

**Army Regulation 611-3**

**Personnel Selection and Classification**

# **Army Occupational Survey Program**

**Headquarters  
Department of the Army  
Washington, DC  
1 December 1982**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 611-3

Army Occupational Survey Program

This revision--

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Effective 1 January 1983

Personnel Selection and Classification

Army Occupational Survey Program

By Order of the Secretary of the Army:

E. C. MEYER  
General, United States Army  
Chief of Staff

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

**History.** This publication has been extensively reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation designates the US Army Soldier Support Center—National Capital Region as the controlling and monitoring agency for the Army Occupational Survey Program (AOSP). The revision adds commissioned and warrant officers to the ASOP; includes two new chapters pertaining to questionnaire development and data analysis; and establishes specific responsibilities for data collection.

**Applicability.**

a. This regulation applies to Army Staff agencies and major Army commands responsible for—

- (1) Military personnel training and development.
- (2) Military personnel classification standards.
- (3) Military personnel occupational descriptions and structures.
- (4) Military personnel management.
- (5) Military personnel requirements for new equipment.
- (6) Organization and doctrine development.
- (7) AOSP data collection.

b. The ASOP will not normally survey US Army Reserve or National Guard personnel unless specifically requested by a survey proponent. The National Guard Bureau or Office of the Chief, Army Reserve, will be contacted by US Army Soldier Support Center—National Capital Region or the survey proponent for approval if participation of National

Guard or US Army Reserve personnel is required.

**Proponent and exception authority.**  
Not Applicable

**Army management control process.**  
Not used.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of the US Army Soldier Support Center—National Capital Region (ATZI-NCR-MS). ALEX VA 22332.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent of this regulation is the US Army Soldier Support Center—National Capital Region. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the US Army Soldier Support Center—National Capital Region (ATZI-NCR-MS), ALEX VA 22332.

**Distribution.** To be distributed in accordance with DA Form 12-9A requirements for Personnel Selection: *Active Army*: A, *ARNG*:D, *USAR*: D.

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\*This regulation supersedes AR 611-3, 7 November 1977.

**RESERVED**

## Chapter 1 General

### 1-1. Purpose

*a.* This regulation provides policy guidance, administrative procedures, and responsibilities for operation of the Army Occupational Survey Program (AOSP), Requirement Control Symbol (RCS)MILPC-4, and the Comprehensive Occupational Data Analysis Programs(CODAP), RCS DAPCX-272.

*b.* The AOSP is a system of collection and computer-assisted processing, storage, retrieval, and analysis of detailed military training and occupational information. This information is used for officer and enlisted specialties and military occupational specialties (MOS). This information is collected by administering questionnaires to specialty or MOS job incumbents and supervisor or subject matter experts throughout the world.

*c.* The AOSP is designed to support and evaluate Army programs in the following areas:

- (1) Classification .
- (2) Specialty or MOS development and modification.
- (3) Quality training requirements.
- (4) Assignment policies and use of personnel.
- (5) Evaluation tests or systems.
- (6) Personnel retention.

*d.* The AOSP also has application for evaluation of training doctrine, materiel usage, and new equipment personnel requirements.

*e.* The AOSP encompasses the following areas:

- (1) Questionnaire development (chap 2).
- (2) Data collection (chap 3).
- (3) AOSP reports (chap 4).
- (4) Data analysis and user analysis support (chap 5).
- (5) Army field-sponsored and non-Army occupational surveys (chap 6).

### 1-2. Required references

*a.* AR 600-46 (Attitude and Opinion Survey Program). Cited in paragraph 6-3*b*.

*b.* DA Pam 600-8 (Military Personnel Management and Administrative Procedures). Cited in paragraph 3-2.

*c.* DA Pam 611-3 (Military Occupational Data Bank Questionnaire Administration (Enlisted MOS)). Cited in paragraph 3-2.

### 1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this AR are explained in the glossary.

### 1-4. Responsibilities

*a.* Heads of Army Staff agencies and major Army commands (MACOM) are responsible for the following:

- (1) Coordinating item statements for inclusion in questionnaires (chap 2).
- (2) Assisting the data collection effort (chap 3).
- (3) Using AOSP data and implementing findings and conclusions when appropriate (chaps 4 and 5).
- (4) Submitting requests for field-sponsored occupational surveys to the Soldier Support Center—National Capital Region (SSC-NCR) (chap 6).

*b.* Commanding Generals of US Army Training and Doctrine Command (TRADOC) and US Army Health Services Command (USAHSC) are responsible for—

- (1) Establishing AOSP primary, and secondary points of contact at all schools and integrating centers.
- (2) Coordinating yearly plans for survey requirements between schools and SSC-NCR.

*c.* Commanding General, US Army Military Personnel Center (MILPERCEN) is responsible for programing, maintenance, and operation of the automatic data processing portions of the AOSP.

*d.* The Director of Military Occupational Development, SSC-NCR, is responsible for—

(1) Functional design, development, and implementation of AOSP automated systems

(2) Developing AOSP questionnaires to satisfy AOSP user requirements (chap 2). Requirements are satisfied by the design of the questionnaire data collected and the analytical reports.

(3) Stocking and distributing AOSP questionnaires and answer booklets (chap 3).

(4) Monitoring AOSP data collection (chap 3).

(5) Providing users with AOSP data and assistance in its use (chaps 4 and 5).

(6) Analyzing AOSP data (chap 5).

(7) Reviewing and approving occupational surveys conducted outside the AOSP (chap 6).

*e.* Data collection agencies are responsible for the receipt, distribution, and accountability of AOSP questionnaires and answer booklets. The agencies are also responsible for the completion and return of answer booklets (chap 3).

## Chapter 2 Questionnaire Development

### 2-1. Questionnaire development

Items contained in questionnaire booklets are a joint product developed by SSC-NCR analysts and the proponent school or agency action officers. Initial listings prepared by proponent schools or agencies are submitted to SSC-NCR. These submissions are reviewed and modified by SSC-NCR. They are then coordinated with interested agencies, activities, and specialty or MOS subject matter experts. A final technical review is conducted by the proponent school or agency. The questionnaire development process is repeated each time a specialty or MOS is surveyed.

### 2-2. Responsibilities

*a.* Commanding Generals of TRADOC and USAHSC are responsible for submission of questionnaire items statements to Deputy Commander, US Army Soldier Support Center—National Capital Region (ATZI-NCR-MS), Alexandria, VA 22332, for development into survey questionnaires.

*b.* The Director of Military Occupational Development, SSC-NCR, is responsible for—

(1) Determining, through coordination with HQTRADOC (Training Development Institute), USAHSC, and proponent schools and agencies, specialties or MOS to be surveyed and a yearly Department of the Army (DA) Survey Master Plan.

(2) Developing and coordinating questionnaires with Army Staff agencies, USAHSC, proponent schools, and other Army commands and agencies as required.

## Chapter 3 AOSP Data Collection

### 3-1. Data Collection

*a.* SSC-NCR will select Army commands or activities worldwide to participate in the AOSP. Those selected will receive questionnaires and answer booklets. DA Form 4308 (AOSP Questionnaire Data Sheets) will be provided with questionnaires for enlisted personnel. The number of questionnaires received is based on the ratio of the command or activity's strength in a particular specialty or MOS to the total Army strength in that specialty or MOS. The questionnaires, answer booklets, and AOSP questionnaire data sheets are stocked by SSC-NCR only. They are not available from the US Army AG publications centers. These AOSP materials are forwarded to subordinate elements of the command or activity, where answer booklets are completed by job incumbents, supervisors, or subject matter experts. Completed answer booklets are reviewed by the AOSP project officer and returned to SSC-NCR.

*b.* There are two types of questionnaire booklets:

(1) Job incumbent questionnaires designed to find out what individuals do in their jobs.

(2) Training factor questionnaires designed to find out job information from supervisors or subject matter experts. This information assists the training community in determining which tasks should be emphasized when training personnel. It also helps determine the most efficient site for the training. Supervisors or subject matter experts are normally field grade officers, CW3 or CW4 personnel, or senior enlisted personnel. However, Department of the Army civilian or foreign military personnel who are supervisors or subject matter experts may complete training factor questionnaires.

c. There are five types of answer booklets.

- (1) Enlisted Answer Booklet (DA Form 4666).
- (2) Commissioned Officer Answer Booklet (DA Form 4773).
- (3) Warrant Officer Answer Booklet (DA Form 5141).
- (4) Training Factor Enlisted Answer Booklet (DA Form 4777).
- (5) Training Factor Officer Answer Booklet (DA Form 4776).

d. AOSP Questionnaire Data Sheets will be completed at the MILPO or unit personnel office before the questionnaire is administered. Incumbents will use this data sheet to transfer information to the answer booklet.

e. Exceptions to instructions contained in this chapter for AOSP field data collection are as follows:

(1) Collection of data from US Army Communications Command (USACC) personnel stationed outside continental United States (CONUS) is a responsibility of the host command. USACC commanders outside CONUS will cooperate with the AOSP field data collection effort.

(2) Classified specialties or MOSs will not normally be surveyed under AOSP; however, the capability to do so does exist. The Commander, US Army Intelligence Center and School, is responsible for surveying and conducting job analyses of classified positions. Information gathered will be furnished to SSC-NCR upon request.

### 3-2. Responsibilities

a. The Army commands and elements listed below are designated as training and occupational data collection agencies for the AOSP system. They are primarily responsible for successful data collection within their organizations. The Military Personnel Office (MILPO) of these activities, or supporting these activities, will receive direct shipments of AOSP questionnaires, answer booklets, and AOSP questionnaire data sheets. Major CONUS installations will normally receive AOSP materials at the MILPO servicing and installation headquarters for further distribution to subordinate unit MILPO or questionnaire administrators.

- (1) US Army Forces Command.
- (2) US Army Training and Doctrine Command.
- (3) US Army, Europe.
- (4) Eighth US Army.
- (5) US Army Communications Command.
- (6) US Army Health Services Command.
- (7) US Army Military District of Washington.
- (8) US Army Materiel Development and Readiness Command.
- (9) US Army elements of Defense agencies and joint activities.
- (10) Headquarters, Department of the Army, Staff and field operating agencies.
- (11) US Army Military Personnel Center.
- (12) US Army, Western Command.
- (13) US Army, Japan.
- (14) US Army Intelligence and Security Command.
- (15) Military Traffic Management Command.
- (16) US Army Criminal Investigation Command.

b. Data collection agencies will—

- (1) Insure that the AOSP data requirements are satisfied.
- (2) Establish procedures to monitor MILPO's data collection responsibilities.

c. The MILPO, in accordance with DA Pam 600-8, procedures 3-2, will—

(1) Operate the system for AOSP data collection within its command or activity.

(2) Appoint and maintain AOSP project officers. A project officer must be someone authorized direct access to personnel records and information. Appointments will be announced in writing in accordance with DA Pam 600-8, procedure 9-9. A copy will be furnished to Deputy Commander, US Army Soldier Support Center—National Capital Region, ATTN:ATZI-NCR-MS, Alexandria, VA 22332.

(3) Maintain a network of AOSP questionnaire administrators through battalion level and comparable separate organizations.

d. AOSP project officers will—

(1) Comply with instructions contained in the AOSP transmittal letter. It will include the following:

(a) A list of specialties or MOS included in the shipment .

(b) Quantities of questionnaires and answer booklets allocated to data collection agencies for each specialty or MOS being surveyed.

(c) When required, a listing (by name) of individuals in the command who have the specialty or MOS to be surveyed. These listings are provided with selected shipments of questionnaires to assist the command in identifying personnel to be surveyed. This listing is based on an extract from the DA master file maintained by USA MILPERCEN.

(2) Inventory AOSP materials received, identify shortages, and acknowledge receipt to SSC-NCR within 5 days.

(3) Select individuals to complete AOSP surveys according to the letter of instructions. Individuals should represent—

(a) All ranks and skill levels of the MOS being surveyed.

(b) Modification table of organization and equipment (MTOE) and tables of distribution and allowances (TDA) units.

(c) As many units, areas, and countries as possible.

(4) Complete DA Form 4308 for incumbent to be surveyed.

(5) Distribute AOSP materials to questionnaire administrators promptly to insure that suspense dates established by the letter of instruction can be met.

(6) Maintain accounting and suspense control of AOSP materials distributed within the organization to questionnaire administrators and returned to SSC-NCR.

(7) Inventory and report the status of ongoing AOSP surveys in response to status reports and queries.

(8) Appoint questionnaire administrators and instruct them in quantity, quality, and procedural requirements of AOSP. AOSP project officers may be questionnaire administrators.

(9) Return completed answer booklets to SSC-NCR.

(10) Collect data for AOSP special surveys when required.

e. Questionnaire administrators will—

(1) Maintain accountability for all AOSP materials on hand.

(2) Administer occupational surveys per DA Pam 611-3 and supplemental letters of instructions.

(3) Insure answer booklets have been properly completed and certified on the coverage page of enlisted answer booklets.

(4) Return completed answer booklets to the AOSP project officer within the suspense dates.

## Chapter 4 AOSP Reports

### 4-1. Standard reports

At the completion of each AOSP survey project, the survey proponent will receive CODAP reports summarizing the information collected.

a. *Enlisted incumbent.* Standard CODAP reports for enlisted MOS provide the following data by skill level:

(1) Demographic information (e.g., location, pay grade, and type of unit).

(2) Percent performing each duty or task.

(3) Average percent time spent by duty or task for both those performing such duty or task and the entire MOS or skill level.

(4) Percent using, maintaining, or using and maintaining equipment items.

(5) Average importance of job-related requirements, skills, knowledges, and abilities.

(6) Percent indicating the need for selected physical requirements.

(7) The difference in task performance between adjacent skill levels.

*b. Enlisted training factor.* Standard CODAP reports for enlisted MOS provide data as listed below. If additional training factor data is requested and collected, it will be provided in the same format.

(1) Average training emphasis ratings by task.

(2) Average learning difficulty by task.

(3) The numerical rank of the training emphasis and learning difficulty ratings.

*c. Officer incumbent.* Standard CODAP reports for commissioned officer specialties and warrant officer MOS will provide the following by rank:

(1) Demographic information (e.g., duty position, command, and sex of officer).

(2) Percent performing each duty or task.

(3) Average percent of position (a measure of meaning to the job) for each duty or task.

(4) Level of use, maintenance, or use and maintenance of equipment items.

(5) Average significance of job-related responsibilities, skills, knowledges, and abilities.

(6) The differences in task performance between adjacent ranks.

*d. Officer training factor.* The same data will be provided as listed in paragraph 4-1b.

#### 4-2. Special reports

*a.* If the information contained in AOSP standard reports is not sufficient to meet user requirements, SSC-NCR will produce special reports tailored to specific needs. Data can be made available for other subsamples, such as—

(1) Duty positions.

(2) MACOMs.

(3) Type unit (MTOE or TDA).

(4) Members who have worked in the specialty or MOS for a given period (e.g., 6 months or less) of time.

*b.* Special reports may be requested by telephone from SSC-NCR (AUTOVON 221-9268/9272); however, this action must be followed by a written request. The following organizations may send requests directly to SSC-NCR. All others must make their requests through normal command channels.

(1) Army Staff agencies.

(2) MACOMs.

(3) Service schools, agencies, or groups subordinate to TRADOC.

(4) Commands subordinate to US Army Development and Readiness Command.

(5) The Academy of Health Sciences.

(6) US Army Research Institute for the Behavioral and Social Sciences.

*c.* User information requirements that cannot be satisfied by standard or special CODAP reports should be discussed with SSC-NCR to determine if the information can be obtained through a special survey. These special surveys can be conducted by SSC-NCR or by the user in accordance with chapter 6.

#### 4-3. Data reliability

*a.* The sampling error (or difference) between AOSP survey results and the results that would be obtained from surveying the entire specialty or MOS population with the same questionnaire is called the sample's reliability. For enlisted MOS, the AOSP uses a plan in which only a portion of MOS incumbents are surveyed. Selection of survey participants is done by the MACOM or collection agency. This is called a stratified sampling plan. The AOSP officer

program provides a questionnaire for each specialty or MOS incumbent.

*b.* Nonsampling errors, primarily introduced by questionnaire design, response errors, and data reduction procedures are controlled by the following:

(1) Coordination of questionnaire items with all interested agencies and activities.

(2) Coordination of questionnaire items with specialty or MOS subject matter experts.

(3) Prescanning of blank answer booklets to eliminate errors that might be caused by the quality of paper or the printing.

(4) Daily operational checks of the optical scanner to insure reliability of machine performance.

(5) A quality control program in data reduction involving both manual and computer-assisted checks.

*c.* Nonresponse errors introduced by the failure of the actual sample to be representative of the population are controlled by—

(1) Use of the stratified sampling plan.

(2) Close contact by SSC-NCR with collection agencies and MILPO.

(3) Use of DA Form 200 (ADP Data Transmittal Record) for acknowledgement of receipt.

(4) Use of registered mail.

## Chapter 5 Data Analysis and User Analysis Support

### 5-1. Data analysis

*a.* Analysis of information collected through SOSP is generally concentrated in the following areas:

(1) Those showing a need for specialty restructuring .

(2) Those having significant training or management implications.

*b.* Reports summarizing findings and recommendations are prepared and coordinated with interested DA Staff agencies, MACOMs, and the proponent school or agency. The support provided to proponent schools or agencies in their use of CODAP reports is also addressed.

*c.* The SSC-NCR performs independent detailed analysis of a limited number (usually 20 to 25) of specialties or MOS each year. Specialties or MOS may be nominated for detailed analysis by the survey proponent or they may be selected by SSC-NCR.

*d.* Nomination by survey proponents for detailed analysis should be made concurrently with the identification of the specialty or MOS for inclusion in the yearly AOSP schedule.

*e.* SSC-NCR detailed analysis of enlisted MOS generally will include the following:

(1) Job structure analysis as determined by the similarity of work performed by incumbents.

(2) Differences or similarities between adjacent skill levels in task performance, equipment involvement, skills, knowledges, abilities, and physical requirements .

(3) Task performance of first term personnel based on months in their duty MOS and the sex of these personnel, if required.

(4) Evaluation of the attitudes toward job satisfaction, reenlistment intent, and unit morale of first term soldiers.

(5) The most important factors having an impact on reenlistment and separation decisions.

(6) Relationship of the occupational data to other management information.

(7) Evaluation of handwritten personal comments by incumbents.

*f.* SSC-NCR analysis projects of officer specialties or MOS generally will include the following:

(1) Job structure analysis as determined by the similarity of work performed by incumbents.

(2) Differences or similarities between lieutenants and captains in task performance, responsibilities, knowledges, skills, abilities, and equipment involvement.

(3) Evaluation of handwritten personal comments made by incumbents.

## 5-2. User analysis support

*a.* On request, SSC-NCR will provide users of the AOSP system with assistance in the interpretation and evaluation of CODAP reports.

*b.* This service may take the following forms:

- (1) Telephone response to inquiries concerning specific user problems.
- (2) Informal training of AOSP users at SSC-NCR.
- (3) Publishing, distributing, and maintaining the AOSP handbook.
- (4) Visits to survey proponents.

## Chapter 6 Army Field-Sponsored and Non-Army Occupational Surveys

### 6-1. General

*a.* This chapter pertains to occupational surveys not included in the DA Survey Master Plan conducted among Army military and civilian personnel except those approved and distributed by the following:

(1) Commanders who conduct occupational surveys among members of their own commands, including surveys conducted by the National Guard Bureau and the Office of the Chief, Army Reserve. However, technical advisory service on these projects is available from SSC-NCR .

(2) Office of the Assistant Secretary of Defense(Manpower, Reserve Affairs, and Logistics).

(3) Office of the Deputy Chief of Staff for Personnel (ODCSPER) research office, including the US Army Research Institute for the Behavioral and Social Sciences.

(4) US General Accounting Office.

(5) Civilian personnel officers of commands and field activities (Office of Personnel Management, DA Director of Civilian Personnel (ODCSPER), who perform the following duties:

*(a)* Conduct manpower surveys.

*(b)* Review and evaluate civilian personnel management programs, practices, and training.

(6) US Army Training Systems Analysis Activity.

*b.* Occupational surveys will be contracted only when Army survey resources are unavailable or survey methods are not suitable.

### 6-2. Responsibilities

*a.* The Director of Military Occupational Development, SSC-NCR, will—

(1) Provide DA points of contact on occupational survey management.

(2) Approve small scale occupational surveys.

(3) Provide technical advisory service to Army Staff agencies and field commands in planning, developing, and analyzing occupational surveys and to the Headquarters, Department of the Army (HQDA), panel authorizing a survey.

(4) Issue a survey control number (SCN) after authorization of approved survey.

*b.* HQDA panel will approve all large scale occupational surveys with technical assistance from SSC-NCR.

*c.* Heads of Army Staff agencies and their field operating agencies, MACOMs, and field commands, or installations and their satellite units, will—

(1) Insure that only authorized occupational surveys are conducted within the commands.

(2) Request approval of proposed surveys in the format shown in figure 6-1 to SSC-NCR.

(3) Report to SSC-NCR (ATZI-NCR-MS), by the quickest means, any occupational surveys believed to be unauthorized. These

surveys will be placed in a hold status pending receipt of instructions from SSC-NCR.

*d.* The survey sponsor will display an SCN issued by SSC-NCR for all approved surveys in the first page of the survey instrument.

*e.* Every occupational survey proponent will prepare a report of survey findings as shown in figure 6-2. This report must be sent to SSC-NCR no later than 4 weeks after survey data reduction.

### 6-3. Field-sponsored occupational surveys

*a.* An occupational survey initiated and conducted by a command and crossing command lines requires SSC-NCR approval. Request for approval will be prepared in the format shown in figure 6-1. The survey will be evaluated by SSC-NCR for—

(1) Compliance with this regulation.

(2) Technical quality of submission.

(3) Its impact on receiving units.

*b.* A field-sponsored occupational survey will be approved only after it has been determined that—

(1) Information needed for research or management purposes cannot be obtained through other programs or does not exist in other forms.

(2) Time and events have caused previously collected information to become obsolete.

(3) Other programs, such as the Attitude and Opinion Survey Program (AR 600-46), cannot be adapted to provide required information.

(4) The need for information warrants the expenditure of resources associated with survey development, administration, and analysis.

(5) The occupational survey is designed to produce valid information while imposing minimum trouble on the individual and on the supporting organizations.

(6) Justification is furnished to support the need for all questions in the survey.

*c.* Proponents must obtain a requirements control symbol (RCS) from their agency when requested by SSC-NCR =.

*d.* Requests for trend data will be approved only when sufficient time has passed to warrant its collection .

### 6-4. TRADOC branch training team (BTT) surveys

Proposed surveys to be conducted by TRADOC BTT will be submitted for approval in accordance with paragraph 6-3. However, proponent schools are required to request approval only once each fiscal year. Requests will be accompanied by examples of typical questionnaires and the information required by figure 6-1. If approved by SSC-NCR, an SCN will be issued to cover all BTT surveys conducted by a specific proponent during that fiscal year.

### 6-5. Non-Army occupational survey approval

*a.* Occupational surveys of Army personnel requested by private sponsors outside the Federal Government or by Federal Government agencies other than the Department of the Army will be forwarded to Deputy Commander, SSC-NCR for approval. Requests will be prepared in the format shown in figure 6-1.

*b.* Survey approval depends on—

(1) Compliance with policies in this regulation.

(2) Compliance with security requirements with respect to the handling and use of collected data if classified information is involved.

(3) SSC-NCR's ability to provide the requested assistance without causing interference with the Army's mission, or duplication of similar current or completed projects.

(4) Agreement by the sponsor to reimburse DA for costs arising from administering the survey.

(5) Army's clear and direct interest in the survey results.

(6) The protection of Army personnel from an unwarranted invasion of privacy.

(7) The chance of generating too large a number of requests by individuals or organizations having equally valid claim to survey Army personnel.

(8) The assurance that approval will not give official sanction,



special assistance, or privileges that will benefit an individual or organization.

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1. Title of occupational survey:
2. Name of sponsoring organization or office:
3. Name, title, mailing address, telephone number of senior project officer, and persons who can answer questions about the survey:
4. Justification for occupational survey request: Description of the expected interaction of the major variables, reason why data are needed, and how data will be used.
5. Milestone dates for survey development, administration, data analysis, final report, etc:
6. Background research: Description of the planning, coordination, and staffing of the occupational survey. Include any applicable military or civilian references.
7. Target population: Description and size of total population and any subgroups to be used in analysis.
8. Sample: Description and size of sample and any subgroups to be used in analysis, type of sample, selection procedures and rationale, and degree of oversampling for nonresponse.
9. Draft of the occupational survey instrument, letters of instruction to respondents, and Privacy Act statement (if applicable):
10. Administration procedures: Method of data collection (e.g., mail or personal interview) and justification; estimated frequency and duration; command effort required and time required for respondent to complete the survey.
11. Method of data analysis: Manner of data processing, plan of statistical analysis, statistical procedures to be used, and justification for each.
12. Distribution: Intended distribution of instrument and survey results, authority for SSC–NCR to release information resulting from data analysis, or to release copies of the report results, if applicable.

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**Figure 6-1. Format for requesting occupational survey review and approval**

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Report of Occupational Survey Findings

RCS: \_\_\_\_\_ SCN: \_\_\_\_\_

Title:

Purpose:

Date administered:

Significant results and conclusions: (Include appropriate backup data for being reported.)

Actions taken or proposed:

Status of actions:

Authority for release of data:

Authority to release data to any requestor is granted.

Authority to release data to requestors except those specified below is granted. Reasons for exclusion are listed below.

Authority to release data to anyone is not granted for the following reasons:

(Signature block)

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**Figure 6-2. Format for reporting occupational survey findings**

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## Glossary

### Section I Abbreviations

#### AOSP

Army Occupational Survey Program

#### BTT

branch training team

#### CODAP

comprehensive occupational data analysis programs

#### CONUS

continental United States

#### DA

Department of the Army

#### HQDA

Headquarters, Department of the Army

#### MACOM

major Army command

#### MILPERCEN

US Army Military Personnel Center

#### MILPO

military personnel office

#### MOS

military occupational specialties

#### MTOE

modification table of organization and equipment

#### OCONUS

outside continental United States

#### ODCSPER

Office of the Deputy Chief of Staff for Personnel

#### RCS

requirements control symbol

#### SCN

survey control number

#### SSC-NCR

US Army Soldier Support Center—National Capital Region

#### TDA

table of distribution and allowances

#### TRADOC

US Army Training and Doctrine Command

#### USACC

US Army Communications Command

#### USAHSC

US Army Health Services Command

### Section II Terms

#### Answer booklet

A standardized document for recording responses to questionnaires.

#### AOSP project officer

The appointed MILPO person who is responsible for receiving, distributing, accounting for, and returning AOSP questionnaires and answer booklets.

#### AOSP transmittal letter

A letter accompanying each shipment of AOSP questionnaires giving specific instructions for that shipment.

#### AOSP user

An Army Staff element, Army command, or other agency that has a need for AOSP information.

#### AOSP user requirements

Training and occupational information required to satisfy user needs.

#### Data collection agency

Army commands or activities responsible for collecting specialty or MOS information from soldiers within their areas of jurisdiction who are being surveyed under AOSP.

#### Data sheet

Worksheet, DA Form 4308 (AOSP Questionnaire Data Sheet), containing TOE, TDA, and authorization information pertaining to an enlisted MOS job incumbent.

#### Incumbent

A member of the US Army assigned to and performing duty in a particular specialty or MOS being surveyed.

#### Questionnaire administrator

A member of the US Army or a DA civilian familiar with the AOSP who administers AOSP questionnaires to job incumbents, supervisors, or subject matter experts and who verifies that administrative requirements and qualitative standards have been met.

#### Questionnaire booklet

A collection of selected items pertaining to all duty positions within a specialty or MOS and instructions for completing the accompanying answer booklets.

#### Questionnaire items

Tasks performed, equipment operated and maintained or equipment that requires supervisory control for operation or maintenance, special requirements needed, job satisfaction and responsibilities, skills, or knowledges consideration.

#### Supervisor or subject matter expert

An individual assigned to a supervisory position of a specialty or MOS or an individual who is a subject matter expert familiar with the duty requirements of a specialty or MOS being surveyed.

## Section III

### Special Abbreviations and Terms

This section contains no entries.

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