



HR BEACON

Community News for HR Professionals

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HR (1200) Career Track Competency Levels

This issue of the *HR Beacon* provides specific information about the HR Active Component (1200) Career Track Competency levels and rollout plan discussed in the FY20-25 HR Strategic Plan. This new framework directly supports MyNavy HR lines of effort and our community strategic goals of deliberately developing and assigning our HR Officers to deliver world-class HR services. **These changes are effective immediately and apply only to HR AC (1200) Officers.**

References: This HR Beacon is the second part of a series and builds on information previously released in Issue Number 2021-03 of the *HR Beacon* released in July 2021. Supporting documentation will be posted on the HR Portal at <https://cle.nps.edu/portal/xlogin> in the HR Transformation folder in the resources tab. It will also be referenced on the HR OCM and Detailer webpages.

HR Career Tracks: Aligned to MyNavy HR pillars, billets are designated for specific HR career tracks to deliberately develop leadership and professional expertise in three distinct areas:

- 1. Force Development (FD):** Talent Acquisition and Accession, Initial and Fleet Training
- 2. Force Management (FM):** Career Management, Service Delivery, Pay & Personnel Management and N1/J1
- 3. Force Requirements and Resourcing (FR2):** Operations Analysis, Financial Management, Requirements, Business Optimization and Enterprise Support

Career Track Competency Level Assignment: In conjunction with the CT/CD AQD rollout, officers will have the opportunity to be assigned to a designated career track. For this rollout, HR Officers have the ability to choose **one** of the three career tracks. It is important to note that while officers will have the opportunity to earn an experience AQD for every 1200 billet assignment completed, they can only attain specific Competency Level AQDs in their designated Career Track. Similar to our HR Community value of Professional Certification, Competency Levels are a critical component in our professional development, validating and documenting the knowledge factors necessary to be **successful from day one** in MyNavy HR tours at that competency level. These Competency Level AQDs will be represented by an alphabetic third digit (A-Novice, B-Intermediate, C-Advanced, D-Expert) as shown below. The three part awarding criteria for a competency level AQDs is:

CT Designation + Minimum tour completion requirements met in CT + Completion of a PQS

Competency Level	Tours in CT	Standard Competency Requirement
Novice	1	Tour Rqmt + CTCD Worksheet
Intermediate	2	Tour Rqmt + INT PQS + NOVICE Qual'd
Advanced	3	Tour Rqmt + ADV PQS + INT Qual'd
Expert	4	Tour Rqmt + ADV Qual'd

Career Track Designation: As discussed in Issue Number 2021-03 of the *HR Beacon* released in July 2021, all AC HR Officers will receive a Career Track / Career Development worksheet from the HR Detailers which will be used to select one of the three new HR Career Tracks. The expectation is that officers will be assigned into a primary career track (FD, FM, FR2) no later than 12 years commissioned service (YCS). Officers still in their initial HR tour or less than 12 YCS may elect to defer their Career Track declaration. Additional information will be included in the CT/CD Business Rules and will be posted on the HR Portal.

Minimum Tour Completion Requirements: All HR (1200) billets have been assigned to a Career Track. Career Track and Career Development AQDs are based on the nominal 24-36 month tour length in a coded HR billet. A minimum of 18 months must be completed in the tour to receive credit. Prescribed tour lengths less than eighteen months (i.e., 1 year IA/GSA, etc.) will be given credit if the job equates to the Career Track or Career Development requirements. These tours or tours shortened through no fault of the member that are less than 18 months can be considered for credit on a by-exception basis by the HR Detailer.

Officers must also complete a minimum number of tours in their designated Career Track to advance their competency level as detailed in the table above.

Career Track Competency Personal Qualification Standard (PQS): In addition to completing the minimum tour requirements listed above, officers must also complete the HR Career Track Competency Level PQS (NAVEDTRA to be published by NETC) to advance their competency level. Currently, a PQS only exists for attaining the Intermediate and Advanced competency levels. The PQS can be found, hosted inside of MNP at <https://www.mnp.navy.mil/documents/7769305/12443952501/43090-1.pdf>.

Each competency level PQS is divided into four sections: a fundamentals section for each of the three Career Tracks (officers must only complete the section for their designated Career Track) and a common fundamentals section (required for all Career Tracks).

An initial qualifier's list is being developed and will list who is eligible to sign line items and the final qualification sections of the PQS. This document will be posted on the HR Portal and updated periodically as officers attain higher levels of competency.

Initial Career Track Competency Level Designation: To account for the HR community's current experience and knowledge level and to facilitate an initial PQS qualifiers list, the below criteria will be used to "grandfather" HR officers at specific competency levels. Officers who completely satisfy the competency level requirements listed below before 1 November 2021 will have the associated competency level AQD added to their records without having to complete the minimum tour requirements and PQS described above in the Career Track Competency Level Assignment section of this Beacon. Detailers will begin adding these AQDs to records for those officers who have completed the requirements.

Competency Level	Initial Rollout Competency Level Requirement
Novice	Tour Rqmt + CTCD Worksheet
Intermediate	CTCD Worksheet + MS/CMD complete at O4 LVL or higher
Advanced	CTCD Worksheet + MS/CMD complete at O5 LVL or higher
Expert	CTCD Worksheet + O6 CAPT within CT

Next Steps/Additional Information:

- Career Track Competency PQS will be published by NETC, posted to the HR Portal, and shared via the HR Region Captain network.
- Qualifiers List will be published to the HR Portal, listing qualified HR Officers with the ability to validate PQS line items at various levels.
- Additional information will be presented in recorded webinars, briefings, and at the HRPDTC. Any study guides or relevant training products to support these PQS line items can be forwarded to the HRCOE, Career Track Leads, or the HR OCM for consideration and sharing on the HR Portal.
- The HR Portal will be the main repository for information and guidance.

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