



# **NAVY ACTIVE COMPONENT CIVIL ENGINEER CORPS CAREER GUIDE**

**P-1062**

**November 2025**

Digital Version:





[This Page Intentionally Left Blank]

## PREFACE

### CIVIL ENGINEER CORPS CAREER GUIDE

As the Chief of Civil Engineers, I am inspired by the talented men and women in our community. I am proud of you and your accomplishments. Thank you and your families for your unwavering dedication to the Navy and the Civil Engineer Corps.

My leadership philosophy for every CEC officer, regardless of rank, is anchored in *The Four P's Framework: Preparation, Presence, Passion, and Professionalism*. These pillars are the foundation upon which individual excellence and collective strength are built. *Preparation* means cultivating intellectual curiosity and being brilliant in the basics. *Presence* requires engaged leadership and an extreme ownership mindset. *Passion* fuels our perseverance and reinforces our credibility through lifelong learning. *Professionalism* is to embody the warrior ethos and the 'Can Do!' spirit in every aspect of our vocation.

This updated Career Guide provides vital career planning information and guidance for Active Component Civil Engineer Corps (CEC) officers. It answers common questions frequently asked of our assignment officers (Detailers) at Navy Personnel Command. I encourage you to use this guide as a tool to proactively navigate your career planning process. Every officer is responsible for managing their own career and engaging with their chain of command and the detailers to help them achieve their professional and personal goals.

A CEC officer's career plan should integrate the needs of the Navy with their career development needs, personal and family desires, and professional qualifications and training. When properly done, career planning can satisfy both your needs and those of the Navy. Success is marked by strong, consistent performance in roles and responsibilities of increasing responsibility and complexity – built on diverse assignments, geographic flexibility, the highest character, continued professional growth and education and outstanding leadership.

This guide was prepared by the Civil Engineer Corps Chief of Personnel, Planning, and Policy (CoPPP). If you have any suggestions for improvements or additional topics, I encourage you to share them with the team.



J. J. KILIAN, PE  
Rear Admiral, CEC, U.S. Navy  
Chief of Civil Engineers



[This Page Intentionally Left Blank]

## CONTENTS

---

INTRODUCTION.....	3
CHAPTER 1: OUR GUIDING PRINCIPLES .....	4
THE CIVIL ENGINEER CORPS ETHOS .....	4
EXPECTATIONS FOR CIVIL ENGINEER CORPS OFFICERS.....	5
CORE VALUES CHARTER.....	7
CHAPTER 2: CEC CAREER PLANNING .....	8
THE CIVIL ENGINEER CORPS.....	8
CAREER DEVELOPMENT CONSIDERATIONS .....	8
CAREER MANAGEMENT .....	9
CAREER STAGES .....	11
ENSIGNS, LIEUTENANTS JUNIOR GRADE AND LIEUTENANTS (O1-O3) .....	11
LIEUTENANT COMMANDERS AND COMMANDERS (O4-O5) .....	11
COMMANDERS AND CAPTAINS (O5-O6).....	11
SENIOR CAPTAINS AND FLAG OFFICERS (O6-ABOVE) .....	12
NATURE OF ASSIGNMENTS.....	12
CIVIL ENGINEER CORPS CAREER PROGRESSION.....	13
OCEAN FACILITIES PROGRAM .....	14
UNDERWATER CONSTRUCTION TEAM OFFICER IN CHARGE PROGRAM .....	14
CEC LIMITED DUTY OFFICERS (LDO).....	15
TYPICAL CEC LDO CAREER PATH.....	15
CHAPTER 3: THE DETAILING PROCESS .....	16
HOW IT WORKS .....	16
EXPERIENCE.....	17
PROFESSIONAL DEVELOPMENT.....	17
PREFERENCES .....	18
PCS CONSTRAINTS.....	18
CHAPTER 4: THE BOARD PROCESS.....	21
THE BOARD MYSTIQUE.....	21
STATUTORY BOARDS - PROMOTION BOARDS.....	21
PROMOTION ZONES:.....	22
CONVENING THE BOARD:.....	23
CORRESPONDING WITH THE BOARD: .....	24
THE SELECTION BOARD CONSTRUCT: .....	24
THE PRECEPT, CONVENING ORDER, AND COMMUNITY BRIEF – “THE RULES OF THE ROAD”:.....	25
ELIGIBLE LIST OF OFFICERS: .....	25
BOARD PREPARATION:.....	25
BOARD EXECUTION: .....	26
IN THE “TANK”:.....	26
MERIT PROMOTION REORDER:.....	27

STATUTORY BOARD RESULTS – THE PROMOTION LIST:	27
STATUTORY BOARD RESULTS – APPROVAL PROCESS	27
PROMOTION PHASING:	28
FAILURE OF SELECTION (FOS)	28
CHAPTER 5: TRAINING, EDUCATION AND QUALIFICATIONS	29
WARFARE QUALIFICATION	29
PUBLIC WORKS DEPARTMENT QUALIFICATION PROGRAM	30
PROFESSIONAL REGISTRATION AND LICENSURE	31
PROFESSIONAL ENGINEER (PE)	31
REGISTERED ARCHITECT (RA)	32
THE CIVIL ENGINEER CORPS OFFICERS SCHOOL (CECOS)	32
GRADUATE SCHOOL	32
DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)	33
WARFIGHTING ACQUISITION UNIVERSITY (WAU)	34
DAWIA CERTIFICATION	34
ACQUISITION PROFESSIONAL MEMBERSHIP	35
JOINT QUALIFICATION	35
JOINT EDUCATION	36
LEADERSHIP DEVELOPMENT	36
CONTINUING EDUCATION / SPECIALIZED CERTIFICATIONS	36
CHAPTER 6: RECORD MAINTENANCE	39
OFFICIAL MILITARY PERSONNEL FILE (OMPF)	39
OFFICER SUMMARY RECORD (OSR)	40
PERFORMANCE SUMMARY REPORT (PSR)	40
OFFICIAL OFFICER PHOTOGRAPH	40
FITREPS	40
AWARDS	40
ELECTRONIC SERVICE RECORD (ESR)	41
CHAPTER 7: SPECIAL NAVY PROGRAMS	43
EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)	43
CAREER INTERMISSION PROGRAM (CIP)	43
TARGETED RE-ENTRY PROGRAM (TRP)	43
PERMANENT MILITARY INSTRUCTOR	44
FELLOWSHIP PROGRAMS	44
WHITE HOUSE FELLOWSHIP	44
LEGISLATIVE FELLOWSHIP	44
SECNAV’S TOURS WITH INDUSTRY	45
NAVY PROFESSIONAL READING PROGRAM	45
APPENDIX A: CIVIL ENGINEER CORPS TRAINING PLAN	1
APPENDIX B: CIVIL ENGINEER CORPS TRAINING COURSE LISTING	2

## INTRODUCTION

---

*To prevail in conflict, we must recruit, train, educate and retain a technically proficient and resilient team. Investing in our people's development and well-being is not separate from combat power, it is the very foundation of our Warrior Ethos.*

*- Admiral Caudle, C-Note #2 (Foundry Always)*

The Chief of Naval Operation envisions a Foundry that builds and sustains naval power through three critical components: People, Infrastructure, and Materiel. In his message to the Fleet, Admiral Caudle challenges us all to assume a Warrior Mindset, to relentlessly pursue technical proficiency, and to inspire our teams to their best possible performance. Professional growth is not merely an abstract pursuit, but a critical component in sharpening our warfighting edge. We invest in ourselves and in developing our teams to become more lethal, more adaptable, and ultimately, more successful in combat.

Professional development and career planning are essential for your success. This guide is intended to help all CEC officers plan their careers and to assist senior officers and mentors as they advise their subordinates and protégés. This guide presents career progression philosophies that have remained consistent over the last several decades. It also provides insight into the complex processes of detailing and promotion, and highlights the importance of qualifications, training, and career milestones.

A CEC Officer's career plan should represent an orderly progression of assignments and qualifications to meet the needs of the Navy, balance personal desires and interests, and meet requirements for promotion and specific billets. You should consult this guide and re-assess your professional development before each detail cycle and adjust your career plan to remain ready and relevant in today's Navy.

There are many exciting changes on the horizon as our community rises to lead within [Program Executive Office Industrial Infrastructure](#), implements [Shore Command and Control \(SC2\)](#) organizational design, and incorporates Expeditionary Force Redesign. Updated career guidance is forthcoming in future Career Guide revisions to enable your continued career development.

The Civil Engineer Corps has and always will embody a Warrior Mindset. We stand upon the shoulders of giants, heirs to a legacy of proud distinction and enduring respect. It is a privilege to serve within this community, a privilege tempered by the profound duty to ensure its continued strength and integrity. Each one of you is charged through the Civil Engineer Corps Ethos to embrace this duty; to uphold the highest standards of engineering excellence, to innovate with courage and foresight, and to serve our nation with unwavering dedication, ensuring the Civil Engineer Corps remains a high impact, globally present and combat credible Fleet enabler.

# CIVIL ENGINEER CORPS ETHOS

We are the Civil Engineer Corps, the Department of the Navy's uniformed professional engineers and architects, entrusted with the enduring mission to build, maintain, and sustain the Navy's shore infrastructure across the full spectrum of military operations. Our work enables the warfighter and ensures the Navy and Marine Corps team is operationally ready, responsive, and resilient—anywhere, anytime.

Our purpose is to deliver infrastructure capabilities and contingency construction to naval and joint forces worldwide, across all phases of conflict. Our trusted technical competence and operational agility enable the Navy to position, project, protect, and sustain the Force - at home and abroad.

We are Naval Officers—leaders of character, forged in a proud legacy of service before self. We embody a warrior ethos: technically sharp, tactically aware, and morally grounded. Fully deployable and credentialed, we bring the judgment, resolve, and adaptability our commanders require. We serve as the Navy's shore infrastructure and expeditionary engineering experts and lead the Naval Construction Force—whether sustaining power in peace or building forward in crisis.

We are stewards of both public trust and the deeper moral responsibilities that underpin military service—living examples of integrity, selflessness, and accountability. We cultivate a community that values moral courage, forward-thinking, and technical excellence. We are problem solvers—strategically minded, grounded in truth, and driven to act with purpose.

Our identity is shaped by credibility, toughness, professionalism, and vision. We honor our history while building towards a future worthy of our service.

We are the United States Navy Civil Engineer Corps.



## EXPECTATIONS FOR CIVIL ENGINEER CORPS OFFICERS



All Civil Engineer Corps officers, regardless of rank, are expected to uphold the following core attributes. These values provide a unifying foundation for professional conduct, decision-making, and mission execution.

### **Prepared**

- Maintain rigorous technical acumen and mastery of Navy processes and regulations.
- Anticipate second- and third-order effects of decisions and ensure thorough risk mitigation planning.
- Cultivate intellectual curiosity—challenge yourself and your teams to stay informed.
- Be brilliant in the basics—sound execution of fundamentals underpins mission success.
- Preparation is a continuous effort and key to our professional credibility and reputation.

### **Present**

- Be engaged intentionally—know where your presence adds value and act decisively.
- Exercise intrusive leadership and extreme ownership of standards and drive outcomes.
- Elevate your team—guide them from needing specified tasking to understanding implied tasking.
- Presence drives disciplined operations and effective risk management.

### **Passion**

- Remember your call to serve—your passion fuels perseverance through bureaucracy, complexity, and adversity.
- Reinforce your and your community's credibility through licensure, competence, and initiative. An engineer or architect without a life-long passion for learning is relegated to a supporting role.
- Embrace the legacy of the Civil Engineer Corps with pride and commitment to excellence.
- Passion turns adversity into purpose and challenges into opportunity.

### **Professional**

- Embody professionalism and the warrior ethos—be ready and remain ready.
- Master Operational Risk Management: accept no unnecessary risk, manage and communicate risk early and effectively.
- Leverage your training and resources to develop innovative and pragmatic solutions to complex problems.
- Reject easy answers—seek deeper understanding and push for better outcomes.
- Embody the "Can Do!" spirit—take pride in your Civil Engineer Corps heritage and rise to any challenge with honor and resolve.

## EXPECTATIONS FOR CIVIL ENGINEER CORPS OFFICERS



### **Expectations for Senior Officers: Lead Beyond Your Span of Control**

Senior officers are expected to shape the broader organization by influencing peers, cross-functional stakeholders, and external partners:

- Set standard for professionalism and mastery—be the benchmark others emulate.
- Lead conversations that shape strategy, standards, and culture across the command.
- Mentor deliberately. Connect junior officers' efforts with larger objectives.
- Remove barriers and foster innovation and collaboration across commands.
- Own Commander's Intent. Execute through integration and stewardship.
- Uphold the "Four Ps" in word and deed—your habits define the community.

### **Expectations for Junior Officers: Deliver and Execute with Precision**

Junior officers are expected to operate with confidence and precision within their span of control, while learning to articulate and manage risk:

- Execute with discipline, rigor, and a growth mindset.
- Own the planning and decision making within your area of responsibility.
- Challenge yourself and your team to reach higher standards of preparation and execution.
- Understand the importance of both specified and implied tasks.
- Communicate risk clearly and early—build habits of professionalism from day one.
- Embrace complexity and learn to lead where others hesitate.
- Advance your technical skillset through professional qualification and licensure.

One engineer or architect delivers the capabilities to enable one hundred warfighters. We do that with emphasis on lifelong learning and dedication to our community. We build bridges and relationships. Embrace fully the honor and responsibility of serving as a naval officer and a member of the Civil Engineer Corps.

A handwritten signature in blue ink, appearing to read "Jeff Kilian".

Rear Admiral Jeff Kilian, PE  
Commander, Naval Facilities Engineering Systems Command

## CORE VALUES CHARTER



Department of the Navy



## CORE VALUES CHARTER

*As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service – active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission, deter conflict around the globe, and if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.*

### ~ HONOR ~

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

*I will:*

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

### ~ COURAGE ~

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

*I will:*

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

### ~ COMMITMENT ~

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

*I will:*

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

## CHAPTER 2: CEC CAREER PLANNING

---

### THE CIVIL ENGINEER CORPS

Civil Engineer Corps (CEC) officers are the Department of the Navy's (DON) uniformed professional engineers and architects. We 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.

You will assume responsibility and acquire valuable experience early in your career in facilities management, acquisition, and expeditionary operations. Facilities management and acquisition positions provide outstanding opportunities to work for Naval Facilities Engineering Systems 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); and Underwater Construction Teams (UCT). Other units with dynamic expeditionary positions include Seabee Training Evaluation Units (STEU), the Fleet Amphibious Construction Battalion (ACB), and the Special Warfare Community.

You will have the opportunity to 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 your development; there is not a rigid career pattern for a CEC officer. Ideally, assignments will be made to a succession of jobs that require increased 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 you: (1) Facilities Management and Acquisition, (2) Expeditionary Operations, and (3) Navy/Joint Staff. Each area of duty offers 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, continuous learning across the three broad categories of duty, and 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 supporting Department of War (DoW) and Navy operations. Each job you perform

should broaden your perspective on infrastructure management, expeditionary warfare, and how they fit in within DoN and DoW operations.

The training and education requirements will provide you 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 essential throughout your naval career to develop as a well-rounded and diversely qualified officer. Your lifelong education is not restricted to programs that result in a degree and can be obtained through self-study or by sponsored Navy programs and professional associations.

Earning the qualifications outlined in this guide is important and a means of demonstrating and documenting minimum levels of competency and critical skills that are required for future career progression. Qualifications critical to a CEC Officer's career include warfare qualifications, public works department qualification, acquisition certification and experience, professional licensure, and the functional subspecialties you achieve through a master's level education. Qualifications are generally available to you when you enter a billet that makes you eligible to earn the qualification and some have qualification levels commensurate with your rank. For example, you won't be able to work on your Seabee Combat Warfare qualification until you are in an NCF billet. You aren't able to enroll in a Warfighting Acquisition University classes unless you are in an acquisition-coded billet and the class is required to certify for that billet. On the other hand, you are eligible to pursue the appropriate public works department qualification by attending NAVFAC sponsored classes or working through the personal qualification standard in any job you may have. Regardless, earning your qualifications early, once you are eligible, opens doors to exciting jobs and responsibilities not available to other officers.

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

## **CAREER MANAGEMENT**

A successful CEC career is heavily based on demonstrated, strong performance. Performance and the pursuit of diverse experience and competencies are the foundation of good career management. Career-minded CEC officers need to understand the following building blocks and tools for solid, career development and management:

**PERFORMANCE** *(This is the most important factor in career success. None of the following building blocks can compensate for marginal or ineffective performance)*

1. Sustained superior performance contributing to mission success and upholding the highest standards of personal character and virtue.

2. Effective and efficient mission support is the standard used to gauge sustained success, which will be reflected in your Fitness Reports (FITREP) and Performance Summary Record (PSR).

## EXPERIENCE

1. Breadth of experience in expeditionary operations, acquisition and contract management, and facilities management enhances ability to serve in more senior leadership positions.
2. Geographic diversity, including overseas duty, provides an expanded understanding of the Navy, its mission, and the diversity of the challenges it encounters.
3. Demonstrated growth in character and virtue.
4. ENS to LCDR billets: Focus is on technical growth through expeditionary/NAVFAC leadership positions.
5. Senior grade (CDR and above) billets: Focus is on expanding your leadership experience in facilities and acquisition, joint/contingency engineering, major command staffs, and command.

## QUALIFICATIONS

1. Seabee Combat Warfare (SCW) Qualification
2. Public Works Department Qualification Program (Level I, II, III)
3. Professional Registration (PE, RA)
4. Contracting Professional Certification (CONTRACT FAC, may show up as CTRACT PROCRT on OSRs)
5. DoN Acquisition Professional Membership (APM)
6. Graduate Education
7. Joint Professional Military Education (JPME I, II) and Joint Qualified Officer (JQO)
8. CEC Command Qualification Program (NAVFACINST 1412.1)

## RECORDS

1. Proactive, routine record review and management is your responsibility.
2. Review the following components of your officer record:
  - a. Performance Summary Record (PSR) – Part I Officer Summary Record (OSR)
  - b. Performance Summary Record (PSR) – Part II Officer FITREP Summary
  - c. Official Military Personnel File (OMPF)
  - d. Electronic Service Record (ESR) via Navy Standard Integrated Personnel System (NSIPS)
  - e. Ensure FITREP continuity, qualifications, training, and awards are properly recorded.
3. Promptly address discrepancies and follow up to ensure corrections are reflected in your record.
4. 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

### ENSIGNS, LIEUTENANTS JUNIOR GRADE AND LIEUTENANTS (O1-O3)

Officers develop an understanding of how the Navy and DoW 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 their operational and ashore assignments. It is critical 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.

### LIEUTENANT COMMANDERS AND COMMANDERS (O4-O5)

Officers employ their postgraduate education and junior officer experience to refine their engineering, leadership, and management judgment to become facilities management and engineering experts. Officers begin to occupy key leadership positions such as FEAD Directors/ROICCs, Expeditionary Department and Division Heads, Public Works Officers, Executive Officers, and Commanding Officers. They are expected to understand funding and budget processes, demonstrate creativity, and leverage their expertise to generate efficiencies across the Navy and DoW. Officers enhance their facilities experience serving in key staff billets supporting Fleet policy and shore experience at CNIC, OPNAV, and various major commands. They should have an ability to communicate issues in their unit to those outside the CEC community. Top performers further solidify their professional reputation and nurture mentor-protégé relationships and professional networks.

### 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 DoW, 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. An understanding of the Systems Command (SYSCOM) authorities of NAVFAC, Installation integration of CNIC, Navy and DoW chain of command relationships, and key budget processes

allow them to provide context to their counterparts in other organizations. These officers benefit from career networking and long term mentor-protégé relationships to build successful teams.

### **SENIOR CAPTAINS AND FLAG OFFICERS (O6-ABOVE)**

These are the most seasoned and respected officers in the Civil Engineer Corps. These officers work directly with Navy and DoW senior leaders to develop and execute the Department of War'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. A proficiency in shaping messages to external audiences is a vital skill. They are broad minded, innovative officers who understand when change is necessary to remain relevant.

### **NATURE OF ASSIGNMENTS**

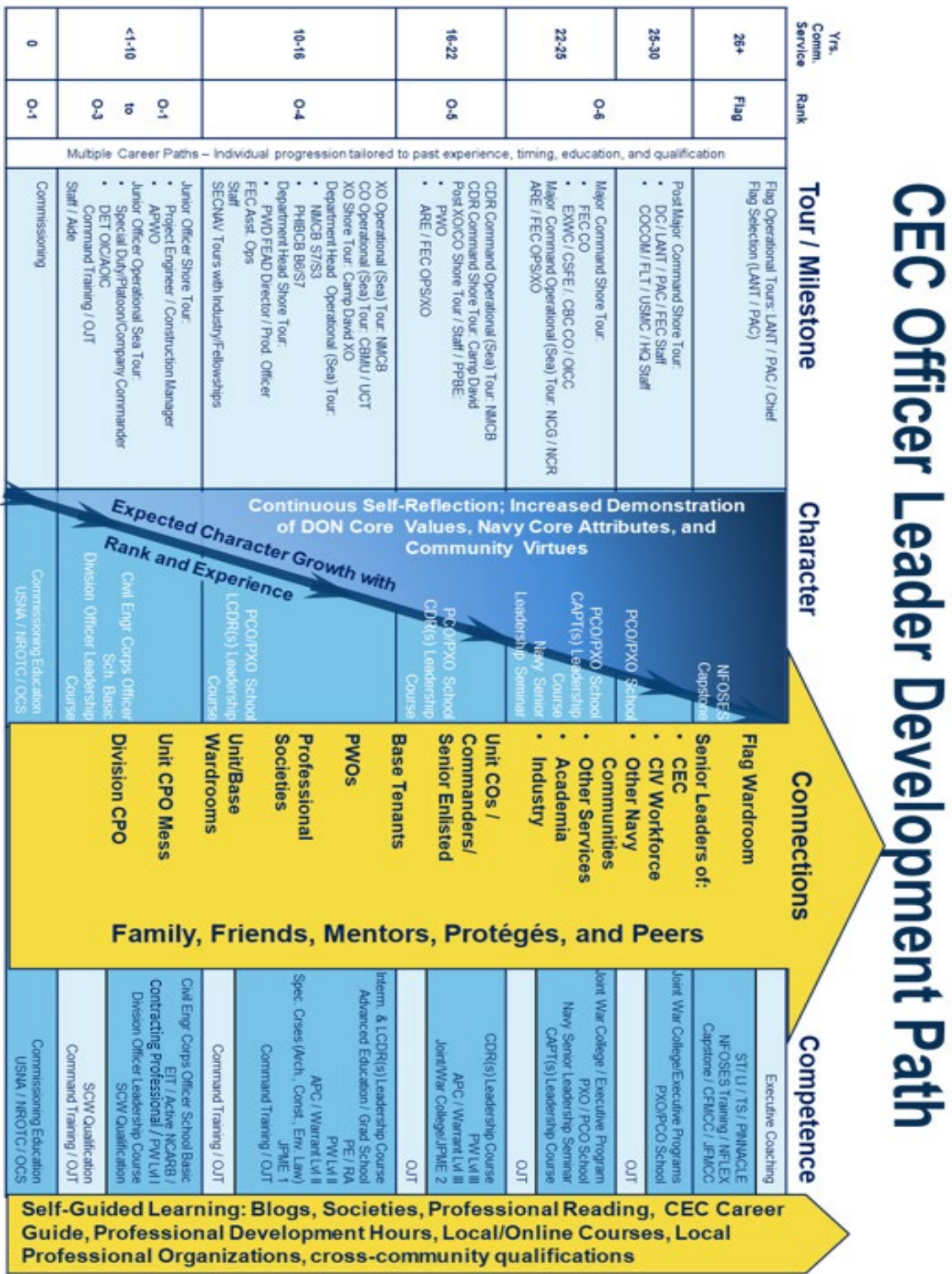
There is no single, ideal career path that guarantees success in the CEC. Reviews of the career paths of accomplished senior CEC leaders validate this idea. A successful career is built on demonstrated performance in a variety of billets that provide increasing responsibility, experience, challenge, and opportunities to lead. Other common factors of successful careers are geographic diversity, the ability to break-out in competition, and independent leadership. Each of the three broad categories of duty offer you 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 and have a broad base of experience.

Beginning at around the O4 level, challenging duty in a Washington, D.C. staff billet should be considered an important opportunity. The nation's capital remains the Armed Forces focal point with headquarters for SECWAR, 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, D.C. 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 highly 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. While holding early command is noteworthy, the CEC has numerous important and rewarding leadership opportunities 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.

## 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.



## **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 Maritime Surveillance Systems Program Office (NAVSEA PMS-485) 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.

## **UNDERWATER CONSTRUCTION TEAM OFFICER IN CHARGE PROGRAM**

The Underwater Construction Teams (UCT) execute underwater construction, waterfront engineering, and command and control of assigned forces to provide expeditionary and permanent logistics that enable Fleet maneuver. The UCT Officer in Charge (OIC) program provides junior officers (O1 to O3) an opportunity to serve as an OIC of a worldwide-deployable Construction Dive Detachment. OICs can expect to lead a detachment of 20 highly motivated enlisted Sailors through one homeport training cycle followed by a six month deployment. UCT OIC tours are both challenging and highly rewarding as officers will complete various dive officer qualifications, the Seabee Combat Warfare Officer (SCW) qualification, and various other expeditionary and waterfront engineer qualifications to enable them to lead Sailors in high risk diving, demolition, and underwater construction operations. UCT OIC candidates must be technically competent in engineering and leadership while possessing quality communication and staff officer skills.

Officers interested in applying for the UCT OIC program must satisfy the requirements prescribed in MILPERSMAN 1210-310. Upon being selected for the program, officers will

complete six months of diving officer training at Naval Diving and Salvage Training Center in Panama City, Florida prior to reporting to an Underwater Construction Team.

## CEC LIMITED DUTY OFFICERS (LDO)

CEC Limited Duty Officer (LDO) is our prior enlisted community that has historically provided the Navy and CEC with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. The LDO community makes up 10% of Naval officers and 1% of CEC officers.

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 from Ensign through Captain 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.

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. The first tour objective is to gain officer experience and complete the warfare qualification process. The following chart shows a typical career path for a LDO.

## TYPICAL CEC LDO CAREER PATH

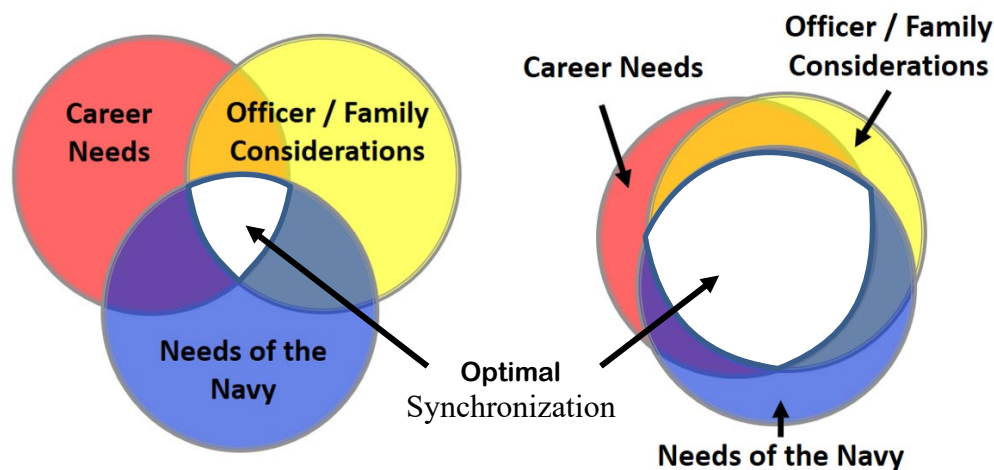
	SCW Officer					
	Bachelor's Degree			Masters in Management	CDR(s) Leader Course	Exec/Sr. Leader Trng
	ENS	LTJG	LT	LCDR	CDR	CAPT
Expeditionary	NMCB ACB	NCB	NCR RNCR DEVGRU	NMCB STEU CO CDR/S7	NCR CSO	
Facilities & Expeditionary Support		NSWG	NSWG - CSSD EOD -CSST CNSWC			
Staff & Training		NCTC Dive School OIC	NCG CSFE CSFE Det OIC	NCTC XO NCG R7	NCTC CO NECC	NECC N43

## CHAPTER 3: THE DETAILING PROCESS

---

### HOW IT WORKS

Detailing consists of carefully balancing three critical elements: Navy mission requirements, personal considerations, and individual career needs. These elements, commonly referred to as the detailing circles, 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. Done properly, career planning invariably includes personal/family planning. Discussing your career needs early and often with your family will help you identify billet options (Needs of the Navy) throughout your career that align with your professional development and your family's needs.



The Navy Personnel Command (NPC) organization is designed to help facilitate the proper mix of each element by separating assignment and placement officer functions. Detailers are the officer's advocates. They match each officer's career needs and personal considerations with the needs of the Navy (posted billets). Placement Officers serve as the command's advocate. CEC Detailers also function as Placement Officers for NAVFAC and NECC commands. 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 Projected Rotation Dates (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 PRD near the required fill date. The detailing process starts

approximately 12 months in advance of an officer's PRD. Detailers will send out a Call for Preferences requesting detailing input from constituents. Your input should include both billet and geographic diversity to enable the Detailer to provide the most options for your future assignments. The normal assignment process sequence is:

1. Satisfy the Individual Augmentation (IA) / GWOT Support Assignment (GSA)
2. Sea duty
3. Overseas billets
4. CONUS billets

To maintain flexibility in assignments and conserve Permanent Change of Station (PCS) funds, a detailing "window" is utilized. This window typically starts one month before PRD and ends three months after the PRD. This 5-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, however, PCS funding availability may drive orders release within 1-2 months of detachment.

Several factors can impact a detailing decision: billet availability, experience or qualifications, command input, operational needs, professional needs, personal desires, and PCS constraints. The decision regarding your next assignment reflects the detailer's best effort to balance all these factors. Detailing slates for all command assignments and O5 and above officers are reviewed by the CEC Flags and approved by the Chief of Civil Engineers.

## **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 are not merely based on the qualifications you attained and milestones met. 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.

## **PROFESSIONAL DEVELOPMENT**

Detailers strive to ensure an assignment provides the requisite challenges and experience necessary for each officers' 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 as well as comparing your duties with peers and other senior officers are a good place to start your own critical evaluation.

## 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 in response to a call for preferences, as well as update your detailer 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. Personally researching the list of assignment preferences by speaking with the incumbents is a worthwhile effort, as it may shape your prioritization, type, and location of assignments.

## PCS CONSTRAINTS

Officer tour lengths are established using Secretary of War (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 TOS 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. Most 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: Developmental tours (O1 - O2), selection to O6, sea duty or overseas transfers, command assignments, joint duty, and duty under instruction.
2. OCONUS Tour Lengths are prescribed by the Joint Travel Regulations (JTR) Annex Q and MILPERSMAN 1300-308. Other than exceptions listed in the JTR, accompanied and unaccompanied tour lengths are generally 36 months and 24 months, respectively.
3. Sea Duty refers to operational assignments to designated units. For CEC officers, prescribed tour lengths are typically 24-30 months per MILPERSMAN 1301-110.
4. Retainability refers to the time you can be retained by the navy after your PCS and applies to all transfers. It ensures that an officer has the capability to complete prescribed tour length requirements and must be met to receive orders. Senior officers

may not be able to accept orders if their statutory retirement date occurs before they could reach the minimum time on station. Junior officers may find themselves extending beyond their service obligation date just to accept a set of PCS orders. Retainability has no waivers or exceptions. Current prescribed tour length requirements are:

- a. CONUS sea or shore to CONUS shore – 2 years
  - b. CONUS sea or shore to CONUS sea – 1 year
  - c. To overseas shore – Depends on location and if accompanied
  - d. To overseas sea – Full OSD prescribed tour length
  - e. Overseas to CONUS – 1 year (6 months if from unaccompanied tour).
5. 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.
  6. All CONUS orders are accompanied orders. In some cases officers may choose to move without their dependents; commonly referred to as a “Geo-bachelor”. Members should be aware that the BAH entitlement will be based on the members orders and not the family location (there are rare exceptions involving EFMP).

Additional detailing tools and career management information can be found on the [CEC detailer website](#).



[This Page Intentionally Left Blank]

## CHAPTER 4: THE BOARD PROCESS

---

### 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 Newsletter](#), and other Navy related professional periodicals. [DoDI 1320.14](#) is the governing instruction and additional information can be found at on the NPC [Active Duty Officer Promotions](#) website.

There are three types of boards: statutory, administrative, and 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 the Secretary of the Navy (SECNAV). Statutory board results are approved by the President, Senate Armed Services Committee (SASC), or Secretary of War (SOW). Membership on statutory boards is established by statute and SECNAVINST 1401.3. This instruction is very specific as to designator mix and pay grade for those serving as members and recorders on each specific board.

Administrative boards include senior enlisted promotion, Enlisted/Officer programs, and other screening boards. The following are an example of administrative boards: Command Screen, LDO/Chief Warrant Officer (CWO) In-service Procurement, E7 – E9 selection, and Lateral Transfer/Redesignation selection boards. Administrative boards are governed by instruction or policy and may be convened by 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. The Civil Engineer Corps sponsors the CEC Command/XO Screen Boards.

### STATUTORY BOARDS - PROMOTION BOARDS

An officer's seniority can be found by looking at the Naval Register, which is the existing seniority list of current officers found on [BUPERS Online \(BOL\)](#). Upon commissioning, an officer's seniority is based upon a number of factors to include: date of commissioning, date of rank, percentile rank, commissioning source (if graduating from USNA or NROTC), date of birth, and alphabetically by last name. A lineal number is assigned to the officer and the seniority list (precedence) is then attached to the bottom of the Naval Register. Your lineal number is recalculated upon each promotion, based on the date of rank and the relative seniority at the previous rank. The exception to this is the merit promotion reorder, which identifies the top 15 percent of selected officers and moves them to the top of the promotion list.

## PROMOTION ZONES:

Every officer interested in promotions looks to answer the question, "When will I be in-zone for promotion?" All fully qualified ENS and LTJGs are selected for promotion upon two years and four years of commissioned service, respectively. The ranks of LCDR, CDR and CAPT are referred to as "Control Grade" because the total number of officers in these grades are controlled by law. Control grade officer promotions for LCDR, CDR, and CAPT are selected via annual statutory promotion boards.

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 the projected gains and losses in officer inventory at that rank. Every promotion out or resignation/retirement from LCDR or higher grade creates a vacancy for promotion into that grade. For example, if one Captain is promoted to RMDL and 10 other Captains are scheduled to retire, 11 CDRs need to promote to CAPT that fiscal year. If an additional 15 CDRs retire, then 26 LCDRs need to promote to fill the total CDR vacancies that fiscal year.

Once the number of selections required for the next fiscal year is determined, the promotion zones are calculated to meet 10 USC 623: Defense Officer Personnel Management Act of 1980 (DOPMA) and SECNAV policy, as shown in the following table.

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

\*OPP – Opportunity (promotion percentage)

\*\* AFQ – All Fully Qualified

*Flow Point is defined as the number of years from an officer's Commissioning Base Date to the Date of Rank of the new grade.*

*Opportunity, which is shorthand for "Percent In-Zone Opportunity," is a percentage value equal to the number of In-Zone Officers selected at a board divided by the total number of officers in zone. Officers selected Above Zone or Below Zone for promotion, make the Percent In-Zone Opportunity smaller.*

$$\text{Percent In Zone Opportunity} = \frac{\# \text{In Zone Officers Selected}}{\# \text{In Zone Officers}}$$

$$\text{Selection Percentage} = \frac{(\# \text{Above Zone} + \# \text{In Zone} + \# \text{Below Zone}) \text{ Selected Officers}}{\# \text{In Zone Officers}}$$

The law (10 USC 623 / DOPMA) requires the promotion opportunity to remain relatively similar from year to year, and the DoW has identified the appropriate timing for promotions. The Navy uses an opportunity range (40%-60%) to maintain the established timing or Flow Point.

Together Flow Point and opportunity dictate the size of the zone, or how many officers are considered in a given year. When the number of in-zone officers decreases, opportunity increases but the flow point for subsequent boards will also increase. Conversely, when the zone is large, opportunity and flow point decreases and increases the probability of a “Failure of Selection (FOS).”

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 are required to receive an in-zone consideration and at least one below-zone consideration for control grade selection boards. All officers between the junior eligible and the junior in-zone officer are considered below zone and they are eligible for promotion. The first below-zone consideration could be up to two years prior to their projected in-zone look. Officers who FOS while in zone are considered above zone on subsequent promotion boards.

Officers can check the most current [CEC precedence list](#) located on the NAVFAC portal under the under the CEC Detailer’s link to see when they are projected be in zone. It is important to remember this is an estimate, zones will shift based on retirements and changes to available billets. The only official promotion zone is the current year zone, found in the NAVADMIN announcing the Convening of the statutory promotion boards, issued no later than one month prior to the Line O6 board convening date. Don't get caught off-guard; KNOW YOUR ZONE, and be ready when you are still Below Zone!

Officers can also determine their place in the lineal order using the [Naval Register](#) found in BUPERS On Line. After logging in, select Active Duty, Civil Engineer Corps, and your current grade. The list will populate alphabetically; export to Excel to sort by linear number and see the entire list in one view. You can also estimate your zone year by using this rule of thumb: Between Junior In Zone and Junior Eligible is two full promotion zones. Assuming zone sizes remain relatively consistent year to year, half the distance between Junior In Zone and Junior Eligible will be one zone. Projecting this number past Junior Eligible can give you an estimate of future promotion zones.

### **CONVENING THE BOARD:**

Promotion boards are convened by the 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:

Correspondence may call the board's attention to any matter that the officer considers important. This written communication, defined as [Correspondence](#), commonly called a "letter to the board," is actually a letter to the board president and signed by the eligible officer. Only the officer being considered may submit correspondence directly to the Board. Boards are not allowed to consider material submitted on your behalf unless it is accompanied by a letter from your requesting the materials be considered. You should check your Officer Summary Record (OSR) 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. Although the Recorders check your record to determine if it is complete, they cannot contact an individual officer if there is any missing information or documentation. Therefore, it is incumbent on you to make sure your record is complete and accurate at least **SIX MONTHS** before a board convenes. Consider asking your mentor or another senior CEC officer you trust to review your record with you seven or eight months prior to the upcoming board.

All correspondence must be received by the NAVPERSCOM Customer Service Center **no less than 10 days** prior to the convening date. The most up to date information for sending in correspondence to the board can be found in MILPERSMAN 1420-010. More information can also be found on the publically accessible BUPERS-NPC webpage for Officer Promotion Boards, or contacting My Navy Career Center ([askmncc@navy.mil](mailto:askmncc@navy.mil), 833-330-MNCC, or 901-874-MNCC (DSN 882-5672)).

## 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 to four days. Board members know they are dealing with officers' careers, and complete their duties with the utmost respect for the process.

## **THE PRECEPT, CONVENING ORDER, AND COMMUNITY BRIEF – “THE RULES OF THE ROAD”:**

The precept is overarching guidance provided by the SECNAV that defines the function, membership, and legal duties of statutory promotion boards. A copy of the precepts can be found under the [Navy Personnel Command website](#). Select the appropriate FY Staff promotion board, and look for the link titled “SECNAV Approved Precept.”

The convening order is a document specific to each board, signed by SECNAV, and directed to the president of the promotion board detailing the criteria upon which selections should be based. Each convening order specifies the number of officers the board is to select and 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 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, and highlights requirements to be fully qualified for promotion to the next rank. In addition to [MyNavy HR website](#), the CEC community brief can be found at the [NAVFAC-CEC-DETAILER sharepoint site](#) (scroll to bottom of page). 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 a letter to the board president about his/her record.

No information other than what is listed above is allowed to be discussed or presented before a board. The Convening Order for the prior year board is also found on the Navy Personnel Command website, along with the Precept.

## **ELIGIBLE LIST OF OFFICERS:**

Along with the precept and the convening order, 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.

## **BOARD PREPARATION:**

Prior to the official convening date, the Recorders and Assistant Recorders report to Millington for the record review process. All In Zone officer records are reviewed for possible correctable

errors and omissions, and any correspondence to the board received by the deadline is also reviewed and annotated in the member's record as appropriate.

### **BOARD EXECUTION:**

On the Convening date, the Board members report to Millington to begin the formal record review process. Each board member receives a stack of officer records to thoroughly review and annotate, giving consideration to all of the requirements in the Convening Order. Each above-zone and in-zone officer's record will be displayed and briefed by the reviewer to the rest of the board. Board Members, using the precept and convening order as guidance, recommends, within the numbers authorized, those candidates it considers "best and most fully qualified" for selection.

### **IN THE "TANK":**

After the records review phase, the board moves to 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 that candidate's file briefs the record. After the briefing officer has discussed the candidate and all questions have been asked and answered, each member cast a "secret ballot".

Each member uses a shielded 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. After all the records have been reviewed, a scattergram of the confidence ratings ranks each candidate under consideration. A board member motions that the board "tentatively selects" all candidates above a proposed confidence rating. The board will either vote on the motion or members will offer different confidence ratings as 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 the confidence rating below which the bottom scoring candidates should be "dropped from further consideration". All the candidates between the "selected" and "dropped" scores are now in "the crunch".

At this point, below zone records will be given an un-briefed, initial review in the "tank", with members submitting a simple yes/no vote for further consideration. If selected for further consideration, the record is added to the "crunch". All candidates in the "crunch" are then reviewed and briefed by a different board member in a second 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.

## MERIT PROMOTION REORDER:

After the selection process, the board will begin the Merit Promotion Reorder (MPR). MPR identifies the top 15% of the selected officers and moves them to the beginning of the promotion order. The board reviews the records of all officers selected for promotion and uses the guidance provided by the Community Sponsor to determine which officers' performance warrants promotion ahead of the rest of the selectees. After the record review is complete, the merit reorder tank process begins, similar to the tank process used in the selection process

## STATUTORY BOARD RESULTS – THE PROMOTION LIST:

After the board completes its deliberations and votes to confirm the tentative selections and any merit reordering desired, the board then provides a select list to SECNAV for approval. A select ALNAV message is then released (usually 12 - 15 weeks after the board adjourns). Officers selected for meritorious promotion will have an asterisk by their name and will promote on 01Oct. Results will also be available on BUPERS Online. Subsequently, a promotion phasing plan will be created that shows 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. **Frocking IS NOT authorized unless specified.**

## STATUTORY BOARD RESULTS – APPROVAL PROCESS

STEPS IN THE CHAIN	REVIEWING OFFICIAL ACTION
Chief of Naval Personnel	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.
Commander Naval Operations	
Secretary of the Navy	Approve & forward the recommendations for nomination to the Secretary of War. Defer recommendations for nomination as deemed appropriate.
Secretary of War / Joint Chiefs of Staff	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. Review board report for compliance with Joint Officer Management statutes (Lieutenant Commander and above only).
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.

## **PROMOTION PHASING:**

IMPORTANT: Promotion is only authorized by the monthly NAVADMIN message. While the phasing plan discussed below can estimate the month an officer will likely promote, the authority to promote to the next grade is only in the NAVADMIN.

The estimated promotion phasing plan with Merit Promotion Reorder is as follows:

- 01OCT: Merit Promotion 15% of the selected officers
- 01NOV – 01AUG: 3% of the selected officers each month
- 01SEPT: remaining 55% of the selected officers

## **FAILURE OF SELECTION (FOS)**

If you did not select for promotion, you will continue to be looked at for promotion as an above zone eligible each year until promoted or your status in the Navy changes (e.g. retirement, resignation, release from active duty, lateral transfer, etc.). For officers who have not selected for promotion 2 or more times, the Secretary of the Navy will publish continuation policy each year towards the end of December. Information on continuation and the current year's continuation policy can be found on the BUPERS [Continuation](#) page.

## CHAPTER 5: TRAINING, EDUCATION AND QUALIFICATIONS

---

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 development and performance of each officer and enhance 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 on-the-job proficiency. 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 help you better understand each requirement and 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 your success and will continue to keep our officers relevant in a DoW environment that is continually more resource constrained.

[Appendix A](#), the Civil Engineer Corps Officer Training Plan, shows the 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 the respective qualifying unit's instruction.

While assigned to a qualifying unit 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.

## **PUBLIC WORKS DEPARTMENT QUALIFICATION PROGRAM**

NAVFAC is the SYSCOM that builds and maintains sustainable facilities, delivers utilities and services, and provides Navy expeditionary combat force capabilities, whereas CNIC is the TYCOM that integrates shore capabilities. The Public Works Department is the cornerstone of NAVFAC's support to the Navy. The Public Works Officer (PWO) serves as a facilities Subject Matter Expert on CNIC installation staff and is essential for an installation's readiness and operations. The challenges PWOs face 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.

NAVFACINST 11300.1 created the Public Works Department (PWD) Qualification Program comprised of three qualification levels to develop a robust public works knowledge-base over the course of a CEC officer's career. The PWD qualification levels take into account formal courses, process driven training, and experience. The PWD Qualification Program, combined with professional licensure and acquisition competency, assure that only the most qualified officers fill these crucial public works billets.

The PWD Qualification Program is a progressive program where PWD Level I is a prerequisite for PWD Level II, which is a prerequisite for PWD Level III. This program ensures CEC officers are the shore, infrastructure-management subject matter experts that our Navy demands. NAVFACINST 11300.1 series contains the latest policy and requirements to achieve qualification.

Any CEC Officer assuming any leadership position in a Unit of Action (PWD, OICC, FEAD, and/or ROICC) is required to have the following minimum qualifications prior to reporting.

Minimum Qualification / AQD	Grade
Professional Engineer or Registered Architect (PE/RA) / 951 or 952 DAWIA Contracting Professional / ACA PWD Level II (in accordance with NAVFACINST 11300.1)	O3-O4
Professional Engineer or Registered Architect (PE/RA) / 951 or 952 DAWIA Contracting Professional / ACA PWD Level III (in accordance with NAVFACINST 11300.1)	O5-O6

Any qualifications not completed prior to executing orders will require a First CEC Flag Officer waiver from the receiving NAVFAC Command, or Additional Duty chain of command in the case of PWOs.

## 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 is required prior to selection to Commander. Officers should strive to earn their PE or RA at the earliest opportunity. Engineers must have their Engineer in Training license and architects must have completed either one registration exam (minimum) or completed the National Council of Architectural Registration Board's (NCARB) Architecture Experience Program (AXP) to be eligible for LCDR.

## 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 typically must complete a degree in an Accreditation Board for Engineering and Technology – accredited program, complete the experience requirements of the state, pass at least two intensive competency exams (the Fundamentals of Engineering (FE) 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. To receive registration, architects typically must complete a degree in a National Architecture Accrediting Board – accredited program, pass six registration exams and complete 3,740 hours of certified practical experience in six functional areas. 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.

For architects, practical experience is normally required under the direct supervision of a licensed architect or professional engineer. The CEC developed an Intern Architect Development Program (IADP) to help CEC officers meet this requirement. 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 15-week "pipeline" training program is 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 75 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 and Ocean Engineering – 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. Additional Controlled Enrollment opportunities for selection to attend prestige universities, such as Stanford and MIT or earn a CIVINS or Naval Postgraduate School MBA, are also opportunities that are offered on an annual basis.

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 should plan to attend graduate school as a senior Lieutenant or junior Lieutenant Commander. Career planning is important because grad school results in 12-18 months of non-observed duty. Officers should consult their COs and mentors to find the optimal time to attend grad school.

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.

## **DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)**

“DAWIA” is an acronym for the 1990 Defense Acquisition Workforce Improvement Act (Title 10 U.S.C. Chapter 87). DAWIA's purpose is to improve the effectiveness of the acquisition workforce across the DoW through standardization and enhancement of education, certification, and career development of military and civilian personnel involved in Defense Acquisition. It established formal acquisition functional areas, designated acquisition positions, and mandates the formal certification process. Anyone serving in a designated acquisition position is required to meet DoW certification standards and/or specific DAWIA statutory requirements. As CEC officers, we often serve as members of the DoN Acquisition Workforce (AWF).

The Director for Acquisition Talent Management (DATM), previously titled the Director, Acquisition Career Management (DACM), leads all AWF matters pertaining to education, training, and career development for the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)). The DATM maintains the DoN DAWIA

Operating Guide which provides policy, guidance, and tools to assist DoN AWF members in planning and accomplishing their acquisition career goals.

## **WARFIGHTING ACQUISITION UNIVERSITY (WAU)**

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. In the SECWAR Memorandum dated November 7, 2025, DAU was renamed the Warfighting Acquisition University (WAU) in accordance with [Executive Order 14265](#), “Modernizing Defense Acquisitions and Spurring Innovation in the Defense Industrial Base.” DAU historically trained approximately 150,000 military and civilian DoW personnel in the fields of acquisition and sustainment. WAU is now your primary source for acquisition training. The DoN DAWIA Operating Guide outlines prioritization levels for WAU training requests and requirements for WAU course fulfillment.

## **DAWIA CERTIFICATION**

There are several acquisition functional areas and credentials in which AWF members may be certified. A CEC officer’s primary career field for certification is typically contracting. OFP officers also pursue certification in the program management career field to meet qualification requirements of the senior billet within NAVFAC’s Program Management Officer 555, Shipyard Improvements and Optimization Program (PMO 555, SIOP), and senior OFP billets within other Navy Systems Commands. DAWIA Certification & Core Plus Development Guides are posted on the WAU website and are the authoritative source for certification requirements. They also provide the most current recommendations for continuous learning depending on the AWF member's type of assignment within a functional area.

CEC officers should manage their careers to complete Contracting Professional training and certification requirements. Once the required certification is achieved, each officer should keep up their acquisition proficiency through continuous learning. To maintain certification, AWF members must complete 80 continuous learning hours every two years. Continuous learning can be met through WAU Continuous Learning Modules or through professional classes, conferences or events. DAWIA certifications help CEC officers maintain the skills required to perform in acquisition billets. This becomes more crucial for senior officers because they can fill critical acquisition billets that require officers to become Acquisition Professional Members (APM).

Each acquisition billet falls into a functional area and will require the member to have or be working towards the corresponding certification. Once assigned to an acquisition billet, an officer must meet the billet’s certification requirement within the grace period for the certification level. The grace period for Foundational and Professional-level certifications is 3 years. The grace period for Practitioner-level certifications is 5 years. The grace period for Advanced-level certifications is 4 years. Certification requests are submitted and managed in

[eDACM](#), the Navy's system for acquisition career management. Naval AWF members also use eDACM to request training, self-declare experience and continuous learning points, and view their DAWIA transcripts.

## ACQUISITION PROFESSIONAL MEMBERSHIP

Per DoDI 1300.19, the DoD Joint Officer Management (JOM) Program, requires officers to be joint-qualified to serve at the FO/GO-level. Officers may be waived from the joint-qualified requirements based on acquisition experience. To ensure consistent application of the waiver, the Department of the Navy Acquisition Professional Membership (APM) was re-established. APM is recognized by all DoN Components. Membership in the APM is required for CEC officers prior to selection to Commander. Applications are to be submitted through eDACM.

The DoN DAWIA Operating Guide is the authoritative source for APM membership requirements. Below are the membership requirements:

- Baccalaureate Degree from an accredited-educational institution
- 12 credits in a business related discipline
- 4 years of documented acquisition experience
- DAWIA Certification in any functional area
- Must be O4 or senior in rank (O4 selects do not qualify)

## 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. CEC officers serve as the Joint Warfighter's engineering experts and set infrastructure priorities and strategies. 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. 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
- For more information on Joint Tours and Joint Tour Lengths visit the [NPC website](#)

All CEC Officers can obtain JPME I via the Fleet Seminar or Distance Learning programs that are available. The JPME I curriculum content addresses the topics of National Military Strategy, Joint planning at all levels of war, Joint doctrine, Joint command and control, Joint force and

joint requirements development, and Operational contract support. A CEC Officer may enroll through distance learning at the Naval War College as a LT or other service colleges as a LCDR. JPME Phase I can be completed either through an "in residence" course or through distance learning.

## **JOINT EDUCATION**

The two most common options for distance learning are either via the [U.S. Naval War College](#) (NWC) or [Air University Air Command and Staff College Distance Learning](#). The three core courses for JPME I from the NWC are Strategy and War, Theater Security Decision Making and Joint Maritime Operations.

JPME II can be obtained by CDR or CAPT CEC Officers that are detailed to the National Defense University Eisenhower School, Navy War College, or Army War College for 12-month in-resident program. The curriculum content at this level includes topics of National Military Strategy, Planning at all levels of war, Theater strategy and campaigning, Joint planning processes and systems, Joint, interagency, and multinational capabilities and the integration of those capabilities. In order to attend one of these programs JPME I must be completed as a prerequisite.

## **LEADERSHIP DEVELOPMENT**

Developing leaders has always and continues to remain a principal focus of the Navy and the CEC. Effective leaders demonstrate deliberate commitment to grow throughout their careers and do so by committing to improving the competence and character of themselves and their teams. The CEC provides opportunities during an officer's career to improve both of these characteristics through formal schools, on-the-job training, and mentorship. The Career Progression chart identifies the types of schools and jobs that an officer needs in order to improve throughout one's career. Mentorship is a more informal but key approach to leader development. Additionally, the CEC has developed a Leadership Development Continuum Council that meets quarterly with the goal of developing officers from commission to major command.

## **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 learning hours (CLHs) 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 Engineer Corps Officer designator. Certifications may require additional education, training or experience.

The US Air Force Institute of Technology's Civil Engineer (AFIT CE) School is the CECOS sister school for the US Air Force. AFIT CE offers numerous courses that CEC officers are encouraged to leverage for continuing education in areas of project development, technical design, estimating, etc. AFIT CE's distance-learning courses are provided via internet self-paced and interactive delivery methods. Information for current courses can be found at the [AFIT CE homepage](#).

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

[American Public Works Association \(APWA\)](#)

[American Society of Civil Engineers \(ASCE\)](#)

[American Water Works Association \(AWWA\)](#)

[Association of Energy Engineers \(AEE\)](#)

[Construction Manager Association of America \(CMAA\)](#)

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

[Association of Higher Education Facilities Officers \(APPA\)](#)

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

[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](#)



[This Page Intentionally Left Blank]

## CHAPTER 6: RECORD MAINTENANCE

---

It is important to understand your entire record is significant from your very first day of service. Your record, on its own, is what gets you promoted. It is every officer's responsibility to ensure their record accurately reflects their career. In addition to being the authoritative document for promotion opportunities, your record serves as the basis for the completion of your DD-214 upon separation or retirement from active service. It is imperative to ensure accurate information in your record in order to provide the foundation for an accurate DD-214.

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 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 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 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 Navy Personnel Command in Millington, TN. Among these applications are your Officer Summary Record (OSR), Officer Data Card (ODC), 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 SUMMARY RECORD (OSR)**

Your OSR is the document Board Membership will actually view in the TANK for promotion and screening purposes. All Data (with the exception of Personal Awards) is drawn from the information listed on the ODC. 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 second of three documents 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 required to be in color and uploaded into your OMPF. These are not reviewed during statutory or administrative boards.

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. Physical photos must be signed, dated and mailed to Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120.

Alternatively, you can upload your photograph directly to your OMPF through MyNavy Portal. Navigate to “MyRecord,” “Other Record Sites of Interest,” and there the “Officer Photograph” tile can be found. When clicked, an electronic Officer Photograph form (NAVPERS Form 1070/884) opens and photos can be uploaded directly into the form and submitted to your OMPF. Instructions for electronic photo submissions can be found at the [Officer Photo - Automated Submission Guide](#).

## **FITREPS**

PERS-32 is the NPC agent who administers FITREPS into the officer record and serves 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 receive priority for processing.

## **AWARDS**

Information and regulations concerning awards is contained in [SECNAVINST 1650.1](#). 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 via BOL. 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.



[This Page Intentionally Left Blank]

## CHAPTER 7: SPECIAL NAVY PROGRAMS

---

### 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 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.

### CAREER INTERMISSION PROGRAM (CIP)

The Career Intermission Program (CIP) is meant to provide greater flexibility in career paths to enhance retention. The CIP allows Officers the ability to transfer out of the active component and into the Individual Ready Reserve for up to 3 years while retaining full health care coverage and base privileges for themselves and their dependents. Participants also receive a reserve stipend equal to 2 times 1/30th their basic pay. Upon returning to Active Duty, the Navy will adjust the date of rank or time-in-rate for participants in order to compete in promotion boards with service members at the same experience level. [OPNAVINST 1330.2](#) provides policy and guidance on the CIP.

### TARGETED RE-ENTRY PROGRAM (TRP)

The purpose of the Targeted Re-entry Program (TRP) is to retain the valuable experience and training of the Navy's highest performing Service members who might otherwise be lost to separation. Eligible TRP participants are provided the opportunity for an expedited return to active duty.

When endorsing a retirement or resignation request in NSIPS, Commanding Officers may recommend a member for either the Gold Ticket or Silver Ticket. Gold Tickets allow for a guaranteed return to Active Duty up to one year from separation, Silver Tickets authorize a return to active duty for up to 2 years from the date of separation, subject to the needs of the Navy.

Gold and Silver Ticket recommendations are reviewed by BUPERS-3 (Community Management) and approved based on individual Community health and needs of the Navy. Gold tickets convert to silver tickets if not used within one year. For more information on this program, Contact the CEC Community Manager, or contact the My Navy Career Center at 1-833-330-MNCC (6622) or by email at [askmncc@navy.mil](mailto:askmncc@navy.mil).

## PERMANENT MILITARY INSTRUCTOR

The Permanent Military Instructor (PMI) program was created to provide a stable cadre of career officers as instructors for the U.S. Naval Academy, Naval War College, and Navy Postgraduate School. Selected applicants to the PMI program remain in their current designator, and with only very rare exceptions, remain in the billet until promoted to the next grade or statutorily retired.

While the PMI Program offers a unique opportunity for CEC officers with the credentials and experience to teach at the college level, obtaining a release from the community to participate carries a significant concern. Because you remain in the CEC designator 5100, the promotion planning process must count you in inventory when calculating the number of vacancies available. If there is a shortage or projected shortage for officers in your grade, it is likely the Community Manager may non-concur with your request. As of FY20, the PMI selection boards have a history of leaving PMI quotas unfilled. Contact the Community Manager with specific questions about your eligibility.

More information about this program can be found in OPNAV Instruction 1520.40 and the annual NAVADMINs announcing PMI selection boards.

## 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.

### **SECNAV'S TOURS WITH INDUSTRY**

SECNAV Tours With Industry (SNTWI) is a professional development program that places top performing Officers from our “traditional career path” with leading civilian companies for about one year. Each participant will immerse themselves in the corporate world to experience cutting-edge business practices, techniques, and technologies. Upon their return to Service, they will be drivers of innovation as the CEC looks to the future. In our Corps we have had Officers serve in positions at Gulf Power and CH2M. For more information on this fellowship reference [My Navy HR SNTWI](#) or contact your detailer.

### **NAVY PROFESSIONAL READING PROGRAM**

All Civil Engineer Corps officers are encouraged to develop a life-long habit of reading and learning. Curated reading lists can imbue readers with a deeper understanding and appreciation for naval heritage, the profession of arms, and the complex modern world in which we operate. 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. Reading allows us to learn from the experiences of others. Abraham Lincoln said that reading “is the key . . . to already solved problems . . . and a facility for successfully pursuing the unsolved ones.”

In addition the [Chief of Naval Operations Podcast Directory](#) provides additional resources to further your professional development. Find topics that interest you and test the waters.

# 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	LEVEL 1	LEVEL 2		LEVEL 3			
	ACQUISITION	CONTRACTING PROFESSIONAL			ACQUISITION PROFESSIONAL MEMBERSHIP			
	PROFESSIONAL/TECHNICAL	ETT / ACTIVE NCARB		PE/RA, MS/MBA				
	SUPPLEMENTARY EDUCATION			JPME 1		JPME 2		
TRAINING	EXPEDITIONARY	- NCF Staff Planning			- NCF Prospective Operations and Training Staff Course - NCF Prospective Command Element		- NCF Prospective Command Element	
		- NCF Operations Basic	- NCF Operations Advanced					
	FACILITIES	- PWD Qualification Level I	- PWD Qualification Level II		- PWD Qualification Level III			
	ACQUISITION	- Contracting Professional						
	PROFESSIONAL DEVELOPMENT	- CEC Officer Basic Course - Division Officer Leadership Course	- Department Head Leadership Course - Intermediate Leadership Course - Joint Engineer Operations Course (JEOC)		- CEC LCDR(s) Leadership Course - Prospective Executive Officer Course		- CEC CDR(s) Leadership Course - Prospective Commanding Officer Leadership Course	

## 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 \(CECOS\)](#)
- [My Navy Portal \(MNP\)](#)
- [Navy Leadership and Ethics Center \(NLEC\)](#)
- [Warfighting Acquisition University \(WAU\)](#)
- [eDACM](#)
- [Federal Emergency Management Agency \(FEMA\)](#)
- [Naval Postgraduate School](#)
- [NAVFAC Total Force Process Driven Training \(PDT\)](#)
- [Navy Safety Center Training \(NAVSAFENVTRACEN\)](#)
- [U.S. Army Corps of Engineers \(USACE\) Learning Center](#)
- [US Army Engineer School \(USAES\)](#)
- [Waypoints](#)

	Course Title	Provider	Delivery Method	Duration (Days)
Facilities Management	- ICS-CERT 210W-06 Current Trends - Threat	<a href="#">CISA</a>	Online	.187
	- Intro to FEAD/ROICC Operations	<a href="#">CECOS</a>	Classroom	5
	- Intro to FMD and Production Division Operations	<a href="#">CECOS</a>	Classroom	5
	- NAVFAC 40 hr Safety (Part of CECOS Basic)	<a href="#">CECOS</a>	Classroom	5
	- Facilities Planner	<a href="#">CECOS</a>	Classroom	4
	- Facilities Projects Seminar	<a href="#">CECOS</a>	Classroom	3
	- Real Estate Seminar	<a href="#">CECOS</a>	Classroom	2
	- MCON Programming and Budgeting	<a href="#">CECOS</a>	Classroom	3
	- Facilities Energy Management	<a href="#">CECOS</a>	Classroom	5
	- PWD Basic	<a href="#">CECOS</a>	Classroom	10
	- PWD Intermediate	<a href="#">CECOS</a>	Classroom	5
	- PWD Advanced and FEC Operations	<a href="#">CECOS</a>	Classroom	5
	- CTC 415 Source Selection	<a href="#">Waypoints</a>	Classroom	4
	- General Crane Safety (Navy e-Learning NCC-GCS)	<a href="#">Navy e-Learning</a>	Online	1
	- Rigging Gear Inspection (Navy e-Learning NCC-RGI)	<a href="#">Navy e-Learning</a>	Online	.125
	- General Funds Workflow Parts 1, 2, and 3 (eTracker Training)	<a href="#">Waypoints</a>	Online	.18
	- TWMS 101	<a href="#">Waypoints</a>	Online	.25
	- Construction Managers in the NAVFAC Organization	<a href="#">Waypoints</a>	Online	.375
	- CTC 337 Facilities Support Contracting	<a href="#">Waypoints</a>	Classroom	3
	- Safe Drinking Water Act and Overseas Drinking Water (I, II)	<a href="#">Waypoints</a>	Online	.3
	- MAXIMO - Overview	<a href="#">Waypoints</a>	Online	.125
	- Condition Based Maintenance Management (CBMM) Modules 1-6	<a href="#">Waypoints</a>	Online	Varies
	- Public Works Metrics Program	<a href="#">Waypoints</a>	Online	.187
	- MAXIMO Service Requests and Work Orders	<a href="#">Waypoints</a>	Online	.143
	- MILCON Installation/PWD 1391	<a href="#">Waypoints</a>	Online	.18
	- FEAD Design Projects	<a href="#">Waypoints</a>	Online	.5
	- eProjects 101	<a href="#">Waypoints</a>	Online	.25
	- Construction CM Basic Training Module 1 - CMs in the NAVFAC Org	<a href="#">Waypoints</a>	Online	.25
	- Security+ (Funding Opportunities Vary)	<a href="#">Navy COOL</a>	Classroom	5
	- USACE Quality Control Management (Part of CECOS Basic)	<a href="#">USACE</a>	Classroom	1
Environmental	- Intro to Environmental Protection for CEC Officers	<a href="#">ECATTS</a>	Online	
	- Environmental Protection	<a href="#">CECOS</a>	Classroom	4
	- Health and Environmental Risk Communication Workshop	<a href="#">CECOS</a>	Classroom	3
	- Basic Environmental Law	<a href="#">CECOS</a>	Classroom	3
	- Advancing An Effective EMS	<a href="#">CECOS</a>	Online	3
	- National Environmental Policy Act (NEPA) Application	<a href="#">CECOS</a>	Classroom	3

	Course Title	Provider	Delivery Method	Duration (Days)
Acquisition	Required for Contracting Professional Cert			
	- <a href="#">CON 1100 Contract Foundational Skills</a>	<a href="#">WAU</a>	Online	8
	- <a href="#">CON 1200V Contract Pre-award</a>	<a href="#">WAU</a>	Online	9
	- <a href="#">CON 1300V Contract Award</a>	<a href="#">WAU</a>	Online	8
	- <a href="#">CON 1400V Contract Post-Award</a>	<a href="#">WAU</a>	Online	5
	- <a href="#">CON 3900V Contracting Certification Exam Prep Course</a>	<a href="#">WAU</a>	Online	1
	- <a href="#">CON 3990V Contracting Certification Exam</a>	<a href="#">WAU</a>	Test Center	.5
	Required for PWD Cert			
	- <a href="#">CON 2370 Simplified Acquisition Procedures</a>	<a href="#">WAU</a>	Online	0.6
	- <a href="#">CON 2420 Architect-Engineer Indirect Rates</a>	<a href="#">WAU</a>	Classroom	5
	- <a href="#">CON 2430 Architect-Engineer Contracting</a>	<a href="#">WAU</a>	Classroom	5
	- <a href="#">CON 2440 Construction Contracting</a>	<a href="#">WAU</a>	Classroom	5
Expeditionary	- <a href="#">NCF Operations Basic</a>	<a href="#">CECOS</a>	Classroom	10
	- <a href="#">NCF Staff Planning</a>	<a href="#">CECOS</a>	Classroom	5
	- <a href="#">NCF Operations Advanced</a>	<a href="#">CECOS</a>	Classroom	5
	- <a href="#">Prospective Operations and Training Staff Course</a>	<a href="#">CECOS</a>	Classroom	7
	- Prospective Command Element	NCGs	Classroom	5
	- <a href="#">NECF Command Triad Course</a>	NEXWDC	Classroom	10
	Course Title	Provider	Delivery Method	Duration (Days)
Professional Development	- <a href="#">CEC LCDR(s) Leadership Course</a>	<a href="#">CECOS</a>	Classroom	5
	- <a href="#">CEC CDR(s) Leadership Course</a>	<a href="#">CECOS</a>	Classroom	4
	- <a href="#">CEC CAPT(s) Leadership Course</a>	<a href="#">CECOS</a>	Classroom	3
	- <a href="#">Navy Senior Leader Seminar</a>	<a href="#">NPS</a>	Classroom	5
	- <a href="#">Executive Officer Leadership Course</a>	<a href="#">NLEC</a>	Classroom	9
	- <a href="#">Prospective Commanding Officer Leadership Course</a>	<a href="#">NLEC</a>	Classroom	10
	- <a href="#">Major Command Leadership Course</a>	<a href="#">NLEC</a>	Classroom	5
	- <a href="#">Division Officer Leadership Course (Part of CECOS Basic)</a>	<a href="#">CECOS</a>	Classroom	5
	- <a href="#">Intermediate Leadership Course</a>	<a href="#">NLEC</a>	Classroom	5
Emergency Management	- <a href="#">IS-100: Introduction to the Incident Command System</a>	<a href="#">FEMA</a>	Online	.25
	- <a href="#">IS-200: Basic Incident Command System for Initial Response</a>	<a href="#">FEMA</a>	Online	.4
	- <a href="#">IS-700: An Introduction to the National Incident Management System</a>	<a href="#">FEMA</a>	Online	.4
	- <a href="#">IS-800: National Response Framework, an Introduction</a>	<a href="#">FEMA</a>	Online	.4



[This Page Intentionally Left Blank]