

GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

OCCUPATION EXHIBIT

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MOS-42A-001

HUMAN RESOURCES SPECIALIST

42A10

42A20

42A30

42A40

42A50

Exhibit Dates: 4/03–11/13.**Career Management Field:** 42 (Personnel Administration).

Description

Summary: Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. **Skill Level 10:** Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. **Skill Level 20:** Able to perform the duties required for Skill Level 10; provides technical guidance and training to subordinates. **Skill Level 30:** Able to perform the duties required for Skill Level 20; supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. **Skill Level 40:** Able to perform the duties required for Skill Level 30; supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities. **Skill Level 50:** Able to perform the duties required for Skill Level 40; manages all human resources services specialists within the command, including division, corps, and Department of Army; provides planning information for short-and long-range human resources requirements for operations planning, maintains appropriate staffing levels; prepares recommendations for staff officers.

Recommendation, Skill Level 10

Credit may be granted on the basis of an individualized assessment of the student (9/04)(9/04).

Recommendation, Skill Level 20

Credit may be granted on the basis of an individualized assessment of the student (9/04)(9/04).

Recommendation, Skill Level 30

In the lower-division baccalaureate/associate degree category, 3 semester hours in computer applications, 6 in office administration, and 3 in business communications. In the upper-division baccalaureate degree category, 3 semester hours in human resources management and 3 in management (9/04)(9/04).

Recommendation, Skill Level 40

In the lower-division baccalaureate/associate degree category, 3 semester hours in word processing or computer applications, 7 in office administration, and 3 in business communications. In the upper-division baccalaureate degree category, 3 semester hours in human resources management, 3 in management, and 3 for field experience in management (9/04)(9/04).

Recommendation, Skill Level 50

In the lower-division baccalaureate/associate degree category, 3 semester hours in computer applications, 8 in office administration, and 3 in business communications. In the upper-division baccalaureate degree category, 3 semester hours in human resources management, 6 in management, and 3 for field experience in management (9/04)(9/04).

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ACE occupation reviews are conducted by faculty currently teaching at appropriately accredited colleges and universities. Faculty teams analyze the official occupation standards and validate the duties and requirements through service member interviews to determine if the content, scope, and rigor of the experiential learning align to current postsecondary curricula. A minimum of 3 faculty evaluators must achieve consensus on credit recommendations. Please see [Faculty Evaluators - Home Page](#) for more information.

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