



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

15 APR 2004

MEMORANDUM FOR See Distribution

SUBJECT: Implementation Policy for Special Reporting Code (SRC) OOF (MOS Immaterial) (ARH memo 04-006)

1. References:

a. Memorandum, PERSCOM, TAPC-PLC-C, 15 Aug 03, Notification of Future Change to DA Pam 611-21, E-0404-12, Establishment of Special Reporting Code (SRC) OOF (MOS Immaterial National Guard Bureau (NGB)).

b. DA Pam 611-21, Military Occupational Classification and Structure, 31 Mar 99.

c. NGR 600-200, Enlisted Personnel Management, 31 Mar 97.

2. Purpose. This policy guides the implementation and utilization of the SRC OOF as a Duty Military Occupational Specialty (DMOS) code on Army National Guard (ARNG) Tables of Distribution and Allowances (TDAs).

3. General. This reporting code can not be utilized or coded in Modified Table of Organization and Equipment (MTOE).

4. Position Coding and Validation.

a. All position reclassifications, to include revision of duty position titles, grades and identifiers will be accomplished during the FY06 Command Plan to all TDA documents in effect on or after 1 October 2006.

b. This policy eliminates the practice of coding ARNG TDAs with a remark code of "UP". The use of "UN" will continue to be used for positions that require Combat Arms MOSs. Current positions that are coded with the "UP" or "UN" code will be converted to OOF (top loaded). These positions must be validated against this policy to assure compliance. All other remark codes used on the TDAs will remain on the document and will not be converted to OOF.

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c. The specialized duty functions listed in DA Pam 611-21, paragraph 11-1 is the guide used to justify positions as OOF. The standards of grade listed in DA Pam 611-21, Chapter 11 must be followed. All positions require approval before implementation per paragraph 4e or 4f.

d. All OOF positions must have a duty description that lists all the MOSs that can perform this duty. The only positions that can be any MOS are IG and EO positions. See the enclosure for the NGB Form 600-5/10 and instructions.

e. Positions coded as OOF within the States and Territories must be approved by the Force Management Directorate (NGB-ARF). Submit requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

f. The Staff Management Office (NGB-ARZ-T) must approve all Title 10 AGR positions before they are submitted to the appropriate agency for inclusion on their TDAs. This includes all recommended changes to Army TDAs that have Title 10 AGR requirements and/or authorizations. Submit all requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

5. Utilization policy.

a. Soldiers occupying OOF positions will maintain a PMOS required for the duties associated with the position. When a Soldier holds more than one MOS that could be used, the MOS that is most closely related to the position should be used. The Soldiers PMOS will be the Soldiers CPMOS. This is the MOS in which the Soldier will seek further assignments and promotion opportunities. The Military Personnel Management Officer (MPMO) (NGB-ARZ-T for Title 10 AGR Soldiers) is the final approval authority in determining the Soldiers CPMOS.

b. Soldiers will be considered for promotion and further assignments based upon their CPMOS. Soldiers desiring to change their CPMOS must submit a DA Form 4187 through channels to the MPMO or to NGB-ARZ-T for title 10 AGR Soldiers.

c. For reporting purposes, Soldiers occupying OOF positions will be coded as qualified in SIDPERS. This is regardless of any additional training requirements for positions coded with an SQI or ASI.

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6. Points of Contact:

a. Enlisted policy issues, MSG Chris Van Briesen, DSN 327-3401, commercial (703) 607-3401 or email Christopher.VanBriesen@ngb.army.mil.

b. Force Structure issues, CW3 Ramon Olivo, DSN 327-7807, commercial (703) 607-7807 or email Ramon.Olivo-Astol@ngb.army.mil.

2 Encl

1. NGB Form 600-5/10
2. Form Instructions


TAMMY L. MIRACLE
LTC, NGB
Chief, Personnel Policy
and Readiness Division

DISTRIBUTION:

MILITARY PERSONNEL OFFICERS (MILPOs)
MILITARY PERSONNEL MANAGEMENT OFFICERS (MPMOs)
ENLISTED PERSONNEL MANAGERS (EPMs)
FORCE INTERGRATED READINESS OFFICERS (FIROs)
INSPECTOR GENERALS (IGs)

CF:

NGB-ART
NGB-ARZ-T
NGB-IG

ARNG POSITION AUTHORIZATION
REQUEST NEW **CHANGE**

For use of this form, see NGR 600-5 or 600-10; the proponent agency is NGB-ARH

PART I - FILL DATA

A. POSITION TITLE:	D. TDA#																	G. COMMAND/AGENCY:
B. REQUESTED GRADE:	E. PARA:																	H. DUTY LOCATION STREET: CITY: STATE, ZIP:
C. DUTY AOC/FA/MOS:	F. DATE OF TDA/MTOE/JMD & CCNUM & EDATE:																	

PART II - DESCRIPTION OF DUTIES

JOB DESCRIPTION: List major duties that support Reserve Component mission (identify ARNG specific duties) - (continue in PART V):

PART III - SUPERVISORY CONTROLS

A. RATING CHAIN: OFF: <input type="checkbox"/> ENL: <input type="checkbox"/>				B. LEVEL OF SUPERVISION/GUIDANCE AGR MEMBER WILL RECI			
	AUTH GRADE	TITLE		FREQ/DAILY	MOD/WEEKLY	MIN,	
1. RATER							
2. INTRTR/INDR							
3. SR RTR/REVWR							
C. NUMBER/CATEGORIES OF AC/RC PERSONNEL TO BE SUPERVISED BY MEMBER IN SUPPORT OF ARNG MISSION: (Fill in approximate number where appropriate): NONE: (check here):							
	AC	ARNG	USAR	FULL-TIME ENLITSED	AC	ARNG	USAR
FULL-TIME - OFFICER	0	0	0	0	0	0	0
PART-TIME - OFFICER	0	0	0	0	0	0	0
				PART-TIME ENLISTED			
				0	0	0	0

- D. CHECK ALL APPLICABLE BOXES BELOW TO DESCRIBE MEMBERS' DUTIES:
- 1. MAKE RECOMMENDATIONS OF ARNG POLICY
 - 2. ADVISE ON ARNG DECISIONS
 - 3. MAKE DECISIONS ON ARNG POLICY
 - 4. PERFORM OPERATIONAL DUTIES IN SUPPORT OF ARNG
 - 5. PERFORM ADMINISTRATIVE DUTIES IN SUPPORT OF ARNG
 - 6. PERFORM RECRUITING/RETENTION DUTIES IN SUPPORT OF ARNG
 - 7. PERFORM SPECIAL ARNG PROJECTS
 - 8. WORK WILL BE REVIEWED IN DETAIL
 - 9. WORK WILL BE REVIEWED FOR ACCOMPLISHMENT OF OBJECTIVES
 - 10. WILL WORK PRIMARILY ON THEIR OWN

REMARKS:

PART IV - EDUCATION/EXPERIENCE QUALIFICATIONS

QUALIFICATIONS (INDICATE BY AN X IN APPROPRIATE BOX) AMPLIFY IN REMARKS AT RIGHT

	REQUIRED	PREFERRED	N/A
1. OAC/FA GRADUATE BRANCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. C&GS/NCOES LEVEL ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SR SERV SCHOOL GRAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. UNIT LEVEL EXPER SSI/MOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CMD/SUPV EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. STAFF EXPER AOC/FA/MOS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. OVERSEAS LOCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. PREV JOINT DUTY ASSIGNMNT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. JPME-2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. SECURITY CLEARANCE: TS <input type="checkbox"/> S <input type="checkbox"/> OTHER <input type="checkbox"/>			

Preparation of NGB Form 600-5/10

1. The NGB Form 600-5/10 will be used to request new requirements and to request changes to existing Tables of Distribution and Allowances (TDA) positions.

a. The Force Management Directorate (NGB-ARF) must approve all requests to change TDAs within the States and Territories. Submit requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

b. The Staff Management Office (NGB-ARZ-T) must approve all Title 10 AGR (89 coded) positions before they are submitted to the appropriate agency for inclusion on their TDAs. This includes all recommended changes to Army TDAs that have Title 10 AGR requirements and/or authorizations. Submit all requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

2. Instructions:

Part I

Block A - Full title of position.

Block B - Recommended grade for the position (justify in memorandum for requesting to upgrade current position).

Block C - Area of concentration (AOC), Functional Area (FA), Military Occupational Specialty (MOS), Additional Skill Identifiers (ASI), and Special Qualification Identifiers (SQI) required for the position.

Block D - Complete Table of Distribution and Allowances (TDA) number, to include Unit Identification Code (UIC) from upper right corner.

Block E - Paragraph and line number for position or recommended para/ln for new positions.

Block F - Date, Effective date (EDATE), and CCNUM, from the upper right hand corner of the Table of Distribution and Allowances (TDA).

Block G - Major Area Command (MACOM), agency, or unit designation to which the position will be assigned.

Block H - Physical geographical location (to include building number) on the installation to which the position will be assigned.

Part II

List specific duties that would be included on evaluation reports.

All requests for enlisted OOF positions must have a duty description that lists all the MOSs that can perform this duty. List the associated MOSs on the first line, before describing the duty. The only positions that can be any MOS are IG and EO positions. The request (memorandum) must include the justification for using OOF.

AGR Title 10 positions must include duties per Title 10 United States Code (USC), Subsections 10211, 10302 (h), 12301 (d), and 12402. At least 60 percent of the position duties must be ARNG related 40% might be USAR and AC specific duties.



DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VA

REPLY TO
ATTENTION OF
TAPC-PLC-C (611-1a)

22332-0406

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Future Change to DA Pam 611-21, E-0404-12, Establishment of Special Reporting Code (SRC) OOF (MOS Immaterial National Guard Bureau (NGB))

1. PURPOSE. Provide Notification of Future Change to the Military Occupational Classification and Structure for implementation.
2. COORDINATION. This change (enclosure 1) has been coordinated with affected HQDA principal staff agencies and MACOM commanders per AR 25-30 and AR 611-1 for publication in the next update of DA Pam 611-21.
3. SUMMARY OF SIGNIFICANT CHANGES: Establishes SRC 00F to identify Noncommissioned Officer positions on Army National Guard Tables of Distribution and Allowance (TDA) authorization documents not requiring the skills and knowledge of a specific Military Occupational Specialty (MOS) and to report the duty MOS of soldiers assigned against those positions.
4. IMPLEMENTATION.
 - a. Training strategy. There will be no change to the current training strategy.
 - b. Army Recruiting Information Support System (ARISS). This revision will not require a change to be made to ARISS.
 - c. Position reclassification guidance is provided at enclosure 2.
 - d. Personnel reclassification guidance is not applicable.
 - e. Changes to Tables of Organization and Equipment (TOE) is not required.

TAPC-PLC-C

SUBJECT: Notification of Future Change to DA Pam 611-21, E-0404-12, Establishment of Special Duty Reporting Code (SRC) OOF (MOS Immaterial National Guard Bureau (NGB))

f. Position reclassification to include revision of duty position titles, grades and identifiers will be accomplished during the FY07 Command Plan to all Tables of Distribution and Allowances (MTOE) documents in effect on and after 1 October 2006.

g. MILESTONES (AR 611-1, table 3-1). The following milestones, required to update manpower and personnel systems, will occur prior to publication in the next update of DA Pam 611-21.

(1) 31 October 2003 - Close MOCS window and consolidate approved changes (Army G1/PERSCOM).

(2) 30 November 2003 - Update POSC-Edit File (PERSCOM).

(3) 31 December 2003 - Forward TOE POSC-Edit Tape to USAFMSA for the 0404 CTU (PERSCOM).

(4) 31 March 2004 - Submit DA Pam 611-21 update to USAPA (PERSCOM).

5. POINT OF CONTACT. The PERSCOM action officer is Ms. Toni Miskell, DSN 221-7941, commercial (703) 325-7941, fax 221-0657 and e-mail toni.rizzo@hoffman.army.mil.

FOR THE COMMANDER:

2 Encls
as

/Original Signed/
L. M. RIVAS
Chief
Force Integration Division

14-X. 00F-MOS Immaterial NGB

a. This code (00F) will be used to identify approved MOS immaterial positions in Army National Guard Table of Distribution and Allowance (TDA) organizational authorization documents, and to report the duty MOS for soldiers assigned to these positions. Authorization documents will not be identified with MOS 00F prior to approval by CNGB, Force Management Division (NGB-ARF). MOS immaterial positions must meet the following criteria:

b. MOS immaterial positions require skills of a noncommissioned officer that are not restricted to just one MOS, and are too general to warrant establishment of another MOS or identifier such as Senior Enlisted Advisor and Operations Sergeant.

c. Requests to identify positions with MOS 00F will be forwarded to the Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382, and will include the following information:

(1) Unit identification code, command code and document number of authorization document in which position exists.

(2) Paragraph and line number.

(3) Pay grade.

(4) Number of authorizations.

(5) Job descriptions, including--

(a) Duties.

(b) Minimum skills and knowledge required.

(6) Summary of civilian education/training/experience required to successfully perform the job.

(7) Explanation of why the job cannot be coded with an existing Army identifier.

d. Approval will remain valid until mission changes occur.

Table B-3

Specific documentation guidance (enlisted)

Summary of action	Documentation guidance	Positions to be reviewed	Position recoding	Type of change	Authorized Grades
			From To		
SRC 00F MOS Immaterial (CMF 00). Established. Added to identify selected MOS immaterial positions in National Guard TDA authorization documents.	Selected TDA positions currently coded in any MOS in grades SGT-SGM will be recoded to SRC 00F upon approval of the Chief, National Guard Bureau, NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.	xxxxxx	xxxxxx 00Fxx	B+	SGT-SGM