

## Individual Critical Task List

**42A - Human Resources Specialist - SL1**  
**Enlisted, MOS: 42A, Skill Level: SL1, Duty Pos: UQH**

**Approved**  
**02 Aug 2021**

**Effective Date: 02 Aug 2021**

**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, Adjutant General School, Fort Jackson, SC 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Target Audience:** Human Resources Specialist, MOS 42A, Skill Level 1

Total Number of Tasks: 21

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word “OP” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
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**Subject Area 1. MAN THE FORCE**

805C-42A-1257	Prepare a Strength Accounting Report	INST	AN	SL1
805C-42A-1307	Produce an Ad Hoc Query	INST	AN	SL1
805C-42A-1315	Prepare Personnel Strength Accountability Updates in the System of Record	INST	AN	SL1
805C-42A-1316	Prepare a Dropped from Rolls Packet	INST	AN	SL1
805C-42A-1319	Navigate the Human Resources Systems	INST	AN	SL1
805C-42A-1323	Refine a Unit Strength Reconciliation	INST	AN	SL1
805C-42A-1324	Prepare Personnel HR Metrics	INST	AN	SL1

**Subject Area 2. Provide HR Services**

805C-42A-1043	Maintain a Record Using the Army Records Information Management System	INST	AN	SL1
805C-42A-1044	Load Document to the Army Military Human Resource Record using interactive Personnel Electronics Records Management System	OP	AN	SL1
805C-42A-1208	Process a Recommendation for Award	INST	AN	SL1
805C-42A-1219	Process a Semi-Centralized Promotion	INST	AN	SL1
805C-42A-1220	Review a Completed Noncommissioned Officer Evaluation Report	OP	AN	SL1
805C-42A-1232	Process a Decentralized Promotion	INST	AN	SL1
805C-42A-1250	Process a Request for Leave	INST	AN	SL1
805C-42A-1255	Prepare a Casualty Report	INST	AN	SL1
805C-42A-1265	Maintain Emergency Notification Data	INST	AN	SL1
805C-42A-1284	Prepare a Suspension of Favorable Personnel Action	INST	AN	SL1
805C-42A-1291	Process a Request for Personnel Action	INST	AN	SL1
805C-42A-1303	Interpret Entitlement to Pay and Allowances	INST	AN	SL1
805C-42A-1304	Interpret the Soldier Record Brief/Officer Record Brief	INST	AN	SL1
805C-42A-1308	Perform Unit Mailroom Operations	OP	AN	SL1