

CHARTER
of the
HUMAN RESOURCES COMMUNITY
EXECUTIVE BOARD,
BOARDS OF DIRECTORS,
and
HR REGION CAPTAINS

1 September 2014

A handwritten signature in cursive script, reading "R. B. Andrews", is written over a horizontal line.

Rear Admiral Annie B. Andrews, HR Community Leader

Purpose and Objectives of the Human Resources Executive Board

Essential to the success of the Navy's Human Resources (HR) Community is a strong community vision, effective mentoring programs, community-wide communications, and sound policies and practices to effectively shape the development of the community and its members. The HR Executive Board (EB) is a team of senior HR officers who assist the HR Community Leader (Active Duty HR Flag Officer) and HR Community Advisor (SELRES HR Flag Officer) to:

- Recommend, guide, and oversee actions and policies that foster community and individual development and expertise
- Provide continuity and visibility of efforts regarding key HR community initiatives, issues, and decisions
- Identify topics requiring community engagement.

To accomplish this, the EB:

- Provides a regular forum for decision-making and coordination between HR Flag Officers and key community functional leads regarding initiatives, issues, and decisions, ensuring continuity across HR leadership
- Ensures consistent direction and common focus among the HR Community Sponsor, HR Community Flag Officers, HR Officer Head Detailer, HR Officer Community Managers, HR Center of Excellence (HRCOE), HR Regional Captains, HR officers, and other concerned stakeholders
- Provides a forum to consider how our community efforts align with and support overall Navy and Manpower, Personnel, Training, and Education provider domain mission needs.

Composition

The HR Community Leader or designated HR Flag Officer representative shall serve as the EB Chair. The EB shall consist of eight members at the Captain or Captain (select) level apportioned as follows:

- 50% or four (4) members representing the Active Component (AC)
- 25% or two (2) members representing the Selected Reserve (SELRES)
- 25% or two (2) members representing the Full Time Support (FTS)

The EB may include up to two additional "at large" members at the invitation of the HR Community Leader. Two EB members - the 1200 designator head detailer and the HRCOE Director - are automatically assigned based on their billets.

Other EB members are selected through an application process. EB membership is reviewed annually to ensure representation is balanced between Board-experienced personnel and new members. As the Board determines the need to change the membership, it will solicit applications from AC, SELRES, and FTS HR officers as necessary. An HR officer interested in an EB vacancy shall respond to this by applying to the EB for membership, and should be ready to serve a two-year tour.

Sitting EB members shall review all applications and make recommendations to the HR Community Leader (via the EB Chair, if so designated) for final review and approval. EB members may be extended for an additional year, up to two times, for a maximum four-year tenure, at the discretion of the HR Community Leader.

Purpose and Objectives of the Boards of Directors

Each of the four Boards of Directors (BoDs) is headed by a Captain, Captain (select), or senior Commander, and represents efforts to focus on one of the four HR Core Competency Areas: Development, Management, Recruiting, and Requirements. Each BoD Lead assumes responsibility for, and provides monthly updates to the EB on, the various initiatives and projects of the competency represented. BoD Leads may also recommend projects based on emerging issues, HR Community Climate Surveys, or other opportunities to improve HR Community/fleet operations.

Composition

Like EB members, BoD Leads are selected through an application process. HR officers interested in a BoD Lead vacancy shall apply to the EB for membership, and should be ready to serve for a two year tour. The EB shall review all applications and make recommendations to the HR Community Leader (via the EB Chair, if so designated) for final review and approval. BoD Leads may be extended for an additional year, up to two times, for a maximum four-year tenure upon recommendation of the EB and at the discretion of the HR Community Leader.

BoD Leads are responsible for their board members, and shall screen and select individuals to serve as supporting members. Participation within the BoDs is open to all community members (any rank and any component).

BoD Leads will relay membership information to the EB annually, or as requested by the EB.

Purpose and Objectives of HR Region Captains

Recognizing the challenges of coordinating the activities of hundreds of active and reserve HR officers serving around the world, HR Region Captains were established to facilitate community-wide communications and initiatives. Region Captains provide quarterly updates to the EB and HR Flag Officers on regional initiatives, accomplishments, and issues. They also play an active role in:

- Connecting new HR officers with mentors
- Maintaining current contact information for HRs in their Region (both active and SELRES) for distributing both general and time-critical community information
- Coordinating or promoting regional events (brown bags, lectures of opportunity)
- Nominating HR officers for the HR Officer in the Spotlight and the HR Junior Officer of the Year
- Implementing the HR Command PQS Program.

Composition

One active duty HR Region Captain (or Captain Select) and one SELRES Deputy Region Captain (or Captain Select) shall be assigned to each of the following regions:*

- MID-ATLANTIC
- MID-WEST
- MILLINGTON
- MONTEREY
- NAVCENT

- NAVEUR/NAVAF
- NAVAL DISTRICT WASHINGTON (NDW)
- NORTHEAST
- NORTHWEST
- SOUTHEAST
- SOUTHWEST
- WESTPAC

*[Note: These regions are not fully aligned with CNIC Navy Regions]

The Reserve Deputy Region Captains essentially have the same responsibilities to the EB and to the HR officers in their region as do the Region Captains, with an emphasis on serving as the expert on all things SELRES. They support the Region Captains in much the same manner that Reserve Deputies support their active duty counterparts throughout the Navy.

HR Region Captains and Deputies are in the best position to know when they will require a relief, and to know who in their region would be a potential relief. Individual Captains/Deputies are responsible for recruiting and recommending a relief and communicating the expected turnover timeline to the EB via the HRCOE Director. Community Leader approval shall be obtained prior to turnover. The HRCOE Director shall maintain the current list of HR Region Captains/Deputies.

HR Region Captains may also appoint assistants from any rank or component to support the administrative duties of the position(s), such as training, PQS program, mentor and sponsor coordination, as they see fit.

Board Meetings and Drumbeats

The following meetings are prescribed:

- The EB shall meet weekly, with additional coordination during the week as required. The EB shall also participate in a monthly executive Drumbeat with HR Flag Officers.
- BoD Leads shall meet internally with their teams as often as needed to effectively manage projects and tasks. They shall also meet with the EB in advance of - and to prepare for - the monthly HR Flag Officer Drumbeat to provide updates on their initiatives.
- Once each quarter, HR Region Captains/Deputies shall dial in to the HR Flag Officer Drumbeat to provide updates on region issues and events and receive an update on BoD projects and community-wide activities. One summary slide outlining their region update will be provided to Director, HRCOE, one week before the drumbeat for distribution to all attendees.

Generally, meetings shall occur virtually via teleconference or VTC. As funds are available, board members may be asked to travel to facilitate face-to-face meetings.

Agendas and read-aheads are encouraged in advance of each meeting. Executive-level read-aheads and slides are expected for all Flag Officer Drumbeats.

Participants shall review the agenda and be prepared to report on assigned information or action items as required. Where a key member is unable to attend, a competent replacement can be present to

discuss assigned action items. However, use of alternate personnel to represent designated team members at meetings is discouraged.

Authority

Under this Charter, EB Members, BoD Leads, and HR Region Captains/Deputies have authority to:

- Represent, direct and coordinate tasking relative to the HR Community ,
- Represent the HR Community position both internal and external to the community,
- Compile and properly store information related to HR Community communications,
- Direct establishment of working groups and other forums as required for development of community recommendations and actions, and
- Direct communications and tasking as required for advancement of community issues and initiatives.

Authorities to amend this Charter, and to approve policies that impact the HR Community as a whole, remain with the HR Community Leader or as specifically delegated.

Funding

There is no central funding mechanism for duties described by this Charter. Funding for travel to and from required face-to-face meetings should be requested from the individual's command.
