

[Guide Home](#)
[About the Guide](#)
[Frequently Asked Questions](#)
[Search Courses](#)
[Search Occupations](#)
[Help](#)
[ACE Home](#)

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Army Enlisted Occupation Classification System

The following paragraphs include background information on Army enlisted MOS's, a description of the enlisted MOS classification system, and detailed information on the enlisted MOS evaluation score.

The Army Enlisted MOS Classification System

The Army Enlisted Military Occupational Specialty (MOS) Classification System is a comprehensive taxonomy of Army enlisted duty positions. Closely related positions that require similar qualifications and the performance of similar duties are grouped as an MOS under a generic title. The job title *Legal Specialist*, for example, encompasses duty assignments such as preparing correspondence, maintaining files, and researching.

Soldiers and Army veterans and Army records usually refer to enlisted occupations using a designation with *at least* five characters (e.g., 71D10, 71D20, 71D30). The first three characters (two numbers and a letter) identify the MOS (e.g., 71D is the designation for Legal Specialist). The fourth character, a number from one to five, indicates the level of skill within the MOS. Only the skills, competencies, and knowledge represented by *the first four characters* of the MOS designation are evaluated for comparability with civilian learning.

The fifth character is normally zero; in some cases, a letter is used as a special qualification identifier (SQI) to indicate a soldier's specific duty assignment or special qualifications. In fact, an enlisted soldier's occupation may be expressed by as many as nine characters, but because the last five characters indicate special qualifications that are variable, the learning they represent is not evaluated by ACE.

The first three characters, then, represent the MOS, or occupational designation, and the fourth character represents the skill level within the MOS. In accordance with Army practice, *skill levels are referred to in this publication with a neutral fifth character: zero* (i.e., 10, 20, 30, 40, and 50). Each enlisted MOS has from one to five skill levels, depending on the types of duty positions encompassed by the MOS. The five skill levels may be broadly characterized as follows:

Skill Level 10 identifies entry-level positions requiring performance of tasks under direct supervision.

Skill Level 20 identifies positions requiring performance of more difficult tasks under general supervision; and in some instances, involving supervision of soldiers in Skill Level 10.

Skill Level 30 identifies positions requiring performance of still more difficult tasks and involving first-line supervision of soldiers in Skill Levels 10 and 20.

Skill Level 40 identifies positions requiring relatively detailed knowledge of all tasks specified for a given MOS, normally involving first-line supervision of soldiers in Skill Levels 10, 20, and 30, as well as managerial duties.

Skill Level 50 identifies managerial and supervisory positions requiring broad knowledge of the tasks performed at all subordinate levels in a given MOS and related MOS's in order to coordinate and give direction to work activities.

Thus, each skill level represents progressively complex duties, increased skills, and greater responsibility; and proficiency in a higher skill level includes the ability to perform the tasks required for the lower skill level(s), as well as additional tasks.

Enlisted MOS's are grouped into career management fields within the enlisted MOS classification system. Each career management field provides opportunities for advancement and career progression among related MOS's.

The Enlisted MOS Evaluation System

The Army regularly evaluates each enlisted soldier's MOS proficiency through the Enlisted Evaluation System. Individuals are evaluated to determine whether they have acquired and maintained the necessary MOS skills, competencies, and knowledge, as codified and described in the enlisted MOS classification system. The means used to evaluate soldiers have undergone a series of changes over the years.

An individual is awarded an MOS skill level when the skills, competencies, and knowledge for a particular MOS have been acquired. The MOS may be awarded (1) following successful completion of a period of supervised on-the-job training (reflected on the individual's set of orders) or (2) following successful completion of an MOS-producing course (reflected on a Course Completion Certificate).

Subsequently, an individual is periodically evaluated to determine whether he or she has *maintained* the MOS skills, competencies, and knowledge.

The following list traces the evaluation process from October 1973 to the present:

October 1973-December 1976. The Enlisted MOS Evaluation Score. Until January 1977, the Army's Enlisted Evaluation System comprised a written examination (and in some MOS's, a performance examination such as typing or musical instrument performance) and the supervisor's rating of the soldier's job performance. The written examination was a 125-item, multiple-choice test that covered all major areas of skill-level proficiency. On the supervisor's rating, or Enlisted Evaluation Report (EER) and Senior Enlisted Evaluation Report (SEER), the soldier is rated on a wide range of characteristics and traits.

The score that resulted from the application of the Enlisted Evaluation System was normally a composite score, consisting of the score on the written MOS test, the score from the supervisor's rating of job performance on the Enlisted Efficiency Report (EER), and the score on the performance test, if one was required. Composite MOS evaluation scores ranged from a low of 40 to a high of 160, with the minimum qualification score set at 70.

January 1977-July 1983. The SQTs. The Skill Qualification Tests assess the soldier's occupational proficiency through a combination of a hands-on performance evaluation, a written test, and the supervisor's performance certification of specific tasks. Development of the SQTs is based on an analysis of critical skills required for proficiency in a given MOS skill level. The test is used for soldiers to requalify in their assigned skill level. They requalify in their skill level by achieving the verified minimum score for the particular MOS. SQTs were not

developed for pay grades E-8 and E-9. During this period, the tests were not standardized, and ACE suggests using the scores (60 or above) in conjunction with EERs/SEERs.

EER/SEER. Due to the suspension of the use of MOS Evaluation Tests in December 1976 and the gradual phasing in of SQTs, some soldiers have been evaluated solely on the basis of EER/SEERs. An "EER-only" enlisted MOS evaluation score will not be a composite score and will not include a score from a standardized examination.

August 1983-October 1991. An Improved SQT. After August 1983, the procedures for selecting the skills to be measured on each SQT were standardized and were being applied uniformly to the new test edition. These new procedures produced tests that consistently sampled skills that were representative of the MOS and only of the MOS. This standardization overcame two of ACE's prior concerns: The original SQTs tested general military-specific items (e.g., maintenance of firearms) as well as MOS-specific items, and they used test items in both the skill level being tested as well as those in the next higher skill level. The revised SQT tested only MOS-related competencies and only those at the current skill level.

The SQT was a major component in a soldier's initial MOS certification and in the annual recertification process. Those who failed had to retake the test the following year. Failing the test two years in a row resulted in either losing the MOS or having the skill level reduced.

Passing the SQT was one of several criteria used in promotion decisions. Other factors considered were training and schooling records, supervisor's ratings, leadership activities, and awards and citations. The Army set a score of 60 to indicate that MOS proficiency standards were met.

Supervisor's Ratings. If SQT score is not available, refer to EERs, SEERs, and NCO Evaluation Reports (NCOERs).

October 1991-September 1993. Self-Development Tests. The SQT was replaced by the Self-Development Tests (SDT) for Skill Levels 20A0. The SDT was phased in gradually during this time period and was not reviewed by ACE during its pilot stage. *NCO Evaluation Reports (DA Form 2166-7) should be used to document MOS proficiency during this time period.* In Part IV, check for a success rating (meets standards) or an excellence rating (exceeds standards) in Sections b, d, and f. In Part V, determine that an overall rating of "fully capable" or "among the best" has been achieved. There is no longer formal Army assessment for Skill Level 10 personnel.

October 1993-February 1995. Self-Development Tests. The SDT received ACE's endorsement for use as an indicator of MOS proficiency. Credit may now be awarded for enlisted MOS's at skill levels 20-40 when an SDT score of 70 percent or greater is achieved. SDT scores will be reported on the AARTS transcript and on the Individual Soldier's Report (ISR).

Soldiers in Skill Level 10 (paygrades E-1 through E-4) are not included in the SDT system and do not receive evaluation reports. Promotion from paygrades E-1 through E4, approved by the commanding officer, is automatic. There are no official Army documents verifying MOS proficiency at this level.

March 1995-Present. The Army discontinued offering the SDT as of February 1995. ACE looked into the possibility of using NCOERs as the sole indicator of MOS proficiency. A feasibility study conducted at four Army installations found that while the NCOER is an indicator of competency in management skills, it falls short as an indicator of technical competence.

Further study led to the following interim policy: After 3/95, only soldiers in skill levels 30, 40, and 50 will be eligible for management credit based on the NCOER. They will also be eligible to receive the technical credit recommended for the preceding skill level.

The MOS exhibits in this *Guide* have been modified to reflect this policy. Once further evaluations are completed and sufficient data are gathered, ACE will decide whether to make this policy a permanent one, to modify it, or to suspend it. Further information will appear in the *Guide*.

ACE's criteria for evaluating an occupational system hold that the system must be codified, adequately described, and provide for the assessment of the individual. Since these criteria are no longer met by the Army, *ACE is unable to provide credit recommendations for Skill Level 10*. However, *ACE will continue to provide credit recommendations for Skill Level 10-related courses*. Credit recommendations for courses leading to and related to Skill Level 10 such as basic training, advanced individual training (AIT), and other Army courses taken by Skill Level 10 soldiers may be found in the *Guide Online*.

Although Skill Level 10 MOS recommendations are no longer provided, descriptions will continue to be a part of the MOS exhibit, because MOS skill level progression begins with Skill Level 10. ACE recommends that an institution wishing to grant credit for Skill Level 10 do so on the basis of an individualized assessment of the student.

[top](#)

[Home](#) • [About the Guide](#) • [FAQ](#) • [Search Courses](#) • [Search Occupations](#) • [Help](#)