Chapter 9
Enlisted Classification System

9-1. General
a. The following chapters in this part provide the procedural guidance for the classification of enlisted personnel and positions based on qualifications. It includes the use of SQI and ASI in classification of enlisted positions and personnel and the use of PDSI in classification of enlisted personnel. This publication is a complete compilation of authorized classification identifiers for enlisted personnel and standards for grading enlisted positions in authorization documents. No other classifications will be used for enlisted Soldiers in authorizations documents or strength reporting requirements.

b. The enlisted classification system impacts fundamentally on enlisted accessions, training, classification, evaluation, distribution, deployment, sustainment and professional development.

c. The enlisted classification system provides for—

(1) Visible and logical career patterns for progression to successively higher level positions of responsibility and grade.

(2) Standard grade-skill level relationships.

(3) Self-sustainment through new accessions or selected lateral entry from other CMFs.

(4) Consolidation of MOS(s) at higher grade levels, as practical.

9–2. Enlisted female enlisted designation/utilization (Rescinded 201602)
a. It is current Army policy that female enlisted soldiers may be designated in any CMF/MOS except those closed to women as indicated in chapter 13 and table 13-1.

b. Female enlisted soldiers will not be assigned to positions, in otherwise open MOS, if the unit or position is coded with DCPC P1. Chapter 13, table 13-1, provides a listing of MOSs closed to women.

9–3. Career management field
a. The CMF identifies a grouping of related MOS(s) that is basically self-renewing and managed in terms of both manpower and personnel considerations. The CMF is used in the development, counseling and management of enlisted personnel. Characteristics of CMF are—

(1) Provides a visible and logical progression from entry into the training base to retirement in grade of SGM.

(2) The MOS are so related that soldiers serving in one specialty potentially have the abilities and aptitudes for training and assignment in most or all of the other specialties in that field.

(3) The career content is supported by annual accessions to replenish the losses from the career force of the field.

b. Chapter 10 section A provides a career progression chart for each CMF that groups the MOS to reflect the routes for progression within and between the MOS. The figure also provides approved MOS substitution options and unique MOS qualifications (e.g. classification or training) where applicable.

9–4. Military occupational specialty
The MOS identifies a group of duty positions that requires closely related skills. A soldier qualified in one duty position in a MOS may, with adequate OJT, perform in any of the other positions that are at the same level of complexity or difficulty. The MOS broadly identifies types of skill without regard to levels of skill. In order to represent a manageable grouping and provide the minimum sustainable assignment and career progression opportunities for Soldiers, the MOS should apply to at least 75 authorized duty positions. MOS that fall below this authorization level through force structure changes or other actions should be considered for merger with other MOS and/or deletion. Exceptions to minimum authorization requirements for highly technical MOS with long training requirements may be approved by ODCS G1 (DAPE-PRP).

9-5. MOS specifications

The MOS specifications contain information required for the classification of positions and personnel and describe significant duties performed in representative positions that compose the MOS. The title normally is a short summary of the full scope of the specialty, and the accompanying three-character MOS designator provides the basis for coded applications of the MOS in various management systems and data bases. The MOS specifications contain--

    a. *Major duties.* A narrative paragraph that summarizes the most significant tasks performed in the MOS at each level of skill. If two or more skill levels are authorized for use with an MOS, they are cumulative in nature. If a MOS at a given skill level results from merging two or more MOS, the ability to perform duties in one of the source MOS is required. Technical and functional responsibilities of source MOS are provided in the MOS specifications.

    b. Physical Demands Category Task Lists. When physical tasks at any level of skill changes due to new responsibilities or new equipment, task lists must accurately represent the PDC associated with the physical requirements of the AOC/MOS. The most physically demanding task or group of tasks will be identified by an asterisk and a PDAW prepared.

        (1) The basic premise is that the most demanding task or group of tasks from the task list will determine the MOS PDC based on completion of the worksheet for the task and comparing that against the below standard. To assess the physical demands of an MOS, each task should be analyzed by MOS personnel developers to identify explicit and implicit tasks. The most physically demanding tasks for each AOC/MOS must be identified (either individual or group work) trained, and tested in AOC/MOS producing courses. The physical demand ratings are found in figure 10-2-1. The specific physical demands tasks reside in tables 10-xxx-1 (enlisted) with "xxx" representing a specific AOC/MOS.

        (2) Physical demands categories are based on a combination of strength, upper body strength, lower body strength, and aerobic endurance. All soldiers must be able to successfully perform Warrior Tasks and Battle Drills in conjunction with Military Occupational Specialty physical demands located in tables 10-xxx-1 (enlisted). The three physical demands categories as established HQDA EXORD 202-16 are as follows:

            (a) Moderately (MO) --- Frequently/constantly lifts up to 40 lbs. or when all physical demands are performed on an occasional basis. .

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

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

        (3) Definitions of physical demands adjectives.

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

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

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

        (4) 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.

(5) *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 pseudoisochromatic 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.

(6) *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 (see chapter 1).

(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 G-1 approves the request as an exception to policy.

(7) Training specifications.

(a) *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.

(b) *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.

(c) 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 first general officer in the chain of command.

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.

(8) *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.

c. *ASI.* Chapter 12 describes positions, qualifications and restrictions for award of ASIs. Identified with each MOS specification are those ASIs specifically related to a particular MOS.

d. *Physical requirements and SG table (chapter 10).*

The physical requirements table defines by skill level those physical requirements normally demanded of the duties performed in the MOS and supports the physical demands rating discussed in the above paragraph.

The standards of grade (SG) table provides typical duty position titles, grades and grading patterns for the MOS for enlisted positions in authorization documents.

9-6. Military occupational specialty code (MOSC)

a. The MOSC provides more specific occupational identity than the MOS. It is used—

(1) To classify enlisted soldiers.

(2) To classify enlisted positions in requirement and authorization documents.

(3) To provide detailed occupational identity in records, orders, reports, management systems and data bases.

(4) As a basis for training, evaluation, promotion and other related management subsystem development.

b. The MOSC contains nine characters and provides more specific occupational identity than the MOS. The MOSC is used to classify both personnel and positions in requirements and authorization documents.

The elements of the MOSC include:

(1) First three characters. This is a three-character numeric-alpha combination that identifies the MOS without regard to level of skill. The first two characters normally relate to the CMF of which the MOS is a part.

(2) Fourth character. This is a number. With the first three characters, it shows skill level (SL) in the MOS per table 9-2.

(3) Fifth character. This may be a letter or a number that reflects SQI common to a number of positions and MOS. Chapter 12 describes authorized SQI codes. The letter "O" will always be inserted as the fifth character when a position does not require special qualifications or an individual is not qualified for award of an SQI.

(4) Sixth and seventh characters. These may be alpha-numeric or numeric-alpha characters that represent ASIs. ASI codes are used to identify skills closely associated with, but in addition to, those in the basic MOS. The numbers "00" will be inserted as the sixth and seventh characters when a position does not require an ASI or a soldier is not qualified for award of an ASI. ASI codes will be included in permanent change of station orders, records and reports, as required. Chapter 12 describes authorized ASI codes to include descriptions of positions, qualifications and restrictions.

(5) Eighth and ninth characters. These are two-letter combinations that identify foreign language requirements and qualifications provided in AR 11–6. Orders, records and reports will use the letters "OO" when foreign language is not required or a soldier is not foreign language qualified.

c. MOSC is used in Army Unit Status Reporting (USR) as defined in AR 220-1, paragraph 9-2h(2).

9–7. SQI code

The SQI is identified by a one character code and will be used with the MOS and SL to form the basic five character MOSC. The skills of a SQI are normally applicable across all or multiple MOS' and are not closely related to those of any MOS.

a. The SQI must identify both positions in the authorization documents and personnel qualifications. Exceptions may be authorized only by DA G-1 (DAPE-PRP).

b. The SQI is not a substitute for an MOS and will not represent the sole skill required for any position.

c. The SQI must have a distinct and constant meaning that will not change with each MOS for which the SQI is used.

d. Each SQI should have a minimum of 20 positions (any MOS) in authorization documents which require use of the SQI. Exceptions may be authorized only by DA G-1 (DAPE-PRP).

e. Personnel qualifications. When completion of a formal course of instruction is the only method which may be used to attain the SQI skills, the required course(s) will be included in the SQI qualifications in chapter 12, table 12-1.

f. Each SQI will be reviewed biennially by ODCS G1 PRP and the Personnel Developer, to ensure compliance with requirements and/or intent of above.

9–8. Additional skill identifiers

a. ASI identify specialized skills, qualifications and requirements that are closely related to and are in addition to those inherent to the MOS. ASI are authorized for use only with designated MOS and will be listed in each specification for such MOS. Area aptitude scores for an ASI will be no more restrictive than the associated MOS, unless an exception to policy is approved by ODCS G1 (DAPE- PRP).

b. ASI are primarily used to identify skills requiring formal school training or civilian certification. Specialized skills identified by the ASI include operation and maintenance of specific weapon systems and subsystems, computer programming languages, procedures, analytical methods, animal handling techniques and similar required skills that are too restrictive in scope to comprise a MOS.

c. ASI may be used to identify specialized qualifications and requirements that do not adhere to the MOS management system. Specialized qualifications and requirements identified by ASI include security and operational requirements.

d. The ASI is identified by a two-digit alpha-numeric or numeric-alpha code which will be added to the five-digit code of the MOSC for which the ASI is authorized. Use of the ASI for position classification in authorization documents is prescribed in AR 71-32. Procedures governing use of the ASI in personnel classification are in AR 614–200. Provisions governing the ASI are as follows:

(1) The ASI must be required to identify both positions in authorization documents and personnel qualifications. Exceptions for "Personnel Only" may be authorized only by DA G-1 (DAPE-PRP) with full justification of why a personnel development skill identifier code can not be used to classify the Soldier.

(2) The ASI is not a substitute for an MOS and will not represent the sole skill required for any position.

(3) Each ASI must have a distinct and constant meaning that will not change with each MOS for which the ASI is authorized.

(4) If an ASI is associated with more than 50 percent of the authorizations in a given MOS, consideration will be given to either including ASI requirements into the MOS or establishing a new MOS to identify those ASI duties and tasks.

(5) Each ASI should have a minimum strength of 20 positions in authorization documents for each MOS with which the ASI is authorized.
Exception: ASI which require completion of 20 or more weeks of formal training for qualification will be considered for identification notwithstanding a small numerical requirement. Other exceptions may be authorized only by DA G-1 (DAPE-PRP).

(6) Establishment of an ASI will be considered if a formal course of instruction of at least 10 days is established to award that ASI. Approval of an ASI with less than 10 days formal training will be considered only if justified by critical task analysis. An ASI will not be established to identify skills that can be acquired only through on-the-job training (OJT) or on-the-experience (OJE).

(7) Personnel qualifications.

(a) If a determination is made that completion of a formal course of instruction is the only method which may be used to attain the ASI skills, the required course(s) will be included in the ASI qualifications listed in chapter 12, table 12-2.

(b) If specific course requirements are not included in table 12-2, the ASI may be awarded either through completion of related course(s) of instruction or OJT/OJE. The determination that a soldier has acquired the skills required to perform the duties of the ASI through OJT/OJE will be certified by the first LTC in the individual's chain of command.

(8) Career progression MOS may be authorized for identification with an ASI even though less than 20 positions are annotated in authorization documents when there is a high probability that the supervisor will be supervising a significant number of personnel performing those ASI duties.

(9) If utilization policy would preclude using a soldier in an ASI position more than once, the establishment of an ASI should not be considered.

(10) The course of instruction for an ASI should not exceed the length of the advanced individual training (AIT) course for the MOS to which the ASI is associated. If the length of ASI training is longer than the AIT course, consideration should be given to establishing a new MOS.

(11) Each ASI/MOS combination will be reviewed biennially by ODCS G1 PRP to ensure compliance with requirements and/or intent of the above.

9-9. Professional development proficiency codes (PDPC).

a. PDPC are a special category of ASI consisting of two characters, in either numeric- alpha or alpha-numeric combinations, coded and/or awarded on documents and personnel records just as ASI.

b. PDPC are used, in combination with a MOS, to identify levels of professional development and qualifications attained through training and/or experience.

c. PDPC may be used to identify the skills required of a position in requirements and authorizations documents as well as the skills in which Soldier may be classified or may only be used to identify personnel skill levels of the Soldier.

d. PDPC identify specialized occupational areas which may or may not be directly related to the skills of a MOS and may be required to perform the duties of selected positions.

e. PDPC normally require significant education, training or experience and unlike ASI, can require specific and/or repetitive tours of duty to provide progressive career developmental assignments.

f. PDPC are authorized for use as detailed in table 12-2. More than one PDPC may be used to identify the qualifications of a Soldier and denote the requirements of a position.

9-10. Personnel development skill identifier (PDSI).

a. Three characters (alpha - numeric- alpha) which are used, in combination with a MOS, to identify unique skills, training or experience Soldiers may obtain during their careers that could add value to the Army and organization in it's mission but which do not meet minimum requirements for establishment of an ASI (identify positions and personnel).

b. PDSI codes are for use in identification of personnel only and may or may not be related to any one particular CMF or MOS. The skills identified by PDSIs 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.

c. PDSIs may require significant education, training or experience, however, PDSIs do not require repetitive tours and do not provided progressive career developmental assignments.

d. PDSIs are authorized for association with any MOS as defined in their specifications. More than one PDSI may be used to identify the qualifications of a Soldier.

e. Temporary PDSIs may be established for periods not to exceed three years to identify Soldiers skilled in new equipment/systems/processes pending personnel developer development of proposals to establish permanent identifiers (AOC/SI/PDSI) or other skill sustainment options.

f. Reserve Component Mobilization for Training (MFT)/Individual Skill Training (IST) PDSIs may also be established as approved by Department of Defense and ODCS G-3 to identify skill sets in this category.

g. The procedures for establishment of PDSI codes are contained in Chapter 1, and a listing of enlisted PDSI codes with qualifications and restrictions are contained in chapter 1, table 1-2 (Permanent PDSI), table 1-3 (Temporary PDSI) and table 1-4 (MFT/IST PDSI).

9-11. Language identification codes (LIC). Two characters (alpha), which are used to identify the designated foreign language requirements of a position and a Soldier's qualification in a designated foreign language (see AR 11–6). The degree of language proficiency cannot be determined by the LIC alone; supplemental remarks are required under AR 11–6.

9-12. Career progression
a. At certain points in a soldier's career progression, decisions must be made that affect their future. A soldier must be fully informed, in making decisions as to the requirements of the-
(1) MOS(s) in which qualified.
(2) Grades authorized for positions classified in the MOS.
(3) MOS composition of the CMF.
(4) Opportunities for training and progression in MOS and CMF.
b. The decision point where a choice must be made will normally occur during the third to eighth month before expiration term of service. Selecting a reenlistment option compatible with qualifications provides an opportunity for progression.
c. Personnel developers establish the career progression path of each MOS within a CMF. Some MOS progress from initial entry to SGM. Other MOS migrate into career progression capper MOS that advance to SGM. All MOS will have a defined career progression path to SGM and on to CSM.
d. Career progression charts for each CMF are contained in chapter 10.

9-13. Reclassification of enlisted personnel
a. The responsibilities of reclassification authorities, policies and procedures governing MOS reclassification are outlined in AR 614–200.
b. The basic policies governing MOS training are contained in AR 350–41 and AR 351–1. The verification of training requirements prior to award of the MOS is the responsibility of the reclassification authority.

9–14. Utilization of enlisted personnel
a. AR 614–200, chapter 3, governs utilization of enlisted personnel.
b. Enlisted personnel will be used in positions classified in their PMOS. When that is not possible, they will be assigned in their secondary MOS. If an individual is to be used in an additionally awarded MOS, the additional MOS should be related to the CMF of their PMOS.

c. Noncommissioned officers (NCOs), when selected by HRC, will be detailed to recruiting or drill sergeant duty. Qualified NCOs should expect tours of duty in either or both of these capacities as part of normal career progression.

9–15. Grade standards for enlisted positions

a. The standards of grade (SG) tables will be used to establish enlisted grades in requirements and authorization documents.

b. The average grade distribution matrix at figure 9-1 will be used to evaluate the equitable distribution of grades and the grade feasibility of a MOS within a CMF.

c. The CMF grade cap distribution matrix (GCDM) at figure 9-2 will be used in determining the maximum allowable grade structure for a CMF or designated MOS group. Personnel developers may distribute the grade structure allocated by figure 9-3 to meet demands within their CMF. While this provides flexibility, personnel developers must not exceed the aggregate CMF grade structure allowance or create infeasible career progression opportunities within the affected MOS. Proposals affecting enlisted grade structures will be evaluated for impact on and compliance with the CMF GCDM. Deviation from the approved table must be fully justified and approved by HQDA ODCS G1 (DAPE-PRP).

d. Positions not similar to or shown in an existing SG tables will be evaluated using the factors of grade coding listed in paragraph 9–16 to determine appropriate grading. Grading a position not represented in a SG table is considered an exception and will be authorized only as indicated in chapter 1, paragraph 1-11. If the position is a permanent requirement, an action must be initiated, through the appropriate personnel developer, to establish a SG.

9–16. Grading of enlisted positions in requirement and authorization documents

a. The SG tables for each MOS listed separately in chapter 10 are the basis for grading positions in requirement and authorization documents. The SG tables do not authorize positions, but provide a basis for determining equitable grades for positions after the number of positions and the MOS have been established per AR 310–49 or AR 71–32. Through this guidance higher grades are associated with greater levels of responsibility.

b. The non-MOS specific grading guidance and SG tables in chapter 11 prescribe Army-wide grading standards for designated specialized duty functions in TDA, AUGTDA and JTA organizations.

c. The grading standards do not include all duty positions for skill level 1. The following duty positions may be classified in the proper MOS at skill level, in the grade shown below:

    (1) Light truck driver--PFC.

    (2) Vehicle driver--PFC

    (3) Radio-telephone operator--PFC.

    (4) Power generator operator--PFC.

    (5) For driver positions not in a motor transport function graded by MOS 88M (Motor transport operator):

        (a) If motor-transport-type function exists in the organization in a large number, the positions may be classified and graded per the SG for MOS 88M.

        (b) Positions that require technical MOS qualifications in which driving is either incidental or an additional duty should be classified and graded per the technical MOS concerned. Drivers should be given a technical duty position title with the driver qualifications footnoted in the REMARKS section of the organizational manning document.

        (c) When positions in an organizational element involve only driving, the positions should be titled as vehicle driver and graded PFC. These positions should be classified in skill level 1 in the most closely related MOS to the technical function of the organizational element.

        (d) Tracked personnel carrier driver positions for a crew, team, or squad not classified and graded per MOS 88M SG will be classified in the predominant MOS and graded by the S0G for that MOS. If grading is not provided in the specific MOS SG, these positions will be graded PFC.

d. Grading patterns should be applied to the lowest identified organizational level of the TOE/MTOE/TDA unless otherwise shown in explanatory notes. For example, if a paragraph includes 20 non-supervisory positions that are further distributed into five squads, the grading

pattern should be applied to the four-position squad. The results would then be rolled up by multiplying the squad distribution by five and including the total at the paragraph level.

e. Key enlisted positions that involve significant enlisted leadership or responsibility are graded SGT, SSG, SFC, MSG, 1SG or SGM/CSM. Specific grading for these positions and grading exceptions is contained in specific SG tables in chapter 10 and 11 but the general grading rules are defined below.

(1) *Squad leader positions.* These positions will be classified in the predominant MOS of the squad and in a MOSC with skill level 2 or 3. The duty position title Squad leader is appropriate for use with any MOS identified in a valid squad leader position.

(2) *Platoon sergeant positions.* Platoon sergeant positions may only be documented in paragraphs that include a documented officer or warrant officer platoon leader position except in tables of distribution and allowances (TDA) organizations involved in management of student training, patient medical holding, personnel processing or similar functional positions. These positions will normally be classified in the predominate MOS of the platoon. Platoon sergeant positions with nine or fewer enlisted subordinates will be coded in a MOSC with skill level 3 (grade E6) unless an approved exception is specified in chapter 10 or 11. Platoon sergeant positions with ten or more enlisted subordinates will be coded in a MOSC with skill level 4 (grade E7) unless an approved exception is specified in chapter 10 or 11. The duty position title Platoon sergeant is appropriate for use with any MOS identified in a valid Platoon sergeant position.

(3) *Detachment sergeant positions.* Detachment sergeant positions will be documented as the principal noncommissioned officer in organizations defined as detachments in chapter 1 where the commander has Uniform Code of Military Justice (UCMJ) authority over 73 or fewer assigned or attached military personnel unless an approved exception is specified in chapter 10. These positions will be classified in the MOS at skill level 4 (grade E7) most closely related to the primary mission of the unit. The duty position title of the Detachment Sergeant is appropriate for use with any MOS identified in a valid detachment sergeant position.

(4) *Operations sergeant positions.* Operations sergeant positions will be documented as the principal operations noncommissioned officer in battalion and above level organizations. Positions in battalion level organizations will be in skill level 5 (graded MSG (E8)) unless an approved exception is specified in chapter 10 or 11. Brigade/group/regiment and above level organizations will be graded SGM (E9) unless otherwise specified in chapter 10 or 11. These positions will be classified in the MOS at skill level 6, most closely related to the primary mission of the organization. The duty position title of operations sergeant is appropriate for use with any MOS.

(5) *First sergeant positions.* First sergeant positions will be documented as the principal noncommissioned officer in organizations as defined in chapter 1. These positions will be classified in the MOS most closely related to the primary mission of the unit. The MOSC will reflect SQI "M".

(a) First sergeant positions in organizations where the commander has UCMJ authority over 73 or fewer assigned or attached military personnel will be at skill level 4 (grade E7) unless an approved exception is specified in chapter 10.

(b) First sergeant positions in organizations where the commander has UCMJ authority over 74 or more assigned or attached military personnel will be at skill level 5 (grade E8) unless an approved exception is specified in chapter 10.

(6) *Senior staff NCO positions.* Senior staff NCO positions will be skill level 6 and graded SGM. Position coding/classification will be in an established MOSC or in MOSC 00Z6x. MOSC 00Z6x will only be used when the incumbent is selected to serve or is serving in a position rated by a General Officer/SES equivalent (see chapter 10 for specifications and SG tables on MOS 00Z). Incumbents perform the primary duties and functions as described in paragraph 9-19a and are authorized per guidance contained in chapter 10. No other use will be made of this duty position title except as provided for in paragraph 9-19a.

(7) *Command sergeant major (CSM) positions.* CSM positions will be skill level 6 and perform the primary duties and functions as described in paragraph 9-19b. Classification will be in an established MOSC or in MOSC 00Z6x. MOSC 00Z6x will only be used when the incumbent is selected to serve or is serving in a position rated by a General Officer (see chapter 10 for specifications and SG tables on MOS 00Z).

(a) TDA organizations. TDA CSM positions may be established in TDA organizations where the commander is in grade LTC (O5) or above and has UCMJ authority over 300 or more assigned or attached military personnel per SG tables in chapter 10 (Note: Enlisted soldiers under the commander's authority include those authorized by unit TDA, those in TDA or MTOE of subordinate units, and assigned/attached students, trainees, holdees and patients.). Requests for establishment of new TDA CSM positions as an exception to the above criteria will be submitted through command channels with supporting documentation to ODCS G1 (DAPE-PRP) for review by the appropriate Army Staff elements (to include Sergeant Major of the Army where appropriate) for recommendation. Requests involving General Officer level nominative positions will be forwarded to OSMA Sergeants Major Management Office (SMMO) for decision. All other requests will be forwarded to CG, HRC for decision. If approved the exception will be listed on SG tables in chapter 10.

(b) TOE/MTOE organizations. TOE/MTOE CSM positions may be established as the principal NCO of a battalion and above level organization per SG tables in chapter 10.

9–17. Factors of grade coding

a. Grade authorizations listed are meant to ensure—

(1) Grade appropriate to the amount and level of responsibility involved.

(2) Grade necessary for the amount and level of responsibility involved.

(3) Equitable enumeration for duties performed and qualifications required.

b. In determining grade for positions not included in the SG tables, consideration will be given to the following:

(1) Similar organizations. Where a grade determination does not exist in the SG tables for the organization being considered, attempt to identify the position in the most nearly similar organization in terms of unit type, geographical location, standard reporting code and/or level below MACOM for which a grade determination exists.

(2) Requisite experience level. Consider the nature and extent of practical experience required in the position. Experience involves an extended application of learned skills and knowledge.

(3) Skill type. Consider the type of skill being employed. Operational skills will normally lie on scale including operations, combat employment, inspection, instruction, integration or evaluation of major systems.

(4) Skill level. Consider the level of skill required among the following:

(a) Basic. Employment of skill under supervision.

(b) Semi-skilled. Sufficient knowledge and competence to employ skills under minimum supervision.

(c) Skilled. Sufficient knowledge and competence to employ skills under any condition.

(d) Highly skilled. Requires top performance and demonstration of highest degree of applied knowledge.

(5) Criticality to organizational mission. The extent to which success or failure in the management of assigned activities affects the organization as a whole. Three sub-factors are provided to assist in identifying and evaluating the relevant components of this factor.

(a) Effect of errors. Consider the extent to which the incumbent's actions and decisions affect the operational effectiveness of the organization.

(b) Uniqueness of skill. Consider the number of positions within the organization or its parent unit with the same or similar skills to those of the incumbent.

(c) Battlefield isolation. Consider the degree of geographic isolation under which the organization operates which may hinder or prohibit support from parent of sister organization.

(6) Skills and knowledge required. The level of skills and knowledge required for assignment to the position and attainment of a satisfactory level of performance by the end of a 30–day orientation period. Three sub-factors are provided to assist in identifying and evaluating the relevant components of this factor.

(a) Formal civil education. Consider the level of formal civilian educational development required to deal with the academic theories, facts and information to be encountered.

(b) Military education. Consider the range and subsistence of the overall military perspective required and the military career development training program of the MOS or career field to be graded.

(c) Specialty functional training. Consider the extent of the requirement for subject matter expertise which is acquired only through attendance at military or industrial training courses especially designed for the military function under consideration. Length of training courses, career development availability for training and rate at which skills decay following training should be considered.

9–18. Relationship between grade and MOS

a. Grades are established for positions identified by the MOS and not for the MOS itself. As a result, all MOS do not extend to grade of SGM.

b. Grades are not established solely to provide opportunity for progression within a MOS. Position grade is determined based on a job evaluation that should measure the degree of skill, responsibility and other requirements. Considerations involved in grading are in paragraph 9–16.

9–19. Relationship between CMF, Sergeant Major (SGM) and Command Sergeant Major (CSM)

All CMF career progression charts show a line of normal progression leading to grade E9 SGM and CSM, the Army's most senior-level NCOs. This grade is at the top of the enlisted career field and reflects years of career development and experience in that field. The SGM/CSM is professionally developed by a progressive and sequential assignment methodology; laterally moving between ranks consistent with the responsibilities associated with their assignment and utilization. SGM and CSM alike must master tactical art and the military decision-making process, and understand operational art and problem framing through design. These leaders lead units and teams, serve as multi-dimensional experts on division, corps, Army, and Joint staffs, integrate with joint, interagency, intergovernmental and multinational (JIIM) partners, and demonstrate competence in ambiguous and complex situations. These leaders identify the right level of cultural capability, language skills, and information requirements for subordinates in a given environment. These leaders are also versatile, able to apply design to address complex and ill-defined problems and rapidly determine innovative and adaptive solutions. They learn to anticipate transitions and envision conditions to leverage opportunities while mitigating vulnerabilities and developing options for alternative futures. They also build teams of teams by actively networking with outside individuals and organizations to share information and accomplish missions. At this level leaders must understand how their formations support and are supported by the work of the multitude of civilian organizations they will encounter outside the joint and coalition formation. Broad management skills are essential to exercise the responsibilities of the higher leadership positions in which SGM/CSM serve. These leaders must coach, mentor, and develop subordinate leaders, identify future leaders, and inspire their junior officers, NCOs and Soldiers to a career of military service. The SGM/CSM is expected to function completely without supervision and like the old sage of times past, their counsel is expected to be calm, settled and unequivocally accurate, but with an energy and enthusiasm that never wanes, even in the worst of times.

a. The sergeant major is generally the key enlisted member of staff elements at the battalion level and higher. Serving initially at the operational level and progressing to the organizational and strategic levels over time, the sergeant major must understand the Army force generation (ARFORGEN) process, operations at all echelons and how the Army runs. The SGM must be able to prepare staff studies, staff estimates and unit assessments, conduct briefings, prepare and track complex operations plans and orders and determine force requirements and alternative means of resourcing soldier training requirements to accomplish Army functions and missions as related to their unit and MACOM-level management. The SGM must be technically competent and be able to excel at any staff level, including DA and JIIM environments. The SGM must also be proficient at public speaking and communicating effectively with large audiences. They are subject matter experts in their technical field, advising on all technical matters and serve as the primary enlisted advisor on operations, processes and policy development, performing as the analytical reviewer of regulatory guidance. The sergeant major's experience and ability are

equal to that of a command sergeant major but their leadership influence is generally limited to those directly under their charge.

b. The command sergeant major is the senior NCO and principal enlisted advisor to commanders in the headquarters of TOE/MTOE units at battalion or higher level or in TDA units in which a commander in grade LTC or above has the authority to impose disciplinary action under the Uniform Code of Military Justice over 300 or more enlisted personnel (Note: Enlisted soldiers under the commander's authority include those authorized by unit TDA, those in TDA or MTOE of subordinate units and assigned students, trainees and patients.) or has an approved exception in SG tables in chapter 10. The CSM plans, coordinates, and supervises activities pertaining to organization, training, and combat operations and oversees the enforcement of policies and standards on performance, training, appearance and conduct of enlisted personnel within the command. The CSM gives advice and initiates recommendations to the commander and staff in matters pertaining to enlisted personnel. A unit, installation, or higher headquarters CSM directs the activities of that NCO support channel and administers the unit Noncommissioned Officer Development Program (NCODP) and assists the commander in driving the unit training program. The CSM assists the commander in determining leader tasks and training for NCOs and jointly with the commander, coordinates and develops the unit's Mission Essential Task List (METL). CSMs use the NCO Support channels to inform, express concerns on enlisted issues, and build esprit. They also represent the commander at military and civilian functions to maintain good community relations. Moreover, as a senior enlisted advisor to the commander, CSMs must be able to communicate the needs of the enlisted to senior leaders and external organizations. CSMs are morally and ethically mature and withstand public scrutiny and the enormous pressures brought to bear by the scope of their authority and the impact of their decisions. CSMs possess a sense of responsibility for the Army as a profession – regardless of where they serve. They are leaders who can transform followers and units and serve as exemplars of the profession- who actively coach and inspire subordinates, peers, and superiors alike to transform and aspire to be professional leaders of character like themselves.

9-20. Requesting conversion of a valid E9 position, (i.e. 7S to an 8S), to a Nominative (GO/SES) level positions

(a) The command must submit a memorandum with justification requesting the position be converted to a Nominative CSM/SGM.

(b) The request must include:

(1) An endorsement from the army command, army service component, or direct reporting unit commander.

(2) A justification form (with pertinent information filled out) and an organizational chart (who the command falls under through army command, army service component, or direct reporting unit).

(3) A Rating Scheme for the requested position.

(c) Requests should be addressed to Office of the Sergeant Major of the Army Sergeants Major Management Office (SMMO), 203 Army Pentagon (3E677), Washington, DC 20310-0203.

9-21. Processing Nominative (GO/SES) level positions conversion requests.
The following process will be adhered to once a request is received at OSMA-SMMO.

(a) On actions involving converting valid E9 positions, OSMA-SMMO will obtain position upgrade approval of these requests prior to recommendation and decision.

(b) OSMA-SMMO will provide appropriate information to HRC, SGM Branch for their input to the request for consideration during the review and decision.

(c) OSMA-SMMO will review the request and make a recommendation to SMA.

(d) SMA will make the final decision on the request.

(e) OSMA-SMMO will make formal notification of the decision to the organization.

9–22. Relationship between enlisted and warrant officer MOS

a. Personnel are appointed to warrant officer by the Secretary of the Army. Warrant officer status is achieved when an individual soldier applies for warrant officer appointment, successfully passes a screening board and completes the warrant officer entry course and appropriate technical certification training. The location and length of training varies based on MOS.

b. Selection procedures and training requirements apply to appointment in the Active Duty of the United States, Army Reserve or in the Army National Guard, with or without concurrent call to active duty. In limited instances, technical certification training may be waived by successful completion of diagnostic testing administered by the MOS personnel developer. Appointment to warrant officer is only accomplished when the MOS personnel developer certifies that the individual soldier is competent to perform as a warrant officer in a specific MOS.

c. Warrant officer MOS relate to enlisted specialties but are broader in scope. Some warrant officer MOS have a single enlisted feeder MOS; however, most warrant officer MOS have multiple enlisted feeder MOS. Enlisted personnel are eligible to apply for warrant officer training and appointment after meeting minimum MOS requirements published annually in the warrant officer procurement circular (DA Circular 601 series). There are no provisions for direct appointment to warrant officer status without completing the requirements identified above.

d. The primary publications governing warrant officer appointment are AR 135–100, AR 135– 210, AR 601–100, AR 601–210, DA Pam 600–11, and DA circulars in the 601 series. DA also makes other periodic announcements by message concerning the Warrant Officer Career Program.

9-23. Changes to the enlisted personnel classification system

a. Recommendations to the enlisted classification system for additions, revisions or deletions of CMF, MOS SQI, ASI or PDSI and their specifications should be submitted as provided in chapter 1.

b. Technological developments and/or changes in organizations, mission, doctrine or training or personnel management normally serve as the basis for revisions to the enlisted fields, specialties and identifiers. Change to CMF, MOS and ASI impact considerably on positions, personnel and operations Army-wide. Therefore, recommended changes must be fully justified and documented per chapter 1.

c. ODCS G1 PRP will evaluate and coordinate proposed changes as required prior to a final decision.

Grade-Band	E3	E4	ES	E6	E7	E8	E9	TOTAL
ENLISTED AVERAGE GRADE DISTRI BUTION MATRIX Find Grade-Band (e.g., E3-E9) and Apply Percentages to Aggregate Authorizations								
E3 - E9	23.208	31.892	19.869	13.624	8.501	2.457	0.449	100.000
E3 - E8	23.312	32.035	19.959	13.686	8.539	2.469		100.000
E3 - E7	23.902	32.846	20.464	14.032	8.756			100.000
E3 - E6	26.195	35.999	22.428	15.378				100.000
E3 - E5	30.956	42.540	26.504					100.000
E3 - E4	42.119	57.881						100.000
E4 - E9		42.01	25.85	17.300	11.070	3.190	0.58	100.000
E4 - E8		41.774	26.026	17.846	11.135	3.219		100.000
E4 - E7		43.163	26.892	18.439	11.506			100.000
E4 - E6		48.775	30.388	20.837				100.000
E4 - E5		61.614	38.386					100.000
E5 - E9			44.251	30.343	18.933	5.473	1.000	100.000
E5 - E8			44.698	30.649	19.125	5.528		100.000
E5 - E7			47.313	32.443	20.244			100.000
E5 - E6			59.322	40.678				100.000
E6 - E9				54.428	33.962	9.816	1.794	100.000
E6 - E8				55.422	34.582	9.996		100.000
E6 - E7				61.577	38.423			100.000
E7 - E9					74.524	21.539	3.937	100.000
E7 - E8					77.578	22.422		100.000
E8 - E9						84.549	15.451	100.000

Figure 9-1. Average Grade Distributioin chart

CMF GRADE CAP DISTRIBUTION MATRIX

Effective 1 October 2022

OPERATIONS

CMF	CMF DESCRIPTION	E3	E4	E5	E6	E7	E8	E9	TOTAL
11	INFANTRY	29.790%	28.339%	16.516%	15.367%	7.023%	2.186%	0.777%	100.00%
13	FIELD ARTILLERY	22.613%	28.364%	18.793%	17.334%	9.641%	2.436%	0.821%	100.00%
14	AIR DEFENSE	23.703%	28.861%	19.118%	14.960%	9.155%	3.204%	0.999%	100.00%
15	AVIATION	21.216%	28.295%	21.628%	15.918%	9.182%	2.847%	0.913%	100.00%
18	SPECIAL FORCES	0.000%	0.000%	0.000%	32.195%	47.741%	15.423%	4.641%	100.00%
17	CYBER	8.360%	34.210%	23.550%	17.270%	10.830%	4.460%	1.320%	100.00%
19	ARMOR	21.705%	27.900%	19.888%	17.395%	9.516%	2.720%	0.875%	100.00%
37	PSYOPS	0.000%	0.000%	15.760%	45.890%	25.430%	10.070%	2.850%	100.00%
38	CIVIL AFFAIRS	0.000%	0.000%	0.000%	44.928%	36.151%	15.862%	3.060%	100.00%

OPERATIONS SUPPORT

CMF	CMF DESCRIPTION	E3	E4	E5	E6	E7	E8	E9	TOTAL
12	ENGINEER	22.221%	30.631%	19.549%	14.211%	9.366%	3.192%	0.830%	100.00%
25	COMMO & INFO SYS OPS	20.383%	31.066%	20.760%	15.184%	9.371%	2.566%	0.669%	100.00%
31	MILITARY POLICE	23.477%	26.504%	22.707%	16.527%	8.023%	2.006%	0.755%	100.00%
35	MILITARY INTELLIGENCE	12.397%	32.458%	22.345%	18.400%	10.416%	3.213%	0.770%	100.00%
46	PUBLIC AFFAIRS	12.594%	20.354%	28.046%	20.150%	13.342%	4.016%	1.498%	100.00%
74	CHEMICAL	14.716%	28.830%	21.267%	19.090%	12.733%	2.702%	0.661%	100.00%

FORCE SUSTAINMENT

CMF	CMF DESCRIPTION	E3	E4	E5	E6	E7	E8	E9	TOTAL
27	LEGAL SPECIALIST	5.010%	36.534%	23.034%	18.441%	11.482%	4.384%	1.113%	100.00%
36	FINANCE	18.138%	23.819%	13.826%	22.998%	14.853%	4.175%	2.190%	100.00%
42 Band	BANDS	0.000%	20.499%	20.770%	29.447%	17.950%	8.297%	3.037%	100.00%
42A	AG MOS	18.228%	25.930%	21.881%	15.579%	13.714%	3.383%	1.285%	100.00%
51	CONTRACTING NCO	0.000%	0.000%	0.000%	48.780%	32.470%	14.177%	4.573%	100.00%
56	CHAPLAIN ASSISTANT	9.124%	39.175%	23.534%	16.075%	7.965%	2.534%	1.593%	100.00%
68	MEDICAL	19.253%	32.798%	21.927%	14.202%	8.849%	2.393%	0.578%	100.00%
89 A/B	AMMUNITION	22.931%	32.318%	18.775%	16.123%	7.596%	2.042%	0.215%	100.00%
89D	EOD	0.000%	21.700%	22.685%	31.141%	18.792%	4.787%	0.895%	100.00%
79	RECRUITING	0.000%	0.000%	0.000%	29.434%	52.480%	14.805%	3.282%	100.00%
88	TRANSPORTATION	19.634%	31.426%	23.079%	16.569%	7.737%	1.168%	0.387%	100.00%
91	MECHANICAL MAINTENANCE	27.462%	29.862%	22.057%	10.697%	7.465%	2.322%	0.136%	100.00%
92	SUPPLY/SERVICES	23.304%	32.313%	19.932%	13.371%	8.361%	2.330%	0.390%	100.00%
94	ELECTRONIC MAINT/CALIBRATION	22.538%	34.960%	16.911%	15.055%	8.051%	2.185%	0.299%	100.00%

The CMF grade cap average grade distribution matrix (GCDM) will be used in determining equitable distribution of grades at CMF level for the Active Component (AC). While maintaining grade feasibility at individual MOS level, the aggregate CMF grade structure must meet grade cap GCDM grade targets within plus or minus 5%. The 5% allowable variance at grade is calculated as: Aggregate CMF AC authorizations x GCDM grade percentage = GCDM grade target x 5% = allowable grade variance or 1 whichever is greater. GCDM grade targets exceeding a whole number are rounded up to the next whole number (example: a target of 15.3 would be 16).

50.06% NCO TOTAL ARMY	21.37%	28.57%	19.65%	16.10%	10.31%	3.04%	0.96%	100.00%

Figure 9-2. CMF Grade Cap Distribution Matrix

CMF GRADE CAP DISTRIBUTION MATRIX

Effective 1 October 2025

OPERATIONS

CMF	CMF DESCRIPTION	E3	E4	E5	E6	E7	E8	E9	TOTAL
11	INFANTRY	29.790%	28.339%	16.516%	15.367%	7.023%	2.186%	0.777%	100.00%
13	FIELD ARTILLERY	22.613%	28.364%	18.793%	17.334%	9.641%	2.436%	0.821%	100.00%
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15	AVIATION	21.216%	28.295%	21.628%	15.918%	9.182%	2.847%	0.913%	100.00%
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38	CIVIL AFFAIRS	0.000%	0.000%	0.000%	44.928%	36.151%	15.862%	3.060%	100.00%

OPERATIONS SUPPORT

CMF	CMF DESCRIPTION	E3	E4	E5	E6	E7	E8	E9	TOTAL
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25	SIGNAL	20.383%	31.066%	20.760%	15.184%	9.371%	2.566%	0.669%	100.00%
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74	CHEMICAL	14.716%	28.830%	21.267%	19.090%	12.733%	2.702%	0.661%	100.00%

FORCE SUSTAINMENT

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42 Band	BANDS	0.000%	20.499%	20.770%	29.447%	17.950%	8.297%	3.037%	100.00%
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51	CONTRACTING NCO	0.000%	0.000%	0.000%	48.780%	32.470%	14.177%	4.573%	100.00%
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68	MEDICAL	19.253%	32.798%	21.927%	14.202%	8.849%	2.393%	0.578%	100.00%
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89D	EOD	0.000%	21.700%	22.685%	31.141%	18.792%	4.787%	0.895%	100.00%
79	RECRUITING	0.000%	0.000%	0.000%	29.434%	52.480%	14.805%	3.282%	100.00%
88	TRANSPORTATION	19.634%	31.426%	23.079%	16.569%	7.737%	1.168%	0.387%	100.00%
91	MECHANICAL MAINTENANCE	27.462%	29.862%	22.057%	10.697%	7.465%	2.322%	0.136%	100.00%
92	SUPPLY/SERVICES	23.304%	32.313%	19.932%	13.371%	8.361%	2.330%	0.390%	100.00%
94	ELECTRONIC MAINT/CALIBRATION	22.538%	34.960%	16.911%	15.055%	8.051%	2.185%	0.299%	100.00%

The CMF grade cap average grade distribution matrix (GCDM) will be used in determining equitable distribution of grades at CMF level for the Active Component (AC). While maintaining grade feasibility at individual MOS level, the aggregate CMF grade structure must meet grade cap GCDM grade targets within plus or minus 5%. The 5% allowable variance at grade is calculated as: Aggregate CMF AC authorizations x GCDM grade percentage = GCDM grade target x 5% = allowable grade variance or 1 whichever is greater. GCDM grade targets exceeding a whole number are rounded up to the next whole number (example: a target of 15.3 would be 16).

50.06% NCO TOTAL ARMY	21.37%	28.57%	19.65%	16.10%	10.31%	3.04%	0.96%	100.00%

Figure 9-2. CMF Grade Cap Distribution Matrix

Table 9-1			
MOS' Approved for the Army Civilian Acquired Skills Program (ACASP) (Effective 202304)			
MOS	**TITLE**	**ACASP PREREQUISITES**	**# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL**
12G	Quarrying Specialist (National Guard Only)	Minimum 2 years of experience or a combination of formal training and experience totaling 2 years in operating a crushing, screening, and washing plant; operating a rock drill; and loading boreholes with explosives and assembling nonelectrical firing circuits.	None Required
12K	Plumber	Minimum 2 years of experience as an apprenticed member of a recognized United States plumbers' association.	None Required
12M	Firefighter	Must have International Fire Service Accreditation; Congress or National Board on Fire Service Professional Qualifications (Pro-Board); accredited certifications in Firefighter I and II, Airport Firefighter and Hazardous-Material Awareness and Operations, and current Emergency Medical Responder and Cardiopulmonary Resuscitation (EMR) certifications, or equivalent in accordance with DoD 6055.06-M (DoD Fire and Emergency Services Program).	None Required
12N	Horizontal Construction Engineer	Must have 2 years of experience operating each of the following pieces of equipment; crawler tractor, grader, loader, hydraulic excavator, backhoe loader, rollers, tractor trailers, and dump trucks	None Required
12Q	Powerline Distribution Specialist (Reserve Components Only)	Must have 2 years of experience, be certified as a Civil Service-rated electrician WGA 68 or have 2 years of experience in the installation of electrical transmission, distribution systems and exterior services; be an apprenticed member of the International Brotherhood of Electrical Workers or its equivalent	None Required
12R	Interior Electrician	Minimum 2 years of experience as an apprenticed member of a recognized United States Electrical association	None Required
12W	Carpentry and Masonry Specialist	Minimum 2 years of experience as an apprenticed member of a recognized United States Carpentry and Masonry association	None Required
15Q	Air Traffic Control (ATC) Operator	Must have 2 years ATC experience and a FAA control tower operator's certificate and control tower facility training. In addition, a Federal Aviation Agency certificate of grades reflecting successful completion of written examination in accordance with AR 95-2.	None Required

Table 9-1			
MOS' Approved for the Army Civilian Acquired Skills Program (ACASP)			
MOS	**TITLE**	**ACASP PREREQUISITES**	**# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL**
35M	Human Intelligence Collector	Have reading and listening comprehension of at least "2" and speaking proficiency of at least "1" in needed foreign language under AR 11-6. Language proficiency testing will be accomplished at MEPS under DOD Manual 1145.02 for applicants who claim proficiency in needed foreign language and meet above requirements.	18 weeks, 3 days AIT
35P	Signals Intelligence (SIGNINT) Voice Interceptor	Have reading and listening comprehension of at least "2" in needed foreign language under AR 11-6. Language proficiency testing will be accomplished at MEPS under DOD Manual 1145.02 for applicants who claim proficiency in needed foreign language and meet above requirements.	5 to 18 weeks AIT
42R	Musician	Meet the technical proficiency requirements by audition. outlined in AR 220-90.	10 weeks AIT
42S	Special Band Musician	Meet the technical proficiency requirements by audition. For The U.S. Army Band (Pershing's Own) and The Third U.S. Infantry Regiment (The Old Guard) Fife and Drum Corps (TOGFDC), meet the prerequisites for assignment to presidential support activities (AR 380-67), and prepare for a background security investigation.	None Required
68B	Orthopedic Specialist	Be certified as an orthopedic technician through the National Board for Certification of Orthopedic Technician (NBCOT). Have one-year general experience as a medical aid or assistant or as a member of a rescues or ambulance team which provided knowledge of hospital, medical, or clinical routine and emergency procedures, and one year experience or training in the cast room techniques. A letter(s) from the individual's employer(s) verifying experience and competency is required.	None Required

Table 9-1			
MOS' Approved for the Army Civilian Acquired Skills Program (ACASP)			
MOS	**TITLE**	**ACASP PREREQUISITES**	**# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL**
68C	Practical Nursing Specialist	Have successfully completed State approved course in practical, or vocational nursing. Must have successfully passed the National Council of State Boards of Nursing Licensure Examination (NCLEX-PN) and possess current unrestricted State (or United States Territory) license as practical or vocational nurse. Licensure must be verified before assigning overseas.	None Required
68D	Operating Room Specialist	Have a current Certified Surgical Technologist (CST) certification through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).	None Required
68E	Dental Specialist	*Dental Specialist (MOSC 68E1O)* : Successfully complete a recognized 6- month course for dental assistants and have at least 2 ½ years of experience in chair side assistance duties or possess a certificate, diploma or associate or higher level degree awarded for successful completion of a 2 year or longer course in dental hygiene. A letter from the individual's employer verifying work experience and competency is required. Proficiency training must be performed under the supervision of a Dental Corps Officer or NCO qualified in MOS 68E. *Dental Laboratory Specialist (MOSC 68E1ON5)* : Successful completion of an American Dental Association Accredited Dental Laboratory Technician Program. Must also be a Certified Dental Technician (CDT). Required to have 3 years of experience or a combination of formal education and experience totaling 3 years as a dental laboratory. Must have experience in complete dentures, partial dentures, crowns and bridges and orthodontics and a letter from the individual's employer(s) is required verifying competency and experience. Proficiency training must be performed under the supervision of a Dental Corps Officer or NCO qualified in MOS 68E at initial duty assignment.	None Required
68F	Physical Therapy Specialist	Possess an Associate's Degree in physical therapy from a Physical Therapy Assistant's Program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) and have one year work experience as a PTA.	None Required
68H	Optical Laboratory Specialist	Be a graduate of a State-recognized 1 year course in opticianry or be licensed as an optician; course transcripts and a copy of the opticians' license is required.	None Required

Table 9-1			
MOS' Approved for the Army Civilian Acquired Skills Program (ACASP)			
MOS	**TITLE**	**ACASP PREREQUISITES**	**# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL**
68K	Medical Laboratory Specialist	Have graduated from a Medical Laboratory Technician training program of at least 50 weeks in length and accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Documentation must include a copy of the school diploma certificate, with original date not more than three years prior to enlistment. Must have certification within 36 months of enlistment as a Medical Laboratory Technician (MLT), Medical Technologist (MT), or Medical Laboratory Specialist (MLS) by the Board of Registry of the American Society of Clinical Pathologists, MLT (ASCP); or, Board of the American Medical Technologist, (AMT); or certification as an MLT or MT by the American Association of Bioanalysts (American Board of Registry). Documentation must include a copy of the appropriate certificate, with original date not more than three (3) years prior to enlistment.	None Required
68L	Occupational Therapy Specialist	Must be a Certified Occupational Therapy Assistant (COTA) by the National Board for Certification in Occupational Therapy (NBCOT).	None Required
68M	Nutrition Care Specialist	Have 2 years of experience or a combination or formal training and experience totaling 2 years in preparing hospital meals, special foods, formulas, and nourishments or be a graduate of an approved dietetic assistant or dietetic technician program. Successfully complete the Food Service Specialist (Resident) Course (92G1O) Proficiency training must be performed under supervision of a hospital dietitian (AOC 65C) at initial duty assignment.	Must attend 92G Food Service Specialist Course at Fort Gregg Adams, VA prior to award of MOS 68M under ACASP.
68P	Radiology Specialist	Have successfully completed a Joint Review Committee on Education in Radiologic Technology (JRCERT) accredited radiography program or documented equivalent and be certified/registered in medical radiography (radiologic technology) by the American Registry of Radiologic Technologist (ARRT). A limited state license or permit does not qualify.	None Required

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MOS	**TITLE**	**ACASP PREREQUISITES**	**# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL**
68Q	Pharmacy Specialist	Have successfully completed a Pharmacy Technician training program accredited by the American Society of Health-System Pharmacists (ASHP) and have 1 year experience (including 3 months of sterile preparation experience) as a pharmacy technician. The training program must have a minimum of 600 hours and extend over a 15-week period or longer. Passing the Pharmacy Technician Certification Board (PTCB) exam is not an acceptable substitution for completing an ASHP accredited training program. If employed as a pharmacy technician in a state that requires registration/licensure or certification, possess such a current license or certificate to practice pharmacy.	None Required
68W	Combat Medic Specialist	Must have one of the following certifications with the National Registry Emergency Medical Technician (NREMT); EMT, Advanced-EMT or Paramedic. Must have a current certification for Basic Life Support (BLS) for Healthcare Providers. Depending on determination of their certification expiration date/s, Soldiers will be accelerated to the next available class beginning in the Limited Primary Care Module.	9 weeks
68Y	Eye Specialist	Current Certified Ophthalmic Assistant (COA) or higher is mandatory.	None Required
88H	Cargo Specialist	Must have 2 years of experience as a longshoreman.	8 weeks AIT
88K	Watercraft Operator (Seaman)	Must have 2 years of experience as a watercraft deck department crewmember or be certified by the U.S. Coast Guard with a Merchant Marine Document proving service in the deck department.	6 weeks AIT
88L	Watercraft Engineer (Engineman)	Have 2 years of experience or combination of formal training and experience totaling 2 years in operation and maintenance of such marine vessel items as generators, motors, electrical systems, ramp mechanisms, winches, pumps and vessel piping systems or be certified by U.S. Coast Guard with a Merchant Marine Document proving service in the Engineering Department.	9 weeks AIT
88M	Motor Transport Operator	Must have 2 years of experience as a commercial driver and possess a Valid state Commercial Driver's License (Class A/B CDL).	4 weeks AIT

Table 9-1			
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MOS	TITLE	ACASP PREREQUISITES	# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL
88U	Railway Operations Crewmember (USAR Only)	Must have 2 years of experience, or combination of formal training and experience totaling 2 years as: Locomotive engineer, Road engineer- freight, Station-agent or station-master, Tower man, Train dispatcher, Conductor, Brakeman/coupler, Hostler- outside, Fireman-locomotive, Locomotive repairing, Locomotive electrician, Railroad car repairing, Airbrake fitting and repair, Track layer, Railroad track maintainer, and/or Way inspector.	6 weeks AIT
91B	Wheeled Vehicle Repairer	Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive truck, or military tactical wheeled vehicle series.	3 weeks of AIT
91C	Utilities Equipment Repairer	Must have 2 years of experience as a heating, ventilation, and air conditioning (HVAC) technician; or a combination of formal training and experience totaling 2 years as a HVAC Technician; or have completed the Residential and Light Commercial Industry Competency Exams (ICE)and the EPA 608 (Type 1 and 2) & 609 certifications.	3 weeks of AIT
91D	Tactical Power Generation Specialist	Must have 2 years of experience or a combination of formal training and experience totaling 2 years as a powerhouse mechanic, powerplant mechanic or gas-turbine powerplant mechanic.	3 weeks of AIT
91E	Allied Trades Specialist	Must have 2 years of experience as a machinist and welder, a combination of formal training and experience totaling 2 years as machinist and welder, or certified through NIMS and AWS in machining and welding.	3 weeks of AIT
91F	Small Arms/Towed Artillery Repairer	Must have 2 years of experience or a combination of formal training and experience totaling 2 years as a firearms gun examiner, firearms assembler, or gunsmith.	3 weeks of AIT
91H	Track Vehicle Repairer	Must have 2 years of experience, a combination of formal training and experience totaling 2 years in the repair and overhaul of engines, power trains, chassis components of tracked vehicles, or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck, or military tactical wheeled vehicle series.	3 weeks of AIT

Table 9-1

MOS' Approved for the Army Civilian Acquired Skills Program (ACASP)

MOS	TITLE	ACASP PREREQUISITES	# WEEKS ADDITIONALTRAINING REQUIRED AT MOS PRODUCING SCHOOL
91L	Construction Equipment Repairer	Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered engineer construction and associated equipment; be certified as Civil Service-rated construction equipment repairman, WG-4; have 2 years of experience and be apprentice member of Operating Engineers, AFL-CIO, or equivalent; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive, truck, or military tactical wheeled vehicle series.	3 weeks of AIT
92G	Culinary Specialist	Possess an Associate's Degree or higher in Culinary Arts from an accredited college, university, technical or culinary school; or possesses current cooking professional certification as a Certified Culinarian or higher by the American Culinary Federation.	92G1O Phase 2
92L	Petroleum Laboratory Specialist	Must have 2 years of experience or combination of formal training and experience totaling 2 years as petroleum refinery laboratory technician.	Must complete 40 hours of PQAS-E specific training.
92S	Shower and Laundry Specialist	Must have 2 years of experience. All of the experience must be in laundry, dryer/washing operations.	None Required
94A	Land Combat Electronic Missile System Repairer	Must have 2 years of experience or combination of formal training and experience totaling 2 years in use of diagnostic test equipment similar to that used for wire-guided missile systems test and have formal training with the contractor who developed the Army's system listed in AR 601-210.	3 weeks of AIT
94D	Air Traffic Control (ATC) Equipment Repairer	Must have 2 years of experience or combination of formal training and experience totaling 2 years performing maintenance on ATC communication systems, navigational aid systems (NAVAIDS), and landing systems.	3 weeks of AIT
94H	Test, Measurement and Diagnostic Equipment (TMDE) Maintenance Support Specialist	Must have 2 years of experience or combination of formal training and experience totaling 2 years in operation, maintenance, and calibration of test, measurement and diagnostic equipment.	3 weeks of AIT
94M	Radar Repairer (Radar Rep)	Must have 2 years of experience or combination of formal training and experience totaling 2 years as ground surveillance radar repairer.	3 weeks of AIT

Table 9-2
Definition of Enlisted Skill Levels

SKILL LEVEL	GRADE/RANK	DEFINITION
0	E1-E9 (PVT-SGM)	Positions requiring performance of any skill level under general supervision;
1	E1-E4 (PVT-SPC)	Entry-level positions requiring performance of tasks under direct supervision.
2	E5 (SGT)	Positions requiring performance of more difficult tasks under general supervision; and in some instances, involving supervision of Soldiers in SL1.
3	E6 (SSG)	Positions requiring performance of still more difficult tasks and involving first line supervision of Soldiers in SL1 & SL2.
4	E7 (SFC)	Positions requiring relatively detailed knowledge of all tasks specified for a given MOS, normally involving first-line supervision of Soldiers in SL's 1, 2, and 3, and involving managerial duties.
5	E8 (MSG-1SG)	Positions requiring direct and indirect leadership roles with expertise in company and battalion-level operations and competency across a given CMF, serving as members of a staff at every level in the Army, with a full understanding of the allocation of resources and their utilization in order to accomplish Army functions and missions. .
6	E9 (SGM, CSM)	Positions requiring organizational leadership roles with multi-dimensional expertise in units and teams on division, corps, and Army staffs, integrated with Joint, Interagency, Intergovernmental, and Multinational (JIIM) partners with a full understanding of the Force Generation process, operations at all echelons, and how the Army runs.
Notes:		