

Army Regulation 600–3

Personnel–General

The Army Personnel Development System

**Headquarters
Department of the Army
Washington, DC
26 February 2009**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-3

The Army Personnel Development System

This major revision, dated 26 February 2009--

- o Changes title from The Army Personnel Proponent System to The Army Personnel Development System (cover page).
- o Outlines responsibilities and requirements of implementing military and civilian personnel development and managing the automated personnel data systems (chap 2).
- o Provides information on research and analysis of Basis of Issue Plan feeder data (includes quantitative and qualitative personnel requirements information, Basis of Issue Plan, and Basis of Issue Plan Impact Report) to determine manpower, personnel, and training impact (para 2-1d(11)).
- o Eliminates career fields as officer categories, replacing them with functional categories (paras 2-3, 2-21, 3-1, and 3-2).
- o Revises the eight personnel development system life cycle management functions (para 2-21).
- o Renames personnel proponent as personnel developer (throughout).
- o Changes personnel proponent system to personnel development system (throughout).

Personnel–General

The Army Personnel Development System

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
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History. This publication is a major revision.

Summary. This regulation prescribes personnel developer responsibilities in career field management for officer branches and functional areas, warrant officer military occupational specialties, enlisted personnel career management fields, and civilian occupational series under their respective personnel management systems.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to appropriated and nonappropriated fund civilian members.

Proponent and exception authority. The proponent of this regulation is the

Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE-PR), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Deputy Chief of Staff, G–1 (DAPE-PRP-

CSB), 300 Army Pentagon, Washington, DC 20310–0300.

Committee Continuance Approval. The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15–1. Army Regulation 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office (AARP-ZA), 2511 Jefferson Davis Highway, Taylor Building, 13th floor, Arlington, VA 22202–3926. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation establishes the Army Personnel Development System as prescribed by AR 5–22. It prescribes policies and responsibilities for personnel developers' involvement in the Army's personnel system and the composition and mission of the HQDA Personnel Development General Officer Steering Committee (GOSC), Officer Personnel Management System (OPMS) Council of Colonels (CoC), and the individual personnel developer committees and boards.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Statutory authority

Statutory authority for this regulation is derived from Title 5 United States Code (Government Organizations and Employees), 10 USC (Armed Forces), 32 USC (National Guard), and 40 USC, Subtitle III (Information Technology Management).

1–5. Personnel development system objectives

Objectives of the personnel development system are as follows:

- a. Establish responsibilities throughout the Army for all military functional category and civilian career field-related matters involved in the eight personnel development system life cycle management functions (see para 2–21).
- b. Ensure that a single agent is identified and made responsible for analysis of the functional role of all personnel in each career field.
- c. Ensure personnel management policies, programs, and procedures established by HQDA incorporate career field-related considerations.
- d. Foster achievement of the total Army goals and objectives of the Army's OPMS, the Enlisted Personnel Management System (EPMS), the Civilian Personnel Management System (CPMS), and the Department of the Army Defense Civilian Intelligence Personnel System (DCIPS).

1–6. HQDA Personnel Development General Officer Steering Committee

- a. *Establishment.* The HQDA Personnel Development GOSC, chaired by the Assistant Deputy Chief of Staff, G–1 (ADCS, G–1), is established in accordance with AR 15–1, as an intra-Army committee to identify personnel development issues and propose solutions for the Army leadership's consideration. The OPMS, EPMS, and CPMS GOSC will be convened through this process.
- b. *Mission.* The HQDA Personnel Development GOSC will advise the DCS, G–1 and ASA(M&RA) on strategic human resource management issues affecting military and civilian personnel Armywide.
- c. *Composition.* The HQDA Personnel Development GOSC will consist of general officers and senior executive Servicemembers from the following organizations. The chairperson may invite or solicit advice and/or recommendations from any organization that is not a member of the GOSC.
 - (1) DCS, G–1 and office of the ASA(M&RA) Staff principals.
 - (2) Branch and functional area personnel developers.
 - (3) Army Commands (ARCOMs)/Army Service Component Commands (ASCCs)/Direct Reporting Units (RUs).
 - (4) Director, Army National Guard (ARNG).
 - (5) Chief, Army Reserve (CAR).
 - (6) Other DA Secretariat and Army Staff principals.
 - (7) U.S. Army Human Resources Command (HRC).
- d. *Direction and control.* Foster achievement of the total Army goals and objectives of the Army's OPMS, the Total Warrant Officer System, the EPMS, to include the special branches, and the CPMS.
 - (1) The HQDA Personnel Development GOSC will convene at the direction of the chairperson. The chairperson may convene a meeting of selected members when deemed appropriate.
 - (2) Any member may request that the steering committee assemble to discuss specific personnel development issues. Requests will be forwarded to DCS, G–1 and should include, as a minimum, a proposed agenda and a read-ahead packet for each issue to be discussed. Issue packets should include impact assessments as well as recommended solutions. All members will provide agenda items upon request.
- e. *Administrative support.*
 - (1) The Commander, HRC will coordinate all administrative and logistical support for the GOSC.

(2) Funds for travel and per diem will be provided by the parent organization of the member.

f. Correspondence. All correspondence to the GOSC will be sent to Commander, HRC, (AHRC-OPT) and Office of the Deputy Chief of Staff, G-1, (DAPE-ZXI), 300 Army Pentagon, Washington, DC 20310-0300.

g. Charter and membership. The OPMS CoC and GOSC charter, dated 22 March 2007, along with membership is at appendix B.

Chapter 2 Responsibilities

2-1. Deputy Chief of Staff, G-1

a. Deputy Chief of Staff, G-1. The DCS, G-1 is responsible for the Army's military personnel system and for principle management of personnel with the doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) process functions except as otherwise prescribed by law and regulations. This responsibility is not further delegated.

b. Assistant Deputy Chief of Staff, G-1. The ADCS, G-1 prescribes Army developer responsibilities for personnel life cycle of Army officer branches and functional areas, enlisted career management fields, and civilian career fields under their respective personnel management systems. The ADCS, G-1 may delegate, as necessary, the authority to develop personnel management policy.

c. Director, Military Personnel Management. The Director, Military Personnel Management will—

(1) Develop and manage the Total Army Officer Accession Plan and provide accession policy and missions for sources of commission.

(2) Provide the following annual military personnel management guidance to the Commander, HRC—

(a) Distribution policy.

(b) Acquisition plan/retention program objectives.

(c) Promotion boards.

(d) Functional designation (FD) boards.

(3) Assist personnel operating agencies in providing personnel developers with military data and reports that will enable them to perform the eight personnel development system life cycle management functions.

(4) Branch assignment guidance to Commander, HRC, for all sources of commission.

d. Director, Plans and Resources, and Operations. The Director, Plans and Resources, and Operations will—

(1) Approve general military personnel policy regarding classification and standards of grade for documenting required and authorized positions.

(2) Develop/approve and distribute the Personnel Management Authorization Document (PMAD) and Updated Authorization Document (UAD), Manning Program Evaluation Group (PEG), incentives and compensation.

(3) Maintain supportability overview of all military personnel authorizations and inventory modifications resulting from force modernization initiatives.

(4) Develop, receive, analyze, and staff policy changes with personnel developers.

(5) Assist in the evaluation of personnel development issues and coordinate their recommendations with the ACOMs, ASCCs, DRUs, and the ARSTAF.

(6) Provide technical guidance to the ARSTAF on personnel development matters.

(7) Provide feedback to CG, TRADOC, (ATTG-TRI-VP), and non-TRADOC personnel developers on the status of proposals, problems incurred in staffing, and technical requirements.

(8) Receive, analyze, and staff additions, deletions, or revisions to military occupational classification structure (see AR 611-1).

(9) Act as the coordination point with the ARSTAF to ensure personnel developers are provided with data (for example, military occupational specialty (MOS) historical data) and reports (for example, career management field (CMF) reviews) that will enable them to perform the eight personnel development system life cycle management functions.

(10) Solicit Headquarters, TRADOC, and non-TRADOC personnel developer comments and recommendations on issues having an impact on future policies and procedures affecting their respective career field occupations.

(11) Research and analyze Basis of Issue Plan (BOIP) impact reports and BOIP (which includes qualitative and quantitative personnel requirements information (QQPRI) data) to determine manpower, personnel and training requirements for all new materiel systems/equipment or improvements to existing equipment planned to enter the Army inventory. Develop and approve the operator/maintainer decision, identifying by area of consideration (AOC), MOS, and additional skill identifier (ASI) the operator, maintainer, and Associated Support Items of Equipment. Manage and provide BOIP and MOS input to the Army Modernization Training Automation System database.

e. Assistant G-1 for Civilian Personnel. The AG-1 (CP), will—

- (1) Direct the development of civilian personnel policy and exercise staff supervision of the civilian personnel management system.
- (2) Advise and assist the ASA(M&RA) and other Army leaders on civilian personnel policy as it relates to personnel developments.
- (3) Develop and administer a civilian force alignment strategy in coordination with the ASA(M&RA).
- (4) Advise and support the personnel developers in their overall civilian personnel development responsibilities to include, but not limited to—
 - (a) Developing Army Civilian Training, Education, and Development System (ACTEDS) plans, establishing career ladders, and outlining technical and leadership training, as appropriate.
 - (b) Ensuring the civilian personnel management data systems support proponent requirements.
 - (c) Providing assistance in achieving diversity and correcting under-representation within individual career fields.
- (5) Delegating civilian personnel administration responsibilities, as necessary.
- (6) Developing and administering a civilian force alignment strategy in coordination with the ASA(M&RA).

2–2. Assistant Secretary of the Army for Manpower and Reserve Affairs

a. Assistant Secretary of the Army for Manpower and Reserve Affairs. The ASA(M&RA) has overall responsibility for civilian personnel management and for civilian personnel policy and programs. The ASA(M&RA) will—

- (1) Assist personnel developers assess affirmative action within assigned career fields.
- (2) Direct the development of civilian personnel policy and exercise staff supervision of the civilian personnel management system.
- (3) Assess and report affirmative action goal progress.

b. Deputy Assistant Secretary of the Army for Force Management, Manpower, and Resources. The Deputy Assistant Secretary of the Army for Force Management, Manpower, and Resources will—

- (1) Establish the Army Manpower Program for military programs.
- (2) Develop future civilian personnel requirements in coordination with ASA(M&RA) for civilian programs.

2–3. Commander, U.S. Army Human Resources Command

Commander, U.S. Army Human Resources Command. The Commander, HRC directs, integrates, and coordinates the Total Army Personnel System to develop and optimize utilization of the Army Personnel Development Systems in peace and war. The Commander, HRC, will—

- a.* Serve as the DCS, G–1, Special Staff Officer for the Personnel Development System and act as the responsible official for the system reporting directly to the ADCS, G–1.
- b.* Classify and reclassify active duty Soldiers and Reserve Component (RC) Soldiers on active duty under a mobilization or call to active duty per Army requirements; individual qualifications, experience, and preferences; and the affected personnel developer’s recommendation.
- c.* Implement, coordinate, and integrate revisions and changes to personnel policy, processes, or procedures approved during processes.
- d.* Conduct periodic active duty and RC enlisted and officer branch/CMF reviews with appropriate Office of the Deputy Chief of Staff, G-1 (ODCS, G–1), ARNG, U.S. Army Reserve (USAR), and personnel developers.
- e.* Assist Headquarters, TRADOC, and non-TRADOC personnel developers evaluate current issues and initiatives.
- f.* Designate the initial branch and/or functional area (FA) for officers per Army requirements, DCS, G–1 guidance, individual qualifications, experience, preferences, and personnel developer recommendations. (See para 2–4 (The Surgeon General, (TSG)) and para 2–9 (Chief, Army Reserve) for guidance on Army Medical Department (AMEDD) and USAR, respectively.)
- g.* Execute professional development policies for all functional categories and career fields as approved by the DCS, G–1. (See paras 2–4 and 2–11 for guidance on AMEDD, Chaplain’s Corps, and Judge Advocate General’s Corps.)
- h.* Assign active military Soldiers to meet Army requirements.
- i.* Provide representatives to the HQDA Personnel Development GOSC, OPMS CoC and GOSC, personnel development committees, and other workshops, as requested.
- j.* Plan, monitor, and adjust accession training programs per the Active Army Military Manpower Program, current and future authorizations, personnel developer recommendations, and ensure appropriate coordination for any adjustments.
- k.* Provide inventory projections at AOC and MOS level of detail to ODCS, G–1 for development of officer and warrant officer promotion requirements and goals. Develop and provide select objectives by MOS to ODCS, G–1 for enlisted promotions to SFC, MSG, SGM, and for appointment to CSM. Promotions to SGT through SGM are modeled to allocate to MOS and pay grades, after considering losses, gains, trainees, transients, holdees, and students, and so forth.

l. Monitor and recommend adjustments for special and incentive pay to include enlistment bonus, selective reenlistment bonus, critical skills retention bonus, bonus extension and retraining, and other programs. Recommended adjustments will be coordinated with the effected Army or Branch Proponent.

m. Assist Army and Branch Proponents by providing personnel developers with military data and reports that will enable them to perform the eight personnel development system life cycle management functions.

n. Integrate total Army planning for manpower mobilization and wartime individual replacement operations in support of anticipated requirements for contingency operations.

o. Plan, budget, and execute personnel support for structure initiatives and new equipment fielding.

p. Ensure the U.S. Army Personnel Information Systems Directorate (PERSINSD) provides responsive information mission area support for peacetime, mobilization, deployment, and war-fighting in sustaining base and tactical areas. The Director, PERSINSD will—

(1) Provide automated personnel data systems support as required.

(2) Maintain, monitor, direct, and implement actions pertaining to the credibility and accuracy of data on all HRC systems within the Systems of Systems Architecture for the DCS, G-1.

2-4. The Surgeon General

The Surgeon General. The Surgeon General, in coordination with the Commander, HRC, will exercise personnel management authority over AMEDD officers (except general officers) in their special branches based on an existing memorandum of understanding (MOU). The Surgeon General will—

a. Designate the AMEDD officer initial branch and medical functional area (MFA) to meet Army requirements. Individual preferences will be considered.

b. Develop and execute professional development policy for AMEDD officers

2-5. Deputy Chief of Staff, G-2

Deputy Chief of Staff, G-2. The DCS, G-2 will—

a. In coordination with DCS, G-1 and ASA(M&RA) develop, implement, manage, sustain, and evaluate the DCIPS.

b. Coordinate with the Under Secretary of Defense for Personnel and Readiness, the Under Secretary of Defense for Intelligence, the Director of National Intelligence, and other intelligence community agencies and activities in the establishment, implementation, management, and sustainment of civilian personnel programs.

c. Act as personnel developer for foreign languages and the enlisted special qualification identifier (SQI) of "L." Within the DCS, G-2, the Army Foreign Language Proponency Office (DAMI-OPO), performs this function.

2-6. Commanding General, U.S. Army Family and Morale, Welfare and Recreation Command

Commanding General, U.S. Army Family and Morale, Welfare and Recreation Command. The CG, USAFMWRC is responsible for the Morale, Welfare, and Recreation (MWR) Personnel Development Program. The CG, USAFMWRC will—

a. Participate in the development of personnel systems guidance established by DCS, G-1 and the Civilian Human Resources Agency, and publish MWR-unique personnel guidance consistent with Army policy.

b. Provide information and assistance on the civilian MWR Personnel Development Program.

c. Provide technical guidance and assistance, data, reports, and special requirements to personnel developers to enable them to perform the eight personnel development system life cycle management functions for MWR civilian personnel.

d. Develop and implement personnel management programs that improve the MWR nonappropriated fund (NAF) workforce and enhance the delivery of quality MWR programs within the MWR functional areas consistent with Army policy.

e. Serve as the coordination point with personnel developers for MWR civilian personnel.

2-7. Chief Information Officer/G-6

Chief Information Officer/G-6. The CIO/G-6 exercises authority for strategic hiring, training and professional development of the information technology civilian workforce.

2-8. Chief, National Guard Bureau

Chief, National Guard Bureau. The Chief, NGB, through the Director, ARNG, will operate the ARNG personnel system, participate in the development of personnel systems guidance established by HRC in accordance with policy outlined in appropriate Army regulations, and publish ARNG-unique personnel guidance when ARNG units are not in Active Federal Service in the strength of the Army. Ensure personnel developers are provided with historical data (for example, MOS, historical date), reports, and special requirements that will enable them to perform the eight personnel development system life cycle management functions.

2-9. Chief, Army Reserve

Chief, Army Reserve. The CAR will operate the Army Reserve personnel system and participate in the development of personnel systems guidance established by HRC in accordance with policy outlined in appropriate Army regulations. Ensure personnel developers are provided with historical data (for example, MOS, historical date), reports, and special requirements that will enable them to perform the eight personnel development system life cycle management functions.

2-10. Chief of Public Affairs

Chief of Public Affairs. The CPA exercises personnel management authority of Army civilian and military personnel in the Public Affairs FA and CMF. The CPA is the Functional Chief and personnel developer for Army Public Affairs.

2-11. Chief of Chaplains and The Judge Advocate General

Chief of Chaplains and The Judge Advocate General. The Chief of Chaplains and The Judge Advocate General (TJAG) will exercise personnel management authority over officer and warrant officer personnel (excluding general officers) in their special branches. In addition, TJAG will also exercise personnel management authority over all civilian legal positions.

2-12. Commanding General, U.S. Army Training and Doctrine Command

Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC through the Deputy Chief of Staff, G-3/5/7 (DCS, G-3/5/7) Leader Development and Education Directorate, exercises oversight of the personnel development system for those branches, FAs, CMFs, and skills assigned to any TRADOC subordinate command, center, school, or activity and over the U.S. Army Accessions Command (USAAC), a subordinate organization. Specifically, the CG, TRADOC will—

- a. Assign specific initiatives, issues, responsibilities, and studies to TRADOC personnel developers and USAAC.
- b. Monitor, coordinate, and participate in HQDA-directed or TRADOC-initiated personnel management studies.
- c. Ensure TRADOC subordinate personnel developers fully coordinate their actions with other personnel developers and agencies to ensure integration of DOTMLPF considerations.
- d. Resolve any conflicting issues among TRADOC personnel developers.

2-13. Commanding General, U.S. Army Combat Readiness Center

U.S. Army Combat Readiness Center. The CG, USACRC, in support of the ARSTAF, will—

- a. Assess the implementation and effectiveness of Army safety policies and procedures.
- b. Assist and evaluate ACOM, ASCC, and DRU safety programs for compliance with DA safety policy.
- c. Serve as focal point for coordinating and implementing policy and procedures governing the Total Army Safety Program (AR 385-10).
- d. Provide safety representation to DA and DOD environmental, explosives safety, and other safety and occupational health committees and boards and at conferences.
- e. Serve as focal point for the administration and management of Army initiatives to reduce civilian occupational injuries and illnesses.
- f. Serve as focal point for coordinating and implementing policy and procedures governing the Biological Defense Safety Program and the Army Toxic Chemical Agent Safety Program, components of DOD programs for which Secretary of the Army is DOD Executive Agent.
- g. Provide a chairman for the Army Reactor Safety and Health Council and serve as proponent for the Army Nuclear Reactor Health and Safety Program.
- h. Serve as focal point for coordinating and implementing policy and procedures governing safety programs concerning operations in aviation, explosives, range, ionizing and non-ionizing radiation, and transportation, as well as for accident reporting.
- i. Serve as focal point for coordinating and implementing policy and procedures governing system safety and to integrate system safety in the Manpower and Personnel Integration (MANPRINT) Program.
- j. Administer a program to provide safety training and education that meets the Army's needs.
- k. Conduct centralized investigations of selected Army accidents and hazardous conditions and present the results to Army leadership.
- l. Manage and maintain the Army Safety Management Information System to collect, analyze, and disseminate information on accidents to ARSTAF and ACOM, ASCC, and DRU.
- m. Develop and disseminate Armywide countermeasures against accidents.
- n. Develop Army policy for system safety in the materiel development, acquisition, fielding, and modification process. Provide independent safety assessments for materiel acquisition programs in the DOD.
- o. Conduct a program of safety research and analysis to identify problem areas, causal factors, and system defects; recommending countermeasures.

- p. Develop and manage an Armywide multimedia safety communications program.
- q. Assist the Functional Chief of the Army Safety Management Career Program in administering the program and the centralized training of DA safety interns.
- r. Represent the ARSTAF, as required, in Army Safety Program actions with the DOD, other government agencies, allied governments, and private-sector organizations.

2-14. Commanding General, U.S. Army Accessions Command

U.S. Army Accessions Command. The CG, USAAC, will—

- a. Develop and implement the Army's advertising and marketing programs.
- b. Acquire personnel for the Active Army and the USAR.
- c. Serve as the TRADOC Deputy Commanding General for Initial Military Training (IMT).

2-15. Principal coordination points

Principal coordination points. The PCP are heads of agencies that have additional staff relationships with specific personnel developers. This relationship includes the following responsibilities:

- a. Actively participate in the planning and execution of personnel development responsibilities for career field management.
- b. Analyze and evaluate recommendations in the staff agency's area of expertise and provide results to personnel developers.
- c. Advise personnel developers in technical and procedural matters pertaining to overall career field management.
- d. Assist personnel developers in staff coordination essential to the Army decisionmaking process.

2-16. Functional chiefs

Functional chiefs. The FC retains career management responsibilities for career program occupations (see AR 690-950). A MOU to fit individual circumstances will be negotiated between the FC and personnel developers responsible for the same occupations. The FC is responsible for providing appropriate resourcing to support MOU which exceed the scope of the personnel developer's responsibilities as outlined in this regulation.

2-17. Coordination points

Coordination points. Coordination points are commanders or heads of ACOMs, organizations, activities, and agencies who have vested interest in a career field. They will advise and assist personnel developers, as appropriate, in carrying out career field personnel development system life cycle management responsibilities. Coordination points may be named by a personnel developer or designated by other appropriate authority.

2-18. Civilian Personnel Advisory Center

Civilian Personnel Advisory Center. The installation CPAC that services the personnel development office will—

- a. Provide personnel developers with information and assistance with civilian personnel management.
- b. Provide information to personnel developers on the relationship between civilian personnel management functional areas.
- c. Assist personnel developers in interpreting data retrieved from Army civilian personnel data systems.

2-19. Personnel developers

Personnel developers. Personnel developers are responsible for the eight personnel development system life cycle management functions for their respective functional area, branch or career fields (see para 2-21). The personnel developer executes personnel functions relative to DOTMLPF for the designated functional area or branch. Personnel developers will ensure their recommended programs do not inhibit Soldier equal opportunity and affirmative action programs within their respective branch or functional area. Personnel developers will—

- a. Establish a single point of contact responsible for personnel development matters within their respective organizations.
- b. Gather and evaluate data.
- c. Identify issues and initiatives.
- d. Formulate alternatives.
- e. Coordinate proposals affecting like occupations with other personnel developers who share responsibilities for the occupation (for example, when civilian occupational series are split among developers or when developers for the military and civilian occupations are not collocated).
- f. Coordinate actions with PCP and as necessary with coordination points.
- g. Coordinate proposals involving NAF employees (NAF civilian employees occupying jobs classified in a series within a proponent's career field) with CG, USAFMWRC. A proposal that would either incur direct or indirect expenditure of NAF or require reimbursement for proponent services may not be implemented without the concurrence of the CG, USAFMWRC.

h. Coordinate actions pertaining to career program occupations with the appropriate civilian career program functional chief.

i. Recommend personnel management policy changes to the DCS, G-1. Military policy recommendations will be submitted to DCS, G-1 (DAPE-PRP). Civilian policy recommendations will be submitted through DCS, G-1 (DAPE-CPZ, CG) to the ASA (M&RA). The TRADOC personnel developers will submit recommendations through Commander, TRADOC, (ATCG-TRI-VP), en route to DCS, G-1.

j. Develop actions and proposals in coordination with and assistance of CG, HRC; DCS, G-1 (DAPE-CPZ); and RC personnel agencies, as appropriate.

k. Review and update MOS prerequisites in accordance with AR 611-1 every 3 years. Report updates and changes, if any, during the functional review process. Advise and assist Commander, HRC on all branch personnel matters except individual personnel management decisions. Review requests for exceptions to proponent developed and approved MOS prerequisites and grant waivers as appropriate.

l. *Career development.* Career development will—

(1) Develop their individual portion of DA Pam 600-3, DA Pam 600-4, and DA Pam 600-25 for all three components. These DA pamphlets must be consistent with policy as per AR 350-1, and as established in other applicable Army Regulations. These pamphlets provide meaningful professional development guidance to assist officers; warrant officers; noncommissioned officers; their commanders; HRC; and DA Centralized Officer, Warrant Officer, and Enlisted Selection Boards in ensuring viable career progression within a branch, FA or CMF.

(2) Submit branch and functional area qualifications for entry and professional development to DCS, G-1, (DAPE-MPO-D), Washington DC 20310-0300. To protect the integrity of the active duty list (ADL) and reserve active status list (RASL) DA officer selection system, personnel developers are not permitted to communicate with the boards, individual board members, or personnel involved in the board process except through DA Pam 600-3 or DA Pam 600-4. These pamphlets will be made available to each selection board by the DA Secretariat.

(3) Submit Enlisted DA Centralized Board briefing packets to Commander, TRADOC, (ATCG-TRI-VP). The TRADOC, DCS, G-3/5/7 Leader Development and Education Directorate will ensure standardization and compliance with DA promotion guidance prior to forwarding briefing packets to the DA Secretariat, HRC.

m. Perform the following additional functions:

(1) Establish, as necessary, personnel development steering committees comprised of regular Army, ARNG, and USAR members to assist in the performance of their mission.

(2) Ensure committees prepare and submit recommendations relating to their branch, FA, or CMF and ensure it includes the effects on the ARNG and USAR.

(3) Determine the composition and responsibilities of their specific committees.

(4) Furnish all administrative support for the activities of their committees. Funds for travel and per diem will be provided by the parent organization of the member.

2-20. Army National Guard Officer Personnel Managers

Army National Guard Officer Personnel Managers (OPMs). Functional designation and management by FD is not implemented in the ARNG (Compo 2) the same way as the Active Component due to force structure differences with the active Army, size of state officer inventory, and decentralization of personnel management. Branch and FA designations are the primary considerations in career management and development of ARNG officers. This management is decentralized and administered at the state level by OPM.

a. Career management for ARNG officers is controlled by DA and NGB policy and administered at the state level by authority of the State Adjutant General (AG). Duty assignments are made at the state level based upon the force structure of the state, available officers for available positions, unit readiness and geographic considerations. In addition, promotions, branch transfers, evaluations, separations, and other similar personnel actions are administered by the state within DA and NGB policy guidance. However, the personnel developer provides policy guidance and is the decision authority on branch transfers, qualifications, and award of an occupational identifier, and/or requests for constructive credit for training.

b. The State AG is responsible for the overall direction and effectiveness of the officer career management program in their respective states. This includes designation of branches, functional areas, and awarding of areas of concentration and skills as well as the operation of personnel administration and the preparation, maintenance, and dispositions of qualification records for all officers, in accordance with Army regulatory guidance. In addition, they are responsible for—

(1) Appointing the State OPM.

(2) Maintaining policies affecting all aspects of officer careers.

(3) Implementing appropriate promotions and retention policies in accordance with existing regulations.

(4) Implementing appropriate policies concerning appointment, assignment, transfer, and separation of ARNG officers that provide for officer career development opportunities.

c. The OPM is the primary representative of the State AG in implementing and administering the officer career management program. The OPM has the primary responsibility of ensuring the various policies and regulations are

administered equitably and with consideration for the human factor when possible. The OPM is the link between OPMS and the individual officer. The relationship among each officer, the various levels of personnel managers, and the OPMS is extremely important. The OPM is specifically responsible for—

- (1) Serving as the principal advisor to the State AG on matters pertaining to officer personnel management.
- (2) Operating the state officer career management program under the direct supervision of the director of personnel, military personnel officer, or as designated by the State AG.
- (3) Ensuring that an effective counseling program is in operation to determine proper assignment potential for each officer.
- (4) Maintaining career management records to effectively manage and control normal progression of career patterns for each officer.
- (5) Designating officer branches and FA in accordance with state inventory of officer positions.
- (6) Reviewing each officer record to ensure appropriate areas of concentration (both branch and FA), skill identifiers (SI), and language identification codes (LIC) are properly awarded and recorded.
- (7) Recommending appropriate education requirements in order to ensure officers are qualified for their assigned duty position.
- (8) Directing and supervising annual review of all officer's branches, FA, AOC, skills, and LIC to determine if changes required by new qualifications have been made.

d. The following considerations will be given to ARNG officers when designating FA:

- (1) Since there may be few opportunities for ARNG officers to acquire additional qualifications, FA may be designated primarily based on prior assignments, education, or experience gained in a civilian occupation. Since the ARNG has little control over qualifications gained in civilian employment, minimal programming and planning in this area is possible; however, these qualifications should not be overlooked. Assignment to a FA requires qualification gained through civilian education, civilian occupation, or through appropriate qualification criteria as indicated in DA Pam 600-3.
- (2) The redesignation of an officer branch and/or FA may occur more frequently in the ARNG than in the Active Army as a result of reorganizations and the officer's mobility that is governed by a civilian career. However, an officer assigned to a FA duty position must be determined qualified before the FA AOC can be awarded.

2-21. Personnel development system life cycle management functions

Personnel development system life cycle management functions. The eight personnel development system life cycle management functions are derived from the Army's life cycle model. The definition of the eight functions and their associated personnel developer responsibilities are as follows:

a. *Structure.* Structure describes the personnel developer dimension of the Army's force development function. Force development defines military capabilities and creates the force structure required to provide those capabilities. It then produces the personnel authorizations for each of the Army's units. These authorizations are referred to as the "personnel structure." The structure function provides the authorizations for the acquisition and distribution functions described in paragraphs b and c, below. Personnel developers will—

- (1) Analyze and make recommendations on individual spaces in The Force Management System (FMS) on interchangeability coding; SI; ASI; project/personnel development skill identifier (PDSI); and LIC requirements, remarks code, branch identification, grade, MOS, AOC, civilian occupational series, and so forth.
- (2) Recommend changes to the tables of organization and equipment (TOE), tables of distribution and allowances (TDA), and mobilization tables of distribution and allowances.
- (3) Review TOE, MTOE, and TDA documents to ensure standardization of grade and career field coding, supportability mix between TOE/MTOE and TDA coding and recommend changes as required. Also, review and recommend changes to the PMAD and UAD to ensure correct documentation.
- (4) Recommend classification criteria.
- (5) Recommend and evaluate new or proposed changes to civilian classification standards.
- (6) Participate in developing core documents, standardized civilian job descriptions, performance standards, and other occupationally oriented products.
- (7) Establish career progression pattern by branch or FA.
- (8) Evaluate the feasibility of future authorizations, by branch or FA, based on projected requirements.
- (9) Evaluate the inventory levels by branch or FA after mobilization and recommended adjustments.
- (10) Analyze and recommend changes to improve the alignment of career fields or functional categories.
- (11) Recommend maximum percentages, by grade, to be designated into officer FA.
- (12) Participate in reclassification and re-branching boards in accordance with force alignment initiatives.

b. *Acquisition.* Acquisition describes the function of managing the total Army end-strength. This function ensures that the Army is staffed with the proper number of people in the right grades and skills, within the manpower budget, to meet the Army's requirements. It is significantly more complex than simply recruiting personnel. Acquisition has three important and interrelated dimensions.

- (1) *Manpower Management.* The first dimension of acquisition develops forecasts and establishes manpower targets for accession, attrition management, retention, and promotion.
- (2) *Accession, Attrition and Retention Management.* The second dimension converts the accession and retention targets to missions and ensures that they are effectively executed by the responsible agency.
- (3) *Training integration.* The third dimension establishes training programs and ensures an efficient flow of trainees and students.
- (4) *Classification criteria.* Recommend classification criteria.
 - (a) Recommend or determine appropriate accession criteria for officers, warrant officers, and enlisted personnel, to include maximum and minimum female content and quality distribution for enlisted accessions.
 - (b) Recommend or determine appropriate accession numbers by year and branch or FA and MOS by component.
 - (c) Recommend criteria for selected recall programs in support of active duty and mobilization requirements.
 - (d) Review and recommend appropriate revisions to OPM minimum qualification standards for civilian occupations.
 - (e) Develop and recommend recruitment strategies for branch or FA.
 - (f) Develop and review recruiting materials and programs.
 - (g) Develop candidate evaluation criteria for civilian positions.
 - (h) Monitor the affirmative action status for assigned career fields.
 - (i) Use the MANPRINT program during the acquisition phase, reviewing and recommending the method used to design, develop, and/or modernize and field information and materiel systems.
 - (j) Reevaluate retention criteria after mobilization.
 - (k) Evaluate continuation, attrition, reenlistment, and retention rates of branches or FA and recommend changes to stabilize or improve retention.
 - (l) Recommend criteria for retention and re-branching of officers.
- c. *Distribution.* Distribution describes the function of distributing available personnel to units based on the Army requirements and in accordance with HQDA priorities. It includes the distribution of newly trained Soldiers and the redistribution of Soldiers who are ready for a new assignment. A major focus of the distribution function is to maximize personnel readiness within the Army's combat units and to support the development of Soldiers. In support of this, personnel developers will—
 - (1) Evaluate the inventory and recommend adjustments to the inventory to support authorizations and force structure changes.
 - (2) With the assistance of HRC, determine number of personnel available for training by branch or FA by fiscal year.
 - (3) Assess FA and officer generalist positions in which officers are participating, additional skills in which warrant officers are participating, and secondary MOS in which enlisted Soldiers are participating.
 - (4) Recommend changes to Army policy relating to assignments, details, transfers, and special programs in peacetime and upon mobilization.
 - (5) Determine the need for civilian mobility within a career field.
 - (6) Recommend initiatives to counter the adverse effect on personnel serving in a space-imbalanced MOS in peacetime and upon mobilization.
 - (7) Recommend policies which will ensure individual and unit stabilization.
 - (8) Evaluate the inventory levels by branch or FA after mobilization and recommend adjustments.
 - (9) Evaluate unit distribution, deployment, and other key actions related to force stabilization for the regular Army.
 - (10) Recommend changes to HRC for the distribution of branch and/or FA officers and enlisted Soldiers.
- d. *Development.* Development describes the process of developing people mentally, morally, and physically. This includes both character and leadership development, education, and training. The developmental process begins with IMT, which provides an orderly transition from civilian status to military life. Thereafter, the institutional training system and chain of command develops individuals through training, education, and both professional and self-development programs. A major focus of the function is on shaping values, attributes, skills, and minimizing dysfunctional behavior. As such, development makes a significant contribution to the promotion of the Army's culture. Development also includes the supporting processes of evaluations, as well as selections for promotion, command opportunity, and advanced education (civilian and military). In support of this, personnel developers will—
 - (1) Ensure job analysis within career field, functional category, branch, or FA is conducted to identify required knowledge, skills, abilities, and behaviors by grade.
 - (2) Review and provide recommendations for Army Educational Requirements System and Training with Industry positions by functional category, branch, or FA, grade, academic discipline and commercial industry.
 - (3) Identify civilian education and training opportunities available in support of functional categories and career field development.
 - (4) Recommend criteria for selecting individuals to attend education or training and approve course prerequisites in technical MOS-producing courses in accordance with AR 614-200.

- (5) Identify and recommend requirements for the development and revision of training.
 - (6) Determine the number of personnel requiring training by career field and set priorities for training.
 - (7) Ensure that training for career development is in concert with all aspects of professional development.
 - (8) Recommend standards for personnel who instruct in other service schools, participate in the U.S. Army Personnel Exchange Program overseas, or serve in liaison positions.
 - (9) Identify language requirements in support of branch or FA.
 - (10) Establish and maintain career progression patterns and civilian professional development guidance for assigned career fields via the ACTEDS plans.
 - (11) Develop a briefing packet for assigned CMF for use by HQDA Centralized Enlisted Selection Board.
 - (12) Identify opportunities for development through institutional training, operational assignment, and self-development for each component, regular Army, ARNG, USAR (troop program unit, and Individual Ready Reserve).
 - (13) Integrate other personnel development system life cycle management functions toward the goal of maintaining a quality Army.
 - (14) Establish career progression patterns for branch and FA to include consideration of maximum and minimum female content.
 - (15) Conduct analysis of training and education requirements against assignment priorities.
 - (16) Establish and recommend changes to officer, warrant officer, enlisted, and civilian professional development pamphlets.
 - (17) Reevaluate professional development objectives upon mobilization.
 - (18) Link professional development to leader development across all three levels of leadership (direct, senior and strategic).
 - (19) Recommend criteria for retention and re-branching of officers.
 - (20) Analyze the quality of the work force within a branch or FA and recommend methods of improvement. Recommend criteria for reclassification of Soldiers into branch and MOS.
 - (21) Determine causes and initiate or support corrective action when Equal Employment Opportunity progress appears to be inadequate.
 - (22) Maintain current officer career maps on proponent Homepage.
 - (23) Maintain Professional Development Model for each assigned enlisted MOS on the Army Training Information Architecture Homepage.
- e. Deployment.* Deployment describes the movement of troops, civilians, cargo, weapon systems, or a combination of these elements to a theater of operations using any or all types of transport. It includes mobilization, deployment, redeployment, and the evacuation and repatriation of non-combatants. In support of this, personnel developers will—
- (1) Provide recommendations on civilian mobilization planning and management.
 - (2) Evaluate the effects of mobilization on the personnel development system.
- f. Compensation.* Compensation describes all of the functions associated with the pay, entitlements, and benefits for Army personnel. In support of this personnel developers will—
- (1) Develop concepts for the use of compensation and benefits to improve the health of the career field, branch, or FA.
 - (2) Recommend changes to policies relative to civilian compensation matters.
- g. Sustainment.* Sustainment describes how the Army attends to the well-being of its people. It includes programs directed specifically at the quality of life and the well-being of Soldiers, civilians, retirees, their Families, and the employers of RC members. It prepares Soldiers for the rigors of military operations and family separation, and encourages them to remain in the Army as a means of sustaining the force. Well-being programs have a direct impact on recruiting, retention, and the performance of Army personnel. In support of this personnel developers will—
- (1) Establish and maintain communication with members.
 - (2) Represent the professional interest of members.
 - (3) Foster positive attitudes toward personnel systems and programs.
 - (4) Consider and propose solutions to the distribution and management of personnel and units in the RC and the effects of various uses of short and long term deployments to sustain Army operations and the effects on the career field, units, Soldiers, and their Families and employers.
- h. Transition.* Transition describes an integrated function focused on assisting Soldiers, Army civilians, and their families through changes associated with moving among components and/or to the private sector. In support of this, personnel developers will—
- (1) Recommend selected shortage for branch or FA as an exception to separation policy.
 - (2) Recommend changes to analyze impact of retirement, retention, force reduction, and service obligation policies and proposals.
 - (3) Recommend changes to the Personnel Transition Management Program.

- (4) Determine the impact of "early out" programs on branch or FA.

2–22. Changes to career codes

Changes to career codes.

a. Requests for changes in military career codes will be submitted to Office of the DCS, G–1 (DAPE-PRP-CSB), 300 Army Pentagon, Washington, DC 20310–0300 as prescribed by AR 611–1.

b. Civilian occupational series will be split among two or more proponents only when—

- (1) Two or more functions within the occupational series require specialized training and development.

- (2) The proponent currently designated concurs in the proposed change (exceptions are generic series; for example, GS–301).

c. The personnel developer is the commander, commandant, director or chief of an organization or agency assigned primary responsibility for providing recommendations relating to personnel development matters to the DCS, G-1 (military) or the ASA(M&RA) (civilian). These responsibilities include military functional category and civilian career field development and/or changes to personnel management policies in specific occupational career fields. Personnel developers will forward through command channels, when appropriate, to DCS, G–1 recommended changes to personnel management matters and directly coordinate those actions that cross personnel developer boundaries. Commands and agencies will adjudicate differences within their commands prior to forwarding to DCS, G–1.

2–23. Consolidated military branch, functional area, and civilian career fields and principal coordination points by personnel developer

Consolidated military branch, functional area, and civilian career fields and principal coordination points by personnel developer. See reference to listing of consolidated military and civilian career field and principal coordination point by personnel developer in DA Pam 611–21.

Chapter 3

Army Branches, Functional Areas, and Functional Categories

3–1. Concept

This chapter governs the designation of branches as arms and services, designates functional areas, provides the basis for identifying the functions and duties which associate units and Soldiers with the branches and functional areas of the Army, and defines the functional categories to which branches and functional areas are designated. The duties and qualifications for classification of personnel in a specific occupational identifier for assignment to a position in the authorization documents are contained in DA Pam 611–21. Additionally, DA Pam 600–3 describes key developmental assignments and professional development for officers and warrant officers, DA Pam 600–4 for Army medical department officers, and DA Pam 600–25 for enlisted Soldiers.

3–2. Classification of branches

a. *Basic and special branches.* The branches of the Army are classified as basic branches and special branches. Branch names are used to identify Soldiers and units trained in the principal functions associated with that branch.

b. *Arms and services branches.* The branches of the Army are categorized as arms and services based on normal functions and roles performed by the personnel assigned to them. Certain branches are both an arm and a service.

- (1) The arms are those branches whose Soldiers are primarily concerned with combat and combat support. These are further classified as combat arms and combat support.

- (a) Combat arms are those branches whose Soldiers are directly involved in the conduct of actual fighting.

- (b) Combat support arms are those branches whose Soldiers provide operational assistance to the combat arms.

- (2) The services are those branches whose Soldiers are concerned with providing combat service support and/or administrative support to the Army.

- (c) *Functional areas.* A FA is a group of officers, other than an arm, service, or branch, who possess tasks and skills that require significant education, training, and experience. All of the functional categories contain FA.

- (d) *Functional categories.*

- (1) Functional categories include officer branches and FA, warrant officer branches and MOS, enlisted CMF and MOS, and civilian career programs.

- (2) Military functional categories are Maneuver, Fires and Effects; Operations Support; and Force Sustainment.

Appendix A References

Section I Required Publications

AR 5–22

The Army Proponent System (Cited in para 1-1.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in paras 1-1, 2-15, 2-23, 2-24, 3-1.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 15–1

Boards, Commissions, and Committees — Committee Management

AR 25–1

Army Knowledge Management and Information Technology Management

AR 71–32

Force Development and Documentation-Consolidated Policies

AR 135–215

Officer Periods of Service on Active Duty

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 145–2

Junior Reserve Officers' Training Program: Organization, Administration, Operation, and Support

AR 165–1

Chaplain Activities in the United States Army

AR 215–1

Military Morale, welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 215–3

Nonappropriated Funds Personnel Policy

AR 350–1

Army Training and Leader Development

AR 385–10

The Army Safety Program

AR 600–8

Military Personnel Management

AR 600–8–24

Officer Transfers and Discharges

AR 601–210

Active and Reserve Components Enlistment Program

AR 602-2
Manpower and Personnel Integration (MANPRINT) in the System Acquisition Process

AR 611-1
Military Occupational Classification Structure Development and Implementation

AR 612-201
Initial Entry/Prior Service Trainee Support

AR 614-200
Enlisted Soldiers for Training and Assignment

AR 621-1
Training of Military Personnel at Civilian Institutions

AR 621-5
Army Continuing Education System

AR 635-5
Separation Documents

AR 635-40
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200
Enlisted Personnel

AR 690-200
General Personnel Provisions

AR 690-950
Position Classification, Pay and Allowances

AR 690-700
Personnel Relations and Services

AR 690-950
Career Management

NGR 600-100
Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-200
Enlisted Personnel Management and Fiscal Year (FY) Enlisted Criteria Memorandum (ECM)

DA Pam 165-17
Chaplain Personnel Management

DA Pam 600-3
Commissioned Officer Professional Development and Career Management

DA Pam 600-4
Army Medical Department Officer Development and Career Management

DA Pam 600-8
Military Personnel Management and Administrative Procedures

DA Pam 600-25
U.S. Army Noncommissioned Officer Professional Development Guide

FM 5.0

Army Planning and Orders Production

5 USC

Government Organizations and Employee

10 USC

Armed Forces

32 USC

National Guard

40 USC

Information Technology Management

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B

Memorandum of the Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee

B-1. The Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee

The Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee provide integrating forums for sustaining a flexible, responsive officer management system focused on developing officers with functionally relevant competencies to meet the needs of the Army and the Nation throughout the 21st century.

B-2. Organizations and Voting Membership

See figure B-1 for all charter members.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charter for the Officer Personnel Management System (OPMS), Council of Colonels (COC), and General Officer Steering Committee (GOSC)

1. Name of Committee: OPMS COC & GOSC
2. Authority Source: AR 5-22, The Army Proponent System, AR 600-3, The Army Personnel Development System
3. Date Established: 15 June 2005
4. Duration: Until changed or terminated by HQDA, DCS, G-1
5. Category and Type of Committee: Intra-Army
6. Mission, Objectives and Purpose:
 - a. Mission: The OPMS Council of Colonels and General Officer Steering Committee provide integrating forums for sustaining a flexible, responsive officer management system focused on developing officers with functionally relevant competencies to meet the needs of the Army and the Nation throughout the 21st century.
 - b. Objectives:
 - (1) Review and recommend changes for management and development of the officer corps, centered on the eight personnel life cycle functions – structure, acquisition, distribution, development, deployment, compensation, sustainment and transition – as they pertain to company grade, field grade and warrant officers.
 - (2) Monitor the health of the officer corps, including progress toward development of multi-skilled leaders – through training, education, assignment, self-development and certification – and success in assignment of officers with appropriate skills, experience and competencies to meet Army and Joint requirements. Identify obstacles and opportunities.
 - (3) Review all requests, proposals or recommendations that impact the OPMS, to include, but not limited to: proposals for new specialties (branches or functional areas); requests to re-categorize or re-group existing branches or functional areas; changes in structure or manning documents that affect opportunities for officer development; and/or changes in the Officer Education System that could impact availability, competency development, or retention.
 - (4) Institutionalize an innovative process to manage the enhancements required to maintain the long term health of the officer corps. Identify emerging issues for discussion and evaluation via continuous solicitation of charter members.
 - c. Purpose:
 - (1) The purpose of the OPMS Review Task Force, Council of Colonels (COC) and General Officer Steering Committee (GOSC) is to provide a management process for senior Army leaders to identify and resolve issues, determine priorities and make decisions in support of the Army's Officer Personnel Management System (OPMS). It provides the administrative framework for developing and implementing

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee

comprehensive, synchronized and integrated initiatives as part of a cyclic review process of the OPMS for the Chief of Staff, Army (CSA).

(2) The OPMS Review Task Force, a standing organization in U.S. Army Human Resources Command, provides coordination, integration and administrative support to the on-going OPMS Review process. The Task Force keeps the COC and GOSC members informed of OPMS issues and meetings, monitor the overall health of the officer corps and identifies potential issues and initiatives to improve OPMS.

(3) The OPMS COC meets quarterly to identify and discuss new issues, review status of previous issues, share information on actions and programs (Army Staff, commands, and proponents) that might impact OPMS, and develop and coordinate officer development action plans focused on implementing OPMS initiatives. Members of the COC are expected to use the forum to identify OPMS-related issues and present recommendations for their resolution. The COC will recommend issues and initiatives for forwarding to the GOSC and the CSA.

(4) The OPMS GOSC meets semi-annually as two corporate bodies: 1- and 2-Star General Officers convene at one meeting, 3-Star General Officers convene at a separate meeting. The GOSC reviews the OPMS status, tracks execution of on-going plans, and identifies OPMS initiatives to recommend to the VCSA and CSA.

7. Guiding Principals: The review of the OPMS is an evolutionary process. COC and GOSC members are expected to take the "long view" of the future officer corps. The forums solicit Army leadership support at multiple levels for issues to be presented to the CSA and communicated to the officer corps for acceptance. Communication at all levels is founded on logical, sound and understandable products. A thorough transition plan for the implementation phase of the process ensures ownership for the gaining agency.

8. Roles and Responsibilities:

a. The DCS, G-1, or his designated representative, chairs the 3-Star OPMS GOSC meeting. The purpose of this GOSC is to consider modifications to the OPMS and solicit advice and make recommendations to the DCS, G-1, and ultimately the CSA.

b. The Director, Officer Personnel Management, or a designated representative, chairs the 1- and 2-Star GOSC meeting and serves as the administrative agent to the 3-Star GOSC. Responsibilities include, but are not limited to announcing, scheduling, coordinating, providing administrative support and publishing the OPMS update for signature by the DCS, G-1.

c. The Chief, OPMS Review TF, chairs the OPMS COC which initiates changes to the OPMS while identifying specific measures and approaches for dealing with issues. He/she receives recommendations from the field, Army or Branch Proponents (as identified in AR 5-22, The Army Proponent System); Army Commands, Army Service Component Commands or Direct Reporting Unit (AC/ASCC/DRU). The council vets issues in working groups as required and votes to forward issues to the OPMS GOSC.

d. Meeting chairs will forward issues to the next level with member input. They may elect to forward for consideration issues with which a majority of the members non-concur, but will highlight the non-concurrence. CG, HRC, is the final authority for issues forwarded to the 1- and 2-Star GOSC meeting; DCS, G-1, is the final authority for issues forwarded to the 3-Star GOSC meeting and to the VCSA.

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

e. Representation in the OPMS COC and GOSCs is by Army or Branch Proponent; AC/ASCC/DRU; DA Staff; and HRC. Representatives are responsible for the recommendations, staffing and implementation of approved OPMS enhancements.

9. Composition: The primary representative at each level may designate in writing a representative of a lower rank as required, consistent with the guiding principles above.

a. OPMS COC. Each council will consist of lead officer personnel representatives from the agencies listed on the enclosed Charter Membership, in the rank of colonel or civilian equivalent. The Chief, OPMS Review TF, will invite other representatives not listed as required based on subject matter expertise for addressing special issues. The COC meets quarterly; meetings preceding GOSCs will focus on issues for decision; alternate quarter meetings will follow a "working group" format, focused on identifying and discussing emerging issues, and thoroughly developing courses of action for recommendation.

b. Additional Working Groups. The OPMS Task Force may convene additional working groups as necessary, composed of Council of Colonels members are additional subject matter experts or field representatives, to discuss and evaluate OPMS issues. Findings from these groups will be reviewed at the next scheduled Council of Colonels meeting.

c. OPMS 1- and 2-Star GOSC meeting. Attendees at this meeting are representatives from the agencies listed on the Charter Membership, in the rank of BG, MG or civilian SES equivalent. The Director, OPMD, will invite representatives from the Army Staff and other Army commands/agencies and joint commands/agencies to participate as required based on subject matter expertise for addressing special issues.

d. OPMS 3-Star GOSC meeting. Attendees are representatives from the agencies listed on the Charter Membership, in the rank of LTG or civilian SES equivalent. The DCS, G-1, will invite representatives from the Army Staff and other Army or joint commands/agencies to participate as required based on subject matter expertise for addressing special issues.

10. OPMS Action Plans: OPMS Review Task Force, working groups, COC and GOSC will use action plans as a common framework to discuss recommendations, actions pending, issues for resolution and key actions completed. Action plan summary slides in a "quad chart" format will reflect, at a minimum: title, lead agent, significant issues, milestones, resources, and status.

11. Implementation:

a. Beginning with calendar year 2007, the OPMS Review Task Force will schedule and conduct the quarterly COCs and semi-annual GOSC meetings in the Military District of Washington (MDW), maximizing use of government facilities and minimizing others costs, including facilitating participate via video-teleconference as appropriate to the event. Whenever possible, the Task Force will coordinate schedules with the staff of the DCS, G-3, to facilitate interface with Training and Leader Development (TL) review events.

b. OPMS Review Task Force will establish the following milestones:

(1) January – Council of Colonels

(2) April-May – Council of Colonels, followed by 1- and 2-star GOSC, then 3-star GOSC (one week between each event). Briefings to VCSA and CSA to follow as schedules permit.

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

(3) July – Council of Colonels

(4) October-November – Council of Colonels, followed by 1- and 2-star GOSC, then 3-star GOSC. Briefings to VCSA and CSA to follow.

c. The Task Force will maintain contact with agencies listed on the Charter Membership including voting representatives and administrative points of contact. The Task Force will publish and distribute an Executive Summary following each meeting, and will publish a semi-annual Information Paper after each decision brief to the CSA. The Task Force is responsible for communicating OPMS changes to the Army, coordinating for Public Affairs support.

12. Coordination will be conducted using the OPMS Review Task Force contact phone number, (703) 325-8917 (DSN 221), or e-mail, opms3review@conus.army.mil, or via the OPMS Review pages on the Army Knowledge On-line (AKO) at www.us.army.mil/suite/page/253639.

Encl AS

(Signature Block)

Distribution

All charter members listed at Enclosure

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

Organizations by type:	Voting Membership:		
	COC	1- and 2-Star GOSC	3-Star GOSC
HQDA Staff & Senior Army Leadership			
Assistant Secretary of the Army (Financial Management & Comptroller) (ASA(FM&C)) (ASC votes at COC level)	N/A	YES	YES
Assistant Secretary for the Army (Acquisition, Logistics & Technology) (ASA(ALT)) & FA51 Proponent	YES	YES	YES
U.S. Army Reserve Command (USARC) (ASCC, listed here based on leadership role)	YES	YES	YES
USAR Senior Leader Development (SLD)	YES	N/A	N/A
Army National Guard	YES	YES	YES
Director of the Army Staff (DAS)	N/A	YES	YES
AC Senior Leader Development (SLD)	YES	YES	N/A
Deputy Chief of Staff (DCS), G-1	N/A	N/A	YES
DCS, G-1, Policy (Director of Military Personnel Manpower (DMPM))	YES	YES	N/A
DCS, G-1, Plans & Resources (DAPE-PR) (votes icw DMPM)			
DCS, G-2	YES	YES	YES
DCS, G-3/5/7 (DAMO-TR at COC, 1- and 2-Star)	YES	YES	YES
- G-3/5/7, FA 48/FAO, and FA 59/Strategy, Plans, and Policy (DAMO-SSF)	YES	YES	N/A
DCS, G-3/5/7, FA 52/Nuclear & Counterproliferation (DAMO-SSD/USANCA)	YES	YES	N/A
DCS, G-3/5/7, FA57/Simulation Operations (DAMO-MS)	YES	YES	N/A
DCS, G-4	YES	YES	YES
CIO/G-6	YES	YES	YES
DCS, G-8, Proponent for FA49/ORSA, and FA50/Force Management (DAPE-PAE)	YES	YES	YES
Chief of Chaplains & Chaplain Corps Proponent	YES	YES	YES
Chief of Public Affairs (OCPA) & FA46/PAO Proponent	YES	YES	YES
The Judge Advocate (TJAG) & JAG Corps Proponent	YES	YES	YES
The Surgeon General (TSG), U.S. Army Medical Command (MEDCOM) & Proponent for AMEDD branches (DRU, listed here based on leadership role)	YES	YES	YES
Combatant Command (COCOM)			
JFCOM ¹	YES	YES	YES
Army Commands (ACOMs)			
U.S. Army Forces Command (FORSCOM)	YES	YES	YES
U.S. Army Reserve Support Command (First Army) (FORSCOM MSO)	YES	YES	YES
Army Materiel Command (AMC)	YES	YES	YES

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

Organizations by type:	Voting Membership:		
Army Service Component Commands (ASCCs)	COC	1- and 2-Star GOSC	3-Star GOSC
U.S. Army Central (ARCENT) (Third Army)	YES	YES	YES
U.S. Army North (ARNORTH) (Fifth Army)	YES	YES	YES
U.S. Army South (USARSO) (Sixth Army)	YES	YES	N/A
U.S. Army Europe (USAREUR) (Seventh Army)	YES	YES	YES
U.S. Army Pacific (USARPAC)	YES	YES	YES
Eighth Army (EUSA)	YES	YES	YES
U.S. Army Special Operations Command (USASOC)	YES	N/A	YES
U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS) (USASOC MSC)--Proponent for SF, CA, PO	YES	YES	N/A
Military Surface Deployment and Distribution Command (SDDC)	YES	YES	N/A
U.S. Army Space and Missile Defense Command/Army Strategic Command (USASMDC/ARSTRAT) and FA40 Proponent	YES	YES	YES
Direct Reporting Units (DRUs)			
U.S. Army Network Enterprise Technology Command/9th Signal Command (Army) (NETCOM/9thSC(A))	YES	YES	N/A
U.S. Army Intelligence and Security Command (INSCOM)	YES	YES	N/A
U.S. Army Criminal Investigation Command (USACIDC)	YES	YES	N/A
U.S. Army Corps of Engineers (USACE)	YES	YES	YES
United States Military Academy (USMA) & FA47 Proponent	YES	YES	YES
U.S. Army Military District of Washington (MDW)	YES	YES	YES
U.S. Army Test & Evaluation Command (ATEC)	YES	YES	YES
U.S. Army Acquisition Support Center (USAASC) (note: works with ASA(ALT) on FA51)	YES	N/A	N/A
U.S. Army Installation Management Command (IMCOM)	YES	YES	YES
U.S. Army Training and Doctrine Command (TRADOC) (ACOM, listed here to align with MSO, below)	YES	YES	YES
TRADOC Major Subordinate Organizations (MSOs)			
U.S. Army Accessions Command (USAAC)	YES	YES	YES
U.S. Army Cadet Command (USACC) ²	YES	YES	N/A
Army Capabilities Integration Center (ARCIC)	YES	YES	YES
Combined Arms Center (CAC) & FA30 Proponent	YES	YES	YES
CAC Center for Army Leadership	YES	NO	N/A
U.S. Army War College (non-voting participant)	NO	NO	NO

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

Organizations by type:	Voting Membership:		
	COC	1- and 2-Star GOSC	3-Star GOSC
TRADOC MSO / Army or Branch Proponents³			
Infantry	YES	YES	N/A
Armor	YES	YES	N/A
Aviation	YES	YES	N/A
Field Artillery	YES	YES	N/A
Air Defense Artillery	YES	YES	N/A
Signal & FA24 & FA53	YES	YES	N/A
Military Intelligence & FA34	YES	YES	N/A
Maneuver Support Centers (MANSCENS)⁴			
Engineer	YES	YES	N/A
Chemical	YES	YES	N/A
Military Police	YES	YES	N/A
Combined Arms Support Command (CASCOM)(TRADOC MSO) & Proponent for Logistics Branch	YES	YES	N/A
Transportation	YES	YES	N/A
Quartermaster	YES	YES	N/A
Ordnance	YES	YES	N/A
Soldier Support Institutes (SSIs)			
Adjutant General & 42H	YES	YES	N/A
Finance & FA45 (ICW ASA(FM&C))	YES	YES	N/A
U.S. Army Human Resources Commands (HRCs)			
HRC-Alexandria	YES	N/A	N/A
HRC-St.Louis	YES	N/A	N/A
Officer Personnel Management System Review Task Force (OPMS Review TF)	YES	N/A	N/A
Leader Development Division (LDD)	YES	N/A	N/A
Maneuver Fires & Effects Division (MFE)	YES	N/A	N/A
Operations Support Division (OSD)	YES	N/A	N/A
Force Sustainment Division (FSD)	YES	N/A	N/A
Health Services Division (HSD)	YES	N/A	N/A
Special Management Division (SMD)	YES	N/A	N/A

Notes:

¹ JFCOM is a charter member based on their role in officer education; other COCOMs are not members

² USACC is not an MSO of TRADOC but is a standing charter member based on their role in officer accessions

³ TRADOC MSOs serving as Army or Branch Proponents are listed by branch or functional area here; organizational titles are in accordance with AR 5-22 and TRADOC policy, for example, "Infantry" proponent listed here means Commanding General, United States Army Infantry Center and Fort Benning, Commandant, United States Army Infantry School, and Chief of Infantry.

⁴ MANCEN and SSI representatives vote only in their roles as Army or Branch Proponents (no separate vote); CASCOM representatives vote separately, as the FA90 proponent.

Figure B-1. Charter for the Officer Personnel Management System, Council of Colonels, and General Officer Steering Committee—Continued

Glossary

Section I Abbreviations

ACOM

Army Command

ACPERS

Army Civilian Personnel System

ACTEDS

Army Civilian Training, Education, and Development System

ADCS, G-1

Assistant Deputy Chief of Staff, G-1

ADL

active duty list

AFS

Active Federal Service

AG

State Adjutant General

AG-1 (CP)

Assistant G-1 for Civilian Personnel Policy

AIT

advance individual training

AMEDD

Army Medical Department

AOC

area of concentration

ARNG

Army National Guard

ARSTAF

Army Staff

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army Service Component Command

ASI

additional skill identifier

BOIP

Basis of Issue Plan

BOLC

Basic Officer Leader Course

CAR

Chief, Army Reserve

CF

career field

CG

commanding general

CIO/G-6

Chief Information Officer/G-6

CMF

career management field

COC

Council of Colonels

CPA

Chief of Public Affairs

CPAC

Civilian Personnel Advisory Center

CPMS

Civilian Personnel Management System

CPOC

Civilian Personnel Operations Center

CSM

command sergeant major

DA

Department of the Army

DCIPS

Department of the Army Defense Civilian Intelligence Personnel System

DCPDS

Defense Civilian Personnel Data System

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DOTMLPF

doctrine, organizations, training, materiel, leadership and education, personnel, and facilities

DRU

Directing Reporting Unit

EPMS

Enlisted Personnel Management System

FA

functional area

FC

functional chiefs

FD

functional designation

FR

functional review

GOSC

General Officer Steering Committee

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IMT

initial military training

ITM

Information Technology Management

LIC

language identification code

MANPRINT

manpower and personnel integration

MFA

medical functional area

MOCS

Military Occupational Classification Structure

MOS

military occupational specialty

MOU

memorandum of understanding

MSG

master sergeant

MWR

morale, welfare, and recreation

NAF

nonappropriated funds

NGB

National Guard Bureau

OCAR

Office of the Chief, Army Reserve

ODCS, G-1

Office of the Deputy Chief of Staff, G-1

OPM

Officer Personnel Manager

OPMS

Officer Personnel Management System

PCP

principal coordination point

PDS

Personnel Development System

PEG

Program Evaluation Group

PERSINSD

U.S. Army Personnel Information Systems Directorate

PMAD

personnel management authorization document

RC

Reserve Component

SFC

sergeant first class

SGM

sergeant major

SGT

sergeant

SI

skill identifier

SQI

special qualification identifier

TDA

tables of distribution and allowances

TJAG

The Judge Advocate General

TOE

tables of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

UAD

updated authorization document

USAAC

U.S. Army Accessions Command

USACRC

U.S. Army Combat Readiness Center

USAFMWRC

U. S. Army Family and Morale, Welfare and Recreation Command

USAR

U. S. Army Reserve

Section II

Terms

Area of concentration

A requisite area of expertise (subdivision) within a branch or functional area.

Army Career Alumni Program

A program developed to provide a comprehensive system to assist personnel leaving the Army with care and dignity while retaining quality. The program is targeted to serve Army Soldiers and civilians and their Family Members.

Army Civilian Training, Education, and Development System (ACTEDS)

The Armywide training and career management system that develops technical, professional, and leadership knowledge, skills, and abilities in civilian members as they progress from entry-level to supervisory, managerial, and executive positions.

Branch

A grouping of officers that comprises an arm or a service of the Army in which an officer is commissioned or transferred, trained, developed, and promoted. All officers hold a single branch designation and may serve repetitive and progressive assignments associated with the branch. Branches of the Army are: Adjutant General, Air Defense Artillery, Armor, Aviation, Civil Affairs, Chemical, Engineer, Finance, Field Artillery, Infantry, Logistics, Military Intelligence, Military Police, Ordnance, Psychological Operations, Quartermaster, Signal, Special Forces and Transportation.

Branch/Functional Area Generalist Position

A position that may be filled by any officer regardless of branch or functional area designation. These positions are further defined as officer generalist and combat arms generalist positions. (NOTE: Previously termed immaterial positions. Applies to only the Army Competitive Category.)

Combat Arms Generalist Position

A duty position requiring a broad understanding of combined arms doctrine, training and force structure. A combat arms generalist position is not identified with one specific branch or functional area, but is limited to officers whose branches are Infantry, Armor, Field Artillery, Air Defense Artillery, Aviation, Special Forces, and Corps of Engineers. These positions are documented in The Army Authorization Document System (Redesign) with code 02A. (Note: Previously termed combat arms immaterial positions.)

Competitive category

A group of commissioned officers who compete among themselves for promotion and, if selected, are promoted in rank order as additional officers in the higher grade are needed in the competitive category. Competitive categories are listed below.

1. Army (includes 3 Functional Categories: Maneuver, Fires and Effects, Operations Support and Force Sustainment).
2. Maneuver, Fires and Effects consists of Branches, Functional Areas and MOSs.
3. Operations Support consists of Branches, Functional Areas and MOSs.
4. Force Sustainment consists of Branches and MOSs.
5. Army Nurse Corps.
6. Medical Service Corps.
7. Veterinary Corps.
8. Army Medical Specialist Corps (combined with Medical Corps for promotion above grade colonel).
9. Medical Corps.
10. Dental Corps.
11. Judge Advocate General's Corps (including first lieutenants not members of The Judge Advocate General's Corps)

but participating in the Army General Counsel's Honors Program).
12. Chaplain's Corps.

Coordination requirement

The requirement to coordinate with specific coordination points when handling actions pertaining to specific career fields.

Designated schools

Service schools or other Army schools that are organizationally or physically separated from personnel developers and are assigned educational responsibilities for selected fields for which they are not the proponent.

Functional area

A grouping of officers (other than arm, service, or branch) that possesses an interrelated number of tasks or skills which usually require significant education, training, and experience.

Functional category

A specific grouping of functionally related officer, warrant officer, enlisted and civilian positions into management categories having a common mission area. Functional categories consist of officer branches and functional areas, warrant officer and enlisted military occupational specialties and civilian occupational series. There are three Functional Categories: Maneuver, Fires and Effects; Operations Support; and Force Sustainment. (The term career field in lower case is a generic term commonly used by military and civilian personnel when referring to their branch, functional area, military occupational specialty or civilian occupational series.)

Functional chief

An Army leader, normally a member of the Army Staff, ACOM or DRU commander, or a member of the Secretariat, designated by the DA G-1 to carry out career management responsibilities for assigned career programs, in accordance with AR 690-950.

Officer Generalist Position

A duty position requiring a broad understanding of Army leadership, doctrine, policy, force structure and management. An officer generalist position is not identified with or limited to one specific branch or functional area, but indicates that any officer may be assigned to the position. These positions are documented in The Army Authorization Document System (Redesign) with code O1A. (NOTE: Previously termed branch immaterial positions.)

Review

The process of determining adjustments in accession, training, reclassification, incentive programs for specific MOSs, grades and fields necessary to balance the force in accordance with annual guidance.

Series of classes

An occupational type-of-work grouping that consists of all positions in a particular kind of work. Positions within a series are similar with respect to subject matter of the work and exist for all grade levels appropriate for the kind of work. A series may be thought of as including the normal steps in the line of promotion for a particular kind of work; for example, the Medical Biology Technician or the Structural Engineer series.

Skill

A specialized capacity necessary to perform duties of a specific position which may require significant education, training, and experience. A skill may be related to more than one branch/functional area/MOS/occupational series. An individual may have more than one skill.

Special branches

A grouping of branches and officers primarily concerned with providing combat service support and/or administration to the Army as a whole, but managed separately from combat service support branches. Special branches include—AMEDD, Chaplain's Corps, and Judge Advocate General's Corps.

Section III

Special Abbreviations and Terms

This section contains no entries.

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