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WAR DEPARTMENT TECHNICAL MANUAL

MILITARY OCCUPATIONAL
CLASSIFICATION OF
ENLISTED PERSONNEL

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Section I

Introduction to Military Occupational Classification of Enlisted Personnel

| | Paragraph | Page |
|--|-----------|------|
| Purpose | 1 | 1 |
| Definition of a Military Occupational Specialty (MOS)..... | 2 | 1 |
| Relationship of an MOS to Tables of Organization..... | 3 | 2 |
| Relationship of an MOS to the Arms and Services..... | 4 | 2 |
| Determination of Soldier's Military Occupational Specialty (MOS) | 5 | 2 |
| Recording MOS on Soldier's Qualification Card, WD., A.C.O. Form 20..... | 6 | 2 |
| Qualification in an MOS..... | 7 | 3 |
| Selection of Main and Secondary MOS..... | 8 | 3 |
| Organization and Interpretation of Job Specifications..... | 9 | 3 |
| Use of Alternate or Common Job Titles..... | 10 | 4 |
| Specification Serial Number (SSN), Deletions and Changes..... | 11 | 5 |
| Use of Alphabetical Index..... | 12 | 5 |
| Development of Functional Fields..... | 13 | 5 |
| Use of this Technical Manual..... | 14 | 5 |
| Suggested Changes, Corrections, Revisions, and Deletions of Military Occupational Specialties..... | 15 | 7 |
| Coding of Parachutists, Horsemen, and Instructors..... | 16 | 8 |
| Abbreviations used in this Manual..... | 17 | 8 |

1. PURPOSE.

This manual provides a means of classifying enlisted military occupational specialists. In addition to this manual, classification and assignment material appearing herein and affecting the AAF has been extracted and published in AAF Manual 35-1, Military Personnel Classification and Duty Assignment. Reference to that manual should be made in connection with Army Air Forces classification and assignment procedures. Proper classification of enlisted men will facilitate the—

a. Conservation of available skills through maximum utilization of physical capacity, leadership qualities, experience, education, training, skills, and aptitudes.

b. Construction and development of Tables of Organization and other personnel manning tables with respect to the kinds of military occupational specialists needed by a unit to perform its mission.

c. Requisition and assignment of enlisted men qualified to meet the requirements of a military assignment.

d. Selection of enlisted personnel for retraining or vocational rehabilitation in preparation for continuation of service in the Army or for return to gainful civilian employment.

e. Separation of individuals from military service and rational demobilization to achieve fullest utilization of military occupational training and experience upon return to civilian life.

2. DEFINITION OF A MILITARY OCCUPATIONAL SPECIALTY (MOS).

a. In determining an MOS the general principle followed throughout is that duty assignments which basically involve the same kind of training, experience, techniques, abilities, and the same relative degree of physical capacity on the part of a soldier are classified together under a broad MOS. A duty assignment which is so specialized as to prevent grouping is recognized as an individual MOS. Examples, the job description of a Clerk-Typist (SSN 405) represents a broad classification and such duty assignments as Company Clerk, Typist, and Chaplain's Assistant fall within the area of skills which the MOS of Clerk-Typist represents. However, the job description of an Orthopedic Mechanic (SSN 366) represents a specialized duty assignment not susceptible to grouping and is an MOS in itself.

b. An MOS, therefore, is the term used to identify an Army job which comprises one or more related duties and responsibilities normally requiring special knowledge and skills acquired through civilian training and experience supplemented by military training and experience, or military training and experience only.

c. The specification serial number (SSN) is a numerical code assigned to an MOS for control, reporting, and requisitioning purposes.

MILITARY OCCUPATIONAL CLASSIFICATION OF ENLISTED PERSONNEL

3. RELATIONSHIP OF AN MOS TO TABLES OF ORGANIZATION.

Tables of Organization and Equipment and other Tables of Distribution may list any of the duty titles common to an MOS. Example, such duty assignments as Company Clerk, Typist, and Chaplain's Assistant can be performed by one qualified in the MOS of Clerk-Typist (SSN 405). Any or all of the above titles may appear in Tables of Organization. In each case, however, the SSN listed would be 405 since this is the numerical code which controls the authorized duty titles representing assignments which fall within the area of skills represented by the MOS of Clerk-Typist.

4. RELATIONSHIP OF A MILITARY OCCUPATIONAL SPECIALTY TO THE ARMS AND SERVICES.

a. In many cases the same MOS is required by more than one arm or service and it is customary for the arms and services involved to train and develop the required specialist, through school or unit training or both, usually for assignment within their respective organizations. The same training, techniques, and abilities and the same kind of work are required of the specialist, basically, regardless of the arm or service in which he is developed. However, because of differences in equipment, tactics, operations, physical capacities, etc., which exist in the various arms and services, it is indicated that an MOS should always be associated with the arm or service which developed it. In other words, the identity of the arm or service which develops an MOS is an integral part of that MOS and should be recognized as such.

b. The above factors should be considered in all placement and replacement matters. For example, a Field Artillery trained Tank Mechanic, Minor Maintenance (SSN 660) should be assigned to a Field Artillery unit whereas an Armored Command trained Tank Mechanic, Minor Maintenance should be assigned to an Armored unit. However, where exigencies of the situation make this impracticable every attempt will be made to assign specialists to closely allied assignments in the order of their relationship to one another. Example, where a Field Artillery trained Tank Mechanic, Minor Maintenance (SSN 660) is required and is not available, the same kind of specialist who is either Tank Destroyer or Armored Command trained should be assigned because the same kind of work is required of these specialists, basically. The differences which exist as to type of equipment, tactics, etc., of an organization can be absorbed by the specialist. Sections II and IV of this manual should be studied

in connection with further determinations of this nature.

5. DETERMINATION OF SOLDIER'S MILITARY OCCUPATIONAL SPECIALTY (MOS).

a. An MOS will be assigned an enlisted man only as follows:

- (1) Through the successful completion of a course of training at a training center or service school, if it has been determined by proper authority that the course qualifies a graduate in a specialty. Determination by proper authority shall include clearance of military training programs with The Adjutant General's office (Classification and Replacement Branch) for determination of the appropriate MOS to be assigned to graduates of various courses.
- (2) Through satisfactory performance of the duties and responsibilities of a military occupational specialty in a unit or installation for a period of 60 days.
- (3) Through civilian experience, when of such nature as to be a practical counterpart of an MOS and when proficiency has been demonstrated to the satisfaction of his commanding officer.

b. Any soldier not qualifying in an MOS in accordance with the above shall be classified as Basic (SSN 521) until such time as he qualifies for an appropriate MOS.

6. RECORDING MOS ON SOLDIER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 20.

The MOS and SSN of the soldier will be recorded under the item "Classification in Military Specialties," on the Soldier's Qualification Card, W.D., A.G.O. Form No. 20. The item, "Record of Current Service," in the column marked "Principal Duty" will always show the authorized duty title and SSN which represents the current duty assignment of the soldier. Entries in the "Principal Duty" column are subject to change as the soldier is given different duty assignments which fall within the area of skills represented by his MOS.

Example: In the case of the MOS of Clerk-Typist (SSN 405), the item "Classification in Military Specialties" will list Clerk-Typist—405. If the soldier's principal duty assignment is Clerk-Typist the same entry will be recorded in the "Principal Duty" column, thus, Clerk-Typist—405. In the event the soldier is subsequently assigned the duty of Chaplain's Assistant, such additional entry will be recorded in the "Principal Duty" column, thus, Chaplain's Assistant—405. In this case, the item "Classi-