

Individual Critical Task List

42A - Human Resources Specialist - SL3
Enlisted, MOS: 42A, Skill Level: SL3, Duty Pos: UQI

Approved
20 Jul 2016

Effective Date: 01 Jun 2018

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 / Fort Jackson 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 SGT, SGT(P) and SSG.

Total Number of Tasks: 31

- **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. HR PLANNING AND OPERATIONS

| | | | | |
|---------------|--|------|----|-----|
| 805C-42A-3039 | Perform Joint Human Resources (HR) Operations | INST | AN | SL3 |
| 805C-42A-3054 | Review the Human Resources (HR) Organizational Structure | INST | AN | SL3 |
| 805C-42A-3300 | Apply the Human Resources (HR) Military Decision Making Process (MDMP) | INST | AN | SL3 |

Subject Area 2. MAN THE FORCE

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|---------------|---|------|----|-----|
| 805C-42A-3000 | Conduct Personnel Readiness Management (PRM) | INST | AN | SL3 |
| 805C-42A-3006 | Prepare the Unit Status Report (USR) | INST | AN | SL3 |
| 805C-42A-3008 | Process Strength Reports | OP | AN | SL3 |
| 805C-42A-3011 | Review Absent Without Leave (AWOL) / Dropped From Rolls (DFR) Packets | INST | AN | SL3 |
| 805C-42A-3014 | Review the Officer Distribution and Assignment Process | INST | AN | SL3 |
| 805C-42A-3030 | Conduct the Deployment Cycle Support (DCS) Process | OP | AN | SL3 |
| 805C-42A-3103 | Conduct Personnel Accountability | INST | AN | SL3 |
| 805C-42A-3223 | Perform Tactical Personnel System (TPS) Functions | INST | AN | SL3 |
| 805C-42A-3231 | Employ the Deployed Theater Accountability System (DTAS) | INST | AN | SL3 |
| 805C-42A-3233 | Process Personnel Information Management (PIM) | INST | AN | SL3 |
| 805C-42A-3241 | Employ the Very Small Aperture Terminal (VSAT) | INST | AN | SL3 |
| 805C-42A-3406 | Review the Human Resources Authorization Report (HRAR) | INST | AN | SL3 |
| 805C-42A-3411 | Employ Enlisted Distribution and Assignment System (EDAS) | INST | AN | SL3 |
| 805C-42A-3488 | Process a Personnel Asset Inventory (PAI) | INST | AN | SL3 |

Subject Area 3. Provide HR Services

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|---------------|--|------|----|-----|
| 805C-42A-3001 | Review Correspondence | INST | AN | SL3 |
| 805C-42A-3007 | Review Awards and Decorations | INST | AN | SL3 |
| 805C-42A-3009 | Review Separation Documents | OP | AN | SL3 |
| 805C-42A-3012 | Prepare Office Computations | INST | AN | SL3 |
| 805C-42A-3015 | Establish Records Using the Army Records Information Management System (ARIMS) | OP | AN | SL3 |
| 805C-42A-3053 | Review Enlisted Promotions and Reductions | INST | AN | SL3 |
| 805C-42A-3060 | Conduct Postal Operations | OP | AN | SL3 |
| 805C-42A-3431 | Update the Officer and Enlisted Records Briefs | INST | AN | SL3 |
| 805C-42A-3463 | Process Leaves and Passes | INST | AN | SL3 |
| 805C-42A-3473 | Manage Emergency Notification Data | INST | AN | SL3 |
| 805C-42A-3474 | Review Casualty Reports | INST | AN | SL3 |

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| 805C-42A-3497 | Process an Evaluation Report | INST | AN | SL3 |
| 805C-42A-3498 | Monitor Meal Card Management Program | INST | AN | SL3 |
| 805C-42A-3499 | Determine Entitlement to Military Pay and Allowances | INST | AN | SL3 |