

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
Fort Monroe, Virginia 23651

TRADOC Supplement 1  
to AR 611-3

18 April 1983

Personnel Selection and Classification  
ARMY OCCUPATIONAL SURVEY PROGRAM (AOSP)

Further supplementation is prohibited unless specifically approved by  
HQ TRADOC, ATTN: ATTG-DOR.

AR 611-3, 1 December 1982, is supplemented as follows:

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\*This supplement supersedes TRADOC Suppl to AR 611-3, 14 Mar 80.

## CHAPTER 7 (Added)

ADMINISTRATIVE PROCEDURES IN SUPPORT OF  
AOSP QUESTIONNAIRE DEVELOPMENT

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7-1. General. This chapter provides additional guidance about the scope, responsibilities, and administrative procedures in support of the Army Occupational Survey Program (AOSP) enlisted questionnaire development. This includes both the AOSP Incumbent questionnaire and Training Factor questionnaire. Because certain administrative requirements differ between the two questionnaires, policy and procedures for the Training Factor questionnaire will be defined separately in paragraph 7-6.

7-2. Scope. This chapter is restricted to:

a. TRADOC service schools which are Military Occupational Specialty (MOS) proponents.

b. AOSP requirements for enlisted MOS. (Officer AOSP survey requirements are controlled by TRADOC Cir 350-83-1 (to be published).)

c. TRADOC administrative procedures in support of the AOSP questionnaire development. (The administration and data collection requirements for AOSP questionnaires are covered in Chapter 3 of the basic regulation.)

7-3. Responsibilities.

a. Commander, TRADOC, will—

(1) Provide HQ TRADOC point of contact (HQ TRADOC AOSP-POC) on policy and procedural requirements in support of AOSP questionnaire development.

(2) Provide command guidance and advisory assistance to MOS proponents regarding administrative procedures in support of AOSP questionnaire development.

b. Commandants, TRADOC service schools, will—

(1) Provide a single primary AOSP-POC responsible for all administrative requirements of AOSP questionnaire development for proponent MOS.

(2) Provide secondary AOSP-POC(s) responsible for AOSP questionnaire development and other related administrative support matters such as MOS identification, MOS prioritization, and item submission development.

(3) Ensure school compliance with all delegated administrative requirements in support of AOSP questionnaire development.

(4) Ensure intraschool coordination is accomplished to integrate the AOSP questionnaire needs of various departments to include the Directorate of Training Developments (DTD) and the Directorate of Evaluation and Standards (DOES).

(5) Ensure school provides SSC-NCR with a list of all critical Soldier's Manual tasks for proponent MOS. This will include current and future tasks, and tasks for all skill levels.

c. Deputy Commandant, SSC-NCR, will provide SSC-NCR AOSP-POC to coordinate with school primary and secondary AOSP-POC and HQ TRADOC AOSP-POC on AOSP administrative and development issues.

7-4. Management functions. Management of AOSP questionnaire development can best be accomplished through a close working relationship among the AOSP-POC representing the SSC-NCR, schools, and HQ TRADOC (app A). The basic management functions of the AOSP-POC are outlined below.

a. HQ TRADOC AOSP-POC is designated by the Training Developments Institute, Occupational Research and Analysis Division (ATTG-DOR). The primary management functions of the HQ TRADOC AOSP-POC are to:

(1) Provide interface between SSC-NCR and service schools on major policy and procedural requirements for AOSP questionnaire development. Direct coordination between SSC-NCR and schools on strictly operational aspects of AOSP questionnaire development is recommended.

(2) Prepare and update list of school appointed primary AOSP-POC.

(3) Canvass and consolidate school MOS selections and prioritization for AOSP survey.

(4) Advise SSC-NCR and schools on administrative requirements and procedures in support of AOSP questionnaire development.

b. School primary AOSP-POC is the action officer, usually a stabilized member within DTD, who manages all the school's AOSP survey requirements, to include:

(1) Timely canvassing, pooling, and prioritizing the school's AOSP survey needs; preparing and forwarding these survey requirements to HQ TRADOC AOSP-POC in accordance with annual Army Survey Master Plan guidance.

(2) Ensuring that MOS item submissions, other required documents, and final draft questionnaire approval are provided to SSC-NCR in accordance with established suspense and criteria (with copy of forwarding letter only to HQ TRADOC AOSP-POC).

(3) Advising SSC-NCR of any changes in designated school MOS selections and prioritization for AOSP survey (with copy of correspondence to HQ TRADOC AOSP-POC).

(4) Advising SSC-NCR directly of any changes in designation of secondary AOSP-POC.

(5) Advising HQ TRADOC AOSP-POC of any changes in designation of primary AOSP-POC.

(6) Serving as school consultant on all AOSP questionnaire administrative support matters.

(7) Serving as central point for transmission and receipt of all communications on AOSP administrative support matters (except for communications dealing with actual questionnaire development which may be delegated internally to school secondary AOSP-POC in accordance with para 7-4c (1) through (7)).

(8) Maintaining cognizance of all relevant AOSP matters to include policy, procedures, and products for both incumbent and training factor questionnaires.

(9) Maintaining a central school repository of AOSP resource materials (e.g., AR 611-3; TRADOC Supplement to AR 611-3; AOSP/CODAP guidelines; MOS item submissions; previous AOSP questionnaires; CODAP printouts and special study reports; all supporting correspondence; TRADOC training modules on AOSP/CODAP.

(10) Informing secondary AOSP-POC and cognizant staff personnel on AOSP repository materials, changes to AOSP directives, guidance, training documents, etc.

(11) Informing and coordinating with various elements within the school on MOS to be surveyed and providing CODAP and training factor survey results to various school elements (e.g., DTD, DOES, SM developers, etc.).

(12) Maintaining an audit trail on actions (1) through (11) above, and all related matters.

c. School secondary AOSP-POC(s) is an action officer, usually a subject matter expert, responsible for one or more MOS. Typical major duties and functions of secondary AOSP-POC are listed below. These are critical activities for efficient operation of the AOSP:<sup>1</sup>

(1) Initiating periodic advance planning for AOSP survey requirements on MOS under purview (15-24 months into the future).

(2) Coordinating through school primary AOSP-POC, designating and prioritizing MOS within his purview for AOSP survey.

(3) Developing AOSP item submissions in accordance with criteria and guidance provided by SSC-NCR.

(4) Coordinating with SSC-NCR occupational analysts and various school elements (e.g., DTD, DOES, etc.) during development of AOSP questionnaires.<sup>2</sup>

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<sup>1</sup> While schools may arrange for the primary AOSP-POC to perform some of these activities, it is highly recommended that they be delegated to secondary AOSP-POC expert in MOS under their control.

<sup>2</sup> Exact interface procedures between SSC-NCR and the primary and secondary AOSP-POC will be established through direct coordination between SSC-NCR and schools as MOS come due for survey.

(5) Ensuring that the primary AOSP-POC is kept informed on all matters pertaining to required school inputs to AOSP.

(6) Serving as school consultant on AOSP input and survey development matters for assigned MOS.

(7) Maintaining audit trail on actions 1 through 6 above, and all related matters.

d. SSC-NCR AOSP-POC is responsible for advising and coordinating with HQ TRADOC AOSP-POC on major nonoperational matters concerning management, coordination, and submission requirements related to AOSP questionnaire development.

(1) Informs HQ TRADOC AOSP-POC in January of each year on MOS eligible to be surveyed in the subsequent survey year.

(2) Advises and coordinates with HQ TRADOC AOSP-POC on major policy and procedural planning for AOSP scheduling, workload, and item submission criteria.

(3) Assigns occupational analysts to develop questionnaires through direct coordination with school primary or secondary AOSP-POC.

#### 7-5. Procedures.<sup>3</sup>

a. Approximately March of each year, HQ TRADOC receives a list of MOS eligible for survey in the next fiscal year from SSC-NCR.

b. HQ TRADOC AOSP-POC transmits a list of eligible MOS for survey to the primary AOSP-POC at the schools. Schools are requested to concur or otherwise modify (add or delete) the list to reflect their projected MOS survey needs within the next survey year (October-September).<sup>4</sup> Schools must exercise advanced planning to determine their survey needs (15 to 24 months in the future, para 7-4c(1) above). Direct contact with SSC-NCR POC during this planning phase is encouraged.

c. School primary AOSP-POC, in turn, forwards the AOSP list of MOS eligible for survey to appropriate school secondary AOSP-POC.

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<sup>3</sup> This section addresses the typical scenario and requirements for the AOSP Incumbent questionnaire only. Parallel requirements for the Training Factor survey are provided at paragraph 7-6. The requirements for both surveys should be considered jointly.

<sup>4</sup> Survey year (October-September) is defined as the 12-month period during which schools provide the required item submissions for MOS to be surveyed. However, it must be recognized that for any MOS the full survey cycle itself (development, fielding, analysis, and CODAP data) is typically 12 months from the date of item submissions. Thus, CODAP data for MOS submitted for survey during one survey year will actually be completed in the following survey year (i.e., 12 months from item submission date).

d. School secondary AOSP-POC(s), in turn, coordinates respective MOS section's reply (concur, add, delete) to AOSP list of MOS; effects section's final selections for survey in accordance with general AOSP criteria and restrictions (app B), and prioritizes their MOS selections in chronological order of date (month/year) when school needs the CODAP data to perform its given training developments and evaluative feedback missions. Schools may define other criteria of importance to justify inclusion of MOS for survey. However, prioritization for AOSP survey will be based solely on the date CODAP data is required, recognizing the restriction that the AOSP process is predicated on a 12-month cycle (approx) from the date a school submits its MOS item submissions to the CODAP publication date. In those instances where the existing AOSP inventory is satisfactory or requires only minimum changes, the survey cycle can be reduced to approximately 8 months.

e. School secondary AOSP-POC(s) forwards the AOSP MOS selections and prioritization to the school primary AOSP-POC. This input must be arranged in the format outlined at appendices C-1 and C-2. Information required includes: MOS code; date (month/year) MOS item submissions will be provided (i.e., 12 months prior to date requested for CODAP report); date (month/year) CODAP data is required; and a short justification statement on why MOS were selected and added (app C-1) or rejected (app C-2) from SSC-NCR proposed MOS list. (The submission format for school MOS selections and prioritization for the Training Factor survey is outlined at app D.)

f. School primary AOSP-POC reviews all proponent's AOSP input for appropriateness in accordance with guidance provided; interacts with secondary AOSP-POC(s) as necessary; consolidates school's MOS AOSP input; and forwards consolidated school listing of MOS selections and prioritization to HQ TRADOC AOSF-POC (ATTN: ATTG-DOR).

g. HQ TRADOC AOSP-POC reviews all TRADOC school MOS selections and prioritization input for appropriateness in accordance with SSC-NCR and other HQ TRADOC guidance provided; interacts with school primary AOSP-POC as necessary; consolidates schools' MOS AOSP input; and forwards the consolidated listing of MOS selections and prioritization to SSC-NCR for final coordination and scheduling (sample at app E).

h. SSC-NCR AOSP-POC provides a letter to each school primary AOSP-POC confirming that proponent's MOS selections for AOSP and time suspenses for CODAP reports and advising it to prepare its MOS item submissions requirements in due time for questionnaire development (i.e., at least 12 months prior to date requested for CODAP report completion). In turn, school primary AOSP-POC advises school secondary AOSP-POC accordingly.

i. SSC-NCR AOSP-POC provides a follow-up letter notifying respective school primary AOSP-POC (2 months in advance) on the upcoming suspense for questionnaire development for each MOS selected for survey. In turn, school primary AOSP-POC advises school secondary AOSP-POC accordingly and provides SSC-NCR with the names of the secondary AOSP-POC (MOS experts) who will assist in the development of the AOSP questionnaire.

j. School secondary AOSP-POC(s) takes action required to develop and deliver respective MOS item submissions in accordance with prioritized suspense dates (i.e., due at least 12 months prior to requested CODAP date) and

guidelines for item submission (app F, AOSP Questionnaire Item Submission Requirements). For more thorough information on this matter see AOSP manual, Guidelines for Preparing Questionnaire Item Submissions 1980 (Revised), or the AOSP Handbook to be published in Spring, 1983.

k. School secondary and primary AOSP-POC insure respective MOS item submission(s) are forwarded to SSC-NCR with copy of transmittal letter only to HQ TRADOC AOSP-POC. As required above, the primary AOSP-POC is ultimately responsible to insure delivery of item submissions to SSC-NCR (para 7-4b(2)).

l. SSC-NCR develops the AOSP questionnaires in coordination with the school primary and or secondary AOSP-POC, as appropriate, prints the questionnaires, fields them, and processes the soldier responses to generate a variety of standard/special CODAP reports. These reports are provided to a number of users within DA and TRADOC and other MACOM, in addition to the requesting MOS proponent.

m. SSC-NCR provides the proponent schools with a monthly status of enlisted surveys fielded (app G, Enlisted Incumbent Survey Status Report). This report will let the proponent note the survey status of their respective MOS and when the desired CODAP data can be expected.

n. School primary AOSP-POC provides the CODAP report(s) to the appropriate MOS section for action and to other elements within the school (e.g., DTD, DOES, SM developers) for information purposes in accordance with para 7-4b(11) above.

o. Administrative support milestones. A generalized milestone chart of key coordination actions and products is provided at appendix H, AOSP Administrative Support and Coordination Process. The chart complements the support and coordination scenario outlined above. School actions and products in support of AOSP are listed below:

- (1) Appointment of single school primary AOSP-POC (with alternate).
- (2) Appointment of school secondary AOSP-POC(s).
- (3) MOS selections for AOSP survey (Incumbent/Training Factor).
- (4) MOS prioritization for AOSP survey (Incumbent/Training Factor).
- (5) MOS questionnaire item submissions.

#### 7-6. Training Factor (TF) questionnaire.

a. Purpose. In addition to the AOSP questionnaire and the resulting CODAP reports being sent to MOS incumbents, SSC-NCR has expanded its survey capabilities to collect TF information from supervisors and or subject matter experts (generally E6-7). This type questionnaire can be used to collect a number of task characteristics (e.g., Learning Difficulty, Frequency or Performance, Training Emphasis) to be used in individual critical task identification. The results of data collected by these TF questionnaires can be combined with job

incumbent information by the CODAP system. In addition, the capability exists to consider tasks in a systematic manner using CODAP routines that provide the logic of task selection models (e.g., 4-factor model and DIF model). Training factor information is usually collected for the lowest skill level of an MOS. However, the capability exists to collect this information for any skill level.

b. Procedures. Since the TF questionnaire employs the same items as the AOSP Incumbent questionnaire, the basic administrative support by SSC-NCR is identical for both. However, certain differences do exist between the two questionnaires regarding the MOS selection and prioritization process and criteria which necessitate a separate description of the scenario for TRADOC administrative support requirements for the TF questionnaire.

(1) Scenario. Requirements for MOS selection and prioritization for a TF survey can occur simultaneously with those outlined in the annual dragnet scenario above for the AOSP Incumbent questionnaire or independently should an unscheduled need for a survey arise. Thus, while the following scenario focuses on annual needs assessment procedures, it does not preclude independent school requests for TF surveys at any time.

(a) Proponent schools on a continuing basis plan and identify MOS requiring TF data in accordance with guidance and criteria provided in section II, appendix B.

(b) HQ TRADOC on an annual basis canvasses proponent schools for their MOS TF survey needs at the time it tasks schools to select MOS for projected development of AOSP Incumbent questionnaires (approximately March each year) (para 7-5b above). In general, training emphasis data will be collected routinely for each MOS surveyed. Data on other TF will be obtained on a demand basis.

(c) School primary AOSP-POC coordinates with school secondary AOSP-POC(s), prioritizes MOS selected for TF survey in accordance with requirements and criteria at section II, appendix B, and provides these requirements to HQ TRADOC AOSP-POC. This input must include MOS code, date (month and year) CODAP data required, TF desired, and rationale for MOS selection. (See sample at app D, School MOS Selections and Prioritization for TF survey.)

(d) HQ TRADOC reviews school TF survey requirements for compliance with guidance provided, coordinates with school primary AOSP-POC as necessary, consolidates and prioritizes school TF input, and forwards the consolidated listing to SSC-NCR for TF questionnaire development, coordination, and fielding.

(2) Administrative support milestones. Appendix H displays the major administrative support and coordination milestones which complement the scenario outlined at b(1) above.

APPENDIX A (Added)  
TRADOC PRIMARY AOSP-POC  
(ENLISTED MOS)

| <u>HQ TRADOC AOSP-POC</u>  | <u>INDIVIDUAL/BRANCH</u>  | <u>AUTOVON</u>                                  |
|--|---|---|
| Commander<br>US Army Training and Doctrine Command<br>ATTN: ATTG-DOR<br>Fort Monroe, VA 23651  | Dr. A. Longo  | 680-3607  |
| <u>AOSP PROPONENT POC (SSC-NCR)</u>  | Chief: ATZI-NCR-MS<br>(Mr. D. Worstine)   | 221-9560  |
| Deputy Commander<br>US Army Soldier Support Center<br>National Capital Region<br>ATTN:<br>200 Stovall Street<br>Alexandria, VA 22332 | CA: ATZI-NCR-MS-A<br>(Ms. Sandra Forrester)<br>CS: ATZI-NCR-MS-B<br>(Mr. James McLaughlin)<br>CSS: ATZI-NCR-MS-C<br>(Dr. Maria Winston) | 221-0582/0583<br>221-9083/9109<br>221-0056/9272 |

SCHOOL PRIMARY AOSP-POC

| <u>MOS Proponent</u>   | <u>Primary AOSP-POC</u>           |
|--|-----------------------------------|
| Commandant<br>US Army Quartermaster School<br>ATTN: ATSM-TDP-PC<br>Ft Lee, VA 23801          | Ms. Janet A. Askew<br>AV 687-1745 |
| Commandant<br>US Army Air Defense Artillery School<br>ATTN: ATSA-TDI<br>Ft Bliss, TX 79916   | Mr. Curtis Holmes<br>AV 978-4930  |
| Commandant<br>US Army Engineer School<br>ATTN: ATZA-TDI<br>Ft Belvoir, VA 22060              | Dr. E. Rompf<br>AV 354-6851       |
| Commandant<br>US Army Chaplain Center & School<br>ATTN: ATSC-DTD-ED<br>Ft Monmouth, NJ 07703 | SFC W. Rogers<br>AV 992-5650/2104 |
| Commandant<br>US Army Armor School<br>ATTN: ATZK-TD-ID<br>Ft Knox, KY 40121                  | Mr. Gary Priest<br>AV 464-6528    |

MOS Proponent

Commander  
US Army Signal Center & Ft Gordon  
ATTN: ATZH-TDA  
Ft Gordon, GA 30905

Commander  
US Army Aviation Center & Ft Rucker  
ATTN: ATZQ-TD-TAD-TA  
Ft Rucker, AL 36362

Commandant  
US Army Element School of Music  
ATTN: ATTG-SM-DTD  
Naval Amphibious Base (Little Creek)  
Norfolk, VA 23521

Deputy Commandant  
US Army Intelligence School, Ft Devens  
ATTN: ATSI-ETD-AA  
Ft Devens, MA 01433

Commandant  
US Army Military Police School  
ATTN: ATZN-MP-DE  
Ft McClellan, AL 36205

Commandant  
US Army Chemical School  
ATTN: ATZN-CM-DO  
Ft McClellan, AL 36205

Commandant  
US Army Missile and Munitions Center &  
School  
ATTN: ATSK-E  
Redstone Arsenal, AL 35897

Commander  
US Army Soldier Support Center &  
Ft Benjamin Harrison  
ATTN: ATZI-TD-E  
Ft Benjamin Harrison, IN 46216

Commandant  
Defense Information School  
ATTN: ATSX-DLD  
Ft Benjamin Harrison, IN 46216

Primary AOSP-POC

Mr. C. D. Kirkey  
AV 780-7468/2005

CPT N. Hansen  
AV 558-7111/6390

CW3 B. R. Easter  
AV 927-9361

Mr. W. Davis  
AV 256-3069

Mr. Bill Allison  
AV 865-3321

MAJ R. Edmonds  
AV 865-4662

Mr. Paul Michaels  
AV 746-7565

Mrs. Arlene Dukanauskas  
AV 699-4317

MAJ M. Harding  
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MOS Proponent

Commandant  
US Army Transportation School  
ATTN: ATSP-TD-P  
Ft Eustis, VA 23604

Commander  
US Army Intelligence Center & School  
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Ft Huachuca, AZ 85613

Commandant  
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ATTN: ATSF-DA  
Ft Sill, OK 73503

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ATTN: ATSL-TD-PMQ  
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Commandant  
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ATTN: ATSH-I-V-SD-A  
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Primary AOSP-POC

MAJ R. Lamprecht  
AV 927-2765/2740

Mr. H. Ridlehoover  
AV 879-3518/3325

Mr. Neil Laughy  
AV 639-3300

Mr. Harold Lane  
AV 283-2017/5471

CPT Flanagan  
AV 835-4110

APPENDIX B (Added)  
MOS SELECTION AND SURVEY SCHEDULING  
GENERAL GUIDANCE AND CRITERIA

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Section 1. AOSP INCUMBENT SURVEY

B-1. The selection, prioritization, and tentative scheduling of enlisted MOS to be surveyed by incumbent questionnaire is a responsibility of the TRADOC service schools with the coordination and assistance of HQ TRADOC. SSC-NCR has final responsibility for scheduling MOS for these surveys contingent on workload.

B-2. Suspense dates are coordinated with HQ TRADOC for service school item submissions, questionnaire development, and administration of questionnaires in the field and their return by Army commands and subordinate activities. The survey cycle for one MOS normally takes about 12 months.

B-3. The Army Occupational Survey Program (AOSP) surveys 60 to 70 enlisted MOS during each survey period. This permits SSC-NCR to provide users with current occupational data for each surveyable MOS on a 3-1/2 to 4-year cycle.

B-4. MOS selection criteria include:

a. Recently established MOS which have not been surveyed but have existed for at least 1 year.

b. MOS which have been substantially revised (e.g., new equipment, training, doctrine) since the last survey.

c. MOS which have not been surveyed in the past 3 to 4 years.

d. MOS for which SSC-NCR, school, or HQ TRADOC indicate a need for resurvey.

e. MOS which have populations of less than 50, are classified, or are only used by Reserve Forces will normally not be surveyed.

B-5. Direct communication between schools and SSC-NCR Occupational Survey Division on AOSP matters is encouraged. SSC-NCR Enlisted Occupational Survey Branch points of contact are listed at appendix A.

## Section II. TRAINING FACTOR SURVEY

B-6. The same responsibility for selection, prioritization, and tentative scheduling of enlisted MOS to be surveyed apply for the Training Factor questionnaires as AOSP Incumbent surveys.

B-7. MOS are scheduled for these surveys on a two-phased basis:

a. During annual dragnet of MOS proponent schools by HQ TRADOC.

b. When a school initiates requests for a survey for training development or evaluation needs.

B-8. Criteria and special consideration for MOS selection and survey schedules include:

a. MOS selection

(1) Current and acceptable task inventory is available in the AOSP data bank.

(2) Survey data is required for specific training development or evaluation needs.

b. Survey prioritization and scheduling.

(1) Single vs double survey.

(a) If both Training Factor and AOSP Incumbent surveys are required, the density of potential supervisory respondents will determine whether the Training Factor survey is given jointly with the Incumbent survey or postponed 3-4 months.

(b) If only a Training Factor survey is planned, the currentness of the available MOS item submissions at the AOSP data bank will determine when the special OODAP report is made available. NOTE: If MOS item submissions are current, the special CODAP report can be available within approximately 8 months; otherwise, within 12 months. Generally, if the task inventory is more than 3 years old, serious questions may be raised whether it is current.

B-9. Criteria for Selection of Tasks for Survey:

a. All current and future critical Soldier's Manual tasks for all skill levels, will be used in the survey. A list of these tasks will be provided by the proponent school to SSC-NCR.

b. Some noncritical soldierization tasks which require training will be used in the survey (e.g., formations, drill and ceremony tasks). Proponent schools will send SSC-NCR the soldierization tasks they consider important.

c. Noncritical administrative tasks which require no training will be incorporated into the survey (e.g., police call and personal hygiene). Proponent schools will also send SSC-NCR administrative tasks they consider important.

APPENDIX C-1 (Added)  
SCHOOL MOS SELECTIONS AND PRIORITIZATION FOR AOSP INCUMBENT SURVEY  
(SAMPLE)

USAICS MOS FOR AOSP INCUMBENT SURVEY

| <u>MOS</u>       | <u>USAICS ITEM<br/>SUBMISSION DATE<br/>TO SSC-NCR</u> <sup>1</sup> | <u>CODAP DATE<br/>DESIRED</u> <sup>2</sup> | <u>RATIONALE FOR SELECTION</u>  |
|------------------|--|--|---|
| 26E <sup>3</sup> | 5/79   | 5/80                                       | MOS 26E was created by a merger of MOS 41E, 26M, and 26N and has never had an AOSP survey. Training developers require documentation to revalidated task list developed during the ISD process.                       |
| 97B <sup>4</sup> | 6/79   | 6/80                                       | MOS 97B has undergone major doctrinal changes during the past 3 years. The last AOSP survey was conducted in 1976.  |
| 96B <sup>4</sup> | 7/79   | 7/80                                       | The last 96B AOSP survey was conducted in 1976. Since 1976, new organizational concepts have modified the task inventory.   |
| 96C <sup>4</sup> | 9/79   | 9/80                                       | Since the 1976 AOSP survey, changes have occurred in MOS 96C under EPMS.  |
| 96D <sup>4</sup> | 12/79  | 12/80                                      | MOS 96D has undergone organizational and technical changes since the 1976 AOSP survey.  |
| 26K <sup>4</sup> | 4/80   | 4/81                                       | MOS 26K is a new MOS which is under development. MOS incumbents are expected to be in field units by 1st Qtr, FY80. An AOSP survey is required to validate 26K tasks identified by the training development activity. |

<sup>1</sup> Item submissions are required not less than 12 months prior to desired CODAP date but earlier if available.

<sup>2</sup> MOS are prioritized in order of CODAP date desired.

<sup>3</sup> Proposed by SSC-NCR; USAICS concurs.

<sup>4</sup> Additional MOS proposed by USAICS.

APPENDIX C-2 (Added)  
SCHOOL REJECTION OF SSC-NCR PROPOSED MOS  
(SAMPLE)

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| MOS   | RATIONALE<br>FOR REJECTION  |
|-------|---|
| "XYZ" | School nonconcurs with SSC-NCR nomination of MOS "XYZ" because of delay in new equipment acquisition. |

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APPENDIX D (Added)  
SCHOOL MOS SELECTIONS AND PRIORITIZATION FOR TRAINING FACTOR SURVEY  
(SAMPLE)

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| USAICS MOS FOR TRAINING FACTOR SURVEY |  |  |  |
|---------------------------------------|--|--|--|
| <u>MOS</u>                            | <u>CODAP DATE</u><br><u>DESIRED</u> <sup>1</sup> | <u>TRAINING FACTOR(s)</u><br><u>DESIRED</u> <sup>2</sup> | <u>RATIONALE</u><br><u>FOR SELECTION</u>   |
| 96H                                   | 2/80   | TE, FQA  | Results of Training Factor survey for this MOS will be of value in ongoing training development/training revision process. Acceptable task inventory is resident in AOSP bank. |
| 17K                                   | 2/80   | TE, LD   | (same as above)  |
| 17M                                   | 2/80   | TE, TDT  | (same as above)  |
| 26C                                   | 2/80   | TE, LD, FQR  | (same as above)  |

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<sup>1</sup> Expectation dates for Training Factor CODAP report are: 8 months after request, if current task inventory is available in AOSP data bank; 12 months, if no current task inventory is available. This is a special CODAP report distinct from that issued for the AOSP Incumbent questionnaire.

<sup>2</sup> Training Factor Codes:

TE - Training Emphasis  
LD - Learning Difficulty  
TDT - Task Delay Tolerance  
COIP - Consequence of Inadequate Performance  
PDP - Probability of Deficient Performance  
IM - Immediacy of Performance  
FQR - Relative Frequency  
FQA - Absolute Frequency  
TI - Task Importance

APPENDIX E (Added)  
 TRADOC MOS SELECTIONS/PRIORITIZATION FOR AOSP SURVEY CYCLE X  
 (SCHOOL PROPOSALS - CONSOLIDATION REPORT) (1)  
 (SAMPLE)

MOS PRIORITIZED IN ORDER OF CODAP REPORT DUE DATE (X MONTH) (2)

| PROJECTED DATE |    |         |     |     |     |     |     |      |    |          |          |      |         |     |     |       |     |      |       |     |     |
|----------------|----|---------|-----|-----|-----|-----|-----|------|----|----------|----------|------|---------|-----|-----|-------|-----|------|-------|-----|-----|
| CODAP REPT REQ | QM | MP      | AD  | ARM | AVN | SIG | ENG | MMCS | FA | INTEL(H) | INTEL(D) | CHAP | INF     | CML | SSC | MUSIC | DEF | INFO | TRANS | ORD |     |
| Jun 83 (3)     |    |         |     |     |     | 34C |     |      |    |          |          |      |         |     |     |       |     |      |       | 44E |     |
|                |    |         |     |     |     | 34H |     |      |    |          |          |      |         |     |     |       |     |      |       |     | 45B |
| Jul 83 (3)     |    |         |     |     |     | 35H |     |      |    |          |          |      | 11C (4) |     |     |       |     |      |       |     | 45G |
|                |    |         |     |     |     | 32G |     |      |    |          |          |      |         |     |     |       |     |      |       |     | 63D |
|                |    |         |     |     |     | 31T |     |      |    |          |          |      |         |     |     |       |     |      |       |     |     |
| Aug 83 (3)     |    | 94B (5) |     |     |     |     |     |      |    |          |          |      | 11B (4) | 54E | 71D |       |     |      | 64C   |     | 45Z |
| Sep 83 (3)     |    | 43E (5) |     |     |     | 05C | 82D |      |    |          |          |      | 11H (4) | 54C |     |       |     |      |       |     | 63G |
|                |    |         |     |     |     | 26Q |     |      |    |          |          |      |         |     |     |       |     |      |       |     | 63N |
|                |    |         |     |     |     | 34K |     |      |    |          |          |      |         |     |     |       |     |      |       |     |     |
|                |    |         |     |     |     | 84F |     |      |    |          |          |      |         |     |     |       |     |      |       |     |     |
| Oct 83         |    | 76P (5) | 24R |     |     |     | 12B | 27F  |    |          |          |      |         |     |     |       |     |      |       |     | 63H |
|                |    |         | 24G |     |     |     | 12C |      |    |          |          |      |         |     |     |       |     |      |       |     |     |
| Nov 83         |    | 76V (5) | 24E |     |     | 36H |     | 27N  |    |          |          |      |         |     |     |       |     |      |       |     | 63W |
|                |    |         | 24C |     |     |     |     |      |    |          |          |      |         |     |     |       |     |      |       |     | 63Y |
| Dec 83         |    | 76W (5) |     |     |     |     |     | 27G  |    |          |          |      |         |     |     |       |     |      |       |     |     |
|                |    | 76Y (5) |     |     |     |     |     |      |    |          |          |      |         |     |     |       |     |      |       |     |     |

Footnotes: See page 18.

APPENDIX E - Continued)

| PROJECTED DATE | QM     | MP     | AD         | ARM | AVN | SIG | ENG | MMCS | FA     | INTEL(H) | INTEL(D) | CHAP | INF | CML | SSC | MUSIC | DEF<br>INFO | TRANS | ORD |
|----------------|--------|--------|------------|-----|-----|-----|-----|------|--------|----------|----------|------|-----|-----|-----|-------|-------------|-------|-----|
| Jan 84         | 76X(5) |        |            |     |     |     | 12E | 55B  |        | 97B      |          |      |     |     | 75B |       |             |       |     |
| Feb 84         |        |        |            |     |     |     |     | 55R  |        |          |          |      |     |     | 75C |       |             |       |     |
| Mar 84         |        |        |            |     |     |     |     | 55G  |        |          |          |      |     |     | 73C |       |             |       |     |
| Apr 84         |        |        | 16B<br>24U |     |     |     |     | 35F  | 15D(4) |          |          |      |     |     |     |       |             |       |     |
| May 84         |        |        |            |     |     |     |     | 27B  |        |          |          |      |     |     |     |       |             |       |     |
| Jun 84         |        |        |            |     |     |     |     | 27L  |        |          |          |      |     |     | 75F |       |             |       |     |
| Jul 84         |        |        |            |     |     |     |     |      | 13E(4) |          |          |      |     |     | 75Z |       |             |       |     |
| Aug 84         |        |        |            |     |     |     |     |      | 13B(4) |          |          |      |     |     |     |       |             |       |     |
| Sep 84         |        | 95B(4) |            |     |     |     |     |      |        |          |          |      |     |     |     |       |             |       |     |
| SUBTOTALS      | 7      | 1      | 6          |     |     | 10  | 4   | 9    | 3      | 1        |          |      | 3   | 2   | 6   |       |             | 1     | 10  |
| GRAND TOTAL    | 63     |        |            |     |     |     |     |      |        |          |          |      |     |     |     |       |             |       |     |

- (1) Proposals subject to change.
- (2) Item submissions are to be provided by proponent school to SSC-NCR 12 months prior to required CODAP report date listed per each MOS.
- (3) Technically, these represent late submissions to Survey Cycle IX (Oct 81-Sep 82).
- (4) In addition to standard CODAP report, training factor reports (Training Emphasis and Learning Difficulty) are requested.
- (5) In addition to standard CODAP report, training factor reports (Frequency of Performance, Task Delay Tolerance, and Task Learning Difficulty) are requested.

APPENDIX F (Added)  
AOSP QUESTIONNAIRE ITEM SUBMISSION REQUIREMENTS

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F-1. Survey plan: Include information needed and uses for data derived from the survey; identification of significant Job language; method for organizing tasks and duty statements; significant questions to be asked of incumbents; specific problems facing the MOS; and any survey items which may produce classified responses. Additional information about the survey plan may be obtained from the USA SSC-NCR publication, "Guidelines for Preparing Questionnaire Item Submissions" or the AOSP Handbook to be published in Spring, 1983.

F-2. Questionnaire elements: Include task statements grouped under an appropriate duty heading; an equipment list; special requirement items such as ASI, mental and physical demands, skill and knowledge pertinent to the MOS, and any other items which may assist SSC-NCR questionnaire designers in the development process. (See "Guidelines for Preparing Questionnaire Item Submissions" or AOSP Handbook to be published in Spring, 1983, for detailed information.)

F-3. Reference materials:

a. Schools should review the previous AOSP questionnaire (if any) for respective MOS selected for survey. An annotated list of tasks, equipment items, etc., derived from these surveys would help the survey development process. This annotated list should indicate items to be added or deleted from the MOS since the previous survey. Each questionnaire will include tasks performed by all members of the MOS for each skill level and paygrade. Critical tasks listed in the Soldier's Manual (SM) alone usually do not provide sufficient scope for survey development.

b. To assist SSC-NCR in preparing the questionnaire, the following items should be provided: POI, TM, FM, and any DA or DOD publications relevant to the MOS. Each item in the submission should be annotated to show its source in the SM. Although the levels of specificity between SM tasks and tasks included in the survey differ, a mapped reference of each submission task (element) to SM task(s) is required.

F-4. Coordination: Submit the name and AUTOVON of the senior school action officer responsible for managing the survey development process for all MOS to be surveyed at the school. On receipt of the item submissions, SSC-NCR questionnaire developers will contact the designated action officer for initial coordination that will continue through the development process.

APPENDIX G (Added)  
 ENLISTED INCUMBENT SURVEY STATUS REPORT MONTH-END JUL 82(1)  
 (SAMPLE)

I. SURVEY FIELDDED (MAY 81 - JUL 82).

| <u>MOS</u> | <u>PROPONENT SCHOOL</u> | <u>DATE DISTRIBUTED</u> | <u>NUMBER DISTRIBUTED</u> | <u>AUTHORIZED REDUCTIONS (2)</u> | <u>NET DISTRIBUTION (3)</u> | <u>ACCEPTABLE RETURNS</u> | <u>PERCENT RETURNED (4)</u> | <u>DATA AVAILABLE</u> |
|------------|-------------------------|-------------------------|---------------------------|----------------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------|
| 00B        | USAES                   | JAN 82                  | 39                        | 4                                | 35                          | 31                        | 88.6                        | AUG 82                |
| 00E        | USA SSC                 | JUL 81                  | 1557                      | 1                                | 1556                        | 847                       | 54.4                        | JAN 82                |
| 00J        | USA SSC                 | JUL 81                  | 563                       | 21                               | 542                         | 227                       | 41.9                        | FEB 82                |
| 00U        | USA SSC                 | JUL 81                  | 539                       | 32                               | 507                         | 241                       | 47.5                        | FEB 82                |
| 03C        | USA SSC                 | SEP 81                  | 782                       | 41                               | 741                         | 350                       | 47.2                        | APR 82                |
| 12F        | USAES                   | JUN 82                  | 749                       | 0                                | 749                         | 0                         | 0.0                         | DEC 82                |
| 16J        | USAADS                  | MAY 81                  | 343                       | 17                               | 326                         | 150                       | 46.0                        | JAN 82                |
| 16P        | USAADS                  | JUN 82                  | 1130                      | 32                               | 1098                        | 0                         | 0.0                         | DEC 82                |
| 16R        | USAADS                  | MAY 82                  | 900                       | 1                                | 899                         | 219                       | 24.4                        | NOV 82                |
| 16S        | USAADS                  | MAR 82                  | 1030                      | 19                               | 1011                        | 426                       | 42.1                        | SEP 82                |
| 16Z        | USAADS                  | MAY 81                  | 381                       | 28                               | 353                         | 413                       | 40.5                        | JAN 82                |
| 17C        | USAFAS                  | APR 82                  | 566                       | 13                               | 553                         | 159                       | 28.8                        | OCT 82                |
| etc.       | etc.                    | etc.                    | etc.                      | etc.                             | etc.                        | etc.                      | etc.                        | etc.                  |

- (1) Published monthly by SSC-NCR. POC: Mr. Davis, AUTOVON 221-9268/0483.  
 (2) Reductions granted based on insufficient numbers of incumbents.  
 (3) Net distribution = Number distributed minus authorized reductions.  
 (4) Percent returned = (Acceptable Returns X 100%) /net distribution.

APPENDIX H (Added)  
 ASOP ADMINISTRATIVE SUPPORT AND COORDINATION PROCESS (1)

Main Events: D J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S

|   | → |  |  |  |  |  |  |  |  |  |  |     |         |
|---|---|--|--|--|--|--|--|--|--|--|--|-----|---------|
| Continuing School ASOP Survey Planning  |   |  |  |  |  |  |  |  |  |  |  |     |         |
| Schools Update Primary AOSP-POC Appointments (A) (2)  |   |  |  |  |  |  |  |  |  |  |  | X   |         |
| SSC-NCR Provides HQ TRADOC New AOSP Survey Proposal   |   |  |  |  |  |  |  |  |  |  |  |     | X       |
| HQ TRADOC Provides New AOSP Survey Proposal to Schools  |   |  |  |  |  |  |  |  |  |  |  |     | X       |
| Schools Select/Prioritize MOS for AOSP Survey; Provides Requirements to HQ TRADOC (E/C/D) (2) |   |  |  |  |  |  |  |  |  |  |  | X   |         |
| HQ TRADOC Pools/Provides School MOS Selections/Prioritizations to SSC-NCR (E) (2)             |   |  |  |  |  |  |  |  |  |  |  | X-X |         |
| SSC-NCR Provides Letter to Schools Confirming AOSP Schedule                                   |   |  |  |  |  |  |  |  |  |  |  |     | X-X     |
| SSC-NCR Provides Letter Alerting Schools on MOS due for Survey (3)                            |   |  |  |  |  |  |  |  |  |  |  |     | X-----X |
| Schools Comply with New AOSP Survey Schedule  |   |  |  |  |  |  |  |  |  |  |  |     | X-----X |
| - Select Secondary AOSP-POC   |   |  |  |  |  |  |  |  |  |  |  |     |         |
| - Provide MOS Itme Submissions to SSC-NCR (F) (2)   |   |  |  |  |  |  |  |  |  |  |  |     |         |
| - Assist SSC-NCR Develop AOSP Questionnaires  |   |  |  |  |  |  |  |  |  |  |  |     |         |
| SSC-NCR Finalizes AOSP Questionnaires (Final Review Draft)                                    |   |  |  |  |  |  |  |  |  |  |  |     | X-----X |
| SSC-NCR Fields AOSP Questionnaires (G) (2)  |   |  |  |  |  |  |  |  |  |  |  |     | X-----X |
| SSC-NCR Provides Final CODAP Reports to Schools (G) (2)                                       |   |  |  |  |  |  |  |  |  |  |  |     | X-----X |

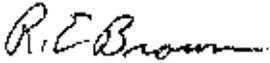
(1) Includes both incumbent AOSP and Training Factor questionnaires.  
 (2) See Appendix A, B, C (etc) for guidance/sample.  
 (3) Provided approximately 2 months prior to action suspense for questionnaire development.  
 (4) See Appendix B for exceptions to time phasing of Training Factor survey.

The proponent of this supplement is the Office of the Deputy Chief of Staff for Training (DCST). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) through channels to Cdr, TRADOC, ATTN: ATTG-DOR, Fort Monroe, VA 23651

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