



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

01 FEB 2005

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Human Resource Certification Course (ARH Memo 05-003)

1. The United States Army Soldier Support Institute has released the web based on-line certification course for the Human Resource Specialist/NCO. The course is available for E-1 to E-5 (Course# 805CT12) and for E-6 to E-9 (Course# 805CT35).
2. The Human Resource Specialist Certification Course is a DA directed course designed to train and certify Soldiers with MOS 42L (Administration Specialist) for possible selection/reclassification to MOS of 42A (Human Resources Specialist/NCO). Completion of this course does not guarantee selection for reclassification to MOS 42A.
3. Applicants must have a Primary MOS of 71L/42L and a Duty MOS of 42L/71L or 75H/42A in ATRRS prior to enrolling in the course, otherwise the application will be rejected. All eligible Soldiers must individually enroll in the course using the attached instructions, this will not be top loaded from the States.
4. Point of contact is MSG Metaxas, NGB-ARH, DSN 327-3401, 703-607-3401, email Sean.Metaxas@ngb.army.mil.

Encl
as


TAMMY L. MIRACLE
COL, NGB
Chief, Personnel Policy
and Readiness Division

CF:
All State MILPO's
All State EPM's
All State POTO's
NGB-ARZ-T