



Human Resources (HR) Officer – 1200

Lateral Transfer Guidance

(1) General Guidance. HR Officers specialize in manpower and personnel management, requirements determination, training and education management, recruiting and accession management, HR analysis, and joint force formation and sustainment. The HR Officer billet base is focused on three career tracks: Force Development (FD), Force Management (FM), and Force Requirements and Resourcing (FR2). All applicants are strongly encouraged to review the HR Community Brief:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/Community-Briefs/>. For additional information about the HR Community, please visit the OCM webpage:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Restricted-Line/Human-Resources/>.

(2) Source Communities. Officers will be considered from any URL, IWL, Special Duty, or Staff designator, as well as qualified LDOs.

(3) Degree/Requirements. Graduate education in operations research/analysis, manpower systems analysis, education/training management, financial management, and human resources management is desired. Officers with six or fewer years of commissioned service who do not have a graduate degree resulting in 3XXX subspecialty or are not progressing towards attainment are preferred to have a minimum Academic Profile Code (APC) of 345 (minimum 2.2 GPA, Calculus C or better or 2 pre-Calculus courses with B+ or better). Officers with more than one year of Calculus/upper level math with C+ or better average may qualify for all relevant NPS curricula to include Operations Analysis (OA), a community priority. Officers shall request to have APC calculated by Naval Postgraduate School prior to board convening date (apply online: <https://my.nps.edu/web/admissions/apply>). Human resources experience (e.g., instructor, training officer, requirements, recruiting, etc.) in the Navy and the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification is desirable although not required.

(4) Warfare Qualifications. Warfare qualification is a requirement for lateral transfer board unless applicant is applying from a community that does not provide opportunity for warfare qualification (i.e., Nuclear Power Instructors).

(5) Worldwide Assignable. The ability to be worldwide assignable and sea duty deployable greatly enhances the likelihood of selection. **Completion of an overseas screening is not required to apply for HR, however, your application must state if you are world-wide assignable.** Officers in limited duty status are not considered eligible for board referral without all three of the following items:

- (a) Medical documentation stating date of expected resolution of member's limited duty.
- (b) Health care provider documentation ruling out renewal of additional LIMDU orders.
- (c) Health care provider documentation ruling out referral to physical evaluation board.

(6) Clearance Requirements: All officers must be eligible to obtain a Secret clearance. **A TS/SCI SSO letter is not required.**

(7) POC: HR OCM, (901) 874-4511/DSN 882.