

IG/CA INVENTORY CODING TEMPLATE  
“HUMAN RESOURCES MANAGEMENT SERIES”

Function Code: B720

Function: **Civilian Personnel Operations** - Human Resources Specialist (Operations). This function includes operations typically performed by civilian personnel and/or human resources offices, field operating agencies, or service centers. Civilian personnel operations typically include recruitment (to include advertising); staffing; and employee relations advisory services; qualification determinations; classification of positions; benefits, compensation, and retirement counseling and processing; employee development; processing of personnel actions to include awards; labor relations; and, administration of the performance management process.

Applicable Manpower Type:

	Officer	Enlisted	Civilian
Designator/ Rate/ OCC Ser	N/A	N/A	0201
Primary NOBC/ NEC	N/A	N/A	N/A
Secondary NOBC/ NEC	N/A	N/A	N/A

Applicable Activity Type (first four digit of 10 digit activity code): 5744 –Human Resources Specialist

Appropriate Manpower Mix Criteria Code: “E”-Civilian Authority, Direction, and Control of the DoD” At service centers this code would apply to GS13 and above (e. g. Department heads and higher). Other positions are to be coded “R”- subject to review.

Application: Mandatory \_\_\_ Exceptions w/justification X Guide \_\_\_

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