**HR CAREER TRACK & CAREER DEVELOPMENT (CT/CD) BUSINESS RULES**

1. **Direction**: The HR Community approved a comprehensive change in HR Officer career strategy – replacing the four legacy Core Competency Areas (CCA) with three Career Tracks (CT) and several Career Development (CD) codes – to deliberately develop expertise directly aligned to support MyNavy HR requirements.

2. **Purpose**: To provide overarching guidance on the HR Community Career Track framework to manage career progression and HR competency development and to provide structure and guidance for the implementation of the new strategic HR CT/CD Additional Qualification Designators (AQDs) as delineated in Navy Officer Occupational Classification System (NOOCS) manual.

3. **Career Track/Career Development (CT/CD) Framework**: All HR Officers will be assigned to a designated Career Track (based on their history of assignments) to enable deliberate career development from Novice to Expert competency levels, preparing Officers to succeed in challenging MyNavy HR assignments, culminating in Pinnacle level CT assignments. To support this change, twenty-eight new CT/CD AQDs were approved to replace the existing CCA AQDs and were published in the July 2021 edition of the NOOCS manual. Similar to CCA AQDs, the CT/CD AQDs provide a framework to track experience via completed tours aligned to an HR Career Track or career development area.

 a. Career Track competency level codes build on the three main Career Track codes (e.g., an officer who completes the requirements for Intermediate level Force Management would earn the RJB).

 b. Career Development codes delineate sub-tracks within each Career Track that track specific HR competencies. The CD AQDs can be utilized to manage succession planning, skill inventory by paygrade, or as a mentoring and detailing tool to guide career progression.

4. **HR Career Tracks:** The HR Community has established the following three Career Tracks: Force Development (FD), Force Management (FM), and Force Requirements & Resourcing (FR2). Each path consists of experience tours that will develop Senior Officers with the proven expertise and leadership skills needed at the CAPT level.

 a. Summary of HR Career Tracks.

 (1) Force Development: Encompasses the talent acquisition (recruiting), accession, training, and education functions of the MyNavy HR enterprise and the Fleet; CVN Training Officer, CNRC, MEPS, and NETC focused; and includes school houses, NSTC, RTC, OTC, N7/J7, etc.

 (2) Force Management: Consists of personnel policy, career management, HR Service Delivery, Pay & Personnel, and traditional manpower; OPNAV N13, NPC, Fleet and TYCOM N1, includes MNCC, NPPSC, TSCs, PSDs, and TPUs.

 (3) Force Requirements & Resourcing: Deals with financial and resource management, business optimization, and comprehensive analytics; OPNAV N7, N8, N9, N10 and N13M, PERS-45, BUPERS-34, NAVMAC, etc.

**HR Career Tracks and Competency Development**



5. **Career Track Progression**: The majority of HR Officers are accessed into the community as a LT (O-3) or junior with fewer than 6 years of commissioned service (YCS). The below Career Track progression examples will apply to most Officers, however, career progression may differ based on the accession entry point into the community and tour experience. Accessions into the HR community will receive tour credit for similar HR-centric tours from their source community as outlined in enclosure (2).

 a. Junior HR Officers (LT and below) will complete their initial experience (Novice and/or Intermediate) tours with the opportunity to increase their experience with a broadening tour. A broadening tour is outside of the MyNavy HR competencies, such Flag Aide, Deputy Executive Assistant, Naval Post Graduate School, or SECNAV Tours with Industry.

 b. Field Grade HR Officers (LCDR) will hone HR expertise (Intermediate/Advanced) in assigned Career Track, HR Leadership, Personnel Pay and Policy, Manpower/Manning, Requirements, and Financial Requirements with an opportunity to complete a HR leadership or Headquarters tour. A HR Headquarters tour is a control grade staff assignment at OPNAV/CNP, DCNP/NPC, or SECNAV/ASN Command.

Note: In general, new accessions will have the opportunity to complete experience tour(s) in one or more Career Tracks prior to Career Track assignment (NLT 12 YCS). After Career Track assignment, HR Officers can expect future assignments to be focused on building competency within their respective track. Career Track assigned HR Officers will still have the opportunity for experience tours outsidetheir designated track to complete leadership, sea, HR HQ, joint, and other key career development assignments.

 c. Senior HR Officers (CDR) will continue to develop a diverse skillset and subject matter expertise (Advanced) while honing leadership skills and HR Headquarters experience.

 d. HR Captains are MyNavy HR Experts with proven skills who provide guidance and recommendations to Flag/SES leadership while refining their skills to become qualified for assignment to a select group of pinnacle billets. HR Captains also serve as lead mentors to develop Officers within the community their Career Track.

 e. Knowledge requirements. In addition to tour experience, the HR Community has designated specific criteria such as a qualification standard to evaluate an Officer’s proficiency prior to awarding different levels of expertise in a designated Career Track. Supporting files, HR competency requirements (NAVEDTRA), master billet file, and a qualifiers list of HR Officers with signature authority will be posted on the HR portal.

6. **Tour Definitions Within Each HR Career Track**

a. **Graduate Education**:HR-related master’s degree at NPS or civilian equivalent institution

Note: In-residence graduate education is typically completed as an O-3. Career Track tour credit for in-residence education will default to the primary Career Track for that education subspecialty code but Officers may apply for alternative Career Track credit via the HR Detailer following degree completion. Off-duty HR-related graduate degrees are also valued by the HR community but are not eligible for tour credit as it is earned in conjunction with another assignment. Off-duty graduate degrees are typically completed prior to In-Zone look for selection to O-5.

b. **Experience Tours**:Professional development through tours withinan AC HR Career Track, but not necessarily an individual’s designated Career Track. This information is captured within an HR Experience AQD.

c. **Competency Tours**:Utilization/development tours within a designatedAC HR Career Track. This information is captured within an HR Competency AQD.

Note: As Officers progress in their designated Career Track, they will build on their initial experience tour(s) to develop higher-level Career Track expertise from Novice to Expert across their career.

d. **Leadership Tours**:CO, XO/Deputy Commander, and some OIC tours at the LCDR, CDR, and CAPT level

Note: Leadership tours may fall outside of an individual’s designated Career Track, depending on opportunity/availability.

e. **Milestone Tours**:Key billets, specifically designated by HR Flag leadership, within each Career Trackslated through a competitive detailing talent marketplace process

Note: Milestone tours should be completed within an officer’s designated Career Track, but milestone credit will be awarded upon successful completion of the tour regardless of Career Track designation.

f. **HR Headquarters Tours**:LCDR-CAPT staff assignments at SECNAV/ASN, CNP/OPNAV, DCNP/NPC

g. **Pinnacle Billets**:Influential Senior HR CAPT billets representing the peak non-flag positions within each path

h. **Broadening Tours**:Tours outsideof MyNavy HR competencies (Joint, Service Colleges, SECNAV Tours with Industry, professional development opportunities, general experience) that may be completed at any paygrade

Note: Broadening tours (to include tours prior to becoming an HR Officer) in HR-related billets can also be credited toward a Career Track. If a member has a billet in this category, s/he should review the current HR billet list on the HR website for billet designation, and if not listed, they should search for similar jobs, review the definitions of each Career Track/career development area, and justify the request to their mentor upon submission. Common non-120X billets may have already been designated to a Career Track. Questions can be addressed via mentors to the HR Officer Community Manager.

Tours in (1000/1050) Non-discrete Billets – In general, tours in 1000/1050 billets will be treated as broadening tours. Members serving in these assignments must apply for credit using a CT/CD Worksheet to be assigned credit (Headquarters, Career Track, and/or Career Development).

7. **Career Track, Competency Level, and Career Development AQD Codes**.

a. To properly assign, manage, and deliberately develop our HR Inventory, a CT/CD framework has been created as outlined in paragraph 3 of this document. The CT and CD AQDs will track experience based upon completed tours in designated HR assignments across any of the three Career Tracks.

(1) The “X” placeholder in the third digit of the CT/CD AQDs is replaced by a numeric count (1-9) to track the number of completed tours or to reflect the paygrade in which the AQD was earned. Additionally, Officers will be eligible to earn CT Competency AQDs in which the third digit of the CT AQDs is replaced with a letter (A-D).

 (2) Career Development codes delineate sub-tracks within each Career Track that track specific HR competencies. The CD AQDs can be utilized to manage succession planning, skill inventory by paygrade, or as a mentoring and detailing tool to guide career progression. Existing AQD codes to track professional certification (RA1-4) and HR Milestone (RB4-6) will continue to be used. Subspecialty codes will continue to be utilized as an indicator of education or proven experience within that subspecialty area.

b. Career Track Competency Levels.

(1) Upon assignment of a designated Career Track, the Officer will be eligible to receive a CT Competency AQD once all AQD requirements are met. The third digit of the CT AQD is coded (A-D) to signify the completed competency level in the member’s primary Career Track: **A** (Novice), **B** (Intermediate), **C** (Advanced), **D** (Expert). As a member continues throughout their Career Track, their AQD codes will progress as follows:

 (a) FD (RIX): RIA (Novice) → RIB (Int.) → RIC (Adv.) → RID (Expert)

 (b) FM (RJX): RJA → RJB → RJC → RJD

 (c) FR2 (RKX): RKA → RKB → RKC → RKD

The three part awarding criteria for a competency level AQDs are:

CT Designation + Min. tour completion requirements met in CT + Competency Level Rqmts

**HR Career Track Competency Levels**

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 c. Career Development AQD Codes.

(1) HR Leadership (RL4/5): CO, XO/Deputy Commander, and some OIC tours at the LCDR, CDR, or CAPT level. Respective AQD code will be awarded based on billet paygrade of leadership tour completed. If member completes leadership assignments at both O-4 and O-5 paygrades both AQDs will be retained in the record.

(2) HR Major Command Eligible (RLC): The RLC code will be awarded upon successful PQS and board completion to communicate Major Command eligibility.

(3) HR Pinnacle (RLP): The RLP code will be awarded upon successful completion of 18 months in a HR Leadership Pinnacle tour.

(4) HR Sea Duty (RLS): The RLS code will be awarded upon successful completion of 18 months in a deployable type 2/4 HR tour.

(5) HR Headquarters (RH4/5): All LCDR-CDR staff assignments at SECNAV/ASN, CNP/OPNAV, DCNP/NPC. Respective AQD code will be awarded based on officer’s paygrade of Headquarters tour completed. If member completes headquarters assignments at both O-4 and O-5 paygrades both AQDs will be retained in the record.

(6) Personnel, Pay, & Policy (RPX): (NOBCs: 3970, 3125, or similar) Consists of personnel policy, career management, HR Service Delivery, Pay & Personnel, and traditional manpower; OPNAV N13, Naval Personnel Command, includes MNCC, PSD’s, and TPU’s.

(7) Manpower Requirements (RMX): (NOBCs: 3943, or similar) Consists of manpower authorization, allocation, and determination; NAVMAC, OPNAV N13M/N9 staff, Manpower Planner, Manpower Analyst.

(8) Financial Requirements (ROX): (NOBCs: 3943, or similar; 311X SSP) Consists of resource allocation and management; Comptroller, FM/Program Analyst; OPNAV N8/N10 staff.

(9) N1 (RNX): (NOBCs: 3320, 3965, 3970, or similar) Consists of human capital policy and management; Fleet and TYCOM N1, ADMINO, Various N1/J1 staffs, Staff Planning/Admin.

(10) Enterprise Support (RQX): (NOBCs: 2610, or similar) Support FD, FM, FR2 competencies through identifying efficiency and integration opportunities across entire MyNavy HR enterprise; MPT&E Integration Analyst, ES Analyst, RDO Lead/Co-Leads, etc.

(11) Recruiting (RFX): (NOBCs: 3020, 3030, or similar) Consists of procurement of civilian personnel into Naval service; NRC staff, TAOC Dets, MEPCOM staff.



**Example:** A new O4-select Lateral Transfer HR Officer completes a CT/CD worksheet upon 1200 designation and is assigned to the Force Management Career Track and serves in the following assignments:

Assignment #1**:** Completed initial HR tour coded as Force Management (RJX), Career Development code (N1 – RNX)

AQDs awarded: RJ1, RN1, RJA

Assignment #2, Scenario 1: Follow-on tour, same Officer completes a coded O4 Force Management Milestone (RJX, RB4), Career Development code (HQ – RH4) assignment

AQDs awarded: RJ2, RH4, RB4

Member then completes the Force Management Intermediate Competency Level PQS (RJB)

AQDs awarded: RJB

Total AQDs awarded Assignment 1&2: RJ2, RN1, RH4, RB4, RJB

OR

If this same Officer, for Assignment #2 instead was selected in the Command Leadership Sea Administrative Screen Board and slated to an O4 Training Officer Afloat Assignment.

Assignment #2, Scenario 2: Officer completes a coded O4 TRAINO, Force Development Assignment (RIX, RLS)

AQDs awarded: RI1, RLS

Total AQDs awarded Assignment 1&2: RJ1, RI1, RN1, RLS, RJA

8. **CT/CD Business Rules**.

 a. 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.

 b. Specific billets have been designated to track progression in a career development (CD) area. If a billet is not coded, a CD AQD will not be awarded unless member submits a worksheet or contacts the HR Detailer separately and the request is approved for credit.

 c. Split Tours. Tours served at a single command can be divided to receive credit for multiple tours if at least 18 months was served in each billet and the duties assigned were substantially different as documented on fitness reports.

 d. The CT/CD worksheet will need to be completed prior to designated Career Track assignment, but no later than the 12 YCS. Senior lateral transfers (>12 YCS) normally will be assigned a Career Track upon designation, based on community requirements but may be allowed to delay Career Track designation until completing their initial HR assignment. HR Community Manager will communicate current community policy upon selection. Officers should verify Career Track coding and identify any concerns. The worksheet should be reviewed by the Officer’s mentor prior to being sent to the HR Detailer and Community Manager. CT Lead review is optional unless specifically required by that Career Track lead.

 e. HR Officers will submit completed worksheets to the HR Community Managers and Detailing Shop.

 f. The HR Community Manager and Career Track Leads will determine and assign designated Career Tracks based on community requirements, Officer’s record, and preferences.

 g. Tours served outside of 1200 billets can be considered for CT/CD credit, but will generally be considered as broadening tours for general experience. A pre-approved list (Enclosure 2) will be available with the HR Official Billet File.

 h. HR 1200 billets not reflected in the Master Billet file can be submitted to the HR Community Manager for determination. Consideration will be given to similar billets in the HR billet file. Updates will be published in the next release.

 i. Cases of disagreement among the Regional CAPT, HR Community Manager, or CT Leads will be forwarded to the Senior HR Detailer for resolution.

 j. The HR Detailing shop will assign the Career Track AQDs as appropriate in the official record.

 k. Once assigned, Career Track designations are permanent. In rare cases, an Officer can apply to be re-assigned to another Career Track with consent of respective Career Track leads, HR Officer Community Manager and Senior HR Detailer. Inquiries should be referred to the HR Community Manager.

 l. Senior Officers that have more AQDs than can be displayed in their record should contact their HR Detailer to identify AQDs that can be merged or deleted from your record.

9. **Career Track Career Development (CT/CD) Worksheet Completion Procedures**

 a. Members will be provided a pre-populated CT/CD Worksheet. Members shall adhere to the following instructions when completing the CT/CD Worksheet:

 (1) Ensure Last Name, First Name and Rank are accurate.

 (2) Review billet history in Table 1.

 (a) Career Track assignment for the billet is first based on the billet identification number (BIN). If the BIN has not be assigned a HR Career Track, then the most common Career Track for that UIC is given.

 (b) Please be aware that BINs may change over time, so ensure that the CT assigned to each tour accurately reflects the work experience completed.

 (c) If any changes need to be made, do not make the change in Table 1. Type or write “Y” in the “Request Change (Y/N)” column, and provide amplifying justification for the change request in the Comments section below Table 1.

 (d) CT and/or CD credit for the member’s current tour will be assigned upon completion of the tour.

 (e) If the record and credit assigned to a tour is correct, to include all CT and CD credits, type or write “N” in the “Request Change (Y/N)” column, acknowledging agreement.

 (f) Do not use the “Determination” column. This is for HR Leadership (HR OCM, CT Leads, HR Detailers) use only.

 (g) If a tour was not assigned a CT or CD code and the member requests credit to be assigned, type “Y” in the “Request Change (Y/N)” column and provide amplifying information/justification in Comments Section 1. Be prepared to provide supporting evidence (i.e., FITREPs) to support request for CT or CD credit.

 (h) Business Rule Reminders:

 1. Tour length must be 18 months or greater to be given “automatic” credit. CT or CD credit for tours less than 18 months may be petitioned/requested for in the comments section with appropriate justification.

 2. If the member promoted during the tour, ensure that the correct HR Leadership and/or HR HQ credit is populated.

**Example:** Officer is promoted to O5, 6 months into a 24 month HQ assignment. Member should receive RH5 vice RH4 credit.

 (3) Review Table 2. CT AQD credit (RIX, RKX, RJX) are assigned based on number of tours completed within each track (e.g., No tours = blank, one tour = 1, two tours = 2, and so on).

 (4) Review Table 3.

 (a) HR Leadership and HR Headquarters credits are assigned based on paygrade at which a qualifying leadership or HQ tour is completed (CDR = 5, LCDR = 4).

 (b) All other CD AQDs are assigned based on number of tours completed within that development area (No tours = blank, one tour = 1, two tours = 2, and so on).

 (5) Review Table 4.

 (a) The member shall type in the primary CT (RI for Force Development, RK for Force Requirements and Resourcing, or RJ for Force Management) for which they would like to be assigned.

 (b) The recommended Career Track is based on the Career Track area that the member has completed the most number of tours in.

 (c) If the member requested a CT that is different than the recommended Career Track, the member shall provide justification/support explaining why they would like to be assigned a CT that does not match their primary area of experience.

 (6) Review Table 5.

 (a) The first row “Current (as-is)” represents the legacy AQDs.

The second row “Update” lists all AQDs, including those newly assigned based on the new CT/CD business rules.

 (b) If the member needs to make changes to the updated AQD section to include removing redundant AQDs (i.e., Joint) or “scaling-down” relevant AQDs, place a “Y” in the “Request Change (Y/N)” column and provide an explanation of the requested changes in the comments section below Table 5.

Note: Currently only 24 AQDs can be displayed in a member’s record for board purposes.

 (c) If all information in Table 5 is correct, place an “N” in the “Request Change (Y/N)” column acknowledging agreement.

 (7) Once the CT/CD Worksheet is complete, the member shall type or sign their name in the space provided.

 (8) The member shall meet with their mentor to review and endorse the worksheet.

 (9) The member shall send their completed CT/CD worksheet to the HR Detailer. Areas of contention will be resolved by the Regional Captain, CT Lead, HR OCM, or Lead HR Detailer as described above.

 b. General Notes

 (1) Use the HR list of billets on the HR Portal to ensure correct credit is assigned. Not every tour may be assigned HR CT and/or CD credit. Once submitted, the HR OCM and HR Detailer will determine the applicable CT/CD credit based on the HR Billet List or other information (e.g., NOBC, SSP, Billet Title, FITREP information, past history) if a non-1200 billet. Please include any additional justification in the comment section.

 (2) At times, a command will internally reassign members to different positions. If this occurs, use the position actually held, not the position billeted to. This should coincide with the job description documented on the FITREP in block 29.

 (3) The HR Officer is responsible for retaining a copy of their CT/CD worksheet and professional qualification standards.

**Common HR Community AQD Key**

**Link to the NOOCS manual (Part D):**

https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-1/

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| **NEW AQDs** |
| **AQD Code** | **Title** |
| RIX | Force Development (FD) Career Track |
| RJX | Force Management (FM) Career Track |
| RKX | Force Requirements & Resourcing (FR2) Career Track |
| RL(4/5) | HR Leadership |
| RLP | HR Leadership Pinnacle |
| RLS | HR Leadership Sea |
| RLC | Major Command Eligible |
| RH(4/5) | HR Headquarters |
| RPX | Personnel, Pay, & Policy |
| RMX | Manpower Requirement |
| ROX | Financial Management |
| RNX | N1 |
| RQX | Enterprise Support |
| RFX | Recruiting |

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| **Other Common HR AQDs** |
| **AQD Code** | **Title** |
| RA1 | PHR |
| RA2 | SPHR |
| RA3 | GPHR |
| RA4 | CPT |
| RB4 | Successful completion of a LCDR HR command/milestone assignment |
| RB5 | Successful completion of a CDR HR command/milestone assignment |
| RB6 | Successful completion of a CAPT HR command/milestone assignment |
| RC4 | Successful completion of a LCDR post-milestone assignment |
| RC5 | Successful completion of a CDR post-milestone assignment |
| RC6 | Successful completion of a CAPT post-milestone assignment |

Enclosure (1)

**Common Non-1200 Tours Prescreened for Career Track Credit**

**Common NON-1200 designator HR Tours that have been pre-screened and will be considered automatically for credit by HR Detailer and HR OCM (credit depends on other considerations like tour length, duties documented in FITREPs, etc.). This enclosure will be updated as needed.**

* **Force Management**
	+ Force Management Officer/Force Integration Officer
	+ PERSO/READINESS OFFICER
	+ Pers & Policy Analyst
	+ Disbursing Officer
	+ ADMINO (Primary Duty)
* **Force Requirements And Resourcing**
	+ Budget Officer/Requirements Officer
	+ Manpower Analyst (If performed at NAVMAC, OPNAV/NPC, FLT/COCOM)
	+ Comptroller
* **Force Development**
	+ Instructor
	+ Recruit Training
	+ Recruiting
	+ TRAINO

Other non-1200 duties will be considered as broadening tours for general experience unless Career Track or career development track credit is applied for on a by-exception basis.

Enclosure (2)