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This Human Resources (HR) Community Charter establishes the composition, roles and responsibilities of the HR Executive Steering Committee (ESC) (formerly known as the Executive Board (EB)), Career Track Action Groups (CTAG) (formerly known as the Board of Director (BoD)), Region Captains and Reserve Region Captains, and HR Active Component (AC) Career Track Leads (CTL). Each group is linked to coordinate internal communications and manage programs specific to the HR Community. The overall goal of each group established in this charter is to implement the HR Strategic Plan.

### **Human Resources Community Executive Steering Committee**

#### **Composition**

The HR Executive Steering Committee is composed of Flag-designated HR Officers. The HR Community Leader (senior AC HR Flag Officer), or designated representative, shall serve as the ESC Chair. The HR Community Advisor (Reserve Component HR Flag Officer), shall also serve on the ESC for all RC Community Changes. In addition to the HR Flag officers, the ESC shall include 10 members, apportioned as follows:

- Six (6) Active Component (AC) representatives
- Two (2) Selected Reserve (SELRES) representatives
- Two (2) Training and Administration of the Reserves (TAR) representatives

Six AC ESC members are assigned based on their billets and positions: the 1200 designator Head Detailer, the Human Resources Center of Excellence (HRCOE) Director, three CTLs, and the AC OCM. The RC (1205 and 1207) ESC members are selected by the HR Community Advisor through a nomination process. Additionally, one TAR ESC member is selected based on their billet, either Director, Manpower, Personnel, Training and Education (MPT&E) OPNAV N0951 or Commander, Navy Reserve Forces Command (CNRFC) N1. RC ESC members will serve for a 2-year appointment with the potential for an extension with approval of the Community Advisor.

#### **Roles and Responsibilities of the Human Resources Executive Steering Committee**

Executive Steering Committee members advise the ESC Chair on essential community matters including a clear HR Community vision and strategy, effective professional development and mentoring programs, community-wide communications, and sound policies and processes to implement the HR Community Strategic Plan. Specific ESC responsibilities include:

- Reviewing changes, overseeing implementation, and assessing the effectiveness of the HR Community Strategic Plan in achieving the mission and vision of the HR Community
- Promoting robust individual professional development and mentoring programs
- Reviewing community-wide programs for effectiveness
- Providing guidance on projects affecting the HR Community
- Providing advice on HR Community initiatives, issues, and decisions
- Identifying opportunities for greater community engagement

To accomplish these responsibilities, the ESC:

- Attends regular forums, at least quarterly, with HR Flag officers, CTAGs, Region Captains, Reserve Region Captains and any other key community functional leaders to review the status of community health, review the status of community projects, discuss any issues/concerns from each region, and review any upcoming events
- Ensures HR Community strategy aligns with and supports the overall Navy, Navy Reserve, and MyNavy HR missions
- Reviews all community projects and initiatives to ensure consistent direction and common focus between the HR Community and external stakeholders
- The HR Community Advisor will review and finalize all RC related recommendations from the ESC

The ESC Chair must finalize all recommendations from the ESC.

### **Human Resources Community Career Track Leads (CTLs)**

#### **Composition**

CTLs are HR AC senior Captains with significant experience as a qualified expert in a designated HR AC career track. CTLs should be post-major command and serving in at least their second Captain assignment. CTLs are selected through a qualification review process. The ESC shall review candidates and make recommendations to the ESC Chair for decision. HR officers interested in serving as a CTL should be ready to serve for two years. CTLs may be extended for an additional year for a maximum three year tenure upon recommendation of the ESC and approval by the ESC Chair.

The designated HR Community career tracks are Force Development (FD), Force Management (FM), and Force Requirements and Resourcing (FR2). The roles and responsibilities of a CTL are the same, regardless of career track.

TAR and SELRES (1207/1205) HR Officers should familiarize themselves with AC HR CTs, and tailor their career planning with a focus on obtaining competencies which align with one of the HR CTs. This alignment in CT competencies across the HR Total Force will facilitate seamless SELRES support in the event of mobilization to AC HR billets.

#### **Roles and Responsibilities**

A CTL will be designated for each career track within the HR Community. Each CTL will oversee their respective CTAGs and assist HR detailers and Community Managers, as needed, to provide an independent assessment on policy or programmatic initiatives that affect their career track.

Responsibilities include:

- Assist HR Community Managers, as requested, to review and assess billets within their assigned career track, and billets proposed for addition or deletion from their career track
- Assist HR Community Managers, as requested, to assess career track personnel inventory requirements
- Review annual promotion metrics within their career track and alerting the ESC with any concerning trends
- Assist HR detailers, as requested, on professional development assignments for officers within their career tracks
- Participate in HR Milestone billet review for their career track and providing recommendations
- Validate career track experience criteria for new accessions
- Assist in development and maintenance of qualification standards for experience and expertise levels for their designated career track
- Promote a healthy mentoring network within their career track
- Identify professional development gaps within their career track and assisting HRCOE Director in the development of HR course content or other professional development materials
- Familiarize themselves with TAR detailing and SELRES slating processes, and billets that may align to their career track

### **Human Resources Community Career Track Action Group (CTAGs)**

#### **Composition**

CTAGs are teams of HR officers interested in accomplishing projects and reviewing initiatives that support the HR Community Strategic Plan. CTAGs are aligned to each of the HR Community's career tracks: Force Development (Education, Training and Recruiting) (FD), Force Management (FM), and Force Resources & Requirements (FR2). CTAGs report directly to their respective CTL. Each CTAG is led by a senior HR officer in that career track.

CTAG Leads are selected through a nomination process. Candidates are reviewed/recommended by the ESC and approved by the ESC Chair or the designated representative. CTAG Leads should be ready to serve for two years. CTAG Leads may be extended for an additional year, up to two times, for a maximum four-year tenure upon recommendation of the ESC and approval by the ESC Chair.

Any HR officer, regardless of pay grade or designator, interested in participating in a CTAG may request membership via the CTAG Lead. The size and composition of the CTAG is up to the discretion of the CTL and the CTAG Lead. CTL and CTAG Leads are responsible for their CTAG membership and shall screen/select individuals to support CTAG projects. CTAG Leads will

work with the CTL, HRCOE Director, and Region Captains to solicit CTAG membership through community-wide communication channels.

### **Roles and Responsibilities**

Each CTAG works on projects/initiatives for the HR Community that fall within their career track: FD, FM, and FR2. The designated CTAG Lead assumes responsibility for the progress and completion of all projects/initiatives assigned to their respective CTAG by their CTL.

Responsibilities of each CTAG include:

- Developing and recommending project plans to the ESC, through their CTL, for approval based on the HR Strategic Plan, HR Community surveys, or other emerging issues
- Providing monthly updates to the ESC on the status of projects/initiatives
- Providing quarterly updates to the Region Captains and Reserve Region Captains
- Maintaining a healthy CTAG membership, based on the assigned projects/initiatives
- Archiving CTAG projects not selected for current implementation for future consideration

### **Human Resources Community Reserve Component Action Group (RCAG)**

The HR Community Advisor will establish a Reserve Component Action Group comprised of Reserve HR officers to review initiatives and accomplish projects that support and execute Chief of Navy Reserve's strategic vision and the Reserve force mission.

### **Human Resources Community Region Captains and Reserve Region Captains**

#### **Composition**

HR Region Captains provide local/regional HR leadership for HR officers around the world. Based on assigned geographic location, each HR officer falls under one of the HR regions listed below. Region Captain assignments are based on experience and shall be appointed by the HR Community Leader.

The Reserve Region Captain is a senior Reserve Component (RC) HR officer within the region. The Reserve Region Captain nominations will be approved by the HR Community Advisor. The Region Deputy is an AC or TAR HR Officer within the region. The HR regions are as follows:

Mid-Atlantic	Northeast
Mid-West	Northwest
Millington	Southeast
NAVCENT	Southwest
NAVEUR	WESTPAC
NDW	

HR Region Captains shall establish support staff of any rank or component to execute the management of region programs or administrative duties, such as region communications, mentorship, brown bags, region socials, Command Qualification Program and sponsor coordination, or any other duties required by the HR footprint in the region.

### **Roles and Responsibilities**

Recognizing the challenges of coordinating the activities of active and reserve HR officers serving around the world, HR Region Captains were established to facilitate community-wide communications and regional program management. The Reserve Region Captains essentially have similar responsibilities as a Region Captain to the HR officers in their region, with an emphasis on serving as the Reserve Component expert. They support the Region Captains in much the same manner Reserve deputies support their active duty counterparts throughout the Navy.

Responsibilities include:

- Maintain a roster of all HR officers within their region, and providing region roster to HRCOE quarterly
- Establish a communication network with contact information for HRs in their region (active, SELRES, and TAR) for distributing both general and time-critical community information
- Coordinate or promote regional HR-focused events at regular intervals, preferably monthly (e.g., brown bags, training, or social events)
- Implement the HR Command PQS Program within their region
- Encourage participation in HR Community events, surveys, and professional development programs
- Manage a regional mentorship program
- Welcome new HR officers into their region or community
- Provide quarterly updates to the ESC on regional initiatives, accomplishments, and issues/concerns from HR officers within their region
- Provide an updated listing of their position holders at the quarterly drumbeat

### **Notional Region Staff Composition**

Region Captain (1200)  
Region Reserve Captain (1205)  
Region Deputy (1200/1207)  
Region Mentor Coordinator (1200/1207)  
Region Command PQS Coordinator (1200/1207)  
Region Outreach/Engagement Coordinator (1200/1207)

### **ESC, CTL, CTAG, Region Captain, and Reserve Captain Nomination Process**

Membership opportunities will be announced through Region Captain networks and social media. Nominees will submit their biographies to HRCOE for ESC vetting and Flag approval, if necessary.

### **Meetings and Quarterly Drumbeats**

The following HR Community meetings are prescribed:

- The ESC, without Flag officers, shall meet at least bi-weekly, with additional coordination during the week as required, to discuss HR-related issues.
- CTAG Leads shall meet internally with their teams as often as needed, but at least monthly, to effectively manage projects and tasks.
- The ESC with Flag officers shall meet quarterly to discuss updates and HR related issues. HR Region Captains/Deputies shall provide updates on region issues/concerns or initiatives.
- The HRCOE Director will coordinate the bi-weekly and quarterly meetings.

Generally, meetings shall occur virtually via approved collaboration platform. As funds are available, members may be asked to travel to facilitate face-to-face meetings for specific or strategic purposes. In such cases, participants shall review the agenda and be prepared to discuss the information or action items as required. If a key member is unable to attend, a competent replacement shall participate in their place, and should be identified one week in advance.

### **Authority**

Under this charter, ESC Members, CTAG Leads, and HR Region Captains/Reserve Region Captains have authority to:

- Represent, direct, and coordinate tasking relative to the HR Community
- Represent the HR Community position both internal and external to the community
- Compile and properly store information related to HR Community communications
- Direct establishment of working groups and other forums as required for development of community recommendations and actions
- Direct communications and tasking as required for advancement of community issues and initiatives

Authorities to amend this Charter, and to approve policies that impact the HR Community as a whole, remain with the HR Community Leader or as specifically delegated.

## **Funding**

There is no central funding mechanism for duties described by this charter. Funding for travel to and from required face-to-face meetings should be requested from the individual's command.

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