



Department of Defense INSTRUCTION

NUMBER 1312.01

January 28, 2013

Incorporating Change 2, August 29, 2025

USD(P&R)

SUBJECT: Department of Defense Occupational Information Collection and Reporting

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction:

a. Reissues DoD Instruction (DoDI) 1312.1 (Reference (b)) which establishes and implements policy, defines responsibilities, and provides procedures for the collection and maintenance of military and civilian occupational information to meet DoD requirements.

b. Directs continued maintenance of a DoD-level master Occupational Database (ODB) to provide standardized information on Service occupational classification codes, a DoD occupation coding structure that groups similar Service occupations (DoD Occupational Conversion Index File) and crosswalks to Federal Government and private sector civilian occupational classifications.

c. Establishes and implements the DoD Military Occupational Classification Joint Service Working Group in accordance with DoD Instruction 5105.18 (Reference (c)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. POLICY. It is DoD policy that:

a. USD(P&R) shall monitor the Military Services' occupational classification systems and provide assistance and guidance, where appropriate.

b. The information collected, stored, and maintained in the DoD ODB shall comply with the standards prescribed in DoDI 8320.02, DoDI 8320.07, DoDI 8910.01, DoD Manual 8910.01 (References (d), (e), (f), and (g)), and this Instruction.

4. RESPONSIBILITIES. See Enclosure 2.

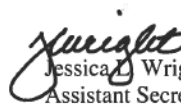
5. PROCEDURES. See Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS. The “DoD Occupational Conversion Index File” referred to in this issuance has been assigned report control symbol DD-P&R(Q,SA)959 in accordance with the procedures in Reference (g).

7. RELEASABILITY. **Cleared for public release.** This Instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

8. SUMMARY OF CHANGE 2. The changes to this issuance are administrative and update language to comply with Executive Order 14168 (Reference (h)) and correct references.

9. EFFECTIVE DATE. This Instruction is effective January 28, 2013.


Jessica L. Wright
Assistant Secretary of Defense
for Reserve Affairs
Performing the Duties of the
Under Secretary of Defense for
Personnel and Readiness

Enclosures

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 2. Responsibilities
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008, as amended
- (b) DoD Instruction 1312.1, “Occupational Information Collection and Reporting,” August 9, 1995 (hereby cancelled)
- (c) DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009, as amended
- (d) DoD Instruction 8320.02, “Sharing Data, Information, and Technology (IT) Services in the Department of Defense,” August 5, 2013, as amended
- (e) DoD Instruction 8320.07, “Implementing the Sharing of Data, Information, and Information Technology (IT) Services in the Department of Defense,” August 3, 2015, as amended
- (f) DoD Instruction 8910.01, “DoD Implementation of the Paperwork Reduction Act,” December 5, 2022
- (g) DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014, as amended
- (h) Executive Order 14168, “Defending Women from Gender Ideology Extremism and Resorting Biological Truth to the Federal Government,” January 20, 2025
- (i) DoD Instruction 1322.25, “Voluntary Education Programs,” March 15, 2011, as amended
- (j) American Council on Education, “Guide to Evaluation of Educational Experiences in the Armed Services,” current edition
- (k) Section 1143(a) of title 10, United States Code
- (l) DoD Instruction 7730.68, “Uniformed Services Human Resources Information System,” September 1, 2023

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Provide overall policy and guidance for the DoD collection and reporting of occupational information.
- b. Monitor and evaluate the content, consistency, completeness, and currency of military occupational data.
- c. Provide a representative to convene and chair the DoD Military Occupational Classification Joint Service Working Group.

2. DIRECTOR, DEFENSE HUMAN RESOURCES ACTIVITY (DHRA). The Director, DHRA, under the authority, direction, and control of the USD(P&R), shall ensure the Director, DMDC:

- a. Acts as the DoD point of contact for military and Federal civilian occupational information and crosswalk of military to civilian occupations.
- b. Develops and maintains the DoD ODB, and serves as requester, custodian, and receiver of all Military Service and civilian occupational information updates.
- c. Provides quality control (in coordination with the Military Services and other Federal Government Agencies), report generation, inquiry capability, and administrative support to users of occupational information.
- d. Appoints an occupational information specialist to the DoD Military Occupational Classification Joint Service Working Group and take final action on the recommendations and findings of the Group.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE UNITED STATES COAST GUARD. The Secretaries of the Military Departments and the Commandant of the United States Coast Guard shall:

- a. Develop and implement occupational classification identifiers and specifications according to their internal Service policies and this Instruction.
- b. Establish procedures to provide occupational classification updates to DMDC for inclusion with the DoD ODB, as indicated in this Instruction. All updates and changes to

Service occupation classification publications identified in the 'Source' column of Table 1 in Enclosure 4 of this Instruction must be provided to DMDC within 10 business days of the effective date of the update or change.

c. Provide the name, title, telephone number, and address of their designated point of contact for occupational coding and classification issues to the Director, DMDC. Subsequent changes to the point of contact shall be provided to DMDC within 30 days.

d. Designate a maximum of two occupational coding and classification representatives to the DoD Military Occupational Classification Joint Service Working Group from the office(s) responsible for the development, issuance, and implementation of military occupational classification identifiers. These representatives will review and validate occupational identifiers and related information in the ODB for their Service.

4. SECRETARY OF THE NAVY. The Secretary of the Navy, as the DoD Executive Agent for Defense Activity for Non-Traditional Education Support (DANTES) in accordance with DoDD 1322.08E (References (i)), shall:

a. Establish procedures to ensure that all updates to the American Council on Education (ACE) Guide (Reference (j)) are forwarded to the Director, DMDC, as indicated in Enclosure 3 of this Instruction.

b. Provide a representative to the DoD Military Occupational Classification Joint Service Working Group. This representative will review Service occupational changes to determine their impact on Reference (j) and provide technical advice to the Director, DMDC, on updates of the related ODB data tables.

ENCLOSURE 3

PROCEDURES

1. MILITARY SERVICES. The Military Services will furnish electronic versions of their occupation classification publications representing all occupation and skill code taxonomies with associated descriptive information as defined in Table 1 of Enclosure 4 of this Instruction as changes are implemented, normally on a quarterly basis. Acceptable formats are Microsoft Access, Excel, and Word, or Adobe Acrobat. The Services must provide all initial publications and subsequent changes within 10 business days of the effective date of the publication or change to the DMDC ODB file manager.
2. DANTES. DANTES shall facilitate DMDC access to daily electronic updates of Reference (j) (<http://www.militaryguides.acenet.edu/>).
3. DMDC. The DMDC shall:
 - a. Enter new and revised Service and DoD occupational identifier information in the ODB within 20 business days of the effective date of the publication or changes. Descriptions of each Service ODB table, to include data elements and sources of information, are provided in Table 1 of Enclosure 4 of this Instruction.
 - b. Conduct quality review of ODB data, to include verification of occupation conversion relationships as presented in Table 2 of Enclosure 5 of this Instruction.
 - c. Obtain comparable civilian occupation information from the Office of Personnel Management (OPM), the Office of Management and Budget, the Bureau of Labor Statistics (BLS), and the Department of Labor (DOL). This occupational information is available on the respective agency government web site or classification office.
 - d. Complete the crosswalk analysis of military occupations to the various civilian occupational classifications (e.g., OPM, Standard Occupation Classification (SOC), and the Occupational Network (O*NET)) and enter associated civilian codes in the ODB Master Crosswalks File. All ODB files and tables are maintained by the ODB file manager at DMDC.
 - e. Use the ODB in the development of the verification of military experience and training documents under section 1143(a) of title 10, United States Code (Reference (k)) by matching occupational codes in the ODB to those maintained by the DMDC in the military personnel files submitted by the Services in accordance with DoDI 7730.68 (Reference (l)).
 - f. Provide the DoD Military Occupational Classification Joint Service Working Group with the ODB occupational crosswalks to validate the various linkages established between Service occupation codes, DoD occupation codes, and the various civil sector occupational coding

structures. The working group will also recommend changes to DoD occupation code definitions and ODB enhancements to improve customer support, where appropriate.

g. Review and take final action on recommendations of the DoD Military Occupational Classification Joint Service Working Group.

h. Enter approved changes in the ODB and associated DMDC data systems.

i. Produce and distribute updated military and civilian occupational information in automated formats to meet user requirements (e.g., DoD, Federal, and State agencies and educational institutions). A list of ODB products, with examples of their applications, is in Table 2 of Enclosure 5 of this Instruction.

j. Provide ad hoc reports to meet specific user needs, including special, one-time requirements.

ENCLOSURE 4ODB DATA TABLESTable 1. Data Elements and Sources

| SERVICE-CATEGORY | TABLE NAME* | DATA ELEMENTS | SOURCE |
|------------------|-------------|--|--|
| Army-Enlisted | AECMF | Career Management Field (CMF) Code, Title, Proponent, Description and Duties | Department of the Army Pamphlet (DAPAM) 611-21 |
| | AEMOCDSC | Military Occupational Specialty (MOS) code and description of duties | DAPAM 611-21 |
| | AECONV | MOS Code, Disposition Code, Replacement or Former MOS and Type (MOS) | DAPAM 611-21 |
| | AEMOC | MOS Code, Title, CMF, Component, Sex Restrictions, and Related DoD Occupation Codes | DAPAM 611-21 |
| | AEMOCREL | MOS Code, Relation Type (Additional Skill Identifier (ASI)/Special Qualification Identifier (SQI)), and Related ASI/SQI Code | DAPAM 611-21 |
| | AEASI | ASI Code Title, Description, Qualification and Restrictions | DAPAM 611-21 |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------------------|------------|--|--------------|
| Army-Enlisted (Continued) | AESQI | SQI Code Title, Description, Qualifications and Restrictions | DAPAM 611-21 |
| | AEMOCREQ | MOS Code, Type Requirement (Training, Physical, Medical or Miscellaneous), and Description of the Requirement | DAPAM 611-21 |
| | AESKLDSC | MOS Code, Skill Level Code, Skill Type (Task or Duty), Skill Task Category and Description of Associated Duties or Tasks | DAPAM 611-21 |
| | AEMOCPHY | MOS Code, Skill Level, and Description of Physical Requirements | DAPAM 611-21 |
| Army-Officers | AOCMF | CMF Code, Title, Proponent, Sex Restrictions, Qualifications and Description | DAPAM 611-21 |
| | AOCONV | Area of Concentration (AOC) Code, Disposition Code and Replacement or Former AOC Code | DAPAM 611-21 |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|---|--------------|
| | AOMOC | AOC Code, Component, Sex Restrictions, AOC Title, and Related DoD Occupation Codes | DAPAM 611-21 |
| | AOMOCDTY | AOC Code and AOC Unique Duty Titles | DAPAM 611-21 |
| | AOMOCQAL | AOC Code and AOC Qualifications | DAPAM 611-21 |
| | AOMOCDSC | AOC Code, and Description of Duties | DAPAM 611-21 |
| | AOSIREL | AOC Code and Related Skill Identifier (SI) Codes | DAPAM 611-21 |
| | AOSI | SI Code, Title, Description, Qualifications and Restrictions | DAPAM 611-21 |
| | AWBRANCH | Branch Code, Title, Sex Restrictions, and Branch Description | DAPAM 611-21 |
| | AWCMF | CMF Code, Title, Sex Restrictions and CMF Description | DAPAM 611-21 |
| | AWFEED | MOS Code and Enlisted MOS that Feed the Warrant Officer MOS | DAPAM 611-21 |
| | AWCONV | MOS Code, Disposition Code, Replacement or Former MOS Code and Type (MOS) | DAPAM 611-21 |
| | AWMOC | MOS Code, Title, Licensing Requirements, Component, Sex Restrictions, Physical (PULHES) Requirements and Related DoD Occupation Codes | DAPAM 611-21 |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|--|--|
| | AWMOCREL | MOS Code, Relation Type (ASI/SQI) and Related ASI/SQI Codes | DAPAM 611-21 |
| | AWSQI | SQI Code, Title, Description, Qualifications, and Restrictions | DAPAM 611-21 |
| | AWASI | ASI Code, Title, Sex Restrictions, Description, Qualifications, and Other Restrictions | DAPAM 611-21 |
| | AWMOCDSC | MOS Code, and Description of Duties | DAPAM 611-21 |
| | AWMOCDTY | MOS Code, Duty Level Code (Warrant, Senior Warrant, or Master Warrant) and MOS Duty Level Description | DAPAM 611-21 |
| | AWMOCQAL | MOS Code, Qualification Level (Warrant, Senior Warrant, or Master Warrant) and Description of Qualifications | DAPAM 611-21 |
| | AWSKLREL | Rank and Associated Skill Level | DAPAM 611-21 |
| Navy-Enlisted | NECONV | Rating Code or Navy Enlisted Classification (NEC), Origin Code, Disposition Code and Replacement or Former Code | Navy Personnel (NAVPERS) 18068x, Volume I + II |
| | NEMOC | Rating Code, Title, Type Rating (General, Service, Entry, or Exception), Component, Sex Restrictions, Related DoD Occupation Codes | NAVPERS 18068x, Volume I |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|---|---------------------------|
| | NEMOCDSC | Rating and Description of Duties | NAVPERS 18068x, Volume I |
| | NEMOCREQ | Rating Code, Requirement Type (Physical, Training, or Citizenship/Security), and Description of the Requirement | NAVPERS 18068x, Volume I |
| | NENEC | NEC Code, Type, Title, Award Criteria (Course Required, On The Job Training Authorized or None), Lowest and Highest Authorized Pay Grade for Personnel and Billets, Component, Sex Restrictions, and Related DoD Occupation Codes | NAVPERS 18068x, Volume II |
| | NENECRAT | NEC Code, Rating Type (Prime or Source) and Rating Code | NAVPERS 18068x, Volume II |
| | NENECDSC | NEC Code and Description of Duties | NAVPERS 18068x, Volume II |
| | NENECREQ | NEC Code, Requirement Type (General or Required Prior NEC) and NEC Requirements | NAVPERS 18068x, Volume II |
| | NESKLTTL | Navy Enlisted Skill Level Code, Title, and Description | NAVPERS 18068x, Volume I |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|---|--------------------------|
| Navy-Officer | NOCMF | Occupation Field/Group Code, Field Group Code, Title, and Description | NAVPERS 15839x, Volume I |
| | NOCONV | Navy Officer Billet Classification (NOBC) or Designator Code, Origin Code, Disposition Code and Replacement or Former NOBC/Designator | NAVPERS 15839x, Volume I |
| | NOBC | NOBC Code, Occupation Field, Occupation Group Code, NOBC Title, Component, Sex Restrictions, and Related DoD Occupation Codes | NAVPERS 15839x, Volume I |
| | NOBCDSC | NOBC Code and Description of Duties | NAVPERS 15839x, Volume I |
| | NOMOCDSC | Designation Code and Description of Duties | NAVPERS 15839x |
| | NOMOC4D | Fourth Character of the Designator Code with Description | NAVPERS 15839x |
| | NOSSPSFX | Fifth Character of Subspecialty (SSP) Code with Description | NAVPERS 15839x |
| | NOMOCBIL | Billet Code and Associated Requirements | NAVPERS 15839x, Volume I |
| | NOMOC | Designator Code, Title, and Component | NAVPERS 15839x, Volume I |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|---------------------------|------------|--|--------------------------------------|
| | NOAQD | Additional Qualification Designator (AQD) Mission Type Code, AQD Mission Type Title, AQD General Group Code, AQD Mission Class Title, and AQD Award Requirements | NAVPERS 15839x, Volume I |
| | NOSSP | Subspecialty (SSP) Code, Functional Field Description, Education/Training/Experience Group, Education/Training/Experience Field Description, Suffix Code Description, Officer Type Code (Restricted Line, Unrestricted Line or Staff Corps) and Related DoD Occupation Codes | NAVPERS 15839x, Volume I |
| Marine Corps- Enlisted | MECMF | Occupation Field Code, Title and Description | Marine Corps Order (MCO) 1200.17x |
| | MECONV | MOS Code, Origin Code, Disposition Code and Replacement or Former MOS | MCO 1200.17x |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|----------------------|------------|--|------------------------------|
| | MEMOC | MOS Code, Title, MOS Category Code, Occupation Field Code, Lowest and Highest Authorized Pay Grades for the MOS, Component, Sex Restrictions, Related DoD Occupation Codes | MCO 1200.17x |
| | MEMOCREQ | MOS Code and Prerequisites for Award of the MOS Code | MCO 1200.17x |
| | MEMOCDTY | MOS Code, and Area/Task Duty Descriptions | MCO 1200.17x MCO 3500.xxx |
| | MEMOCDSC | MOS Code, and Description of Duties | MCO 1200.17x |
| Marine Corps-Officer | MOCMF | Occupational Field Code, Title and Description | MCO 1200.17x |
| | MOCONV | MOS Code, Origin Code, Disposition Code and Former or Replacement MOS Code | MCO 1200.17x |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|--------------------|------------|---|---|
| | MOMOC | MOS Code, Title, Category, Occupation Field, Officer Type (Unrestricted, Limited Duty Officer (LDO), Warrant, Unrestricted/Warrant, LDO/Warrant), Component, Sex Restrictions, and Related DoD Occupation Codes | MCO 1200.17x |
| | MOMOCDTY | MOS Code and Area/Task Description or Duties | MCO3500.xxx |
| | MOMOCREQ | MOS Code and Prerequisites for Award of the MOS | MCO 1200.17x |
| | MOMOCDSC | MOS Code, and Description of Duties | MCO 1200.17x |
| Air Force-Enlisted | FECMF | Utilization Field Code, Title and Description | Air Force Enlisted Classification Directory (AFECD) |
| | FECAREER | Career Code and Description | AFECD |
| | FECONV | AFSC/Shredout Code, Origin Code, Disposition Code and Replacement or Former AFSC/Shredout Code | AFECD |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|--|--------|
| | FEMOC | AFSC/Shredout Code, AFSC/Skill Level Code, Generic AFSC Code, Shredout Code, CMF for AFSC/Shredout, Component, Sex Restrictions, Type Code (AFSC/Shredout, Authorized for Recruit Only, Chief Enlisted Manager, Reporting Identifier (RI), or Special Duty Identifier (SDI)), AFSC/Shredout Title, Shredout Title, AFSC/Skill Level Title, Shredout Status for AFSC/Shredout (No Shredout, Authorized without Shredout or Shredout Required), Related DoD Occupation Codes | AFECD |
| | FEMOCQAL | AFSC Code, and Description of the Qualification | AFECD |
| | FEMOCDSC | AFSC Code and Description | AFECD |
| | FEMOCDTY | AFSC Code, General Duty Description and Specific Duty Description | AFECD |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|-------------------|---------------|--|--|
| | FEMOCQUAL-OTH | AFSC/Shredout Code, Physical (PULHES) Requirements and Mechanical, Administrative, General or Electronic Score Requirements, Strength Requirements, and Citizenship Requirements | AFECD |
| | FESEI | Special Experience Identifier (SEI) Code, SEI Group Code, SEI Title, and SEI Description | AFECD |
| | FEPREFIX | Prefix Code, Title, Description, Qualifications, and Prerequisites | AFECD |
| | FEPFXMOC | Prefix Code and Related AFSC/Shredout Codes | AFECD |
| Air Force-Officer | FOCAREER | Career Area Code, Title, and Description | Air Force Officer Classification Directory (AFOCD) |
| | FOCMF | Utilization Field Code, Career Field Code, Utilization Field Description | AFOCD |
| | FOCONV | AFSC/Shredout Code, Origin Code, Disposition Code and Replacement or Former AFSC/Shredout Code | AFOCD |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|---|--------|
| | FOMOC | AFSC/Shredout Code, AFSC/Skill Level Code, Generic AFSC Code, Shredout Code, CMF Code Associated with the AFSC/Shredout, Component, Sex Restrictions, Type Code (AFSC/Shredout, RI, or SDI), AFSC/Shredout Title, Shredout Title, Skill Title, Shredout Status (No Shredout, Authorized without Shredout, or Shredout Required), Related DoD Occupation Codes | AFOCD |
| | FOMOCDS | AFSC Code and Description | AFOCD |
| | FOMOCQAL | AFSC Code, Description of Qualifications | AFOCD |
| | FOMOCDTY | Non-Skill Specific AFSC Code, General Duty Description for the AFSC and Specific Duty Description for the AFSC | AFOCD |
| | FOPREFIX | Prefix Code, Title, Description, Qualifications, and Restrictions | AFOCD |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|----------------------|------------|--|--|
| | FOPFXMOC | Prefix Code and Authorized AFSC/Shredout Codes | AFOCD |
| | FOSEI | SEI Code, Group Title, and Description of the SEI Code | AFOCD |
| | FOAC | Activity Code, Title, and Description | AFOCD |
| Coast Guard-Enlisted | CECONV | Rating Code, Origin Code, Disposition Code and Replacement or Former Rating Code | Commandant Instruction (COMDINST) M1414.9A |
| | CEMOC | Rating Code, Type of Rating (General, Service or Entry), Title, Component, Sex Restrictions, Related DoD Occupation Codes | COMDINST M1414.9A |
| | CEMOCDS | Rating Code and Description | COMDINST M1414.9A |
| | CESKLTTL | Skill Level with Associated Pay Grade and Description | COMDINST M1414.9A |
| | CEQC | Qualification Code, Type of Qualification, Title of Qualification, Lowest and Highest Authorized Pay grade for Personnel and Billets, Sex Restrictions, Related DoD Occupation Codes | COMDINST M1414.9A |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|-------------------------------------|------------|---|---|
| Coast Guard-Officer | COCONV | Coast Guard Officer Billet Classification (COBC) Code, Origin Code, Disposition Code and Replacement or Former COBC Code | COMDINST M5230.7M |
| | COMOC | COBC Code, Occupation Group, COBC Occupation Field Title, Component, Sex Restrictions, Related DoD Occupation Codes | COMDINST M5320.7M |
| | COMOCDSC | COBC Code and Description | COMDINST M5230.7M |
| | COGRADE | Grade and Title | COMDINST M5230.7M |
| | CWCONV | COBC Code/Pay Code, Origin Code, and Disposition of Replacement | COMDINST M5230.7M |
| | CWMOC | COBC Code/Pay Code, Title, Restriction and Description | COMDINST M5230.7M |
| | CWMOCDSC | COBC Code/Pay Code | COMDINST M5230.7M |
| American Council of Education (ACE) | ACETTL | ACE Number, Service of Occupation, Service Related Military Occupation Code (MOC), Skill Level Associated with the ACE Code, Military Personnel Class (MPC), and ACE Code Title | ACE Guide to the Evaluation of Educational Experiences in the Armed Services http://www.militaryguides.ace.net.edu/ |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|------------------|------------|---|---|
| | ACEDESC | ACE Number, Service of Occupation, Service Related MOC, Skill Level Associated with the ACE Code, MPC, and ACE Description | ACE Guide |
| | ACERCM | ACE Number, Service of Occupation, Skill Level Associated with the ACE Code, MPC, and ACE Recommendation | ACE Guide |
| | ACEAQDSC | Additional Qualification Code, Service of Additional Qualification, MPC, Type of Additional Qualification, and Description of Additional Qualification Code | ACE Guide |
| | ACEAQTTL | Additional Qualification Code, Service of Occupation, MPC, Type of Qualification and Title of Additional Qualification Code | ACE Guide |
| DOL | O*NET | O*Net Codes, Titles, and Descriptions | O*NET OnLine http://www.onetonline.org/ |
| OPM | OPM | OPM Codes, Titles, and Descriptions | Handbook of Occupational Groups and Families |
| BLS | SOC | SOC Codes, Titles, and Descriptions | SOC Manual |

Table 1. Data Elements and Sources, Continued

| SERVICE-CATEGORY | TABLE NAME | DATA ELEMENTS | SOURCE |
|---|------------|---------------|--------|
| The start date and end date are standard data elements on all ODB tables for initial data entry and each subsequent change. * See Glossary for definitions of Table Name acronyms. | | | |

ENCLOSURE 5ODB PRODUCTS AND SERVICESTable 2. Examples of ODB Use

| PRODUCT/SERVICE | DESCRIPTION | APPLICATIONS |
|--|--|--|
| DoD Occupational Conversion Index File | Groups Service officer and enlisted military occupational specialties and Civil Service occupation codes under designated DoD Occupation Codes (Officer and Enlisted). Civilian occupations are included under the applicable Officer and Enlisted grouping, based on type of duties and grade levels. | Manpower Management, Policy Planning, Personnel Acquisition, Classification and Management, Training Management, Resource Management |
| ODB Website | Provides “crosscoding” between military occupational codes of the Military Services and the Coast Guard and their civilian counterparts as defined by the DOL’s O*NET. | Transition Support and Services, Mobilization Planning, Student Testing Program, Personnel Classification, Recruiting |
| Master Crosswalks File | Provides “crosswalking” between military occupational codes of the Military Services and the Coast Guard and their civilian counterparts as defined by the SOC, and the O*NET. | State and Federal Job Programs, DoD Personnel Survey Program, Transition Support and Services, Personnel Acquisition, Classification and Management, Mobilization Planning |
| Military Occupational and Training Data File | Describes the diverse enlisted and officer employment and training opportunities available in the Army, Navy, Marine Corps, Air Force, and Coast Guard. | DoD “Military Careers Guide,” DoD “OCCU_FIND Booklet,” State and Federal Job Programs, Transition Support and Services, Career Information Delivery Systems Support |

GLOSSARY

ABBREVIATIONS AND ACRONYMS

| | |
|----------|--|
| ACE | American Council on Education |
| AFECD | Air Force Enlisted Classification Directory |
| AFOCD | Air Force Officer Classification Directory |
| AFSC | Air Force Specialty Code |
| AOC | area of concentration – Army officer |
| AQD | additional qualification designator – Navy officer |
| ASI | additional skill identifier – Army |
| | |
| BLS | Bureau of Labor Statistics |
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| CEM | Chief Enlisted Manager |
| CMF | Career Management Field |
| COBC | Coast Guard Officer Billet Code |
| COMDINST | Coast Guard Commandant Instruction |
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| DANTES | Defense Activity for Non-Traditional Education Support |
| DAPAM | Department of the Army Pamphlet |
| DHRA | Defense Human Resources Activity |
| DMDC | Defense Manpower Data Center |
| DoDD | Department of Defense directive |
| DoDI | Department of Defense instruction |
| DOL | Department of Labor |
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| LDO | limited duty officer |
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| MCO | Marine Corps Order |
| MOC | Military Occupation Code |
| MOS | Military Occupational Specialty – Army and Marine Corps |
| MPC | Military Personnel Class |
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| NAVPERS | Navy Personnel |
| NEC | Navy Enlisted Classification |
| NOBC | Navy Officer Billet Classification |
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| ODB | Occupational Database |
| O*NET | Occupational Network |
| OPM | Office of Personnel Management |
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| PULHES | Physical, Upper, Lower, Hearing, Eyes, Psychiatric – military physical profile |

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| RI | Reporting Identifier – Air Force |
| SDI | Special Duty Identifier – Air Force |
| SEI | Special Experience Identifier - Air Force |
| SI | Skill Identifier – Army officer |
| SOC | Standard Occupation Classification |
| SQI | Special Qualification Identifier – Army |
| SSP | Subspecialty – Navy officer |
| USD(P&R) | Under Secretary of Defense for Personnel and Readiness |