Individual Critical Task List

42A - Human Resources Specialist - SL4
Enlisted, MOS: 42A, Skill Level: SL4, Duty Pos: UQJ

Approved
20 Jul 2016

Effective Date: 01 Jun 2018

Target Audience: Human Resources Specialist, PMOS 42A, SSG or SFC.

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

Subject Area 1. HR PLANNING AND OPERATIONS

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4041	Analyze Human Resources Planning Considerations Using the MDMP	INST	AN	SL4
805C-42A-4056	Analyze Unified Land Operations	INST	AN	SL4
805C-42A-4064	Employ Situational Leadership	INST	AN	SL4
805C-42A-4065	Plan for Joint Human Resources (HR) Operations	INST	AN	SL4

Subject Area 2. MAN THE FORCE

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4000	Analyze Personnel Readiness Management (PRM) Considerations	INST	AN	SL4
805C-42A-4001	Validate Personnel Accountability	INST	AN	SL4
805C-42A-4002	Analyze Strength Reporting	INST	AN	SL4
805C-42A-4026	Validate Unit Status Reporting (USR)	INST	AN	SL4
805C-42A-4074	Communicate Officer Distribution and Assignments	INST	AN	SL4
805C-42A-4233	Coordinate Personnel Information Management (PIM)	INST	AN	SL4
805C-42A-4411	Manage Enlisted Strength Management	INST	AN	SL4
805C-42A-4412	Coordinate the Deployment Cycle Support (DCS) Program	INST	AN	SL4

Subject Area 3. Provide HR Services

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4020	Process Line of Duty (LOD) Investigations	INST	AN	SL4
805C-42A-4021	Review the Evaluation Reporting System	INST	AN	SL4
805C-42A-4023	Review the Awards and Decorations Program	INST	AN	SL4
805C-42A-4027	Integrate Identification Card (ID) Processing Requirements	INST	AN	SL4
805C-42A-4028	Review the Enlisted Promotions System	INST	AN	SL4
805C-42A-4042	Implement Casualty Operations	INST	AN	SL4
805C-42A-4060	Plan Unit Postal Operations	INST	AN	SL4
805C-42A-4100	Integrate Legal Support	INST	AN	SL4
805C-42A-4101	Interpret Military Pay (MILPAY) and Allowances	OP	AN	SL4