



HR BEACON

Community News for HR Professionals

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HR (1200) Career Track Structure and AQD Rollout

This issue of the *HR Beacon* provides specific information about the HR Active Component (1200) Career Tracks framework 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 part of a series and builds on information previously released in Issue Number 2020-03 of the *HR Beacon* released in October 2020. Supporting documentation will be posted on the HR Portal and 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/Career Development (CT/CD) Framework: Twenty-eight new CT/CD AQDs were approved to replace the existing CCA AQDs and will be published in the July 2021 edition of the NOOCS manual. Similar to CCA AQDs, the CT/CD AQDs will provide a framework to track experience via completed tours aligned to an HR career track or career development area. The framework will also enable deliberate career development in a primary designated career track from Novice to Expert competency levels, preparing officers to succeed in challenging MyNavy HR assignments, culminating in Pinnacle level CT assignments.

CAREER TRACK CODES	
RIX	Force Development (FD)
RJX	Force Management (FM)
RKX	Force Rqmt/Resourcing (FR2)

PRIMARY CAREER TRACK COMPETENCY LEVELS		
R_X	Competency Level	Min. Experience
A	Novice	≥ 1 tour
B	Intermediate	≥ 2 tours + PQS
C	Advanced	≥ 3 tours + PQS
D	Expert	≥ 4 tours

CAREER DEVELOPMENT CODES			
RL4/5/C/S	HR Leadership/Sea	RH4/5	HR Headquarters
RPX	Pers, Pay, & Policy	RMX	Manpower Rqmts
ROX	Financial Rqmts	RNX	N1
RQX	Enterprise Support	RRX	Recruiting

AQD Assignment Example:

Member completes an initial 24-month HR FD coded tour and is awarded the RI1 AQD. The Officer then completes the specified Novice level competency requirements and selects Force Development as their primary career track by returning the CT/CD worksheet to the HR Detailer. Member is awarded the RIA – NOVICE AQD. Member next completes a Force Management tour and is awarded the RJ1 AQD.

RI1 – coded for 1 tour complete in Force Development career track

RIA – coded for meeting NOVICE competency requirements in primary career track

RJ1 – coded for 1 tour complete in Force Management career track





Member's record will reflect: RI1, RIA, RJ1.

HR Billet List Changes: The HR 1200 Billet List has been revised to reflect Career Track designation and if applicable Command/Leadership/Sea, milestone, career development code, and headquarters assignment. Per the NOOCS manual and CT/CD Business rules, a CT/CD AQD will be awarded by the HR Detailer to a member's record once minimum tour completion requirements in designated assignments have been met with the numeric third digit (1-9) signifying the completed tour count in that career track or career development area.

CT/CD AQD Rollout Process: All AC HR Officers will complete a new CT/CD worksheet. The new AQD framework will be implemented in phases, prioritizing board eligible officers first, progressing to the remainder the community. You will be contacted via email by the HR Detailing team when you will be given a CT/CD worksheet, auto-populated with your billet history to reflect the AQDs earned from your tour experience. **It is imperative to quality check the generated AQD codes and respond to the HR Detailer within the required suspense date.** 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 is included in the CT/CD Business Rules.

CT 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. Once assigned to a career track, HR Officers are eligible to earn a separate competency level AQD. These AQDs will be assigned to the designated career track only and be represented by an alphabetic third digit (A-Novice, B-Intermediate, C-Advanced, D-Expert). Officers will also retain the AQDs related to tour experience in any of the 3 career tracks. The three part awarding criteria for a competency level AQDs are:

CT Designation + Minimum tour completion requirements met in CT + Competency Level Rqmts

 NOVICE A Career Track (CT) assigned as primary HR competency area AND Successfully completed at least 18+ months in a qualifying HR CT billet AND Successful completion of community competency level requirements	 INTERMEDIATE A CT assigned as primary HR competency area AND Successfully completed at least <u>two</u> additional 18+ month assignments in qualifying force HR CT billets AND Successful completion of community competency level requirements	 ADVANCED A CT assigned as primary HR competency area AND Successfully completed at least <u>three</u> additional 18+ month assignments in qualifying force HR CT billets AND Successful completion of community competency level requirements	 EXPERT A CT assigned as primary HR competency area AND Successfully completed at least <u>four</u> separate 18+ month assignments in qualifying HR force management billets AND Successful completion of community competency level requirements
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More information on Competency level AQD assignment is available in the CT/CD business rules and will be published in a future HR Beacon.

Next Steps/Additional Information

- Additional HR Beacons will be published to provide information on HR Command/Milestone Business Rule changes and HR Competency Level Assignment.
- Additional information will be presented in recorded webinars, briefings, and at the HRPDTC.
- The HR Portal will be the main repository for Career Track information and guidance.

Question and Answers:

Q: Who can I talk to about selecting the best fit for a HR Career Track?

A: Initially, the HR Detailer, HR OCM, and HR Career Track Leads will be most knowledgeable on career track specifics. All the information will be made publically accessible on the HR Portal. The structure of the career tracks is similar to the previous CCA framework, so in most cases if you identified yourself as a Requirements CCA Officer, then that should equate to the FR2 career track. Your HR Mentor is also a great place to turn to for career counseling. As HR Officers are assigned to a HR Career Track, a Master listing will be published on the HR Portal that can also be used as POCs to help with these decisions. More information and best practices will be released as available.

HR AC Career Track Leads (CTLs): Advocates for career/professional development and mentorship within each AC Career Track: Force Development (FD), Force Management (FM), and Force Requirements and Resourcing (FR2).

FD CTL: CAPT Lee Newton (lee.a.newton8.mil@mail.mil)

FM CTL: CAPT Don Wilkinson (donald.wilkinson@navy.mil)

FR2 CTL: CAPT Leon Higgins (leon.a.higgins@navy.mil)

Note: The primary POC for any general career track or community questions is your HR OCM/Detailer.

Q: Under the previous Community structure, my tour history signals breadth (1 tour each in multiple tracks) and I'm not ready to make a decision. Do I have more time? What are the career implications of waiting?

A: Per current business rules, career track designation will be required for HR Officers with greater than 12 YCS, once they have completed their initial HR tour. Officers less than 12 YCS can elect to wait. The implication of not declaring early in a HR career, is that there is less time potentially in which to build your career track expertise. However, an HR Officer can still expect to serve in billets from potentially all three career tracks throughout a career. Promotion board products will be crafted to communicate the timing of the strategic change in the community and impact to current HR Officers.

Q: How do I know which rules are currently in effect?

A: Draft documents will be clearly marked as DRAFT and posted on the HR Portal to communicate the future changes. The published community documents remain in effect until a new published document replaces them. Once superseded, legacy documents will be removed from the HR Portal and HR OCM/Detailer webpages. As best practices are discovered during the implementation, HR Officers can expect minor changes to these new documents, with new versions released as the changes are incorporated.

Q: My question was not answered here, where can I get more information?

A: A large amount of information will be covered in the CT/CD Business Rules and other supporting documentation on the HR Portal. Please refer to these documents for initial information. Additional information will be made available in future HR Beacons, webinars, and by directly contacting the HR OCM or Detailing team.

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