

HUMAN RESOURCES COMMAND QUALIFICATION FREQUENTLY ASKED QUESTIONS

This document answers some frequently asked questions about the Human Resources (HR) Command Qualification program. If you have additional questions, please contact your Regional Captain.

Who needs to do PQS?

Who must complete the HR Commanding Officer Personnel Qualification Standard (PQS)? HRs desiring command of a commissioned unit must complete the PQS to be eligible for command screening. To clarify, current HR SELRES CO billets are for support units vice commissioned units. Therefore, personnel seeking HR SELRES CO billets are not required to complete the PQS; however, they are encouraged to do so. Note: Per COMNAVRESFORCOMINST 1412.1, HR officers desiring Navy Operational Support Center (NOSC) CO billets may complete either the NOSC command requirements or the HR PQS.

Do I have to complete the Personnel Qualification Standard (PQS) to go to a milestone billet other than command? No. The PQS is prescribed for HR officers to assume command of a commissioned unit and recommended for those going to other HR milestone assignments.

If I already qualified for command and completed another community's milestone screening, do I have to complete this HR command qualification? Yes, you must complete the HR PQS if you want command of a commissioned unit while an HR. The only exception is for HRs desiring NOSC command; they may complete either the NOSC command requirements or the HR PQS.

Are OICs required to complete the PQS? No. OIC is not the same as CO. Therefore, someone seeking an OIC billet is not required to complete command qualification.

HRCOE Courses

How do I provide proof of successful completion of HRCOE courses? All graduates received a course completion certificate. Additionally, HR Advanced Course graduates have a service school code that appears on the Officer Summary Report and Officer Data Card. HRCOE has requested service school codes for the Introductory and Intermediate Courses and, upon approval, will send in graduate lists. In the interim, a list of Introductory, Intermediate, and Advanced Course graduates will be provided to Regional Captains and posted on the HR Community of Interest Learning Locker under the Command Qualification section.

If I attended an HRCOE course, how do I sign off the line items the matrix indicates were covered by the course? For each line item covered by the course/matrix, members should write the course acronym, month, and year on the signature line. Example line entry: HRIC Apr 2013. The mentor should verify the correct line items were so noted.

Acronyms for the courses:

HRIC – HR Introductory Course

HRNC – HR Intermediate Course

HRAC – HR Advanced Course

If I attended two HRCOE courses, can I get credit for both courses on the same PQS? No. The course that applies to the PQS is the one that is required for the command level sought. So, for example, a person seeking O5 command will get credit for the Intermediate Course and corresponding line items but not the Intro Course. The PQS is required for each paygrade, so the course will be valid for the corresponding paygrade only. Nevertheless, having the knowledge, the member will likely find it easier to get those line items signed off that were covered by the second course.

Qualifiers

I understand if an HRCOE course attendance waiver is obtained, a CCA expert may sign off corresponding line items in Section 107 – Core Competency Areas. If a member did attend the appropriate HRCOE course but not all Section 107 line items were covered, who can sign off on these line items? CCA experts are the appropriate personnel to sign off on Section 107 line items that were not covered by the course. CCA experts are those who teach/develop HRCOE modules, or those who have a 3 or higher in the third digit of the corresponding AQD. So, for example, someone having a Management AQD with a 3 or higher could sign off items in Section 107.2 – Management CCA.

Is there a list of officers available who are qualified to sign each PQS area? Yes. PERS-4421 sent a list to the Regional Captains of officers who have had command or qualify as a CCA expert. PERS-4421 will send the list out quarterly.

For CDR/CAPT qualifiers, can the individual have been in command as a LCDR but not since and still be considered a qualifier for Major Command PQS? Yes, as long as command was of a commissioned unit and the individual meets the remaining criteria.

Please provide an example of a certified specialist and what he/she may sign off. An Ethics Counselor (often a JAG) may sign off line items in Section 104 – Ethics and Standards of Conduct. A civilian member in an HR Office may sign off line items in Section 107.2.5 – Civilian Personnel Management – which he/she regularly works.

Can the PQS be converted into an electronic format so that it can be digitally signed? We are looking for volunteers who have the skills to make this a reality. If you want to volunteer, please notify the HRCOE at gsbpphrcoe@nps.edu. In the interim, qualifiers may sign and scan/fax pages as necessary.

Oral Board

What are the oral board pre-requisites? Members must:

- have completed all PQS line items other than the oral board
- be wearing or selected for the paygrade of the command level sought

- have forwarded PQS qualification sheets to HRCOE via the Regional Captain by the due date. (For 2013, due date is 30 Aug.)

When will the oral boards take place? At this time, the oral boards are planned for one time a year. Oral boards will take place before the command screening boards. In 2013, the oral boards will be scheduled for 16-20 Sep.

Where will the oral boards take place? Will candidates travel for the boards? Ideally, candidates would take their boards in the same location as the board panel. However, that may not be possible. Therefore, we plan to use no-cost/low-cost means for the oral boards. Video-teleconferencing or webcams may be used in lieu of travel.

Will there be a limited number of oral boards? Again, oral boards are planned for one time a year. During that annual cycle, HRCOE will schedule oral boards for all members who have met the pre-requisites.

Milestone Assignment Process

Will officers who have completed PQS be locked in to command detailing regardless of their preference not to take one of the command billets offered? The milestone assignment process will remain relatively the same, other than the fact that only command-screened officers can be assigned to command. 1200 officers will still get to list their preferences for the billets on the slate; the detailers will then work the slate to fill the billets, discussing options with members as necessary. 1207 officers will continue to inform their detailer of their preferences, and the detailer and FTS chain will make the assignments. 1205 officers will continue to use APPLY for their assignments.

Will the XO/CO continue to be an automatic fleet up, considering the PQS and passing the oral board? OPNAVINST 1412.14 paragraph 5 describes the fleet-up certification requirements. Basically, the CO must certify in writing the XO is ready to assume command; the ISIC must endorse it and send it to the type commander or community leader. For HRs, detailers will only assign command-screened officers to XO/CO fleet-up billets (e.g., Navy Recruiting Districts).