



FY-24 Active-Duty Line Community Brief Disclaimer

This community brief has been generated by the community leaders, including detailers and community managers. It has been vetted by Navy Personnel Command and OJAG for statutory compliance and approved by SECNAV.

Community leaders have provided these slides to community members for career planning purposes; however, strict adherence to the career progressions depicted in the slides is not a prerequisite for promotion.

ONLY MATERIAL APPROVED BY THE SECRETARY OF THE NAVY WILL BE PRESENTED TO STATUTORY SELECTION BOARDS. THIS BRIEF HAS BEEN APPROVED BY SECNAV FOR USE BY THE FY-24 STATUTORY SELECTION BOARDS.



Human Resources Officer

Community Values

- Career progression produces senior HR Officers with deliberately developed expertise in one of three career tracks: Force Development (FD), Force Management (FM), and Force Requirements and Resourcing (FR2).
- In CY 2021 HR Command, Leadership, and Sea Screened billets (CO/XO/OIC/Sea Duty) were distinguished from HR Milestone billets to create a separate community value. In CY 2021 completion of an HR Leadership (CO/XO/OIC) tour and an HR Headquarters (SECNAV/OPNAV/NPC) tour as a LCDR or CDR were added as community values.
- **Valued achievements prior to LIEUTENANT COMMANDER**
 - Sustained superior performance in HR and/or source community tours
 - Attainment of source community qualifications
 - Progress toward or completion of master's degree, particularly HR-focused (3XXX) graduate education (Operations Research Analysis, Manpower Systems Analysis, Financial Management, Education and Training Management or civilian equivalent). NOB FITREP from in-residence education should not be viewed negatively.
 - Command eligibility
 - Current Professional certification: PHR, SPHR, or CDFM
- **Valued achievements prior to COMMANDER**
 - Sustained superior performance in all assigned duties, especially in LCDR HR Command / HR Leadership / HR Sea Duty Screened (CO/XO/OIC/Sea Duty) tour
 - Sustained superior performance in LCDR HR Milestone tour
 - Completion of master's degree, particularly HR-focused graduate education
 - Command eligible or Command qualified
 - Intermediate or higher in primary career track
 - Current Professional certification: PHR, SPHR, or CDFM
 - Completion of JPME I
- **Valued achievements prior to CAPTAIN**
 - Sustained superior performance in all assigned duties, especially in CDR HR Command / HR Leadership Screened (CO/XO/OIC) tour
 - Sustained superior performance in CDR HR Milestone tour
 - Superior performance in LCDR or CDR HR Headquarters (SECNAV/OPNAV/NPC) tour
 - Advanced or higher in primary career track
 - Major Command eligible
 - Current Professional certification: PHR, SPHR, or CDFM
 - JQO Progression: JPME II and/or Joint Tour



FY-24 Active-Duty Merit Reorder Disclaimer

This information is provided to assist board members in identifying performance and career achievements which may indicate a record of particular merit. Board members are expected to use their experience and judgment after review of the records recommended for promotion to determine those records of particular merit. Information on these slides is not an all inclusive list and should not be used to exclude records that otherwise document particular merit. This information is not a checklist of traits required for merit and should not be a substitute for board discretion. It has been vetted by Navy Personnel Command and OJAG for statutory compliance and approved by SECNAV.

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Human Resources Officer

Merit Reorder Considerations

Sustained superior performance in positions of increased responsibility, complexity, and judgement should be the primary consideration for Merit Reorder.

▪ **Valued achievements prior to LIEUTENANT COMMANDER**

- Top recognized performer in source community and/or subsequent HR tour(s)
- Meets one or more HR community competency skill requirements identified in convening order
- Professional Certification including PHR, SPHR, or CDFM
- Completion of Master's degree in HR-focused subspecialty including Operations Research Analysis, Manpower Systems Analysis, Financial Management, Education and Training Management, or civilian equivalent (3210P, 3130P, 3150P, 311XP, 3XXXP)
- Command eligible

▪ **Valued achievements prior to COMMANDER**

- Top recognized performer across all assignments, and completed two of the following tours LCDR HR Command / Leadership / Sea Screened tour (CO/XO/OIC/Sea Duty)
- Command eligible or qualified
- Meets one or more HR community competency skill requirements identified in convening order
- Documented depth of experience (3 or more tours) within at least one HR career track (FD, FM, FR2)
- HR PROVEN subspecialty (Q/R suffix): (321X, 3130, 3150, 311X)

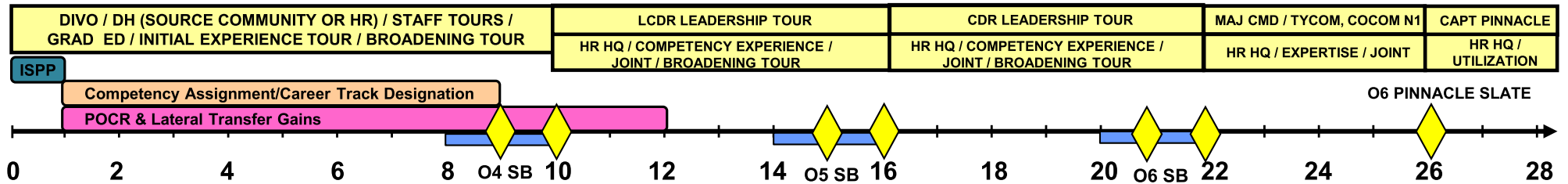
▪ **Valued achievements prior to CAPTAIN**

- Top recognized performer across all assignments, and completed both CDR HR Command / Leadership Screened (CO/XO/OIC) tour and CDR HR Milestone tour
- Meets one or more HR community competency skill requirements identified in convening order
- Documented successful completion of O-6 Major Command eligibility
- Fleet N1/TYCOM/HQ/Major staff experience
- Documented depth of experience (4 or more tours) within at least one HR career track (FD, FM, FR2)
- Diverse HR subspecialty experience, with at least one PROVEN (Q/R suffix): (321X, 3130, 3150, 311X)
- JQO



Human Resources Officer

Career Progression



Typical Billets & Career Track Quals

	NOVICE	INTERMEDIATE	ADVANCED	EXPERT	PINNACLE
Force Development	Graduate Education Department Heads Action Officers Small Detachment OICs	Small Unit Commanding Officers Executive Officers Officers in Charge Afloat TRAINOs Branch Heads	Commanding Officers Large unit/system Executive Officers Deputy Commanders Division Directors	Major Commanders Directors Division Directors	ASN (M&RA) EA CNP EA NETC EA
Force Rqmts / Resourcing	Graduate Education Department Heads Action Officers Analysts	Branch Heads Lead Analysts	Large unit/system Executive Officers Section Heads Deputy Directors Program Leads	Major Commander Program Managers Deputies	ASN (M&RA) EA CNP EA ES Deputy
Force Management	Graduate Education Department Heads Action Officers Small Detachment OICs	Small Unit Commanding Officers Executive Officers Officers in Charge Branch Heads	Commanding Officers Large Detachment OICs N1 / J1 Division Directors N1 / J1 Deputies Large Branch Heads	Major Commander Directors Division Directors N1 / J1	ASN (M&RA) EA CNP EA NPC EA
HR-focused Masters, JPME I, HR Introductory Course, HR-Valued Professional Certification			JPME II, JQO, HR Advanced Course, HR-Valued Professional Recertification, SME Development		

VALUED BILLET DESCRIPTIONS

Broadening Tours: Career broadening outside of MyNavy HR (e.g., Flag Aide, EA, DEA, Tour with Industry, Joint, In-Residence Grad Ed)

Experience Tours: Expertise development via Fleet/Staff Action Officer tours within MyNavyHR (e.g., Divo, DH, OIC/Staff, Detailer)

HR Headquarters Tours: Represent challenging HR staff assignments at SECNAV/ASN, CNP/OPNAV, DCNP/NPC commands

Leadership Tours: Board screened command positions at LCDR - CAPT

Milestone Tours: Most difficult non-command tours filled by highly skilled screened officers (e.g., Finance Mgmt/OA, N1/J1 Expanded Opportunities)

Pinnacle Billets: Most challenging senior O6 HR billets – must be well-rounded and fully qualified to hold (e.g., CNP EA, ES Deputy, NPC EA, or ASN (M&RA) EA)

Sea Tours: Deployable HR assignments within type 2 or type 4 commands

CAREER TRACK AQDS

Force Development (FD)
Force Management (FM)
Force Rqmt/Resourcing (FR2)

Competency Level	Min. Requirements
Novice	1 Tour
Intermediate	≥ 2 Tours + PQS
Advanced	≥ 3 Tours + PQS
Expert	≥ 4 Tours

VALUED SUBSPECIALTIES

31XX	Financial Management	3150	Training & Education
3130	Manpower Systems Analysis	321X	Operations Analysis
S	18 Month Experience Tour	P	Graduate Degree
R	Two Separate 18 Mo. Tours - Proven	Q	(P) Degree + 18 Mo. Tour – Proven

CAREER DEVELOPMENT AQDS

HR Leadership / Sea	HR Headquarters
Pers, Pay, & Policy	Manpower Rqmts
Financial Rqmts	N1
Enterprise Support	Recruiting