

The Human Resources Command's mission is to execute the full spectrum of human resources programs, services, and systems to support the readiness and well being of Army personnel worldwide.

HUMAN RESOURCES MANAGEMENT (MILITARY, 0201)

Manages, supervises, administers, advises on, or delivers human resources management services. Specialties may include information system, military, compensation, recruitment and/or placement, performance management, employee relations, etc.

- **GS-9:** The employee monitors officer authorizations, ODP, and assignments in view of MACOM, installation and Joint Command needs. Independently researches and references applicable guidelines and precedent actions to resolve the various problems and situations that arise in the performance of assigned duties.
- **GS-9:** The employee manages the following officer personnel action programs for Headquarters, Department of the Army: voluntary resignations; voluntary requests for release from active duty; voluntary early separation incentive programs; mandatory separation date extensions; inter-service transfers; requests for short term extension on active duty; medical extensions to previously approved separation dates.

OPM Qualifications

GS-04

1 year of general experience or 2-years of education above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

education, superior academic achievement (SAA); or an equivalent combination of education and experience. SAA is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

GS-05

3 years of general experience, one of which is equivalent to at least GS-4 grade level or 4-year course of study leading to a bachelor's degree.

GS-09

1 year of specialized experience equivalent to at least the GS-07 grade level, a master's or equivalent graduate degree, 2 full years of progressively higher level graduate education leading to such a degree, a LL.B. or J.D., if related; or an equivalent combination of education and experience.

GS-07

1-year of specialized experience equivalent to at least the GS-05 grade level, 1 full year of graduate level

GS-11

1-year of specialized experience equivalent to at least the GS-09 grade level, a Ph.D. or equivalent doctoral degree, 3 full years of progressively higher level graduate education leading to such a degree, a LL.M., if related; or an equivalent combination of education and experience.

GS-12 and above

1-year of specialized experience equivalent to the next lower grade.

Personal Preparation

Attend College

On-line Courses

Army Correspondence Courses

Developmental Assignments

Competencies

Casualty and Memorial Affairs Program

Information Systems Management

Military Personnel Records

Mobilization Plans and Programs

Officer and Enlisted

Promotion/Evaluation Systems

Personnel Actions/

Eliminations/Reassignment

Reserve Component and Soldier

Readiness/Retention Program

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HUMAN RESOURCES ASSISTANCE (Mil/OA) (0203)

Provides administrative support by supervising, leading, or performing human resources (HR) assistance work that requires substantial knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy requirements applicable to HR transactions. Specialties may include information systems, military, classification, recruitment and/or placement, human resources development, etc.

- **GS-5:** The employee reviews records and processes actions involving standardized procedures, such as applications for special assignments or schools, and requests for service histories of former military personnel to establish entitlement to veterans' benefits and/or to make determinations on the validity of past actions. Insures that requirements related to the specific action are met.
- **GS-7:** The employee reviews records and various personnel documents regarding sensitive, complex assignments which involve placing company and field grade officers into critical joint and Army staff assignments worldwide and into professional developmental military and civilian educational programs. Directly responsible for the management, assignment instructions, correspondence, TDY, orders, file review and management

Qualifications

GS-04

1 year of general experience or 2-years of education above high school.

General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

GS-05

1-year of specialized experience equivalent to at least the GS-04 grade level, 4 years of education above high school; or an equivalent combination of education and experience.

GS-06 and above

1-year of specialized experience equivalent to the next lower grade.

Personal Preparation

Attend College

On-line Courses

Army Correspondence Courses

Developmental Assignments

Competencies

**Military Occupational Specialty
Reclassification
Military Personnel Records
Military Human Resources Program**

**Regular/Reserve Army Appointments
Officer/Enlisted Evaluations
Military Discharges
Office Automation**

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COMPUTER OPERATION (0332)

Operate or supervise the operation of the controls of the digital computer system. Also included are positions involving the operation of peripheral equipment when: (1) such equipment is used directly in support of computer operations; and (2) the operation of such equipment is directly related to acquiring the knowledge and skills needed in operating the control console of a computer system.

- **GS-06:** Employee operates a high speed digital computer system processing batch and real time process as modes. In addition to operating the system and resolving common error conditions, employee is responsible for recognizing, diagnosing, and independently acting on commonly occurring machine stoppage and error situations that may not be fully covered by existing procedures and guidelines.
- **GS-07:** Employee operates one of two high-speed, large-scale computer systems processing batch and teleprocessing applications programs as well as performing developmental and production testing. As the console operator resolves operating and equipment problems. Participates in the installation of new or modified operating systems and equipment. Provides technical guidance and direction to lower level operators.

Qualifications

GS-06 and higher
1-year of specialized experience
equivalent to the next lower grade.

Personal Preparation

Attend College
On-line Courses

Army Correspondence Courses
Developmental Assignments
Details

Competencies

Computer Systems
Diagnosing Errors
Equipment Configuration
Peripheral Equipment

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COMPUTER CLERK AND ASSISTANT (0335)

Perform and/or supervise data processing support and services functions for users of digital computer systems including such work as: (1) receiving, maintaining, and issuing data storage media for computer operations; (2) collecting and sequentially staging input media with associated program instructions for processing; (3) scheduling the use of computer time for program processing; (4) collecting, maintaining and distributing program and systems documentation; and (5) collecting raw information, preparing flow charts, and coding in program languages; or (6) other support functions.

- **GS-6: Serves as a computer assistant supporting a team of Computer Specialists (Instructors) that train and assists Dept. of Army (DA) and other personnel in the use of personal computers, graphical user interfaces (e.g.; Windows XP, Windows 2000) office automation, report generating systems (e.g., Access), electronic mail, electronic forms and overall local area network uses, and automation techniques.**
- **GS-7: Employee develops, implements and controls job streams for timely processing of computer runs for a multi-programming computer system. Accomplishes limited specialized projects and assignments involving development, test, implementation, and modification of computer programs, and operating procedures. Utilizing knowledge of data content and output options of variety of program applications, processes on any of several multi-program systems.**

Qualifications

GS-05

1-year of specialized experience equivalent to at least the GS-04 grade level, 4 years of education above high school, or an equivalent combination of education and experience. For positions requiring clerk-steno, must have 2 years of general experience in lieu of 1 year of specialized experience.

GS-06 and higher

1-year of specialized experience equivalent to the next lower grade.

Personal Preparation

Attend College

On-line Courses

Army Correspondence Courses

Computer Courses

Developmental Assignments

Competencies

External Data Processing Sequences

User and Programming Languages

Data Storage Media

Input Media

Flow Charts

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INFORMATION TECHNOLOGY MANAGEMENT (2210)

Manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. Include only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, networking.

- **GS11:** Serves as an Information Technologist Specialist performing work as a member of a team, in the administration, development, delivery and support of information technology (IT) systems and services. Duties include, but are not limited to, user administration, developing new methods, approaches and procedures in the specialty area(s); providing advice and guidance on a wide range and variety of IT issues; interpreting IT policies, standards and guidelines; conducting analyses of difficult issues affecting the specialty area(s); evaluating and recommending adoption of new or enhanced approaches to delivering IT services; testing the functionality of systems; ensuring optimal use of commercially available products; evaluating IT products or services; preparing reports; representing the organization in interactions with other organizations

Qualifications

education, superior academic achievement (SAA);

GS-05

3 years of general experience, 1 of which is equivalent to at least GS-04 grade level or 4-year course of study leading to a bachelor's degree.

or an equivalent combination of education and experience. SAA is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

GS-06

1 year of specialized experience equivalent to the next lower grade level, 6 months of graduate level education, or an equivalent combination of education and experience.

GS-09

1 year of specialized experience equivalent to at least the GS-07 grade level, a master's or equivalent graduate degree, 2 full years of progressively higher level graduate education leading to such a degree, an LL.B. or J.D., if related; or an equivalent combination of education and experience.

GS-07

1-year of specialized experience equivalent to the next lower grade level, 1 full year of graduate level

GS-11

1-year of specialized experience equivalent to at least the GS-09 grade level, a Ph.D. or equivalent doctoral degree, 3 full years of progressively higher level graduate education leading to such a degree, a LL.M., if related; or an equivalent combination of education and experience.

GS-12 and above

1-year of specialized experience equivalent to the next lower grade.

EDUCATION:

Major study in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or

adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Personal Preparation

Attend College
On-line Courses
Developmental Assignments
Details

Competencies

Policy and Planning
Security

Systems Analyst
Application Software
Operating Systems
Network Services
Data Management
Internet
Systems Administration
Customer Support

**For more information regarding Qualification Standards
please visit the OPM website**

<http://www.opm.gov/qualifications/>