

Declassified E.O. 12356 Section 3.3/NND No.

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CLASSIFICATIONS OF OFFICES
FEB. 1944

1 MAR 1944
(CIR. 44)CIRCULAR)
NO. 44)WAR DEPARTMENT,
Washington 25, D. C., 1 February 1944.

EXTRACT

MILITARY OCCUPATIONAL SPECIALTY--Officer--Designation on R.O.,
A.S.O. Forms Nos. 55-1 and 55-2

Section

I

1--MILITARY OCCUPATIONAL SPECIALTY.--The following procedures and minimum qualifications are established and will obtain in designating military occupational specialties:

1. Definition.--A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

2. Purpose.--Military occupational specialties are assigned to provide code numbers and titles for recognized military jobs and their qualifications by which officers, commissioned and warrant, may be requisitioned and assigned in accordance with the needs of the Army.

3. Awarding military occupational specialty.--One or more military occupational specialties may be acquired in one of the following manners:

a. Successful completion of a course in general or special service school if it has been determined by the training branch or section of the appropriate command, arm, or service that the course qualifies a graduate in a military occupational specialty upon completion thereof and without service on the job.

b. On-the-job training or duty assignment for sufficient time that in the opinion of the rating officer such performance has been at least very satisfactory and that the officer is fully qualified to perform the duties provided for in the specifications. Normally a period of at least thirty days should precede assignment of military occupational specialties under these circumstances.

c. Through civilian experience, when it has been a practical counterpart of the military job, when such military orientation or indoctrination as is necessary to the satisfactory performance of such job. Normally such period of time should be a minimum of thirty days. Under such circumstances the assignment of the military occupational specialties must be concurred in by the rating officer.

4. The above methods are to be construed as establishing only minimum standards for the assignment of the military occupational specialties, and each major command may establish such additional requirements as it deems necessary and such methods as will ensure adherence to these minimum standards.

(Cir. M)

5. Recommendation of assignment.--In order to assure the most appropriate initial assignment of officers, an entry of probable military occupational specialties will be made, with pencil, in item "Qualification in Military Specialties". Such entry will not constitute a fully qualified designation of the skill but will be considered as a recommendation for assignment purposes only. Pencil entries will not be reported to the Machine Records Unit. When the officer has been found fully qualified, and the military occupational specialty assigned in accordance with paragraph 3, the entry will be made in ink and reported to the Machine Records Unit.

6. Use of military occupational specialty.--The requirements and use of each military occupational specialty, together with identifying code numbers, are listed in TM 12-40 and TM 12-407. Prompt reporting of military occupational specialty, when assigned, to the Machine Records Unit will serve to utilize fully the knowledge and skills of the officers in the Army.

7. Rescission or removal of the military occupational specialty.--Military occupational specialties entered on the A.S.C. Form Nos. 35-1 or 35-2 may be removed or rescinded by lining out the military occupational specialty. This may be accomplished for the following reasons:

a. When it is obvious that the military occupational specialty is wrong, that is, when neither the officer's duty assignment record, back round, or school record corroborates this given military occupational specialty. Rescission in such case shall be made by the current rating officer.

b. When, in the judgment of the rating officer, the officer concerned is no longer qualified for such specialty. In such instances, concurrence in writing must be obtained from the rating officer's immediate superior or such other authority as may be designated by each of the major commands.

c. When a "summary of performance" rating of "unsatisfactory" has been rendered. Such rating shall constitute authority for rescission of the military occupational specialty.

d. Immediately upon rescission or removal of the military occupational specialty, A.S.C. Form No. 33 (Report of Change) will be prepared and forwarded to the Machine Records Unit serving the command. Lined out military occupational specialty will be initialed and dated by the responsible officer.

(A.S.C. Form 33 (23 Jan 43).)

By Order of the Secretary of War:

G. C. ALLENHILL,
Chief of Staff.

OFFICIAL:

J. A. ULIC,

Major General,

The Adjutant General.

A TRUE COPY

W. J. HARRIS, Colonel () 23

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1 MAR 1944

HEADQUARTERS
NORTH AFRICA THEATER OF OPERATIONS
UNITED STATES ARMY
APO 514

A. C. Co.

13 219.01/125

17 February 1944

SUBJECT: Reporting and Coding of Military Occupational Specialty.

TO : All Units Concerned.

1. The following technical manuals will be used for reporting and coding Military Occupational Specialty and Duty for officers and warrant officers: TM 12-404 or TM 12-407 (abridged edition for field forces).
2. Appropriate entries will be made on the respective 50-1's in accordance with AR 603-90, Part VII, 7D Circular 321 dated 11 December 43, and the attached Part I, 7D Circular 41 dated 1 February 44, with exception of Section 7, Par g.
3. Corrected officer duty codes will be submitted by the units on the March officer machine records rosters. In the future, when duty or MOS codes are used, they will be in accordance with the above regulations.
4. Distribution of the regulation was made to each higher headquarters and machine records units will be consulted when TM's are not available.

By command of Lieutenant General BEVINS:

H. V. ROBERTS,
Colonel, A. G. S.,
Adjutant General.

1 Incl:
Part 1, WD Cir. 44, 45 & 1 Feb 44.
(Extract)

DISTILLATION

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