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CLASSIFICATION, MEMOS
JUN. 1945

TO	
DIRECTOR	July 29/6
DEPUTY DIRECTOR	20/6
EXECUTIVE	
PERSONNEL	
LIAISON	
RECORDS	Aug 30/6
CLASSIFICATION	
MEMORANDUM	

RESTRICTED

P. SAFETY SL
(SQUITTER)HEADQUARTERS
JED TERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
AFC 512

Classification

Memorandum

Number 2

25 June 1945

1. Awarding of New MOS-Instances have been noted in which officers have been reported as missassigned merely because they were performing (successfully) duties other than indicated by any of their MOS's. While "downgrading" of skills is to be avoided (in the case of both officers and enlisted men), the assignment of a man to duties which he has not previously performed is frequently necessary and desirable.. T 12-406, par. 3b and T 12-425, par. 92c (for officers), and T 12-427, par. 5 and T 12-425, par. 55 (for enlisted men), provide the authorized methods of awarding an MOS. If, in the performance of the duties assigned, the requirements have been met, the new MOS should promptly be awarded and appropriate entry made on the qualification card. Since many MOS's (other than those involving technical skills) are readily acquired, and since the awarding thereof is ultimately a question of judgment of the commanding officer of a unit or installation, the awarding of the MOS to fit the fact of satisfactory performance in a job is proper and is specifically authorized.

2. Adjusted Service Rating Credit-Entry of soldier's Adjusted Service Rating Credit will be made in ink at the left of the title line of Item 29, Record of Current Service, WD AGO Form 29. The entry will be made as, for instance "ASRC 71." If a change occurs, the entry will be lined out and initialed and the corrected entry made in the same manner at the right of the title line in this item.

3. Indication of MOS for Assignment and Reports-Many officers and enlisted men possess two or more MOS's in which they are currently qualified. Normally their best MOS is properly that of the duties which they are currently performing. In order, however, to prevent permanent "downgrading" of skills, and in order to make assignment more possible in the MOS of highest skill and greatest need in the service, an asterisk (*) will be placed on the WD AGO Form 66-1 or 20 in front of the MOS of highest skill or of greatest need as determined by "Critical MOS not Subject to Release" (Par. 1, Classification Memorandum Number 1) or "Selected List-MOS's to be Reported" (Par. 2, Classification Memorandum Number 1) or any subsequent changes or additions thereto. The MOS so marked will be regarded as the primary MOS for all reporting and assignment purposes, and will be the MOS used on all orders on which the use of MOS is required.

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R E S T R I C T E D

MTCUSA Classification Memo #2 (Cont'd)

4. Service Schools- The only entries authorized in Item 23, Service Schools, WD AGC Form 20, are given in paragraph 50, TM 12-435. Schools or courses of instruction (other than USAFI) conducted in this theater are properly recorded in Item 23, Remarks.

5. Qualification in Arms-Additional entries of firing data after the original entries will be made only if the firing was of a higher order (i.e., a regular course when the original was only familiarization) or where the firing resulted in a change in qualification with the weapon. In other words, this entry should reflect the man's current ability with the weapon.

6. Deletion of Critical MOS's-MOS 409 Medical Technician and 861 Surgical Technician are no longer critical MOS's not subject to release and are deleted from the list given in paragraph 1, Classification Memorandum Number 1.

7. Correction to Classification Memorandum Number 1-Classification Memorandum Number 1 will be corrected by using the last sentence of paragraph 1b, "Among these specialists...not to be found so classified", as the first sentence of paragraph 1c.

8. Assignment Limitations-Use of Non-Technical Language-In this space (Item 23, WD AGC Form 20) will be entered the board, unit, and date of determination and, in non-technical language, a brief statement of the nature of the limitation. Such statement should be extracted and condensed from the board proceedings and may require consultation with medical authorities for adequate translation. In no case will language not readily understood by a layman be used. This caution applies particularly to hospital authorities who are, in some cases, making entries for other units. Such entries are designed to assist in proper assignment and utilization of men, and unless made in plain English they offer no help.

BY COMMAND OF GENERAL SCHAFER:

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OF		
POLICE		
DISTRIBUTION:		
SECURITY		
CHIEF CLERK		

Reuben H. Harkness
 REUBEN HARKNESS
 Lt Col, AGC
 Asst Adjutant General
 Theater Classification Officer

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