

Army Regulation 600–3

Personnel–General

The Army Personnel Development System

**Headquarters
Department of the Army
Washington, DC
16 September 2019**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-3

The Army Personnel Development System

This major revision, dated 16 September 2019—

- o Adds an internal control evaluation (app B).
- o Makes administrative changes (throughout).

Personnel–General

The Army Personnel Development System

By Order of the Secretary of the Army:

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General, United States Army
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History. This publication is a major revision.

Summary. This regulation prescribes personnel developer responsibilities in career field management for officer branches and functional areas, warrant officer military occupational specialties, enlisted personnel career management fields, and civilian occupational series under their respective personnel management systems.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to appropriated and nonappropriated fund civilian members.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1

(DAPE–PRP), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–PRP), 300 Army Pentagon, Washington, DC 20310–0300.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, as found in AR 15–1, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation establishes the Army Personnel Development System as prescribed by AR 5–22. It prescribes policies and responsibilities for personnel developers' involvement in the Army's personnel system.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Responsibilities are listed in chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Statutory authority

Statutory authority for this regulation is derived from Title 5, United States Code (5 USC); Title 10, United States Code (10 USC); Title 32, United States Code (32 USC); and Title 40, United States Code, Subtitle III (40 USC Subtitle III).

1–7. Personnel development system objectives

Objectives of the personnel development system are as follows:

- a.* Establish responsibilities throughout the Army for all military functional category and civilian career field-related matters involved in the eight personnel development system life cycle management functions (see para 2–20).
- b.* Ensure that a single agent is identified and made responsible for analysis of the functional role of all personnel in each career field.
- c.* Ensure personnel management policies, programs, and procedures established by Headquarters, Department of the Army (HQDA) incorporate career field-related considerations.
- d.* Foster achievement of the total Army goals and objectives of the Army's Officer Personnel Management System (OPMS), the Enlisted Personnel Management System, the Civilian Personnel Management System (CPMS), and the Department of the Army (DA) Defense Civilian Intelligence Personnel System (DCIPS).

Chapter 2 Responsibilities

2–1. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) has overall responsibility for civilian personnel management and for civilian personnel policy and programs. The ASA (M&RA) will—

- a.* Assist personnel developers assess affirmative action within assigned career fields.
- b.* Assess and report affirmative action goal progress.
- c.* Direct the development of civilian personnel policy and exercise staff supervision of the CPMS.
- d.* On behalf of the ASA (M&RA), Deputy Assistant Secretary of the Army (Military Personnel Policy and Quality of Life) will—
 - (1) Establish the Army Manpower Program for military programs.
 - (2) Develop future civilian personnel requirements in coordination with ASA (M&RA) for civilian programs.

2–2. Chief Information Officer, G–6

The CIO/G–6 exercises authority for strategic hiring, training, and professional development of the information technology civilian workforce.

2–3. Chief of Public Affairs

The CPA exercises personnel management authority of Army civilian and military personnel in the public affairs functional area (FA) and career management field (CMF). The CPA is the functional chief (FC) and personnel developer for Army Public Affairs.

2–4. Chief, National Guard Bureau

The CNGB, or the Director, Army National Guard (ARNG) if so delegated, will operate the ARNG personnel system, participate in the development of personnel systems guidance established by U.S. Army Human Resources Command (HRC) in accordance with policy outlined in appropriate Army regulations, and publish ARNG-unique personnel guidance when ARNG units are not in active federal service in the strength of the Army. Ensure personnel developers are provided with historical data (for example, military occupational specialty (MOS), historical date), reports, and special requirements that will enable them to perform the eight personnel development system life cycle management functions.

2–5. Deputy Chief of Staff, G–1

The DCS, G–1 is responsible for the Army's military personnel system and for principle management of personnel with the doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) process functions except as otherwise prescribed by law and regulations. This responsibility is not further delegated. In addition, on behalf of the DCS, G–1, G–1 subordinate organizations below will execute the following:

a. Assistant Deputy Chief of Staff, G–1. The ADCS, G–1 further prescribes Army developer responsibilities for personnel life cycle of Army officer branches and FAs, enlisted CMFs, and civilian career fields under their respective personnel management systems. The ADCS, G–1 may delegate, as necessary, the authority to develop personnel management policy.

b. Director, Military Personnel Management. The Director, Military Personnel Management will—

(1) Develop and manage the Total Army Officer Accession Plan and provide accession policy and missions for sources of commission.

(2) Provide the following annual military personnel management guidance to the Commander, HRC—

(a) Distribution policy.

(b) Acquisition plan and retention program objectives.

(c) Promotion boards.

(d) Functional designation boards.

(3) Assist personnel operating agencies in providing personnel developers with military data and reports that will enable them to perform the eight personnel development system life cycle management functions.

(4) Provide branch assignment guidance to Commander, HRC for all sources of commission.

c. Director, Plans and Resources, and Operations. The Director, Plans and Resources, and Operations will—

(1) Approve general military personnel policy regarding classification and standards of grade for documenting required and authorized positions.

(2) Develop, approve, and distribute the personnel management authorization document, updated authorization document, Manning Program Evaluation Group, incentives, and compensation.

(3) Maintain supportability overview of all military personnel authorizations and inventory modifications resulting from force modernization initiatives.

(4) Develop, receive, analyze, and staff policy changes with personnel developers.

(5) Assist in the evaluation of personnel development issues and coordinate their recommendations with the Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), and the Army staff (ARSTAF).

(6) Provide technical guidance to the ARSTAF on personnel development matters.

(7) Provide feedback to Commanding General (CG), U.S. Army Training and Doctrine Command (TRADOC) (ATTG–TRI–VP) and non-TRADOC personnel developers on the status of proposals, problems incurred in staffing, and technical requirements.

(8) Receive, analyze, and staff additions, deletions, or revisions to military occupational classification structure (see AR 611–1).

(9) Act as the coordination point with the ARSTAF to ensure personnel developers are provided with data (for example, MOS historical data) and reports (for example, CMF reviews) that will enable them to perform the eight personnel development system life cycle management functions.

(10) Solicit TRADOC and non-TRADOC personnel developer comments and recommendations on issues having an impact on future policies and procedures affecting their respective career field occupations.

(11) Research and analyze Basis of Issue Plan (BOIP) impact reports and BOIP data (which includes qualitative and quantitative personnel requirements information) to determine manpower, personnel, and training requirements for all new materiel systems, equipment, or improvements to existing equipment planned to enter the Army inventory. Develop and approve the operator or maintainer decision, identifying by area of concentration (AOC), MOS, additional skill identifier (ASI), the operator, maintainer, and associated support items of equipment. Manage and provide BOIP and MOS input to the Army Modernization Training Automation System database.

d. Assistant G-1 for Civilian Personnel. The AG-1 (CP) will—

(1) Direct the development of civilian personnel policy and exercise staff supervision of the CPMS.

(2) Advise and assist the ASA (M&RA) and other Army leaders on civilian personnel policy as it relates to personnel developments.

(3) Develop and administer a civilian force alignment strategy in coordination with the ASA (M&RA).

(4) Advise and support the personnel developers in their overall civilian personnel development responsibilities to include, but not limited to—

(a) Developing Army Civilian Training, Education, and Development System (ACTEDS) plans, establishing career ladders, and outlining technical and leadership training, as appropriate.

(b) Ensuring the civilian personnel management data systems support proponent requirements.

(c) Providing assistance in achieving diversity and correcting underrepresentation within individual career fields.

(d) Delegate civilian personnel administration responsibilities, as necessary.

(e) Develop and administer a civilian force alignment strategy in coordination with the ASA (M&RA).

e. Commander, U.S. Army Human Resources Command. The Commander, HRC directs, integrates, and coordinates the Total Army Personnel System to develop and optimize utilization of the Army Personnel Development Systems in peace and war. The Commander, HRC will—

(1) Serve as the DCS, G-1 special staff officer for the Personnel Development System and act as the responsible official for the system, reporting directly to the ADCS, G-1.

(2) Classify and reclassify Regular Army Soldiers and Reserve Component (RC) Soldiers on active duty under a mobilization or call to active duty per Army requirements; individual qualifications, experience, and preferences; and the affected personnel developer's recommendation.

(3) Implement, coordinate, and integrate revisions and changes to personnel policy, processes, or procedures approved during processes.

(4) Conduct periodic Regular Army, RC enlisted, and officer branch or CMF reviews with appropriate DCS, G-1, ARNG, U.S. Army Reserve (USAR), and personnel developers.

(5) Assist TRADOC and non-TRADOC personnel developers to evaluate current issues and initiatives.

(6) Designate the initial branch or FA for officers per Army requirements, DCS, G-1 guidance, individual qualifications, experience, preferences, and personnel developer recommendations. (See paras 2-8 and 2-7 for guidance on Army Medical Department (AMEDD) and USAR, respectively.)

(7) Execute professional development policies for all functional categories and career fields as approved by the DCS, G-1. (See paras 2-8 and 2-9 for guidance on AMEDD, Judge Advocate General's Corps, and Chaplain's Corps.)

(8) Assign active military Soldiers to meet Army requirements.

(9) Plan, monitor, and adjust accession training programs per the Regular Army Military Manpower Program, current and future authorizations, and personnel developer recommendations, and ensure appropriate coordination for any adjustments.

(10) Provide inventory projections at AOC and MOS level of detail to DCS, G-1 for development of officer and warrant officer promotion requirements and goals. Develop and provide select objectives by MOS to DCS, G-1 for enlisted promotions to sergeant first class, master sergeant, and sergeant major (SGM), and for appointment to command sergeant major. Promotions to sergeant through SGM are modeled to allocate to MOS and pay grades after considering losses, gains, trainees, transients, holdees, students, and so forth.

(11) Monitor and recommend adjustments for special and incentive pay to include enlistment bonus, selective reenlistment bonus, critical skills retention bonus, bonus extension and retraining, and other programs. Recommended adjustments will be coordinated with the affected Army or branch proponent.

(12) Assist Army and branch proponents by providing personnel developers with military data and reports that will enable them to perform the eight personnel development system life cycle management functions.

(13) Integrate total Army planning for manpower mobilization and wartime individual replacement operations in support of anticipated requirements for contingency operations.

(14) Plan, budget, and execute personnel support for structure initiatives and new equipment fielding.

(15) Provide automated personnel data systems support as required.

(16) Maintain, monitor, direct, and implement actions pertaining to the credibility and accuracy of data on all HRC systems within the Systems of Systems Architecture for the DCS, G-1.

2-6. Deputy Chief of Staff, G-2

The DCS, G-2 will—

a. In coordination with DCS, G-1 and ASA (M&RA) develop, implement, manage, sustain, and evaluate the DCIPS.

b. Coordinate with the Undersecretary of Defense for Personnel and Readiness, the Undersecretary of Defense for Intelligence, the Director of National Intelligence, and other intelligence community agencies and activities in the establishment, implementation, management, and sustainment of civilian personnel programs.

c. Act as personnel developer for foreign languages and the enlisted special qualification identifier of linguist (L). Within the DCS, G-2, the Army Foreign Language Proponency Office (DAMI-OPO) performs this function.

2-7. Chief, Army Reserve

The CAR will operate the Army Reserve personnel system and participate in the development of personnel systems guidance established by HRC in accordance with policy outlined in appropriate Army regulations. Ensure personnel developers are provided with historical data (for example, MOS, historical date), reports, and special requirements that will enable them to perform the eight personnel development system life cycle management functions.

2-8. The Surgeon General

TSG, in coordination with the Commander, HRC, will exercise personnel management authority over AMEDD officers (except general officers) in their special branches based on an existing memorandum of understanding (MOU). The Surgeon General will—

a. Designate the AMEDD officer initial branch and medical FA to meet Army requirements. Individual preferences will be considered.

b. Develop and execute professional development policy for AMEDD officers.

2-9. Assistant Chief of Staff for Installation Management

On behalf of the ACSIM, the CG, U.S. Army Installation Management Command (IMCOM) is responsible for the Morale, Welfare, and Recreation (MWR) Personnel Development Program. The CG, IMCOM will—

a. Participate in the development of personnel systems guidance established by DCS, G-1 and the Civilian Human Resources Agency, and publish MWR-unique personnel guidance consistent with Army policy.

b. Provide information and assistance on the civilian MWR Personnel Development Program.

c. Provide technical guidance and assistance, data, reports, and special requirements to personnel developers to enable them to perform the eight personnel development system life cycle management functions for MWR civilian personnel.

d. Develop and implement personnel management programs that improve the MWR nonappropriated fund (NAF) workforce and enhance the delivery of quality MWR programs within the MWR FAs consistent with Army policy.

e. Serve as the coordination point with personnel developers for MWR civilian personnel.

2-10. The Judge Advocate General and Chief of Chaplains

TJAG and the CCH will exercise personnel management authority over officer and warrant officer personnel (excluding general officers) in their special branches. In addition, TJAG will also exercise personnel management authority over all civilian legal positions.

2-11. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC, through the DCS, G-3/5/7, exercises oversight of the personnel development system for those branches, FAs, CMFs, and skills assigned to any TRADOC subordinate command, center, school, or activity and over the U.S. Army Accessions Command (USAAC), a subordinate organization. Specifically, the CG, TRADOC will—

a. Assign specific initiatives, issues, responsibilities, and studies to TRADOC personnel developers and USAAC.

b. Monitor, coordinate, and participate in HQDA-directed or TRADOC-initiated personnel management studies.

c. Ensure TRADOC subordinate personnel developers fully coordinate their actions with other personnel developers and agencies to ensure integration of DOTMLPF considerations.

- d.* Resolve any conflicting issues among TRADOC personnel developers.

2–12. Commanding General, U.S. Army Combat Readiness Center

The CG, USACRC, through TRADOC, in support of the ARSTAF, will—

- a.* Assess the implementation and effectiveness of Army safety policies and procedures.
- b.* Assist and evaluate ACOM, ASCC, and DRU safety programs for compliance with DA safety policy.
- c.* Serve as focal point for coordinating and implementing policy and procedures governing the Army Safety Program (see AR 385–10).
- d.* Provide safety representation to DA and Department of Defense (DOD) environmental, explosives safety, and other safety and occupational health committees and boards and at conferences.
- e.* Serve as focal point for the administration and management of Army initiatives to reduce civilian occupational injuries and illnesses.
- f.* Serve as focal point for coordinating and implementing policy and procedures governing the Biological Defense Safety Program and the Army Toxic Chemical Agent Safety Program, components of DOD programs for which Secretary of the Army is DOD Executive Agent.
- g.* Provide a chairman for the Army Reactor Safety and Health Council and serve as proponent for the Army Nuclear Reactor Health and Safety Program.
- h.* Serve as focal point for coordinating and implementing policy and procedures governing safety programs concerning operations in aviation, explosives, range, ionizing and non-ionizing radiation, and transportation, as well as for accident reporting.
- i.* Serve as focal point for coordinating and implementing policy and procedures governing system safety and to integrate system safety in the Human Systems Integration Program.
- j.* Administer a program to provide safety training and education that meets the Army's needs.
- k.* Conduct centralized investigations of selected Army accidents and hazardous conditions and present the results to Army leadership.
- l.* Manage and maintain the Army Safety Management Information System to collect, analyze, and disseminate information on accidents to the ARSTAF, ACOMs, ASCCs, and DRUs.
- m.* Develop and disseminate Armywide countermeasures against accidents.
- n.* Develop Army policy for system safety in the materiel development, acquisition, fielding, and modification process. Provide independent safety assessments for materiel acquisition programs in the DOD.
- o.* Conduct a program of safety research and analysis to identify problem areas, causal factors, and system defects, and recommend countermeasures.
- p.* Develop and manage an Armywide multimedia safety communications program.
- q.* Assist the FC of the Army Safety Management Career Program in administering the program and the centralized training of DA safety interns.
- r.* Represent the ARSTAF, as required, in Army Safety Program actions with the DOD, other government agencies, allied governments, and private sector organizations.

2–13. Commanding General, U.S. Army Accessions Command

The CG, USAAC, through TRADOC, will—

- a.* Develop and implement the Army's advertising and marketing programs.
- b.* Acquire personnel for the Regular Army and the USAR.
- c.* Serve as the TRADOC Deputy CG for initial military training.

2–14. Principal coordination points

Principal coordination points are heads of agencies that have additional staff relationships with specific personnel developers. This relationship includes the following responsibilities:

- a.* Actively participate in the planning and execution of personnel development responsibilities for career field management.
- b.* Analyze and evaluate recommendations in the staff agency's area of expertise and provide results to personnel developers.
- c.* Advise personnel developers in technical and procedural matters pertaining to overall career field management.
- d.* Assist personnel developers in staff coordination essential to the Army decision making process.

2–15. Functional chiefs

FCs retain career management responsibilities for career program occupations (see AR 690–950). An MOU to fit individual circumstances will be negotiated between the FC and personnel developers responsible for the same occupations. The FC is responsible for providing appropriate resourcing to support MOUs which exceed the scope of the personnel developer's responsibilities as outlined in this regulation.

2–16. Coordination points

Coordination points are commanders or heads of ACOMs, organizations, activities, and agencies who have vested interest in a career field. They will advise and assist personnel developers, as appropriate, in carrying out career field personnel development system life cycle management responsibilities. Coordination points may be named by a personnel developer or designated by other appropriate authority.

2–17. Installation Civilian Personnel Advisory Center

The installation CPAC Human Resources Director that services the personnel development office will—

- a.* Provide personnel developers with information and assistance with civilian personnel management.
- b.* Provide information to personnel developers on the relationship between civilian personnel management FAs.
- c.* Assist personnel developers in interpreting data retrieved from Army civilian personnel data systems.

2–18. Personnel developers

Personnel developers are responsible for the eight personnel development system life cycle management functions for their respective FA, branch, or career fields (see para 2–20). The personnel developer executes personnel functions relative to DOTMLPF for the designated FA or branch. Personnel developers will ensure their recommended programs do not inhibit Soldier equal opportunity and affirmative action programs within their respective branch or FA. Personnel developers will—

- a.* Establish a single point of contact responsible for personnel development matters within their respective organizations.
- b.* Gather and evaluate data.
- c.* Identify issues and initiatives.
- d.* Formulate alternatives.
- e.* Coordinate proposals affecting like occupations with other personnel developers who share responsibilities for the occupation (for example, when civilian occupational series are split among developers or when developers for the military and civilian occupations are not collocated).
- f.* Coordinate actions with principal coordination points and, as necessary, with coordination points.
- g.* Coordinate proposals involving NAF employees (NAF civilian employees occupying jobs classified in a series within a proponent's career field) with CG, IMCOM. A proposal that would either incur direct or indirect expenditure of NAF or require reimbursement for proponent services may not be implemented without the concurrence of the CG, IMCOM.
- h.* Coordinate actions pertaining to career program occupations with the appropriate civilian career program FC.
- i.* Recommend personnel management policy changes to the DCS, G–1. Military policy recommendations will be submitted to DCS, G–1 (DAPE–PRP). Civilian policy recommendations will be submitted through DCS, G–1 (DAPE–CPZ) to the ASA (M&RA). The TRADOC personnel developers will submit recommendations through Commander, TRADOC (ATCG–TRI–VP) in route to DCS, G–1.
- j.* Develop actions and proposals in coordination with and assistance of CG, HRC; DCS, G–1 (DAPE–CPZ); and RC personnel agencies, as appropriate.
- k.* Review and update MOS prerequisites in accordance with AR 611–1 every three years. Report updates and changes, if any, during the functional review process. Advise and assist Commander, HRC on all branch personnel matters except individual personnel management decisions. Review requests for exceptions to proponent developed and approved MOS prerequisites and grant waivers as appropriate.
- l.* In support of career development, personnel developers will specifically do the following:
 - (1) Develop their individual portion of DA Pam 600–3, DA Pam 600–4, and DA Pam 600–25 for all three components. These DA pamphlets must be consistent with policy as per AR 350–1 and as established in other applicable Army regulations. These pamphlets provide meaningful professional development guidance to assist officers; warrant officers; non-commissioned officers; their commanders; HRC; and DA Centralized Officer, Warrant Officer, and Enlisted Selection Boards in ensuring viable career progression within a branch, FA, or CMF.
 - (2) Submit branch and FA qualifications for entry and professional development to DCS, G–1 (DAPE–MPO–D), Washington, DC 20310–0300. To protect the integrity of the active duty list and reserve active status list DA officer

selection system, personnel developers are not permitted to communicate with the boards, individual board members, or personnel involved in the board process except through DA Pam 600–3 or DA Pam 600–4. These pamphlets will be made available to each selection board by the DA Secretariat, HRC.

(3) Submit Enlisted DA Centralized Board briefing packets to Commander, TRADOC (ATCG–TRI–VP). The TRADOC, DCS, G–3/5/7 will ensure standardization and compliance with DA promotion guidance prior to forwarding briefing packets to the DA Secretariat, HRC.

m. Perform the following additional functions:

(1) Establish, as necessary, personnel development steering committees comprised of Regular Army, ARNG, and USAR members to assist in the performance of their mission.

(2) Ensure committees prepare and submit recommendations relating to their branch, FA, or CMF and ensure they include the effects on the ARNG and USAR.

(3) Determine the composition and responsibilities of their specific committees.

(4) Furnish all administrative support for the activities of their committees. Funds for travel and per diem will be provided by the parent organization of the member.

2–19. Army National Guard officer personnel managers

Functional designation and management by functional designation is not implemented in the ARNG (Component 2) the same way as the Regular Army due to force structure differences with the Regular Army, size of state officer inventory, and decentralization of personnel management. Branch and FA designations are the primary considerations in career management and development of ARNG officers. This management is decentralized and administered at the state level by officer personnel managers (OPMs).

a. Career management for ARNG officers is controlled by DA and National Guard Bureau (NGB) policy and administered at the state level by authority of the state adjutant general (AG). Duty assignments are made at the state level based upon the force structure of the state, available officers for available positions, unit readiness, and geographic considerations. In addition, promotions, branch transfers, evaluations, separations, and other similar personnel actions are administered by the state pursuant to DA and NGB policy guidance. However, the personnel developer provides policy guidance and is the decision authority on branch transfers, qualifications, award of an occupational identifier, and requests for constructive credit for training.

b. The state AGs are responsible for the overall direction and effectiveness of the officer career management program in their respective states. This includes designation of branches and FAs and awarding of AOCs and skills, as well as the operation of personnel administration and the preparation, maintenance, and dispositions of qualification records for all officers, in accordance with Army regulatory guidance. In addition, they are responsible for—

(1) Appointing the state OPM.

(2) Maintaining policies affecting all aspects of officer careers.

(3) Implementing appropriate promotions and retention policies in accordance with existing regulations.

(4) Implementing appropriate policies concerning appointment, assignment, transfer, and separation of ARNG officers that provide for officer career development opportunities.

c. The OPM is the primary representative of the state AG in implementing and administering the officer career management program. The OPM has the primary responsibility of ensuring the various policies and regulations are administered equitably and with consideration for the human factor when possible. The OPM is the link between OPMS and the individual officer. The relationship among each officer, the various levels of personnel managers, and the OPMS is extremely important. The OPM is specifically responsible for—

(1) Serving as the principal advisor to the state AG on matters pertaining to officer personnel management.

(2) Operating the state officer career management program under the direct supervision of the director of personnel, military personnel officer, or as designated by the state AG.

(3) Ensuring that an effective counseling program is in operation to determine proper assignment potential for each officer.

(4) Maintaining career management records to effectively manage and control normal progression of career patterns for each officer.

(5) Designating officer branches and FAs in accordance with state inventory of officer positions.

(6) Reviewing each officer record to ensure appropriate AOCs (both branch and FA), skill identifiers (SIs), and language identification codes (LICs) are properly awarded and recorded.

(7) Recommending appropriate education requirements in order to ensure officers are qualified for their assigned duty position.

(8) Directing and supervising annual review of all officer's branches, FAs, AOCs, skills, and LICs to determine if changes required by new qualifications have been made.

d. OPMs consider the following when designating FA:

(1) Since there may be few opportunities for ARNG officers to acquire additional qualifications, FA may be designated primarily based on prior assignments, education, or experience gained in a civilian occupation. Since the ARNG has little control over qualifications gained in civilian employment, minimal programming and planning in this area is possible; however, these qualifications should not be overlooked. Assignment to a FA requires qualification gained through civilian education, civilian occupation, or through appropriate qualification criteria as indicated in DA Pam 600–3.

(2) The redesignation of an officer branch or FA may occur more frequently in the ARNG than in the Regular Army as a result of reorganizations and the officer's mobility that is governed by a civilian career. However, an officer assigned to an FA duty position must be determined qualified before the FA AOC can be awarded.

2–20. Personnel development system life cycle management functions

The eight personnel development system life cycle management functions are derived from the Army's life cycle model. The definition of the eight functions and their associated personnel developer responsibilities are as follows:

a. *Structure.* Structure describes the personnel developer dimension of the Army's force development function. Force development defines military capabilities and creates the force structure required to provide those capabilities. It then produces the personnel authorizations for each of the Army's units. These authorizations are referred to as the "personnel structure." The structure function provides the authorizations for the acquisition and distribution functions described in paragraphs 2–20b and 2–20c. Personnel developers will—

(1) Analyze and make recommendations on individual spaces in the Force Management System on interchangeability coding; SI; ASI; project or personnel development skill identifier; and LIC requirements, remarks code, branch identification, grade, MOS, AOC, civilian occupational series, and so forth.

(2) Recommend changes to the tables of organization and equipment (TOE), tables of distribution and allowances (TDA), and mobilization tables of distribution and allowances.

(3) Review TOE, modified tables of organization and equipment (MTOE), and TDA documents to ensure standardization of grade and career field coding, supportability mix between TOE, MTOE, and TDA coding, and recommend changes as required. Also, review and recommend changes to the personnel management authorization document and updated authorization document to ensure correct documentation.

(4) Recommend classification criteria.

(5) Recommend and evaluate new or proposed changes to civilian classification standards.

(6) Participate in developing core documents, standardized civilian job descriptions, performance standards, and other occupationally oriented products.

(7) Establish career progression pattern by branch or FA.

(8) Evaluate the feasibility of future authorizations by branch or FA based on projected requirements.

(9) Evaluate the inventory levels by branch or FA after mobilization and recommended adjustments.

(10) Analyze and recommend changes to improve the alignment of career fields or functional categories.

(11) Recommend maximum percentages by grade to be designated into officer FA.

(12) Participate in reclassification and rebranching boards in accordance with force alignment initiatives.

b. *Acquisition.* Acquisition describes the function of managing the total Army end strength. This function ensures that the Army is staffed with the proper number of people in the right grades and skills within the manpower budget to meet the Army's requirements. It is significantly more complex than simply recruiting personnel. Acquisition has three important and interrelated dimensions.

(1) *Manpower management.* The first dimension of acquisition develops forecasts and establishes manpower targets for accession, attrition management, retention, and promotion.

(2) *Accession, attrition, and retention management.* The second dimension converts the accession and retention targets to missions and ensures that they are effectively executed by the responsible agency.

(3) *Training integration.* The third dimension establishes training programs and ensures an efficient flow of trainees and students.

(4) *Classification criteria.* Recommend classification criteria.

(a) Recommend or determine appropriate accession criteria for officers, warrant officers, and enlisted personnel, to include maximum and minimum female content and quality distribution for enlisted accessions.

(b) Recommend or determine appropriate accession numbers by year and branch or FA and MOS by component.

(c) Recommend criteria for selected recall programs in support of active duty and mobilization requirements.

(d) Review and recommend appropriate revisions to OPM minimum qualification standards for civilian occupations.

(e) Develop and recommend recruitment strategies for branch or FA.

(f) Develop and review recruiting materials and programs.

(g) Develop candidate evaluation criteria for civilian positions.

- (h) Monitor the affirmative action status for assigned career fields.
- (i) Use the Army Human Systems Integration Program during the acquisition phase, reviewing and recommending the method used to design, develop, or modernize field information and materiel systems.
- (j) Reevaluate retention criteria after mobilization.
- (k) Evaluate continuation, attrition, reenlistment, and retention rates of branches or FAs and recommend changes to stabilize or improve retention.

(l) Recommend criteria for retention and rebranching of officers.

c. Distribution. Distribution describes the function of distributing available personnel to units based on the Army requirements and in accordance with HQDA priorities. It includes the distribution of newly trained Soldiers and the redistribution of Soldiers who are ready for a new assignment. A major focus of the distribution function is to maximize personnel readiness within the Army's combat units and to support the development of Soldiers. In support of this, personnel developers will—

- (1) Evaluate the inventory and recommend adjustments to the inventory to support authorizations and force structure changes.
- (2) With the assistance of HRC, determine number of personnel available for training by branch or FA by fiscal year.
- (3) Assess FA and officer generalist positions in which officers are participating, additional skills in which warrant officers are participating, and secondary MOS in which enlisted Soldiers are participating.
- (4) Recommend changes to Army policy relating to assignments, details, transfers, and special programs in peacetime and upon mobilization.
- (5) Determine the need for civilian mobility within a career field.
- (6) Recommend initiatives to counter the adverse effect on personnel serving in a space-imbalanced MOS in peacetime and upon mobilization.
- (7) Recommend policies which will ensure individual and unit stabilization.
- (8) Evaluate the inventory levels by branch or FA after mobilization and recommend adjustments.
- (9) Evaluate unit distribution, deployment, and other key actions related to force stabilization for the Regular Army.
- (10) Recommend changes to HRC for the distribution of branch or FA officers and enlisted Soldiers.

d. Development. Development describes the process of developing people mentally, morally, and physically. This includes both character and leadership development, education, and training. The developmental process begins with initial military training, which provides an orderly transition from civilian status to military life. Thereafter, the institutional training system and chain of command develops individuals through training, education, and both professional and self-development programs. A major focus of the function is on shaping values, attributes, skills, and minimizing dysfunctional behavior. As such, development makes a significant contribution to the promotion of the Army's culture. Development also includes the supporting processes of evaluations, as well as selections for promotion, command opportunity, and advanced education (civilian and military). In support of this, personnel developers will—

- (1) Ensure job analysis within career field, functional category, branch, or FA is conducted to identify required knowledge, skills, abilities, and behaviors by grade.
- (2) Review and provide recommendations for Army Educational Requirements System and Training with Industry positions by functional category, branch or FA, grade, academic discipline, and commercial industry.
- (3) Identify civilian education and training opportunities available in support of functional categories and career field development.
- (4) Recommend criteria for selecting individuals to attend education or training and approve course prerequisites in technical MOS-producing courses in accordance with AR 614–200.
- (5) Identify and recommend requirements for the development and revision of training.
- (6) Determine the number of personnel requiring training by career field and set priorities for training.
- (7) Ensure that training for career development is in concert with all aspects of professional development.
- (8) Recommend standards for personnel who instruct in other service schools, participate in the U.S. Army Personnel Exchange Program overseas, or serve in liaison positions.
- (9) Identify language requirements in support of branch or FA.
- (10) Establish and maintain career progression patterns and civilian professional development guidance for assigned career fields via the ACTEDS plans.
- (11) Develop a briefing packet for assigned CMF for use by HQDA Centralized Enlisted Selection Board.
- (12) Identify opportunities for development through institutional training, operational assignment, and self-development for each component, Regular Army, ARNG, and USAR (troop program unit and Individual Ready Reserve).
- (13) Integrate other personnel development system life cycle management functions toward the goal of maintaining a quality Army.
- (14) Establish career progression patterns for branch and FA.

- (15) Conduct analysis of training and education requirements against assignment priorities.
 - (16) Establish and recommend changes to officer, warrant officer, enlisted, and civilian professional development pamphlets.
 - (17) Reevaluate professional development objectives upon mobilization.
 - (18) Link professional development to leader development across all three levels of leadership (direct, senior, and strategic).
 - (19) Recommend criteria for retention and rebranching of officers.
 - (20) Analyze the quality of the workforce within a branch or FA and recommend methods of improvement. Recommend criteria for reclassification of Soldiers into branch and MOS.
 - (21) Determine causes and initiate or support corrective action when equal employment opportunity progress appears to be inadequate.
 - (22) Maintain current officer career maps on proponent homepage.
 - (23) Maintain professional development model for each assigned enlisted MOS on the Army Career Tracker available at <https://actnow.army.mil>.
- e. Deployment.* Deployment describes the movement of troops, civilians, cargo, weapon systems, or a combination of these elements to a theater of operations using any or all types of transport. It includes mobilization, deployment, redeployment, and the evacuation and repatriation of non-combatants. In support of this, personnel developers will—
- (1) Provide recommendations on civilian mobilization planning and management.
 - (2) Evaluate the effects of mobilization on the personnel development system.
- f. Compensation.* Compensation describes all of the functions associated with the pay, entitlements, and benefits for Army personnel. In support of this, personnel developers will—
- (1) Develop concepts for the use of compensation and benefits to improve the health of the career field, branch, or FA.
 - (2) Recommend changes to policies relative to civilian compensation matters.
- g. Sustainment.* Sustainment describes how the Army attends to the well-being of its people. It includes programs directed specifically at the quality of life and the well-being of Soldiers, civilians, retirees, their Families, and the employers of RC members. It prepares Soldiers for the rigors of military operations and Family separation, and encourages them to remain in the Army as a means of sustaining the force. Well-being programs have a direct impact on recruiting, retention, and the performance of Army personnel. In support of this, personnel developers will—
- (1) Establish and maintain communication with members.
 - (2) Represent the professional interest of members.
 - (3) Foster positive attitudes toward personnel systems and programs.
 - (4) Consider and propose solutions to the distribution and management of personnel and units in the RC and the effects of various uses of short- and long-term deployments to sustain Army operations and the effects on the career field, units, Soldiers, and their Families and employers.
- h. Transition.* Transition describes an integrated function focused on assisting Soldiers, Army Civilians, and their Families through changes associated with moving among components or to the private sector. In support of this, personnel developers will—
- (1) Recommend selected shortage for branch or FA as an exception to separation policy.
 - (2) Recommend changes to analyze impact of retirement, retention, force reduction, and service obligation policies and proposals.
 - (3) Recommend changes to the Personnel Transition Management Program.
 - (4) Determine the impact of "early out" programs on branch or FA.

2–21. Changes to career codes

- a.* Requests for changes to military career codes will be submitted to Office of the DCS, G–1 (DAPE–PRP), 300 Army Pentagon, Washington, DC 20310–0300, as prescribed by AR 611–1.
- b.* Civilian occupational series will be split among two or more proponents only when—
 - (1) Two or more functions within the occupational series require specialized training and development.
 - (2) The proponent currently designated concurs in the proposed change (exceptions are generic series; for example, general schedule 301).
- c.* The personnel developer is the commander, commandant, director, or chief of an organization or agency assigned primary responsibility for providing recommendations relating to personnel development matters to the DCS, G–1 (military) or the ASA (M&RA) (civilian). These responsibilities include military functional category, civilian career field development, and changes to personnel management policies in specific occupational career fields. Personnel developers will forward through command channels, when appropriate, to DCS, G–1 recommended changes to personnel management

matters and directly coordinate those actions that cross personnel developer boundaries. Commands and agencies will adjudicate differences within their commands prior to forwarding to DCS, G-1.

2-22. Consolidated military branch, functional area, and civilian career fields and principal coordination points by personnel developer

See reference to listing of consolidated military and civilian career fields and principal coordination points by personnel developer in DA Pam 611-21.

Chapter 3

Army Branches, Functional Areas, and Functional Categories

3-1. Concept

This chapter governs the designation of branches as arms and services, designates FAs, provides the basis for identifying the functions and duties which associate units and Soldiers with the branches and FAs of the Army, and defines the functional categories to which branches and FAs are designated. The duties and qualifications for classification of personnel in a specific occupational identifier for assignment to a position in the authorization documents are contained in DA Pam 611-21. Additionally, DA Pam 600-3 describes key developmental assignments and professional development for officers and warrant officers, DA Pam 600-4 for AMEDD officers, and DA Pam 600-25 for enlisted Soldiers.

3-2. Classification of branches

a. Basic and special branches. The branches of the Army are classified as basic branches and special branches. Branch names are used to identify Soldiers and units trained in the principal functions associated with that branch.

b. Arms and services branches. The branches of the Army are categorized as operational and sustainment based on normal functions and roles performed by the personnel assigned to them. Certain branches are both an arm and a service.

(1) The arms are those branches whose Soldiers are primarily concerned with combat and combat support. These are further classified as combat arms and combat support.

(a) Combat arms are those branches whose Soldiers are directly involved in the conduct of actual fighting.

(b) Combat support arms are those branches whose Soldiers provide operational assistance to the combat arms.

(2) The services are those branches whose Soldiers are concerned with providing combat service support and administrative support to the Army.

c. Functional areas. An FA is a group of officers, other than an arm, service, or branch, who possess tasks and skills that require significant education, training, and experience. All of the functional categories contain FAs.

d. Functional categories. Military functional categories are maneuver, fires, and effects; operations support; and force sustainment. The categories include officer branches and FAs, warrant officer branches and MOS, enlisted CMF and MOS, and civilian career programs.

Appendix A

References

Section I

Required Publications

AR 5–22

The Army Force Modernization Proponent System (Cited in para 1–1.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in para 2–22.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. NGR material is available at <https://www.ngbpdcc.ngb.army.mil/>. USC material is available at <http://uscode.house.gov/>.

AR 11–2

Managers' Internal Control Program

AR 15–1

Department of the Army Federal Advisory Committee Management Program

AR 25–1

Army Information Technology

AR 25–30

Army Publishing Program

AR 71–32

Force Development and Documentation Consolidated Policies

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 145–2

Organization, Administration, Operation, and Support

AR 165–1

Army Chaplain Corps Activities

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 215–3

Nonappropriated Funds Instrumentalities Personnel Policy

AR 350–1

Army Training and Leader Development

AR 385–10

The Army Safety Program

AR 600–8

Military Human Resources Management

AR 600–8–24

Officer Transfers and Discharges

AR 601–210

Regular Army and Reserve Components Enlistment Program

AR 602–2

Human Systems Integration in the System Acquisition Process

AR 611–1
Military Occupational Classification Structure Development and Implementation

AR 612–201
Initial Entry/Prior Service Trainee Support

AR 614–200
Enlisted Assignments and Utilization Management

AR 621–1
Training of Military Personnel at Civilian Institutions

AR 621–5
Army Continuing Education System

AR 635–5–1
Separation Program Designator (SPD) Codes

AR 635–40
Disability Evaluation for Retention, Retirement, or Separation

AR 635–200
Active Duty Enlisted Administrative Separations

AR 690–200
General Personnel Provisions

AR 690–700
Personnel Relations and Services (General)

AR 690–950
Career Program Management

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 600–3
Officer Professional Development and Career Management

DA Pam 600–4
Army Medical Department Officer Professional Development and Career Management

DA Pam 600–8
Military Human Resources Management Administrative Procedures

DA Pam 600–25
U.S. Army Noncommissioned Officer Professional Development Guide

NGR 600–100
Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600–200
Enlisted Personnel Management

5 USC
Government Organization and Employees

10 USC
Armed Forces

32 USC
National Guard

40 USC Subtitle III
Information Technology Management

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Internal Control Evaluation

B–1. Function

The functions covered by this evaluation are the policies and responsibilities for personnel developers' involvement in the Army's personnel system.

B–2. Purpose

The purpose of this evaluation is to assist Army personnel developers in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Does the regulation clearly delineate roles and responsibilities for the Army personnel development system?
- b.* Do the policies covered in this regulation correlate with and support references denoted in this appendix?
- c.* Does this regulation accurately and completely depict and explain the holistic personnel development system life cycle management functions so that classification developers and Soldiers fully understand it?

B–5. Supersession

Not applicable.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G–1 (DAPE–PRP–CSB), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

ACOM

Army command

ACSIM

Assistant Chief of Staff for Installation Management

ACTEDS

Army Civilian Training, Education, and Development System

ADCS, G-1

Assistant Deputy Chief of Staff, G-1

AG

adjutant general

AG-1 (CP)

Assistant G-1 for Civilian Personnel

AMEDD

Army Medical Department

AOC

area of concentration

AR

Army regulation

ARNG

Army National Guard

ARSTAF

Army staff

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

ASI

additional skill identifier

BOIP

Basis of Issue Plan

CAR

Chief, Army Reserve

CCH

Chief of Chaplains

CG

commanding general

CIO/G-6

Chief Information Officer, G-6

CMF

career management field

CNGB

Chief, National Guard Bureau

CPA
Chief of Public Affairs

CPAC
Civilian Personnel Advisory Center

CPMS
Civilian Personnel Management System

DA
Department of the Army

DCIPS
Defense Civilian Intelligence Personnel System

DCS
Deputy Chief of Staff

DOD
Department of Defense

DOTMLPF
doctrine, organization, training, materiel, leadership and education, personnel, and facilities

DRU
direct reporting unit

FA
functional area

FC
functional chief

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IMCOM
U.S. Army Installation Management Command

L
linguist

LIC
language identification code

MOS
military occupational specialty

MOU
memorandum of understanding

MTOE
modified tables of organization and equipment

MWR
morale, welfare, and recreation

NAF
nonappropriated fund

NGB
National Guard Bureau

OPM
officer personnel manager

OPMS

Officer Personnel Management System

RC

Reserve Component

SGM

sergeant major

SI

skill identifier

TDA

tables of distribution and allowances

TJAG

The Judge Advocate General

TOE

tables of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

USAAC

U.S. Army Accessions Command

USACRC

U.S. Army Combat Readiness Center

USAR

U.S. Army Reserve

Section II**Terms****Area of concentration**

A requisite area of expertise (subdivision) within a branch or functional area.

Army Career Alumni Program

A program developed to provide a comprehensive system to assist personnel leaving the Army with care and dignity while retaining quality. The program is targeted to serve Army Soldiers, Civilians, and their Family members.

Army Civilian Training, Education, and Development System

The Armywide training and career management system that develops technical, professional, and leadership knowledge, skills, and abilities in civilian members as they progress from entry-level to supervisory, managerial, and executive positions.

Branch

A grouping of officers that comprises an arm or a service of the Army in which an officer is commissioned or transferred, trained, developed, and promoted. All officers hold a single branch designation and may serve repetitive and progressive assignments associated with the branch. Branches of the Army are: adjutant general, air defense artillery, armor, aviation, chemical, civil affairs, engineer, field artillery, finance, infantry, logistics, military intelligence, military police, ordnance, psychological operations, quartermaster, signal, special forces, and transportation.

Branch or functional area generalist position

A position that may be filled by any officer regardless of branch or functional area designation. These positions are further defined as officer generalist and combat arms generalist positions.

Note. Previously termed immaterial positions. Applies to only the Army competitive category.

Combat arms generalist position

A duty position requiring a broad understanding of combined arms doctrine, training, and force structure. A combat arms generalist position is not identified with one specific branch or functional area, but is limited to officers whose branches are air defense artillery, armor, aviation, corps of engineers, field artillery, infantry, and special forces. These positions are documented in The Army Authorization Document System (Redesign) with code 02A.

Note. Previously termed combat arms immaterial positions.

Competitive category

A group of commissioned officers who compete among themselves for promotion and, if selected, are promoted in rank order as additional officers in the higher grade are needed in the competitive category. Competitive categories are listed below.

- a. Army (includes three functional categories: maneuver, fires, and effects; operations support; and force sustainment).
- b. Maneuver, fires, and effects consists of branches, functional areas and MOSs.
- c. Operations support consists of branches, functional areas, and MOSs.
- d. Force sustainment consists of branches and MOSs.
- e. Army Nurse Corps.
- f. Medical Service Corps.
- g. Veterinary Corps.
- h. Army Medical Specialist Corps (combined with Medical Corps for promotion above grade colonel).
- i. Medical Corps.
- j. Dental Corps.
- k. Judge Advocate General's Corps (including first lieutenants not members of The Judge Advocate General's Corps but participating in the Army General Counsel's Honors Program).
- l. Chaplain's Corps.

Coordination requirement

The requirement to coordinate with specific coordination points when handling actions pertaining to specific career fields.

Designated schools

Service schools or other Army schools that are organizationally or physically separated from personnel developers and are assigned educational responsibilities for selected fields for which they are not the proponent.

Functional area

A grouping of officers (other than arm, service, or branch) that possesses an interrelated number of tasks or skills which usually require significant education, training, and experience.

Functional category

A specific grouping of functionally related officer, warrant officer, enlisted, and civilian positions into management categories having a common mission area. Functional categories consist of officer branches and functional areas, warrant officer and enlisted military occupational specialties, and civilian occupational series. There are three functional categories: maneuver, fires, and effects; operations support; and force sustainment. (The term career field in lower case is a generic term commonly used by military and civilian personnel when referring to their branch, functional area, military occupational specialty, or civilian occupational series.)

Functional chief

An Army leader (normally a member of the ARSTAF), ACOM or DRU commander, or a member of the Secretariat, designated by the DCS, G-1 to carry out career management responsibilities for assigned career programs in accordance with AR 690-950.

Officer generalist position

A duty position requiring a broad understanding of Army leadership, doctrine, policy, force structure, and management. An officer generalist position is not identified with or limited to one specific branch or functional area, but indicates that any officer may be assigned to the position. These positions are documented in The Army Authorization Document System (Redesign) with code O1A.

Note. Previously termed branch immaterial positions.

Review

The process of determining adjustments in accession, training, reclassification, and incentive programs for specific MOSs, grades, and fields necessary to balance the force in accordance with annual guidance.

Series of classes

An occupational type of work grouping that consists of all positions in a particular kind of work. Positions within a series are similar with respect to subject matter of the work and exist for all grade levels appropriate for the kind of work. A series may be thought of as including the normal steps in the line of promotion for a particular kind of work; for example, the medical biology technician or the structural engineer series.

Skill

A specialized capacity necessary to perform duties of a specific position which may require significant education, training, and experience. A skill may be related to more than one branch, functional area, MOS, or occupational series. An individual may have more than one skill.

Special branches

A grouping of branches and officers primarily concerned with providing combat service support and administration to the Army as a whole, but managed separately from combat service support branches. Special branches include AMEDD, Chaplain's Corps, and Judge Advocate General's Corps.

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