

805C-42A-3039
Perform Joint Human Resources (HR) Operations
Status: Approved

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 a Human Resources (HR) NCO serving in a joint assignment assigned to the J-1 (Manpower and Personnel). You have access to JP 1-0 (Joint Personnel Support) and FM 1-0 (HR Support). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, identify the personnel support functions and organizational structure of Joint Forces and HR functions required to support joint operations.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are serving in a Joint HR position.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify the organization, functions, and principles of personnel support to Joint Operations.
 - a. Communicate the Chain of Command and Control for National Security.
 - b. Communicate the organizational structure of The Joint Chiefs of Staff.
 - c. Communicate the organizational structure of the JCS J-1 section of a joint force headquarters.
 - (1) Personnel Readiness Division.
 - (2) Personnel Services Division.
 - (3) Joint Manpower Division (JMD).
 - (4) Director's Actions Group.
2. Identify the organizational structure of Joint Forces.
 - a. Combatant commands.
 - b. Subordinate Unified Commands.
 - c. Joint Task Force.
3. Perform Joint HR functions.
 - a. Conduct Joint Personnel Training and Tracking Activities.
 - b. Conduct Personnel Accountability and Strength Reporting functions.
 - c. Provide input to rotation policies.
 - d. Manage civilian personnel.
 - e. Interpret Joint Operations pay, allowances, and entitlements.
 - f. Coordinate postal operations.
 - g. Coordinate Morale, Welfare, and Recreation (MWR) activities.
 - h. Process Casualty Reports.
 - i. Process Joint Award recommendations.
 - (1) Individual decorations.
 - (2) Unit awards.
 - (3) Campaign medals.

j. Process Foreign Decorations and Service Awards.

(1) For U.S. military personnel.

(2) For foreign military personnel.

k. Determine Joint manning requirements (Joint Manning Document (JMD)).

(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. Identified the organization, functions, and principles of personnel support to Joint Operations.			
a. Communicated the Chain of Command and Control for National Security.			
b. Communicated the organizational structure of The Joint Chiefs of Staff.			
c. Communicated the organizational structure of the JCS J-1 section of a joint force headquarters.			
2. Identified the organizational structure of Joint Forces.			
a. Combatant commands.			
b. Subordinate Unified Commands.			
c. Joint Task Force.			
3. Performed Joint HR functions.			
a. Conducted Joint Personnel Training and Tracking Activities			
b. Conducted Personnel Accountability and Strength Reporting functions.			
c. Provided input to rotation policies.			
d. Managed civilian personnel.			
e. Interpreted Joint operations pay, allowances, and entitlements.			
f. Coordinated postal operations.			
g. Coordinated MWR activities.			
h. Processed Casualty Reports.			
i. Processed Joint Award recommendations.			
j. Processed Foreign Decorations and Service Awards.			
k. Determined Joint manning requirements (JMD).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	JP 1-0	Joint Personnel Support	Yes	Yes

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
	7520-00-626-8122		Easel, Flip Chartx P	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-3054	Review the Human Resources (HR) Organizational Structure	805C - Adjutant General (Individual)	Approved
805C-42A-3300	Apply the Human Resources (HR) Military Decision Making Process (MDMP)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI