



## **Personnel (3S0X1)**

Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and orderly room tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on personal affairs matters. Ensures compliance with personnel policies, directives, and procedures.

### **Alternate Titles:**

PERSONNEL ASSISTANTS; PERSONNEL CLERKS

### **Duties and Responsibilities:**

#### BACKGROUND

Personnel management helps individuals develop their military careers. It also serves the military's need to fill jobs with qualified workers. Personnel specialists collect and store information about the people in the military, such as training, job assignment, promotion, and health information. They work directly with service personnel and their families.

#### WHAT THEY DO

Personnel specialists in the military perform some or all of the following duties:

Organize, maintain, and review personnel records

Enter and retrieve personnel information using computer terminals

Assign personnel to jobs

Prepare organizational charts, write official correspondence, and prepare reports

Provide career guidance

Assist personnel and their families who have special needs

Provide information about personnel programs and procedures to service men and women

#### WORK ENVIRONMENT

Personnel specialists normally work in office settings on land or aboard ships.

#### TRAINING PROVIDED

Job training consists of 7 to 9 weeks of classroom instruction. Course content typically includes:

Basic typing skills

Preparation of military correspondence and forms

Personnel records management

Computer update and retrieval procedures

Further training occurs on the job and through advanced courses.

#### HELPFUL ATTRIBUTES

Helpful school subjects include English, speech, business administration, and typing. Helpful attributes include:

Ability to follow detailed procedures and instructions

Ability to compose clear instructions or correspondence

Interest in working closely with others

#### CIVILIAN COUNTERPARTS

Civilian personnel specialists work for all types of organizations, including industrial firms, retail establishments, and government agencies. They perform duties similar to military personnel clerks. However, specific jobs vary from company to company.

#### OPPORTUNITIES

The services have about 23,350 personnel specialists. On average, they need about 1,800 new specialists each year. After job training, specialists process personnel actions and add information to records. In time, they may supervise other personnel specialists and eventually may manage personnel offices.