



PERSONNEL QUALIFICATION STANDARD FOR

HUMAN RESOURCES FORCE MANAGEMENT CAREER TRACK

NAME (Rate/Rank) _____

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Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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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 Management 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 Management 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

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

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 HR Introductory School 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.

101 SAFETY PRECAUTIONS FUNDAMENTALS

References:

- [a] OPNAVINST 3500.39 (series), Operational Risk Management, 28 Mar 2018
- [b] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual
- [c] Naval Safety Center – Safety Volunteer Protection Program Handbook
- [d] Naval Safety Center – The Navy and Marine Corps Safety Investigation and Reporting Guide

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)

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

(Signature and Date)

103 INTERMEDIATE HR FORCE MANAGEMENT - PERS/PAY FUNDAMENTALS

References:

- [a] MILPERSMAN 1000-021, Command Pay and Personnel Administrator (CPPA) Program
- [b] CPPA Handbook (MyNavy HR website)
- [c] DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR)
- [d] CPPA Handbook: The Standard Operating Procedures for Pay, Personnel and Travel processes
- [e] MILPERSMAN 1000-025, Personnel Transaction Timeliness
- [f] MyNavy HR website

PERS/PAY

- 103.1 Discuss the role of the CPPA [refs. a, b]
- _____
- (Signature and Date)
- .2 Discuss the process of filing a PCS travel Claim [refs. a, b]
- _____
- (Signature and Date)
- .3 Discuss indebtedness process for government overpayments [refs. a]
- _____
- (Signature and Date)
- .4 Discuss systems used in day to day operations for Navy Pay and Personnel and how each is used [ref. b]
- _____
- (Signature and Date)
- .5 Describe the primary categories for pay and personnel transactions [refs. b, d]
- _____
- (Signature and Date)
- .6 Discuss entitlements associated with these transactions [ref. b, d]
- _____
- (Signature and Date)

**103 INTERMEDIATE HR FORCE MANAGEMENT – PERS/PAY
FUNDAMENTALS (CONT'D)**

103.7 Describe the typical lifecycle of pay and personnel transactions [ref. b, d]

(Signature and Date)

.8 Define the DoD standards for timeliness of pay and personnel transactions [ref. c, e]

(Signature and Date)

.9 Describe the MyNavy HR tiered service delivery model [ref. f]

(Signature and Date)

104 INTERMEDIATE HR FORCE MANAGEMENT – NAVY PLANS AND POLICY FUNDAMENTALS

References:

- [a] MyNavy HR website
- [b] OPNAVINST 1160.8B, Selective Reenlistment Bonus Program
- [c] 10 U.S.C. § 115
- [d] 10 U.S.C. § 691
- [e] OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
- [f] 10 U.S.C. § 623
- [g] DoDI 1320.13, Commissioned Officer Promotion Reports
- [h] OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual
- [i] OPNAVINST 3060.7C, Navy Manpower Augmentation Guide
- [j] Enlisted Accession Demand Planning Execution Guidance-OPNAV N132
- [k] Office of the Under Secretary for Personnel and Readiness website
(<https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>)

Navy Plans and Policy

- 104.1 Discuss the enlisted Community Health Slides [ref. a]

(Signature and Date)

- .2 Discuss the Enlisted Program Authorization/Officer Program Authorization (EPA/OPA) Captured in Length of Service (LoS) Chart [ref. a]

(Signature and Date)

- .3 Describe the relationship between end strength authorization and OPA/EPA [refs. c, d, e]

(Signature and Date)

- .4 Discuss enlisted retention zones [ref. a]

(Signature and Date)

104 INTERMEDIATE HR FORCE MANAGEMENT – NAVY PLANS AND POLICY FUNDAMENTALS (CONT'D)

104.5 Explain the sections of the Personnel Specialist (PS), Community Overview slide sections [ref. a]

(Signature and Date)

.6 Explain officer Community Health brief [ref. a]

(Signature and Date)

.7 Discuss rating force structure [ref. a]

(Signature and Date)

.8 Discuss Special Pays/Compensation [ref. b]

(Signature and Date)

.9 Discuss accession planning process [ref. j]

(Signature and Date)

.10 Describe Selective Reenlistment Bonus (SRB) [ref. b]

(Signature and Date)

.11 Describe special and incentive pay and bonuses [ref. b]

(Signature and Date)

.12 Describe three force shaping/management tools for: [refs. b, k]

- a. Enlisted
- b. Officer

(Signature and Date)

**104 INTERMEDIATE HR FORCE MANAGEMENT – NAVY PLANS AND POLICY
FUNDAMENTALS (CONT'D)**

104.13 Outline the basic principles of promotion/advancement planning [refs. e, f, h]

(Signature and Date)

.14 Discuss the programs that fall under OPNAV N17 [ref. a]

(Signature and Date)

.15 Define the leadership objectives for the Navy's Diversity, Equity and Inclusion program [ref. a]

(Signature and Date)

105 INTERMEDIATE HR FORCE MANAGEMENT – N1/J1 FUNDAMENTALS

References:

- [a] MyNavy HR website
- [b] CJCSM 3150.13, Joint Reporting Structure - Personnel Manual
- [c] Office of Personnel Management (OPM) website
- [d] COMUSFLTFORCOM/COMPACFLT/COMNAVPERSCOM NOTICE 1000, Shore Duty Manning Target Levels
- [e] COMUSFLTFORCOM/COMPACFLT NOTICE 1000, Enlisted Sea Duty Minimum Manning Threshold Levels
- [f] Enlisted Accession Demand Planning Execution Guidance-OPNAV N132
- [g] OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
- [h] SECNAVINST 7000.30, The Planning, Programming, Budgeting and Execution Program
- [i] USFF, Vision and Guidance for Ready Relevant Learning

N1/J1

- 105.1 Describe the command's relationship with placement officers for officer detailing and prioritization for enlisted billets [ref. g]

(Signature and Date)

- .2 Describe JPERSTAT Reporting (Joint Personnel Status and Casualty Report) [ref. b]

(Signature and Date)

- .3 Describe Global Force Management process for Combatant Commander to request Individual Augmentee (IA) [ref. f]

(Signature and Date)

- .4 Describe the difference for Request for Forces (RFF) and Request for Support (RFS) [ref. f]

(Signature and Date)

105 INTERMEDIATE HR FORCE MANAGEMENT - N1/J1 FUNDAMENTALS (CONT'D)

105.5 Explain the importance of fit and fill and employ them to command employment [ref. g]

(Signature and Date)

.6 Describe the different types of TYCOM manning actions [refs. d, e]

(Signature and Date)

.7 Describe the considerations for enlisted billet prioritization [refs. d, e]

(Signature and Date)

.8 Define the role of Manning Control Authority (MCA) in the Navy [ref. d]

(Signature and Date)

.9 Explain the timeline for MCAs detailing process in support of fleet manning [ref. d]

(Signature and Date)

.10 Describe the difference between a billet requirement (BR) and billet authorization (BA) [ref. e]

(Signature and Date)

.11 Define the duties and responsibilities of the executive agent for Ready Relevant Learning (RRL) [ref. i]

(Signature and Date)

.12 Define the duties and responsibilities of Reserve Program Director's (RPDs) [ref. i]

(Signature and Date)

105 INTERMEDIATE HR FORCE MANAGEMENT – N1/J1 FUNDAMENTALS (CONT'D)

105.13 Describe the different Title 10 authorities for Reserve Mobilization [ref. f]

(Signature and Date)

.14 Describe Navy Manpower Determination process [ref. e]

(Signature and Date)

.15 Describe Program Objective Memorandum (POM) process [ref. h]

(Signature and Date)

.16 Describe the four step of the Department of Defense process for allocating resources Planning, Program, Budgeting and Execution (PPBE) [ref. h]

(Signature and Date)

.17 Describe the programs within Force Resilience [ref. a]

(Signature and Date)

106 **ADVANCED HR FORCE MANAGEMENT – PERS/PAY FUNDAMENTALS**

References:

- [a] BUPERSINST 5450.62, Mission, Functions, and Tasks of MyNavy Career Center
- [b] OPNAVINST 1160.8B, Selective Reenlistment Bonus Program
- [c] CPPA Handbook, (MyNavy HR website)
- [d] MILPERSMAN 1000-020, Pay & Personnel Record Maintenance Responsibilities
- [e] MyNavy HR website

PERS/PAY

- 106.1 Explain the difference between a full gain and a readiness gain when a sailor checks onboard [ref. c]

(Signature and Date)

- .2 Discuss pay entitlements associated with PCS orders execution [ref. c]

(Signature and Date)

- .3 Explain the components of the MNCC organization Command and Control relationships and roles and responsibilities of each component [refs. a, e]

(Signature and Date)

- .4 Describe how Selective Reenlistment Bonus (SRB) is calculated [ref. b]

(Signature and Date)

- .5 Explain the differences between S and I categories [ref. b]

(Signature and Date)

- .6 Discuss tools and resources available to CPPAs [ref. c]

(Signature and Date)

**106 ADVANCED HR FORCE MANAGEMENT – PERS/PAY FUNDAMENTALS
(CONT'D)**

106.7 Explain the training requirements for CPPAs [refs. c, d]

(Signature and Date)

.8 Explain the methods of communication CPPAs have to communicate with MNCC components [refs. c, e]

(Signature and Date)

.9 Explain the Transaction Support Center (TSC) Center of Excellence (CoE) concept [ref. d, e]

(Signature and Date)

.10 Explain the COs role in sailor pay [ref. e]

(Signature and Date)

.11 Define tools used by command leadership for sailors pay [ref. e]

(Signature and Date)

.12 Discuss different positions within a TSC, including separation of duties: [ref. e]

- a. Clerk
- b. Auditor
- c. Supervisor

(Signature and Date)

107 **ADVANCED HR FORCE MANAGEMENT FUNDAMENTALS**

References:

- [a] 10 U.S.C. §
- [b] 37 U.S.C. §
- [c] MILPERSMAN 1000 (series), General
- [d] SECNAVINST 1420.3, Department of the Navy Commissioned Officer Promotion Program
- [e] SECNAVINST 1080.4A, Department of the Navy End Strength Management
- [f] 10 U.S.C. § 115
- [g] 10 U.S.C. § 691
- [h] MyNavy HR website

Navy Plans and Policy

- 107.1 Define end strength [refs. a, e]
- _____
- (Signature and Date)
- .2 Explain why inventory compared to EPA differs at certain paygrades [refs. a, e]
- _____
- (Signature and Date)
- .3 Describe how we use force management tools to grow and downsize the force [refs. a, b, c]
- _____
- (Signature and Date)
- .4 Explain the different categories and key components of compensation, as defined in Title 37, U.S. Code [ref. b]
- _____
- (Signature and Date)

107 ADVANCED HR FORCE MANAGEMENT FUNDAMENTALS (CONT'D)

107.5 Describe considerations in officer promotion planning and basic process: [refs. a, d]

- a. Time in Grade
- b. Opportunity
- c. OPA
- d. Title 10 limitations

(Signature and Date)

.6 Describe which end strength variance authority exists and at what level(s) are those variances approved [refs. f, g]

(Signature and Date)

.7 Describe how the officer and enlisted accession plans are generated and approved [ref. h]

(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 an 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.

FINAL QUALIFICATION

NAVEDTRA 43090-2A

**301 HUMAN RESOURCES - INTERMEDIATE FORCE
MANAGEMENT**

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 MANAGEMENT (NAVEDTRA 43090-2A)**.

RECOMMENDED _____ DATE _____
Career Track PQS Mentor

QUALIFIED _____ DATE _____
Career Track Lead or Designee

SERVICE RECORD ENTRY _____ DATE _____
PERS-4421

301 INTERMEDIATE HR FORCE MANAGEMENT

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:

Completed 1st HR Force Management tour

Completed _____
(Qualifier and Date)

Completed 2nd HR Force Management 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 INTERMEDIATE HR FORCE MANAGEMENT (CONT'D)

301.1.3 103 Intermediate HR Force Management – PERS/PAY

Completed _____ 20% of Watchstation
(Qualifier and Date)

104 Intermediate HR Force Management – Navy Plans and Policy

Completed _____ 20% of Watchstation
(Qualifier and Date)

.3 105 Intermediate HR Force Management – N1/J1

Completed _____ 15% 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.

301.7 EXAMINATIONS – None.

FINAL QUALIFICATION

NAVEDTRA 43090-2A

**302 HUMAN RESOURCES - ADVANCED FORCE
MANAGEMENT**

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 MANAGEMENT (NAVEDTRA 43090-2A)**.

RECOMMENDED _____ DATE _____
Career Track PQS Mentor

QUALIFIED _____ DATE _____
Career Track Lead or Designee

SERVICE RECORD ENTRY _____ DATE _____
PERS-4421

WATCHSTATION 302

302 HUMAN RESOURCES - ADVANCED FORCE MANAGEMENT

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 Management tour

Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

106 Advanced HR Force Management – PERS/PAY

Completed _____ 63% of Watchstation
(Qualifier and Date)

107 Advanced HR Force Management – Navy Plans and Policy

Completed _____ 37% of Watchstation
(Qualifier and Date)

302.2 TASKS – None to be discussed.

302.3 INFREQUENT TASKS – None to be discussed.

302 ADVANCED HR FORCE MANAGEMENT (CONT'D)

302.4 ABNORMAL CONDITIONS – None to be discussed.

302.5 EMERGENCIES – None to be discussed.

302.6 WATCHES – None.

302.7 EXAMINATIONS– None.

**QUALIFICATION PROGRESS SUMMARY FOR
HUMAN RESOURCES OFFICER
FORCE MANAGEMENT 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 MANAGEMENT

Completed _____ Date _____
(Signature)

302 HUMAN RESOURCES - ADVANCED FORCE MANAGEMENT

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

10 U.S.C. §
10 U.S.C. § 115
10 U.S.C. § 623
10 U.S.C. § 691
37 U.S.C. §
Alternate Dispute Resolution Handbook (opm.gov)
BUPERSINST 5450.62, Mission, Functions, and Tasks of MyNavy Career Center
CJCSI 1330.05 (series) Joint Officer Management Program Procedures
CJCSM 3150.13, Joint Reporting Structure - Personnel Manual
COMDTINST M1000.2C, Enlistments, Evaluations, and Advancements
COMUSFLTFORCOM/COMPACFLT NOTICE 1000, Enlisted Sea Duty Minimum Manning
Threshold Levels
COMUSFLTFORCOM/COMPACFLT/COMNAVPERSCOM NOTICE 1000, Shore Duty Manning
Target Levels
CPPA Handbook, (MyNavy HR website)
CPPA Handbook: The Standard Operating Procedures for Pay, Personnel and Travel
processes
Department of the Navy Program Manual for Reasonable Accommodation
DoAFINST 36-2502, Enlisted Airman Promotion and Demotion Programs
DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR)
DoDI 1320.13, Commissioned Officer Promotion Reports
End to End Hiring Initiative Office of Personnel Management (OPM) website
Enlisted Accession Demand Planning Execution Guidance-OPNAV N132
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
Joint Staff Officer Guide
MCO P1400.32D Ch 2, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
MILPERSMAN 1000 (series), General
MILPERSMAN 1000-020, Pay & Personnel Record Maintenance Responsibilities
MILPERSMAN 1000-021, Command Pay and Personnel Administrator (CPPA) Program
MILPERSMAN 1000-025, Personnel Transaction Timeliness
MyNavy HR website
Naval Education and Training Command (<https://www.netc.navy.mil>)
Naval Safety Center – Safety Volunteer Protection Program Handbook
Naval Safety Center – The Navy and Marine Corps Safety Investigation and Reporting Guide
NAVPERS 15839I Vol I, Manual of Navy Officer Manpower and Personnel Classifications Major
Code Structures
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 (website: <https://www.cool.osd.mil>)
Office of Personnel Management (OPM) website

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

Office of the Under Secretary for Personnel and Readiness website
(<https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>)
OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
OPNAVINST 1160.8B, Selective Reenlistment Bonus Program
OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual
OPNAVINST 3060.7C, Navy Manpower Augmentation Guide
OPNAVINST 3500.39 (series), Operational Risk Management, 28 Mar 2018
OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual
Programming and Fiscal Guidance for Program Objective Memorandum (POM)
Quadrennial Defense Review, National Security Strategy
SECNAVINST 1080.4A, Department of the Navy End Strength Management
SECNAVINST 12752.1A Ch-1, Disciplinary Actions
SECNAVINST 1420.3, Department of the Navy Commissioned Officer Promotion Program
SECNAVINST 7000.30, The Planning, Programming, Budgeting and Execution Program
U.S. Military Rank Insignia <https://www.defense.gov/Resources/Insignia/>
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>)

**PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43090-2A**

From _____ Date _____

Via _____ Date _____

Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title Human Resources Officer Force Management Career Track NAVEDTRA 43090-2A

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):

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

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

(FOLD HERE)