

EDUCATION SKILL REQUIREMENTS
HUMAN RESOURCES – CIVILIAN INSTITUTION
Subspecialty 3300

The purpose of the 3300-subspecialty code is to qualify Human Resources (HR) officers from accredited civilian institution graduate degree programs in HR. A conferred master's degree or higher in the programs listed below meet the requirements of the 3300P subspecialty code.

1. **Human Resources Management.** A graduate degree program focused on developing advanced skills in managing people and workplace practices. Human Resources Management covers topics including talent acquisition, employee development, compensation and benefits, labor relations, organizational behavior, HR analytics, and strategic workforce planning. Graduates learn how to align HR strategies with organizational goals, navigate employment laws, foster positive workplace cultures, and use data-driven approaches to improve employee performance and retention.
2. **Master's of Business Administration (MBA) with a Concentration in Human Resources.** A graduate degree program that combines broad business leadership training with specialized HR expertise. The core MBA curriculum covers areas such as finance, marketing, operations, strategy, and leadership, while the HR concentration adds courses in talent management, organizational behavior, employment law, compensation, and workforce planning. This track prepares graduates to understand HR from a strategic perspective--helping them make decisions that support overall organizational performance.
3. **Data Analytics / Data Science.** A graduate degree program focused on developing advanced skills in collecting, analyzing, and interpreting large datasets to drive strategic decision-making. Data Analytics/Science covers topics including statistical modeling, machine learning, data visualization, predictive analytics, and data management. Graduates learn how to apply quantitative methods to human capital challenges, such as analyzing workforce trends, forecasting talent needs, evaluating the effectiveness of HR programs, and making evidence-based decisions to enhance employee performance, engagement, and retention.
4. **Industrial and Organizational (I/O) Psychology.** A graduate degree program focused on applying psychological principles to improve workplace performance, employee well-being, and organizational effectiveness. The program covers topics such as employee selection and assessment, training and development, motivation, leadership, performance evaluation, organizational behavior, and workplace research methods. Graduates learn to analyze workplace issues using data, design evidence-based HR and organizational interventions, and enhance productivity and employee satisfaction.
5. **Other HR-related graduate degree programs not listed above may be approved by the HR (1200) Officer Community Manager (OCM) on a case-by-case basis.** A general MBA or master's degree in Organizational Leadership alone does not qualify for the 3300P subspecialty code.

6. Officers who complete a master's degree not listed above which results in a 3000P subspecialty code can qualify for the 3300P subspecialty code upon completion of an HR related graduate certificate program approved by the HR (1200) OCM. To be considered for approval, the graduate certificate program must be related to HR and requires a minimum of four courses and 12 credit hours. The distance learning graduate certification programs listed below are approved for the 3300P subspecialty code and do not require prior OCM approval. Officers who convert their 3000P into a 3300P by completing an NPS graduate certificate program are eligible to receive a subspecialty code for both their certificate program and graduate degree.

- a. Naval Postgraduate School: Data Science (Certificate #268)
- b. Naval Postgraduate School: Data Analytics for Defense Management (Certificate #194)
- c. Naval Postgraduate School: Systems Analysis (Certificate # 281)
- d. Naval Postgraduate School: DoD Financial Management (Certificate #196)
- e. Naval Postgraduate School: Defense Management Foundations (Certificate #192)

Major Area Sponsor and Subject Matter Experts

- a. Major Area Sponsor: RDML Kertreck Brooks, HR Community Leader
- b. Subject Matter Expert: CDR Erik Moss, HR Officer Community Manager

APPROVED: Kertreck V. Brooks 3/10/2026
HR Community Leader [DATE]

APPROVED: TEN. GRIGG.FAITH.KRIS Digitally signed by GRIGG.FAITH.KRISTEN.
Date: 2026.03.24 17:47:01 -04'00'
Director, OPNAV N71 [DATE]

Enclosure (1)