

**805C-42A-4074**  
**Communicate Officer Distribution and Assignments**  
**Status: Approved**

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**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 SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Senior HR NCO and must manage officer assignments within your unit. You have access to FM 1-0 (HR Support), AR 611-1 (Military Occupational Classification Structure Development and Implementation), AR 614-100 (Officer Assignment Policies, Details, and Transfers), DA PAM 611-21 (Military Occupational Classification and Structure) (SMARTBOOK) DA PAM 600-3 (Commissioned Officer Professional Development and Career Management) and access to HR enabling systems. This task should not be trained in MOPP 4.

**Standard:** Administer officer distribution and assignments within your unit that maintains authorized staffing levels and supports unit readiness.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** Requirement to manage officer assignments within your unit.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Communicate the goal and challenges of the officer distribution and assignment system.
2. Correlate assignment considerations and challenges:
  - a. Army/unit priorities.
  - b. Officer's grade, career field, education, and experience.
  - c. Professional development needs of the officer.
  - d. Assignment availability.
  - e. Policy considerations.  
Note: Such as PCS costs, stabilization, and tour equity.
  - f. Officer's potential for advancement.
  - g. Personal preferences of the officer or family considerations.
  - h. Regimental affiliation.
  - i. Centralized selection list (CSL) selectees.
3. Communicate the officer and warrant officer classification system.
  - a. Officers
    - (1) Branches
    - (2) Areas of Concentration (AOC).
    - (3) Functional Areas (FA).
    - (4) Branch Detail.
  - b. Warrant Officer Military Occupational Specialty Codes (MOSC).
4. Interpret officer assignment policies.
  - a. General characteristics.
  - b. Assignment restrictions.
  - c. Branch qualification.
  - d. Key Developmental (KD) assignments.
5. Verify proper utilization of officers and warrant officers.
  - a. Review authorized manning documents to ensure proper slotting.

b. Reslot improperly slotted officers to authorized positions using eMILPO.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Explained the goal and challenges of the officer distribution and assignment system to unit leaders.			
2. Correlated assignment considerations and challenges.			
a. Army/unit priorities.			
b. Officer's grade, career field, education, and experience.			
c. Professional development needs of the officer.			
d. Assignment availability.			
e. Policy considerations.			
f. Officer's potential for advancement.			
g. Personal preferences of the officer or family considerations.			
h. Regimental affiliation.			
i. CSL selectees.			
3. Explained the officer and warrant officer classification system.			
a. Officers.			
b. Warrant Officer MOSC.			
4. Interpreted officer assignment policies.			
a. General characteristics.			
b. Assignment restrictions.			
c. Branch qualification.			
d. KD assignments.			
5. Verified proper utilization of officers and warrant officers.			
a. Reviewed authorized manning documents to ensure proper slotting.			
b. Reslotted improperly slotted officers to authorized positions using eMILPO.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	No	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No
	PAM 600-3	COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42A-4000	Analyze Personnel Readiness Management (PRM) Considerations	805C - Adjutant General (Individual)	Superseded
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-4002	Analyze Strength Reporting	805C - Adjutant General (Individual)	Superseded

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ