



PERSONNEL QUALIFICATION STANDARD FOR

HUMAN RESOURCES FORCE REQUIREMENTS AND RESOURCING 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.

TABLE OF CONTENTS

	Page
ACKNOWLEDGEMENTS	3
INTRODUCTION	5
Summary of Changes	9
Watchstation Requalifications	11
ACRONYMS	13
100 INTRODUCTION TO FUNDAMENTALS	15
101 Safety Precautions	17
102 Common HR.....	18
103 Intermediate HR Force Requirements and Resourcing.....	24
104 Advanced HR Force Requirements and Resourcing.....	29
300 INTRODUCTION TO WATCHSTATIONS	31
301 Intermediate HR Force Requirements and Resourcing	33
302 Advanced HR Force Requirements and Resourcing.....	36
QUALIFICATION PROGRESS SUMMARY	39
LIST OF REFERENCES	41

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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 Resources Officers within the Force Requirements and Resourcing 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 Requirements and Resourcing Career Track PQS line items. For example, Officers with the Advanced level within their career Track can sign those line items and below. 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 Requirements and Resourcing 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)

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

(Signature and Date)

103 INTERMEDIATE HR FORCE REQUIREMENTS AND RESOURCING

References:

- [a] DoDD 7045.14 (series)
- [b] Programming and Fiscal and Guidance for Program Objective Memorandum (POM)
- [c] OPNAV N1 Strategic Resourcing Guidance for Program Objective Memorandum (OPNAV N1)
- [d] Financial Management Policy Manual
- [e] DODI 7045.7 (series)
- [f] SECNAVINST 7000.30, The Planning, Programming, Budgeting, and Execution Process
- [g] MILPERSMAN 1320-300
- [h] OPNAVINST 1000.16 (series) Navy Total Force Manpower Policies and Procedures
- [i] SECNAV 1080.4A, Department of the Navy End Strength Management

RESOURCING

- 103.1 Discuss the four-step Department of Defense (DoD) process for allocating resources [ref. a]
- _____
- (Signature and Date)
- .2 Describe the key strategy documents that drive the strategic planning process for DoD allocation of resources. Include what office they originate from and how often they are released [ref. b]
- _____
- (Signature and Date)
- .3 Explain the process of POM request [ref. b]
- _____
- (Signature and Date)
- .4 Explain what each Echelon One OPNAV principle official (“N” code) is responsible for in the Navy’s programming process [ref. c]
- _____
- (Signature and Date)

103 Intermediate HR Force Requirements and Resourcing (Cont'd)

103.5 Describe the influence subordinate commands have on the programming process [ref. c]

(Signature and Date)

.6 Explain what makes a POM issue submission likely to be approved [ref. c]

(Signature and Date)

.7 Discuss how programming issues get adjudicated [ref. d]

(Signature and Date)

.8 Describe the difference between programming and budgeting. Discuss the submission process from DON to Department of Defense Appropriation Act [ref. d]

(Signature and Date)

.9 Explain who manages the budget for Manpower Personnel, Navy [ref. d]

(Signature and Date)

.10 Explain the difference between an appropriation and authorization [ref. d]

(Signature and Date)

.11 Explain what a program element is, including an example [ref. e]

(Signature and Date)

.12 Describe the execution process [ref. f]

(Signature and Date)

103 Intermediate HR Force Requirements and Resourcing (Cont'd)

103.13 Explain how budgeting and execution inform programming [ref. b]

(Signature and Date)

.14 Identify who manages PCS funding in execution [ref. g]

(Signature and Date)

.15 Explain the categories of PCS funding [ref. g]

(Signature and Date)

.16 Explain the appropriations that fund PCS moves [ref. g]

(Signature and Date)

REQUIREMENTS DETERMINATION

.17 Explain which command is responsible for managing shore and sea requirements determination [ref. h]

(Signature and Date)

.18 Explain the categories of manpower studies [ref. h]

(Signature and Date)

.19 Describe the relationship between a Budget Submitting Office (BSO), Resource Sponsor, and an authorization. What system is used to maintain those relationships [ref. h]

(Signature and Date)

103 Intermediate HR Force Requirements and Resourcing (Cont'd)

103.20 Describe Total Force Manpower Management System (TFMMS) in terms of what function it serves and who manages/supports TFMMS [ref. h]

(Signature and Date)

.21 Describe the roles and responsibilities of a BSO. Who are the manpower BSOs [ref. h]

(Signature and Date)

.22 Discuss the relationship between manpower BSO and NAVMAC in the billet requirement determination process [ref. h]

(Signature and Date)

.23 Explain which resource sponsors are responsible for resourcing manpower [ref. b]

(Signature and Date)

.24 Explain what Resource Sponsor One responsible for resourcing [ref. c]

(Signature and Date)

END STRENGTH MANAGEMENT

.25 Explain what dictates the number of officers and enlisted the Navy should have in any given year [ref. i]

(Signature and Date)

.26 Explain what end strength variance authority exists and at what level(s) are those variances approved [ref. i]

(Signature and Date)

103 Intermediate HR Force Requirements and Resourcing (Cont'd)

103.27 Describe the relationships between end strength authorization and OPA/EPA
[ref. i]

(Signature and Date)

.28 Describe how the officer and enlisted accession plans are generated and approved
[ref. i]

(Signature and Date)

SYSTEMS

.29 Describe the function, interoperability and data definitions of the following systems:
[refs. b, c, d, e]

- a. TFMMS
- b. Program Budget Information System (PBIS)
- c. IW
- d. NSIPS

(Signature and Date)

104 **ADVANCED HR FORCE REQUIREMENTS AND RESOURCING**

References:

- [a] OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
- [b] DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR) Volume 3
- [c] DODI 7000.14, Department of Defense Financial Management Policy
- [d] NAVPERS 18068F VOL I and VOL II, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NEOCS), Navy Enlisted Classifications

RESOURCING

- 104.1 Explain which types of appropriations applicable to MyNavyHR [ref. b]
- a. Which appropriations are one year and which are multi-year?
 - b. What are the advantages and disadvantages of multi-year versus one year appropriations between budget activity?
 - c. Can resources be moved between appropriations during execution?
 - d. What are the thresholds?

(Signature and Date)

- .2 Discuss the various methods to determine the cost of a Sailor [ref. c]

(Signature and Date)

- .3 Discuss the total ownership cost of a Sailor [ref. b]

(Signature and Date)

- .4 Discuss Navy Working Capital Fund [ref. d]

(Signature and Date)

- .5 Discuss Medical-Eligible Retiree Health Care Fund (MERHCF) [ref. d]

(Signature and Date)

104 **ADVANCED HR FORCE REQUIREMENTS AND RESOURCING (CONT'D)**

REQUIREMENTS DETERMINATION

.6 Describe the phases of a manpower study [ref. a]

(Signature and Date)

.7 Describe the process for establishing a new rating [ref. d]

(Signature and Date)

.8 Explain Authoritative Data Sources: [ref. a]

- a. Personnel
- b. Manning
- c. Manpower
- d. Manpower funding

(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 43090-3A

**301 HUMAN RESOURCES - INTERMEDIATE FORCE
REQUIREMENTS AND RESOURCING**

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 REQUIREMENTS AND RESOURCING (NAVEDTRA 43090-3A)**.

RECOMMENDED _____ DATE _____
Career Track PQS Mentor

QUALIFIED _____ DATE _____
Career Track Lead or Designee

SERVICE RECORD ENTRY _____ DATE _____
PERS-4421

WATCHSTATION 301

301 INTERMEDIATE HR FORCE REQUIREMENTS AND RESOURCING

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 of final qualification date)

Completed _____
(Qualifier and Date)

.2 COMPLETED TOURS:

Complete 1st Force Requirements and Resourcing tours

Completed _____
(Qualifier and Date)

Complete 2nd Force Requirements and Resourcing tours

Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety

Completed _____ 6% of Watchstation
(Qualifier and Date)

102 Common HR

Completed _____ 49% of Watchstation
(Qualifier and Date)

301 HUMAN RESOURCES - INTERMEDIATE FORCE REQUIREMENTS AND RESOURCING (CONT'D)

301.1.3 103 Intermediate HR Force Requirements and Resourcing

Completed _____ 45% 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 (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

FINAL QUALIFICATION

NAVEDTRA 43090-3A

**302 HUMAN RESOURCES - ADVANCED FORCE
REQUIREMENTS AND RESOURCING**

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 REQUIREMENTS AND RESOURCING (NAVEDTRA 43090-3A)**.

RECOMMENDED _____ DATE _____
Career Track PQS Mentor

QUALIFIED _____ DATE _____
Career Track Lead or Designee

SERVICE RECORD ENTRY _____ DATE _____
PERS-4421

302 HUMAN RESOURCES - ADVANCED FORCE REQUIREMENTS AND RESOURCING

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-0613 (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 Force Requirements and Resourcing tour

Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

104 Advanced HR Force Requirements and Resourcing

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 HUMAN RESOURCES - ADVANCED FORCE REQUIREMENTS AND RESOURCING (CONT'D)

302.5 EMERGENCIES – None to be discussed.

302.6 WATCHES – None.

302.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

**QUALIFICATION PROGRESS SUMMARY FOR
HUMAN RESOURCES OFFICER – FORCE REQUIREMENTS AND
RESOURCING 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 REQUIREMENTS AND RESOURCING

Completed _____ Date _____
(Signature)

302 HUMAN RESOURCES - ADVANCED FORCE REQUIREMENTS AND RESOURCING

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

Alternate Dispute Resolution Handbook (opm.gov)
CJCSI 1330.05 (series) Joint Officer Management Program Procedures
COMDTINST M1000.2C, Enlistments, Evaluations, and Advancements
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 (DoD FMR) Volume 3
DoDD 7045.14 (series)
DODI 7000.14, Department of Defense Financial Management Policy
DODI 7045.7 (series)
End to End Hiring Initiative Office of Personnel Management (OPM) website
Financial Management Policy Manual
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 1320-300
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>)
OPNAV N1 Strategic Resourcing Guidance for Program Objective Memorandum (OPNAV N1)
OPNAVINST 1000.16L with Ch-3, Navy Total Force Manpower Policies and Procedures
OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
OPNAVINST 3500.39 (series), Operational Risk Management, 28 Mar 2018
OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual
Programming and Fiscal and Guidance for Program Objective Memorandum (POM)
Programming and Fiscal Guidance for Program Objective Memorandum (POM)
Quadrennial Defense Review, National Security Strategy
SECNAV 1080.4A, Department of the Navy End Strength Management
SECNAVINST 12752.1A Ch-1, Disciplinary Actions
SECNAVINST 7000.30, The Planning, Programming, Budgeting, and Execution Process
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 43090-3A**

From _____ Date _____

Via _____ Date _____

Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title Human Resources Force Requirements and Resourcing Career Track
NAVEDTRA 43090-3A

Section Affected _____

Page Number(s) _____

For faster response, you may email your feedback to the Director, *Human Resources Center of Excellence* at: hrcoe.mil@us.navy.mil or 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)