

Program Authorization: Officer candidate indoctrination and training for appointment on Active Duty as ensign, U.S. Navy, designators 5100 (Civil Engineer Corps (CEC)) or 51001 (CEC collegiate program). Civil Engineer Corps Officer Community Manager Branch (BUPERS-316E) is the CEC officer community manager (OCM).

1. Program Authority: Title 10 U.S. Code 531, 532, 651, 1251, 2013, and 12209.
2. Cancellation: Program Authorization 104 of October 2022.
3. Quota: As prescribed by the Deputy Chief of Naval Operations for Personnel, Manpower, and Training, N1.
4. Definitions
  - a. Direct Accession Program: Candidates who have earned a qualifying degree or students within three months of graduation. Direct Accession candidates ship to Officer Candidate School (OCS) at the earliest available opportunity.
  - b. Collegiate Program: Candidates enrolled in a qualifying degree program in line with paragraph 5c with no more than 18 months until graduation or no more than 24 months until graduation for exceptional students. The collegiate program provides a financial incentive to college students to complete degree requirements and obtain a commission as a CEC officer upon successful completion of OCS. Selection boards for the CEC collegiate program are held concurrent to professional recommendation selection boards.
  - c. Collegiate Program Exceptional Student: For a candidate to be considered an exceptional student they must have a grade point average (GPA) above 3.0 and no more than three grades of “C” in all science, technology, engineering or math (STEM) courses.

5. Qualifications

- a. Citizenship: Applicants must be United States citizens.
- b. Age: At least 19 years old and less than 36 years old at time of commissioning. Waivers may be considered on a case-by-case basis for those who will not exceed 42 years old at time of commissioning.
- c. Education: All candidates must have completed the requirements for, or be in pursuit of, a qualifying engineering or architecture bachelor’s degree at an accredited college or university in the United States or its territories. Applicants fall within one of three broad categories as depicted in Table 1 - direct accession, collegiate, or collegiate exceptional student.

(1) Engineering – Fully Qualified

- (a) Completed or in pursuit of bachelor’s degree from an engineering program accredited by the Accreditation Board for Engineering and Technology - Engineering Accreditation Commission (ABET-EAC).

(b) Completed ABET-EAC accredited bachelor's degree and is presently enrolled in an engineering master's degree program with one academic year or less remaining to graduate.

(c) Completed or in pursuit of bachelor's or master's degree from an engineering program accredited by ABET - Engineering Technology Accreditation Commission (ETAC) and is registered Engineer-In-Training (EIT) or Professional Engineer (PE) in line with the National Council of Examiners for Engineering and Surveying (NCEES).

(d) Completed Bachelor of Science degree and is licensed Professional Engineer (PE) in line with the NCEES.

(2) Engineering – Education Waiver Required

(a) Completed or in pursuit of bachelor's or master's degree from a program accredited by ABET-ETAC but has not obtained EIT or PE credentials.

(b) Completed or in pursuit of non-ABET accredited Bachelor of Science degree and is registered EIT in line with the NCEES.

(3) Architecture – Fully Qualified

(a) Completed or in pursuit of Bachelor of Architecture or Master of Architecture degree accredited by the National Architectural Accrediting Board (NAAB).

(b) Completed or in pursuit of Bachelor of Arts or Bachelor of Science degree from a pre-professional architectural degree (4-year) program.

(c) Completed Bachelor of Arts or Bachelor of Science degree and is a Registered Architect (RA) in line with the National Council of Architectural Registration Boards (NCARB).

(d) Architecture candidate with qualifying bachelor's degree can be assessed as either a direct accession or collegiate if currently enrolled in a NAAB accredited Master of Architecture program with less than 18-months (24-months if exceptional student) remaining to graduate.

(4) Architecture – Education Waiver Required: Completed or in pursuit of Bachelor of Arts or Bachelor of Science degree from an other than pre-professional architectural degree program and has obtained architectural experience hours as set forth by NCARB and passed at least one Architectural Registration Exam as set forth by NCARB.

(5) Timelines for CEC programs

| ACCESSION TYPE                           | TIME OF GRADUATION                                |            |            | SHIP TO OCS  | NOTES  |
|--|---|------------|------------|--|--|
|  | Degree Complete (or within 3 month of graduation) | <18 Months | <24 Months |  |  |
| Direct Accession                         | X   |            |            | Within 12 months of selection – determined by OCS schedule | Completed college/university degree requirements.  |
| Collegiate Program                       |   | X          |            | Within 30-60 days of graduation                            |  |
| Collegiate Program (Exceptional Student) |   |            | X          | Within 30-60 days of graduation                            | An exceptional student (>3.0 grade point average (GPA) and no more than three “Cs” in all science, technology, engineering or math (STEM) courses) may qualify for up to 24 months |

Table 1 – Timelines for CEC Programs

(6) Applicants must have a minimum cumulative 2.7 GPA (on a 4.0 scale). An education waiver may be considered on a case-by-case basis for GPAs between 2.7 and 2.5 (on a 4.0 scale).

(7) Collegiate Program candidates must provide an academic degree completion plan (ADCP) to support the advertised graduation date. They must remain enrolled as full-time students (including summer session if required to complete degree-required courses within allotted timeframe) and will not be permitted to increase their projected time in college, cease-attending classes, change majors, enter an exchange program, or transfer schools without specific approval from CNRC and the CEC OCM. Failure to obtain permission may result in disenrollment.

(8) Collegiate Program candidates will have their academic transcripts reviewed twice per year by Commander, Naval Recruiting Command (CNRC) and upon recommendation from the CEC OCM, may be disenrolled if they fail to maintain a cumulative 2.7 GPA (on a 4.0 scale) or receive less than a 2.0 on a 4.0 scale in any STEM course.

(9) Applicants not selected at the current selection board may not reapply to the selection board immediately following their non-selection unless significant changes are made to improve their competitiveness. CNRC must notify the CEC OCM to request an immediate re-board prior to resubmitting an applicant's package for reconsideration and indicate what significant changes were made to the package.

d. Physical: In line with the Manual of the Medical Department, Chapter 15, selectees must maintain eligibility for sea duty, expeditionary environment, and world- wide assignments.

e. Duty Preference: Not applicable.

f. Program Specific Requirements

(1) Officer Aptitude Rating (OAR). All applicants must take the OAR examination. Applicants must obtain a score of 45 or greater waivable to 40.

(2) Accession Officer Interview. Candidate must have an interview with a CEC accessions officer or another senior CEC officer as determined by the CEC OCM.

(3) Letters of Reference. Candidates shall provide a minimum of one letter of reference. Candidates are strongly encouraged to provide at least three but no more than five letters of reference in their application.

g. Immediate Selection Criteria: In line with OPNAVINST 1120.13 (series), any officer applicant that meets criteria for immediate selection will bypass the normal Officer Candidate School (OCS) PROREC board pending review from the Officer Community Manager. Direct Accession candidates will be processed for shipping to OCS as soon as possible. Collegiate Program candidates can enlist under subparagraph 9b as soon as possible. Any officer applicant being considered for immediate select must meet all the following criteria and have enclosure (1) CEC ISEL Checklist completed:

(1) No waivers or exception to policies (program standards, adverse matters, etc.)

(2) Age: Between 19 and 36 years old at time of commissioning

(3) Education: Must meet engineering or architecture fully qualified criteria identified in subsections 5.c.(1) or 5.c.(3)

(a) GPA: At least 3.0 on a 4.0 scale

(b) STEM Courses: No more than three grades of “C” in all STEM courses

(4) OAR: Minimum of 49

(5) Interview: Candidate must have an interview with a CEC Accessions Officer and receive an endorsement of “Highly Recommended”.

6. Waivers: In cases where the applicant does not meet all qualifications, but otherwise has an exceptional record or proven skillset required by the Navy, a waiver may be authorized on a case-by-case basis. All applicants requiring a waiver must complete an interview with a CEC Accessions Officer prior to submission of the waiver. If a waiver is requested, then follow the steps below prior to the convening of the selection board.

a. Application Contents

(1) Age Waiver: A formal written request including documentation or description of the applicant's physical fitness regimen for the past 12 months.

(2) Education Waiver: An education waiver may be considered for a low GPA and/or the degrees and requirements outlined in paragraph 5. Submit a formal written request to include an

official transcript, copy of professional registration certificate (EIT, PE, RA) if applicable, and resumé of work experience related to engineering, architecture or construction management.

(3) OAR Score: As directed by Commander, Navy Recruiting Command (CNRC).

b. Routing: Age and education waiver requests shall be routed from the recruiter/command to CNRC, then to the CEC OCM for positive or negative recommendation/approval, and then back to CNRC for final processing. OAR score waivers are routed from the recruiter to CNRC.

c. Approval Authority

(1) Age Waivers

(a) Prior service: CEC OCM

(b) All others: Chief of Civil Engineers

(2) Education: Chief of Civil Engineers

(3) OAR Score: CNRC

d. Notifying the Applicant: CNRC will notify the applicant of waiver status.

7. Accession Source

a. Civilians

b. Former United States Naval Academy and Navy Reserve Officer Training Corps (ROTC) midshipmen of either the scholarship or college programs who have received pay entitlements, subsistence allowance, tuition or fees under the provisions of these programs are eligible but may not be placed on active duty until graduation.

c. Enlisted personnel of the regular Navy or Navy Reserve (active and inactive).

d. Enlisted personnel of other armed services (active and inactive) with an approved conditional release from their respective service.

8. Indoctrination: Selectees will complete OCS at Officer Training Command (OTC), Newport, RI. After commissioning, officers attend the CEC Basic Course at the Civil Engineer Corps Officer School (CECOS) in Port Hueneme, CA.

9. Enlistment

a. Direct Accessions

(1) Civilians will be placed into an active duty status as an officer candidate (E-5) upon reporting to OCS.

(2) Enlisted members that are in the pay grades of E-4 or below are designated officer candidates and advanced to the pay grade of E-5 upon reporting to OCS. Enlisted members in the pay grade of E-5 and above are designated officer candidates in their current pay grades.

(3) Selectees with prior commissioned service who were honorably separated may be brought back in as a direct accession.

b. Collegiate Program

(1) Enlisted and placed into an active duty status as an officer candidate (E-3) or if currently enlisted, retain at grade and ordered to the Navy Talent Acquisition Group nearest their college and/or location for administrative purposes while they complete college and await OCS.

(2) Collegiate candidates will be advanced a pay grade for the following:

(a) Upon graduation, collegiates will be meritoriously advanced to E-5.

(b) Upon referring a lead resulting in an accession to any similar Navy collegiate officer program, the candidate will be advanced one pay grade (i.e., E-3 to E-4) to a maximum pay grade of E-5.

(c) Each year they are in the collegiate program, the candidate will be advanced one pay grade, up to a maximum pay grade of E-5.

10. Constructive Service Credit: Not applicable.

11. Appointment: Commissioned an ensign, CEC, U.S. Navy, designator 5100, upon graduation from OCS.

12. Service Obligation

a. Candidates who enlist under paragraph 9, the minimum period of active service is four years upon commissioning. Total obligated service is 8 years. The balance of service to complete 8 years may be served in a Ready Reserve Status.

b. Candidates who enlisted for active duty under paragraph 9a (Direct Accessions), who fail to complete OCS will be discharged. The type of discharge and reenlistment code will be recommended by CEC OCM when applicable.

c. Candidates who enlisted for active duty under paragraph 9b (Collegiate Program), who are disenrolled prior to commissioning for any reason other than physical, will as determined by CNRC, with concurrence from the CEC OCM:

(1) Serve two years active duty in an enlisted status:

(a) Applicants who entered the program under subparagraphs 7a, 7b, or 7d, shall be administratively reduced to the paygrade of E-3 as an undesignated seaman and shall be ordered to Navy recruit training. The 2-year active duty obligation commences on the date of orders. No

specialized Navy schooling will be authorized following basic training unless the individual agrees to extend his or her active duty obligation to meet the service obligation requirements of the training program requested.

(b) Inactive Navy Reserve candidates who were placed on active duty in line with paragraph 9, shall be administratively reduced to the paygrade they held prior to entering the CEC Collegiate program and an availability report will be initiated. The 2-year active duty obligation commences on the date of the availability report.

(2) Continue service under current enlistment contract: Enlisted personnel of the regular Navy who entered the program under subparagraph 7b, shall be administratively reduced to the paygrade they held prior to entering the CEC Collegiate program and returned to their original detailer for further assignment.


(3) Be discharged. The type of discharge and reenlistment code will be recommended by CEC OCM when applicable.

d. Candidates who enlisted for active duty under paragraph 9b (Collegiate Program), who are disenrolled prior to commissioning by reason of physical disqualification:

(1) If not physically qualified for commissioning, but physically qualified for enlistment, the candidate may be made available for recruit training, returned to the original detailer for further assignment (if entering the program under paragraph 7b) or discharged. If the candidate has not attended recruit training and is at a paygrade above E-3, the candidate will be administratively reduced to the paygrade of E-3 prior to transfer to recruit training.

(2) If not physically qualified for commissioning or enlistment, the candidate will be discharged. The type of discharge and reenlistment code will be recommended by CEC OCM when applicable.

13. Pay and Allowances: Candidates selected, enlisted and placed in an active duty status under this program authorization are entitled to full pay and allowances (with the exception of a clothing maintenance allowance) upon effective date of active duty status. Direct Accession candidates will only receive pay and allowances once shipped to OCS.

Approved:   
JENNIFER S. COUTURE  
Rear Admiral, U.S. Navy  
Director, Military Personnel  
Plans and Policy (OPNAV N13)

Date: 16 Jul 24