PERSONNEL

QUALIFICATION

STANDARD

FOR

HUMAN RESOURCES
FORCE DEVELOPMENT CAREER TRACK

NAME (Rate/Rank)_____

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ACKNOWLEDGEMENTS

INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43090-1.

APPLICABILITY

This PQS is applicable to Human Resource Officer's within the Force Management Career Track.

MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

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TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

INTRODUCTION (CONT'D)

QUALIFIER

HR Officers within the respective career track who have been awarded the competency level at the level being sought or higher are authorized to sign the Force Development Career Track PQS line items. For example, Officers with the Advanced level within their career track. Only those HR officers designated in writing by Career Track Leads or HR Community Leaders are eligible to sign Final Signature line items. Once a PQS is complete it is to be forwarded to the Detailer for record entry.

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

You may begin this PQS at any time but will be unable to finalize it until you designate Force Development as your primary career track, complete minimum tour requirements, training prerequisites and satisfy all line items within this PQS. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

INTRODUCTION (CONT'D)

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

<u>CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:</u>

Fundamental Title	Action	Comment
All	Complete rewrite	Created new career track PQS separated by specialties

Watchstation Title	Action	Comment
All	Complete rewrite	Created new career track PQS separated by specialties

WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1G, Ch. 5, PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

None.

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

ADR	Alternate Dispute Resolution
AI	Artificial Intelligence
AMD	Activity Manning Document
AMEX	Aviation Maintenance Experience
AQD	Additional Qualification Designation
AT	Accessions Training
BOD	Board of Directors
BRS	Blended Retirement System
BSO	Budget Submitting Office
CoE	Center of Excellence
CPPA	Command Pay and Personnel Administrator
CTL	Career Track Lead
CWO	Chief Warrant Officer
DoD	Department of Defense
EB	Executive Board
EEO	Equal Employment Opportunity
EO	Equal Opportunity
EFMP	Exceptional Family Member Program
EPA	Enlisted Program Authorization
HR	Human Resources
HRCOE	Human Resources Center of Excellence
JMD	Joint Manning Document
LDO	Limited Duty Officer
LoS	Length of Service
MCA	Manning Control Authority
MCR	Manpower Change Request
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MNCC	MyNavy Career Center
MPT&E	Manpower, Personnel, Training, and Education
NAVMAC	Navy Manpower Analysis Center
Navy COOL	Navy Credentialing Opportunities On-Line
NEOCS	Navy Enlisted Occupational Classification Standards
NETC	Naval Education and Training Command
NOBC	Navy Officer Billet Classification
NOOCS	Navy Officer Occupational Classification System
NPPSC	Navy Pay and Personnel Support Center
NSI	Naval Science Institute
NTAG	Navy Talent Acquisition Group

ACRONYMS USED IN THIS PQS (CONT'D)

OCM	Officer Community Manager
OCS	Officer Candidate School
ODCR	Officer Distribution Control Report
ODS	Officer Development School
OFRP	Optimized Fleet Response Plan
OPA	Officer Program Authorization
PACT	Professional Apprenticeship Career Tracks
PCC	Professional Core Competencies

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to the HR Introductory Course or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation. Digital signatures are authorized.

101   S<small>AFETY</small> P<small>RECAUTIONS</small> F<small>UNDAMENTALS</small>

References:

[a]   OPNAVINST 3500.39D, Operational Risk Management
[b]   OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Manual, Volume I: Navy Safety Management
[c]   Naval Safety Center – Safety and Volunteer Protection Program Handbook
[d]   Naval Safety Center – The Navy and Marine Corps Safety Investigation and Reporting Guide

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101.1   Using the ORM steps below explain how you would apply them to a real-life military evolution. Discuss how you get others to incorporate ORM in planning and developing military evolutions [ref. a]

      a. Identifying hazards
      b. Assessing hazards
      c. Making risk decisions
      d. Implementing controls
      e. Supervising

      _____
      (Signature and Date)

.2   Explain how a CO can create and maintain a culture in which Sailors routinely incorporate ORM in daily planning for both workplace and personal decisions [ref. b]

      _____
      (Signature and Date)

.3   Discuss the basic requirements and relative importance of: [ref. c]

      a. HAZMAT program
      b. Motorcycle Safety
      c. Mishap Investigations
      d. Ergonomics
      e. TRIPS

      _____
      (Signature and Date)

.4   Discuss safety training and incident reporting requirements as promulgated by the Naval Safety Center [ref. d]

      _____
      (Signature and Date)

102   HUMAN RESOURCES OFFICER – COMMON HR FUNDAMENTALS

References:

[a]   HR Strategic Plan 2025
[b]   HR Community Charter
[c]   HR Community Business Rules
[d]   OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
[e]   OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
[f]   Alternate Dispute Resolution Handbook (opm.gov)
[g]   SECNAVINST 12752.1A Ch-1, Disciplinary Actions
[h]   End to End Hiring Initiative Office of Personnel Management (OPM) website
[i]   Department of the Navy Program Manual for Reasonable Accommodation
[j]   USFF, Vision and Guidance for Ready Relevant Learning
[k]   Naval Education and Training Command (https://www.netc.navy.mil)
[l]   U.S. Military Rank Insignia https://www.defense.gov/Resources/Insignia/
[m]   US Army Performance Evaluation Guide
[n]   DoAFINST 36-2502, Enlisted Airman Promotion and Demotion Programs
[o]   MCO P1400.32D Ch 2, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
[p]   COMDTINST M1000.2C, Enlistments, Evaluations, and Advancements
[q]   Navy COOL (website: https://www.cool.osd.mil)
[r]   CJCSI 1330.05 (series) Joint Officer Management Program Procedures
[s]   Quadrennial Defense Review, National Security Strategy
[t]   NAVPERS 18068F VOL I and VOL II, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NEOCS), Navy Enlisted Classifications
[u]   NAVPERS 15839I Vol I, Manual of Navy Officer Manpower and Personnel Classifications Major Code Structures
[v]   NAVPERS 15839I Vol II, Manual of Navy Officer Manpower and Personnel Classifications The Officer Data Card
[w]   Joint Staff Officer Guide
[x]   USMAP website (https:usmap.osd.mil)
[y]   US Navy Community College website (https://www.usncc.edu)
[z]   HR Community Manager website (https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Restricted-Line/Human-Resources/)
[aa]   Programming and Fiscal Guidance for Program Objective Memorandum (POM)

102   COMMON HR FUNDAMENTALS (CONT'D)

Community Information

102.1   Describe the MyNavy HR Organization and explain the function of the Force Development, Enterprise Support, and Force Management pillars [ref. a]

_____
(Signature and Date)

.2   Discuss the role and relationship of the HR community structure [ref. b]

_____
(Signature and Date)

.3   Explain the HR Officer Community Health Brief [ref. z]

_____
(Signature and Date)

.4   Explain the governing guidance for HR community management [refs. a, c]

_____
(Signature and Date)

Manpower/Manning

.5   Explain differences between Manpower and Manning [ref. d]

_____
(Signature and Date)

.6   Discuss the billet Officer Programmed Authorization/Enlisted Programmed Authorization (OPA/EPA) triangle [ref. d]

_____
(Signature and Date)

.7   Explain the importance of fit/fill numbers [ref. e]

_____
(Signature and Date)

102   COMMON HR FUNDAMENTALS (CONT'D)

102.8   Explain how a Manpower Change Request (MCR) is submitted and adjudicated [ref. d]

_____
(Signature and Date)

.9   Describe the purpose of a Program Objective Memorandum (POM) [ref. aa]

_____
(Signature and Date)

Civilian Management

.10   Describe the Alternate Dispute Resolution (ADR) process and how it works [ref. f]

_____
(Signature and Date)

.11   Explain the Douglas Factors and how you would use them [ref. g]

_____
(Signature and Date)

.12   Describe U.S. Office of Personnel Management's (OPM's) 14 steps civilian hiring process (10 segments) [ref. h]

_____
(Signature and Date)

.13   Discuss the difference between "Steps" and "Segments" within the civilian hiring process [ref. h]

_____
(Signature and Date)

.14   Explain two methods of hiring new civilian employees [ref. h]

_____
(Signature and Date)

.15   Describe the difference between Equal Employment Opportunity and Equal Opportunity (EEO/EO) [ref. z]

_____
(Signature and Date)

102   COMMON HR FUNDAMENTALS (CONT'D)

102.16   Explain a reasonable accommodation [ref. i]

_____
(Signature and Date)

.17   Explain reasons a person might require a reasonable accommodation [ref. i]

_____
(Signature and Date)

Ready Relevant Learning

.18   Explain the purpose of the Ready Relevant Learning (RRL) and its importance in manning the fleet [refs. j, k]

_____
(Signature and Date)

.19   Explain the key elements of RRL [refs. j, k]

_____
(Signature and Date)

.20   Discuss Career-Long Learning Continuum (CLLC) [refs. j, k]

_____
(Signature and Date)

Joint

.21   Explain the importance of understanding multi service rank structure [ref. l]

_____
(Signature and Date)

.22   Explain the importance of understanding other service's evaluations systems [refs. m, n, o, p]

_____
(Signature and Date)

.23   Define the requirements to become a joint qualified officer [refs. r, w]

_____
(Signature and Date)

102   COMMON HR FUNDAMENTALS (CONT'D)

102.24   Explain which educational opportunities provide credit toward joint qualification [ref. r]

_____
(Signature and Date)

.25   Explain the nominal and minimum requirement for a joint tour [ref. r]

_____
(Signature and Date)

.26   Explain the function of joint commands [ref. w]

_____
(Signature and Date)

.27   Explain the role of the Joint Staff Officer within the Joint Staff [ref. w]

_____
(Signature and Date)

.28   Discuss the 6-step problem solving process used in all types of professional organizations [ref. w]

_____
(Signature and Date)

Resourcing

.29   Discuss the content of Quadrennial Defense Review, National Security Strategy, National Defense Strategy, and National Military Strategy [ref. s]

_____
(Signature and Date)

Sailor Programs

.30   Describe the Navy Enlisted Occupational Classification System (NEOCS) method [ref. t]

a.   Explain the purpose of the NEOCS and how it supports the enlisted personnel and manpower requirements.
b.   Outline the NEOCS proposal process and identify the final approval authority for changes.

102   COMMON HR FUNDAMENTALS (CONT'D)

102.30   c.   Explain the Resource Sponsors role in developing and updating Occupational
Standards

_____
(Signature and Date)

.31   Define Navy Officer Occupational Classification System (NOOCS) [refs. u, v]

a.   Describe the four major subsystems. (DESIG, NOBC, SSP, and AQD)
b.   Describe NAVMAC's role in the NOOCS proposal process.

_____
(Signature and Date)

.32   Discuss United Services Military Apprenticeship Program (USMAP), Navy
Credentialing Opportunities Online (COOL), and value of credentials apprenticeship
programs have for Navy personnel [refs. q, x]

_____
(Signature and Date)

.33   Explain the Community College of the Navy and its importance [ref. y]

_____
(Signature and Date)

103   INTERMEDIATE HR FORCE DEVELOPMENT- NETC FUNDAMENTALS

References:

[a]   Naval Education and Training Command (https://www.netc.navy.mil)
[b]   Training Requirement Submission, and Course Development, Delivery, and
        Maintenance End to End Process
[c]   NAVEDTRA 130B, Task Based Curriculum Development Manual
[d]   NAVEDTRA 134, Navy Instructor Manual
[e]   NAVEDTRA 135, Navy School Management Manual
[f]   NETCINST 1540.1J, Impaired Training and Education Report Policy and Reporting
        Procedures
[g]   NAVPERS 18068F VOL I and VOL II, Manual of Navy Enlisted Manpower and
        Personnel Classifications and Occupational Standards (NEOCS), Navy Enlisted
        Classifications
[h]   Navy Enlisted Supply Chain Vision and Concept of Operations

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103.1   Discuss the mission and organization of NETC [ref. a]

        _____
        (Signature and Date)

   .2   Define development and describe the differences between training and education
        [ref. d]

        _____
        (Signature and Date)

   .3   Explain the Enlisted Accessions supply chain [ref. h]

        _____
        (Signature and Date)

   .4   Explain the role of a learning center [ref. c]

        _____
        (Signature and Date)

   .5   Explain the role of a learning site [ref. c]

        _____
        (Signature and Date)

103 INTERMEDIATE HR FORCE DEVELOPMENT - NETC FUNDAMENTALS (CONT'D)

103.6 Describe the End-to-End process in curriculum development [ref. b]

_____
(Signature and Date)

.7 Explain the six interrelated phases – Plan, Analyze, Design, Develop, Implement, and Evaluate (PADDIE) and how they are used in curriculum development [ref. c]

_____
(Signature and Date)

.8 Explain the purpose of and identify who establishes occupational standards [ref. g]

_____
(Signature and Date)

.9 Discuss training readiness reporting requirements [ref. f]

_____
(Signature and Date)

.10 Discuss the functionality of Navy training resources systems (CANTRAC, CeTARS, AIM) [ref. e]

_____
(Signature and Date)

.11 Explain the purpose of Course Identification Number (CIN)/Course Data Processing (CDP) [ref. e]

_____
(Signature and Date)

.12 Explain the purpose of the following: [ref. b]

a. Training Project Plan
b. Training Requirement Review
c. Formal Course Review
d. Job Duty Task Assignment
e. Front End Analysis

103 INTERMEDIATE HR FORCE DEVELOPMENT - NETC FUNDAMENTALS (CONT'D)

103.12   f.   Business Case Analysis
          g.   Testing Plan

_____
(Signature and Date)

.13   Discuss the relationship between the testing types and how they relate to curriculum development [ref. d ch. 8]

_____
(Signature and Date)

.14   Explain the levels of learning [ref. d ch. 7, 8]

_____
(Signature and Date)

104 INTERMEDIATE HR FORCE DEVELOPMENT - NRC FUNDAMENTALS

References:

[a]   NETCINST 5450.27A, Mission, Functions, and Tasks of Commander, Navy Recruiting Command
[b]   COMNAVCRUITCOMINST 1130.8L, Navy Recruiting Manual - Enlisted
[c]   COMNAVCRUITCOMINST 1130.17, Navy Recruiting Talent Acquisition and Leadership Strategies
[d]   Enterprise Customer Relationship Management (eCRM): Navy Applicant Relationship Management (ARM) Recruiter User Guide
[e]   COMNAVCRUITCOMINST 5400.1H (with Change-5), Navy Recruiting Command Organizational Manual; Chapter 14 and 15
[f]   COMNAVCRUITCOMINST 5040.2U, Command Inspection Program
[g]   COMNAVCRUITCOMINST 5040.3A, Policy for Self-Assessment
[h]   COMNAVCRUITCOMINST 1131.2G CH-3, Navy Recruiting Manual - Officer
[i]   Local publication- Target Letter
[j]   DoDI 1235.12 CH-1, Accessing the Reserve Components (RC)
[k]   OPNAVINST 1420.1B Enlisted to Officer Commissioning Programs Application Administrative Manual
[l]   COMNAVCRUITCOMINST 1130.19, Navy Recruiting Leadership and Management Manual (RLMM)

104.1   Describe the mission and organization of Navy Recruiting Command [ref. a]

_____
(Signature and Date)

.2   Identify accession sources into the active components of the Navy (Officer and Enlisted) and discuss challenges and strategies used to meet Navy force requirements [refs. b, i]

_____
(Signature and Date)

.3   Identify accession sources into the reserve components of the Navy (Officer and Enlisted) and discuss challenges and strategies used to meet Navy force requirements [refs. b, i, k]

_____
(Signature and Date)

104 INTERMEDIATE HR FORCE DEVELOPMENT - NRC FUNDAMENTALS (CONT'D)

104.4 Describe the mission and organization of Navy Talent Acquisition Groups (NTAGs) [refs. b, i]

_____
(Signature and Date)

.5 Discuss the purpose and role of the career recruiting force [refs. b, i]

_____
(Signature and Date)

.6 Describe the recruiting process [ref. c]

_____
(Signature and Date)

.7 Discuss Recruiter Production Management System [ref. c]

_____
(Signature and Date)

.8 Discuss the functionality of the Applicant Relationship Management System [ref. d]

_____
(Signature and Date)

.9 Explain inspections and station visits purpose and procedures [refs. g, h]

_____
(Signature and Date)

.10 Explain the requirements for conducting daily production/officer production reviews [refs. c, i, k]

_____
(Signature and Date)

## 104	INTERMEDIATE HR FORCE DEVELOPMENT - NRC FUNDAMENTALS (CONT'D)

104.11	Discuss the working relationships between the following individuals: [ref. e]

       a.	Commanding Officer
       b.	Executive Officer
       c.	Command Master Chief
       d.	Chief Recruiter
       e.	EPO/OPO

_____
(Signature and Date)

.12	Identify and discuss the various officer commissioning sources (programs) [ref. l]

_____
(Signature and Date)

.13	Discuss the purpose and differences among each of the major commissioning programs [ref. l]

_____
(Signature and Date)

.14	Describe the following types of missions: [refs. b, c, l]

       a.	New Contract Objective
       b.	New Accession Training (NAT)
       c.	Prior Service
       d.	Accession (Shipping)

_____
(Signature and Date)

.15	Identify the stages of prospecting and identifying talent. Discuss propensity to serve, how to match that to recruiting force and sectors of the population demographics for recruiting [refs. b, m]

_____
(Signature and Date)

105 INTERMEDIATE HR Force Development - MEPS FUNDAMENTALS

References:

[a] USMEPCOM REG 10-1, Organization and Functions of United States Military Entrance Processing Command
[b] USMEPCOM REG 40-1, Medical Services Medical Qualification Program
[c] USMEPCOM REG 601-23 Personnel Procurement Enlistment Processing
[d] USMEPCOM REG 611-1, Personnel Selection and Classification Enlistment Qualification Tests

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105.1   Discuss the mission and organizational structure of Military Entrance Processing Command (MEPCOM) [ref. a]

_____
(Signature and Date)

.2   Discuss the mission and organizational structure of the MEPCOM Sectors, MEPCOM Battalions and Military Entrance Pressing Station (MEPS) [ref. a]

_____
(Signature and Date)

.3   Explain the process for applicant processing [refs. b, c, d]

   a.   ASVAB student testing
   b.   Applicant testing
   c.   Medical Screening
   d.   Applicant processing
   e.   Oath of Enlistment

_____
(Signature and Date)

.4   Explain the importance of customer service (red carpet treatment) [ref. c]

_____
(Signature and Date)

106 INTERMEDIATE HR FORCE DEVELOPMENT- ACCESSIONS TRAINING FUNDAMENTALS

References:

[a]   NETCINST 5450.5C, Mission, Functions and Tasks of the Naval Service Training Command
[b]   NSTCINST 5450.1C, Mission and Functions of Officer Training Command
[c]   NSTCINST 5450.3C, Mission, Functions, and Tasks of Recruit Training Command
[d]   NSTCINST 5450.4A, Mission, Functions, and Tasks of Naval Reserve Officers Training Corps Units
[e]   Naval Service Training Command (https://www.netc.navy.mil/NSTC/)
[f]   10 U.S.C. § 115 §§ 691
[g]   OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
[h]   Enlisted Accession Demand Planning Execution Guidance-OPNAV N132
[i]   Basic Military Training Core Competencies Manual
[j]   United States Navy Academy/Naval Service Training Command: Officer Professional Core Competencies Manual
[k]   Naval Education and Training Command (https://www.netc.navy.mil)

106.1   Discussion the mission and organization of Naval Service Training Command (NSTC) [refs. a, e]

_____
(Signature and Date)

.2   Define the mission of Recruit Training Command (RTC) [ref. b]

_____
(Signature and Date)

.3   Define the mission of Officer Training Command (OTC) [ref. c]

_____
(Signature and Date)

.4   Define the mission of Naval Reserves Officer Training Corps (NROTC) [ref. d]

_____
(Signature and Date)

106 INTERMEDIATE HR FORCE DEVELOPMENT – ACCESSIONS TRAINING FUNDAMENTALS (CONT'D)

106.5   Explain the challenges in making large increases to the officer/enlisted recruiting mission in reference to time constraints [refs. f, h]

_____
(Signature and Date)

.6   Identify the sources of friction that impact accessions training completion. Explain what impacts the timeline for street-to fleet delivery [ref. k]

_____
(Signature and Date)

.7   Identify core attributes of a basically trained sailor [ref. i]

_____
(Signature and Date)

.8   Identify the major competency areas of a basically trained Naval Officer [ref. j]

_____
(Signature and Date)

107   ADVANCED HR FD FUNDAMENTALS

References:

[a]   Advantage at Sea, Prevailing with Integrated All-Domain Naval Power,
        TRISERVICESTRATEGY.PDF (defense.gov)
[b]   CNP's MyNavy HR Strategic Design
[c]   USFF, Vision and Guidance for Ready Relevant Learning
[d]   Naval Education and Training Command (https://www.netc.navy.mil)
[e]   NETC Staff Organization Manual – N3
[f]   NAVEDTRA 130B, Task Based Curriculum Development Manual
[g]   Naval Education and Training Professional Development Center
        (https://www.netc.navy.mil/NETPDTC/)
[h]   Navy COOL (https://www.cool.osd.mil)
[i]   COMNAVCRUITCOMINST 1130.8L, Navy Recruiting Manual - Enlisted
[j]   Naval Service Training Command (https://www.netc.navy.mil/NSTC/)
[k]   OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
[l]   https://media.defense.gov/2022/Jul/26/2003042389/-1/-
        1/1/NAVIGATION%20PLAN%202022_SIGNED.PDF

107.1   Explain the purpose of the Tri-service maritime strategy [ref. a]

         _____
         (Signature and Date)

   .2   Demonstrate an understanding of CNP's Strategic Design [ref. b]

         _____
         (Signature and Date)

   .3   Demonstrate an understanding of CNO's NAVPLAN [ref. l]

         _____
         (Signature and Date)

   .4   Explain Navy design strategy lines of effort and how they apply to the HR
         community [ref. b]

         _____
         (Signature and Date)

107 ADVANCED HR FD FUNDAMENTALS (CONT'D)

107.5   Demonstrate an understanding of the RRL lines of effort. Discuss the impact of this initiative to the Navy "Street to Fleet" supply chain as well as to the Fleet [refs. c, d, e]

_____
(Signature and Date)

.6   Discuss how advancement exams are developed and maintained [refs. f, g]

_____
(Signature and Date)

.7   Demonstrate understanding of Enlisted Recruiting Goals, Policies and Training Guidance (a.k.a. Goaling Letter). If a monthly shipping goal is missed for a rating what are the impacts and ways to mitigate [ref. h]

_____
(Signature and Date)

.8   Demonstrate knowledge of the significance of properly staffing Recruit Division Commander/Instructor manning (i.e., ratio) and how berthing space constraints can impact the enlisted supply chain [refs. e, k]

_____
(Signature and Date)

.9   Discuss the purpose of and differences between each of the major commissioning and officer transition courses at Officer Training Command, Newport R.I. (e.g., OCS, ODS, LDO/CWO, NSI) [refs. i, j]

_____
(Signature and Date)

.10   Explain mitigation strategies for friction within the Navy Enlisted Accessions supply chain and provide examples of causes for bottlenecks [ref. e]

_____
(Signature and Date)

107 ADVANCED HR FD FUNDAMENTALS (CONT'D)

107.11   For the following hypothetical scenario:

Navy needs to increase the recruiting mission by 10K sailors
In the next Fiscal Year (FY)

a.   What changes should you consider?
b.   What recommended actions would you have?
c.   What role does the delayed entry program play in this?

_____
(Signature and Date)

300   INTRODUCTION TO WATCHSTATIONS

300.1   INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2   FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.

- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.

- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

    Tasks (routine operating tasks that are performed frequently)
    Infrequent Tasks
    Abnormal Conditions
    Emergencies
    Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300   INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3   OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4   DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5   NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6   HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

301   HUMAN RESOURCES – INTERMEDIATE FORCE DEVELOPMENT

NAME_____   RATE/RANK_____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

_____

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified **HUMAN RESOURCES – INTERMEDIATE FORCE DEVELOPMENT (NAVEDTRA 43090-1)**.

RECOMMENDED_____   DATE_____
                              Career Track PQS Mentor

QUALIFIED_____   DATE_____
                              Career Track Lead or Designee

SERVICE RECORD ENTRY_____   DATE_____
                              PERS-4421

301   HUMAN RESOURCES - INTERMEDIATE FORCE DEVELOPMENT

Estimated completion time: 1 Year

301.1   PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1   SCHOOLS:

Human Resources Introductory Course, S-7C-1000 (Required)

Completed _____
                (Qualifier and Date)

Civilian Management Course (Date must be within 3 years)

Completed _____
                (Qualifier and Date)

.2   COMPLETED TOURS:

Complete 1st HR Force Development tour

Completed _____
                (Qualifier and Date)

Complete 2nd HR Force Development tour

Completed _____
                (Qualifier and Date)

.3   FUNDAMENTALS FROM THIS PQS:

101   Safety

Completed _____ 5% of Watchstation
                (Qualifier and Date)

102   Common HR

Completed _____ 40% of Watchstation
                (Qualifier and Date)

301 **H**UMAN **R**ESOURCES **- I**NTERMEDIATE **F**ORCE **D**EVELOPMENT **(CONT'D)**

.3   103   Intermediate HR Force Development - NETC

Completed _____ 20% of Watchstation
            (Qualifier and Date)

104   Intermediate HR Force Development – NRC

Completed _____ 20% of Watchstation
            (Qualifier and Date)

105   Intermediate HR Force Development – MEPS

Completed _____ 5% of Watchstation
            (Qualifier and Date)

106   Intermediate HR Force Development – Accessions Training

Completed _____ 10% of Watchstation
            (Qualifier and Date)

301.2   **TASKS** – None to be discussed.

301.3   **INFREQUENT TASKS** – None to be discussed.

301.4   **ABNORMAL CONDITIONS** – None to be discussed.

301.5   **EMERGENCIES** – None to be discussed.

301.6   **WATCHES** – None.

302   HUMAN RESOURCES – ADVANCED FORCE
DEVELOPMENT

NAME_____   RATE/RANK_____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified **HUMAN RESOURCES – ADVANCED FORCE DEVELOPMENT (NAVEDTRA 43090-1A**).

RECOMMENDED_____   DATE_____
                          Career Track PQS Mentor

QUALIFIED_____   DATE_____
                          Career Track Lead or Designee

SERVICE RECORD ENTRY_____   DATE_____
                          PERS-4421

302   HUMAN RESOURCES – ADVANCED FORCE DEVELOPMENT

Estimated completion time: 1 year

302.1   PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1   SCHOOLS:

Human Resources Advanced Course, S-7C-1001 (Required)

Completed _____
                  (Qualifier and Date)

Civilian Management Course (Date must be within 3 years of final qualification date)

Completed _____
                  (Qualifier and Date)

.2   Completed Tours:

Complete 3rd HR Force Development tour

Completed _____
                  (Qualifier and Date)

.3   Fundamentals From This PQS:

107   Advanced Force Development

Completed _____ 100% of Watchstation
                  (Qualifier and Date)

302.2   TASKS – None to be discussed.

302.3   INFREQUENT TASKS – None to be discussed.

302.4   ABNORMAL CONDITIONS – None to be discussed.

302.5   EMERGENCIES – None to be discussed.

302.6   WATCHES – None.

QUALIFICATION PROGRESS SUMMARY FOR
HUMAN RESOURCES FORCE DEVELOPMENT CAREER TRACK

NAME_____   RATE/RANK_____

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

---

301   HUMAN RESOURCES - INTERMEDIATE FORCE DEVELOPMENT

Completed _____   Date_____
                      (Signature)

---

302   HUMAN RESOURCES - ADVANCED FORCE DEVELOPMENT

Completed _____   Date_____
                      (Signature)

LIST OF REFERENCES USED IN THIS PQS

10 U.S.C. § 115 §§ 691
Advantage at Sea, Prevailing with Integrated All-Domain Naval Power, TRISERVICESTRATEGY.PDF (defense.gov)
Alternate Dispute Resolution Handbook (opm.gov)
Basic Military Training Core Competencies Manual
CJCSI 1330.05 (series) Joint Officer Management Program Procedures
CNP's MyNavy HR Strategic Design
COMDTINST M1000.2C, Enlistments, Evaluations, and Advancements
COMNAVCRUITCOMINST 1130.17, Navy Recruiting Talent Acquisition and Leadership Strategies
COMNAVCRUITCOMINST 1130.19, Navy Recruiting Leadership and Management Manual (RLMM)
COMNAVCRUITCOMINST 1130.8L, Navy Recruiting Manual - Enlisted
COMNAVCRUITCOMINST 1131.2G CH-3, Navy Recruiting Manual - Officer
COMNAVCRUITCOMINST 5040.2U, Command Inspection Program
COMNAVCRUITCOMINST 5040.3A, Policy for Self-Assessment
COMNAVCRUITCOMINST 5400.1H (with Change-5), Navy Recruiting Command Organizational Manual; Chapter 14 and 15
Department of the Navy Program Manual for Reasonable Accommodation
DoAFINST 36-2502, Enlisted Airman Promotion and Demotion Programs
DoDI 1235.12 CH-1, Accessing the Reserve Components (RC)
End to End Hiring Initiative Office of Personnel Management (OPM) website
Enlisted Accession Demand Planning Execution Guidance-OPNAV N132
Enterprise Customer Relationship Management (eCRM): Navy Applicant Relationship Management (ARM) Recruiter User Guide
HR Community Business Rules
HR Community Charter
HR Community Manager website (https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Restricted-Line/Human-Resources/)
HR Strategic Plan 2025
https://media.defense.gov/2022/Jul/26/2003042389/-1/-1/1/NAVIGATION%20PLAN%202022_SIGNED.PDF
Joint Staff Officer Guide
Local publication- Target Letter
MCO P1400.32D Ch 2, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
Naval Education and Training Command (https://www.netc.navy.mil)
Naval Education and Training Professional Development Center (https://www.netc.navy.mil/NETPDTC/)
Naval Safety Center – Safety and Volunteer Protection Program Handbook
Naval Safety Center – The Navy and Marine Corps Safety Investigation and Reporting Guide
Naval Service Training Command (https://www.netc.navy.mil/NSTC/)
NAVEDTRA 130B, Task Based Curriculum Development Manual
NAVEDTRA 134, Navy Instructor Manual
NAVEDTRA 135, Navy School Management Manual
NAVPERS 15839I Vol I, Manual of Navy Officer Manpower and Personnel Classifications Major Code Structures

LIST OF REFERENCES USED IN THIS PQS (CONT'D)

NAVPERS 15839I Vol II, Manual of Navy Officer Manpower and Personnel Classifications The Officer Data Card

NAVPERS 18068F VOL I and VOL II, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NEOCS), Navy Enlisted Classifications

Navy COOL (https://www.cool.osd.mil)

Navy Enlisted Supply Chain Vision and Concept of Operations

NETC Staff Organization Manual – N3

NETCINST 1540.1J, Impaired Training and Education Report Policy and Reporting Procedures

NETCINST 5450.27A, Mission, Functions, and Tasks of Commander, Navy Recruiting Command

NETCINST 5450.5C, Mission, Functions and Tasks of the Naval Service Training Command

NSTCINST 5450.1C, Mission and Functions of Officer Training Command

NSTCINST 5450.3C, Mission, Functions, and Tasks of Recruit Training Command

NSTCINST 5450.4A, Mission, Functions, and Tasks of Naval Reserve Officers Training Corps Units

OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures

OPNAVINST 1300.21, Enlisted Manning Policy and Procedures

OPNAVINST 1420.1B Enlisted to Officer Commissioning Programs Application Administrative Manual

OPNAVINST 3500.39D, Operational Risk Management

OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Manual, Volume I: Navy Safety Management

Programming and Fiscal Guidance for Program Objective Memorandum (POM)

Quadrennial Defense Review, National Security Strategy

SECNAVINST 12752.1A Ch-1, Disciplinary Actions

Training Requirement Submission, and Course Development, Delivery, and Maintenance End to End Process

U.S. Military Rank Insignia https://www.defense.gov/Resources/Insignia/

United States Navy Academy/Naval Service Training Command: Officer Professional Core Competencies Manual

US Army Performance Evaluation Guide

US Navy Community College website (https://www.usncc.edu)

USFF, Vision and Guidance for Ready Relevant Learning

USMAP website (https:usmap.osd.mil)

USMEPCOM REG 10-1, Organization and Functions of United States Military Entrance Processing Command

USMEPCOM REG 40-1, Medical Services Medical Qualification Program

USMEPCOM REG 601-23 Personnel Procurement Enlistment Processing

USMEPCOM REG 611-1, Personnel Selection and Classification Enlistment Qualification Tests

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43090-1A

From_____ Date_____

Via_____Date_____
                Department Head

Activity _____

Mailing Address_____

Email Address _____DSN_____

PQS Title_Human Resources Force Development Career Track_NAVEDTRA 43090-1A

Section Affected_____

Page Number(s)_____

_____

For faster response, you may email your feedback to the Director, *Human Resources Center of Excellence* at: NWPT_CSS_RTM@navy.mil Please include the above information so that we may better serve you.

_____

Remarks/Recommendations (Use additional sheets if necessary):

DEPARTMENT OF THE NAVY

_____
OFFICIAL BUSINESS

COMMANDING OFFICER
Center for Service Support
1183 Cushing Road
Newport, RI 02841