

HUMAN RESOURCES COMMAND QUALIFICATION BUSINESS RULES

This document delineates the business rules for the Human Resources (HR) Command Qualification program. It provides details that supplement the information in the Personnel Qualification Standards (PQS) of 13 May 2013.

Qualifiers

Basic Information: See page 5 of the PQS.

Supplemental Information: If a member has attended the appropriate HRCOE course, but the course did not cover all of Section 107 (HR Core Competency Areas), CCA experts must sign off the remaining Section 107 line items. CCA experts are those who generally teach at or develop modules for HRCOE courses or HR officers with at least a 3 in the third digit of the corresponding AQD. For example, someone having a Management AQD with a 3 or higher could sign off items in Section 107.2 (Management CCA).

Human Resources Center of Excellence (HRCOE) Course Completion

Successful Completion: Successful completion of HRCOE courses is defined as attendance at all classes (exceptions to be approved by Director, HRCOE) plus:

For Intro and Advanced – passing written exam with a score of 75% or higher

For Intermediate – timely completion and passing of each homework assignment with a grade of 75% or higher.

Remediation: If a member does not pass the written exam or all homework assignments, he/she must write a one-page paper on each problem area as directed by the Director, HRCOE or module instructor. Paper must receive passing grade of 75% or higher. If not, member must re-write paper until passing grade is obtained.

Course Attendance Waiver: A candidate seeking a course attendance waiver must request same through the Director, HRCOE. A waiver will only be granted in extenuating circumstances. HR officers need to plan accordingly. Decision authority: HR Community Advisor. Appeal authority: HR Community Leader.

Course Grandfathering: Personnel who completed HRCOE courses prior to 2013 will have
Attendance credited (line item 301.1.1)
Line items credited based on course content (see PQS Matrix)
Test waived for Intro and Advanced Courses.

PQS Updates

Basic Information: See page 26 of the PQS.

Oral Board

Those who took the oral board but did not qualify may take another oral board after four months at the next regularly scheduled board.