



## DEPARTMENT OF THE NAVY

CHIEF OF CIVIL ENGINEERS  
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CHCIVENG POLICY MEMO 2002-00

8 August 2002

### CHCIVENG POLICY MEMO 2002-00

From: Chief of Civil Engineers

Subj: CHIEF OF CIVIL ENGINEERS (CHCIVENG) ORGANIZATION AND  
FUNCTIONS

Ref: (a) U.S. Navy Regulations of 14 Sep 90

Encl: (1) Organization Chart  
(2) Duties and Responsibilities

1. Purpose. To document and clarify the CHCIVENG organization and functions.

2. Background. As outlined in Chapter 10, paragraph 1009 of reference (a), the CHCIVENG is the principal advisor and sponsor on matters concerning Civil Engineer Corps (CEC) officers and Occupational Field 13 enlisted personnel (Seabees). The CHCIVENG is also the spokesman regarding professional matters with the military and civilian communities.

3. Discussion. Typical matters that involve the CHCIVENG include: personnel policy, training, and matters concerning active/reserve CEC officers and active/reserve Seabees.

a. Enclosure (1) depicts the Chief of Civil Engineers Organization.

b. Enclosure (2) lists the duties and responsibilities of organization members.

4. Action. Addressees should familiarize themselves with the roles and responsibilities outlined in this policy memorandum.

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Rear Admiral, CEC, U. S. Navy

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## DUTIES AND RESPONSIBILITIES

- Chief of Civil Engineers: Principal advisor to the Chief of Naval Operations, sponsor on matters concerning CEC officers and Occupational Field 13 enlisted personnel (Seabees), and the spokesman regarding professional matters with the military and civilian communities. The Chief of Civil Engineers (CHCIVENG) is an additional duty of the Commander, Naval Facilities Engineering Command.
- Deputy Chief of Civil Engineers: Serves as the primary advisor to the CHCIVENG. The Deputy Chief of Civil Engineers is a selected reserve assignment that is an additional duty of the Deputy Commander for Contingency Engineering, Naval Facilities Engineering Command.
- Assistant Chief of Civil Engineers: Serves as the day-to-day advisor to the CHCIVENG. The Assistant Chief of Civil Engineers is an additional duty of the Vice Commander, Naval Facilities Engineering Command.
- Reserve Liaison Officer: Serves as the lead advocate for reserve matters.
- Master Chief of the Seabees: Serves as the lead advocate for active and reserve enlisted Seabee matters.
- Master Chief Reserve Affairs: Is a selected reserve assignment that serves as an advocate for enlisted reserve matters.
- Deputy Assistant Chief of Civil Engineers (Active Community): Serves as the focal point for all active officer and enlisted matters. The Deputy Assistant Chief of Civil Engineers is an additional duty of the Director, Seabee Readiness, Naval Facilities Engineering Command.
  - CEC Officer Community Manager (Active Community): The CEC Officer Community Manager ensures that officers are recruited, trained, retained, and promoted in adequate numbers. The CEC Officer Community Manager (Active Community) is a Navy Personnel Command billet that is added to OPNAV (N131K) and represents CEC officers in all matters relating to policy formulation and implementation.

- o Seabee Enlisted Community Manager (Active Community): The Seabee Enlisted Community Manager ensures Seabees are recruited, trained, retained, and advanced in adequate numbers and in the appropriate ratings. The Enlisted Community Manager (Active Community) is a NAVFAC billet addu to OPNAV (N132D16) Enlisted Plans & Policy, and represents the Seabees in all matters relating to policy formulation and implementation.
  - o Claimancy Manpower: The Claimancy Manpower Officer serves as the primary NAVFAC point of contact for manpower issues.
- Deputy Assistant Chief of Civil Engineers (Reserve Community): Serves as the focal point for all reserve officer and enlisted matters. The Deputy Assistant Chief of Civil Engineers (Reserve Community) is a selected reserve assignment within the Deputy Commander for Contingency Engineering, Naval Facilities Engineering Command.
  - o Officer Community Manager (Reserve Community): The CEC Officer Community Manager is a selected reserve assignment that ensures that reserve officers are recruited, trained, retained, promoted in adequate numbers, selectively detailed, and represents reserve CEC officers in all matters relating to policy formulation and implementation.
  - o Enlisted Community Manager (Reserve Community): The Seabee Enlisted Community Manager is a selected reserve assignment that ensures reserve Seabees are recruited, trained, retained, promoted in adequate numbers and in the appropriate rates, and represents the reserve Seabees in all matters relating to policy formulation and implementation.