

Individual Critical Task List

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

Approved
26 Aug 2016

Effective Date: 08 May 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, Skill Level 1

Total Number of Tasks: 19

- **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 Strength Accounting Reports	OP	AN	SL1
805C-42A-1307	Create an Ad Hoc Query	INST	AN	SL1
805C-42A-1315	Process Personnel Strength Accountability Updates	INST	AN	SL1
805C-42A-1316	Prepare an Absent Without Leave (AWOL) / Dropped From Rolls (DFR) Packet	OP	AN	SL1
805C-42A-1319	Identify Human Resources (HR) Systems	INST	AN	SL1

Subject Area 2. Provide HR Services

805C-42A-1002	Prepare Correspondence	INST	AN	SL1
805C-42A-1025	Process Meal Cards	INST	AN	SL1
805C-42A-1043	Maintain Records Using the Army Records Information Management System (ARIMS)	OP	AN	SL1
805C-42A-1045	Issue a Common Access Card (CAC)	OP	AN	SL1
805C-42A-1208	Process Recommendation for Award	INST	AN	SL1
805C-42A-1219	Process Semi-Centralized Promotions	INST	AN	SL1
805C-42A-1220	Interpret a Completed Noncommissioned Officer Evaluation Report (NCOER)	OP	AN	SL1
805C-42A-1250	Process a Request for Leave, Pass, or Permissive Temporary Duty (PTDY)	INST	AN	SL1
805C-42A-1265	Update Emergency Notification Data	INST	AN	SL1
805C-42A-1284	Prepare a Suspension of Favorable Personnel Actions	INST	AN	SL1
805C-42A-1291	Process a Request for Personnel Actions	INST	AN	SL1
805C-42A-1303	Interpret Entitlement to Pay and Allowances	INST	AN	SL1
805C-42A-1304	Interpret the Enlisted Record Brief (ERB) and Officer Record Brief (ORB)	INST	AN	SL1
805C-42A-1308	Perform Unit Mailroom Operations	OP	AN	SL1