Program of Instruction (POI), must include the HQ TRADOC approved POI/CAD for the course.

d. All MOCS identifier codes are unclassified. Should a MOCS identifier code be required to identify classified skill sets, an unclassified version of the code specifications will be developed for inclusion in the MOCS proposal process and posting to this pamphlet if approved.

1-8. Coordination of MOCS proposals

a. ODCS G-1 DAPE-PRP will forward all recommended changes, received from organizations or individuals, to the AR 600-3 personnel developer designated in chapter 15 for comments. The personnel developer will submit the MOCS revision and inform the initiator. If the recommendation is determined not to be valid, the personnel developer will advise ODCS G1 DAPE-PRP and the initiator of the reason.

b. Personnel developers must ensure complete internal coordination of recommended MOCS changes within their training centers and/or command directorates, Army National Guard (ARNG)/U.S. Army Reserve (USAR) representatives and other affected personnel developers.

The comments and recommendations received during this staffing process will be enclosed with the proposed change.

c. ODCS G-1 DAPE-PRP will review each recommended change for compliance with current Army policies and regulations. Additional information or documentation, if required, will be obtained prior to staffing.

d. ODCS G-1 DAPE-PRP will staff recommended changes to the MOCS submitted under the provisions of paragraph 1-7 with the principal Army Staff elements, Reserve Components, affected ACOMs, and other agencies as appropriate for decision.

e. Any issues identified during staffing will be addressed for resolution by the submitting personnel developer. If identified issues cannot be resolved, the change proposal may be withdrawn from further consideration or a statement of repudiation of the issue or other considerations may be submitted by the personnel developer for consideration in a decision review by ODCS G-1.

1-9. Procedures for Implementation of MOCS changes

a. The processing and implementation schedule for approved changes to the MOCS (includes target dates, processing times, actions required and responsible agencies) are shown at table 1-5. The target dates listed are the last date for submission of proposals, involving major revisions for evaluation, to ODCS G-1, ATTN: DAPE-PRP, during the current cycle. The fiscal year applicable changes to the MOCS contained in approved NOFC documents will be applied are shown in table 1-6.

b. ODCS G1 (DAPE-PRP), will—

(1) Compile approved MOCS changes as of 31 October of each year.

(2) Update the POSC-Edit Data Base file to reflect approved MOCS changes at the close of each cycle. This data file serves as the primary edit for military occupational identifier data in the Force Management System (FMS) and personnel systems.

(3) Prepare, edit, coordinate and publish the approved notification of future change (NOFC) implementation order for Army-wide distribution by the close of each cycle. The NOFC provides advance notification of MOCS changes that may affect recruitment, training, classification/reclassification, assignment of soldiers, identifier titles and grades in manpower documents. The NOFC serves as the basis for initial implementation of the action and will include the following:

(a) A summary of approved changes.

(b) Implementation responsibilities and milestones.

(c) NOFC that affect changes to position coding or personnel classification will contain specific position recoding and/or personnel reclassification implementation guidance to include revised grading tables and dates when FMS requirements and authorization documents are to be changed.

(d) Administrative NOFC implementing approved changes that do not affect existing position coding or personnel classification will be issued as necessary to address approved changes to initial qualifications, security eligibility requirements, service obligations and other like changes.

(4) Prepare and distribute the annual MOCS personnel reclassification message. The annual MOCS personnel reclassification message will contain a consolidation of personnel reclassification actions from previously issued NOFCs to be accomplished during the annual personnel reclassification window to complete the approved force structure change. The message will also contain specific implementation guidance to assist in completing the personnel reclassifications.

(5) Review and update the electronic DA Pam 611-21 Smartbook as MOCS changes are approved..

(6) Ensure update of personnel systems and completion of AC personnel reclassification actions per the following references:

(a) Officers, DA Pam 611-21, chapter 2.

(b) Warrant officers, DA Pam 611-21, chapter 6.

(c) Enlisted soldiers, DA Pam 611-21, chapter 9.

(7) CNGB and OCAR will ensure completion of personnel reclassification actions per the following references:

- (a) Officers, AR 614-100, NGR 600-100 and DA Pam 611-21, chapter 2.
- (b) Warrant officers, AR 614-100, NGR 600-101 and DA Pam 611-21, chapter 6.
- (c) Enlisted soldiers (USAR), AR 614-200 and DA Pam 611-21, chapter 9.
- (d) Enlisted soldiers (ARNG), AR 614-200, NGR 600-200 and PA Pam 611-21,

chapter 9.

d. TRADOC will revise and recode training courses to conform to approved changes to the classification structures to ensure the following:

- (1) Trained soldiers, with the proper identifiers, are available when the changes become effective.
- (2) Transition training for currently assigned soldiers is provided if needed.
- (3) Soldiers, who graduate from existing courses before the new training starts, are aware of approved changes.

1-10. Schedule for changing the MOCS

a. Changes to the MOCS will be implemented annually. Table 1-5 establishes the normal time lines required to process the change and subsequent implementation after staffing has been completed and the change has been approved.

b. Effective dates.

(1) Requirements and authorization documents must be revised when the MOCS is changed as established in table 1-5 and 1-6 and/or per instructions contained in the NOFC. Personnel will normally be reclassified during the 1 June through 30 September MOCS reclassification window prior to changes becoming effective (E-Date) in authorization documents.

(2) The effective dates for recruiting and training will precede the date for accountable strength reporting in sufficient time to permit trained soldiers to arrive when positions have been recoded.

c. Specific implementing instructions for new, revised or deleted identifiers can be found in the applicable NOFC.

1-11. Explanation of abbreviations and terms used in NOFC position recoding and personnel reclassification guidance

The following definitions are provided for use in implementing changes outlined in notification of future changes (NOFC) memorandums and supporting enclosures.

a. Miscellaneous and administrative changes. A revision to the specifications for military occupational identifiers that does not require position recoding or personnel reclassification (for example, revision of security clearance requirement). Miscellaneous changes will be posted to DA Pam 611-21 as approved or issued separately in an administrative NOFC as appropriate.

b. Conversion date. The date that a military occupational identifier converts to another identifier in Tables of Organization and Equipment (TOE) and Army authorization documents.

c. Implementation date.

(1) Personnel. The date upon which a new military occupational identifier is valid for use in personnel classification. This is normally 1 April of the implementation calendar year.

(2) Structure. The date upon which a new military occupational identifier is valid for use in position coding. This is normally 1 October of the implementation calendar year.

d. Management of change (MOC) window. Periods during which changes to Modified Tables of Organization and Equipment (MTOE), and Tables of Distribution and Allowances (TDA) may be submitted to Headquarters, Department of the Army (HQDA). These periods occur annually as established in table 1-5.

e. One-for-one. Direct conversion of a four-character military occupational specialty (MOS) to another four-character MOS (enlisted Soldiers or warrant officers) or a three-character area of concentration (AOC) (commissioned officers) to another three-character AOC. Consolidation of two or more MOSs or AOCs into a single military occupational specialty code (MOSC) or AOC may also be a one-for-one change. These changes assume that all positions and personnel in a given MOS or AOC convert directly to another MOS or AOC, and the special qualification identifiers (SQI), additional skill identifiers (ASI), skill identifiers (SI), and Medical Functional Area (MFA) currently reflected in the documents are compatible with the replacement four-character MOS or three-character AOC.

(1) Type A changes are document changes that are identified automatically by edit of documents contained in the Force Management System (FMS) with the Personnel Occupational Specialty code Edit (POSC-Edit) Tape, Type A changes include “one-for-one” changes as discussed above but only if SQI, ASI, and skill codes that currently appear on the document line to be converted are compatible with the new MOS or AOC in which the position is to be classified.

(2) Type A changes may only be handled to the four-character MOS or three-character AOC level of detail.

f. Rescission date. The date upon which a current military occupational identifier is invalid for either personnel or position classification.

g. Selective changes. Selective changes are the result of the implementation or conversion of a military occupational identifier. They require analysis of unit missions, assigned equipment, desired skills, training, and experience of the prospective incumbents. Selective changes are of two types

(1) Type B changes. Type B changes require FMS document proponents to submit information to HQDA and proponent data bases. Generally, Type B changes are identified in FMS by the Conversion Impact Analysis Report (CIAR). Example of Type B changes are—

(a) Conversion of a single MOS or AOC into two or more AOCs or MOSs and the rescission of the current MOS or AOC at same grade and skill level.

(b) Shred out of a single MOS and AOC into the same AOC or MOS and one or more other MOSs or AOCs at the same grade and skill level.

(c) Conversion of an ASI or skill to an MOS or AOC at the same grade and skill level.

(d) Change or addition of an ASI, SQI or skill; or the conversion of one of these to another SQI, ASI, or skill.

(e) Association or disassociation of an existing ASI or skill with one or more of another MOS or AOC code.

(f) MOS or AOC is being deleted and is being replaced by an ASI or skill.

(2) Type B+ changes. Type B+ changes are selective document changes that are not identified in the FMS by the CIAR. Included is any standards of grade (SG) revision that changes the authorized grade of selected positions, either as a separate action or as part of a Type B change.

1-12. Documentation of Approved MOCS Changes

a. AR 71-32 document proponents will revise authorization documents to implement MOCS revisions per time lines outlined in table 1-5 and/or the applicable NOFC.

b. USAFMSA will—

(1) Ensure proper occupational identifiers are in TOE, BOIP/QQPRI and Force Design Update documentation.

(2) Ensure proper occupational identifiers are incorporated in authorization documents (MTOE, TDA, AUGTDA, MOBTDA and JTA) per the milestones in table 1-5 and/or the applicable NOFC.

c. Classification coding and grading of positions in documents

(1) Positions in requirements and authorization documents must be classified and coded in the appropriate identifier (AOC, MOS, SI, SQI and ASI) that represents the specific duties performed in the specific position.

(2) The SG tables do not authorize positions but are the basis for duty titles and grading of all positions in requirements and authorization documents when established by appropriate authority. Commands and agencies that prepare, review and approve documents will adhere to grading standards. The SG will be applied to:

(a) The required column for level 1 of the TOE. Supervisory positions at reduced strength levels will carry the grade of the position at level 1.

(b) The required column in MTOE and TDA documents. When the authorized and required column for a specific MOS do not match, after application of the SG, the authorized column will be used to determine grade structure impacts and compliance with ODCS G1 grading policy.

(c) The DCPC Policy, established in AR 600–13, determines the positions in which female Soldiers may serve. Positions in units that would routinely require female Soldiers to participate in direct combat are excluded.

1-13. Exception to standards of grade

On occasion, local conditions create position requirements that are substantially different from the norm. In these instances, a deviation from the SG may be warranted. Exception authority and procedures for processing requests for exceptions are outlined below. Exceptions that have been staffed per the guidance herein will appear in authorization documents as an approved exception to the SG. Requests for exception to the SG should be prepared as follows:

a. TOE. No exceptions are authorized in TOE documents.

b. MTOE and TDA. Only HQDA will authorize exceptions to SG for MTOE and TDA (ODCS G-1 (DAPE-PRP) has the final approval authority). The MTOE or TDA proponent, as defined in AR 71-32, may request to grade a position different than the grading standards if warranted by local conditions or unit unique requirements. Such requests will be submitted by the command to Deputy Commander, U.S. Army Force Management Support Agency (UAFMSA), ATTN: MOFI-FMA, Fort Belvoir, VA 22060–5578. USAFMSA will staff these requests with ODCS G-1 (DAPE-PRP) and other appropriate DA staff agencies for decision. ODCS G-1 (DAPE-PRP) will coordinate the request with the appropriate personnel developer as identified in AR 600–3, for comment and/or concurrence. The decision on the request for SG exception will be provided to the command with a copy furnished to the appropriate personnel developer and ODCS G-1 (DAPE-PRP). Document proponents must obtain approval from HQDA (MOFI-FMA) prior to inclusion in authorization documents. Justification for the exception must include:

(1) MTOE or TDA number.

(2) Paragraph and line number, current authorized duty position title, identifier and grade.

(3) Proposed duty position title, identifier and grade.

(4) Reason why the position should be retitled, recoded and/or regraded.

(5) Identification of an appropriate bill payer of equal grade or higher.

c. Instructions for preparing exception request position description.

(1) *General Information.*

(a) A position consists of all of the duties and responsibilities assigned to an individual.

The description of a position should be written in plain, clear language using short, factual statements. Abbreviations, form numbers and phrases which have no meaning outside of the office should not be used. Opinions about the difficulty of the work should not be given.

(b) A position description is adequate if it states clearly and definitely the principal duties and responsibilities, supervisory relationships of a position so that a person who is familiar with the occupational field and the applicable classification standards and has available current information on the organization, functions, programs and procedures concerned, can understand it.

(c) The position information provided will be used by a qualified analyst in conjunction with the SG factors and other considerations contained in chapters 2/6/9/10. The writer should read these factors carefully before preparing the description. This will ensure that meaningful and accurate data on each factor is included in the description and supporting organizational charts of authorization documents.

(2) *Position description.* The description should be prepared according to the following format:

(a) Position name and title. List position name and title.

(b) Introduction. State briefly the functions of the organizational unit in which the position is located and described the purpose of the position. One or two sentences should be sufficient.

(c) Major duties and responsibilities. List and describe briefly each major duty, so that what is involved in its performance can be clearly understood. A major duty is any duty of a position which— 1. Is a determinant of qualification requirement for assignment to the position; 2. Occupies a significant amount of the individual's time (5–10 percent or more). Duties and responsibilities should be in descending order of importance or order of work sequence. Give approximate percentage of time devoted to each major duty. The description should also indicate

the responsibilities of the position and the extent of authority for making decisions, recommendations or official commitments; devising or revising ways of doing things; planning programs or developing policy; or persuading others to a course of action.

(d) Supervision of others. If the position contains supervisory responsibilities, they should be described in a manner which will show clearly the nature and extent of the supervision, such as planning, assigning and reviewing work. All subordinate military and civilian positions should be identified by position title and number of personnel in each unless already shown on attached organization chart.

(e) Controls over the position. Identify the supervisor of the position by title, grade and unit location, describe the nature of instruction, guidance and review provided by the supervisor. Indicate by example, if necessary, the kinds of problems or matters that are referred to the supervisor for assistance and/or approval. Indicate the nature of policy and procedural controls imposed upon the position by higher authority, such as manuals, written instructions, guidance or lack thereof.

(f) Qualification requirements of the position. Specify what special knowledge and skills are required to perform the official duties of this position, from the standpoint of their intensity, complexity and diversity.

d. Documentation of exceptions. MTOE and TDA positions which have been granted an exception to the SG will be documented by the document proponent in FMS with Standard Remarks Code 94. A copy of the DA approval will be included as an enclosure to the input modifications. Approved exceptions will remain valid until mission changes occur, a revised SG is approved or for 3 years, whichever occurs first. Should the requirement remain for more than 3 years, justification must be resubmitted through appropriate channels to HQDA for reevaluation. However, if the requirement exists more than 3 years, consideration should be given to requesting a permanent grading change to the position.

1-14. Establishment of organizational documentation (OD) codes

a. The purpose of the OD code is to support the acquisition of a non-developmental item (NDI) per AR 71-32. It is used to create documents, develop training tasks and strategy, determine the proper grade structure and duty position titles, and identifies the necessary bill payers.

b. The need for a new identifier (OD code) is determined during development of the Mission Need Statement (MNS). The MNS is approved at milestone zero (MSO). Since the MSO occurs prior to the initiation and development of the Basis of Issue Plan Feeder Data (BOIPFD) and Qualitative and Quantitative Personnel Requirements Information (QQPRI), the required information for a MOCS proposal is not readily available.

c. On approval of the MNS, the personnel developer will submit a request to ODCS G-1 DAEP-PRP, to establish an OD code. The request will include--

(1) A brief statement on the basis and nature of the proposal with justification for establishing a new identifier, and an explanation of why an existing MOS cannot be used.

(2) A double-spaced draft of the proposal will be submitted electronically via email in one of the most commonly used word processing software formats or American Standard Code Information Interchange (ASCII) format.

(3) A statement that the new MOS will or will not be a space imbalance military occupational specialty (SIMOS) based on projected fielding of equipment.

(4) A statement that the identifier will or will not be available for female Soldier assignment and utilization. A male only identifier must be justified.

(5) A copy of the MNS.

d. The OD code will expire when a final MOS action has been submitted and approved, or 24 months from the date established unless an extension is requested by the personnel developer.

e. On submission of the Basis of Issue Plan (BOIP) and QQPRI, the personnel developer will submit a request for establishment of a MOS (to include a copy of the BOIP/QQPRI) to ODCS G-1 DAEP-PRP. The request for the OD code and MOS will also accompany the BOIP/QQPRI through the appropriate staffing procedures.

f. The MOS should be established as soon as possible but no later than 30 months prior to the first unit equipped date, to allow for proper documentation. Once approved, the process is

completed and the OD code will be converted to the approved MOS in the Personnel Occupational Specialty Code--Edit (POSC-Edit) file and published in Part III of the document.

1-15. Personnel Development Skill Identifier (PDSI) Codes.

a. PDSI codes are used, in combination with an AOC/MOS, to identify unique skills, training and/or experience officers, warrants and enlisted Soldiers may obtain during their careers that could add value to the Army and organization in its mission but do not meet minimum standards for establishment of an ASI (identify both positions and personnel), have too few individuals meeting the qualifications to warrant a SI/ASI, can't be coded in authorization documents through identification of standard positions, are temporary identifiers for new equipment/systems/processes pending personnel developer development of proposals to establish permanent identifiers, are Reserve Component Mobilization for Training (MFT)/Individual Skill Training (IST) identifiers, or for other reasons.

b. PDSI codes may be authorized for association with any Military Pay Category (MPC) and/or AOC/MOS or may be restricted to selected MPC and/or AOC/MOS as defined in their specifications. More than one PDSI code may be used to identify the qualifications of the individual.

c. PDSI codes are for use in identification of personnel only and will not be included in Tables of Organization and Equipment (TOE) or The Army Force Management System (FMS) Authorization Documents System.

d. PDSI codes may or may not be related to any one particular Branch, CMF or AOC/MOS. The skills identified by PDSI codes may be required of Soldiers to perform selected additional or primary duties in certain positions but will not be documented in requirements or authorization documents.

e. PDSI codes will not be used in active component personnel requisitioning, unless approved by Cdr, HRC, ATTN: AHRC- (OPMD/EPMD, as appropriate).

f. PDSI codes will not be reported through the Electronic Military Personnel Office (EMILPO). PDSI codes may be reported through the Integrated Personnel and Pay System - Army (IPPS-A) when fielded.

g. PDSI (Personnel Development Skill Identifier) Form (Figure 1-6) will be completed and included in the enlisted field personnel record to support proper in-processing of PDSI-designated Soldiers.

h. PDSI codes will not be used to replace the ODCS G-1/G-3 basis of issue plan (BOIP) operator/maintainer specialty/MOS decision process as part of the normal quantitative and qualitative personnel requirements information (QQPRI) program.

i. PDSI codes may require significant education, training or experience, however, PDSI codes do not require repetitive tours and do not provide progressive career developmental assignments.

j. The procedures for establishment of PDSI codes are contained in paragraph 1-16.

k. Each PDSI will be reviewed biennially by ODCS G-1, ATTN: DAPE-PRP and the personnel developer/responsible agency for compliance with the specific policies, criteria and guidance used for establishing the identifier code.

1-16. Personnel Development Skill Identifier (PDSI) categories.

There are three categories of PDSI codes used to track individual skill sets as listed below.

(1) Permanent PDSI. Permanent PDSI codes are established when the unique skill set requires identification of individuals in the personnel system for a period exceeding three years from implementation. Permanent PDSI codes are three character (alpha - numeric- alpha) codes identifying the specific skill set or experience as established in the code specifications in table 1-2.

(2) Temporary PDSI. Temporary PDSI are established when the unique skill set requires identification of individual in the personnel system initially for periods not to exceed three years. The primary purpose is to identify individuals skilled in new equipment/systems/processes pending personnel developer development of proposals to establish permanent identifiers (AOC/SI/PDSI) or other skill sustainment options. Temporary PDSI codes are three character (alpha – alpha – numeric) codes identifying the specific skill set or experience as established in

the code specifications in table 1-3. Temporary PDSI codes may be extended beyond their initial termination date at the request of the code personnel developer/proponent.

(3) Reserve Component Mobilization for Training (MFT)/Individual Skill Training (IST) PDSI. MFT/IST PDSI codes may be established as approved by Department of Defense and ODCS G-3 (DAMO-ODI) to identify skill sets associated with Reserve Component Mobilization for Training. MFT/IST PDSI codes are three character (numeric - alpha - numeric) codes identifying the specific MFT/IST skill set as established in the code specifications in table 1-4.

1-17. Establishing Personnel Development Skill Identifier (PDSI) Codes and Identifying Personnel

a. *Requesting persons or agencies.* The principal organizations/agencies that normally request establishment of new PDSI codes are listed below, however if justified, any organization or agency may request establishment of a PDSI code for tracking unique skills, training and/or experience where identification of qualified personnel would be beneficial to the Army. These organizations or agencies also normally request assignment of a PDSI code to an individual Soldier. Request for a new PDSI will be coordinated with other affected agencies before they are submitted to ODCS G-1.

- (1) Project manager.
- (2) U.S. Army Training and Doctrine Command (TRADOC) system manager.
- (3) Commandant of the TRADOC School responsible for training on a project or system.
- (4) U.S. Army Operational Test and Evaluation Command.
- (5) U.S. Army Intelligence and Security Command.
- (6) Commander of the organization or test director testing the item of equipment or system. This may be a unit of any major Army command (ACOM).
- (7) Human Resources Command.
- (8) ODCS G-3 (DAMO-ODI).
- (9) Other organizations/agencies.

b. *Requesting a new PDSI code.* Request to establish a new PDSI code will contain the information listed below. This information will be prepared in the format shown in figure 1-4.

- (1) PDSI code title. An unclassified title must be given. If the official title is classified, give a short unclassified title. If an acronym is used for a project or system title, it must be defined.
- (2) PDSI code category (Permanent, Temporary, MFT/IST).
- (3) Estimated number of Soldiers to be identified by the PDSI. List this information by the number of officers, warrant officers and enlisted personnel.
- (4) Criteria for qualification for award of the PDSI code.
- (5) List of activities authorized to request award of the PDSI code to Soldiers.
- (6) Restrictions on award of the PDSI code to Soldiers, such as only selected MOS, special skill indicator (SSI) or grade.
- (7) If a temporary PDSI, the initial estimated date when the PDSI will no longer be needed and terminated. The initial termination date may be extended at the request of the responsible personnel developer/proponent. If permanent PDSI or MFT/IST PDSI code, indefinite will be used for the termination date.

1-18. Processing requests for PDSI and assignment of identifiers

a. The requesting agency will send the request for identifiers to ODCS G-1, Military Personnel Structure and Plans Division, (ODCS G-1), ATTN: DAPE-PRP.

b. DAPE-PRP will review the request.

(1) If the request is approved, a PDSI code will be assigned and a Notification of Future Change (NOFC) implementation memorandum will be sent to the affected activities.

(2) If the request is not approved, the request will be returned giving the reason for disapproval.

c. On approval and prior to IPPS-A fielding, authorized agencies will submit requests for assignment of PDSI codes to active component Soldiers individual personnel master file. Rosters of active component Soldiers will be submitted electronically via e-mail by the authorized activities listed in the code specifications in table 1-2 to ODCS G-1, ATTN: DAPE-PRP in the format shown in figure 1-5. The DAPE-PRP e-mail point of contact is Ms. Carol Clifton, commercial 703-695-5350, e-mail carol.m.clifton.civ@mail.mil. Reserve component Soldiers will have a PDSI Form completed and placed in their field file.

d. Upon IPPS-A fielding, PDSI codes will be entered on the individual personnel master file by the servicing personnel facility.

1-19. Termination and deletion of PDSI Codes

a. When a PDSI code is no longer needed for identification of personnel, the responsible agency for the code will recommend termination to ODCS G-1, ATTN; DAPE-PRP.

b. DAEP-PRP will direct deletion of the PDSI code and removal of the code from the Soldiers personnel files. DAPE-PRP will notify the field of such deletions via NOFC.

c. Requests for withdrawal of a PDSI code for loss of qualification or erroneous award will be sent to the proper career branch.