



# NAVY CIVIL ENGINEER CORPS CAREER GUIDE

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## PREFACE

### CIVIL ENGINEER CORPS CAREER GUIDE

This publication provides career planning information and guidance for all Civil Engineer Corps (CEC) officers. It contains answers to questions frequently asked of assignments officers (detailers) at the Navy Personnel Command. While no guide can answer every question an officer might have, it does provide enough information to enable officers to become intimately involved in their own career planning and assist senior leaders in counseling their subordinates. Every officer is responsible for the management of their own career and engaging with their chain of command and detailers to help them meet their professional and personal goals.

A CEC officer's career plan should integrate the officer's personal and family desires, career development needs, professional qualifications, and training with the requirements of the service. When properly done, career planning can satisfy both the officer's needs and those of the Navy. An officer's successful career is based on consistently strong performance in jobs which require a spectrum of skills and abilities in a variety of geographic locations; continued professional growth and education; and demonstrated leadership in all situations. Officers should take advantage of every opportunity to further their experience and education in order to make themselves better leaders, officers, and engineers.

This guide was prepared by the Naval Facilities Engineering Command's Total Force Directorate. Recommendations for future topics or changes should be forwarded to the Total Force Directorate.



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## **INTRODUCTION**

Your career as a Naval Officer may span from four to more than thirty years. Career planning, from the Navy's viewpoint, projects an orderly progression of assignments for a specified number of officers to meet the needs of the Navy. For you, career planning in the Navy is integrating your personal desires, needs, qualifications, and training with the requirements of the service. Properly done, career planning can satisfy both your needs and those of the Navy.

The purpose of this career guide is to provide Civil Engineer Corps (CEC) officers of all ranks basic information upon which to plan and evaluate their Naval careers and to aid mentors and senior officers in counseling their subordinates.

This guide is organized to provide a logical approach to career development. The guide addresses several key topics and provides information on additional resources that are helpful in managing a successful career. It addresses career development philosophies, many of which have stayed consistent over the last several decades despite the various roles of a CEC officer supporting dynamic changes within the Fleet. Some of the topics covering career stages and the nature of assignments provide a window into the detailing and promotion processes and speak to the importance of qualifications, training and career milestones.

The CEC continues to provide a vital leadership role in Navy. This publication is intended to assist you in formulating and influencing your career as a Civil Engineer Corps officer.

## **CHAPTER 1: CEC CAREER PLANNING**

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### **THE CIVIL ENGINEER CORPS**

Civil Engineer Corps (CEC) officers are the Department of the Navy's (DON) uniformed professional engineers and architects. They are responsible for executing and managing the planning, design, construction, operation and maintenance of the Navy's shore facilities and oversee some of the most skilled and accomplished members of the construction trades, both military and civilian, on projects that span the globe.

CEC officers assume responsibility and acquire valuable experience early in their careers. Positions are available in facilities management, acquisition, and expeditionary operations. Facilities management and acquisition positions provide outstanding opportunities to work for the Naval Facilities Engineering Command (NAVFAC) and a variety of supported commands, to include Commander Navy Installations Command (CNIC) and Marine Corps Installations Command (MCICOM), in the areas of construction contract management, facilities planning, environmental management, ocean facilities program management, public works and energy management. Expeditionary positions provide challenging Naval Construction Force assignments within units of the Navy Expeditionary Combat Command (NECC): Naval Mobile Construction Battalions (NMCB); Underwater Construction Teams (UCT). Other units with dynamic expeditionary positions include Construction Maintenance Battalion Units (CBMU), Fleet Amphibious Construction Battalions (ACBs) and the Special Warfare Community.

CEC officers work in a variety of locations around the world leading and overseeing military, civilian and contractor personnel. Diverse geographic and workforce experience, along with broad professional competence are critical to a CEC officer's development and there is no typical career pattern for a CEC officer. Ideally, assignments will be made to a succession of jobs that ensure personal and professional development to meet the many challenges of future assignments.

## **CAREER DEVELOPMENT CONSIDERATIONS**

In general there are three broad categories of duty available to a CEC officer: (1) Facilities Management and Acquisition, (2) Expeditionary Operations and (3) Navy/Joint Staff. Each area of duty offers an officer positions of increasing responsibility and authority. As you progress in your naval career, you will find that success in the CEC is a result of sustained superior performance and continuous learning across the three broad categories of duty, while tackling increasingly challenging assignments. The strength of the Corps is founded in our officers' diverse job exposure, rich leadership experiences and unique educational opportunities.

Assignments in each of these categories, along with geographic diversity and increasing levels of responsibility, provide valuable technical experience and leadership opportunities for an officer, while fully meeting and supporting Department of Defense (DoD) and Navy operations. Each job a CEC officer performs should broaden the officer's perspective of how the DoD operates and provides an opportunity to gain the "big picture" of how infrastructure management and expeditionary warfare directly support the Navy's mission.

Training and education are also vital and provide CEC officers with a firm foundation of technical knowledge and problem solving tools and techniques. In some cases specific education may be necessary to qualify for certain subspecialty coded billets needed by the Navy. Continuing education is valued and necessary throughout a naval career to develop well-rounded and diversely qualified officers. Lifelong education is not limited to those programs that result in a degree and can be obtained, for example, through self-study or by Navy and professional association sponsored programs.

Early qualifications are also important and a means of demonstrating and documenting minimum levels of competency and critical skills required for future career progression. Qualifications critical to a CEC Officer's career include warfare qualifications, acquisition community experience and training, professional licensure and functional subspecialties achieved through master's level education.

In navigating a CEC career, officers should adopt a path that gains broad exposure with increasing levels of responsibility in all three billet categories, seek educational opportunities to remain technically relevant and earn qualifications early and at every opportunity. The desired effect is to remain 'promotable' and 'detailable' in order to continuously build upon your skill sets and prepare for more demanding and complex senior leadership positions.

## **CAREER MANAGEMENT**

A successful Civil Engineer Corps career is primarily based on demonstrated strong performance. This performance along with the pursuit of diverse experience and competencies are the foundation to good career management. Career-minded CEC officers should understand the following building blocks and tools for solid career development and management:

### PERFORMANCE

1. Sustained superior performance contributing to supported command mission.
2. Sustained success, effectiveness, and efficiency supporting missions will be reflected in your Fitness Reports and Performance Summary Record (PSR).
3. Most important factor in career success.

### EXPERIENCE

1. Breadth of experience in expeditionary operations, acquisition and contract management, and facilities management expands capacity to serve in more senior leadership positions. Geographic diversity to include overseas duty further provides well rounded and expanded understanding of the Navy and its mission.
2. ENS to LCDR billets: Focus is on vertical growth through expeditionary/NAVFAC leadership positions.
3. Senior grade (CDR and Above) billets: Focus is on expanding your leadership experience in facilities and acquisition, joint/contingency engineering, major command staffs, and ultimately command.

### QUALIFICATIONS

1. Warfare Qualification, specifically Seabee Combat Warfare (SCW)
2. Professional Registration (PE, RA)
3. Acquisition Certification (Level I, II, III) and Defense Acquisition Corps
4. Public Works Certification (Level I, II, III)
5. Graduate Education
6. Joint Professional Military Education (JPME)
7. CEC Command Qualification Program (NAVFACINST 1412.1 Series)

## RECORDS

1. Proactive, routine record review and management is your responsibility.
2. Review the following components of your officer record:
  - Performance Summary Record (PSR) – Part I Officer Summary Record (OSR)
  - Performance Summary Record (PSR) – Part II Officer FITREP Summary
  - Officer Data Card (ODC)
  - Official Military Personnel File (OMPF)
  - Electronic Service Record (ESR)
3. Ensure FITREP continuity, qualifications, training, and awards are properly recorded.
4. Promptly address discrepancies and follow up to ensure corrections are reflected in your record.
5. Official records are at the Navy Personnel Command (NPC).

## MENTORSHIP

1. Mentorship is a vital component of both your professional and personal development.
2. Actively seek mentorship throughout your career.
3. Provide mentorship as you progress in rank and experience.

## **CAREER STAGES**

### Tactical / Developmental – Ensigns, Lieutenants Junior Grade and Lieutenants (O1-O3)

During this stage of an officer's career, the officer develops an understanding of how the Navy and DoD are organized and how CEC officers are aligned to support them at the tactical level. Officers serve as front line leaders and supervisors and begin to hone leadership and management skills through interaction and responsibility with and for military, civilian and contractor employees. Officers also develop foundational engineer-related experience and business acumen that spans operational and ashore assignments. Critical to this stage of a CEC career is to maximize professional development through sequential assignments to each of the billet types to obtain public works, construction/facilities contract management and expeditionary competencies. Specialization in one type of duty is not desired nor normally permitted. Officers also begin to establish mentor-protégé relationships and develop their professional reputation and network.

### Operational – Lieutenant Commanders and Commanders (O4-O5)

In this stage, officers employ their postgraduate education and junior officer experience to refine their engineering, leadership and management acumen and become facilities management and

engineering experts. These officers begin to occupy key leadership positions such as FEAD Directors, NMCB Executive and Operations Officers, Public Works Officers and Commanding Officers. They are expected to incorporate creativity as they leverage their expertise to generate efficiencies across the Navy and DoD. Officers enhance their experience base with both Fleet policy and shore experience in key staff billets at CNIC, OPNAV and various major commands. Top performers further solidify their professional reputation and nurture mentor-protégé relationships and professional networks.

#### Strategic / Policy / Command – Commanders and Captains (O5-O6)

Senior officers develop strategy and policy and lead large organizations. They are relied on by Navy senior leadership to understand relationships across DoD, DON, and federal agencies to fulfill the Navy’s mission and to drive efficiencies. The Navy’s senior leadership further expects these officers to leverage their professional connections and reputations to overcome obstacles and find mutually beneficial solutions in an environment of acute resource competition. These officers benefit from career networking and long term mentor-protégé relationships to build successful teams.

#### Executive – Flag Officers and Senior Captains (O6-Above)

These are the most seasoned and respected officers in the Civil Engineer Corps. These officers work directly with Navy and DoD senior leaders to develop and execute the Department of Defense’s strategy. These officers understand the importance of horizontal integration of capabilities at strategic, operational, and tactical levels and are able to negotiate and implement related workforce and systems solutions across services and agencies. They are broad minded, innovative officers who understand when change is necessary to remain relevant.

### **NATURE OF ASSIGNMENTS**

It is clear that there is no single, ideal career path that guarantees success in the CEC. Consistent reviews of the career paths of accomplished senior CEC leaders validates this. A successful career is built on demonstrated performance in a variety of billets that provide increasing responsibility, experience, challenge, and opportunities to lead. Other factors such as geographic diversity, the ability to break out in competition, and independent leadership opportunities are important attributes of career planning and should be sought. Each of the three broad categories of duty offer CEC officers ample opportunity for growth through increasing responsibility, accountability and authority. Ideally assignments will be made to a succession of jobs that rotate

among the basic specialties so that by the fifteenth year, a career officer should have worked in all areas to have a broad base of experience.

Beginning at around the O4 level, challenging duty in a Washington, D.C. staff billet should also be considered as an important opportunity. The nation's capitol remains the Armed Forces focal point with headquarters for OSD, SECNAV and each of the military services. Experience at this level with policy development and the Planning, Programming, Budgeting and Execution (PPBE) system are important in our most senior leadership positions and it is therefore wise to seek a tour in Washington, DC at the earliest opportunity

As you become more senior, certainly one of the major steps in the career of any officer in the military service is the opportunity to command a unit or activity. Every CEC officer should aspire to command. Command tours are unquestionably beneficial in the professional progression to our most senior positions and Flag. However, due to limited command opportunity, having O4 or O5 command is not a prerequisite for subsequent jobs, senior leadership positions or O6 command where the CEC has more command opportunities. While holding early command is noteworthy, the CEC has some numerous important and rewarding leadership opportunities ahead for officers in a myriad of areas such as PWO and senior FEC leadership positions. Gaining expeditionary experience in any expeditionary unit as an O4 and/or O5 is also beneficial. Jobs at those levels in an expeditionary command tend to be challenging, operationally-focused and provide good leadership opportunities.

In summary, there are a multitude of opportunities and jobs in a CEC career and there is no magic formula that leads to success beyond sustained superior performance. The key is to have as much diversity and breadth as possible. Critical to advocating for and planning your assignments is to talk to your senior leadership, mentors and detailers about your career and the options available to you. Think about the knowledge, skills, and experience you need the most, and talk to these leaders, mentors and detailers about what jobs will give you that training and experience. Finally, take the most challenging jobs available and do a great job at them.

## CIVIL ENGINEER CORPS CAREER PROGRESSION

The following chart shows general career progression and the types of jobs a CEC officer would have throughout a career.

		ENS	LTJG	LT	LCDR	CDR	CAPT
<b>QUALS</b>	<b>WARFARE QUALIFICATION</b>	SCW					
	<b>PUBLIC WORKS ATTAINMENT</b>	Lvl 1		Lvl 2		Lvl 3	
	<b>ACQUISITION ATTAINMENT</b>	Lvl 1			Lvl 2/DAC		Lvl 3
	<b>PROFESSIONAL/TECHNICAL</b>	EIT/NCARB			PE/RA, MS/MBA		
	<b>SUPPLEMENTARY EDUCATION</b>				JPME 1		AMP, JPME 2
<b>ASSIGNMENTS</b>	<b>EXPEDITIONARY</b>	NMCB/ACB Plt Cdr, Det AOIC Ast CO Cdr		NMCB/ACB Co Cdr CBMU/UCT XO PEP/MEF/EOD NSW/GSA NCR/NCG/NECC	NMCB S3/S7/XO CBMU/UCT CO NSW/GSA NCR/NCG/NECC Staff ACB S7	NMCB/NCTC CO NCR/NCG CSO ACB XO/S3 NSW/GSA NCR/NCG/NECC Staff	CDRE NCR/NCG ACB CO NCR/NCG/NECC Staff
	<b>FACILITIES MANAGEMENT &amp; ACQUISITION</b>	PWD/ROICC Project Eng, Construction Mgr, APWO		FEC/PWD/ROICC Production, FEAD, APWO	FEC/PWD/ROICC AOPS, ARE, FEAD, PWO	FEC OPS, XO, CO	
	<b>STAFF/INDEPENDENT DUTY</b>		BUMED USMC PW Stf Fac Mgr	CECOS/USNA Instructor, Accessions Officer, Flag Aide/Executive Asst Detailer, WHMO, VP Residence, NSU Camp David, USMC PW, BUMED, Stf Fac Mgr		Joint Staff, CNIC, OPNAV, ASN Stf Fac Mgr	



## OCEAN FACILITIES PROGRAM

The NAVFAC Ocean Facilities Program (OFP) supports the Navy's ocean facilities infrastructure and provides the required technical expertise for ocean facilities programs and systems. Officers interested in applying for the OFP must satisfy the requirements prescribed in MILPERSMAN 1210-310. Upon being selected for the program, officers will complete an 18-month graduate program for the ocean engineering subspecialty code (1103P) followed by six months of diving officer training at Naval Diving and Salvage Training Center in Panama City, Florida.

Following graduate school and dive school, the initial OFP developmental tour as a Lieutenant focuses on waterfront/ocean facility construction project management and diving skills at an Underwater Construction Team (UCT), NAVFAC Engineering and Expeditionary Warfare Center (EXWC), or a facilities dive locker. Following a mainstream CEC tour, most OFP officers return for an intermediate tour as a Lieutenant Commander within other Navy Systems Command (SYSCOM) program offices and/or as a UCT Commanding Officer. OFP officers typically serve two OFP tours to gain the needed experience and skills that will ultimately enable them to support critical senior officer billets at NAVSEA PMS-485 (Maritime Surveillance Systems Program Office) and Research and Development Support Activity (RDSA).

OFP officers must keep an awareness of their CEC billet diversity and maintain a proper balance between OFP assignments and other traditional CEC facilities management assignments. The experience and knowledge that they obtained from these traditional CEC assignments is necessary to ensure well rounded professional development, competitiveness with peers and detailability as a senior CEC officer.

## **CEC LIMITED DUTY OFFICERS (LDO) AND CHIEF WARRANT OFFICERS (CWO)**

CEC Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) are two separate prior enlisted communities that have historically provided the Navy and CEC with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. The LDO and CWO communities make up 10% of Naval officers and 5% of CEC officers. Recent Naval Construction Force (NCF) billet reductions inhibit the ability to maintain both CEC LDO and CWO designators as healthy communities. In order to promote and sustain a prior enlisted community, the CEC has elected to phase out the CWO program and convert CWO officers and billets to the LDO community. The LDO program will continue to provide the opportunity for outstanding enlisted personnel to compete for a commission.

Limited Duty Officers (LDOs) - As officer technical managers of the line or staff corps, LDOs progressively advance within broad technical fields related to their former enlisted ratings. They fill leadership positions at the Ensign through Captain levels that require technical background and skills not attainable through normal development within other officer designators. LDOs serve as, but are not limited to serving as, division officers, department heads, OICs, XOs and COs, ashore or afloat.

Chief Warrant Officers (CWOs) - As of FY14 the CEC no longer pursues CWO (designator 7530) accessions, but has not formally disestablished the CWO designator. Current CWO2s and CWO3s will be offered the opportunity to either convert to CEC LDO (designator 6530) ENS / LTJG / LT, or continue to serve as a CWO until retirement. Promotion opportunity will continue for CWO's choosing not to convert or who are ineligible to convert. A multi-year phased conversion of CWO billets to LDO billets will ensure a viable CWO career path is maintained during the transition period and that current CWOs will continue to serve as technical experts.

### ***ASSIGNMENTS***

Generally all tours will focus on expeditionary missions, primarily within operational and supporting units. LDO billets focus predominantly on training as careers progress. LDOs plan, coordinate and direct the technical/operational training and administrative responsibilities of expeditionary units. CWO billets focus on technical operations, equipment management, and training. The first tour objective of these two officer programs is to gain officer experience and complete the warfare qualification process. The following charts show a typical career path for an LDO / CWO.

## Typical CEC LDO Career Path

	<b>SCW Officer</b>						
	<b>AC1 / Contingency ACQ</b>						
	<b>Bachelor's Degree</b>			<b>Masters in Management</b>	<b>AMP</b>	<b>ETP</b>	
	<b>ENS</b>	<b>LTJG</b>	<b>LT</b>	<b>LCDR</b>	<b>CDR</b>	<b>CAPT</b>	
<b>Expeditionary</b>	NMCB ACB	RNMCB CBMU S3	NCR RNCR DEVGRU	CBMU CO NMCB- AD6/S7	NCR CSO		<b>Expeditionary</b>
<b>Facilities &amp; Expeditionary Support</b>		NSWG	NSWG - CSSD EOD -CSST CNSWC				<b>Facilities &amp; Expeditionary Support</b>
<b>Staff &amp; Training</b>		NCTC Dive Schl OIC	NCG CSFE CSFE DetOIC	NCTC XO NCG R7	NCTC CO NECC	NECC N43	<b>Staff &amp; Training</b>

## Typical CEC CWO Career Path

	<b>SCW Officer</b>					
	<b>Contingency ACQ</b>					
	<b>CWO2</b>	<b>CWO3</b>	<b>CWO4</b>	<b>CWO5</b>		
<b>Expeditionary</b>	NMC B ACB	CBMU S7 RNMCB S7A UCT S3 NCR OCEAN OPS	RNMCB S7A		<b>Expeditionary</b>	
<b>Facilities &amp; Expeditionary Support</b>	EOD UNITS NMCB NSWG	NSWG-CSSD EOD-CSST	NSWG CSSD		<b>Facilities &amp; Expeditionary Support</b>	
<b>Staff &amp; Training</b>		Dive Schl OIC NCG NCTC CSFE	NCG R43 Dive Schl OIC NCTC OPS CECOS/CSFE	NECC N43	<b>Staff &amp; Training</b>	

## CHAPTER 2: THE DETAILING PROCESS

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### HOW IT WORKS

Detailing consists of carefully balancing three critical elements: personal desires, individual career development and the Navy's mission. These elements, commonly referred to as the detailing triad, are not always in harmony. Synchronization can be a challenging and emotional event. Understanding how the process works is instrumental in making the right decision for your career.



The Navy Personnel Command (NPC) organization is designed to help facilitate the proper mix of each triad component by separating assignment and placement officer functions. Detailers are the officer's advocates. They match each officer's desires/requirements with the needs of the Navy (posted billets) and propose them electronically into the Officer Assignment Information System (OAIS). Placement Officers serve as the command's advocate. They review and control activity manning levels, interface directly with commands under their purview for all their officer requirements and post billets which need to be filled. Detailers control and adjust PRDs while Placement Officers control and adjust Availability Dates (the earliest date at which the Commanding Officer has made a constituent available for transfer).

The detailing process begins by identifying a requirement, usually caused by a projected transfer of an incumbent or the establishment of a new billet. Detailers try to fill this requirement with one of their constituents who have a projected rotation date near the required fill date.

The detailing process usually starts 12 months in advance of an officer's PRD. At the 12 month point, detailing input should be provided to your Detailer. Detailing input should include both billet and geographic diversity to provide options to the Detailer for potential future assignments. The normal assignment process sequencing is to satisfy the Individual Augmentation (IA) / GWOT Support Assignment (GSA), sea duty, and overseas details before CONUS assignments. To maintain flexibility in assignments and conserve Permanent Change of Station (PCS) funds, a detailing "window" is utilized. This window starts one to two months before PRD and ends one to two months after the PRD. This 3-4-month "window" makes more officers and billets available at a given time and allows for greater selectivity. The detail is firmed up 4 to 6 months before the rotation date. NPC's goal is to provide written orders 3 to 6 months prior to detachment.

Several factors can impact a detailing decision: personal desires, professional needs, experience or qualifications, command input, operational needs, billet availability, and PCS constraints. The decision regarding what is next for you reflects the detailer's best effort to balance all these factors. Detailing slates for all command assignments and O5s and above are reviewed by the CEC Flags and approved by the Chief of Civil Engineers.

### ***PREFERENCES***

The CEC is a small community and one that strives to emphasize a personal touch in balancing both the requirements of commands and the officer's professional development and preferences. Consequently, care and effort should be taken to ensure an up-to-date and realistic set of preferences. Communication is the primary catalyst for an effective detail. Communicating your preferences and goals early in the process to the detailer is critical. Ensure your preferences are current and keep in touch with your detailer throughout the process. The best practice is to submit a preference email annually and any time there is a significant change in your preference for an operational or overseas assignment, postgraduate education or other relevant information. Many situations arise in the career development and detailing functions that may require you to share personal information to ensure your life and career are best balanced.

### ***PROFESSIONAL DEVELOPMENT***

Detailers strive to ensure an assignment provides the requisite challenges and experience necessary for continued professional development. As mentioned several times in this publication, there are no strict career paths. The diverse background of CEC officers and the varied opportunities available to them require detailers to recognize that professional development differs from one officer to the next. Discussions with your mentors, chain of

command and detailers in assessing your existing skill sets and gaps along with comparison of duties with peers and seniors are a good place to start in this critical evaluation.

### ***EXPERIENCE***

Officer records are reviewed to examine officers' past tours to determine experience, special qualifications and previous performance. The importance of attaining superior professional performance in all jobs cannot be overemphasized. Assignments to key Senior Officer billets is not merely based on whether "all the right tickets" have been accomplished. While having the appropriate experience is important, sustained superior performance is by far the most important factor in determining future promotions and detailing to highly sought after assignments such as postgraduate education, service schools and command.

### ***PCS CONSTRAINTS***

Officer tour lengths are established using Secretary of Defense (OSD) policy, needs of the Navy, professional career development, and desires of the individual. Here are some terms that can help clarify tour length and obligated service requirements:

1. Time on Station (TOS) is defined as the period served in the same geographical area. It differs from an activity tour in that time on station may be satisfied by one or more activity tours in the same geographical area. TOS applies specifically to concurrent CONUS shore tours. As with billets themselves, requirements for transferring to a follow-on shore tour in another geographic area will be determined by service financial constraints, support requirements, individual skills, needs of the Navy and personal preferences. All officers must serve 36 months in the same geographic area prior to transferring under-funded PCS orders to a follow-on shore tour in a different geographic locale. Common exceptions to the 36-month time on station requirements include: sea duty or overseas transfers, command assignments, joint duty and duty under instruction.
2. Retainability applies to all transfers. It ensures that an officer has the capability to complete prescribed tour length requirements. An officer must meet retainability requirements to receive orders. This retainability factor is of interest to both junior and senior officers who may find themselves extending beyond their service obligation date just to accept a set of PCS orders. Retainability has no waivers or exceptions. Current requirements are:

- CONUS sea or shore to CONUS shore – 2 years
- CONUS sea or shore to CONUS sea – 1 year
- To overseas shore – Depends on location and if accompanied
- To overseas sea – Full OSD prescribed tour length
- Overseas to CONUS – 1 year (6 months if from unaccompanied tour).

3. Minimum Tour for Separation (MTS) is activated when an officer accepts orders. This is the minimum specified time an officer shall complete at the new duty station before being allowed to retire or separate. MTS requirements are the same as retainability periods.

Additional detailing tools and career management information can be found on the CEC detailer website.

## CHAPTER 3: THE BOARD PROCESS

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### *THE BOARD MYSTIQUE*

One of the "mysteries" of the Navy is how promotion boards work. In actuality, it is not a mystery, nor is it intended to be. Promotion board presidents often write about their board observations and their articles are published in ALL HANDS, CEC Monthly Newsletter, and other Navy related professional periodicals. SECNAVIST 1412.8 is the governing instruction and additional information can be found at on the NPC [Active Duty Officer Promotions](#) website.

### *A COMPARISON: STATUTORY VS ADMINISTRATIVE VS SCREEN BOARDS*

Statutory boards include promotion, selective early retirement (SERB), and the various continuation boards. Statutory boards are governed by law, primarily Title 10 of the U.S. Code, and are convened by SECNAV. Statutory board results are approved by the President, Senate Armed Services Committee (SASC), or Secretary of Defense (SECDEF). Membership on statutory boards is set by statute and SECNAVINST 1401.3A. This instruction is very specific as to designator mix and pay grade for those serving as members and recorders on each specific board.

In addition to statutory selection boards, there are numerous administrative selection boards, to include: Defense Acquisition Corps, LDO/Chief Warrant Officer (CWO), In-service Procurement, and Lateral Transfer/Redesignation selection boards. Administrative boards are governed by instruction or policy and may be convened by Secretary of the Navy (SECNAV), the Chief of Naval Personnel (CNP), or other designated authority depending on the board. Administrative boards are approved by the approving authority for the specific board. Membership requirements for administrative boards are determined by the board sponsor. Unlike statutory boards, consideration by most administrative boards is not automatic and must be requested by the officer.

Finally, screen boards usually occur automatically at certain points in an officer's career and may require an application in order to be considered. Policies and procedures are set forth by the community. Civil Engineer Corps screen boards include Command screen boards and Graduate School controlled enrollment.

### *STATUTORY BOARDS - PROMOTION BOARDS*

Any discussion about the promotion system and its relationship to the officer would be incomplete without some knowledge of your position on the Navy active duty list and how it is

determined. Your position is a function of the year you were commissioned (Year Group) and lineal standing within the Year Group.

A Year Group is an administrative grouping of officers for promotion and strength management purposes. It is generally indicative of the fiscal year in which an officer was commissioned and represents all officers commissioned with a date of commissioning within a fiscal year. Within a Year Group, an officer's seniority is based upon a number of factors to include: current grade, date of commissioning, date of rank, percentile rank if graduating from USNA or NROTC, date of birth, and alphabetically by last name. Year Groups do not determine when an officer will zone for promotion, as officers are placed in promotion zones based on vacancies and their relative seniority, instead of by year group. Promotions to the next grade do not change an officer's initial year group; however, an individual's lineal number, or precedence, is recalculated upon each promotion.

#### Promotion Zones:

While every officer is interested in promotions, certainly interest reaches its peak when an officer will next be in a promotion zone. The frequent question, "When will I be in zone for promotion?" is not easily answered. Promotion zones are established annually by the Secretary of the Navy based upon the needs (or requirements) of the CEC and are promulgated via a NAVADMIN in the December timeframe. Included in the message are the date the board will convene for each rank, the senior in-zone, junior in-zone, and junior eligible officer. The in-zone officers are all officers with lineal numbers that are between the listed senior and junior in-zone officer. All officers between the junior eligible and the junior in-zone officer are considered below zone and they are eligible for promotion. Officers can locate their lineal number on their Officer Data Card (ODC).

All fully qualified ENS and LTJG's are selected for promotion upon two years and four years of commissioned service, respectively. Control grade officer promotions for LCDR, CDR, and CAPT are selected via annual statutory promotion boards. For control grade selection boards all officers are required to receive an in-zone consideration and at least one below zone consideration, which could be up to two years prior to their projected in-zone look. Officers who fail to select (FOS) are considered above zone on the next year's board.

The number of in-zone officers and opportunity (promotion percentage) for advancement is calculated each year, and is ultimately based on the number of vacancies available to promote into at each rank. Since the number of promotions is strictly based on fill to vacancy

requirements, the number of selections is dynamic from one year to the next depending on the number of authorized billets and gains / losses in officer inventory at that rank. Once the number of selections required for the next fiscal year is determined, the promotion zones are calculated to meet Defense Officer Personnel Management Act of 1980 (DOPMA), which sets forth the following guidelines:

<b>Grade</b>	<b>LAW/DOPMA</b> (10 USC §623)	<b>DoD</b> (DODI 1320.14)		<b>Navy</b> (SECNAVINST 1420.1B)	
		<b>OPP *</b>	<b>TIMING</b>	<b>OPP</b>	<b>Flowpoint</b>
<b>CAPT</b>	<b>“Relatively similar opportunity for promotion in each of the next five years”</b>	<b>50%</b>	<b>21-23 yrs</b>	<b>40-60%</b>	<b>21-23 yrs</b>
<b>CDR</b>		<b>70%</b>	<b>15-17 yrs</b>	<b>60-80%</b>	<b>15-17 yrs</b>
<b>LCDR</b>		<b>80%</b>	<b>9-11 yrs</b>	<b>70-90%</b>	<b>9-11 yrs</b>
<b>LT</b>		<b>AFQ**</b>	<b>3.5 yrs</b>	<b>AFQ**</b>	<b>4 yrs</b>
<b>LTJG</b>		<b>AFQ**</b>	<b>1.5 yrs</b>	<b>AFQ**</b>	<b>2 yrs</b>

\*OPP – Opportunity (promotion percentage)

\*\* AFQ – All Fully Qualified

The law requires that promotion opportunity remain relatively similar from year to year; however, it may change depending on the years of commissioned service of the officers coming into zone. The guideline for the flowpoint, which is calculated as the amount of time from commissioning to actual promotion for the given rank, is set forth in the table above. Opportunity is adjusted to ensure flowpoint requirements are maintained, yet must also meet the guidelines set forth by DOPMA. Ultimately it is the flowpoint requirements which drive the opportunity, which in turn dictate the size of the zone and how many officers are considered in a given year. As opportunity increases the size of the zone shrinks and the flow point increases. Henceforth, as opportunity decreases more officers are considered in-zone and flowpoint decreases. Therefore, the promotion plan is utilized to ensure that officers with the requisite amount of experience are considered for promotion given the availability of billets for them to fill in the fiscal year in which they will be promoted.

Officers can check the most current [CEC Precedence List](#) using the following link on the CEC Detailer’s website (<https://portal.navfac.navy.mil/portal/page/portal/cec/ocm>) to see when they will be in zone. Don’t get caught off-guard; KNOW YOUR ZONE!

### Convening the Board:

Promotion boards are convened by the Secretary of the Navy (SECNAV) as authorized by statute. SECNAV provides (via NAVADMIN) the board schedule and promotion zones at least 30 days before the first scheduled convening date for selection boards of the next fiscal year.

### Corresponding with the Board:

Although the recorders check for current and complete fitness reports, they cannot update or contact an individual officer if there is any missing information / documentation. Therefore, it is incumbent upon the member to make sure the board has your complete and accurate record **SIX MONTHS** before a board convenes. You should check your Officer Data Card (ODC) for missing data (awards, education, AQDs, Schools and Training) and your Performance Summary Report (PSR) for any break in FITREP date continuity via the BUPERS Online Website. Documents missing, such as fitness reports, awards, etc., any corrections or other items the eligible officer desires to address should be forwarded to the NPC Customer Service Center via a letter to the president of the selection board. This written communication, defined as a letter to the board president and signed by the eligible officer, may call the board's attention to any matter that the officer considers important. Correspondence must be received by Navy Personnel Command (NAVPERSCOM), Customer Relations Management Department (PERS-1) not later than 2359 on the day prior to the board convening date. The most up to date information for sending in correspondence to the board can be found in MILPERSMAN 1420-010.

### The Selection Board Construct:

Once the Promotion Plan is approved, it becomes the responsibility of the selection board to implement. The Secretary of the Navy, in addition to approving the Promotion Plan, is charged with the responsibility of appointing and convening statutory selection boards, those required by law. Selection boards that consider Civil Engineer Corps officers for promotion to the grade of Lieutenant Commander through Captain are composed of at least five members. Each member of a selection board must be senior to all officers considered by the board. Boards considering limited duty officers for selection must have at least one limited duty officer board member.

Given the guidance in the precept, convening order, and the SECNAV approved community brief, the Selection Board meets to select the "best and most fully qualified" officers for promotion to the next rank. There is no limitation to the length of time a board may take to complete its deliberations, although most boards for the Civil Engineer Corps last between two - four days. Members know they are dealing with officers' careers, and complete their duties with the utmost respect for the process.

### The Precept and Community Brief – “The Rules of the Road”:

The board's official status is set forth in the precept from the Secretary of the Navy. The precept specifies the number of officers the board must select and defines the board's legal duties. The Secretary of the Navy also specifies the maximum number of officers that may be selected from below the promotion zone. No limit is placed on the number of above zone selections.

The precept is a document, signed by the convening authority and directed to the president of the board, giving guidance to the board regarding the criteria upon which their selections should be based. The board also utilizes the SECNAV approved community brief as guidance. The community brief is approved by the community sponsor, which is the Chief of Civil Engineers for the CEC. Sources of information about an officer allowed for consideration by a statutory board are the following:

- Official Electronic Files – contains fitness reports, official photo, personal awards, and other matters of official record. Performance Summary Record (PSR) / Officer Summary Record (OSR) – career resume containing a summary of official electronic information.
- Correspondence – the officer submits to the board about his/her record.

No information other than what is listed above is allowed to be discussed or presented before a board.

### Eligible List of Officers:

Along with the precept, the board is furnished a list of officers, in precedence sequence, to be considered for promotions. The list consists of those officers who are in the promotion zone, the above-zone officers, previous non-selectees who may be selected for promotion to the grade being considered, and those below zone. Below-zone selection is limited to 10% of the primary zone. For example, if there are 100 officers in the primary zone with an 80% promotion opportunity, there will be a maximum of 80 officers selected for promotion. If there are eight officers selected below promotion zone, and eight selected above zone, the actual in-zone promotion opportunity is reduced to 64 of the 100 in zone. Stated another way, the actual in-zone promotion opportunity is 64 percent.

The electronic file of each candidate is reviewed separately by assigned board members, whether in-zone, above-zone, or below-zone. Each above-zone and in-zone officer's record will be briefed by at least one of the board members to the rest of the board in the “tank”.

In the “TANK”:

After the records review phase, the board moves on to the next step, the selection phase. For this phase, most boards move into a room called the “tank” (a private, theater-like room where all the members discuss and vote on candidates). The annotated PSRs/OSRs are projected onto large screens in the tank and the board member who reviewed a particular candidate’s file briefs the record. The board, using the precept as guidance, recommends, within the numbers authorized, those candidates it considers “best and most fully qualified” for selection.

After the briefing officer has discussed the candidate and all questions have been asked and answered, each member uses a “secret ballot” computer keypad to vote a confidence level for the selection of the candidate. Each member can vote either 100% (the member is 100 percent sure the candidate should be selected), 75%, 50%, 25%, or 0% (the candidate should not be selected). After all the votes are cast, a computer in the tank computes an overall confidence rating, which is then displayed as a percentage on a monitor for all the board members to see. The confidence rating of each candidate is recorded and then ranked after all the records have been reviewed and a scattergram is produced. The board president then selects a number of the records from the top scorers to be “tentatively selected”. The president will propose this selection as a motion to the entire board. The board will either vote on the motion or members will offer counterproposals. Whichever proposal is accepted, it is accepted by a **majority vote** of all members. This same scenario is repeated when the board attempts to determine which number of the bottom scoring candidates should be “dropped from further consideration”. All the candidates between the “selected” and “dropped” scores -- those in the “crunch” -- are then reviewed and briefed by a different board member in a separate tank session. Each candidate receives another confidence rating and the process starts over again. Several tank sessions are usually required before the board determines the candidates best qualified for promotion.

Statutory Board Results – The Promotion List:

After the board completes its deliberations and votes to confirm the tentative selections, the board then provides a select list to SECNAV for approval. A select ALNAV message is then released (usually five to eight weeks after the board adjourns). Results will also be available on BUPERS Online. The promotion phasing plan will show when O4/O5/O6 selectees will be promoted throughout the year. For those officers selected to LCDR and above, Senate confirmation is required before promotion. **Frothing IS NOT authorized unless specified.**

## STATUTORY BOARD RESULTS APPROVAL PROCESS

STEPS IN THE CHAIN	REVIEWING OFFICIAL ACTION
CNP	Review board results, recommend nomination or deferral* for officers.
Judge Advocate General	Review board reports for legality of process, review and comment on any cases of special interest.
VCNO/CNO	Review board reports and recommendations made by the CNP; provide additional comment / recommendations, if appropriate.
SECNAV	Approve & forward the recommendations for nomination to the Secretary of Defense. Defer recommendations for nomination as deemed appropriate.
Joint Chiefs of Staff	Review board report for compliance with Joint Officer Management statutes (Lieutenant Commander and above only).
OSD	Approve board results. This is the final step for Lieutenant boards. The ALNAV announcing selection is released after OSD approval. For Lieutenant Commander through Captain boards, forward recommendation to the president to nominate officers for promotion.
President of United States	Nominates the officers for Senate confirmation.
Senate	Confirms the nomination of officers to effect promotion.

\* If an officer's name is deferred from the nomination process, he/she will be informed of the action as soon as the selection list is announced. The officer will be afforded an opportunity to comment on the circumstances in question before a final decision regarding nomination for promotion is reached.

## CHAPTER 4: TRAINING, EDUCATION AND QUALIFICATIONS

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The primary goal of any education and training program is to enhance the mission, purpose, and goals of the organization. Education and training accelerate the process of gaining experience and also provide for the development of each officer's full potential and the opportunity for advancement.

The Civil Engineer Corps trains and educates its officers based on a continuum of education and experience. This approach is a career long process that ensures the CEC is comprised of highly knowledgeable and versatile officers, fully capable of supporting both military installations and operational warfighters. It includes a mix of job-specific training, formal education and experience that yields officers with warfare qualifications, certifications, diplomas and practical experience. Joint education, internships, training with industry and advanced degree opportunities serve to enhance the principal and complementary capabilities of our officers.

Completing different aspects of the continuum of professional development at the right time in a CEC officer's career can be a challenging task. This chapter will assist in better understanding each requirement and will show the ideal time in a career to take a course, gain a skill, etc. Training, education, and qualifications, coupled with related job experience, are fundamental to our success and will continue to keep our officers relevant in a DoD environment that is continually more resource constrained.

[Appendix A](#), the Civil Engineer Corps Officer Training Plan, shows the complete listing of training, education and qualifications that CEC officers should complete to have a successful career.

[Appendix B](#), the CEC Training Course Listing, is a catalog of all courses that CEC officers should strive to complete. The listing shows the course title, provider, delivery method and duration.

Appendices A and B are designed to be used in concert to formulate individual training plans.

## **WARFARE QUALIFICATION**

The Seabee Combat Warfare (SCW) Officer qualification program was approved in March 1992 and qualification criteria include completion of Non-Resident Training Courses, Common Core SCW Personnel Qualification Standards (PQS), Unit Specific PQS, and NCF Officer PQS. Upon final approval by the Commanding Officer, the officer is authorized to wear the SCW Officer breast insignia. Detailed guidance can be found in NAVFACINST 1410.1 series.

While assigned to a qualifying unit, Naval Mobile Construction Battalions, Amphibious Construction Battalions, Underwater Construction Teams, or Construction Battalion Maintenance Units, CEC officers have the opportunity to earn their Seabee Combat Warfare Officer qualification. The qualification program enhances an individual's knowledge and understanding of contingency operations, expeditionary construction, weapons systems and defensive combat operations. Upon completion of a successful operational tour, CEC officers return to facilities and staff assignments and are able to speak intelligently on Naval Construction Force capabilities.

Officers with less than six years of commissioned service who fail to obtain a warfare qualification while serving in a qualifying unit will be referred to the Probationary Officer Continuation and Redesignation (POCR) board.

## **PROFESSIONAL REGISTRATION AND LICENSURE**

Professional licensure, whether it is registration as a Professional Engineer (PE) or a Registered Architect (RA), denotes a certain level of professional knowledge and experience and gives the CEC credibility as the Navy's facilities engineers. Professional registration can also be a factor in the assignment of officers to key billets and programs due to it being a prerequisite in participating on certain Architect-Engineer selection and negotiation boards. Professional licensure is strongly considered by all selection boards and becomes increasingly important as each officer becomes more senior. Officers should strive to earn their PE or RA at the earliest opportunity.

### ***PROFESSIONAL ENGINEER (PE)***

Registration or Licensure of Professional Engineers is performed by individual states, and is valid only in the state where it is granted. To become licensed, engineers must complete a four-year college degree, work under a Professional Engineer for between two to four years, pass at least two intensive competency exams (the Engineer-in-Training exam and Professional Engineer Exam) and apply for a license from their respective state's licensure board. The [National Council of Examiners for Engineering and Surveying \(NCEES\)](#) develops, administers

and scores the examinations used for engineering and surveying licensure in the United States. Many states require PEs to continually maintain and improve their skills throughout their careers via continuing education or learning credits.

### ***REGISTERED ARCHITECT (RA)***

Registration or Licensure of Architects is performed by individual states and is valid only in the state where it is granted. The [National Council of Architectural Registration Boards \(NCARB\)](#) issues a national certificate to qualified licensed architects, which is recognized in most licensing jurisdictions for the purpose of granting licensure by endorsement or reciprocity. While requirements vary, licensees generally complete the seven-test Architect Registration Examination computerized exam series administered by NCARB.

For architects, practical experience is normally required under the direct supervision of a licensed architect for a defined period. The CEC developed an Intern Architect Development Program (IADP) to relieve this deficiency. The program assigns CEC officers to the architecture departments within NAVFAC for 12-18 months to gain the required experience.

### **THE CIVIL ENGINEER CORPS OFFICERS SCHOOL (CECOS)**

The mission of CECOS is to provide Seabees, Civil Engineer Corps officers, Facility Engineers and Environmental Professionals with the necessary skills, knowledge and education to enhance lifelong learning and to provide quality support to the Fleet.

CECOS represents the foundation of professional military education for Civil Engineer Corps officers. The backbone of the CEC's professional military education is the CEC Officer Basic Qualification Course. This 9-week course is the foundation of a 16-week "pipeline" training program designed to prepare newly commissioned CEC officers for their initial assignments as officers. Upon graduation each student is ready to assume the challenging duties of a Naval Officer and Engineer in support of the Navy's military construction force and shore installations.

In addition to the CEC Basic Officer Qualification Course, CECOS offers 55 different courses in the areas of facilities planning, acquisition, public works, Seabee readiness and environmental management. These courses are available to both military and civilian personnel. To access course schedules and to register for an offering, please visit the [CECOS](#) homepage.

### **GRADUATE SCHOOL**

The opportunity to attend graduate school full time at the Navy's expense is offered to career motivated CEC officers who demonstrate superior performance and potential to succeed as Navy leaders. It is a significant investment for the Navy and a valuable benefit for officers' personal

and professional development. The purpose of Navy-funded graduate education is to equip officers with specialized education needed in particular billets. CEC Officers will get the opportunity to earn degrees that will lead to a subspecialty in Facilities Management, Ocean Engineering, and Facilities Management – Energy, Financial Manager and Operations Research Analysis.

Attending graduate school incurs a military service obligation that equates to three years per one year of schooling and is applied from the date of graduation.

The [Civil Engineer Corps Graduate School Handbook, available on the CEC detailer's webpage](#), provides information and guidance for CEC officers assigned to civilian universities for Navy-funded graduate education. Within the document are governing instructions and internet resources, information on the graduate school selection process, school selection criteria, approved curricula, controlled enrollment programs and additional information for use while enrolled in school.

Officers should plan to attend graduate school as a senior Lieutenant or junior Lieutenant Commander. Seniority is a factor in preparation of the graduate school slate and priority is given to more senior officers due to the limited opportunity for a graduate school assignment later in one's career. The timelines allowed by the Navy are aggressive compared to the average timeline for graduate students at many universities. Almost all of the programs of study are limited to a 12-month duration and planning is a key element to successful completion.

Officers chosen for the Ocean Facilities Program (OFP) to study ocean engineering are typically selected as junior Lieutenants to complete their requisite OFP developmental billets as Lieutenants. The ocean engineering graduate program is an 18-month curriculum followed by six months of diving officer training at Naval Diving Salvage Training Center in Panama City, Florida.

### **DAWIA / DEFENSE ACQUISITION UNIVERSITY**

“DAWIA” is an acronym for the 1990 Defense Acquisition Workforce Improvement Act (Title 10 U.S.C. 1701-1764). DAWIA's purpose is to improve the effectiveness of the acquisition workforce across the DoD through standardization and general enhancement of education, certification and career development of officers involved in Defense Acquisitions. It established formal acquisition career paths, designated acquisition positions and mandates the formal

certification process. Anyone serving in a designated acquisition positions is required to meet DoD’s certification standards and/or specific DAWIA legal requirements. As CEC officer’s we are members of the Acquisition Workforce.

DAWIA authorized the establishment of the [Defense Acquisition University \(DAU\)](#), and DoD Directive 5000.57 dated October 22, 1991 was the foundation document that created the university. Today, DAU trains approximately 150,000 military and civilian DoD personnel in the fields of acquisition, technology and logistics.

***ACQUISITION CERTIFICATION LEVELS***

A CEC officer’s primary acquisition focus should be on the contracting career fields. OFP officers also pursue the program management career field to meet acquisition requirements of senior OFP billets within other Navy Systems Commands. DAU career field guides are the primary means of determining required training for the acquisition career path. The contracting career guide represents the most current career field certification standards required of Defense Acquisition Workforce personnel. It also represents the most current recommendations for continuing training and education depending on the workforce member's type of assignment within their career field/path.

CEC officers should manage their career to best achieve all the contracting training and certification requirements. The first step is to achieve the proper certification level for one’s current pay grade. Once proper certification is achieved, each officer should keep up their acquisition proficiency through continuous learning. 80 continuous learning points are required every two years. Continuous learning points can be earned through DAU Continuous Learning Modules or through professional classes, conferences or events. The end state of maintaining these skills is to be able to perform the duties within the many CEC acquisition billets. This is even more crucial for senior officers because there are many critical acquisition billets that require officers to be members of the Defense Acquisition Corps (DAC).

Each acquisition position falls into one of three levels for purposes of establishing certification standards. The level is determined by the rank of the position; the three levels are listed in the table below:

Level	Grade	Description
Level I	O1-O3	Fundamental Knowledge
Level II	O4	Specialization in a career field

Level III	O5 and Above	Management of acquisition process
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To request training or continuous learning, to manage certification levels, and to view a DAWIA transcript, Naval Acquisition Workforce personnel use the [electronic Director, Acquisition Career Management \(eDACM\)](#).

### ***DEFENSE ACQUISITION CORPS***

The Defense Acquisition Corps (DAC), formerly the Acquisition Professional Community, was established to improve the Department of Defense’s acquisition workforce. Defense Acquisition Corps membership is a prerequisite for assignment to one of approximately 700 Department of the Navy critically-coded acquisition billets. Membership in the DAC is required for CEC officers prior to selection to Commander. Affiliation with Defense Acquisition Corps requires selection by an annual selection board each October. The board is announced by NAVADMIN prior to the board’s convening date. Application procedures are specified in the applicable NAVADMIN and are also explained SECNAVINST 5300.36 part II, chap IV. Additional policy and guidance on Defense Acquisition Corps membership procedures for naval officers may be found in the [DON DAWIA Operating Guide](#).

### **PUBLIC WORKS CERTIFICATION**

NAVFAC is the Systems Command that builds and maintains sustainable facilities, delivers utilities and services and provides Navy expeditionary combat force capabilities. NAVFAC’s budget exceeds \$12 billion annually. The Public Works Department is the cornerstone of NAVFAC’s support to the Navy. The capstone billet within the Public Works organization is the Public Works Officer (PWO). The challenges PWOs are facing are becoming more and more complex due to increasingly constrained resources and aging infrastructure. PWOs must have a breadth of knowledge that spans the NAVFAC business lines in order to successfully support their Installation Commander.

The CEC has created Public Works Certification Levels to promote the development of a robust public works knowledge-base over the course of a CEC officer’s career and to assure that only the most qualified officers fill these crucial public works billets. Certification levels take into account formal courses, process driven training, experience, professional licensure, and acquisition competency.

Public Works Certification is progressive in nature and will ensure CEC officers will be ready and capable of performing their duties in specified Public Works billets. Certain billets will

require officers to achieve the required certification within six months of reporting. Specific criteria for certification level attainment may be found in [Appendix C](#).

The three Public Works Certification levels are listed in the table below:

Certification Level Achieved	Billet Eligibility
Level I	O1-O2
Level II	O3-O4
Level III	O5 and Above

## JOINT QUALIFICATION

As joint operations become more common, the importance of joint qualification has grown. Designation as a Joint Qualified Officer (JQO) is required to fill critical joint billets. The Joint Chiefs of Staff look very closely at promotion statistics of joint designated officers. The Navy Joint Qualified Officer selection board convenes roughly every 90 to 120 days to review individuals' records who have met the Joint Professional Military Education (JPME) and the Joint Duty Assignment (JDA) and Self Nomination requirements. While no individual request / package is required, it is prudent to validate your eligibility with [Joint Officer Management \(BUPERS 45J\)](#) once you have met the requirements listed below.

CEC officers serve as the Joint Warfighter's engineering experts and set infrastructure priorities and strategies. To be designated a JQO you must meet the following requirements:

- O4 or above
- Complete [Joint Professional Military Education System \(JPME\) I & II](#)
- Complete a Full Joint Tour in a billet on the [Standard Joint Duty Assignment List](#) OR Experience based Self-Nomination process ([E-JDA](#)); must have minimum of 36 E-JDA and submit within 12 months

## CONTINUING EDUCATION / SPECIALIZED CERTIFICATIONS

CEC officers need to maintain relevancy in our profession through continuing education. Growing one's personal knowledge is a clear indication of professionalism and an individual's desire to better understand the industry in which he/she operates. CEC officers will be required to accrue a certain number of continuing education units (CEUs) to maintain DAWIA certification and professional registrations and licensures.

Some continuing education opportunities lead to specialized certifications in the facilities management industry. Many of these private sector certifications directly relate to the major duties associated with the Civil Engineering Corps Officer designator. Certifications may require additional education, training or experience.

The following list represents just a small fraction of the resources available for continuing education opportunities and certifications:

American Public Works Association (APWA)

[Continuing Education](#)

American Society of Civil Engineers (ASCE)

[Continuing Education](#)

American Water Works Association (AWWA)

[Distance Learning](#)

Association of Energy Engineers (AEE)

[Certified Energy Manager \(CEM\)](#)

Association of Higher Education Facilities Officers (APPA)

[Certified Educational Facilities Professional \(CEFP\)](#)

[Educational Facilities Professional \(EFP\)](#)

International Facility Management Association (IFMA)

[Facility Management Professional \(FMP\)](#)

[Sustainability Facility Professional \(SFP\)](#)

[Certified Facility Manager \(CFM\)](#)

Project Management Institute (PMI)

[PMI Scheduling Professional \(PMI-SP\)](#)

[Program Management Professional \(PgMP\)](#)

U.S. Green Building Council (USGBC)

[LEED Green Associate](#)

LEED AP Building Design + Construction

## CHAPTER 5: RECORD MAINTENANCE

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It is important to understand that your entire record is significant from your very first day of service. Your record, on its own, will be what gets you promoted or not. It is every officer's responsibility to ensure their record accurately reflects their career.

Over the years, there have been many terms for your "record," but all of them refer to the official name which is Military Human Resource Record (MHRR). The MHRR consists of personal and professional information and data that the Navy maintains according to federal regulations (United States Code, Title 5 and Title 44). Many different systems store this information, but for officers, the two most important records are the *Official Military Personnel File (OMPF)* and the *Electronic Service Record (ESR)*.

The information contained in this chapter is just a snapshot of the vast amount of information available to CEC officers. For more detailed information, please visit NPC's [Records Management](#) webpage or utilize the [Officer Records Management Guide](#).

### OFFICIAL MILITARY PERSONNEL FILE (OMPF)

The Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Navy member, from time of entry until final separation. Documents in an individual's OMPF are organized by categories such as Performance; Professional History; Personal Information; Training, Education and Qualifications; Privileged and Adverse Information; and Separation and Retirement. Each category is assigned a Field Code that you can use to sort OMPF documents when reviewing your record. Documents from the OMPF are the primary images viewed during Selection Board review, so it is very important that they are accurate and complete.

A great starting point to check your OMPF for accuracy and completeness is [BUPERS Online \(BOL\)](#). BOL is a single point of entry application for logging into numerous web-based applications maintained by the Naval Personnel Command in Millington, TN. Among these applications are your Officer Data Card (ODC); Officer Summary Record (OSR); Performance Summary Report (PSR); Continuity Report, Official Military Personnel File (OMPF), and Physical Readiness Information Management System (PRIMS). BOL provides 24/7 access to your entire record.

### ***OFFICER DATA CARD (ODC)***

The ODC contains officer qualifications, promotion history, education, specialties, billet information and personal data. There are 110 information fields that are used as a basis for officer career development.

### ***OFFICER SUMMARY RECORD (OSR)***

The OSR is the document that the Board Membership will actually view in the TANK. All Data (with the exception of Personal Awards) is drawn from the information listed on the ODC. Therefore, updating your ODC will update your OSR. The OSR contains dates of rank, degrees and training, awards and qualifications.

### ***PERFORMANCE SUMMARY REPORT (PSR)***

The PSR is a sequential compilation of your fitness reports. It contains personal information, duty station dates, reporting senior data, traits and averages and promotion recommendations. The PSR is a vital tool in determining a pattern of performance and is the other document that the Board Membership will review in the TANK.

### ***OFFICIAL OFFICER PHOTOGRAPH***

Photographs are required of all active duty and reserve officers, regardless of status, within three months after acceptance of each promotion; photographs are now required in COLOR and are scanned and entered into the record in color. MILPERSMAN 1070-180 outlines the uniform requirements for the photograph. NAVPERS form 1070/884 (04-07) is the only admissible form on which to submit photographs. Photos must be signed, dated and mailed to Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120.

### ***FITREPS***

PERS-311 is the NPC agent that administers FITREPS into the officer record and services as the subject matter expert for related questions or concerns. There is normally a two to three-month lag time for fitness reports to appear in your record. The reporting senior's cumulative average also takes up to three months to appear on the PSR. Fitness reports will appear on the PSR first and then on your OMPF. Reports for officers in zone for a selection board get priority for processing.

### ***AWARDS***

Information and regulations concerning awards is contained in [SECNAVINST 1650.1H](#). The CNO Awards Office established and maintains the [Navy Department Awards Web Services \(NDAWS\)](#) as the single authoritative data base for all Military Decorations as specified by the

Secretary of the Navy. All awards entered into the NDAWS database are exported to the BUPERS Mainframe for updating pertinent personnel records.

### **ELECTRONIC SERVICE RECORD (ESR)**

The ESR provides individual service members, Personnel Support Detachments (PSD), Personnel Offices (PERSOFF), Navy Operational Support Centers (NOSC) and customer commands of PSD(s) with secure worldwide internet access to personnel, training and awards data. The ESR replaces the paper service record as the single field level data entry point for service record maintenance.

It is imperative that the ESR contains accurate and up-to-date information since its contents are reflected in data and documents considered by selection boards and other decision makers which affect the member's career. An ESR can be accessed through the [Navy Standard Integrated Personnel System \(NSIPS\)](#). The [ESR Training Guide for Sailors & Commands](#) will assist service members and command representatives with navigating to the various links, sections, and pages within the ESR.

## CHAPTER 6: SPECIAL NAVY PROGRAMS

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### EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

The [Exceptional Family Member Program](#) is a Navy sponsored program that provides specific detailing guidance for officers with family members requiring special medical care. It is designed to provide detailers with current information so that they may determine assignment locations that best fit both career and family needs. The program does not alter Sea-Shore rotations, nor does it limit worldwide assignability of the member. Service members requiring enrollment must contact the EFM Coordinator at the local medical treatment facility.

### FELLOWSHIP PROGRAMS

The Navy and the Civil Engineer Corps have a variety of selective fellowship programs open to war college eligible officers. These fellowships no longer offer JPME phase I credit, however, they do provide a unique opportunity for motivated, career oriented officers to represent the Navy as fellows in various civilian institutions, post graduate schools, businesses or offices within the legislative branch of the government. Each fellowship is one year in length with a three year service obligation.

#### *White House Fellowship*

This program was established in 1964 to provide a few motivated officers with the experience of direct involvement in the process of governing our nation. Fellows are assigned to the White House staff, the Vice President, members of the Cabinet and other top-level executives. As special assistants, White House Fellows participate in educational programs that give instruction on our government's processes. [BUPERSINST 1560.20](#) series has additional information.

#### *Legislative Fellowship*

The [Navy Legislative \(LEGIS\) Fellows](#) program was established to provide officers with a working knowledge of the operations of Congress. The program is designed to broaden the knowledge and experience level the Naval Officer possesses in the operations and organization of Congress, while enhancing the Navy's ability to fulfill its role in the national policy development process. Fellows receive a one-year assignment commencing in January to the staff of a Senator, Representative or Congressional Committee. LEGIS Fellows are assigned to follow-on tours in which the education gained by the fellow will be used. The competitive selection process focuses on individual performance, promotion potential, academic and subspecialty qualifications, needs of the service and availability for follow-on duty.

BUPERSINST 1560.21 series is the governing instruction, and provides more detail about the application procedures.

## **NAVY PROFESSIONAL READING PROGRAM**

The [Navy Professional Reading Program](#) was developed to encourage a life-long habit of reading and learning among all Sailors. The books included in these collections provide readers with a deeper understanding and appreciation for naval heritage, the profession of arms, and the complex modern world in which we operate.

At first glance, the Chief of Naval Operations Professional Reading Program may seem a little intimidating. Find topics that interest you and test the waters. As your professional knowledge grows, the Navy will naturally place more trust and confidence in your decision-making abilities. This is where the reading program can really help. We all learn from our life experiences, but what if we could learn from the experiences of others as well? Reading allows us to do just that. Abraham Lincoln said that reading “is the key . . . to already solved problems . . . and a facility for successfully pursuing the unsolved ones.”

## APPENDIX A: CIVIL ENGINEER CORPS TRAINING PLAN

# CIVIL ENGINEER CORPS OFFICER TRAINING PLAN

		ENS	LTJG	LT	LCDR	CDR	CAPT	
QUALS	WAREFARE QUALIFICATION	SCW						
	PUBLIC WORKS ATTAINMENT	Lvl 1		Lvl 2		Lvl 3		
	ACQUISITION ATTAINMENT	Lvl 1		DAC/Lvl 2				
	PROFESSIONAL/TECHNICAL	EIT/NCARB		PE/RA, MS/MBA				
	SUPPLEMENTARY EDUCATION			JPME 1		AMP, JPME 2		ETP
TRAINING	  <b>EXPEDITIONARY</b>	<ul style="list-style-type: none"> <li>-NCF Operations Basic</li> </ul>	<ul style="list-style-type: none"> <li>-NCF Staff Planning</li> <li>-NCF Operations Advanced</li> </ul>	<ul style="list-style-type: none"> <li>-NCF Prospective Operations and Training Staff Course</li> <li>-NCF Prospective Command Element</li> </ul>	<ul style="list-style-type: none"> <li>-NCF Prospective Command Element</li> </ul>			
	  <b>FACILITIES MANAGEMENT</b>	<ul style="list-style-type: none"> <li>-Introduction to Public Works Department and FEC Operations</li> <li>-Public Works Department and FEC Operations</li> <li>-Introduction to FEAD/ROICC Operations</li> <li>-NAVFAC 40 Hr Safety</li> <li>-USACE Quality Control Management</li> <li>-Financial Management Basics</li> <li>-Construction Management</li> <li>-Construction Manager Training</li> <li>-CTC 342 CDAR Training</li> <li>-Basic Environmental Law</li> <li>-Initial 40 Hr Hazardous Waste Operations and Emergency Response</li> <li>-Environmental Protection</li> <li>-Advanced Environmental Management</li> <li>-MAXIMO Service Requests (PDT)</li> <li>-Integrated Workload Management</li> <li>-ICAP 101 (PDT)</li> <li>-TWMS 101 (PDT)</li> <li>-eProjects 101 (PDT)</li> <li>-Safe Drinking Water Act and Overseas Drinking Water Modules I/II/III (PDT)</li> <li>-BSVE - Vehicle Scheduling</li> </ul>	<ul style="list-style-type: none"> <li>-Facilities Planner</li> <li>-Facilities Projects Seminar</li> <li>-MCON Programming and Budgeting</li> <li>-Installation/PWD 1391</li> <li>-FEAD Design Projects</li> <li>-Hazardous Waste Operations and Emergency Response-Refresher</li> <li>-Buying Green: A Multifunctional Approach to Pollution Prevention</li> <li>-Real Estate Seminar</li> <li>-Environmental Training for ROICCs and PWOs</li> <li>-Cultural Resource Training for ROICCs and PWOs</li> <li>-CTC 415 Source Selection</li> <li>-Facilities Energy Management</li> <li>-Advanced Environmental Management</li> </ul>	<ul style="list-style-type: none"> <li>-Advanced PWD and FEC Operations</li> <li>-PWD Workload Management Leadership Overview</li> <li>-Intro to Navy Occupational Safety and Health Ashore</li> <li>-Incident Command System 300</li> <li>-IS-100 Introduction to Incident Command System</li> <li>-IS-200 ICS for Single Resources and Initial Action Incidents</li> <li>-IS-700 National Incident Management System, An Introduction</li> <li>-IS-800 National Response Framework, An Introduction</li> <li>-General Crane Safety (NKO)</li> <li>-Rigging Gear Inspection (NKO)</li> <li>-NEPA Application</li> <li>-Introduction to Cultural Resources Management Laws and Regulations</li> <li>-ESAMS Training for Safety Professionals</li> <li>-NEPA Executive Overview</li> </ul>				
	  <b>ACQUISITION</b>	<ul style="list-style-type: none"> <li>-CON 090</li> <li>-CON 100</li> <li>-CON 121</li> <li>-CON 124</li> <li>-CON 127</li> <li>-CON 170</li> <li>-CLC 025</li> <li>-CLC 033</li> <li>-CLC 057</li> <li>-CLC 058</li> </ul>		<ul style="list-style-type: none"> <li>-ACQ 101</li> <li>-CON 200</li> <li>-CON 216</li> <li>-CON 270</li> <li>-CON 280</li> <li>-CON 290</li> <li>-CLC 051</li> <li>-CLC 056</li> <li>-HBS Negotiating</li> </ul>	<ul style="list-style-type: none"> <li>-ACQ 201A</li> <li>-CON 360</li> <li>-1 additional Harvard Business Mgmt Module</li> <li>And one of the following courses:</li> <li>-ACQ 265</li> <li>-ACQ 370</li> <li>-CON 232</li> <li>-CON 235</li> <li>-CON 244</li> <li>-CON 250</li> <li>-CON 334</li> <li>-ACQ 315</li> </ul>			
	  <b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>-CEC Officer Basic Qualification</li> <li>-Division Officer Leadership Course</li> </ul>	<ul style="list-style-type: none"> <li>- Department Head Leadership Course</li> </ul>	<ul style="list-style-type: none"> <li>-CEC LCDR (s) Leadership Course</li> <li>-Prospective Executive Officer Course</li> </ul>	<ul style="list-style-type: none"> <li>-CEC CDR (s) Leadership Course</li> <li>-Prospective Commanding Officer Leadership Course</li> </ul>	<ul style="list-style-type: none"> <li>-CEC CAPT(s) Leadership Course</li> <li>-Major Command Leadership Course</li> </ul>		

## APPENDIX B: CIVIL ENGINEER CORPS TRAINING COURSE LISTING

Additional information on the courses outlined in this appendix can be found using the following websites.

- Civil Engineer Corps Officers School (CECOS)  
<https://www.netc.navy.mil/centers/csfe/cecos/Courses.aspx?ID=0>
- Center for Personal and Professional Development (CPPD)  
<http://www.netc.navy.mil/centers/cppd/Programs.aspx?ID=1>
- Command Leadership School (CLS)  
<http://www.netc.navy.mil/centers/cppd/cls/Default.aspx>
- Defense Acquisition University (DAU)  
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- Federal Emergency Management Agency (FEMA)  
<http://training.fema.gov/is/>
- Naval Facilities Institute (NFI)  
<https://nfact.navfac.navy.mil/course.asp>
- NAVFAC Total Force Process Drive Training (PDT)  
[https://totalforcetraining.navfac.navy.mil/s\\_courses.asp?command=lantdiv&course\\_type=all](https://totalforcetraining.navfac.navy.mil/s_courses.asp?command=lantdiv&course_type=all)
- Navy Knowledge Online (NKO)  
<https://wwa.nko.navy.mil/portal/home/>
- Navy Safety Center Training (NAVSAFENVTRACEN)  
<http://www.public.navy.mil/navsafecen/navsafenvtracen/Documents/CourseSchedule.aspx>
- U.S. Army Corps of Engineers (USACE) Learning Center  
<http://pdsc.usace.army.mil/CourseListDetail.aspx?CtrlNbr=29>

## APPENDIX B: CIVIL ENGINEER CORPS TRAINING COURSE LISTING

ENSIGN - LIEUTENANT JUNIOR GRADE (O1 - O2)				
	Course Title	Provider	Delivery Method	Duration (Days)
<b>Facilities Management</b>	- Intro to PWD and FEC Operations	CECOS	Classroom	5
	- Intro to FEAD/ROICC Operations	CECOS	Classroom	5
	- Intro to FMD and Production Division Operations	CECOS	Classroom	5
	- NAVFAC 40 hr Safety	CECOS	Classroom	5
	- USACE Quality Control Management	USACE	Classroom	1
	- Financial Management Basics	Total Force PDT	Online	0.18
	- TWMS 101	Total Force PDT	Online	0.25
	- Construction Management	Total Force PDT	Online	0.18
	- Construction Manager Training	Total Force PDT	Online	8.5
	- CTC 342 COAR Training	NFI	Classroom	3
	- ICAP 101	Total Force PDT	Online	0.2
	- MAXIMO Service Requests and Work Orders	Total Force PDT	Online	0.143
	- Safe Drinking Water Act and Overseas Drinking Water (I,II)	Total Force PDT	Online	0.5
	- BSVE - Scheduling Vehicles	Total Force PDT	Online	0.2
- eProjects 101	Total Force PDT	Online	0.12	
<b>Environmental</b>	- Basic Environmental Law	CECOS	Classroom	3
	- Advanced Environmental Management	CECOS	Classroom	5
	- Environmental Protection	CECOS	Classroom	4
	- Initial 40 Hr Hazardous Waste Operations and Emergency Response (HAZWOPER)	CECOS	Classroom	5
<b>Acquisition</b>	- CON 090 Federal Acquisition Regulation (FAR) Fundamentals	DAU	Classroom	20
	- CON 100 Shaping Smart Business Arrangements	DAU	Online	2.5
	- CON 121 Contract Pricing	DAU	Online	1.5
	- CON 124 Contract Execution	DAU	Online	1.5
	- CON 127 Contract Management	DAU	Online	1.5
	- CON 170 Fundamentals of Cost and Price Analysis	DAU	Classroom	10
	- CLC 025 Small Business Program for Contracting Officers	DAU	Online	0.25
	- CLC 033 Contract Format and Structure for DoD eBusiness Environment	DAU	Online	0.4
	- CLC 057 Performance Based Payments and Value of Cash Flow	DAU	Online	0.5
	- CLC 058 Introduction to Contract Pricing	DAU	Online	0.25
<b>Seabee Readiness</b>	- NCF Operations Basic	CECOS	Classroom	5
<b>Professional Development</b>	- Division Officer Leadership Course	CPPD	Classroom	5

LIEUTENANT (O3)				
	Course Title	Provider	Delivery Method	Duration
<b>Facilities Management</b>	- Facilities Planner	CECOS	Classroom	4
	- Facilities Projects Seminar	CECOS	Classroom	3
	- Real Estate Seminar	CECOS	Classroom	2
	- MCON Programming and Budgeting	CECOS	Classroom	3
	- Facilities Engery Management	CECOS	Classroom	5
	- Installation/PWD 1391	Total Force PDT	Online	0.18
	- FEAD Design Projects	Total Force PDT	Online	0.5
	- CTC 415 Source Selection	NFI	Classroom	4
<b>Environmental</b>	- HAZWOPER for Uncontrolled Hazardous Waste Site Workers - Refresher	CECOS	Online	1
	- Buying Green: A Multifunctional Approach to Pollution Prevention	CECOS	Classroom	2
<b>Acquisition</b>	- CON 090 Federal Acquisition Regulation (FAR) Fundamentals	DAU	Classroom	20
	- CON 100 Shaping Smart Business Arrangements	DAU	Online	2.5
	- CON 121 Contract Pricing	DAU	Online	1.5
	- CON 124 Contract Execution	DAU	Online	1.5
	- CON 127 Contract Management	DAU	Online	1.5
	- CON 170 Fundamentals of Cost and Price Analysis	DAU	Classroom	10
	- CLC 025 Small Business Program for Contracting Officers	DAU	Online	0.25
	- CLC 033 Contract Format and Structure for DoD eBusiness Environment	DAU	Online	0.4
	- CLC 057 Performance Based Payments and Value of Cash Flow	DAU	Online	0.5
	- CLC 058 Introduction to Contract Pricing	DAU	Online	0.25
<b>Seabee Readiness</b>	- NCF Staff Planning	CECOS	Classroom	5
<b>Seabee Readiness</b>	- NCF Operations Advanced	CECOS	Classroom	5
<b>Professional Development</b>	- Department Head Leadership Course	CPPD	Classroom	5

## APPENDIX B: CIVIL ENGINEER CORPS TRAINING COURSE LISTING

LIEUTENANT COMMANDER (04)				
	Course Title	Provider	Delivery Method	Duration (Days)
Facilities Management	- Advanced PWD and FEC Operations	CECOS	Classroom	5
	- PWD Workload Management Leadership Overview	TF PDT	Online	.25
	- Intro to Navy Occupational Safety and Health Ashore	NAVSAFENVTRACEN	Classroom	4
	- ESAMS Training for Safety Professional	CNIC	Online	.4
	- General Crane Safety	NKO	Online	1
	- Rigging Gear Inspection	NKO	Online	.125
Environmental	- NEPA Application	CECOS	Classroom	3
	- Introduction to Cultural Resource Management Laws and Regulations	CECOS	Classroom	3
	- Incident Command System 300	NAVSAFENVTRACEN	Classroom	2
Acquisition	- ACQ 101 Fundamentals of Systems Acquisition Management	DAU	Online	3
	- CON 200 Business Decisions for Contracting	DAU	Online	2.5
	- CON 216 Legal Considerations in Contracting	DAU	Online	3
	- CON 270 Intermediate Cost and Price Analysis	DAU	Classroom	10
	- CON 280 Source Selection and Administration of Service Contracts	DAU	Classroom	9.5
	- CON 290 Contract Admin/Negotiation Techniques in a Supply Env.	DAU	Classroom	9.5
	- CLC 051 Managing Govt Property in the Possession of Contractors	DAU	Online	0.2
	- CLC 056 Analyzing Contract Costs	DAU	Online	2
	- CLC 057 Performance Based Payments and Value of Cash Flow	DAU	Online	0.5
	- HBS 428 Negotiating	DAU	Online	0.25
Emergency Management	- IS-100 Introduction to Incident Command System	FEMA	Online	0.4
	- IS-200 ICS for Single Resources and Initial Action Incidents	FEMA	Online	0.4
	- IS-700 National Incident Management System, An Introduction	FEMA	Online	0.4
	- IS-800 National Response Framework, An Introduction	FEMA	Online	0.4
Seabee Readiness	- Prospective Operations and Training Officer Course	CECOS	Classroom	7
	- Prospective Command Element	CECOS	Classroom	10
Professional Development	- CEC LCDR(s) Leadership Course	CECOS	Classroom	5
	- Prospective Executive Officer Leadership Course	Command Leadership School	Classroom	9

COMMANDER (05)				
	Course Title	Provider	Delivery Method	Duration (Days)
Seabee Readiness	- Prospective Command Element	CECOS	Classroom	5
Environmental	- NEPA Executive Overview	CECOS	Classroom	1
Acquisition	- ACQ 201A Intermediate Systems Acquisition, Part A	DAU	Online	3
	- CON 360 Contracting for Decision Makers	DAU	Classroom	9.5
	- 1 additional course from the Harvard Business Mgmt Modules	DAU	Online	0.4
	<u>One of the following courses:</u>			
	- ACQ 265 Mission-Focused Services Acquisition	DAU	Classroom	4
	- ACQ 370 Acquisition Law	DAU	Classroom	4.5
	- CON 232 Overhead Management of Defense Contracts	DAU	Classroom	10
	- CON 235 Advanced Contract Pricing	DAU	Classroom	10
	- CON 244 Construction Contracting	DAU	Classroom	4.5
	- CON 250 Fundamentals of Cost Accounting Standards—Part I	DAU	Classroom	4.5
- CON 334 Advanced Contingency Contracting Officer's Course	DAU	Classroom	4	
- ACQ 315 Understanding Industry (Business Acumen)	DAU	Classroom	4.5	
Professional Development	- CEC CDR(s) Leadership Course	CECOS	Classroom	5
	- Prospective Commanding Leadership Course	Command Leadership School	Classroom	9

CAPTAIN (06)				
	Course Title	Provider	Delivery Method	Duration (Days)
Professional Development	- CEC CAPT(s) Leadership Course	CECOS	Classroom	5
	- Major Command Leadership Course	CLS	Classroom	5

## APPENDIX C: PUBLIC WORKS CERTIFICATION

PUBLIC WORKS LEVEL I CORE CERTIFICATION STANDARDS	
<b>Acquisition Attainment</b>	DAWIA Contracting Level I
<b>Functional Training</b>	<ul style="list-style-type: none"> <li>- Introduction to Public Works Department and FEC Operations</li> <li>- Introduction to FMD and Production Division Operations</li> <li>- Introduction to FEAD / ROICC</li> <li>- NAVFAC 40-Hour Safety</li> <li>- Initial 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training</li> <li>- CTC 342 COAR Training (NFI)</li> <li>- USACE Quality Control Management</li> <li>- Construction Manager Training</li> <li>- Basic Environmental Law</li> <li>- Environmental Protection</li> <li>- Advanced Environmental Management</li> </ul>
<b>Process Driven Training (PDT)</b>	<ul style="list-style-type: none"> <li>- Financial Management Basics</li> <li>- Construction Management</li> <li>- MAXIMO Service Requests and Work Orders</li> <li>- eProjects 101</li> <li>- TWMS 101</li> <li>- Safe Drinking Water Act and Overseas Drinking Water (I,II)</li> <li>- ICAP 101</li> <li>- BSVE - Scheduling Vehicles</li> </ul>
<b>Experience</b>	1-year of Facilities Management experience
<b>Professional / Technical</b>	EIT / NCARB

PUBLIC WORKS LEVEL II CORE CERTIFICATION STANDARDS	
<b>Acquisition Attainment</b>	DAWIA Contracting Level I - O3 DAWIA Contracting Level II- O4
<b>Functional Training</b>	<ul style="list-style-type: none"> <li>- Facilities Planner</li> <li>- Real Estate Seminar</li> <li>- Facilities Engery Management</li> <li>- HAZWOPER for Uncontrolled Hazardous Waste Site Workers-Refresher</li> <li>- CTC 415 Source Selection (NFI)</li> <li>- Facilities Projects Seminar</li> <li>- MCON Programming and Budgeting</li> <li>- Buying Green: A Multifunctional Approach to Pollution Prevention</li> </ul>
<b>Process Driven</b>	<ul style="list-style-type: none"> <li>- Installation/PWD 1391</li> <li>- FEAD Design Projects</li> </ul>
<b>Experience</b>	2-years of Facilities Management experience
<b>Professional / Technical</b>	EIT/NCARB - O3 PE / RA - O4

## APPENDIX C: PUBLIC WORKS CERTIFICATION

<b>PUBLIC WORKS LEVEL III CORE CERTIFICATION STANDARDS</b>	
<b>Acquisition Attainment</b>	DAWIA Contracting Level III
<b>Functional Training</b>	<ul style="list-style-type: none"> <li>- Advanced Public Works and FEC Operations</li> <li>- ESAMS Training for Safety Professionals</li> <li>- Incident Command System 300 (ICS 300)</li> <li>- Introduction to Cultural Resource Management Laws and Regulations</li> <li>- National Environmental Policy Act (NEPA) Application</li> <li>- Introduction Navy Occupational Safety and Health Ashore</li> </ul>
<b>Federal Emergency Management Agency (FEMA)</b>	<ul style="list-style-type: none"> <li>- IS-100 Introduction to Incident Command System</li> <li>- IS-200 ICS for Single Resources and Initial Action Incidents</li> <li>- IS-700 National Incident Management System, An Introduction</li> <li>- IS-800 National Response Framework, An Introduction</li> </ul>
<b>Process Driven Training (PDT)</b>	<ul style="list-style-type: none"> <li>- General Crane Safety</li> <li>- Rigging Gear Inspection</li> <li>- PWD Workload Management Leadership Overview</li> </ul>
<b>Experience</b>	4-years of Facilities Management experience
<b>Professional / Technical</b>	PE / RA