



Defense Manpower Data Center

Military Occupational

and

Training Data (MOTD)

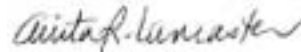
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Preface

The 2002 *Military Occupational and Training Data* (MOTD) file describes the diverse enlisted and officer employment and training opportunities available in the Army, Navy, Air Force, Marine Corps, and Coast Guard.

The Defense Manpower Data Center (DMDC) maintains the MOTD data files with technical support from Booz-Allen & Hamilton Inc. This MOTD update incorporates occupational descriptions from the September 2001 *Military Careers* publication and military occupational code (MOC) data as of 31 August 2001.

We welcome comments, questions, and suggestions on the format and content of the MOTD files. The mailing address is: Mr. John Fowlkes, Defense Manpower Data Center, 1600 Wilson Boulevard, Suite 400, Arlington, VA 22209-2593. You may also contact Mr. Fowlkes by telephone at (703) 696-7398 or e-mail at fowlkejw@osd.pentagon.mil.



Anita R. Lancaster
Assistant Director for Program Management
Defense Manpower Data Center

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INTRODUCTION:

This document describes the organization, content, and technical specifications of the *Military Occupational and Training Data* (MOTD) file. The MOTD was originally developed by the Department of Defense (DoD) in cooperation with the National Occupational Information Coordinating Committee (NOICC).

PURPOSE OF THE MOTD:

The purpose of the MOTD is to provide military occupational information that is suitable for incorporation into civilian computer-based career information delivery systems (CIDS). Schools use CIDS as vocational guidance tools to help students learn about civilian and military occupations, training and educational opportunities, and labor market conditions. In 1984, DoD developed the MOTD to provide a source of current information on military career opportunities. The MOTD is similar in content and style to civilian career information, and is intended to increase youth and counselor awareness of the military as a significant source of training and career opportunities. MOTD is not intended to be an exhaustive source of military training and career opportunities. Recruiters are the best source for such information. Rather, MOTD is intended to provide youth with a basis for initial exploration of the military as a career possibility and provide a basis for informed discussions with military recruiters.

MOTD CONTENT:

MOTD contains general, narrative descriptions of 140 joint-Service military occupations. For example, the MOTD title “Communications Equipment Operators” represents communications equipment operator jobs across the five Services.

Originally, the categorizing of approximately 4,150 specific military occupations into MOTD occupations was based primarily on the *1980 Standard Occupational Classification* (SOC) system, as well as the *Dictionary of Occupational Titles* (DOT) and *Occupational Employment Statistics* (OES). In this update the MOTD occupations have been modified to align with the occupational codes in the *2000 Standard Occupational Classification (SOC) Manual* and the Occupational Information Network (O*NET) System. The O*NET is the replacement system for the DOT. Additional information can be found on the World Wide Web for the classification structures for the O*NET (<http://www.onetcenter.org/>) and the SOC (<http://www.bls.gov/soc/>).

In addition to the narrative descriptions of the 140 joint military occupations, MOTD provides data on the related individual Military Service occupational codes and titles. The assignment of individual military occupational codes (MOC) to MOTD occupations is based on their mutual relationships by SOC code and title. Separate data tables are included to show both MOTD-SOC and MOTD-MOC relationships.

MOTD DATABASE FILE AND DOCUMENTATION:

The MOTD is a PC-based Microsoft Access data file. Data tables and queries have been created to sort the data by both MOTD and Military Service occupational codes, to show MOTD-SOC and MOTD-O*NET relationships and OLD to NEW MOTD Occupation (MOTDOCC) conversions and title changes. Descriptions of the MOTD data structures and related data fields on associated tables and queries are at Appendix 1 and 2, respectively. An executable file of the database may be downloaded from the DoD Occupational Data Base (ODB) web site (<http://www.odb.asmr.com>) or the National Crosswalk Service Center (NCSC) file transfer protocol (ftp) site (<ftp://ftp.xwalkcenter.org/download/military/>). Additionally, a copy of the file and documentation may be obtained by writing to Director, Defense Manpower Data Center, 1600 Wilson Boulevard, Suite 400, Arlington, VA 22209-2593.

APPENDIX 1 - MOTD DATA FIELD DESCRIPTIONS:

This document describes the information categories contained in the MOTD file, referred to as “data fields.” For each of the data fields, a description of the field content and an example are provided. A “Form View” of this data has been created in the MOTD Database. To view this form, open the “2001 MOTD UPDATE” database file, click on “Forms” option, and select “2001-NEW MOTD STRUCTURE.”

Field 1: MOTDOCC

Field Description Each occupation in MOTD is assigned an 8-digit code, based on the *2000 Standard Occupational Classification (SOC)*. This MOTDOCC number is primarily used to sort and manipulate information within the data base. The last number of the code indicates whether the occupation is for enlisted or officer personnel: “1” indicates enlisted and “2” indicates officer (commissioned or warrant officer).

Example MOTDOCC: 11300022

Field 2: TITLE

Field Description This field indicates the title of the MOTD record. Because MOTD occupational descriptions are composites of job specialties in some or all of the Services, record titles do not necessarily reflect actual titles used by each Service.

Example Title: Computer Systems Officers

Field 3: ALTERNATE TITLES

Field Description Occupations often are known by several different titles; this field identifies common additional civilian titles used to refer to an occupation. Alternative titles typically correspond to SOC, O*NET or Occupational Outlook Handbook (OOH) titles that were determined to be civilian counterparts of the military MOTD record.

Example Alternative Titles: Computer Systems Development Officers; Systems Analysts; Software Engineers; Applications Software Engineers; Computer Systems Managers; Computer Systems Engineers

Field4: OFFICER/ENLISTED

Field Description This field identifies the “community” of the military occupations represented by an MOTD record as officer or enlisted. Officer occupations generally, though not always, require a four-year college degree. Enlisted occupations generally require a high school diploma or equivalent. There are 59 officer records and 81 enlisted records.

Warrant officers and limited duty officers have been grouped together with commissioned officers for the purposes of the MOTD descriptions. Warrant and limited duty officers are technical specialists who often have supervisory duties, but do not perform the broad managerial duties handled by line officers.

Example Officer/Enlisted: O=Officer

Field 5: ARMY

Field Description Not all services employ personnel in all of the occupational categories represented by the MOTD records; this field indicates whether or not (yes or no) the Army has job opportunities in this career area.

Example ARMY: Yes

Field 6: NAVY

Field Description Not all services employ personnel in all of the occupational categories represented by the MOTD records; this field indicates whether or not (yes or no) the Navy has job opportunities in this career area.

Example NAVY: No

Field 7: AIR FORCE

Field Description Not all services employ personnel in all of the occupational categories represented by the MOTD records; this field indicates whether or not (yes or no) the Air Force has job opportunities in this career area.

Example AIR FORCE: Yes

Field 8: MARINE CORPS

Field Description Not all services employ personnel in all of the occupational categories represented by the MOTD records; this field indicates whether or not (yes or no) the Marine Corps has job opportunities in this career area.

Example MARINE CORPS: Yes

Field 9: COAST GUARD

Field Description Not all services employ personnel in all of the occupational categories represented by the MOTD records; this field indicates whether or not (yes or no) the Coast Guard has job opportunities in this career area.

Example COAST GUARD: No

Field 10: TEXT

Field Description This field describes the significance of the products or results of the work performed in the occupations represented by an MOTD record. It also provides information on background,

what personnel in the occupation do, special requirements necessary to work in the career, helpful attributes for working in the occupation, work environment, training provided, civilian counterparts, and opportunities available to work in this career across the Armed Services.

Example

Background: The military uses computers in almost every aspect of its operations. Military computers are used to process payroll and personnel information, control the targeting and firing of weapons systems, account for money, and make it easier to communicate around the world. Computer systems officers direct the operations of computer centers and are involved in the planning and development of computer systems.

What They Do: Computer systems officers in the military perform some or all of the following duties:

Assess information technology needs and develop plans and budgets

Evaluate bids and monitor contracts for information technology products and services

Plan and manage computer and network security programs

Analyze mission requirements and translate them into computer system requirements

Lead the design, development, testing, and maintenance of computer software programs and data bases

Plan and oversee the installation of new systems and equipment

Direct teams of computer systems specialists

Special Requirements: A 4-year college degree in computer science, computer or industrial engineering, business administration, or a related field is required to enter this occupation. Some specialties require a master's degree.

Helpful Attributes: Helpful attributes include:

Interest in technical work

Interest in planning and directing the work of others

Good organizational and management skills

Work Environment: Computer systems officers in the military work in offices or at computer sites on military bases or aboard ships.

Training Provided: Job training consists of 5 to 18 weeks of classroom instruction. Training length varies depending on specialty. Course content typically includes:

Fiscal and contract management

Assessment of computer equipment needs

Computer systems development and project management

Civilian Counterparts: Civilian computer systems officers work for a wide variety of employers, such as banks, hospitals, manufacturers, financial firms, government agencies and firms that design computer systems. They perform duties similar to those performed by military computer systems officers. They may also be called information systems directors, computer systems engineers, software engineers, or systems analysts.

Opportunities: The Services have about 4000 computer systems officers. Each year, they need new computer systems officers due to changes in personnel and the demands of the field.

After job training, computer systems officers are assigned to units where they work in teams of engineers, systems analysts, and computer programmers. With experience and demonstrated leadership, they may advance to senior management or command positions in the computer systems field.

Field 11: MILITARY CAREERS JOB FAMILY

Field Description This field identifies one of the twenty-two job categories of *Military Careers*, which is linked with and has the same titles as MOTD. For example, the MOTD title “Medical Care Technicians” can be found in the *Military Careers* job family “Health Care Occupations.” The following titles indicate the enlisted and officer job family occupations used in *Military Careers*.

Enlisted Occupations

- 1 = Administrative Occupations
- 2 = Combat Specialty Occupations
- 3 = Construction Occupations
- 4 = Electronics and Electrical Equipment Repair Occupations
- 5 = Engineering, Science, and Technical Occupations
- 6 = Health Care Occupations
- 7 = Human Resource Development Occupations
- 8 = Machine Operator and Production Occupations
- 9 = Media and Public Affairs Occupations
- 10 = Protective Service Occupations
- 11 = Support Service Occupations
- 12 = Transportation and Material Handling Occupations
- 13 = Vehicle and Machinery Mechanic Occupations

Officer Occupations

- 14 = Combat Specialty Occupations
- 15 = Engineering, Science, and Technical Occupations
- 16 = Executive, Administrative, and Managerial Occupations
- 17 = Health Care Occupations
- 18 = Human Resource Development Occupations
- 19 = Media and Public Affairs Occupations
- 20 = Protective Service Occupations
- 21 = Support Service Occupations
- = Transportation Occupations

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Example Military Careers Job Family: Engineering, Science, and Technical Occupations

Field 12: MILITARY CAREERS PAGE NUMBER

Field Description All MOTD titles and descriptions are contained in the publication *Military Careers*. This field identifies the page number in *Military Careers* where the MOTD title is located. This field has values between 56 and 328.

Example Military Careers Page Number: 250

Field 13: OCCU-FIND TITLES

Field Description The OCCU-FIND is a career exploration tool that uses search variables [e.g., RIASEC Codes (also known as Interest Codes), ASVAB Codes, and Personal Preferences] to match a student's aptitudes and interests to complementary civilian and military occupations. There are a total of 201 civilian and military occupations represented in the OCCU-FIND. A particular MOTD title may correspond to more than one OCCU-FIND title.

Example OCCU-FIND Titles: Computer Systems Managers, Computer Systems Analysts

Field 14: RIASEC CODE

Field Description RIASEC codes are based upon a system which classifies people and work environments as realistic (R), investigative (I), artistic (A), social (S), enterprising (E), or conventional (C). Each MOTD title is assigned one RIASEC code, although a few titles correspond to more than one code, as an overall classification of that work environment. This field shows the RIASEC code(s) for an occupation.

Example RIASEC Code: E

Field 15: MANPOWER NUMBER

Field Description This field indicates the approximate number of positions for each occupation area across the Services. For example, there are approximately 4000 computer systems officers in all of the Services. This information is also included within the "Opportunities" section of the Text field (refer to Field 10).

Example Manpower Number: 4,000

Field 16: CHANGE CODE

Field Description This field indicates the change to MOTDOCC data since the previous update (i.e., addition, title change, or assignment to a different *Military Careers* Job Family).

Example Change Code: A=Addition

APPENDIX 2 – DEFINITIONS OF OTHER MOTD-RELATED DATA FIELDS

The following definitions apply for other data fields in the April 2002 MOTD File related to Army, Navy, Air Force, Marine Corps and Coast Guard Military Occupational Classification (MOC) codes and their associated Federal Standard Occupational Classification (SOC) and Occupational Information Network (O*NET) codes. Separate data tables have been included on the MOTD File to link the MOTDOCC with counterpart MOC codes, based on their mutual relationships to the SOC and O*NET classification systems.

MILITARY OCCUPATIONAL CODE SERVICE (MOC_SVC)

FIELD PURPOSE

To identify the individual Service branch of the MOC.

FIELD VALUES

A = Army
C = Coast Guard
F = Air Force
M = Marine Corps
N = Navy

MILITARY OCCUPATIONAL CODE PERSONNEL CATEGORY (MOC_EO_TYPE)

FIELD PURPOSE

To indicate the military personnel category to which the MOC ASSIGNMENT record applies.

FIELD VALUES

E = Enlisted
O = Commissioned or Warrant Officer
W = Warrant Officer, only

MILITARY OCCUPATIONAL CODE TYPE (MOC_TYPE)

FIELD PURPOSE	FIELD VALUES
<p>To indicate the military occupational code type represented by the MOC ASSIGNMENT record.</p>	<p>AA = Army Commissioned Officer Area of Concentration (AOC) AS = Army Commissioned Officer Skill Code (SI) AJ = Army Warrant Officer Additional Skill Identifier (ASI) AR = Army Warrant Officer Special Qualification Identifier (SQI) AW = Army Warrant Officer Military Occupational Specialty (MOS) AI = Army Enlisted Additional Skill Identifier (ASI) AM = Army Enlisted Military Occupational Specialty (MOS) AQ = Army Enlisted Special Qualification Identifier (SQI)</p> <p>CN = Coast Guard Commissioned Officer Occupational Field (OCC FLD) CW = Coast Guard Warrant Officer Specialty CR = Coast Guard Enlisted Rating</p> <p>FA = Air Force Specialty Code (AFSC)-Commissioned Officer FA = Air Force Specialty Code (AFSC)-Enlisted</p> <p>MM = Marine Corps Commissioned Officer Military Occupational Specialty (MOS) MM = Marine Corps Warrant Officer MOS MM = Marine Corps Enlisted MOS</p> <p>NB = Navy Officer Billet Code (NOBC) NR = Navy Enlisted Rating NE = Navy Enlisted Classification (NEC)</p>

MILITARY OCCUPATIONAL CODE (MOC_CODE) - ARMY

FIELD PURPOSE	FIELD VARIATIONS AND EXAMPLES			
<p>To identify the Army enlisted, officer, and warrant officer occupation and skill code types represented by the MOC ASSIGNMENT record.</p>	<p><u>EO Type</u></p>	<p><u>Code Values</u></p>	<p><u>Code Name</u></p>	<p><u>Code Example</u></p>
	E	NNA	MOS	71L
	E	AN	ASI	F5
	E	NA	ASI	2C
	E	A	SQI	H
	E	N	SQI	2
	O	NNA	AOC	42A
	O	NA	SI	6E
	O	AN	SI	G5
	W	NNNA	MOS	420A
	W	NA	ASI	6P
	W	AN	ASI	A2

MILITARY OCCUPATIONAL CODE (MOC_CODE) - AIR FORCE

FIELD PURPOSE	FIELD VARIATIONS AND EXAMPLES			
<p>To identify the Air Force Specialty Codes (AFSCs) and shredouts that are represented by the MOC ASSIGNMENT record.</p>	<p><u>EO Type</u></p>	<p><u>Code Values</u></p>	<p><u>Code Name</u></p>	<p><u>Code Example</u></p>
	E	NANNN	AFSC	1A051
		NANNNNA	AFSC & Shredout	1A151B
	O	NNAN	AFSC	15W3
		NNANA	AFSC & Shredout	12R4A

MILITARY OCCUPATIONAL CODE (MOC_CODE) - COAST GUARD

FIELD PURPOSE	FIELD VARIATIONS AND EXAMPLES			
<p>To identify the Coast Guard Enlisted Rating Codes, Commissioned Officer Occupational Field Codes, and Warrant Officer Specialty Codes that are represented by the MOC ASSIGNMENT record.</p>	<u>EO Type</u>	<u>Code Values</u>	<u>Code Name</u>	<u>Code Example</u>
	E	AA	Rating	BM
	E	AAA	Rating	ASM
	O	NN	Occupational Field Code	52
	W	AAA	Specialty	ENG
	W	AAAA	Specialty	BOSN

MILITARY OCCUPATIONAL CODE (MOC_CODE) - MARINE CORPS

FIELD PURPOSE	FIELD VARIATIONS AND EXAMPLES			
<p>To identify the Marine Corps Military Occupational Specialty (MOS) codes that are represented by the MOC ASSIGNMENT record.</p>	<u>EO Type</u>	<u>Code Values</u>	<u>Code Name</u>	<u>Code Example</u>
	E	NNNN	MOSC	3421
	O	NNNN	MOSC	1302
	W	NNNN	MOSC	0205

MILITARY OCCUPATIONAL CODE (MOC_CODE) - NAVY

FIELD PURPOSE

To identify Navy Enlisted Rating Codes, Navy Enlisted Classification Codes (NEC), and Navy Commissioned/Warrant Officer Billet Codes (NOBC) that are represented by the MOC ASSIGNMENT record.

FIELD VARIATIONS AND EXAMPLES

<u>EO Type</u>	<u>Code Values</u>	<u>Code Name</u>	<u>Code Example</u>
E	AA	Rating	OT
E	AAA	Rating	OTA
E	NNNN	NEC	5332
E	NNAA	NEC	14TM
O*	NNNN	NOBC	3120

* Separate NOBC classifications have not been established for Warrant Officers.

MILITARY OCCUPATIONAL CODE TITLE (MOC_TITLE)

FIELD PURPOSE

To provide the title for the military occupation or skill code as it appears in the Service manuals. Abbreviations are made as required.

FIELD VALUES

Text field up to 255 characters.

CHANGE CODE (MOC_CHANGE_CODE)

FIELD PURPOSE

To indicate the reason for the change to the MOC ASSIGNMENT data table.

FIELD VALUES

A = Added MOC-SOC Linkage
 D = Deleted MOC-SOC Linkage
 T = Revised MOC or SOC Code Title

STANDARD OCCUPATIONAL CLASSIFICATION CODE (SOC_CODE)**FIELD PURPOSE**

To indicate the Federal SOC code that is equivalent to the specific military occupation represented by the MOTDOCC-SOC record.

FIELD VALUES

SOC Code = NN-NNNN
Example - 13-1010

STANDARD OCCUPATIONAL CLASSIFICATION CODE TITLE (SOC_TITLE)**FIELD PURPOSE**

To indicate the title of the SOC code assigned to the MOTDOCC-SOC record.

FIELD VALUES

Text field up to 255 characters.

OCCUPATIONAL INFORMATION NETWORK CODE (O*NET-SOC CODE)**FIELD PURPOSE**

To indicate the O*NET-SOC code that is equivalent to the specific MOTDOCC-SOC record.

FIELD VALUES

O*NET-SOC Code = NN-NNNN.NN
Example - 13-1010.01

OCCUPATIONAL INFORMATION NETWORK CODE (O*NET-SOC) TITLE**FIELD PURPOSE**

To indicate the title of the O*NET-SOC code assigned to the MOTDOCC-SOC record.

FIELD VALUES

Text field up to 255 characters.