

**Department of the Army  
Pamphlet 611–21**

**Personnel Selection and  
Classification**

# **Military Occupational Classification and Structure**

**Headquarters  
Department of the Army  
Washington, DC  
19 July 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 611–21  
Military Occupational Classification and Structure

This major revision, dated 19 July 2018—

- o Rescinds enlisted codes closed to women (formerly chap 13).
- o Updates references (app A).
- o Updates abbreviations and terms (glossary).
- o Updates reference to Smartbook DA Pam 611–21 located on the milSuite website (<https://login.milsuite.mil/?goto=https%3a%2f%2fwww.milsuite.mil%3a443%2fbook%2fgroups%2fsmartbookdapa%2fm611-21%2f>) (throughout).

Personnel Selection and Classification  
Military Occupational Classification and Structure

By Order of the Secretary of the Army:

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Official:



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**History.** This publication is a major revision.

**Summary.** This pamphlet outlines procedures and prescribes the method of developing, changing, and controlling officer, warrant officer, and enlisted military occupational classification structure.

**Applicability.** This pamphlet 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. It applies to all proponent agencies responsible for military occupational structure and classification. During mobilization, chapters and policies for this pamphlet may be modified by the proponent.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this publication 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 publication 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.

**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 20130–0300.

**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 General**

### **1–1. Purpose**

This pamphlet provides a summary of officer, warrant officer, and enlisted classification structures. The procedures contained in this pamphlet implement policy contained in AR 611–1. The latest approved changes to procedures, specifications, and standards of grade (SG) contained in this pamphlet are available in Smartbook DA Pam 611–21 located at <https://login.milsuite.mil/?goto=https%3a%2f%2fwww.milsuite.mil%3a443%2fbook%2fgroups%2fsmart-bookdapam611-21%2fcontent>. Army agencies and other users worldwide may access the site as needed to use in management of personnel and the personnel force structure.

### **1–2. References**

See appendix A.

### **1–3. Explanation of abbreviations and terms**

See glossary.

## **Chapter 2 Military Occupational Classification and Structure Summary**

The paragraphs in this chapter summarize the content of chapters 1 of Smartbook DA Pam 611–21. For information on the location of the latest approved procedures, specifications, and SG, see paragraph 1–1.

### **2–1. Chapter 1 summary**

Chapter 1 contains:

- a.* Guidance to individuals, commanders, personnel managers, proponents, and combat and material developers. Additionally, it contains information on the classification of individuals by identifiers and classification of positions (duty position title, identifier(s), and grade in requirements and authorization documents). This publication implements policy contained in AR 611–1.
- b.* Guidance for the creating, submitting, and coordinating changes to the military occupational classification structure (MOCS) process.
- c.* Procedures for implementation and documentation of approved MOCS changes.
- d.* Procedures on requesting an exception to SG.
- e.* Guidance on the establishment of organizational documentation codes and personnel development skill identifiers (SIs).

### **2–2. Chapter 2 summary**

Chapter 2 contains procedural guidance for the classification of branch and functional area (FA) and classification of officer personnel and positions. It provides guidance on the composition for officer structure documentation through the grade cap distribution matrix (GCDM).

### **2–3. Chapter 3 summary**

Chapter 3 provides qualifications for and duties of specific officer military occupations for officer positions in authorization documents and strength reporting requirements. It contains specifications for each of the occupational codes developed and approved for officer classification and physical requirements to hold the officer military occupation.

### **2–4. Chapter 4 summary**

Chapter 4 contains tables listing and describing officer SIs and degree of proficiency for Army Medical Department and Judge Advocate General's Corps officers.

### **2–5. Chapter 5 summary**

Chapter 5 includes officer authorized abbreviations, SG for table of organization and equipment (TOE), modified table of organization and equipment (MTOE), table of distribution and allowances (TDA), battalion level grading table, and medical grading tables.

## **2–6. Chapter 6 summary**

Chapter 6 contains procedural guidance for the classification of warrant officer personnel and positions based on qualifications and provides a listing of warrant officer additional skill identifiers (ASIs), special qualification identifiers (SQIs), and security requirements. Additionally, chapter 6 contains the average grade distribution matrix for both technical and rated warrant officer specialties for documentation guidance.

## **2–7. Chapter 7 summary**

Chapter 7 identifies special reporting codes used in personnel and strength accounting documents to reflect the warrant officer's status when a primary or duty military occupational specialty (MOS) is inappropriate.

## **2–8. Chapter 8 summary**

Chapter 8 contains warrant officer MOS and physical requirements to be awarded a warrant officer specialty and standard of grades for TOE, MTOE, and TDA for each warrant officer specialty.

## **2–9. Chapter 9 summary**

Chapter 9 provides procedural guidance for the classification of enlisted personnel and positions and general guidance for grading positions in authorization documents. Additionally, chapter 9 contains the average grade distribution matrix and GCDM for enlisted specialties for documentation guidance.

## **2–10. Chapter 10 summary**

Chapter 10 provides enlisted career progression charts, MOS specifications, physical requirements to be awarded an MOS, and standard of grades for TOE, MTOE, and TDA for each enlisted specialty.

## **2–11. Chapter 11 summary**

Chapter 11 provides SG tables and guidance for Armywide grading for specialized functions. Chapter 10 tables take precedence over chapter 11 SG tables. If specific standards are not provided in the individual tables in chapter 10, the standards in chapter 11 will be applied.

## **2–12. Chapter 12 summary**

Chapter 12 provides guidance and description of enlisted SQIs and ASIs.

## **2–13. Chapter 14 summary**

Chapter 14 identifies enlisted special reporting codes and duty assignments.

## **2–14. Chapter 15 summary**

Chapter 15 provides the listing of consolidated military and civilian career fields and principal coordination point by personnel proponent as referenced in AR 600–3.

## **Chapter 3**

### **Military Occupational Classification and Structure Overview**

The paragraphs in this chapter describe the content of chapters 1 of Smartbook DA Pam 611–21. For information on the location of the latest approved procedures, specifications, and SG, see paragraph 1–1.

#### **3–1. Officer classification system**

Consists of a complete compilation of authorized classification identifiers for officer personnel and standards for grading officer positions in authorization documents. No other classifications will be used for officers in authorization documents or strength reporting requirements.

#### **3–2. Specifications for branches and functional area**

Describes officer branch, FA/medical FA, immaterial codes, area of concentration (AOC), SI, and reporting classification codes.

#### **3–3. Officer skill identifiers**

Contains tables listing and describing officer SIs.

**3-4. Grade structure for officer positions**

Includes officer authorized abbreviations, SG for TOE, MTOE, TDA, battalion level grading table, and medical grading tables.

**3-5. Warrant officer classification system**

Contains procedural guidance for the classification of warrant officer personnel and positions. This chapter also provides a complete list of warrant officer ASIs and SQIs.

**3-6. Warrant officer reporting codes**

Identifies reporting codes used in personnel and strength accounting documents to reflect the warrant officer's status when a primary or duty MOS is inappropriate.

**3-7. Warrant officer military occupational specialty specifications and standards of grade**

Contains specifications for each of the occupational codes developed and approved for warrant officer classification.

**3-8. Enlisted classification system**

Provides procedural guidance for the classification of enlisted personnel and positions. Also provides general guidance for grading positions in authorization documents.

**3-9. Enlisted military occupational specialty, specifications, standards of grade, physical demands, and career charts**

Provides career progression charts, MOS specifications, ASIs, and SQIs for enlisted Soldiers.

**3-10. Standards of grade for specialized duty functions**

Provides SG tables and guidance for Armywide grading for specialized functions. Chapter 11 tables do not authorize positions but rather the basis for grading positions.

**3-11. Enlisted special qualification identifiers and additional skill identifiers**

Provides guidance and description of enlisted SQIs and ASIs. The ASIs identify specialized skills, qualifications, and requirements. The SQIs identify special requirements for identification with an MOS.

**3-12. Enlisted special reporting codes**

Identifies special reporting codes and duty assignments.

**3-13. Consolidated military and civilian career fields and principal coordination points by personnel proponent**

Provides the listing of consolidated military and civilian career fields and principal coordination point by personnel proponent as referenced in AR 600-3.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 11–6**

Army Foreign Language Program (Cited in glossary.)

**AR 611–1**

Military Occupational Classification Structure Development and Implementation (Cited in para 1–1.)

**AR 614–200**

Enlisted Assignments and Utilization Management (Cited in glossary.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand the publication.

**AR 25–2**

Information Assurance

**AR 25–30**

Army Publishing Program

**AR 40–501**

Standards of Medical Fitness

**AR 50–5**

Nuclear Surety

**AR 56–9**

Watercraft

**AR 70–1**

Army Acquisition Policy

**AR 71–32**

Force Development and Documentation

**AR 95–1**

Flight Regulations

**AR 95–2**

Air Traffic Control, Airfield/Heliport, and Airspace Operations

**AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

**AR 135–210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization

**AR 190–5**

Motor Vehicle Traffic Supervision

**AR 195–3**

The Criminal Investigation Command Special Agent Program

**AR 350–51**

United States Army Officer Candidate School

**AR 380–67**

Personnel Security Program

**AR 600–3**

The Army Personnel Development System

**AR 600–8–19**

Enlisted Promotions and Reductions

**AR 600–9**

The Army Body Composition Program

**AR 600–37**

Unfavorable Information

**AR 600–85**

The Army Substance Abuse Program

**AR 600–106**

Flying Status for Nonrated Army Aviation Personnel

**AR 601–50**

Appointment of Temporary Officers in the Army of the United States Upon Mobilization

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 601–210**

Regular Army and Reserve Components Enlistment Program

**AR 601–280**

Army Retention Program

**AR 611–75**

Management of Army Divers

**AR 614–185**

Requisitions and Assignment Instructions for Officers

**AR 635–40**

Disability Evaluation for Retention, Retirement, or Separation

**AR 700–138**

Army Logistics Readiness and Sustainability

**AR 750–1**

Army Materiel Maintenance Policy

**DA Pam 600–3**

Officer Professional Development and Career Management

**DA Pam 750–8**

The Army Maintenance Management System (TAMMS) User's Manual

**Smartbook DA Pam 611–21**

(Available at <https://login.milsuite.mil/?goto=https%3a%2f%2fwww.milsuite.mil%3a443%2fbook%2fgroups%2fsmart-bookdapam611-21%2f>.)

**TB 750–25**

Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program.

**Section III**

**Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Branch, Functional Area, Area of Concentration, Career Management Field, and Military Occupational Specialty Tables**

#### **B-1. Implementation guidance**

Implementation guidance for these changes was published by appendix to each Notification of Future Change (NOFC) from 1998 to any current changes. NOFCs are available on the Smartbook DA Pam 611-21 website located at <https://login.milsuite.mil/?goto=https%3a%2f%2fwww.milsuite.mil%3a443%2fbook%2fgroups%2fsmart-bookdapam611-21%2f> under the Content tab in the Notification of Future Change History folder.

#### **B-2. Additional historical information**

Request for additional enlisted occupational identifier information, including identifiers in effect prior to 1998, should be addressed to Deputy Chief of Staff, G-1 (DAPE-PRP-CSB), 300 Army Pentagon, Washington, DC 20310-0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AHRC**

U.S. Army Human Resources Command

**AOC**

area of concentration

**AR**

Army regulation

**ASI**

additional skill identifier

**CIAR**

conversion impact analysis report

**CMF**

career management field

**CW4**

chief warrant officer four

**DA Form**

Department of the Army form

**eMILPO**

electronic military personnel office

**FA**

functional area

**GCDM**

grade cap distribution matrix

**HQDA**

Headquarters, Department of the Army

**LIC**

language identification code

**MOCS**

military occupational classification structure

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MTOE**

modified table of organization and equipment

**NOFC**

Notification of Future Change

**PMOS**

primary military occupational specialty

**SG**

standards of grade

**SI**

skill identifier

**SQI**

special qualification identifier

**TAADS**

The Army Authorization Document System

**TDA**

table of distribution and allowances

**TOE**

table of organization and equipment

**TRADOC**

U.S. Army Training and Doctrine Command

**USAR**

U.S. Army Reserve

**VTAADS**

Vertical–The Army Authorization Documents System

**Section II****Terms****Additional military occupational specialty (warrant officer)**

Awarded in addition to a primary military occupational specialty (PMOS). Designates military occupational skills in which a warrant officer is qualified to perform all duties normally associated with the MOS as the result of expertise gained through formal training or experience.

**Additional skill identifier (enlisted)**

A two digit alpha-numeric or numeric-alpha code which identifies specialized skills that are closely related to and in addition to those required by the MOS.

**Additional skill identifier (warrant officer)**

A two digit alpha-numeric or numeric-alpha code used to identify additional skills possessed by personnel or required by a position.

**Area of concentration (officers)**

Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch/FA. An officer may possess and serve in more than one AOC.

**Area of concentration (warrant officers)**

A concentration of MOSs within a specific branch/FA which has closely related technical and tactical skill and training requirements. The AOC is represented in the third character of the warrant officer military occupational specialty code (MOSC).

**Assignment history/record of assignments**

The record of an officer's assignment are reflected by the duty title and position code of positions occupied as well as by other pertinent information such as assignment dates, organizations, and stations.

**Basic branch (officers)**

Basic branches of the Army include: Adjutant General's Corps, Air Defense Artillery, Armor, Aviation, Chemical Corps, Civil Affairs (Active Army and U.S. Army Reserve (USAR) only), Corps of Engineers, Field Artillery, Finance Corps, Infantry, Military Intelligence, Military Police Corps, Ordnance Corps, Psychological Operations (Active Army and USAR only), Quartermaster Corps, Signal Corps, Special Forces, or Transportation Corps, and for whom the U.S. Army Human Resources Command (AHRC) exercises branch manager functions.

**Basic branch identification (warrant officers)**

Warrant officers are appointed in the Army at large and are not assigned to traditional arms or services of the Army. Identification will normally be by career management group.

**Branch (officers)**

A grouping of officers that comprises an arm or Service of the military 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 that branch.

**Branch manager**

Headquarters, Department of the Army (HQDA) element responsible for effecting assignments and other personnel actions for officers, warrant officers and enlisted Soldiers.

**Branch proponent**

A HQDA agency or U.S. Army Training and Doctrine Command (TRADOC) school responsible for providing technical advice and assistance to the Commander, AHRC in the area of branch/FA management.

**Branch/functional area (warrant officer)**

An arm or branch of the Army in which officers earn their warrant and are managed throughout the life cycle of their career. The branch/FA is represented in the first two characters of the warrant officer MOSC.

**Career goal**

The highest grade level within a career management field (CMF) to which an individual can aspire.

**Career management authority (warrant officers)**

The agency at Department of the Army responsible for management of warrant officers. The career management authorities for warrant officers on extended active duty are the agencies that have assignment/reassignment authority and maintain the warrant officer's career management information file. For warrant officers not on extended active duty, the career management authorities are the Commander, USAR Personnel Center (for members of the USAR) or territory adjutants general (for members of the Army National Guard of the United States).

**Career management field**

A manageable grouping of related MOSs that provides visible and logical progression to grade sergeant major.

**Career planning**

The process of providing for future actions that will result in the optimum career development and use of the individual Soldier's skills.

**Career Soldier**

An enlisted member of the Regular Army who has completed more than 3 years of active federal military service.

**Classification**

The process by which data concerning an individual's ability, education, training, intelligence, aptitudes, assignments, and limitations are determined and recorded so that the individual may be developed and utilized where the individual will be of most value to the Army.

**Control code (officers)**

The means whereby officers are accounted for by branch/FA. It represents the branch/FA under which the officer is charged or accounted for when determining the Army's officer inventory strength and/or when comparing strengths with authorizations. All officers will have a control code designated on HQDA assignment orders. Officers in a student, transient, patient, prisoner, process of separation, excess leave, or other non-operating status will continue to account for under the last designated control code (see AR 614-185.)

**Control military occupational specialty (warrant officers)**

Warrant officers are accounted for by MOS. The control MOS is the MOS under which the warrant officer is charged or accounted for when determining the Army's warrant officer inventory strength and/or when comparing strengths with authorizations. All warrant officers will have a control MOS designated on HQDA assignment orders. Warrant officers in a student, transient, patient, prisoner, process or separation, excess leave, or other non-operating status will continue to be accounted for under the last designated control MOS. Warrant officers will be accounted against installation strengths in the control MOS reflected on HQDA assignment orders.

**Decision point**

The point in time in an individual's career when a decision concerning future career progression is made.

**Dual track (warrant officers)**

A term used in relationship to those MOSs in which dual career patterns exist.

**Duty military occupational specialty**

The MOSC assigned to the position against which the warrant officer or enlisted Soldier is assigned or, in the absence of a documented position, the MOSC that best reflects the principle duties being performed by the incumbent.

**Entry military occupational specialty (warrant officer)**

Any MOS in which warrant officers may be initially appointed.

**Equivalent training**

Training that has the same value or meaning as the prescribed training for qualification of a branch/FA or skill. This training will be evaluated by the respective proponent for determination of equivalency.

**First-term base**

Personnel in their first term of service who are capable of eventually progressing to higher grades and becoming career Soldiers.

**Functional area (officers)**

An interrelated grouping of tasks or skills that usually require significant education, training, and experience possessed by officers who are grouped by career field other than arm, Service, or branch. Officers may serve repetitive and progressive assignments within the FA. An officer may not be accessed into or be assigned to more than one FA.

**Functional area proponent**

An HQDA agency or TRADOC school responsible for providing technical advice and assistance to the Commander, AHRC in the area of branch/FA management.

**Immaterial code (officers)**

A duty position that is not identified with or limited to one specific branch of the Army but indicates that any officer may fill the position.

**Job evaluation**

The process of systematically comparing representative positions, in terms of their relative complexity or difficulty, for the purpose of developing standards for equitable grading of those and related positions.

**Language identification code**

An alpha-alpha code used to identify a requirement for or qualification in a designated foreign language (see AR 11-6).

**Line of normal progression**

A logical route for advancement within a CMF for maximum development of the individual's skills.

**Management group (warrant officer)**

Internally organized elements of the warrant officer division, AHRC, and other HQDA activities given responsibility for management of warrant officers on extended active duty. Warrant officers within the same branch/FA are managed in the same career management group. Management group codes are used to facilitate administration of warrant officer personnel actions and are used on documents in lieu of branch codes. See Smartbook DA Pam 611-21 table 6-4 to determine the career management group associated with each MOS.

**Master warrant officer**

A grade code used in requirement and authorization documents to identify warrant officer skill level three. Master warrant officers consist of chief warrant officer four (CW4) (select CW4s chosen by a Department of the Army board).

**Master Warrant Officer Training Course**

An advanced level training course developed by the MOS proponent and associated Service school for each warrant officer MOS they technically certify. The course is designed to provide training for warrant officers to prepare them to successfully accomplish the tasks and skills required by positions coded master warrant officer.

**Military occupational classification system (officers)**

It provides the officer branch/FA, immaterial, AOC, skill, language identification, and reporting classification used to classify officer positions, and to identify individuals qualified to perform in those positions.

**Military occupational specialty (enlisted)**

The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

**Military occupational specialty (warrant officer)**

Designates separately definable qualifications within an AOC due to major systems or skill differences. The MOS is represented in the fourth character of the warrant officer MOSC. The use of a skill qualification identifier (SQI) in the fifth character of the MOSC creates another MOS that carries the title of the SQI.

**Military occupational specialty career pattern**

The occupational structure of a CMF showing graphically MOS, substitutability, and training courses available.

**Military occupational specialty code (enlisted)**

The five character code used to identify MOS, skill level, and special qualifications.

**Military occupational specialty code (warrant officer)**

The warrant officer MOSC consists of five characters. The first two characters are numbers and are used together to represent branch/FA. The third character is a number and is used with the first two characters to designate AOC. The fourth character, a letter, is used with the first three characters and constitutes an MOS. The fifth character, a single position number or letter, is used for the skill qualification identifier (SQI).

**Military occupational specialty structure**

An MOS grouping in which the MOSs are systematically arranged in a meaningful order of relationship.

**Military occupational specialty system**

The total system that includes MOS structure, MOS code, MOS descriptions and SG authorization.

**Modification table of organization and equipment**

A table which prescribes in a single document the modification of a basic table of organization and equipment necessary to adapt it to the needs of a specific unit or type of unit.

**Multiple skill position (officers)**

A position which requires more than one skill identified by branch/FA, skill, and/or language identification code (LIC).

**Officer classification system**

The combination of classification data elements (branch/FA, AOC, reporting classification, SI, and LIC) and their related codes, data chains (position requirements, assignment history), SG authorization, and procedures used to classify officer positions in authorization documents and to identify individuals qualified to perform in these positions.

**Personnel management authorization document**

A personnel management authorization document which is designed to be a single statement of authorizations that reflects personnel needs accurately and in a more timely manner than can be obtained from the Personnel Structure and Composition Structure.

**Personnel occupational specialty code edit file**

A file that contains a summary of military and civilian occupational classification data. It is used to edit the accuracy and validity of occupational identifiers in TOE, The Army Authorization Document System (TAADS), and the electronic military personnel office (eMILPO).

**Personnel reporting code**

A code similar to the MOS code but used only to identify the status of personnel who are not performing duty in an authorized MOS.

**Position requirement code**

The identification of the skills or qualifications required by an officer of the appropriate grade to effectively perform the duties of a position. It is represented by a data chain which includes either a branch/FA or LIC code for the principal position requirement, the AOC required within that branch/FA for the secondary position requirement, if any, and any skill or language requirements.

**Primary military occupational specialty (warrant officer)**

Designates military occupational skills in which the individual is predominately qualified. All warrant officers must be qualified in a PMOS.

**Principal noncommissioned officer**

The senior enlisted Soldier in the organization or organizational element; also referred to as noncommissioned officer in charge. In manning documents, the organizational element is defined as the paragraph level of detail.

**Principal position requirement**

The AOC associated with the principal skills required to perform the duties of a position.

**Reporting classification**

A classification used to identify general officers and general officer positions as well as all officers who are in a non-duty status; that is, duties unassigned, sick in hospital, student, in transit, and so forth. Except for general officers and U.S. Military Academy professors all officers accounted for by a reporting classification will be further identified by the control branch/FA they carried at the time they went into a non-duty status. For example, a student officer (reporting code OOE) with a control branch of Combat Communications-Electronics (Branch Code 25) would be reported as OOE25.

**Reserve Forces military occupational specialty**

An MOS which has no current Active Army authorization but is retained in the MOS structure for Reserve Component use only. These MOSs are not awarded to Active Army Soldiers.

**Secondary position requirements (officers)**

The branch/FA associated with the secondary skills required to perform the duties of a position.

**Selective changes**

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

**Self-renewing**

A term used to describe a grouping of MOSs such as CMF that has a first-term base of sufficient strength to replace normal personnel losses from the career force in higher grades.

**Senior warrant officer**

A grade code used in requirement and authorization documents to identify warrant officer skill level two. Senior warrant officer consists of chief warrant officer three and CW4.

**Senior Warrant Officer Training Course**

An advanced level training course developed by the MOS proponent and associated Service school for each warrant officer MOS they technically certify. The course is designed to provide training for warrant officers to prepare them to successfully accomplish the tasks and skills required by positions coded "SW."

**Single skill position (officers)**

A position which requires skill associated with just one branch/FA.

**Skill (officers)**

Identifies a requirement and an officer possessing specialized skills to perform duties of a specific position which may require significant education, training, and experience. A skill can be related to more than one branch/FA. An officer may have more than one skill. Progressive assignments and repetitive tours are not required.

**Skill level (enlisted)**

A type and degree of skill representing the extent of qualification with the total MOS. Under the enlisted personnel management system, it reflects the skills typically required for successful performance at the grade with which the skill level is associated.

**Special branch**

A grouping of branches and officers primarily concerned with providing combat service support and/or administration to the Army as a whole but managed separately from AHRC combat service support branches. Special branches include: Army Medical Department, Chaplains, and Judge Advocate General.

**Special qualifications identifier (enlisted)**

Special qualifications identifiers are authorized for use with an MOS and skill level character, unless otherwise specified, to identify special qualifications of personnel who are capable of filling such positions. Use of these identifiers in individual classification will be in accordance with AR 614-200.

**Special qualifications identifier (warrant officer)**

Designates significant qualifications which require, as a minimum, successful completion of a formal Service school or at least 6 months on-the-job training. The SQI is represented in the fifth character of the warrant officer MOSC and may be used to represent functional career tracks with an MOS. When no special qualifications apply, the digit zero is recorded in the fifth position. The use of an SQI in the fifth character of the MOSC creates another MOS that normally carries the title of the SQI.

**Standards of grade**

Provisions for determining the grades that can be authorized for positions classified in an MOS.

**Substitutability**

An indication that an MOS is sufficiently related occupationally to another MOS to permit personnel substitutions between them. Related MOSs are neither completely nor equally interchangeable. A person may require from 1 to 6 months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual.

**Table of distribution and allowance**

A table which prescribes the organizational structure, personnel and equipment authorizations, and requirements of a military unit to perform a specific mission for which there is no appropriate table of organization and equipment.

**Table of organization and equipment**

A table which prescribes the normal mission, organizational structure, personnel and equipment requirements for a military unit, and is the basis for an authorization document.

**Technician (warrant officer)**

As applied to a warrant officer, connotes the possession and exercise of both technical and tactical skills appropriate to the warrant officer's MOS and grade and it implies the ability to train, lead, and supervise enlisted and civilian personnel qualified in occupations similar to those of the warrant officer.

**The Army Authorization Document System—Redesign**

An automated system that supports the development and documentation of organizational structures. It also supports requirements for and authorizations of personnel and equipment needed to accomplish the assigned missions of Army units. Refers to the combination of authorization documents, MTOE, and TDA.

**Total warrant officer system**

The total Army warrant officer personnel management system is a disciplined, requirements-based system which incorporates personnel life cycle management functions from recruitment and pre-appointment training through retirement.

**Type A changes**

Document changes that are identified automatically as the result of the edit of documents contained in the Vertical—The Army Authorization Documents System (VTAADS). Type A changes include "one-for-one" changes only if SQIs and ASIs that currently appear on the document line to be converted are compatible with the new MOSC/AOC in which the position is to be classified. Type A changes may only be handled to the four character MOS level of detail.

**Type B changes**

Document changes that require TAADS proponents to submit information to HQDA activities and proponent data bases via VTAADS. Generally, Type B changes are identified in TAADS by the conversion impact analysis report (CIAR).

**Type B+ changes**

Selective document changes that are not identified in the TAADS by the CIAR. Included is any SG revision that changes the authorized grade of selected positions either as a separate action or as part of a type B change.

**Unit ministry team**

A task-organized, mission-based team designed to accomplish and support the specified religious, spiritual, and ethical needs of Soldiers in accordance with command responsibilities. At a minimum, the unit ministry team consists of one Army chaplain and one chaplain assistant.

**Updated authorization document**

The authorization document which provides a monthly update of the personnel management authorization document.

**Warrant officer**

An officer appointed by warrant by the Secretary of the Army based on a sound level of technical and tactical competence. The warrant officer is the highly specialized expert and trainer who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career.

**Warrant officer**

A grade code used in requirement and authorization documents to identify warrant officer skill level 1. Warrant officer consists of grades warrant officer one and chief warrant officer two.

**Warrant Officer Entry Course**

A course designed to provide standardized training and evaluation of warrant officer candidates.

**Warrant Officer Technical Certification Course**

A course designed to verify that a warrant officer candidate has successfully demonstrated a sound level of technical and tactical competence in the MOS of application.

**Warrant Officer Training System**

A warrant officer entry level, "triple check" pre-appointment evaluation/training process which requires selection by centralized board (AHRC or state adjutants general), successful completion of a Warrant Officer Entry Course, and technical certification by the MOS proponent.

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