



**Soldier Training Publication STP 12-420A-OFS
Officer Foundation Standards Adjutant General /
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Officers Manual January 2012**

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Soldier Training Publication STP 12-420A-OFS Soldier's Manual and Trainer's Guide for MOS 420A Officer Foundation Standards Adjutant General Warrent Officers Manual June 2011. This Soldier Training Publication (STP) is the Officer Foundation Standards (OFS) for Adjutant General Human Resources Technician (MOS 420A). This OFS reference supports the self-development and training of officers possessing MOS 420A. Commanders, trainers, and officers should use this manual to plan, conduct, and evaluate training within their units. Warrant Officers will use this publication as a training instrument and as a self-evaluation tool. Commanders will use this publication to formulate professional development programs for junior officers based on unit Mission Essential Task Lists (METLs). Warrant Officers should seek to attain a level of proficiency in performing the tasks in this publication so their responses will become automatic whenever they are required to perform, even under the most stressful circumstances. All tasks in this guide are related to Human Resources Technician duties and responsibilities. Reserve officers in the Army National Guard and Army Reserve as well, with some modification, will use this publication in the same training and self-evaluation mode as active Army officers.

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