

**Information Extracted from Army
Military Occupational Classification
and Structure**

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Army Enlisted Classification System

9-1

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

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

c. The enlisted classification system provides for—

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

(2) Standard grade-skill level relationships.

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

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

2. Enlisted female enlisted designation/utilization (Rescinded 201602)

a. It is current Army policy that female enlisted soldiers may be designated in any CMF/MOS except those closed to women as indicated in chapter 13 and table 13-1.

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

3. Career management field

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

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

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

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

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

4. Military occupational specialty

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

5. MOS specifications

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

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

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

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

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

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

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

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

(3) Definitions of physical demands adjectives.

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

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

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

(2) Physical profile series (PULHES).

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

1. P--Physical capacity or stamina.
2. U--Upper extremities.
3. L--Lower extremities.
4. H--Hearing and ear.
5. E--Eyes.
6. S--Psychiatric.

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

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

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

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

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

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

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

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

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

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

(d) AA scores for an ASI will not be more restrictive than those for the associated MOS, unless ODCS G-1 approves the request as an exception to policy.

(5) *Training specifications.*

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

(b) *Civilian acquired skills (CAS).* Those skills acquired through attendance at a vocational, technical or other recognized educational institute and requisite experience in those skills before enlistment. Educational achievements are verified by issuance of a diploma or certificate. AR 601-210 establishes policy for the Army Civilian Acquired Skills Program (ACASP)

and table 9-1 list those MOS approved for the ACASP program. The prerequisites for award of a MOS through ACASP are shown in the MOS specifications in chapter 10. ACASP enlistees must meet the criteria for the initial award of the MOS and meet the ACASP qualification requirements.

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

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

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

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

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

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

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

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

9-6. Military occupational specialty code (MOSC)

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

- (1) To classify enlisted soldiers.
- (2) To classify enlisted positions in requirement and authorization documents.
- (3) To provide detailed occupational identity in records, orders, reports, management systems and data bases.
- (4) As a basis for training, evaluation, promotion and other related management subsystem development.

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

The elements of the MOSC include:

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

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

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

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

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

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

7. SQI code

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

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

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

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

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

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

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

8. Additional skill identifiers

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

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

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

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

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

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

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

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

(5) Each ASI should have a minimum strength of 20 positions in authorization documents for each MOS with which the ASI is authorized.

Exception: ASI which require completion of 20 or more weeks of formal training for qualification will be considered for identification notwithstanding a small numerical requirement. Other exceptions may be authorized only by DA G-1 (DAPE-PRP).

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

(7) Personnel qualifications.

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Personnel development skill identifier (PDSI).

- a. Three characters (alpha - numeric- alpha) which are used, in combination with a MOS, to identify unique skills, training or experience Soldiers may obtain during their careers that could add value to the Army and organization in it's mission but which do not meet minimum requirements for establishment of an ASI (identify positions and personnel).
- b. PDSI codes are for use in identification of personnel only and may or may not be related to any one particular CMF or MOS. The skills identified by PDSIs may be required of Soldiers to perform selected additional or primary duties in certain positions but will not be documented in requirements or authorization documents.
- c. PDSIs may require significant education, training or experience, however, PDSIs do not require repetitive tours and do not provided progressive career developmental assignments.
- d. PDSIs are authorized for association with any MOS as defined in their specifications. More than one PDSI may be used to identify the qualifications of a Soldier.
- e. Temporary PDSIs may be established for periods not to exceed three years to identify Soldiers skilled in new equipment/systems/processes pending personnel developer development of proposals to establish permanent identifiers (AOC/SI/PDSI) or other skill sustainment options.
- f. Reserve Component Mobilization for Training (MFT)/Individual Skill Training (IST) PDSIs may also be established as approved by Department of Defense and ODCS G-3 to identify skill sets in this category.
- g. The procedures for establishment of PDSI codes are contained in Chapter 1, and a listing of enlisted PDSI codes with qualifications and restrictions are contained in chapter 1, table 1-2 (Permanent PDSI), table 1-3 (Temporary PDSI) and table 1-4 (MFT/IST PDSI).

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

9-12. Career progression

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

9-13. Reclassification of enlisted personnel

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

14. Utilization of enlisted personnel

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

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

15. Grade standards for enlisted positions

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

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

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

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

16. Grading of enlisted positions in requirement and authorization documents

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

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

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

- (1) Light truck driver--PFC.
- (2) Vehicle driver--PFC
- (3) Radio-telephone operator--PFC.
- (4) Power generator operator--PFC.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. Factors of grade coding

a. Grade authorizations listed are meant to ensure—

- (1) Grade appropriate to the amount and level of responsibility involved.
- (2) Grade necessary for the amount and level of responsibility involved.
- (3) Equitable enumeration for duties performed and qualifications required.

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

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

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

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

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

- (a) Basic. Employment of skill under supervision.
- (b) Semi-skilled. Sufficient knowledge and competence to employ skills under minimum supervision.
- (c) Skilled. Sufficient knowledge and competence to employ skills under any condition.

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

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

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

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

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

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

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

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

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

18. Relationship between grade and MOS

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

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

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

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

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

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

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

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

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

(b) The request must include:

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

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

(3) A Rating Scheme for the requested position.

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

9-21. Processing Nominative (GO/SES) level positions conversion requests.

The following process will be adhered to once a request is received at OSMA-SMMO.

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

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

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

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

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

22. Relationship between enlisted and warrant officer MOS

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

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

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

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

9-23. Changes to the enlisted personnel classification system

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

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

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

10-42A. MOS 42A--Human Resources Specialist (HR SP), CMF 42 (Eff 201610)

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A40.* Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) *MOSC 42A50*. Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions.

(6) *MOSC 42A60*. Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

b. *Physical demands rating and qualifications for initial award of MOS*. Human resources specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

c. *Additional skill identifiers*. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

(1) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(2) F4--Postal Supervisor (skill level 3-5 personnel only).

(3) F5--Postal Operations.

(4) R1--Rough Terrain Container Handler (RTCH).

d. *Physical requirements and standards of grade*. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-42A-1*. Physical requirements.

(2) *Table 10-42A-2*. Standards of grade TOE/MTOE.

(3) *Table 10-42A-3*. Standards of grade TDA.

10-42A. MOS 42A--Human Resources Specialist (HR SP), CMF 42

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A40.* Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) *MOSC 42A50*. Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions.

(6) *MOSC 42A60*. Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

b. *Physical demands rating and qualifications for initial award of MOS*. Human resources specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

c. *Additional skill identifiers*. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

(1) A3--Force Development (TAADS) (skill level 4 and above).

(2) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(3) F4--Postal Supervisor (skill level 3-5 personnel only).

(4) F5--Postal Operations.

(5) R1--Rough Terrain Container Handler (RTCH).

d. *Physical requirements and standards of grade*. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-42A-1*. Physical requirements.

(2) *Table 10-42A-2*. Standards of grade TOE/MTOE.

(3) *Table 10-42A-3*. Standards of grade TDA.

10-51C. MOS 51C-Acquisition, Logistics & Technology (AL&T) Contracting NCO, CMF 51

a. Major duties. Provide operational and contingency contracting support to deployed forces and DoD agencies. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as a business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Duties for MOS 51C at each level of skill are:

(1) MOSC 51C20. (Personnel Only). MOS used to identify Soldiers accessed into MOS 51C (Non-prior Service (NPS) and In-Service (IS)) prior to obtaining grade SSG.

(2) MOSC 51C30. Serve as an NCO on a modular contracting team. Serves as a contracting NCO supporting the Area of Responsibility (AOR) or Theater of Operation (TOO) of the Army Service Component Commander Theater wide contracting mission. Primary mission is to deploy as a warranted Contracting Officer and serve as a member of the Early Entry Module (EEM) contingency contracting team. When not deployed, serves as contracting NCO in support of Headquarters, Principle Responsible for Contracting (PARC) Brigade Contracting Command, Battalion Contracting Command and/or Installation Contracting Offices for training and mission support. The Staff Sergeant serves as an AL&T Contracting Noncommissioned Officer supporting the Army Service Component Commander's Area of Responsibility or Theater of Operation. The AL&T NCO provides contingency contracting support at stateside or deployed locations in support of joint and coalition forces, developing, managing, and executing contingency contracting plans.

(3) MOSC 51C40. In addition to the duties outlined in MOSC 51C3, the Sergeant First Class serves as an AL&T Contracting Noncommissioned Officer in a Plans and Operations Section and/or Policy and Requirements Section for a Contracting Support Brigade or Battalion, or as the AL&T Contracting NCO Team Leader of a deployable CCT. SFC's assist with contract execution, plans, operations, and requirements generation in support of the Army Service Component, Joint Task Force, Coalition or Multi-National Force Commander, or in support of military exercises and Humanitarian Assistance missions. The AL&T NCO leads, deploys, trains, and executes operations and requirements in support of standing operations and orders.

(4) MOSC 51C50. Serves as a contracting NCOIC, of an operation and requirement section of a PARC and contracting team, or as the AL&T Contracting NCO Team Leader of a deployable Senior Contingency Contracting Team (SCCT). Assist with the execution and administration/revision of CSPs, annexes and appendices in support of operational, contingency and deliberate plans associated with PARC AOR operations as well as integration of such plans, annexes, and appendices with the Army Field Support Brigade (AFSB). Provides operational support for deployed joint forces in the AOR; assist with operations and execution in support of Army, joint, multi-national forces and exercises. Assist with contingency plans, and deliberate plans for contingencies and military operations. Assist with the development, revision and maintenance of all operational databases and plans for Army Contingency Contracting Equipment Packages (ACCEP) in coordination with the AFSB.

(5) MOSC 51C60. Serve as a Senior Enlisted Contracting Advisor to the LTC battalion contracting command position, and contracting commander within the Army Service Component Commander AOR or TOO in contracting. Advises the commander on all matters related to training, retention, health, welfare, readiness, discipline and professional development of military and DA civilians assigned when required. Primary mission is to deploy as the senior enlisted contracting advisor/ contracting officer and serve as a member of the EEM on a battalion contracting staff. Assist in supervising day-to-day military operations, combat skill training and mandatory training developed for military and emergency essential DA civilians; monitors tasking from higher headquarters, manages strength management reports and monitors the assignment of personnel. Ensure all personnel receive deployment orders and resources while on deployment; is the primary trainer for military contracting personnel assigned.

b. *Physical demands rating and qualifications for initial award of MOS.* AL&T Contracting NCO must possess the following qualifications:

(1) Must be eligible for reclassification per 614-200.

(2) Soldiers being accessed into MOS 51C must be SGT or SGT (P) thru SSG with less than 10 years of Active Federal Service in any Career Management Field (CMF) at the time of submission for reclassification. This is waivable up to 13 years time in service. SGTs do not have to be promotable, but they must meet qualifications for promotion to the next higher rank including NCOES training and minimum time in service and time in grade requirements.

(3) A physical demand rating of moderately heavy.

(4) A minimum security eligibility of Secret is required for initial award and to maintain the MOS.

(5) A physical profile of rating: 222222. If applicable, submit a copy of the profile at the time of application.

(6) Must maintain world-wide deployability (no permanent limiting physical or medical conditions that would preclude assignment or deployment world-wide IAW AR 40-501).

(7) Must be able to operate in a deployed environment wearing a full complement of Personal Protective Equipment (Helmet, Mask, Body Armor).

(8) Qualifying scores. A minimum score of 110 in aptitude area GT (not waivable).

(9) Be a U.S. citizen.

(10) Exhibits stability in personal affairs as outlined in AR 600-20.

(11) Must be willing to undertake a financial background check if required by policy/regulation.

(12) No record of conviction of any crime involving moral turpitude.

(13) Have a valid U.S. driver's license.

(14) Meet Service Remaining Requirement is 5 years effective for all service contracts written on and after 1 May 2008 under the provisions of AR 614-200, chapter 4.

(15) Waiver authority for eligibility criteria or MOS Qualification issues will be forwarded to the Director, U.S. Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060.

(16) Must not have any financial hardships or indicators of insolvency that indicate an inability to effectively execute and manage government procurements.

(17) Must be able to obtain and maintain a valid U.S. official passport.

(18) Must be able to obtain and maintain a government issue travel card.

(19) No record of any information which might adversely reflect against the character, honesty, or integrity of the Soldier.

(20) If selected, Active Component NCOs must successfully complete resident reclassification training at the US Army Acquisition Center of Excellence (AACoE) in Huntsville, AL, or the Contracting Apprenticeship Course at Joint Base San Antonio (JBSA), TX. It is recommended that that Reserve Component NCOs also attend resident training at either the AACoE of JBSA campuses, but they can attend Defense Acquisition University (DAU) Level I contracting courses (resident and non-resident). In order to be awarded the 51C MOS, all training must be completed successfully with no academic failures or disciplinary incidents.

(21) NCOs must achieve their appropriate level of contracting Defense Acquisition Workforce Improvement Act (DAWIA) certification / accreditation within 24 months of obtaining an acquisition workforce position in accordance with DoDI 5000.66. Appropriate level of contracting accreditation/certification is defined as the following: SSG – Level I DAWIA certified / accreditation; SFC – Level II DAWIA certified / accredited; MSG/SGM/CSM – Level III DAWIA certified. If contracting accreditation/certification is not achieved, the NCO will be subject to involuntary reclassification into another MOS. Waiver authority to remain in the acquisition corps will be forwarded for decision to the Director, U.S. Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060.

(19) Army National Guard (ARNG) State/Territorial Joint Force Headquarters desiring to access Soldiers into 51C Military Occupational Specialty (MOS) slots must submit the name(s) of Soldiers to the ARNG Officer of Acquisition Workforce Management (ARNG-AWM) on a DA Form 4187. ARNG-AWM will conduct a records review of the candidate to ensure compliance with this regulation as well as meeting basic educational requirements."

(22) Formal training (completion of MOS 51C Qualification courses conducted under the auspices of the Assistant Secretary of the Army AL&T) mandatory.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)). Y2--Transition (personnel only).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

- (1) *Table 10-51C-1.* Physical requirements.
- (2) *Table 10-51C-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-51C-3.* Standards of grade TDA N/A.

**10-88H. MOS 88H--Cargo Specialist, CMF 88
(Army Civilian Acquired Skills Program (ACASP) designated MOS)**

a. *Major duties.* The cargo specialist transfers or supervises the transfer of passengers and cargo to and from air, land, and water transport by manual and mechanical methods. Duties for MOS 88H at each level of skill are:

(1) *MOSC 88H10.* Checks, tallies, and documents cargo utilizing both manual and automated data processing systems. Rig ships' gear as part of a team. Loads and unloads supplies and equipment from ships, docks, beaches, railheads, boxcars, warehouses, motor vehicles and aircraft (to include internal and external helicopter loading). Operates and maintains all types and sizes of winches, cranes, and forklifts. Masters lashing procedures using various vehicle lashing assemblies IAW DOT and other regulations.

(2) *MOSC 88H20.* Assigns cargo handlers, signal and winch operators to duty stations. Provide technical guidance to subordinates. Inspects cargo, supervises cargo checking and hatch operations, controls aircraft loading and unloading (to include helicopter external sling loading operations), oversees railhead tie-down crews, directs container stuffing and unstuffing, plans warehouse storage, and manages crane operations. Supervises operator maintenance for cargo handling equipment such as cranes and forklifts. Enforce safety practices and documentation procedures.

(3) *MOSC 88H30.* Plans work schedules for terminal operations, airfield arrival/departure control groups (A/DACG), (to include passengers) and container/trailer transfer points. Prepares and utilizes stowage plans, aircraft load plans and other documentation to conduct cargo operations. Issue materiel handling equipment, nets, slings, ropes, cables, wire, rope and other cargo operations gear. Enforce safety practices. Prepares, consolidate, and reviews administrative, personnel, and technical reports covering unit activities.

(4) *MOSC 88H40.* Supervises and manages work force. Coordinate administrative matters, communications activities and training programs. Prepare tactical plans and training materiels. Provide staff supervision, policy, and guidance for personnel and cargo movement by air, rail, motor and water transport. Plan and supervise Central Receiving and Shipping Point and A/DACG operations. Evaluate sites for depots, truck terminals, railheads, beachheads, air terminals and water ports/terminals.

b. *Physical demands rating and qualifications for initial award of MOS.*

Cargo specialists must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 211222.
- (3) Color discrimination of red/green.
- (4) Qualifying scores.

(a) A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 88 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.

(5) MOS qualification may be attained by meeting the Army Civilian Acquired Skills Program (ACASP) criteria per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (6) below.

(6) Have 2 years of experience as longshoreman.

c. *Additional skill identifiers.* (Note: Refer to Table 12-8 (Listing of Universal ASI's associated with all enlisted MOS)).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

- (1) *Table 10-88H-1.* Physical requirements.
- (2) *Table 10-88H-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-88H-3.* Standards of grade TDA.

10-92A. MOS 92A--Automated Logistical Specialist (Auto Log Spec) CMF 92

a. *Major duties.* The automated logistical specialist supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution and issue and maintains equipment records and parts. Duties for MOS 92A at each level of skill are:

(1) *MOSC 92A10.* Establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins and performs dues-ins and dues-outs accounting. Correct error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and supplies. Construct bins, shelving and other storage aids. Processes request, and turn-in documents at direct support level through warehousing section. Processes inventories, surveys and warehousing documents. Performs prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operate material handling equipment (MHE). Perform accounting and sales functions in self-service supply. Perform Standard Army Maintenance System Enhanced (SAMS-E) duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

(2) *MOSC 92A20.* Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. Ensure that inventory and location surveys are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommend additions and deletions to authorized stockage list. Maintain accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Perform financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stockage objectives are met. Prepares data input and utilizes ADP output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Direct correction of location survey discrepancies. Assist unit intermediate maintenance personnel in planning maintenance program. Plans and coordinates subsistence supply activity. Direct corrective action to minimize spoilage, flavor contamination and improper warehouse practices. Perform SAMS-E duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

(3) *MOSC 92A30.* Assigns duties, instructs and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established policies, work standards and procedural directives. Supervises preparation of materiel control and accounting input for data processing and reviews output documents. Inspects and evaluates inventory management activities. Directs supply personnel in establishment and maintenance of supply and inventory control management functions. Analyze statistical data to determine effectiveness of technical edit. Reconcile problems in automated supply accounting system. Computes, establishes and directs modification to authorized stock levels. Plans and organizes receipt, issue, salvage and maintenance of records for all classes of

10-92G. MOS 92G--Food Service Specialist (Food Service Sp), CMF 92 (Army Civilian Acquired Skills Program (ACASP) designated MOS)

a. *Major duties.* Supervise, prepare and serve food in a field or garrison operation. Duties for MOS 92G at each skill level are:

(1) *MOSC 92G10.* Perform preliminary food preparation procedures. Prepare menu items listed on the production schedule. Bakes, fries, braises, boils, simmers, steams and sautes as prescribed by Army recipes. Prepare serving line, garnish food items and apply food protection and sanitation measures in a field and garrison environment. Receive and stores subsistence items. Create Class I requirements using the Army Food Service Management Information System. Ensure proper and complete Class I Operational Rations are assembled for distribution from the Subsistence Platoon to supported Field Feeding Teams. Perform general housekeeping duties. Operate, maintain, and clean field kitchen equipment. Erect, strike, and store field kitchens. Perform preventive maintenance on garrison and field kitchen equipment.

(2) *MOSC 92G20.* Perform duties shown in previous skill level and provide technical guidance to subordinate Soldiers in garrison and field kitchen operations. Ensure proper procedure and food temperature guidelines are adhered to during food preparation. Direct safety, security and fire prevention procedures. Perform shift supervision and inspection functions.

(3) *MOSC 92G30.* Perform duties shown in previous skill level when required and prepare complex menu items. Supervise shift, unit, or consolidated food service operations in field or garrison environments. Establish operating and work procedures, inspect dining, food preparation/storage areas and dining facility personnel. Determine subsistence requirements. Request, receive and account for subsistence items. Review support requests and ensure proper and complete Class I Operational Rations are assembled for distribution from the Subsistence Platoon to supported Field Feeding Teams. Apply food service accounting procedures. Prepare production schedule and make necessary menu adjustments. Establish, administer and maintain OJT and apprenticeship training programs. Prepare technical, personnel and administrative reports concerning food service operations. Implement emergency, disaster and combat feeding plans. Coordinate logistical support.

(4) *MOSC 92G40.* Perform duties shown in previous skill level when required and assign personnel to duty positions. Coordinate with food service officer, food advisor and food operations NCOs. Coordinate with TISA, facility engineers and veterinary activity. Plan and implement menus to ensure nutritionally balanced meals. Ensure accuracy of accounting and equipment records. Develop and initiate Standard Operating Procedures and safety, energy, security and fire prevention programs. Evaluate contract food service operations. Ensure contractors compliance with food service contract operations.

(5) *MOSC 92G50.* Develop, coordinate, implement, advise and evaluate command food service programs. Monitor requests for food items and equipment. Develop and analyze menus and coordinates menu substitutions. Evaluate operation of garrison and field kitchens, food service training facilities and maintenance of equipment. Survey individual preferences, food preparation and food conservation. Prepare reports, studies and briefings on food service operations. Provide assistance to food service officers and NCOs.

b. *Physical demands rating and qualifications for initial award of MOS.* The food service specialists must possess the following qualifications:

(1) A physical demands rating of heavy.

- (2) A physical profile of 222332.
- (3) Normal color vision.
- (4) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
- (5) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area OF in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 85 in aptitude area OF on ASVAB tests administered on and after 2 January 2002.
- (6) For duty on personal staff of general officer, individuals must:
 - (a) Volunteer in writing for such duty.
 - (b) Meet the qualifications above and the requirements of AR 614-200, section XI, para 8-78 inclusive.
 - (7) Formal training (completion of MOS 92G course conducted under the auspices of the U.S. Army Quartermaster School) mandatory or meet the ACASP criteria per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (8) below. Waiver for formal training or ACASP criteria must be submitted to Cdr, USAQMC&S, ATTN: ATSM-QMG, Ft Lee, VA 23801-5032 for approval.
 - (8) ACASP qualification criteria. Must have 2 years of experience, or combination of formal training and experience totaling 2 years in preparing meals in commercial or institutional activities. (Does not include work experience in fast food franchise or similar operation.)
 - c. *Additional skill identifiers.* (Note: Refer to table 12-8 (Listing of universal ASI's associated with all enlisted MOS)). Z5--Enlisted Aide.
 - d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:
 - (1) *Table 10-92G-1.* Physical requirements.
 - (2) *Table 10-92G-2.* Standards of grade TOE/MTOE.
 - (3) *Table 10-92G-3.* Standards of grade TDA.

10-92Y. MOS 92Y--Unit Supply Specialist (Unit Supply SPC), CMF 92

a. *Major duties.* The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Duties for MOS 92Y at each level of skill are:

(1) *MOSC 92Y10.* Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operates unit level computers (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons.

(2) *MOSC 92Y20.* Performs duties shown at preceding level of skill and provides technical guidance to junior grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Posts transactions to organizational and installation property books, and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

(3) *MOSC 92Y30.* Performs duties shown at preceding level of skill and provides guidance to junior grade personnel. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under Property Book Unit Supply Enhanced (PBUSE) system. Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

(4) *MOSC 92Y40.* Performs supervisory and management duties shown at preceding level of skill. Analyzes statistical data and reports to ascertain trends, conformance to standard and directives and efficiency of operations. Coordinates logistical activities with other staff elements, supply and service and motor transport units. Conducts assistance visits to subordinate elements. Develops and executes training programs.

(5) *MOSC 92Y50.* Supervises development and preparation of operations information. Plans, maps, sketches, overlays and analyses related data to employ supply and service organizations. Contributes to staff development and operations of supply support data systems, equipment review, salvage, and repair parts supply procedures. Performs liaison between staff and supported personnel to improve effectiveness of support activities. Conducts inspections and provides technical assistance to the Inspector General.

b. *Physical demands rating and qualifications for initial award of MOS.* Unit supply specialist must possess the following qualifications:

(1) A physical demands rating of heavy.

(2) A physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Normal color vision.

(5) Mandatory formal training.

(6) Soldiers reclassifying into the MOS cannot exceed the rank of SGT (Active Component only).

(7) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:

(a) No conviction by court-martial or by any Federal or state court.

(b) No juvenile adjudication by state court.

(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(8) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.

(9) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

(10) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

c. Additional skill identifiers. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)).

(1) F7--Pathfinder (skill level 1-3 only).

(2) 3C--Operational Contract Support (OCS) (SSG thru SGM) (Effective 201310).

d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-92Y-1.* Physical requirements.

(2) *Table 10-92Y-2.* Standards of grade TOE/MTOE.

(3) *Table 10-92Y-3.* Standards of grade TDA.