

DOCUMENT RESUME

ED 113 524

CE 005 049

TITLE ~~Military Occupational Data Bank (MODB): Personnel Selection and Classification.~~

INSTITUTION Department of the Army, Washington, D.C.

REPORT NO AR-611-3

PUB DATE 4 Sep 74

NOTE 13p.

EDRS PRICE MF-\$0.76 HC-\$1.58 Plus Postage

DESCRIPTORS \*Classification; \*Data Bases; Data Collection; \*Enlisted Men; Military Service; \*Occupations; \*Personnel Selection

IDENTIFIERS \*Military Occupational Data Bank; MODB

ABSTRACT

The regulation contains policy guidance, administrative procedures, and responsibilities for the operation and maintenance of the Military Occupational Data Bank (MODB). It revises a former regulation governing the MODB method of operation by revising the list of occupational data collection agencies and by providing expanded information concerning data analysis, data reliability, and supplemental information available to MODB users. The first of three chapters is a general one which discusses the purpose and scope of the regulation, explains the terms used in it, describes the MODB, and discusses its responsibilities. Chapter 2, on the source of collection for enlisted Military Occupational Specialties (MOS), discusses objectives, restrictions, questionnaires, responsibilities, administrative procedures, and procedures for selecting qualified MOS incumbents. Chapter 3, MODB reports for enlisted Military Occupational Specialties, discussed objectives, standard reports, special reports, background information (BI) summary, Comprehensive Occupational Data Analysis Programs (CODAP) reports, requests for MODB reports, data reliability, and supplemental publications. A sample of the MODB Questionnaire Data Sheet is included. (Author/JR)

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PERSONNEL SELECTION AND CLASSIFICATION  
MILITARY OCCUPATIONAL DATA BANK (MODB)

Effective 15 October 1974

*This revision incorporates changes in the MODB method of operation; revises the list of occupational data collection agencies; and provides expanded information concerning data analysis, data reliability, and supplemental information available to MODB users. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331; other commands will furnish one copy to the next higher headquarters.*

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\* This regulation supersedes AR 611-3, 25 June 1973.

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## CHAPTER 1

## GENERAL

**1-1. Purpose.** *a.* This regulation contains policy guidance, administrative procedures, and responsibilities for the operation and maintenance of the Military Occupational Data Bank (MODB), RCS MILPC-4.

*b.* Source data collection and MODB reports for warrant and commissioned officers will be published in forthcoming chapters 4 and 5 respectively.

**1-2. Scope.** *a.* This regulation applies to Army Staff agencies and Army commands responsible for:

- (1) Managing personnel resources.
- (2) Training or development of personnel.
- (3) Determining qualitative personnel requirements for new equipment.
- (4) Developing organization and doctrine.

*b.* For source data collection, this regulation applies to Army Staff agencies and Army commands through company level.

**1-3. Explanation of terms.** *a. MODB project officer.* The designated Army Staff agency or Army command representative responsible for performing duties associated with the Military Occupational Data Bank (MODB).

*b. Questionnaire administrator.* A member of the US Army or a DA civilian familiar with the MODB system who administers MODB questionnaires to MOS incumbents. Questionnaire administrators may be MODB project officers.

*c. MODB user.* An Army Staff agency or Army command that has a need for occupational information from the MODB.

*d. MOS incumbent.* A member of the US Army who is assigned to and performing duty in a particular position.

*e. Military occupational specialty (MOS).* The term used to identify a grouping of duty positions possessing such close occupational and functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level.

*f. Military occupational specialty code (MOSC).*

(1) *Enlisted.* The five-character code used to identify MOS, skill level, and special qualifications. The first three characters identify the MOS, the fourth character identifies the skill level, and the fifth character identifies special qualifications.

(2) *Warrant officer.* The warrant officer MOS code consists of four characters and a suffix character. The first four characters identify the MOS and the suffix character identifies special qualifications.

(3) *Commissioned officer.* The commissioned officer MOS consists of four digits and a prefix character. The four digits identify the MOS and the prefix character identifies special qualifications.

*g. By-name listing.* A listing of personnel assigned to a particular command with one of the duty MOS being surveyed. The by-name list is based on an extract of the Enlisted Master File and is prepared through the Inquiry and Reports Generator System (IRGS). The listing is provided with each shipment of questionnaires to assist the command in identifying MOS incumbents.

*h. Item statement.* A statement of a task performed, equipment operated or maintained, or special requirements needed during job performance.

*i. Questionnaire.* A booklet of item statements pertaining to all duty positions within an MOS. Normally a separate questionnaire is prepared for each three-character MOS; however, a single questionnaire may be used to survey several closely related MOS. The cover of the questionnaire specifies the MOS to which it pertains.

*j. Data sheet.* A worksheet (DA Form 4308 (Military Occupational Data Bank Questionnaire Data Sheet)) containing background questions pertaining to an MOS incumbent. This worksheet (fig. 1-1) is filled in at the unit personnel office prior to administration of the questionnaire. The data sheet is used by the incumbent to transpose information to the questionnaire. DA Form 4308 will be stocked by MILPERCEN and distributed to users in the appropriate quantities as deemed necessary.

**1-4. MODB.** *a.* The MODB is a system of collection and computer-assisted processing, storage, retrieval, and analysis of detailed military occupational information pertaining to almost every MOS in the US Army. This occupational information is collected by questionnaires completed by qualified MOS incumbents throughout the world. The MODB is a management instrument designed to provide findings and recommendations to sup-

port MOS development, job evaluation, and determination of qualitative training requirements. The MODB is of assistance when determining qualitative personnel requirements, force structure requirements, doctrine, materiel, and effective assignment and use of personnel.

*b.* The MODB system encompasses the following areas:

(1) *User requirements.* The occupational information required to satisfy user needs. Requirements are satisfied by the design or redesign of questionnaires and reports.

(2) *Questionnaire development.* Item statements for questionnaires are developed by the US Army Military Personnel Center (MILPERCEN) from listings prepared by the Army service school or agency which is proponent for the MOS to be surveyed. Item statements are coordinated with interested agencies and activities. The development process is repeated each time an MOS is resurveyed.

(3) *Source data collection.* Questionnaires are distributed worldwide by MILPERCEN. Each participating Army command or activity receives questionnaires for an MOS based on the ratio of the command or activity's assigned strength in that MOS to the total Army strength in that duty MOS. Questionnaires are redistributed to subordinate elements of the command where they are completed by incumbants. The completed questionnaires are consolidated by the command or activity MODB Project Officer and returned to MILPERCEN.

(4) *Data reduction.* Data from completed questionnaires are transferred to magnetic tape by an optical page reader.

(5) *MOD reports.* A variety of Military Occupational Data (MOD) reports are available to users upon request as described in chapter 3. MOD reports are distributed to major users as they are produced.

(6) *Data analysis.* The results of each survey are analyzed by Military Occupational Research Division personnel to determine the amount of analysis required. Analytic efforts are concentrated in those areas which indicate a need for MOS restructuring, or have significant training and personnel use implications. Reports which summarize findings are prepared. The results of analytic efforts are presented to interested agencies either in writing or by staff visits and briefings. Conclusions and recommendations for action are developed from findings or from the results of staff coordination as appropriate.

1-5. *Responsibilities.* *a.* DA Staff agencies and major Army commands are responsible for:

(1) Coordinating item statements for questionnaire development, as appropriate.

(2) Assisting the data collection effort, as appropriate.

(3) Using MODB data and implementing findings and recommendations, as appropriate.

*b.* Commanding General, US Army Training and Doctrine Command (TRADOC) is responsible for submission of questionnaire item statements, RCS MILPC-4, Part I, to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331 to supplement item statements developed by MILPERCEN.

*c.* MILPERCEN is designated the Monitoring Agency for the MODB system within its functional area of responsibility. Detailed responsibilities for monitoring agencies are listed in AR 18-1.

*d.* The Personnel Management Development Directorate (PMDD), MILPERCEN, is responsible for—

(1) Designing, coordinating, and maintaining the MODB, less main-frame automatic data processing support.

(2) Developing and coordinating questionnaire item statements with Army Staff agencies, TRADOC, and other Army commands as appropriate.

(3) Developing, printing, and distributing questionnaires.

(4) Monitoring the data collection effort.

(5) Collecting and precomputer processing completed questionnaires.

(6) Selecting and designing MOD report formats.

(7) Processing select data through the DOD-sponsored Comprehensive Occupational Data Analysis Programs (CODAP).

(8) Conducting analysis of MODB/CODAP reports.

(9) Furnishing MOD reports and MODB/CODAP findings to users, providing pertinent recommendations, and monitoring implementation of MODB results.

(10) Providing guidance and assistance on the MODB and supporting CODAP to Army Staff agencies, Army commands, and other Army elements upon request.

(11) Providing Army representation and support to interservice programs and activities concerning occupational, task analysis.

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e. The Personnel Information Systems Directorate (PERSINS-D), MILPERCEN, is responsible for operating and maintaining the main-frame automatic data processing support for the MODB.

f. Collection agencies are responsible for the receipt, distribution, completion, return, and accountability of MODB questionnaires (RCS MILPC-4, Part II). Collection agencies are identified and responsibilities listed in chapter 2.

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MILITARY OCCUPATIONAL DATA BANK  
QUESTIONNAIRE DATA SHEET  
RCS MILPC-4

NAME \_\_\_\_\_ Questionnaire will be taken at:  
Last First MI

(Date/Time/Location)

Information on this page will be provided by the record holding unit of the above named individual. The individual will then carry the completed data sheet to the questionnaire administration site and transfer the information to his questionnaire in the appropriate spaces in the BACKGROUND INFORMATION section when told to do so. Upon completion of the questionnaire and verification of transferral of information from the data sheet, this sheet will be returned to the individual.

\*\*\*\*\*

BACKGROUND INFORMATION (PART A) - page 1:

4a. Duty Position Title

1. Social Security Number (SSN) 2. Component 3. Sex 4. Duty Position Code  
RA \_\_\_\_\_ M \_\_\_\_\_ (Completed by respondent at  
AUS \_\_\_\_\_ F \_\_\_\_\_ the time he completes the  
USAR \_\_\_\_\_ MODB questionnaire)  
NGUS \_\_\_\_\_

5. Type of Unit 6. TOE/MTOE Number 7. Command Code 8. Location Code  
TOE \_\_\_\_\_  
MTOE \_\_\_\_\_  
TDA \_\_\_\_\_  
MTDA \_\_\_\_\_

BACKGROUND INFORMATION (PART A) - page 2:

9. Duty MOS 10. Primary MOS 11. Additional Skill Identifier

BACKGROUND INFORMATION (PART B) - page 3:

3. Pay grade authorized for present duty position: E- \_\_\_\_\_  
4. Present duty position is authorized for: NCO \_\_\_\_\_  
Specialist \_\_\_\_\_  
Neither \_\_\_\_\_

\*\*\*\*\*

Detailed instructions to the Personnel Officer for proper completion of this data sheet are printed on the reverse side.

Figure 1-1.

INSTRUCTIONS TO PERSONNEL OFFICER

BACKGROUND INFORMATION (PART A) should be completed as follows:

- Item 1: Carefully fill in the individual's Social Security Number.
- Item 2: Check line corresponding to individual's component.
- Item 3: Check line corresponding to individual's sex.
- Item 4a: Print the individual's Duty Position Title.
- Item 4: Completed by individual under direction of the questionnaire administrator.
- Item 5: Check line corresponding to individual's type of unit. If TDA/MTDA is checked, SKIP ITEM 6.
- Item 6: Give basic TOE/MTOE number only. A basic TOE/MTOE number is a number, followed by a hyphen, followed by a number, followed by a single alphabetic character - any letters or numbers following the alphabetic character are modifiers and are not part of the basic TOE/MTOE number. For example, of the TOE number is 7-57G01, the basic TOE number is 7-57G. If the basic TOE/MTOE number has less than 2 digits preceding the hyphen and/or less than 3-digits following the hyphen, insert leading zeroes as shown in the example below.

If the basic TOE number is 7-57G, then code as:

0	7	0	5	7	G
---	---	---	---	---	---

Item 7: Fill in the appropriate Command Code from the list:

01--ODD (Army & Joint Elements)	06--USARJ	11--FORSCOM	16--MTMC	21--USACSC
02--HQ, Department of the Army	07--AADCOM	12--AMC	17--MDW	22--BMDSCOM
03--MILPERCEN	08--SUPHAI	13--USASA	18--USACIDC	23--USMA
04--USAREUR	09--USASCH	14--USAIMTA	19--USAHSC	88--OTHER CONUS
05--USAEIGHT	10--TRADOC	15--USACC	20--USAREC	99--OTHER OVERSEAS

Item 8: Fill in the appropriate Location Code from the list:

01--Alaska	11--Hawaii	21--Thailand	31--Ft Carson	41--Ft Lee	88--OTHER CONUS
02--Antarctica	12--Italy	22--Turkey	32--Ft Devens	42--Ft Lewis	99--OTHER OVERSEAS
03--Antilles	13--Japan	23--South America	33--Ft Dix	43--Ft Meade	
04--Azores	14--Korea	24--Spain	34--Ft Eustis	44--Ft Ord	
05--Belgium	15--Libya	25--Vietnam	35--Ft Gordon	45--Ft Polk	
06--Bermuda	16--Netherlands	26--Ft Benning	36--Ft Hood	46--Ft Riley	
07--England	17--Okinawa	27--Ft Belvoir	37--Ft S. Houston	47--Ft Rucker	
08--Ethiopia	18--Panama Canal Zn	28--Ft Bliss	38--Ft Huachuca	48--Ft Sill	
09--Germany	19--Phillipine Isls	29--Ft Bragg	39--Ft Jackson	49--Ft L. Wood	
10--Greece	20--Puerto Rico	30--Ft Campbell	40--Ft Knox		

Items 9 & 10: Give duty and primary MOS. Include SQI if present, but not ASI. ASI is recorded in Item 11.

EXAMPLE: MOS 74F2H4 (with ASI), code as:

7	4	F	2	0
---	---	---	---	---

MOS 11B2H (with SQI), code as:

1	1	B	2	H
---	---	---	---	---

Item 11: Record Additional Skill Identifier (ASI) if present.

BACKGROUND INFORMATION (PART B), complete only the following items:

Items 3 & 4: Self explanatory.

All entries on the MODB Data Sheet must be completed carefully and accurately to insure that the incumbent can properly complete his MODB Questionnaire.

Figure 1.1. Continued

## CHAPTER 2

### SOURCE DATA COLLECTION FOR ENLISTED MOS

**2-1. Objectives.** The objectives of source data collection are to obtain and keep current occupational information for the MODB data base, Source Data Collection, RCS MILPC-4, Part II.

**2-2. Restrictions.** The following restrictions on MODB field data collection are in effect:

*a.* Collection of data from USACC personnel stationed outside of CONUS is a responsibility of the host command. USACC commanders outside of CONUS will cooperate with the MODB field data collection effort.

*b.* United States Army Security Agency (USA SA) personnel will participate in the MODB field data collection effort only as it pertains to unclassified MOS. The Commanding General, USA SA, has the responsibility for conducting job analysis of classified positions and furnishing this information to MILPERCEN on request.

**2-3. Questionnaires.** *a.* Questionnaires for enlisted MOS consist of:

- (1) Background Information (Part A).
- (2) Background Information (Part B).
- (3) Task Section.
- (4) Equipment Section.
- (5) Special Requirements Section.

*b.* The Army commands and elements listed below are designated as occupational data collection agencies for the MODB system. Sub-elements of these activities may receive direct shipments of MODB questionnaires if MOS populations warrant separate mailing.

(1) US Army elements of Defense and Joint agencies, activities, and commands.

(2) Headquarters, Department of the Army Staff.

(3) US Army Military Personnel Center.

(4) US Army, Europe and Seventh Army.

(5) Eighth US Army.

(6) US Army, Japan.

(7) US Army Air Defense Command.

(8) USARPAC, USARL, and USARS(O) until discontinued.

(9) US Army Support Command, Thailand.

(10) US Army Support Command, Hawaii.

(11) All active Army installations, forces, and activities organized under the US Army Training and Doctrine Command (TRADOC) or the US Army Forces Command (FORSCOM).

(12) US Army Materiel Command.

(13) US Army Security Agency.

(14) US Army Intelligence Agency.

(15) US Army Communications Command.

(16) Military Traffic Management Command.

(17) US Army Military District of Washington.

(18) US Army Criminal Investigation Command.

(19) US Army Health Services Command.

(20) US Army Recruiting Command.

(21) US Army Ballistic Missile Defense Systems Command.

(22) US Army Club Management Agency.

(23) US Disciplinary Barracks.

**2-4. Responsibilities.** *a.* Collection agencies will—

(1) Maintain accountability of questionnaires received from and returned to MILPERCEN.

(2) Return completed questionnaires to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331.

(3) Suballocate questionnaires to subordinate commands or elements based upon established priority.

(4) Transmit questionnaires to subordinate commands as expeditiously as possible.

(5) Establish and maintain a system of project officers for the MODB. Commanders at any level may appoint project officers as desired to accomplish source data collection. Personnel Survey Control Officers (see AR 600-46) may be appointed as MODB Project Officers. A project officer must be someone controlling or managing personnel records and/or assignments. Test Control Officers (TCO) are not normally in a position to perform MODB Project Officer duties; however, they may be appointed as MODB questionnaire administrators. Project officers will be appointed through separate battalion level and through organizations and installations comparable in size to battalions. Collection agencies receiving questionnaires directly from MILPERCEN will provide the name, complete address, and telephone number of the MODB Project Officer to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331.

(6) Submit an acknowledgment of receipt report and return reports to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331.

(a) The acknowledgment report will be sent within 7 days of receipt of complete shipment and include acknowledgment of contents or identification of shortages.

(b) The return reports will be sent with each shipment of completed questionnaires. The reports will include the number of completed questionnaires, by MOS, and the number of uncompleted questionnaires by MOS. Uncompleted questionnaires will not be returned without MILPERCEN approval.

(7) Collect data for MODB project special surveys when required.

*b. Subordinate commands will—*

(1) Maintain a system of MODB project officers at appropriate levels of command.

(2) Maintain accountability of questionnaires received and completed questionnaires returned to the MODB project officer or to MILPERCEN.

(3) Allocate questionnaires and data sheets to subordinate commands following established priorities. Questionnaires will be distributed to MOS incumbents at the administration site only.

(4) Validate information on by-name listing.

(5) Select qualified incumbents to complete questionnaires.

(6) Direct that qualified individuals complete data sheets for MOS incumbents.

(7) Administer questionnaires as expeditiously as possible.

(8) Return completed questionnaires to the MODB project officer or to MILPERCEN, as appropriate.

*c. Units will—*

(1) Assist in selecting qualified incumbents to complete questionnaires. If personnel on the by-name list are disqualified or unavailable because of PCS, ETS, wrong DMOS, or TDY status, then the unit will screen its records for qualified replacements.

(2) Insure that data sheets are accurately completed for incumbents.

(3) Insure that incumbents report to the questionnaire administration site, with the completed data sheet, as specified by the MODB project officer.

**2-5. Administrative procedures.** *a.* Questionnaires and data sheets will be distributed to collection agencies. Letters will precede each shipment of questionnaires and will include—

(1) A list of the MOS questionnaires to be included in the shipment.

(2) Quantities of questionnaires to be completed for each MOS.

(3) An authorized TOE duty position list for each MOS in the shipment.

(4) A by-name listing of individuals by command who, according to enlisted master file, have the duty MOS being surveyed.

(5) An acknowledgment of receipt form.

*b.* Priority for distribution of questionnaires is to incumbents in TOE or TDA positions that—

(1) Are identified by all skill levels authorized for the MOS.

(2) Are graded in all grades authorized for the MOS and skill level.

(3) Occur in as many types of TOE and TDA as possible in which the MOS is authorized.

(4) Occur in units located in as many different countries or geographic areas as possible.

*c.* The following time requirements are in effect for questionnaire administration:

(1) Collection agencies are authorized 75 days for questionnaire administration. The time requirement commences with the date of receipt of each shipment of blank questionnaires by the collection agency and terminates with date of dispatch of completed questionnaires to MILPERCEN. Completed questionnaires should be returned as often as necessary to prevent a backlog at any command level.

(2) When additional time is required to complete questionnaires, MODB project officers will submit requests for extension to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331, stating the reason for the time extension.

*d.* Utmost care must be exercised while handling and preparing questionnaires for shipment. (See DA Pam 611-3 for packing instructions.)

*e.* MODB does not survey classified MOS; however, an unclassified questionnaire may become classified by inclusion of classified data. Such questionnaires will be safeguarded in accordance with provisions of DOD 5200.1-R and AR 380-5.

*f.* Instructions for questionnaire administrators are included in DA Pamphlet 611-3. The questionnaire administrator is required to sign the cover page and print his name, grade, organization, and date of administration. This procedure provides a reasonable assurance that questionnaires are properly checked in the presence of the incumbent and that on-the-spot corrections have been made as required. Although the incumbent enters his name and telephone number on the cover page, once he has departed the administration site corrections are difficult or impossible to make. Corrections are limited to those listed at paragraph 4-1, DA Pamphlet 611-3. No attempt will be made to influence or change the incumbent's responses

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to questionnaire items or his entries on the write-in pages.

g. Project officers will make every effort to locate MOS incumbents to complete all questionnaires. Additional time to administer questionnaires will be requested rather than perfunctory acceptance of a low completion rate.

h. After all reasonable attempts to locate qualified MOS incumbents have been exhausted, project officers will contact the MODB project officer at the next higher level of command and will request disposition instructions for unused questionnaires.

i. Upon notification of existence of uncompleted questionnaires at a lower level, project officers will effect redistribution of the questionnaires within their command or agencies to achieve maximum possible completion. If, after redistribution, there are still uncompleted questionnaires, the next higher level will be notified and the redistribution process will be repeated.

j. Blank (uncompleted) questionnaires will not be returned to MILPERCEN without approval. Collection agency MODB Project Officers will report the number of blank booklets, by MOS, to HQDA (DAPC-PMR) 2461 Eisenhower Ave.,

Alexandria, VA 22331, and will request disposition instructions. If data from the Inquiry and Reports Generator System indicates sufficient incumbents exist in a command to complete additional questionnaires, the command will be instructed to make additional attempts to complete the questionnaire.

2-6. MOS incumbent selection. a. The selection of qualified MOS incumbents is the responsibility of the MODB project officer at the level of command closest to the incumbent. Qualified incumbents are those incumbents who are best qualified to accurately describe their current duty position.

b. As minimum criteria for selection, the following conditions must be met:

(1) The incumbent's three-character *duty* MOS must match the three-character MOS printed on the questionnaire he is to complete. The incumbent must be working in that *duty* MOS.

(2) The incumbent must have been working in his current duty position for a minimum of 3 months within the same country or geographical area.

## CHAPTER 3

## MODB REPORTS FOR ENLISTED MOS

**3-1. Objectives.** The objectives of the MODB reports are to—

*a.* Produce reports based on enlisted three-character and four-character MOS on such items as tasks accomplished, equipment operated and maintained, and knowledge and special requirements needed for successful job performance.

*b.* Produce a variety of standard, special, and CODAP reports consistent with user needs.

**3-2. Standard reports.** MODB standard reports contain computed data for all item statements in a questionnaire derived from the responses supplied by a randomly selected sample of an MOS population. All standard reports are distributed to principal users as they are produced. There are two types of standard reports, three-character MOS reports and four-character MOS (skill level) reports. Each type of report can be presented in two formats.

*a. Items ranked by mean values.* The purpose of these reports is to rank the responses to questionnaire items in the order of the mean value of positive responses by category of relative time spent within each duty or subsection. All item responses are positive answers and indicate how the respondent performs, uses, maintains, or needs the item to some degree in the performance of his duties. The mean value of positive responses by category of relative time spent is calculated and the items are printed in descending order within duty or subsection. The mean value of positive responses for each entire duty or subsection is also calculated so that questionnaire duties or subsections appear in descending mean value order. A median value is computed and printed for each item based on the number of positive responses by category and the total number of positive responses. The percentage of positive responses by category of relative time spent to an item is also calculated and printed. There are two standard mean value report formats.

(1) Items ranked by mean value by three-character MOS. This report is useful in comparing the item statement responses for the entire MOS with responses by selected groups of respondents, or with similar items in a different MOS.

(2) Items ranked by mean value by four-character MOS. This report is similar in format to the items ranked by mean value by three-

character MOS, except that the ranking is based on responses for the skill level for an MOS.

*b. Items in questionnaire order.* These reports contain the same item-by-item information as the reports ranked by mean value; however, the order of listing is different. The items are listed in precisely the same order in which they appeared in the questionnaire. There are two standard questionnaire order report formats.

(1) Items in questionnaire order by three-character MOS.

(2) Items in questionnaire order by four-character MOS.

**3-3. Special reports.** MODB special reports contain the results of computations for all item statements on a questionnaire for the sampled population of an MOS or a specified portion of that sample. Special reports are available in questionnaire order format or mean value order format. Special reports are prepared and distributed on request. The principal type is the selected criteria report keyed to any item or sequence of items appearing on the Background Information Summary (para 3-4). Another frequently used special report is the Duty Position Report which is useful in comparing the item statement responses in different duty positions within an MOS or of the same duty position in a different MOS.

**3-4. Background information (BI) summary.**

*a.* This report is produced from the data contained in Background Information (Part A) and Background Information (Part B) sections of the questionnaire. The report presents a summary of background information for personnel who completed a particular MOS questionnaire and permits the user to select special reports which will be most meaningful. The following data elements are contained in the BI summary.

(1) Social security number. Lists of SSN do not appear in the biographic summary report. Special MODB reports by SSN may not be requested. SSN data is used only for MODB data analysis.

- (2) Component (RA/AUS/USAR/NGUS).
- (3) Sex.
- (4) Duty position title.
- (5) Command.
- (6) Location.
- (7) Duty MOS.

(8) Primary MOS. Lists of PMOS do not appear in the biographic summary report; however, special reports may be requested based upon any PMOS known to be in the sample.

(9) Pay grade.

(10) Status (NCO/Specialist/neither).

(11) Pay grade authorized for actual duty position.

(12) Status authorized for actual duty position.

(13) Length of service.

(14) Total time in present PMOS.

(15) How incumbent received present PMOS.

(16) Total time in present duty position.

(17) Source of training for present duty position.

(18) How job uses incumbent's talents and training.

(19) Incumbent's description of the interest level of his job.

(20) Amount of time spent in non-MOS tasks.

(21) Number of people supervised.

(22) Highest level of education completed.

(23) Foreign language requirement.

(24) Vehicle operator's permit requirement.

(25) Security clearance requirement.

(26) Physical characteristics required.

(27) Current reenlistment plans.

b. A Background Information Summary will be produced for each report produced in questionnaire order format.

3-5. **CODAP reports.** MODB/CODAP reports contain the results of computations for all items statements on a questionnaire for the sampled population or a specified portion of that sample. Due to the complexity of the CODAP programs and the need for interaction between the analyst and the computer, MODB/CODAP reports will normally be used exclusively in the MODB data analysis process. Specific MODB/CODAP reports may be included in MODB data analysis findings when appropriate.

3-6. **Requests for MODB reports.** a. Standard reports are automatically distributed to selected major users.

b. Requests from Army Staff agencies and Army commands to be placed on or removed from the selective MODB standard report distribution list will be transmitted through channels to HQ DA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331. Commanders within channels will forward requests from subordinate elements when the data requested is not available elsewhere.

Requests will be consolidated when possible. Distribution normally will be limited to one copy of each report. Army service schools, groups, institutes, and agencies subordinate to TRADOC; and commands subordinate to AMC may send requests directly to HQDA (DAPC-PMR) 2461 Eisenhower Ave., Alexandria, VA 22331, with an information copy to Commander, TRADOC or AMC as appropriate.

c. Requests for MODB special reports will be transmitted in the same manner as for standard reports.

d. When a major user develops specific information requirements which cannot be satisfied by MODB standard or special reports, these requirements should be discussed with MODB personnel to determine if the required information can be obtained through a special survey.

3-7. **Data reliability.** a. The sampling error, or difference, between the MODB survey result and the result which would be derived from the entire MOS population using the MODB questionnaire as the measuring instrument, is referred to as the reliability of the MODB sample result. MODB sampling, which follows a proportionate stratified sampling plan, provides for sample sizes which will yield results with a precision (or reliability) of plus or minus 5 per cent for a response rate (per cent DO) of 50 per cent at the three- and four-character MOS levels.

b. MODB users who anticipate the need for data reliability of plus or minus 5 per cent for populations other than three or four-character MOS should make their requirements known to HQDA (DAPC-PMR) to permit the appropriate adjustment of sample sizes.

c. The nonsampling error, primarily introduced by questionnaire design, response errors, and data reduction procedures is controlled by the following:

(1) Close coordination of questionnaire item statements with all interested agencies and activities.

(2) Pretesting of questionnaires by qualified MOS incumbents.

(3) Prescanning of blank questionnaire pages to eliminate errors which might be imparted by the quality of the paper or the printing.

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

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

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3-8. Supplemental publications. The following material, which may be requested by writing HQDA (DAPC-PMR), have been designed to aid the MODB user and/or questionnaire item writer.

a. The MODB User's Information Manual which provides the user with a detailed descrip-

tion of MOD report formats and a general discussion of the statistical foundation upon which data are based.

b. MODB Guidelines and Instructions for Item Writers which provides a detailed methodology for the development of duty/task lists.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-PMR) 2461 Eisenhower Avenue, Alexandria, VA 22311.

By Order of the Secretary of the Army:

Official:

VERNE L. BOWERS

*Major General, United States Army*

*The Adjutant General*

FRED C. WEYAND

*General, United States Army*

*Vice Chief of Staff*

DISTRIBUTION:

*Active Army*: One (1) copy to each DA Form 12-9A Account having a requirement for Personnel Selection and Classification—A (Block 402).

*ARNG and USAR*: D. (Block 405).