

**805C-42A-3014**  
**Review the Officer Distribution and Assignment Process**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are an HR NCO and are required to assist the S-1 with reviewing officer assignments within your unit. You have access to FM 1-0 (HR Support), AR 611-1 (Military Occupational Classification Structure Development and Implementation), AR 614-100 (Officer Assignment Policies, Details, and Transfers), DA PAM 611-21 (Military Occupational Classification and Structure) (SMARTBOOK), DA PAM 600-3 (Commissioned Officer Professional Development and Career Management) and access to HR enabling systems. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, correlate officer assignment considerations and challenges, explain the officer / warrant officer classification system, officer assignment policies, and verify proper utilization of officers / warrant officers.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You are required to assist the S-1 with reviewing officer distribution and assignments within your unit.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Coorelate assignment considerations and challenges.
  - a. Determine Army/unit officer manning priorities.
  - b. Identify an officer's grade, career field, education, and experience on the Officer Record Brief (ORB).
  - c. Assess the professional development needs of the officer.
  - d. Determine assignment eligibility and availability.
  - e. Review assignment policy considerations (e.g., Permanent Change of Station (PCS) costs, stabilization, tour equity, etc.)
  - f. Assess officer's potential for advancement based on year group.
  - g. Review personal preferences of the officer or family considerations.
  - h. Identify Centralized Selection List (CSL) command or key billet positions (e.g., G-1/AG).
2. Review the officer and warrant officer classification system.
  - a. Determine Branch, Functional Area (FAs), and Area of Concentration (AOCs).
  - b. Identify skills and language identifiers.
  - c. Identify codes used to classify officer positions in requirements and authorization documents.
  - d. Identify Warrant Officer Military Occupational Specialty Codes (MOSC).
3. Interpret officer assignment policies.
  - a. Explain general characteristics of officer assignment policies.
  - b. Identify assignment restrictions.
  - c. Explain the requirements for branch qualification.
  - d. Identify Key Developmental (KD) officer assignments.
4. Verify proper utilization of officers and warrant officers.
  - a. Review authorized manning documents to ensure proper slotting.
  - b. Reslot improperly slotted officers to authorized positions using eMILPO.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Coorelated assignment considerations and challenges.			
a. Determined Army/unit officer manning priorities.			
b. Identified an officer's grade, career field, education, and experience on the ORB.			
c. Assessed the professional development needs of the officer.			
d. Determined assignment eligibility and availability.			
e. Reviewed assignment policy considerations.			
f. Assessed officer's potential for advancement based on year group.			
g. Reviewed personal preferences of the officer or family considerations.			
h. Identify Centralized Selection List (CSL) command or key billet positions.			
2. Reviewed the officer and warrant officer classification system.			
a. Determined Branch, Functional Area (FAs), and Area of Concentration (AOCs).			
b. Identified skills and language identifiers.			
c. Identified codes used to classify officer positions in requirements and authorization documents.			
d. Identified Warrant Officer Military Occupational Specialty Codes (MOSC) and skill identifiers.			
3. Interpreted officer assignment policies.			
a. Explained general characteristics of officer assignment policies.			
b. Identified assignment restrictions.			
c. Explained the requirements for branch qualification.			
d. Identified Key Developmental (KD) officer assignments.			
4. Verified proper utilization of officers and warrant officers.			
a. Reviewed authorized manning documents to ensure proper slotting.			
b. Reslotted improperly slotted officers to authorized positions using eMILPO.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 611-1	MILITARY OCCUPATIONAL CLASSIFICATION STRUCTURE DEVELOPMENT AND	Yes	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No
	PAM 600-3	COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None