



Department of Defense INSTRUCTION

NUMBER 1312.01

January 28, 2013

Incorporating Change 1, Effective April 22, 2020

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.

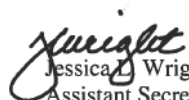
5. PROCEDURES. See Enclosure 3.

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 1. The change to this issuance updates references and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

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


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

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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
- (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
- (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, "Information Collection and Reporting," May 19, 2014
- (g) DoD Manual 8910.01, "DoD Information Collections Manual," June 30, 2014, as amended
- (h) DoD Instruction 1322.25, "Voluntary Education Programs," March 15, 2011, as amended
- (i) American Council on Education, "Guide to Evaluation of Educational Experiences in the Armed Services," current edition
- (j) Section 1143(a) of title 10, United States Code
- (k) DoD Instruction 1336.05, "Automated Extract of Active Duty Military Personnel Records," July 28, 2009, as amended
- (l) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," May 20, 2011

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 (h)), shall:

a. Establish procedures to ensure that all updates to the American Council on Education (ACE) Guide (Reference (i)) 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 (i) 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 (i) (<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 (j)) 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 DoDIs 1336.05 and 7730.54 (References (k) and (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, Gender 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, Gender 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, Gender 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, Gender Restrictions, and Branch Description	DAPAM 611-21
	AWCMF	CMF Code, Title, Gender 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, Gender 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, Gender 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, Gender 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, Gender 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, Gender 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
	NMOCBIL	Billet Code and Associated Requirements	NAVPERS 15839x, Volume I
		NOMOC	Designator Code, Title, and Component

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/Exper ience Group, Education/Training/Exper ience 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, Gender 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, Gender 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, Gender 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, Gender 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, Gender 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, Gender 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, Gender 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

Table 1. Data Elements and Sources, Continued

SERVICE-CATEGORY	TABLE NAME	DATA ELEMENTS	SOURCE
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/
	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

Table 1. Data Elements and Sources, Continued

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

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
CEM	Chief Enlisted Manager
CMF	Career Management Field
COBC	Coast Guard Officer Billet Code
COMDINST	Coast Guard Commandant Instruction
DANTES	Defense Activity for Non-Traditional Education Support
DAPAM	Department of the Army Pamphlet
DMDC	Defense Manpower Data Center
DoDD	Department of Defense directive
DoDI	Department of Defense instruction
DHRA	Defense Human Resources Activity
DOL	Department of Labor
LDO	limited duty officer
MCO	Marine Corps Order
MOC	Military Occupation Code
MOS	Military Occupational Specialty – Army and Marine Corps
MPC	Military Personnel Class
NAVPERS	Navy Personnel
NEC	Navy Enlisted Classification
NOBC	Navy Officer Billet Classification
ODB	Occupational Database
O*NET	Occupational Network
OPM	Office of Personnel Management
PULHES	Physical, Upper, Lower, Hearing, Eyes, Psychiatric – military physical profile

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