Navy Human Resources Community

FY17 Action Plan
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Document Purpose

The Action Plan is the operational document for the Navy Human Resources Community Strategic Plan. The purpose of the Action Plan is to identify specific areas of effort in support of the objectives identified in the Strategic Plan. The Action Plan is a living document and will be adjusted throughout the year as changing requirements dictate.

Document Organization

The Action Plan is organized according to the Strategic Plan imperatives and objectives. The action items are identified, along with the cognizant Board of Directors (BoD). The goals and deliverables for each action item are also outlined.

Actions

Update the 2013 – 2017 Navy Human Resources Community Strategic Plan (EB Lead w/ Requirements BoD support and coordination).

The HR Strategic Plan was created to be a dynamic, evolving document. In 2017, we need to review and update the plan to ensure alignment with current Navy, MPT&E and HR objectives. During the review evaluate how we generate and manage the annual action plan and the operational lines of effort that support the execution of it.

Strategic Imperative 1: Lead

Strategic Objective 1.1.: Integrate HR considerations early in development of Navy and Joint initiatives.

Actions

In support of Strategic Objective 1.1, the HR Year in Review, Action item 2.1.2., will reflect HR Community Members' integration across the MPT&E domain.

Strategic Objective 1.2.: Leverage R&D, modeling, and analysis.

Actions

1.2.1. Beta Testing for MPT&E Mobile Applications (Development BoD - new).

Goal(s):
- Provide feedback via a variety of platforms during the development of MPT&E mobile applications.
- Test the user interface aspects of the applications.

Deliverable(s):
- Provide professional HR expertise and feedback to the Navy that is intended to support a well-rounded testing environment for future MPT&E applications.

Strategic Objective 1.3.: Employ Navy HR network to enhance customer support.

Actions

1.3.1. Indexing HR resources generated by CCA (Requirements BoD – new, started mid FY16).

Goal(s):
- Streamline the use of current sites and enhance primary online resources to improve value to HR Total Force.
- Organize the various HR resources already generated or posted on the HRCOE Portal, the HR Community Manager and HR Detailers page on the NPC Website to reduce duplicate information and make finding information more intuitive and user friendly.
- Organize resources to align with CCAs or appropriate professional development topic.
- Identify missing reference materials and training resources that would be vital to a HR Officer's personal and professional development.

Deliverable(s):
- Recommend and implement improvements to organize the HRCOE Portal by CCA, what an officer would need by job category. Advertise and index to make existing resources more readily available.
- Send list of recommendations to the HR Community Manager for reorganization of the HR Community / Detailer site on the NPC website.
- Generate a Quick Poll to determine what products HRs use and or need.

1.3.2. Produce webinars to fulfill the development needs of the HR community not met by formal courses (Development BoD – continuing in sustainment mode).

Goal(s):
- Maintain the quality and currency of our community expertise.
- Provide a readily available library of training materials.
- Utilize Subject Matter Experts as briefers to increase professional development.

Deliverable(s):
- Partner with HRCOE to continue to develop and deliver periodic live webinars.
- Record them to be posted to a learning library.

1.3.3. Execute HR community branding initiative (Recruiting BoD - continuing).

Goal(s):
- Achieve better cohesion internal to HR community.
- Enhance and communicate value of HR community both internally and externally.

Deliverable(s):
- Generate quarterly social media posts (ongoing).
  - Look for additional media opportunities
- Update HR Community Pamphlet (trifold)

1.3.4. Establish HR Network Communications Plan (Requirements BoD - new).

Goal(s):
- Evaluate and update how we distribute and communicate HR Community information, training resources, and professional development.
- Enhance and communicate value of HR community both internally and externally.

Deliverable(s):
- Evaluate Mil-Suite as a possible platform for HR community to enhance their communications network and support.
- Provide a report and overview on Mil-Suites capabilities, strengths and weaknesses.
- Provide a detailed plan and guidance for implementation.

Strategic Imperative 2: Respond

Strategic Objective 2.1.: Deliver HR capabilities that support Navy and Joint execution.

Actions

2.1.1. HR Community Year-in-Review (Management BoD - continuing).

Goal(s):
- Capture community's CY17 involvement and accomplishments in delivery of HR expertise to define, recruit, develop, assign and retain a highly skilled workforce for the Navy and Joint force missions.

Deliverable(s):
- Complete FY16 Year in Review.
- Conduct initial data call.
- Draft outline.
- Refine outline and conduct subsequent data call.
- Submit final HR Community Year in Review publication.

Strategic Objective 2.2.: Assess effectiveness of HR service delivery to the Fleet.

Actions

While there is not a specific BoD project this year directly in support of this initiative, we have HR Officers worldwide in their daily responsibilities working MPT&E programs and initiatives that provide direct service delivery to the fleet. As we review and update the HR strategic plan this year, the EB along with the support of the Requirements BoD will explore opportunities to better assess and gain feedback on the HR community's ability to provide relevant and critical HR support necessary to maintain the Navy's warfighting edge in the current and future complex environments.

Strategic Objective 2.3.: Champion efficiencies in service delivery.

Actions

2.3.1. NRD Command Structure Reorganization. (Recruiting BoD - continuing)

Goal(s):
- Improve process and increase effectiveness in achieving CNP goals.
- Improve opportunity for leadership billets at LCDR/LT levels for 12XX officers.

Deliverable(s):
- Research to compare the current R-OPS/A-OPS department head structure against the former EPO/OPO model to optimize for mission attainment (completed).
- Revise NRC instructions/policies and organizational charts (DIVO construct).
- Devise a plan to identify and grant retroactive credit for officers formerly billeted as AOPS and award DH credit when warranted.

Strategic Imperative 3: Evolve
Strategic Objective 3.1.: Refine and align HR competencies to maximize value for the Navy.

Actions

3.1.1. Interview Techniques for Prospective HR Officers (Development BoD – new).

Goal(s):
- Provide better screening of prospective HR Officers by providing a standardized format and guide for conducting interviews with prospective HR Officers.
- Enable decision makers of new HR officer accessions to help facilitate selection of the best officers for the community.

Deliverable(s):
- Provide HR Guide that outlines standardized guidance and interview questions on how to screen potential HR officers desiring to join the HR Community.

3.1.2. Milestone Billet List Update. (OCM lead/supported by Management BoD - continuing).

Goal(s):
- Provide updated community milestone list that reflects number of billets required for officer development through promotion gates as well as listing expected to provide reasonable stability for four years.

Deliverable(s):
- Collect billet description inputs on any new billets requested for milestone consideration post MPT&E Transformation.
- Brief milestone algorithm and preliminary results update with emphasis on updated milestone crunch list.
- Conduct RS1 and non-RS1 feeder boards as appropriate.
- Brief final results.
- Route updated final comprehensive milestone billet list.

3.1.3. Active Component HR Billet Review (OCM lead/supported by Management BoD – continuing).

Goal(s):
- Enhanced HR workforce structure. Examine opportunities to refine the billet base in an effort to improve alignment to community's core competencies with consideration for officer development. Will include, but not be limited to, looking for greater fleet facing opportunities.

Deliverable(s):
- Complete AC billet description file(completed).
- Brief milestone algorithm and preliminary AC results (completed).
- Identify billets that represent potential excess in CCAs or otherwise evaluated as presenting less developmental value (completed).

- Consult MPT&E Stakeholders.
- Identify non HR billets that present developmental value and align well to balanced billet base.
- Pursue BSO actions to realign billets.

3.1.4. Develop HRCOE Courses Test Bank. (Development BoD –continuing).

Goal(s):
- Improve training through assessment of learning.
- Deliver better prepared officers.

Deliverable(s):
- Partner with HRCOE to develop test question bank for our HR formal courses (completed initial build in FY16/expanded effort in FY17).
- Partner with HRCOE to develop expanded test bank, alternate exams and a system for tracking statistics for enhancing and evaluating learning in HRAC.

3.1.5. HR Officer Job Description and Certification Review (Development BoD - continuing).

Goal(s):
- Develop a defined job description and assess HR certifications for relevancy and applicability. Certifications to review include SHRM, HRCI, those listed in HR-Related Professional Certifications guide, those HR related certifications currently assigned AQDs and any others deemed HR related and worthy of consideration. Define an HR identity for the Navy, and will provide updated guidance on HR certification value.

Deliverable(s):
- Complete HR Officer job descriptions.
- Review and analyze HR Certification Institute certifications for PHR & SPHR (completed).
- Validation determination, particularly for new SHRM certificates.
- Update to HR-Related Professional Certifications handbook.
- Submission paperwork for any additional certifications deemed appropriate for AQD.

3.1.6. Examine CANREC Structure (Recruiting BoD – new).

Goal(s):
- Enhance Accession Command's workforce structure.
- Examine opportunities to refine the billet base to retain recruiting expertise and increase focus on CNR critically undermanned medical specialties.

Deliverable(s):
- Review CANREC Billets for possible changes to OPA, potentially allowing NRDs to retain seasoned LCDR CANRECs.
- Explore Home Town Officer Recruiters, specifically to enhance efforts for critically undermanned reserve medical specialties.

3.1.7. Review HR Command PQS (Development BoD – continuing).

Goal(s):
- Provide an appropriate system to assess HR officer preparedness for command and mastery of HR competencies.

Deliverable(s):
- Conduct a review of other community PQS programs.
- Review conduct of three years of the PQS/Oral Board program (complete).
- Review inputs received from HR Officers regarding the PQS program (completed).
- Develop recommended changes to the PQS and the PQS program.
- Update documents to implement updates.

Strategic Objective 3.2.: Leverage opportunities to integrate the HR community.

Actions

3.2.1. Advance HR Reserve integration (Recruiting BoD - continuing).

Goal(s):
- Develop and implement a strategic communications/training plan to better distribute important community information and training to HR Reserve members.

Deliverable(s):
- Sustain quarterly live webinars scheduled for drill weekend delivery for SELRES (available to all HR officers) to provide greater availability of valuable information during drill time. Partner with HRCOE and CNRFC.

Strategic Objective 3.3.: Foster and develop an optimized HR community workforce.

Actions

3.3.1. Mentoring/onboarding improvement (Recruiting BoD – continuing).

Goal(s):

- Continue to improve the HR community's Mentoring and Onboarding Programs to better meet the needs of HR officers and community by ensuring that regions have tools and program understanding required to accomplish these critical functions.

Deliverable(s):
- Update the HR Career Guide (completed).
- Update the HR Mentoring Guide

3.3.2. HR Leadership Training Development (Development BoD – continuing; based on recommendation from FY15/16 Leadership Training and Developments Analysis).

Goal(s):
- Provide a core HR leadership philosophy and development process for community. Fill identified need for leadership development opportunities. Enhance appreciation for Navy and HR Community core values and attributes.

Deliverable(s):
- Continue to review and stay connected to Navy-wide leadership development efforts.
- Liaise with HR LDCC representative and NR NLEC.
- Create leadership development lessons to be conducted live, via interactive on-line discussion forum. These will fill the gap currently existing between entry level and senior level leadership development and complement any training available from other sources (like NLEC).
- Report the options available to the HR community to align itself with NLEC and bolster the FCLD framework.
- Develop an implementation/execution plan for FY17-18 and develop long-term recommendations to meet CNO guidance.

3.3.3. HR Professional Development Training Course (Development BoD– continuing).

Goal(s):
- Upon completion of this training event attendees will have:
  - Improved understanding of CNO/CNP/HR Community strategic vision and priorities.
  - Insight into Navy MPT&E hot topics, latest updates in policies and processes for MPT&E related strategy.
  - Knowledge and tools needed to contribute individually and collectively to ongoing improvements to the Navy's MPT&E domain processes.

- The connections, relationships and information they gain from this course will allow each attendee to be an even more valuable contributor to their command, the HR community and the personnel readiness of the Navy.
- Build cohesion and professional expertise across all 12XXs.

Deliverable(s):
- Conduct third annual two- day professional development refresher training for all HR Officers across paygrades and designators (14-15 March 2017, NMAWC, San Diego, CA).
- Provide some recertification credit opportunity for those officers who are currently professionally certified.

3.3.4. Services HR Community Comparison (Management BoD – new).

Goal(s):
- Provide insight on how other Services HR communities provide utility at the operational and strategic levels.

Deliverable(s):
- Conduct a detailed review of the other Services HR communities in order to assess parallels and best practices.