

# GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

## OCCUPATION EXHIBIT

[Back to Results](#) [Print Page](#)

### MOS-42A-002

#### HUMAN RESOURCES SPECIALIST

42A10

42A20

42A30

42A40

42A50

42A60

**Exhibit Dates:** 12/13–Present.

**Career Management Field:** 42 (Personnel Administration).

#### Description

**Summary:** The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assists system users, or monitors system activities. The human resources specialist provides and manages postal operations. **Skill Level 10:** Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and

monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations. **Skill Level 20:** Able to perform the duties required for Skill Level 10; provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning. **Skill Level 30:** Able to perform the duties required for Skill Level 20; supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations. **Skill Level 40:** Able to perform the duties required for Skill Level 30; supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product. **Skill Level 50:** Able to perform the duties required for Skill Level 40; supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions. **Skill Level 60:** Able to perform the duties required for Skill Level 50; supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

### Related Competencies

**Supervision** topics include coaching, communication, conflict resolution, counseling, motivation, personnel evaluation, problem solving, quality control, staffing, team building, and time management. **Introduction to personnel management** topics include budget support, career counseling, communication styles and networks, database management, event planning, records management, and staffing and management. **Computer software applications** topics include basic computer skills, computer literacy, database applications, and Microsoft Office Suite. **Communications** topics include counseling, internal communications, memoranda preparation, mentoring, oral and written correspondence, technical writing, and workplace communication. **Management** topics include controlling, information systems management, leadership, motivation, organizing, and planning. **Human resource management** topics include benefit administration, career development, equal employment opportunities, mentoring, organizational behavior, retention, sexual harassment, staff planning, and training. **Leadership** topics include conflict management, counseling, cultural awareness, human relations, leadership traits, mentoring, and strategic leadership. **Applied leadership** topics include communication skills, decision-making, ethics, leadership development, mission planning, organizational effectiveness, planning, resourcing, and strategic planning. **Labor relations** topics include analysis of current issues related to emerging employment rights, collective bargaining practices, conflict resolution, contract negotiation and administration, employment law and federal agencies, labor management relations, mediation and arbitration, and public sector and labor relations. **Project management** topics include decision-making, logistics control and monitoring, oversight of resource management, project resourcing (internal and external), project task identification, safety and risk management, and status reporting. **Strategic management** topics include adaptive

leadership, budgeting and resource management, dissemination of after-action reports, forecasting and planning overview, mission analysis, and plan evaluation and follow-up. **Financial management** topics include annual financial management plans; budgeting; contract management; forecasting and trends analysis; fraud, waste, and abuse management; funding; and resource allocation.

#### **Recommendation, Skill Level 30**

In the lower-division baccalaureate/associate degree category, 3 semester hours in supervision, 3 in introduction to personnel management, 3 in computer software applications, and 3 in communications (12/13)(12/13).

#### **Recommendation, Skill Level 40**

In the lower-division baccalaureate/associate degree category, 3 semester hours in supervision, 3 in introduction to personnel management, 3 in computer software applications, and 3 in communications. In the upper-division baccalaureate degree category, 3 semester hours in management, 3 in human resource management, and 3 in leadership (12/13)(12/13).

#### **Recommendation, Skill Level 50**

In the lower-division baccalaureate/associate degree category, 3 semester hours in supervision, 3 in introduction to personnel management, 3 in computer software applications, and 3 in communications. In the upper-division baccalaureate degree category, 3 semester hours in management, 3 in human resource management, 3 in leadership, 3 in applied leadership, and 3 in labor relations (12/13)(12/13).

#### **Recommendation, Skill Level 60**

In the lower-division baccalaureate/associate degree category, 3 semester hours in supervision, 3 in introduction to personnel management, 3 in computer software applications, and 3 in communications. In the upper-division baccalaureate degree category, 3 semester hours in management, 3 in human resource management, 3 in leadership, 3 in applied leadership, 3 in labor relations, 3 in project management, 3 in strategic management, and 3 in financial management (12/13)(12/13).

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*ACE occupation reviews are conducted by faculty currently teaching at appropriately accredited colleges and universities. Faculty teams analyze the official occupation standards and validate the duties and requirements through service member interviews to determine if the content, scope, and rigor of the experiential learning align to current postsecondary curricula. A minimum of 3 faculty evaluators must achieve consensus on credit recommendations. Please see [Faculty Evaluators - Home Page](#) for more information.*

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