



Navy Reserve
Civil Engineer Corps
Career Guide

JULY 2018

PREFACE

This publication provides career planning information and guidance for all Reserve Component Civil Engineer Corps (CEC) officers. It contains answers to frequently asked questions, and descriptions of processes that govern the CEC community. While no guide can answer every question an officer might have, it does provide enough information to enable officers to become actively involved in their own career planning and assist senior leaders in counseling their subordinates. Every officer is responsible for the management of their own career and engaging with both their chain of command and officer manpower coordinators to help them meet their professional and personal goals.

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



M. J. FUNG
Rear Admiral, CEC, US Navy
Deputy Chief of Civil Engineers
Deputy Commander, Naval Facilities
Engineering Command

Table of Contents

INTRODUCTION	6
CHAPTER 1: CEC CAREER PLANNING	8
SUCCESSFUL CAREER PLANNING	8
CAREER DEVELOPMENT CONSIDERATIONS FOR A WELL-BALANCED CAREER	9
CAREER PROGRESSION AND QUALIFICATIONS BY RANK	9
<i>REQUIRED SKILLS</i>	9
<i>HIGHLY ENCOURAGED SKILLS</i>	10
<i>MILITARY CAREER EXPERIENCES BY RANK</i>	10
CEC RESERVE LIMITED DUTY OFFICER (LDO).....	12
<i>CAREER PROGRESSION</i>	12
<i>COMPETING WITH OTHER LDOS</i>	13
MENTORSHIP.....	13
CHAPTER 2: TRAINING, EDUCATION AND QUALIFICATIONS	15
WARFARE QUALIFICATION	15
PROFESSIONAL REGISTRATION, LICENSURE, AND CERTIFICATION	15
<i>PROFESSIONAL ENGINEER (PE)</i>	16
<i>REGISTERED ARCHITECT (RA)</i>	16
THE CIVIL ENGINEER CORPS OFFICERS SCHOOL (CECOS).....	16
DAWIA / DEFENSE ACQUISITION UNIVERSITY	17
<i>CONTRACTING CERTIFICATION LEVELS</i>	17
<i>FACILITIES ENGINEERING CERTIFICATION LEVELS</i>	18
JOINT QUALIFICATION	18
<i>JOINT QUALIFIED OFFICER</i>	18
<i>JOINT PROFESSIONAL MILITARY EDUCATION (JPME)</i>	19
<i>JOINT ENGINEER OPERATIONS COURSE (JEOC)</i>	20
LEADERSHIP DEVELOPMENT	20
<i>RESERVE INTERMEDIATE LEADERSHIP COURSE / SENIOR OFFICER LEADERSHIP COURSE</i>	20
<i>LCDR/CDR/CAPT SELECT COURSES</i>	21
<i>PROSPECTIVE CO/XO COURSE</i>	21
<i>NAVY RESERVE UNIT MANAGEMENT (NRUM)</i>	22
CONTINUING EDUCATION/SPECIALIZED CERTIFICATION	22
<i>GRADUATE SCHOOL/MASTER'S DEGREE</i>	22
<i>ADDITIONAL CERTIFICATIONS</i>	23
PROFESSIONAL READING LIST	24
CHAPTER 3: FITNESS REPORTS AND ENLISTED EVALUATIONS	25
WHAT ARE THEY	25
CAREER IMPLICATIONS.....	26
<i>PROMOTION BOARDS</i>	26
<i>CONTINUITY</i>	27
ENLISTED EVALUATIONS.....	27
NAVFIT 98.....	29
CHAPTER 4: PLANNING YOUR BILLETS	31

COMMUNITY MANAGER	31
HOW IT WORKS	ERROR! BOOKMARK NOT DEFINED.
JOAPPLY/APPLY/RFMT	31
TYPES AND VALUE OF ASSIGNMENTS	33
<i>SUCCESSFUL UTILIZATION</i>	34
<i>CONSEQUENCES OF NEGLECT</i>	34
COMMAND AND KEY BILLIET OPPORTUNITIES	35
IN ASSIGNMENT PROCESSING (IAP) STATUS	35
CHAPTER 5: RECORDS MAINTENANCE	37
OFFICIAL MILITARY PERSONNEL FILE (OMPF)	37
<i>ELECTRONIC SERVICE RECORD (ESR)</i>	37
<i>OFFICIAL OFFICER PHOTOGRAPH</i>	38
<i>FITREPS</i>	38
OFFICER SUMMARY RECORD (OSR)	38
PERFORMANCE SUMMARY REPORT (PSR)	39
AWARDS	39
NAVY OFFICER BILLET CLASSIFICATIONS/ADDITIONAL QUALIFICATION DESIGNATORS (NOBC/AQD)	39
<i>NOBCs</i>	39
<i>AQDs</i>	40
CHAPTER 6: THE BOARD PROCESS	41
THE BOARD MYSTIQUE	41
A COMPARISON: STATUTORY VS ADMINISTRATIVE VS SCREENING BOARDS	41
<i>CORRESPONDING WITH THE BOARD:</i>	41
STATUTORY BOARDS – PROMOTION BOARDS	42
COMMAND SCREENING BOARDS	44
BOARD MEMBERSHIP	44
CHAPTER 7: MOBILIZATIONS	46
DESCRIPTION AND PURPOSE	46
TYPES OF MOBILIZATIONS	46
<i>INDIVIDUAL AUGMENTEE (IA) MOBILIZATIONS</i>	46
<i>NCF UNIT MOBILIZATIONS</i>	46
CAREER BENEFITS	47
<i>RESERVE EXPERIENCE AND PROMOTION</i>	47
<i>MOBILIZATION AND YOUR CIVILIAN JOB</i>	47
PROCESS	48
<i>PRE-DEPLOYMENT AND ACTIVATION</i>	48
<i>DEPLOYMENT AND BOOTS-ON-GROUND</i>	48
<i>REDEPLOYMENT, RELEASED FROM ACTIVE DUTY</i>	49
<i>ADMINISTRATIVE RESPONSIBILITIES WHILE MOBILIZED</i>	50
REFERENCES	50
CHAPTER 8: RESERVE SPECIFIC GUIDANCE	51
RESERVE STATUS	51
ORDER TYPES	52
CROSS ASSIGNMENT	53
RETIREMENT POINTS	53

ARPR/ASOSH	55
RETIREMENT FROM THE NAVY RESERVE	55
CHAPTER 9: RESOURCES	57
WEBSITES	57
NOSCS.....	58
READY TO SERVE (R2S)	59
ACRONYM LIST	60
APPENDIX A: CAREER PROGRESSION CHARTS	67
APPENDIX B: JOINT ENGINEER OPERATIONS COURSE ATTENDANCE “HOW-TO GUIDE”	69
APPENDIX C: COMMON CEC NOBCS	72

INTRODUCTION

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

This Career Guide

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

The purpose of this career guide is to provide Reserve CEC officers of all ranks with basic information upon which to plan and evaluate their naval careers and to aid mentors and senior officers in counseling their subordinates.

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

This publication is intended to assist you in formulating and influencing your career as a CEC officer.

Civil Engineer Corps History

The Civil Engineer Corps was created on 2 March 1867. Prior to officially being a staff corps in the US Navy, Civil Service employees oversaw the Navy's infrastructure and construction requirements. Although created in 1867, it wasn't until 1881 that CEC officers were conferred relative rank and authorized to wear the regulation Navy staff corps officer's uniform. At that time there were only ten CEC officers.

These ten officers quickly asserted themselves as the Navy's experts in design, construction, and maintenance of shore facilities. CEC officers have since served in various roles in the Spanish-

American War, World War I, World War II, Korea, Vietnam, Kuwait, Afghanistan, and Iraq, as well as supporting other actions in peacetime and war.

In addition to their infrastructure and facility support and expertise, CEC officers founded and are responsible for the Construction Battalions, also known as Seabees (from the initials “C” and “B”). The Seabees were formed in March 1942 and were the first military construction force of its kind. Seabees were absolutely critical in the Pacific Theater during World War 2, frequently arriving on an island shortly after the Marines landed to repair or build air strips, many times while under fire. The Seabees have maintained that rich history throughout every war and during peacetime, setting the standard for military construction groups.

How the Reserve CEC Officer Community Contributes

Reserve CEC officers have continuously supported the active duty branch since October 1925. There was a reserve force during World War I but it was disestablished after the end of the war. Reserve CEC officers have played a critical role for the CEC as a whole. During World War II, Korea, and Vietnam, the majority of CEC officers were activated Reserve officers. Reserve officers always bring subject matter expertise and commercial innovation to the billets they fill, and are highly valued by senior Active CEC officers.

CHAPTER 1: CEC CAREER PLANNING

SUCCESSFUL CAREER PLANNING

Reserve CEC officer positions vary widely based on the assignments and requirements but are generally classified as expeditionary operations, facilities management, acquisition, and engineering support to unified and sub-unified commands.

Expeditionary positions provide challenging Naval Construction Force assignments within units of the Navy Expeditionary Combat Command (NECC): Naval Mobile Construction Battalions (NMCB); Underwater Construction Teams (UCT). Other units with dynamic expeditionary positions include Construction Battalion Maintenance Units (CBMU), Fleet Amphibious Construction Battalions (ACBs) and the Special Warfare Community.

Facilities management, acquisition, and engineering support positions provide outstanding opportunities for active duty CEC officers to work for the Naval Facilities Engineering Command (NAVFAC) and a variety of supported commands, to include Commander Navy Installations Command (CNIC) and Marine Corps Installations Command (MCICOM), in the areas of construction contract management, facilities planning, environmental management, ocean facilities program management, public works, and energy management. Reserve component CEC officers more commonly work for NAVFAC within the Contingency Engineering Unit (CEU). The CEU provides real estate, base operating support integration, Contingency Engineering Response Teams (CERTs), humanitarian assistance/disaster relief, and contracting support to NAVFAC, fleet, and combatant commanders.

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

Reserve CEC officers bring a unique skill set to the CEC. Your experience in a wide range of civilian occupations, not just engineering related, significantly increases the skills for the CEC. Reserve personnel must integrate their civilian and military-attained education, training, qualifications, and experience, while balancing the demands of civilian careers, military service, continuing education, and family obligations.

If you have questions about planning your career seek out senior mentors that, along with the use of this guide, will help you make informed career decisions. You can reach out to regional Officer Manpower Coordinators (OMC) or the CEC Reserve Career Manager (RCM).

The vision of every CEC officer is to provide ready professional engineering and construction capability to build and maintain shore infrastructure and expeditionary facilities in support of the Navy, Marine Corps, and Joint Forces.

CAREER DEVELOPMENT CONSIDERATIONS FOR A WELL-BALANCED CAREER

As previously mentioned, no two careers are the same, and there is no set path to a “successful” career. Reviews of the career paths of accomplished senior CEC leaders validate this concept. There are general concepts that need to be considered while planning out your career. The majority of billets for Reserve CEC officers, especially junior officers, are with the Naval Construction Force (NCF). Newly assessed junior officers will start their career in the NCF, specifically at a Seabee Combat Warfare (SCW) qualifying unit, such as the NMCB’s, ACB’s, and CBMU’s. If your career did not start at a NCF unit you should plan for your next assignment to be with a SCW qualifying unit. Figure A.1 in Appendix A contains a visual aid depicting a general career progression and skill attainment timeline for CEC Reserve officers.

There are four primary career factors that are considered for promotion and billet selection: **performance, experience, qualifications, and records**. A successful career is built on demonstrated performance in a variety of billets that provide increasing responsibility, experience, challenge, and opportunities to lead. Other factors such as the ability to break out in competition, and independent leadership opportunities are important attributes of career planning and should be sought.

You need to forecast ahead for assignments of increasing responsibility, attainment of professional and warfighter qualifications and completion of the training necessary to earn necessary certifications/qualifications. For you, career planning involves integrating available opportunities with your personal desires, motivation, and professional and military qualifications. The demand requirements for each assignment vary based on the mission need and operational tempo of the unit, optimizing the skills inherent to each position in orders to carry those traits through a career.

CAREER PROGRESSION AND QUALIFICATIONS BY RANK

REQUIRED SKILLS

There are certain skills all Reserve CEC officers must attain. This section describes the requirements in a single place. The skills listed under each rank are not required, but recommended for promotion consideration. Attainment of these skills, or higher skills, does not guarantee promotion. Deeper discussion of each requirement is provided later in this document.

Ensign and Lieutenant Junior Grade:

- Engineer-in-training or [National Council of Architectural Registration Boards \(NCARB\)](#) File started

- Civil Engineer Corps Officer School (CECOS) Basic

Lieutenant:

- Professional Engineer or Registered Architect
- Seabee Combat Warfare

Lieutenant Commander:

- Master's Degree

HIGHLY ENCOURAGED SKILLS

These public certifications are valuable both in civilian careers as well as the Navy. Below are some highly encouraged skills as examples which are not required, but are highly valuable to the Reserve CEC.

Lieutenant:

- Facility Engineering (FE) certification
- Project Management Professional (PMP)
- Certified Construction Manager (CCM)
- Certified Energy Manager (CEM)
- Leadership in Energy and Environmental Design Accredited Professional (LEED)

Lieutenant Commander:

- Joint Professional Military Education, level 1
- Joint Engineer Operations Course

Captain:

- Joint and Combined Warfighting School-Hybrid (JCWS-H) (formerly AJPME)

MILITARY CAREER EXPERIENCES BY RANK

Ensign Through Lieutenant Commander (O1-O4)

During this stage of an officer's career, the officer develops an understanding of how the Reserves, Navy, and Department of Defense (DoD) are organized and how CEC officers are aligned to support those organizations 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, primarily, military personnel. Officers also develop foundational engineer-related experience and business acumen through their personal careers.

Lieutenant is a unique rank. A Lieutenant can be a relatively junior officer with only four years of experience, or senior with 10+ years. An officer is typically a Lieutenant longer than any other

rank. This sub-phase is also the time when the officer matures the most. The officer begins the transition from learning and practicing leadership on a small scale, to leading larger, more complex organizations and developing other leaders.

Lieutenant Commanders continue to develop their professional, military, and leadership skills. Lieutenant Commanders are still considered junior officers but have responsibilities and knowledge closer to those of senior officers. Officers should have completed or be currently working towards a master's degree and employing/refining their junior officer experience. Paid graduate school is not provided to Reservists, but many civilian organizations offer tuition assistance.

Beginning around this level, Reserve CEC officers should start branching out of NCF-centric billets and seek staff and/or joint billets with Combatant Commands (COCOMs), or staff billets with NAVFAC. These billets should be designated for 510X officers and provide construction or infrastructure support, as well as engineering support to COCOMs. These billets offer officers unique insight into how the CEC fits into the broader missions of the US Navy and the DoD. Officers can also start to hold key leadership positions such as Operations Officer, Executive Officer, Training Officer, or Commanding Officer. Holding one of these key billets is a privilege and highly competitive. Selected officers are typically some of the most qualified in their year group, possessing advanced qualifications and certifications, and standing out against their peers in FITREPs. Holding a key billet sets an officer up for future command opportunities.

Throughout your entire tenure as a junior officer, it is critical to maximize professional development through a series of sequential billet assignments to obtain expeditionary, contingency engineers, public works, engineering staff, and construction/facilities contract management competencies. Specialization in one type of duty is not desired nor normally permitted. Officers should establish mentor-protégé relationships and develop their professional reputation and network.

Commander Through Captain (05-06)

In this phase, officers employ their postgraduate education and civilian experience to refine their engineering, leadership, and management acumen. Officers in this phase must be experts in executing policy from higher and develop a healthy knowledge of strategic policy within the CEC. 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.

One of the major steps in the career of any officer in the military service is the opportunity to command a unit or activity. Every CEC officer should aspire to command. Command tours are unquestionably beneficial in the professional progression to our most senior positions and Flag officers. Commanders begin to lead entire organizations such as Naval Mobile Construction

Battalions and act as liaisons with other organizations within the Navy and with other military units. Due to limited O5 command opportunities, having O5 command is not a prerequisite for subsequent jobs, senior leadership positions, or O6 command. However, it is usually preferred. A strong command tour is usually an indication of the officer's ability to be promoted to O6. All officers should be encouraged to pursue the most demanding career and leadership opportunities.

Captains develop strategy and policy while leading large organizations, such as a Naval Construction Regiment, NAVFAC unit, or engineering staff. Navy senior leadership relies on Captains to understand relationships across the DoD, DON, and other federal agencies to fulfill the Navy's mission and to drive efficiencies.

Officers in this phase should strive to be mentors for junior officers.

Flag Level (O7-O8)

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

CEC RESERVE LIMITED DUTY OFFICER (LDO)

The CEC Limited Duty Officer (LDO) community is made of prior-enlisted and prior-warrant officer sailors. The reserve CEC no longer has chief warrant officers. LDOs have historically provided the Navy and CEC with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. The LDO community currently makes up less than 5% of CEC Reserve officers.

CAREER PROGRESSION

LDOs progressively advance within broad technical fields related to their former enlisted ratings. LDOs serve as, but are not limited to serving as, division officers, department heads, officers in charge (OICs), executive officers (XOs) and commanding officers (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 charts show a typical career path for an LDO.

Figure A.2 in Appendix A shows a typical LDO career progression path. As with 510X officers, no one path guarantees promotion or success. Compared to 510X officers, there are significantly fewer 653X officers. Because of this, it is that much more important for 653X officers to seek out mentors to help guide them through their career.

COMPETING WITH OTHER LDOS

All officers compete for promotions with all other officers in the same competitive category, regardless of designator as outlined in SECNAV 1400.1. LDO's are grouped into two separate competitive categories as follows:

1. LDO Line, consisting of all Surface (61XX), Submarine (62XX), Aviation (63XX), and General (64XX) series LDO's.
2. LDO Staff, consisting of all Supply (651X), CEC (653X), and JAG (655X) LDOs.

In practice, this means that all Line LDO's, whether they are surface engineers, submarine, communicators, cryptologists, air traffic controllers, bandmasters, explosive ordnance disposal, nuclear power, administration etc., will compete against each other for available promotions. No quotas are assigned by individual designators. Selection may be made even though a designator is overmanned in that grade, or even if there are no billets in that grade for a particular designator.

MENTORSHIP

Mentorship is a vital component of both your personal and professional development. It is very complex balancing your personal career, the reserves, family, and continuing education. A good mentor will help you balance all of that, identify things to work towards or look out for, and keep things in perspective.

It is important that the mentee understand what his or her goals are and find a mentor who has accomplished most of them, or at least the most important ones. You should actively seek mentorship and mentors throughout your career. As your goals change, you should consider adding, or finding, a new mentor.

There must be a relationship of mutual respect between the mentor and mentee. If the mentee is intimidated by the mentor, then the relationship will not work. Mentorship requires a deeper understanding of strengths and vulnerabilities at a personal level.

During and throughout your career you may have one or more mentors. As a matter of fact, it is recommended to have a number of mentors. You want to seek individuals who are highly successful at a particular area you want to improve in. No one can be an expert in everything, and people have very different ways of becoming "successful."

As you continue to progress through your career, consider giving back. There is nothing more rewarding than a successful mentorship relationship, for both parties. Many mentors state they learned just as much from their mentee as they taught. There is no particular rank when you should

consider becoming a mentor. A LTJG can be a mentor to an ENS or a high school student who wants to become an engineer/naval officer.

CHAPTER 2: 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 process of gaining experience and also provide for the development of each officer's full potential and the opportunity for advancement.

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

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

WARFARE QUALIFICATION

Warfare Qualification provides the foundation on military skills for navy personnel. The SCW Specialist designation signifies that an officer or enlisted member has acquired a level of proficiency in specific combat construction skills, knowledge, and experience. It is very important to understand that failing to achieve your SCW qualification at the earliest opportunity will have a negative impact on your career. Detailed instructions of requirements for qualification and designation for all Seabee personnel is specified in NAVFACINST 1410.1A, Seabee Combat Warfare Qualification.

The SCW warfare insignia can be obtained while attached to the following qualifying units: NMCBs, CBMUs, ACBs, and UCTs.

PROFESSIONAL REGISTRATION, LICENSURE, AND CERTIFICATION

Professional licensure, whether it is registration as a Professional Engineer (PE) or 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, licensure, or certification can also be a factor in the assignment of officers to key billets, missions, and

programs, such as it being a prerequisite in participating on certain Architect-Engineer selection and negotiation boards. Professional registration, licensure, or certification is strongly considered by all selection boards and is required prior to selection to Commander. Failure to obtain professional licensure will ultimately limit your promotion potential and exclude you from certain billets.

PROFESSIONAL ENGINEER (PE)

Registration or Licensure of PE is performed by individual states and is valid only in the state where it is granted. The CEC will recognize a PE registration from any of the 50 United States, territories, or the District of Columbia. The most common path to licensure is completion of a four-year college degree, working under a PE for two to four years, passing at least two intensive competency exams (the Engineer-in-Training exam and PE Exam) and application for a license from their respective state's licensure board. Most states have other paths to licensure and each officer should become familiar with the requirements of the state they plan to be licensed in. The [National Council of Examiners for Engineering and Surveying \(NCEES\)](#) develops, administers and scores the examinations used for engineering and surveying licensure in the United States. Many states require PEs to continually maintain and improve their skills throughout their careers via continuing education or learning credits.

REGISTERED ARCHITECT (RA)

Registration or Licensure of Architects is performed by individual states and is valid only in the state where it is granted. The CEC will recognize a RA registration from any of the 50 United States, territories, or the District of Columbia. The [National Council of Architectural Registration Boards \(NCARB\)](#) issues a national certificate to qualified licensed architects, which is recognized in most licensing jurisdictions for the purpose of granting licensure by endorsement or reciprocity. While requirements vary, licensees generally complete the Architectural Experience Program (AXP) and the Architect Registration Examination (ARE) administered by NCARB.

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 2-week course, part of a 15-week "pipeline" training program for Active CEC officers, prepares newly commissioned Reserve CEC officers for their initial assignments as officers. Upon graduation each student is ready to assume the challenging duties of a Navy officer and engineer in support of the Navy's military construction force and shore installations. All new Reserve CEC officers, whether newly commissioned or lateral transfer, are

required to attend the CEC Officer Basic Qualification Course shortly after becoming a CEC officer.

In addition to the CECOS Basic Officer Qualification Course, CECOS offers 65 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, visit the [CECOS](#) homepage.

DAWIA / DEFENSE ACQUISITION UNIVERSITY

The purpose of the Defense Acquisition Workforce Improvement Act (DAWIA) is to improve the effectiveness of the acquisition workforce across the DoD through standardization and general enhancement of education, certification, and career development of officers involved in Defense Acquisitions. It establishes formal acquisition career paths, designated acquisition positions, and mandates the formal certification process. As CEC officers we are members of the Acquisition Workforce. Attainment of acquisition certification is not required, but is looked upon favorably by promotion boards, and is required for some billets. Attaining the levels recommended in this section by the ranks listed does not guarantee promotion, nor does not having it guarantee being passed over for promotion.

The designated DoD acquisition positions are currently grouped into 14 acquisition career fields. The CEC focuses on two of these: Contracting (CON) and Facilities Engineering (FE). Certification in either of these career fields is not required for Reserve CEC officers, but it is highly encouraged.

The FE certification is more in line with the requirements placed on Reserve CEC officers and is more attainable; therefore, certification in FE is encouraged. CON certification is an acceptable alternative for officers who have already attained it, or officers who desire to seek it for their civilian careers. For officers who elect to get CON certification, funding from the reserves may not be available for course work; it is the responsibility of the officer to gain the required experience.

CONTRACTING CERTIFICATION LEVELS

Attaining the required experience and courses for CON certification is typically very difficult for Reserve CEC officers. For this reason, CON is not a requirement for promotion for reserve CEC officers. The CON certification is commonly acquired by active duty CEC officers while on active duty. If an AC CEC officer transitions to the reserves, they retain the CON certification. This is an acceptable alternative to FE certification. Neither is required for promotion but both are encouraged and looked upon favorably by promotion boards.

FACILITIES ENGINEERING CERTIFICATION LEVELS

DoD base infrastructure reflects the readiness of our operational forces and their quality of life. The creation of the Facilities Engineering Career Field recognizes the importance and complexity of the facilities engineering business and, equally important, the role in helping to accomplish the DoD mission.

As part of the Naval Facilities Engineering Command, CEC officers perform the role of managing the design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities around the world. These roles are defined within the Facilities Engineering Career Field and RC CEC officers may become certified to Level I or Level II, but this is optional.

JOINT QUALIFICATION

Joint experience is a key learning opportunity; it is where education and training move from concept to reality. The intellectual understanding of conflict that is gained through experience rounds out the continuum of joint learning. The joint experience pillar implicitly recognizes that the successful application of what individuals learn via Joint Individual Training (JIT), Joint Professional Military Education (JPME), and self-development is essential. Learning to operate jointly is not an academic pursuit. Rather, it entails an understanding of the spectrum of conflict; its competencies must be demonstrated by practice. This is an essential requirement for building a larger pool of joint qualified officers.

The DoD Joint Qualification System (JQS) introduces the multi-level joint qualification system and identifies lead and supporting organizations responsible for implementing the JQS. This process describes actions and assignments for developing formal instructions, required for an officer's progressive accumulation of joint experience, education, and training that contribute to his or her development of expertise in "Joint Matters."

JQS establishes a joint force management infrastructure as dynamic as the environment in which the joint forces operate. It creates a system which advances the concept of career-long accumulation of joint experiences, education, and training as advocated in the Department's Strategic Plan for Joint Officer Management (JOM) and JPME I & II and the Chairman of the Joint Chiefs of Staff vision for joint officer development.

JOINT QUALIFIED OFFICER

The JQS gives the Secretary of Defense the authority to establish different levels of joint qualification, as well as the criteria for qualification at each level. The JQS provides the opportunity for a Navy officer to become a Joint Qualified Officer (JQO), opening the door to increased responsibilities and assignments of increasing impact to the Armed Forces and the DOD. Any officer interested in becoming a JQO must be assigned to an authorized Joint Duty

Assignment List (JDAL) position for a period not less than three years in a full-time position, or six years in a part-time JDAL position.

Once an officer (O-4 & above) has accrued 36 joint experience points and completed JPME I & II, or advanced JPME, they may be nominated by their service for award of the JQO designation. The JCS is the approving authority for joint experience points and OSD is the approving authority for JQO designations. Obtaining the JQO qualification sets you apart from your peers in promotion boards and prepares you for senior-officer level positions. For more information use the following link: [Joint Officer Management - Joint Qualification System](#).

JOINT PROFESSIONAL MILITARY EDUCATION (JPME)

The Goldwater-Nichols Act of 1986 reorganized the Department of Defense to create an organization that was more focused on joint matters. JPME is a Chairman of the Joint Chiefs of Staff (CJCS) approved body of objectives, outcomes, policies, procedures and standards supporting the educational requirements for joint officer management. JPME is a three-phase approach to professional development in “Joint Matters” consisting of JPME I, JPME II, and the Capstone course which meet JPME criteria and are accredited by the CJCS. Completion of any of the JPME phases by a CEC officer is not required, but helps deepen the officer’s understanding of the joint military matters, qualifies the officer for certain billets, and it is looked upon favorably by promotion boards. Additional Qualification Designations (AQDs) are awarded for completion of different levels of courses. (for more information on AQDs, see Chapter 5).

JPME Phase I

JPME Phase I is intended for O-3 officers and above. It consists of three courses; Joint Maritime Operations, Theater Security and Decision Making, and Strategy and War. Each service provides JPME Phase I through their respective war colleges. The [Naval War College](#) offers an in-residence course, a fleet-seminar series at multiple locations throughout the United States, and a web-enabled course. Some versions of the program allow the student to complete JPME Phase I as part of a broader Master’s Degree. The [U.S. Army War College](#), the [Marine Corps War College](#), and the [Air War College](#) are also all accredited to offer JPME Phase I, though they require other service applicants to be an O-4 or higher. JPME Phase I is a prerequisite for the AQD corresponding to Level II JQO.

JPME Phase II

JPME Phase II, formerly Advanced Joint Professional Military Education (APJME), is a career milestone for joint warfighters and was designed and implemented to assist with the development of military leaders. JMPE II is granted to Reserve Officers by the National Defense University, Joint Forces Staff College through the Joint and Combined Warfighting School-Hybrid (JCWS-H) program. The JCWS-H program deals with integrated strategic deployment, employment, and sustainment of air, land, sea, space, and special operations forces with an emphasis on joint planning. The program consists of 40 weeks of both in-residence and web-enabled distance

learning. JPME Phase II is a prerequisite for the AQD corresponding to Level III JQO and designation as a Joint Qualified Officer.

JOINT ENGINEER OPERATIONS COURSE (JEOC)

The Joint Engineer Operations Course (JEOC) is designed for select engineering officers (senior O-3s and junior O-4s), senior noncommissioned officers, and government civilians from all services on the responsibilities of a staff officer assigned to the joint engineer staff section of a Joint Task Force (JTF). The major focus of the course is to introduce students to joint doctrine, planning and operations (specifically engineer operations), and the types of engineer staff positions and associated products engineers are required to develop. Taking the JEOC course is highly encouraged for all officers and will enable them to work more effectively in Joint, expeditionary, and various billets throughout the Navy. All CEC officer billets where possible will be coded with the JEOC requirement so that RC officers can obtain a quota and attend the course when possible.

The JEOC is a two-phase course. Phase I, consisting of 40-48 hours of Army Knowledge Online (AKO) courses, must be completed prior to Phase II. Phase II consists of a five-day in-resident course at one of five locations throughout the U.S. An application to attend a JEOC may be submitted through a [CECOS quota request](#). Additional information is included in Appendix B, Joint Engineer Operations Course Attendance “How To Guide.”

LEADERSHIP DEVELOPMENT

As officers progress through their careers, they must keep current with the changes taking place in their own profession and in the Navy.

RESERVE INTERMEDIATE LEADERSHIP COURSE / SENIOR OFFICER LEADERSHIP COURSE

Reserve Intermediate Leadership Course (RILC)

The Purpose of this course is to support Fleet Centered Leader Development (FCLD) and the CNO's Leader Development Outcomes. The course will prepare intermediate-level officers heading to Department Head positions or positions of similar responsibility by promoting professional growth in ethics, self-awareness, leader development, and decision making. The RILC is a professional development seminar, not a training class. The course is intended for LTs and LCDRs.

Senior Officer Leadership Course (SOLC)

The Purpose of this course is to provide reserve component officers with the requisite Naval Leadership skills necessary to function as effective senior leaders. The SOLC is designed for Navy reserve officers at the O5 / O6 level. Previous completion of the RILC is not necessary. The SOLC is the capstone of the reserve officer Leadership continuum as outlined in ALNAVRESFOR Message 05/11.

LCDR/CDR/CAPT SELECT COURSES

There are three specific courses designed to be taken at strategic times during a CEC officer's career. All three are at key promotion periods and are offered at the invitation of the Chief of Civil Engineers.

LCDR Indoctrination Course: Intended for officers after their selection to LCDR. This five-day CECOS-sponsored course provides information on current CEC issues and programs in support of joint and Navy operating forces. Attendance includes active and reserve CEC officers.

CDR Indoctrination Course: Intended for officers after their selection to CDR. This five-day CECOS-sponsored course is similar in nature to the LCDR Indoctrination Course but adds more emphasis on leadership and management. Attendance includes active and reserve CEC officers.

CAPT Indoctrination Course: Intended for officers after their selection to CAPT. The Chief of Civil Engineers sponsors this three-day course. Topics include Navy policy and strategy; current budgeting and other resource trends; special interest items in the Navy, CEC, and Seabee communities, and discussion of policies and issues affecting engineering, construction contracting and management, and business practices. Attendance includes active and reserve CEC officers.

PROSPECTIVE CO/XO COURSE

Prospective COs and XOs are expected to attend various officer development classes in route to their first Command tours at each paygrade. The PXO, PCO, and Major Command Courses are all offered through the Naval Leadership and Ethics Center (NLEC) affiliated with the Naval War College. See link for more information on leadership courses: <https://usnwc.edu/naval-leadership-and-ethics-center>

All NLEC courses focus on communication skills, self-awareness, ethical standards, teamwork, and command climate to increase overall Command Triad effectiveness. Successful completion of the PCO and Major Command Courses completes the minimum standards of OPNAV INSTRUCTION 1412.14, the Command Qualification Program for Commissioned Units, in combination with community screening requirements. There is no requirement for Commissioned Units to follow the CNRFC Command PQS, this instruction is for reserve augment units only. In addition to the NLEC requirements, Triad members should also take Senior Officer Military Justice (Legal) Course, Naval Expeditionary Combat Force (NCEF) Triad Course, and the Naval Construction Force (NCF) Prospective Command Element (PCE) Course. Reserve unit CO's are also required to take Navy Reserve Unit Management (NRUM) course, if not taken already; PXO's may also take NRUM if space is available. Work with you unit's training officer to secure quotas and NROWS orders for the classes you require, note that some courses have very limited course offerings. See list of required courses below:

CNRFC N7 ADT Schools Funded (request special funding through NCG 2 N7):

R-7A-0031 NAVY RESERVE UNIT MANAGEMENT(NRUM)
S-5F-0011 MILITARY JUSTICE FOR SENIOR OFFICERS
P-1B-0004 PROSPECTIVE COMMANDING OFFICER(O5)
P-1B-0005 PROSPECTIVE EXECUTIVE OFFICER (O4-O6)
P-1B-0060 PROSPECTIVE COMMODORE(O6)

No CNRFC N7 funding, must use AT or another source this these courses are community specific, e.g. gaining unit ADT Special:

S-4N-4000 NAVY EXPEDITIONARY COMBAT FORCES (NECF) PROSPECTIVE
COMMAND TRIAD
S-710-003 NAVAL CONSTRUCTION FORCE PROSPECTIVE COMMAND ELEMENT

Follow normal unit request through appropriate OSO for NCEF Triad and NCF PCE. Community Managers will attempt to put all required classes into your billet assignment APPLY orders; however, it is your responsibility to ensure you attend all required courses and complete the requirements of OPNAV INSTRUCTION 1412.14.

NAVY RESERVE UNIT MANAGEMENT (NRUM)

The purpose of the NRUM course is to develop basic professional managerial, administration and leadership knowledge to prepare selected personnel to lead all aspects of an effective and efficient Reserve Unit at the Echelon V and VI command level, such as being the OIC of a Seabee detachment, or CO / XO of a Seabee Battalion or Regiment.

This includes the training and administration of Navy Reservist on Inactive Duty, Annual Training, and Mobilization. Eligibility - Unit and prospective Unit COs, XOs, and OICs assigned to Reserve Units by the APPLY Board Process are given priority for quotas, followed by Unit Senior Enlisted Leaders, assigned by formal designation into that role. All other officers may attend on a space available basis.

The NRUM course is highly encouraged for all officers. Especially for officers from Active Duty who may not have any exposure on how reserves administration is very different from Active Duty.

CONTINUING EDUCATION/SPECIALIZED CERTIFICATION

GRADUATE SCHOOL/MASTER'S DEGREE

Completion of graduate school is highly encouraged by the CEC community. While optional, graduate degrees are favorably considered and valued in a Reserve CEC officer's career and

promotion boards. Officers should choose graduate degrees that enhance their personal career goals outside the Navy.

ADDITIONAL CERTIFICATIONS

The following certifications are not required for your military career. Attainment of them may help your own professional skills. At this time, there are no AQDs for these specialized certifications.

Project Management Professional (PMP)

The PMP is an internationally recognized professional designation offered by the Project Management Institute (PMI). A candidate who passes an exam and meets the professional requirements is awarded the PMP certification. Government, commercial, and other organizations employ PMP certified project managers in an attempt to improve the success rate of projects in all areas of knowledge, by applying a standardized and evolving set of project management principles. All management is project management and for the majority of the reserve career officers are usually involved with some kind of project execution. i.e. something that is planned in advance and has a beginning and an end. Strong project management skills are essential for a successful career.

Certified Construction Manager (CCM)

The CCM certification is the only construction management (CM) certification accredited by the American National Standards Institute (ANSI). CCMs have voluntarily met the prescribed criteria of the CCM program with regards to formal education, field experience and demonstrated capability and understanding of the CM body of knowledge. Construction management is a large component of being an officer in the Naval Construction Force. Although being a CCM isn't necessary in your CEC officer career, the skills and knowledge gained from being a CCM will enhance your abilities in the NCF.

Certified Energy Manager (CEM)

The CEM is an individual who optimizes the energy performance of a facility, building or industrial plant. The CEM is a systems integrator for electrical, mechanical, process and building infrastructure, analyzing the optimum solutions to reduce energy consumption in a cost-effective approach. CEMs are often team leaders and help to develop and implement their organizations' energy management strategies. The knowledge gained from being a CEM may assist you during your NCF or expeditionary tours.

Leadership in Energy and Environmental Design Accredited Professional (LEED AP)

The LEED Professional Credentials were developed to encourage green building professionals to maintain and advance their knowledge and expertise. A LEED Professional Credential provides employers, policymakers, and other stakeholders with assurances of an individual's current level of competence and is the mark of the most qualified, educated, and influential green building

professionals in the marketplace. The LEED AP (Accredited Professional) credential signifies an advanced depth of knowledge in green building practices; it also reflects the ability to specialize in a particular LEED Rating System. Although not required in your military career, being a LEED AP may advance your civilian career.

PROFESSIONAL READING LIST

The [Chief of Naval Operations Professional Reading Program\(CNO PRP\)](#) encourages a lifelong habit of reading and learning for all Sailors.

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve critical thinking skills, but will also help you become better Sailors, citizens, and most importantly, leaders. The CNO PRP list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service. It is currently structured to focus on core tenants, but these change from CNO to CNO. For the current reading list, please visit [the CNO PRP website](#).

CHAPTER 3: FITNESS REPORTS AND ENLISTED EVALUATIONS

WHAT ARE THEY

A FITREP is an evaluation form used by the United States Navy and United States Marine Corps. Navy officers are given FITREPs, while Navy chief petty officers (E-7 to E-9) are given "Chief EVALs" and Navy Sailors E-6 and below are given Evaluation Reports (EVALs). These reports are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

The FITREP provides a means of communication from a reporting senior to a selection board about an officer's performance compared to peers. Thus, a FITREP speaks directly to the board; it is not used for counseling or correcting discrepancies of an individual.

Some of the suggested 'Do's and Don'ts' for FITREPs:

- The most important sentences are the first and the last. First, in one or two sentences what kind of officer are you? Diligent, motivational, analytical, clear thinking, fast thinking, etc? Pick the most relevant leadership quality that is producing results in your current assignment. Last, what do you want the board to remember? This sentence speaks to the officer's potential: highly recommended for S-3 assignment, recommended to diversify their career into other non-expeditionary roles, a highly talented staff officer, highly recommended for immediate promotion to CDR. Not everyone is going to be recommended for the same thing, nor should they be. Define the next step in the career that will benefit the Navy and grow the officer, in that order.
- Focus on primary duty and be outstanding. No amount of collateral duties can make up for mediocrity in an officer's primary duty. However, collateral duties can help to round out an officer's overall experience.
- Emphasize Performance. It's all about performance, being the best at what you do, being involved at different levels, demonstrating increased capability and leadership skills, and showing that you have the ability to be a leader in CEC. Statements should show far-reaching impact and clearly demonstrate leadership qualities.
- Bulletize your statements. Don't expect or rely on a board member to figure out exactly what you did and why it is important. Tell them! When feasible, start each bullet with a

hard-hitting action word, such as: completed, initiated, co-authored, implemented, or developed.

- Write “cause and effect” bullets. Write what you did, what the positive outcome was, and clearly state what the benefit was to the command, the community, or the Navy in general. Do not write a job description. Board members have very little time to read bullets if at all, so make it short. Keep it to the most important accomplishments. It doesn’t need to state everything you did.
- Work on input year-round. You should keep track of your accomplishments throughout the year, not wait until a few days before FITREP input is due. The completeness and accuracy of your fitness report hinges on the quality of your input to the reporting senior.
- Don’t be humble! But do write with justified fact

CAREER IMPLICATIONS

Your FITREP reflects your performance and provides a common basis for comparison with your peers. FITREPs are the key documents reviewed during promotion boards and show how an individual officer ranks among their peers and how well they did their job for consideration for future assignments and advancement.

PROMOTION BOARDS

The promotion board system is designed to promote the best qualified officers who will fill positions of increasing responsibility within the Navy. A competitive record has clear documentation of professional growth, and consistently high or improving patterns of performance. The following details how promotion boards view FITREPs:

- Recent FITREPs are important, since they indicate patterns and trends to date and provide performance information on your most senior assignments. However, all reports are important, as the total weight of the record is always reviewed.
- Patterns, trends, or repetitive marks within the overall record can reinforce each other and convince a board that a particular characteristic is, in fact, a valid index of your character and potential. Therefore, multiple declines or multiple recommendations for early promotion are more important than a single decline or a single acceleration report.
- Relative comparisons are important – they show how your reporting senior ranked you against your peers and tend to give additional meaning to the rest of the marks on a FITREP. It is important to be compared (i.e., not always be a “1 of 1” officer) and to compare well on FITREPs. A “one-of-one” FITREP does not allow the board to

differentiate your progression compared to your peers. Too many, or even a badly timed “one-of-one” billet, may have an adverse effect on your career. Normally, junior officers are compared and ranked in NMCB tours, as there are many junior officers being evaluated by the same reporting senior. As such, you should always strive to be considered the top performer of your peer group.

- Recommendations for Early Promotion (EP) can be significant, since they not only reflect a reporting senior’s recognition of high quality, but also tend to recognize top performers in a given peer group who have demonstrated potential for increased responsibility. Selected Reserve (SELRES) officers cannot actually be promoted “early”, or below zone, so EP recommendations only provide comparison information.
- The comments section of the FITREP should describe specific accomplishments made during the reporting period and the officers’ overall performance and potential. The comments should support the marks received and the promotion recommendation.

CONTINUITY

You should ensure that your record contains all of your active and reserve career FITREPs. Every day you have served should be accounted for by a FITREP. A missing FITREP, particularly a recent one, is a serious detriment to your selection for promotion. An incomplete record is taken as a sign of an officer’s neglect of his or her record and reflects adversely on the officer. The Individual Continuity Report can also be accessed on BOL by all Navy personnel in pay grades E-5 and above.

It is often said “no one will care for your career more than you.” You know your career better than anyone else. You should review your records often and ensure they are complete and accurate. Mentors can help with this but cannot do it for you.

ENLISTED EVALUATIONS

Throughout your career as an officer, the biggest impact you will have on your enlisted sailors’ careers is through your role in the EVAL process.

Promotion Recommendation Summary Groups

Enlisted summary groups generally consist of all members in the same pay grade (regardless of rating) and same promotion status, who receive the same type of report from the same reporting senior on the same ending date. The unit identification code (UIC) is also a breakout for enlisted summary groups. Thus, all E-6 sailors in a battalion who are not frocked will be in the same summary group and will be compared against one another. Officer summary groups are similar but are further subdivided by competitive category (unrestricted line officers, restricted line

officers, and staff corps officers), and further delineated by designator, except LDO's as previously discussed).

Reporting Senior Authority

As a Unit CO or XO, you will have the opportunity to be a reporting senior - someone who assigns traits and recommends promotion retention - for a summary group of junior officers, chiefs, and/or enlisted sailors. You may get the chance to be a reporting senior much earlier in your career as a detachment OIC, ranking E-4 and below sailors. You will also be a rater or senior rater on a set of EVALs for E-5 and E-6 sailors in your detachment.

The development of EVALs must be a team effort. The rater, typically a primary duty supervisor, should first collect input from the member. The rater will review the member's performance, assign trait grades using the performance standards, and propose career recommendations. The senior rater will then review the rater's trait grades and career recommendations, expand the comments if necessary, and propose a promotion recommendation. The reporting senior shall ensure the EVAL standards have been respected and will determine the final distribution of promotion recommendations within the member's summary group. The smooth report will then be prepared and signed by all members of the team. Table 3.1 shows typical ranks of raters, senior raters, and reporting seniors for different summary groups.

Table 3.1. Rank of Summary Group

Summary Group	E-4 and Below	E-5/E-6	E-7
Rater	E-5/E-6	Det AOIC/CPO	CMDCM*
Senior Rater	Det AOIC/CPO	Det OIC	DET OIC*
Reporting Senior	Det OIC	XO/CO	CO

*The rater and senior rater for Chief EVALs may be switched, at the discretion of the CO, to the OIC and CMDCM, respectively.

How to write EVALs

Comments should be based on verifiable facts. Numerical ranking among peers is authorized. Space is limited. Avoid preambles and get directly to performance. Do not use puffed-up adjectives. Use direct, factual writing that allows the performance to speak for itself. Bullet style is preferred. Give examples of performance and results. Quantify wherever possible, but do not stress quantity at the expense of quality. Avoid stock comments that make everyone sound alike. Be consistent with the trait marks. Comment on poor performance or misconduct where necessary, but be judicious. Define seldom used acronyms. Remember the report will be made a part of the member's OMPF and that the report is a permanent part of the official record.

Enlisted Advancement Recommendation

The enlisted EVAL promotion recommendations are the CO's official recommendation for or against advancement. This is true even if the report is signed by a delegated reporting senior, such

as a det OIC signing the EVAL for an E-4 or below sailor. The promotion recommendations have the following meanings as advancement recommendations:

"Promotable" (P), "Must Promote" (MP), and "Early Promote" (EP) are recommendations for advancement. "Progressing" and "Significant Problems" are recommendations against advancement. "MP" and "EP" recommendations do not guarantee immediate advancement. However, they may increase the odds that an eligible person will be advanced by influencing the final multiple score or the decision of a selection board. If a sailor's performance improving, the reporting senior should ensure there is an upward trend in promotion recommendations (from Promotable to Must Promote, for example) and trait averages. Decreases of either of these by the same reporting senior signals the selection board that the sailor is regressing in performance.

Computing Performance Mark Average

The performance mark average is the average of all promotion recommendations (EVAL block 45) for the EVALs being used in the advancement cycle utilizing the current scale.

Example: Three EVALs were received within the minimum time-in-rate period, for which the sailor received two "MP" and one "EP" ranking. The numerical conversion or performance marks, of these are 3.8, 3.8, and 4.0. Add the performance grades together ($3.8 + 3.8 + 4.0 = 11.6$). This performance mark average is part of an enlisted sailor's overall Promotion Point Calculation.

Boards will compare an individual's evaluation average with the Reporting Senior's Average (RSA). A running average is maintained as the Reporting Senior signs more evaluations for a particular grade, and this average is what each individual's evaluation average is compared to. It is very telling to a board if the Reporting Senior recommends promotion, has the individual as an EP, but then marks that individual below their RSA. Officers who have signed as the reporting senior should be very wary of what their RSA is as it has huge career implications on those evaluated.

Your understanding of the EVAL process and how you rate your sailors will directly affect whether or not they are promoted. Completing quality EVALs for your sailors should be one of your top priorities as a leader. If you do not know something, or do not understand, DO NOT GUESS. Seek out advice from your senior enlisted advisor, Command Master Chief (CMDCM), or mentor.

NAVFIT 98

NAVFIT98A is a Windows based software application, currently authorized for use in preparing EVALs and FITREPs. These reports are printed in hard copy, signed by the sailor, rater, senior rater, and reporting senior, and mailed to Navy Personnel Command (NPC). PERS-32 then scans the hard copy reports into the FITREP/EVAL (FE) Module of the Electronic Military Personnel Records System (EMPRS) creating an image of the report that will be placed on a member's permanent digitized record.

The program can be downloaded onto your personal computer by downloading the most recent version from NPC's website:

<http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx/>

A detailed user manual, printing guide, and FAQ are also available at this website.

CHAPTER 4: PLANNING YOUR BILLETS

CEC COMMUNITY MANAGER/CAREER MANAGER/OFFICER MANPOWER COORDINATORS

The CEC Community Manager manages the officer communities with 510X designators. The manager identifies the resources that will fill the billets within the community as well as the resources required for Individual Augmentee billets. The CEC LDO community (designator 653X) is managed by the LDO community manager with input from the CEC Community Manager. The LDO community manager can be found at the [LDO community manager web page](#). Detail information on the CEC community manager can be found in the [CEC Community Manager Website](#).

The CEC Reserve Officer Career Manager manages Mobilizations (IA's, RPN, MPN, ADSW, and ADT over 30 days), Command Qualification Program (screening), NOBC/AQD Management, CECOS Quotas, Statutory Selection Board Member Coordination, Advocacy & Career Counseling, Roadshows (community brief updates), Billet Opportunities Counseling's.

There are three Reserve Officer Manpower Coordinators and an APPLY Manager at NAVFAC HQ. They have the lead on APPLY, JOAPPLY, IAP Tracking, Interim Fill coordination, Supported Command Operational Support Officer (OSO) coordination, RSO billet management, Billet Title Standardization, Key Billet Slating, Army Exchange Program, CEC Leadership outreach, CEC Member Outreach, and Community Brief Standardization.

Typically, the billet assignment process for a junior officer starts six months in advance of the officer's Projected Rotation Date (PRD), or, for senior officers, in the calendar year of their PRD. The process is administered through the Commander Navy Reserve Forces Command's (CNRFC), Reserve Force Management Tool (RFMT).

JOAPPLY/APPLY/RFMT

RFMT consists of JOAPPLY and APPLY. These two programs are billet assignment programs that allow reserve officers to view assignment records, apply to transfer TRUICs, and most importantly, apply for billets of interest during the application phase.

JOAPPLY

JOAPPLY is the assignment tool used to allow Junior Officers (JOs) to apply and compete for billets. Each quarter of the fiscal year is designated as a cycle within JOAPPLY. Thus, there are four JOAPPLY cycles each Fiscal Year (FY). Every JO within six months of their PRD or currently in an In-Assignment-Processing (IAP) status is eligible to participate in the cycle. There are typically 20 to 50 JO billets advertised within the CEC community each cycle. After

Each JO APPLY cycle, is conducted in four phases: officer applications, review and recommendations, assignments, and the release of assignment results.

The most important phase for a JO is the first phase which allows JOs to review available community billets. After reviewing the billets, officers are encouraged to reach out to one of the respective billet POCs (Operational Support Officers and Commanding Officers) for more information about the billet of their interest. JOs may apply for up to seven billets per cycle and are responsible for ranking their billets in order of most to least preferred.

Additionally, each JO has an OMC at NAVFAC HQ that is assigned to them based on the JOs home state of residence. OMC assignments can be found on the CEC SharePoint site referred to earlier in this document. Each OMC serves as the officer's advocate, provides career guidance, as well as contributing as a voting member on officer applications within each JOAPPLY cycle. Officers are encouraged to reach out to their OMC at any time yet especially during the JOAPPLY cycle to discuss billets as they have questions about the particular billet.

Quarterly JOAPPLY Conference Calls are conducted near the end of the application phase each quarter and serves as a forum to discuss available billets with both JOs and gaining commands real-time. Prior to this call, the CEC RC Career Manager supplies this information to the entire officer community for mutual discussion, both on the call and after for billet information amplification.

JOs, including LDO's, are allowed to apply (in JOAPPLY) for either 510X or 653X-designator billets of any rank from O1 to O4. Additional information is available on the CNRFC JOAPPLY website or from your regional OMC.

The OSO, CO, and OMC team then review and make recommendations for each available billet under their cognizance in JOAPPLY, ranking applicants for best fit in the billet and geographic locations. After the ranking concludes the results are coordinated through Commander Navy Reserve Forces Command N122 (Officer Assignments) for a final assessment for Manpower Availability Status codes to screen for assignment limiting conditions. The results are then made available to all officers via their RFMT accounts under the References section of their respective JOAPPLY accounts.

APPLY

APPLY is a screening and assignment system for command and senior officers (O5/O6) non-command, O4 NCF Milestone billets (Battalion XO, S3, S7), and an EXWC OIC billet. Unlike JOAPPLY, which has four cycles each FY, the APPLY process consists of a single cycle spanning an entire year. Senior officers (O5/O6) are to apply in the calendar year of their PRD.

The APPLY process is conducted in three phases follow the release of the annual COMNAVRESFORNOTE 5400 published in February or March of each year. The other phases of APPLY process are: Application, APPLY Administrative Screening Board, and board results phase. The application phase is the most important for the senior officer that generally begins in mid-May and runs through late June. The APPLY board convenes in August of each year with results available typically in September. Each APPLY cycle results are effective for the subsequent FY with an order effective date of 1 December. Timeline for all phases may vary yearly. Always follow the phase timelines stipulated by the applicable COMNAVRESFORNOTE 5400.

Only two factors impact a billet assignment decision in APPLY: Priority ranking of billets desired and confidence factor compared to peers. Officers submit to the APPLY board the billets they desire in rank order. Minimum of five billets or half of the available billets must be added to the dreamsheet, whichever is less. Otherwise, your dreamsheet submission will be considered invalid and void. Refer to yearly applicable COMNAVRESFORNOTE 5400 for latest guidance. The APPLY Administrative Screening Board has two stages. In the first stage, the records are screened for each officer applying for billets and each officer receives a confidence factor from 0 to 100. After every officer has received a confidence factor, then the billet assignment phase starts with the officer with the highest confidence factor. While there are some exceptions, officers are given their highest choice billet if it is not already taken. i.e. the #1 officer usually gets their #1 choice. The board continues to officer #2, then #3, etc. The farther down the confidence factor ranking an officer is will limit the number of billets that may still be available for them to be assigned. If none of the requested billets are available at the officer's turn, then they will be sent to the bottom of the list! It is very, very important for officers to submit as many billets as possible. A top ranked officer who submits one billet has the risk of possibly not receiving a billet at all if the one billet is taken before their selection comes to the board. Put in for as many billets as possible!

TYPES AND VALUE OF ASSIGNMENTS

There are a variety of assignments throughout the CEC reserve force. Increased challenges of assignments through a CEC officer's career provides the officer an opportunity to pursue diverse experiences and an increased growth in leadership. A few are listed below:

Naval Construction Force (NCF) – NCF Seabees provide combat engineering in support of naval operation forces. This includes forward operating and logistics bases, airfield construction/expansion, repair to air and seaports, roads, bridges, and bunkers, as well as under water construction to survey, restore and repair, maritime infrastructure in ports and harbors.

NAVFAC Contingency Engineering Unit (CEU) – The CEU provides real estate, base operating support integrator, CERT, humanitarian assistance/disaster relief and contracting support to NAVFAC, fleet and combatant commanders.

COCOM/JOINT/NECC Staff – These CEC officers provide contingency engineering advice and knowledge to fleet, joint, and combatant commanders in support of planning, tasking, and project initiation.

Miscellaneous Billets – There are numerous other, limited-opportunity billets for CEC officers in fields such as Special Operations (SPECOPS), Public Works, Community Management, OMC, Operation Support Officers (OSOs), Commander Navy Installations Command (CNIC), NECC, and many others.

Some of the above-referenced billets are with commands where there are very few CEC officers. Officers considering “one-of-one” billets, a billet where there is no other CEC officer of the same rank, should carefully consider their career goals and their other billets before and after the “one-of-one” billet, since a poorly timed billet may negatively impact your promotion potential. It is highly recommended you speak to your mentors or the Reserve CEC Career Manager about this decision prior to applying for that billet. See Chapter 3: FITREPs, for more discussion.

SUCCESSFUL UTILIZATION

There are multiple people who have an input into the billet you are assigned. The CEC OMC, the prospective gaining unit’s CO or OIC, and the prospective gaining OSO all provide comments on your aptitude to fill the billets you have selected. Ultimately, the OSOs use that input in conjunction with CNRFC N122 (Officer Assignments) and assign you your next billet based on your qualifications and the needs of the Navy. This applies to JOAPPLY billets only.

CONSEQUENCES OF NEGLECT

All SELRES officers are required to register prior to using JOAPPLY/APPLY. The registration verifies your current assignment, past assignments, PRD etc. This information is essential in order for Program Managers and Assignment Authorities to make informed decisions. If your information is incorrect, you may not be accurately considered for career enhancing jobs. It is your responsibility as an individual to apply for billets and failure to do so may lead to the automatic transfer into the Voluntary Training Unit (VTU) or Individual Ready Reserve (IRR). There are guides posted within the RFMT and CNRFC Webpages that can help you best understand how to utilize these tools.

Depending on the number of community authorized billets versus inventory of available officers you may not always be guaranteed a billet. The Navy Reserve puts the requirement on you as the individual to pick billets that fit into your current situation to achieve a balance between family, civilian career, and military career. Links to JOAPPLY and APPLY can be found on the CEC SharePoint site or at the My Navy Reserve Homeport webpage. The importance of learning the JOAPPLY/APPLY process cannot be stressed enough. Articles have been published via the

Deputy Chief of Civil Engineers and from RESFORCOMNOTE 5400 on JOAPPLY/APPLY guidance. Links and articles can be found on the CEC SharePoint site. Effectively utilizing these processes to attain billets will help your career.

COMMAND AND OTHER CAREER ENHANCING BILLETS

A successful career is built on demonstrated performance in a variety of billets that provide increasing responsibility, experience, challenge, and opportunities to lead. Other factors such as the ability to break out in competition, and independent leadership opportunities are important attributes of career planning and should be sought. Thus, there are challenging key billet assignments offered starting at the O4 level that should be highly considered as an important opportunity in one's career.

LCDR (O4)

- NMCB S3 – Operation Officer
- NMCB S7 – Training Officer
- NMCB XO – Executive Officer
- NCR/NCG/NECC STAFF
- EXWC OIC

CDR (O5)

- NCR S3 – Regiment Operations Officer
- NMCB CO – Battalion Officer
- NCR/NCG/NECC STAFF
- NAVFAC CEU Operations Officer
- NAVFAC HQ OMC
- COCOM/Joint STAFF

CAPT (O6)

- NCR – Commodore
- OIC – NAVFAC HQ/CEU
- NCG/NECC STAFF
- OIC – COCOM/Joint STAFF

IN ASSIGNMENT PROCESSING (IAP) STATUS

IAP is a temporary status where a SELRES member is drilling in a paid status but does not hold a billet. JO Members in IAP status should strive to remain there for only 60 days by actively participation in JO APPLY. After 60 days in IAP status, you may be subject to directed assignment or VTU per RESPERMAN M-1001.5. If a JO does not participate in JO APPLY, CNRFC may move them to the VTU for JO APPLY non-participation.

IAP status is common for new accessions until personnel are assigned to an NMCB or other SCWS qualifying units. This is commonly the initial billet for newly commissioned CEC officers. It is possible on other occasions for a member to be in an IAP status while returning from an Individual

Augmentee mobilization, Active Duty Special Work (ADSW) orders or when transferring to the Reserve Component from the Active Component. Exceptions to IAP status may be granted for new accessions.

Senior officers should refer to COMNAVRESFORNOTE 5400 for more information on IAP and VTU considerations.

CHAPTER 5: RECORDS MAINTENANCE

It is important to understand that your entire record is significant from your very first day of service. Your record, on its own, will be what gets you promoted or not. It is every officer's responsibility to ensure their record accurately reflects their career. Over the years, there have been many terms for your "record," but all of them refer to the official name which is Military Human Resource Record (MHRR). The MHRR consists of personal and professional information and data that the Navy maintains according to federal regulations (United States Code, Title 5 and Title 44).

A great starting point to check your records for accuracy and completeness is [BUPERS Online \(BOL\)](#). BOL is a single point of entry application for logging into numerous web-based applications maintained by the Naval Personnel Command in Millington, TN. Among these applications are your Official Military Personnel File (OMPF), OSR, Performance Summary Report (PSR), Continuity Report, and Physical Readiness Information Management System (PRIMS). Other applications store your Electronic Service Record (ESR). This chapter will also review common items in your records, such as awards, Navy Officer Billet Classification (NOBC) codes, Additional Qualification Designation (AQD) codes, and retirement points (reserve component sailors only).

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

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

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

ELECTRONIC SERVICE RECORD (ESR)

The ESR provides individual service members, Personnel Support Detachments (PSD), Personnel Offices (PERSOFF), 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. While the OMPF contains the original documents that make up an officer's personnel record, the ESR is simply a database from which records can be viewed in a single, central location.

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.

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 are scanned and entered into the service member's record in color regardless of their utilization in selection 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. Photos must be signed, dated and mailed to NPC, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120, or scanned and forwarded to your Reserve Community Manager or your Regional OMC.

FITREPS

PERS-32 is the NPC agent that 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 get priority for processing.

OFFICER SUMMARY RECORD (OSR)

The OSR is one of two primary documents that the board members review by the Board. The OSR contains dates of rank, degrees, training, awards, and qualifications. All data (with the exception of personal awards) are drawn from the information listed on the Officer Data Card (ODC). Therefore, updating your ODC will update your OSR.

The current database systems do not enable reservists to see the ODC. Reservists only have access to the OSR. Updates or corrections to your ODC should be done through the appropriate PERS code at NPC, or by the Navy Standard Integrated Pay/Personnel System (NSIPS), depending on the block of the ODC that requires update or change. The list of who to contact by ODC block number is located in Appendix E of NAVPERS 15839I, Volume II (also called the Navy Officer Occupational Classification System - NOOCS - Manual).

PERFORMANCE SUMMARY REPORT (PSR)

The PSR, also referred to as the Officer FITREP Summary, is a sequential compilation of your fitness reports. It contains personal information, duty station dates, reporting senior data, traits and averages and promotion recommendations. The PSR is a vital tool in determining a pattern of performance and is the other document that the board will review.

AWARDS

Information and regulations concerning awards is contained in [SECNAVINST 1650.1H](#). The CNO Awards Office established and maintains the [Navy Department Awards Web Services \(NDAWS\)](#) as the single authoritative data base for all Military Decorations as specified by the Secretary of the Navy. All awards entered into the NDAWS database are exported to the BUPERS Mainframe for updating pertinent personnel records. Individual service members should routinely check their OMPF to verify that all earned awards are recorded there.

NAVY OFFICER BILLET CLASSIFICATIONS/ADDITIONAL QUALIFICATION DESIGNATORS (NOBC/AQD)

NOBCs and AQDs are numeric or alpha-numeric codes that attach to an individual service member and indicate additional, unique skills that the service member possesses. These codes are shown in the OMPF/OSR/ESR, and are looked at when records are reviewed. Certain NOBCs and AQDs are highly desired and NOT having them will reduce the likelihood of your promotion.

NOBCs

An NOBC is a code that identifies officer billet requirements and officer occupational experience acquired through billet experience. When applied to a billet, the NOBC is a general statement of duties performed in accomplishing that billet's mission. An NOBC entered in an officer's record reflects experience acquired as a result of performance in a billet or, in some instances, a combination of experience and education related to the billet's requirement.

Qualification records, including NOBC codes, are maintained by NPC. NOBC codes on officer billets, which are specified in the Reserve Headquarters System (RHS) and listed on the Reserve Unit Assignment Document (RUAD), transfer automatically to an officer's record after serving eighteen months in the assigned billet. RC members that do not meet the automation requirement criteria may submit an NOBC code request to NPC (PERS-9).

NOBCs recorded in individual service member records aid in the selection of naval officers to fill mobilization billets. They also enable identification of officers who qualify for specific billets by virtue of related experience and/or training. As an officer becomes more senior in the CEC, certain jobs may be unattainable if a particular NOBC was not gained earlier in their career. A full list of NOBCs is in the Manual of Navy Officer Manpower and Personnel Classifications, Volume I (NAVPERS 15839I), PART C - Navy Officer Billet Classification (NOBC) Codes. Common NOBCs available to CEC officers are in Appendix C.

AQDs

AQD codes enhance billet and officer designator codes by identifying the attainment of qualifications, skills and knowledge, as recognized by a competent authority, in addition to those identified by the officer designator, grade, NOBC, or subspecialty.

A full list of AQDs is in the Manual of Navy Officer Manpower and Personnel Classifications, Volume I (NAVPERS 15839I), PART D - AQD Codes.

Common AQDs available to CEC officers are:

- 950 – CEC EIT
- 951 – CEC PE
- 952 – CEC RA
- 960 – SCW

CHAPTER 6: THE BOARD PROCESS

THE BOARD MYSTIQUE

NPC, also referred to as NAVPERSCOM, conducts numerous boards of many types throughout the year. Each board serves a purpose for Navy from selecting the best-qualified personnel for promotion, to selection for redesignation, to selection for command. Some concepts or procedures are common to all boards; others are quite different depending on the type of board convened.

Many questions about boards can be answered by visiting the NPC Helpful Information or Board Preparation links. There is also some valuable information on the [General Board Information](#) pages.

A COMPARISON: STATUTORY VS ADMINISTRATIVE VS SCREENING BOARDS

A *Statutory Promotion Board* is different than most of the other boards conducted at Naval Personnel Command. An officer is eligible for a statutory promotion based on the annual "Zone Message" released by the Secretary of the Navy, typically in December. You do NOT have to submit an application or package. The law (Title 10, US Code) mandates that officers will be considered at a prescribed time for promotion.

The function of an *Administrative Board* is to consider candidates for a specific program or career milestone indicated in each board's convening order. The boards shall consider carefully, without prejudice or partiality, the record of every eligible candidate.

Screening Boards usually occur at certain points automatically in an officer's career such as selection to key battalion billets or command. Therefore, a screening board may consider an individual without any input by the officer. Some screening boards may require an application in order to be considered.

Administrative and Screening boards are NOT promotion boards even though they may involve a person advancing in rank (a chief being selected for CWO for example). Thus, what might apply to a Promotion board might NOT be true for a Screening or Administrative board and vice versa. Check the related page at the [Naval Personnel Command website](#) for specific board information.

CORRESPONDING WITH THE BOARD:

Although board recorders (see below, Board Membership) check for current and complete fitness reports, they cannot update or contact an individual officer if there is any missing information / documentation. Therefore, it is incumbent upon the member to make sure the board has your complete and accurate record **SIX MONTHS** before a board convenes.

You should check your Officer Summary Record (OSR) for missing data (awards, education, Additional Qualification Designations (AQDs), Schools and Training) and your Performance Summary Report (PSR) for any break in FITREP date continuity via the BUPERS Online Website. Documents missing, such as fitness reports, awards, etc., any corrections or other items the eligible officer desires to address should be forwarded to the NPC Customer Service Center via a letter to the president of the selection board.

This written communication, defined as a letter to the board president and signed by the eligible officer, may call the board's attention to any matter that the officer considers important. Letters should be concise and to the point with content the officer wants the board to consider. Some examples to consider, though not all inclusive, are: missing FITREPS or awards, letters of recommendation, mistakes in member's record that have not been fixed, and any other information the member believes needs to be communicated to the board.

Correspondence must be received by NPC, Customer Relations Management Department (PERS-1) no later than 2359 ten days prior to the board convening date. The most up to date information for sending in correspondence to the board can be found in MILPERSMAN 1420-010 and also at the NPC website.

STATUTORY BOARDS – PROMOTION BOARDS

Selection boards are held annually to determine which officers will be promoted during the following fiscal year. Selection boards consider only those individuals in the same competitive category. The 510X officers are a distinct and separate competitive category. The LDOs (653X) are currently a competitive category with Supply and JAG LDOs.

Each board is held at different times during the fiscal year. Information on each selection board can be found in the Board section of the [Naval Personnel Command website](#).

TIME-IN-GRADE PROMOTIONS (ENS, LTJG, LT)

Ensigns (ENS) are automatically promoted to Lieutenant Junior Grade (LTJG) exactly two years of Time-In-Grade (TIG) after their commissioning date. LTJGs are promoted to Lieutenant (LT) on the first day of the next month after two years TIG as LTJG. For example, if an officer pins on LTJG on July 16th, 2013, they will promote to LT on August 1st, 2015. Although there is a formal board to review and promote LTJG to LT, it is more procedural, and almost all officers eligible are promoted.

COMPETITIVE BOARD PROMOTIONS (LCDR AND ABOVE)

LT to Lieutenant Commander (LCDR) is the first competitive promotion board an officer will face. All subsequent promotion boards are also competitive.

The Board Process

The board process begins with the annual release of a NAVADMIN. The NAVADMIN announces the names, reserve precedence numbers, and dates of rank of the Senior and Junior officer eligible for promotion in each competitive category for the forthcoming fiscal year. The total number of officers who may be recommended for promotion is the number closest to the percentage set forth by the Chief of Naval Personnel, based on the current fiscal year Navy Reserve Officer Promotion Plan. This percentage varies by year, competitive category, and by rank. Typically for CEC Officers, promotion percentages varies between 50-70% for O3 to O4, 30-50% for O4 to O5, and 20-30% for O5 to O6.

In addition, those officers on the Reserve Active-Status List (RASL) and in the same competitive category who are senior to the senior in-zone officer listed in their category are considered “above-zone” and are also eligible for consideration. An officer receives two “looks,” or chances, by the promotion board for selection to the next higher rank. In-zone and above-zone officers are considered equally to determine which officers are best and fully qualified for promotion.

Prior to the board convening, the SECNAV releases promotion board precepts and the convening order that provide guidance and additional information to the board members on set, community-approved selection criteria. This insures impartial, consistent selection of the most qualified officers. For Reserve CEC, those precepts generally consist of SCWS, PE/RA, a graduate degree, ACQ certification, JPME, and mobilization, along with sustained, superior performance, as documented in competitive FITREPs. For the most current board precepts, visit [NPC](#).

“The tank” is the actual room in Millington, TN where boards review eligible officers’ records to select the best qualified officers and recommend them for promotion. The board will consist of five to six members, typically commanders and captains, that review and vote on their confidence of the eligible officer to perform duties at the next higher rank. Officers are given confidence intervals (scores) of 100, 75, 50, 25 and “no.” Each member will score the eligible officer, and the scores are then averaged. Once all eligible officers are scored, the top percentage are marked as having full confidence and will be recommended for selection for promotion. The bottom percentage will be removed from consideration. The remaining officers who scored in the middle of the group will be re-evaluated in the “crunch zone.”

The board will review records until they reach the percentage of officers allowed for promotion. When a promotion selection board adjourns, the results from the board are included in a package called the Board Record of Proceedings. The package is sent up through various approval authorities, and generally takes about three months to be published as an ALNAV message.

After you are Selected for Promotion

You will be promoted on or after 1 October of the next fiscal year depending on your seniority versus the other officers selected for promotion and the phasing plan. For reservists, promotion

timing will typically be determined by the annual phasing (promotion) plan issued by BUPERS-3, in Millington, TN. The phasing plan is the promotion plan that provides the number of officers, by paygrade and competitive category, that should be allowed to be promoted each month. However, the phasing plan is not the final authority for promotion. The final authority is the monthly promotion NAVADMIN. The NAVADMIN is typically released the last week of each month announcing promotions that will be effective the first day of the following month. These messages can be viewed on the Navy Personnel Command website.

TIG requirements and promotion percentages to the next higher rank vary by fiscal year. Estimated TIG and promotion percentages for the next few years can be obtained from the Reserve CEC Community Manager. Minimum TIG varies between four and eight years, depending on rank and year group, so it is important that an officer check their record three years after being promoted to LT, LCDR, Commander (CDR), and Captain (CAPT).

COMMAND SCREENING BOARDS

Officers competing for command assignments must be screened at each rank prior to their assignment to command. The screening consists of three components. The attainment of command qualification prerequisites (CQPs) and subsequent completion of the associated Personnel Qualification Standards (PQS) can be completed at the LCDR to CAPT level. The second component is a pass/fail oral board. The third component is an administrative board in which the prospective officer is screened for command.

There is currently about a 30% selection rate for command, based on five O-5 level command billets, and two O-6 level command billets. A "Bank" list is maintained by Reserve Officer Career Manager of those officers who have successfully screened for command; future NMCB and NCR commanding officers are selected from this pool.

BOARD MEMBERSHIP

Participating on a selection board is highly encouraged and should in fact be seen as your professional duty to participate in at least one board during your career. Understanding, in-person, how boards operate and what boards look for will greatly improve your ability to write officer FITREPS and enlisted evaluations. Also, for senior officers, some of the senior officers and admirals who sit on the promotions boards with you may sit on your promotion board. Working with them on prior boards will give them personal experience of your professionalism and character. Also, being a member or recorder on a board provides a unique opportunity to shape the future of the Reserve Civil Engineer Corps. If you would like to volunteer to serve on a board, contact the Reserve CEC Career Manager.

Promotion boards are typically composed of the following members:

President: Most promotion boards will be presided over by a Flag Officer, at a minimum, with the exception of LCDR board which may be presided over by a CAPT.

Members: There are typically a minimum of five members in a promotion board. Members must already have attained the rank for the board they are sitting. For example, you must be a LCDR to sit on a LCDR board. It is more common to see promotion boards composed of officers that are one to two ranks senior to the board level. Members are responsible for reviewing and voting on records in “the tank.” Membership may include up to three RC CEC officers, one or more AC CEC officers and one non-CEC AC/RC Designator.

Recorders/Assistant Recorders: Recorders and assistant recorders are the most junior officers able to participate in the promotion board process. They are typically LTs and LCDRs (not board eligible), though opportunities exist for LTJGs. Recorders arrive before the board convenes and prepare in-zone officers’ records for review in “the tank,” and assist in administrative duties during the board process.

CHAPTER 7: MOBILIZATIONS

DESCRIPTION AND PURPOSE

Mobilization is the act of assembling Reserve forces for active duty in times of war or national emergency. Since the beginning of the Global War on Terrorism (GWOT), the Navy has deployed Sailors, including RC CEC officers and Seabees, on a temporary basis to the various combatant commanders in support of Overseas Contingency Operations (OCO). The CEC RC offers strategic depth in construction and engineering capabilities to support combatant commander (CCDR) requirements worldwide.

TYPES OF MOBILIZATIONS

There are two primary CEC officer conduits for mobilization: individual augmentation (IA) and NCF Unit mobilization.

INDIVIDUAL AUGMENTEE (IA) MOBILIZATIONS

An IA includes any sailor in receipt of deployment orders to include Individual Augmentee Manpower Management (IAMM) assignments, Global Support Assignments (GSA), Overseas Contingency Operation Support Assignment (OSA), individual RC personnel not mobilized as part of an established commissioned unit (RC Mob).

The CEC RCM is the sourcing officer for non-unit (non-NCF) IA assignments. He or she receives CEC RC officer IA manning requirements from United States Fleet Forces Command (USFFC) via CNRFC, typically 20 to 30 personnel per year, and will periodically send out email notifications to solicit interest in upcoming deployment opportunities. If no officer volunteers for a particular deployment, the RCM will review the “Dwell Well” to involuntarily mobilize an officer (see section below on Dwell Time).

If there are multiple officers applying for a particular mobilization, the officer that is best and fully qualified will be selected. The IA assignment process applies to all 5105 and 6535 officers. Only officers presently in a paid SELRES are currently being considered for non-voluntary IA mobilizations. However, by Title 10 U.S.C. 12302, members of the IRR and in a VTU status are subject to involuntary mobilization, should the need arise.

NCF UNIT MOBILIZATIONS

NCF mobilization billets are sourced in accordance with NECC USFFC guidance.

Rotating reserve NCF-unit mobilizations have been the norm for the Seabee community in the past 15+ years. From 2003 through 2015, the NCF consistently deployed NMCBs and NCRs as entire units to Iraq and Afghanistan. Full-battalion and full-regiment deployments concluded in 2014 and 2015, but emerging demands on both coasts have kept reserve Seabee battalions employed.

Active duty NMCBs routinely deploy to PACOM and EUCOM/CENTCOM/AFRICOM on a 6-month deployed, 12-month homeport cycle. Operational demands for the battalions, who deploy in support of EUCOM/CENTCOM/AFRICOM/PACOM missions have increased within the past several years and RC Seabee manpower is needed to augment the battalions. The RC Seabee force flow currently, and for the foreseeable future, calls for small, partial-battalion, task-tailored groups of Seabees on a rotating schedule. A small handful of RC CEC officers are part of each task-tailored group.

For these deployments, the mobilization process is roughly the same as an IA mobilization, although you will be going through the mobilization process with many Seabees from the same battalion. There will also be an I-Stop (see mobilization process, below) to complete in Gulfport, MS, after Expeditionary Combat Readiness Command (ECRC) and before you deploy. The deployment experience during your NCF-unit mobilization will differ from an IA deployment based on you mission and supported CCDR.

CAREER BENEFITS

Mobilizations provide RC CEC officers invaluable experience that can benefit both their military and civilian careers.

RESERVE EXPERIENCE AND PROMOTION

Although mobilization isn't explicitly required for promotion, it is looked upon favorably by promotion boards and also provides officers invaluable, practical experience within the Naval Construction Force. Per the O-4, O-5, and O-6 board convening orders, experiences in overseas contingency, humanitarian assistance/disaster response, and theater security cooperation program operations are valued. Assignments with an operational unit or as an IA are considered equally. The experience you gain while mobilized will help you as you become more senior in the CEC community and as a staff engineer in higher commands.

MOBILIZATION AND YOUR CIVILIAN JOB

Currently, all RC CEC officers, whether mobilized as an IA or as part of an NCF unit, are considered "involuntarily mobilized," even if they volunteered to deploy. Once mobilized, all members are protected under Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. Sailors should provide as much notice as possible to employers. However, there is not a specific minimum period of notice required under USERRA. Legislative history is indicative that the lateness of the notice to the civilian employer should not hinder the right to reemployment upon return, especially when the member had little or no notice from the military.

Under USERRA, members are not required to provide a copy of military orders to the employer. However, it is recommended that members provide their employers documentation as available. Employers are permitted and encouraged to call the member's commanding officer.

An employer cannot deny a member's requirement to serve. A member is required to provide a notice, but not to obtain permission from your employer to serve. For more information, service members should refer to USERRA guidance.

PROCESS

Mobilization and deployment for a SELRES consists of several phases: Pre-deployment and Activation, Train and Equip, Deployment and Boots-on-Ground, and Re-deployment and release from active duty.

PRE-DEPLOYMENT AND ACTIVATION

The pre-deployment phase is a complete administrative/ medical screening procedure to ensure a Sailor's suitability for deployment, followed by training and administrative preparation of the Sailor and his or her dependents for deployment.

Pre-deployment begins with notification of orders to active duty. The unit, or individual, will be alerted for possible deployment and will receive orders to mobilize. Upon receiving a mobilization alert, preparation for deployment begins including required briefings, additional training, medical and dental evaluations, and possibly counseling to ensure that service members are ready and able to be deployed. The purpose of pre-deployment activities is to prepare the Sailor for mobilization, primarily by completing the Expeditionary Screening Checklist (ESC) and attending a Deployment Readiness Training (DRT) event.

Pre-deployment ends when the Sailor departs his or her Parent Command (a Naval Operation Support Center (NOSC), for reservists) for the ECRC.

TRAIN AND EQUIP

The purpose of Train & Equip phase activities is to provide general and mission-specific training and gear issue for the IA Sailor.

During the Train & Equip phase the Individual Augmentee (IA) Sailor processes through the ECRC (formerly NMPS) and any other required training. Typically, this involves one or more intermediate stops (I-Stops) for training, including Navy IA Combat Training (NIACT) at an Army installation, and the completion of online courses. IA training may require IA Sailors to change locations one or more times to complete all training.

Train & Equip phase ends when the IA Sailor departs his or her final I-Stop (Intermediate Stop) for the theater.

DEPLOYMENT AND BOOTS-ON-GROUND

The purpose of the Boots on Ground (BOG) phase is to perform the mission designated by the Combatant Commander.

The deployment phase of the cycle begins with the physical movement of individuals and units from their final I-Stop to the designated theater of operations. During the BOG phase the IA Sailor performs their designated mission at the ordered ultimate duty station. This phase of the deployment cycle may be a very stressful time for service members and their families as they face the realities of a deployment and what that means for them. The remainder of the deployment phase primarily involves the performance of military duties in support of the mission either in the theater of operations (overseas) or within the United States. Near the end of the deployment phase, the unit will begin preparations for its return to the home installation, culminating with the unit's redeployment home.

REDEPLOYMENT, RELEASED FROM ACTIVE DUTY

The purpose of the redeployment phase, also referred to as Return, Reunion, and Reintegration (R3), is to facilitate the return of the IA Sailor and medical/family/unit/civilian employment reintegration.

During this phase the IA Sailor returns home and transitions back to their NOSC. Individual branches of Service provide additional briefings, training, medical evaluations, and counseling to assist service members in reintegrating into normal life. These briefings and evaluations provide service members with critical information should they experience any emotional or physical issues later on as a result of the deployment. Service members and their families may experience some stress during this phase, as everyone readjusts to life together. Many support services are available for service members and their families to make this readjustment easier, either through the branches of service or through the community.

The redeployment phase ends when nine months have passed since the IA Sailor's return, Post Deployment Health Assessment (PDHA) is completed, and all medical issues have been resolved.

DWELL TIME

In order to provide reservists sufficient time in their civilian lives to maintain their careers and be with their families, the DoD has instituted a "Dwell time" ratio. Using the ratio, reservists who have been deployed for a certain amount of time cannot be involuntarily mobilized within a specific amount of time after returning from their last mobilization. For Navy reservists, the current ratio is 1 to 5. For example, a reservist who was mobilized for 12 months has a dwell time of 60 months, or a maximum of five years, beginning on the date they demobilize, during which they cannot be involuntarily mobilized. The mobilization period is calculated from the start date of involuntary activation to the date of demobilization. If a sailor wished to mobilize before their dwell time is finished, they must submit a signed form waiving their dwell time.

The CEC RCM receives a "Dwell Well" list of CEC RC SELRES officers. This list will provide officer-specific information about member's dwell expiration dates, and whether they were previously mobilized as an IA or as part of an NCF-unit mobilization. The "Dwell Well" list is used to identify candidates when no volunteer is identified and to determine non-volunteer

candidates necessary to fill both IAs and unit mobilizations. Members are encouraged to contact the RCM with questions about their dwell status.

ADMINISTRATIVE RESPONSIBILITIES WHILE MOBILIZED

FITREPs

As an IA, you may be the only Sailor for hundreds of miles. As a result, you are advised to take responsibility for your career and make yourself knowledgeable on IA performance report requirements. No matter what the trait scores or comments, you can ensure your performance report is correctly filled out. Some specific resources to help IAs are located at the [Navy Individual Augmentee](#) webpage.

Physical Readiness

The IA pre-deployment and pre-mobilization process screens for physical readiness acceptability and accounts for the duration of the assignment. U.S. Navy personnel serving in support of OCO may be unable to comply with the standards required to conduct an authorized U.S. Navy physical readiness and remedial program. Other mitigating factors that may preclude conducting a practical physical readiness program include: combat environment, harsh environmental conditions with extreme weather variables prevalent throughout the theater of operations, operating tempo, and assignment to isolated areas which preclude successful test and administration. Per OPNAVINST 6110.1J commanders have authority to suspend such testing.

Emergencies

During the BOG phase, IA Sailors should address emergencies through their chain of command, as would active duty sailors in any other operational context. Sailors and their families should be aware of the numerous [support networks and services designed](#) to assist them during the deployment period.

REFERENCES

For more information about mobilization and mobilization opportunities, contact your RCM. Other relevant links include the [NPC Website](#) and the [Navy Reserve Homeport](#).

CHAPTER 8: RESERVE SPECIFIC GUIDANCE

All reservists, regardless of status, operate under the [BUPERSINST 1001.39F](#), Administrative Procedures for Navy Reservists. This career guide only summarizes portions of the BUPERINST, Members should be fairly familiar with this instruction.

RESERVE STATUS

Each member in the Navy Reserve who is not on the Active Duty List (ADL) falls into one of three categories: Ready reserves (USNR-R), Standby Reserve (active USNR-S1 and inactive USNR-S2), and Retired Reserve (USNR-Retired). Table 8.1 shows each category and subcategories. The status within each category are defined below:

USNR-R. The USNR-R is composed of the SELRES and the IRR. *Members who drill for pay are in the SELRES.* Members not assigned to a pay billet are in the IRR. Members in the IRR either participate in a VTU or are assigned to the Active Status Pool (ASP).

USNR-S1. Navy Reservists are transferred to the USNR-S1 by NPC (PERS-911/913). They are in an active status and are eligible to participate in a Navy Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any drill participation, ADSW, or Active Duty for Training (ADT). All officers in this category continue to be eligible for promotion consideration. Enlisted members in this category are not eligible for advancement unless they are drilling in a VTU and are not subject to High Year Tenure (HYT).

USNR-S2. Members transferred to the USNR-S2 by NPC (PERS-911/913) are in an inactive status. They may not participate for retirement points or pay and may not be assigned to any Navy Reserve organization other than the Inactive Status Pool. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion but not advanced or appointed to the higher rank or rating at the time of their transfer to the USNR-S2, that promotion or advancement will not take effect.

USNR-Retired. Reservists in the USNR-R, USNR-S1, and USNR-S2 are transferred to the Retired Reserve upon request or as directed per OPNAVINST 1820.1. Members of the USNR-Retired are subject to recall to Active Duty in time of war, or national emergency declared by Congress, or when otherwise authorized by law. Members in the Retired Reserve are in a retired status. Unless recalled to Active Duty, they may not receive retirement point credit, be advanced, or promoted.

Table 8.1: Reserve Status

ACTIVE STATUS				INACTIVE STATUS	RETIRED STATUS	
READY RESERVE				S-1	S-2	Retired Reservists
Reserves on AD	Selected Reserve	Individual Ready Reserve		Standby Reserve Active	Standby Reserve Inactive	Qualified for Non-regular Retirement or Regular Retirement
	Drilling reservists (in pay)	VTU	ASP Active Status Pool	Key Federal Employees		
	FTS CANREC Once year Recall	Voluntary Training Unit		Hardships		
		Drill Non-pay	SAT years thru Correspondence Courses, Non-Pay Drills	Can't earn points or promote		

* Members in an Active Status on the Reserve Active Status List (RASL) are eligible for promotion

ORDER TYPES

Inactive Duty Training (IDT): IDT consists of the monthly 4 drill periods (2 per day), typically performed at the individual’s normal drill site each month on a weekend.

Inactive Duty Training-Travel (IDTT): IDTT is travel with orders, authorizing the member to perform IDT at another site, usually the individuals gaining command.

Annual Training (AT): AT is a period of active duty, typically between 12-29 days, to perform duty for operational or training needs for the individual, member’s gaining command, or other needs of the Navy.

Active Duty Training (ADT): ADT is a period of active duty intended to support a specific training requirement and assist a command that has ADT funding available. Members may only use ADT orders when they are requested and approved by a command. The command requesting ADT orders for a member will provide the funding for the orders. Periods of ADT satisfy the AT requirement. ADT orders cannot exceed 180 days.

Active Duty for Special Work (ADSW): ADSW orders are issued for a duration of 30 or more days but cannot exceed 365 days (including the period required for processing onto active duty and release from active duty). Orders do not cross fiscal year boundaries.

The ADSW program supports Navy mission requirements for which no permanent duty billet or position is programmed and where active duty personnel with the required skills are not reasonably available.

CROSS ASSIGNMENT

Cross Assignments are reservists who are Cross-Assigned Out (CAO) from a local Training Unit Identification Code (TRUIC) (Local Drill Site or NOSC) and Cross-Assigned In (CAI) to the Unit Mobilization Unit Identification Code (UMUIC) (gaining command or operational unit) unit where the mobilization billet resides. Cross assignments are used to fill billets with Sailors residing in non-fleet concentration areas and reduce the number of personnel in an IAP status.

For example, a sailor may be attached to a battalion, such as NMCB 18, through their UMUIC. Each battalion has a set of geographic NOSCs where their detachments reside. A sailor whose home NOSC is Eugene, OR is in the geographic coverage of NMCB 18, even though there is not an organized Seabee detachment at that NOSC. This sailor would likely have a TRUIC to the Operational Support Unit (OSU) at the Eugene NOSC and would be CAO from this unit. The sailor would be CAI to NMCB 18 based on their UMUIC, which would identify NMCB 18 as the gaining command and operational unit.

RETIREMENT POINTS

Members of the Navy Reserve have a different pay and retirement system than Active Duty service members. The Reserve retirement system is set up with the same principals as the Active Duty system, but instead of calculating retirement based on years of service, it is calculated using Retirement Points. Understanding how Retirement Points are earned is essential to understanding when you will be eligible for retirement, and how to calculate the value of a Reserve pension.

A qualifying/satisfactory year of service is defined as an anniversary year (365 days) in which a member is credited with 50 or more retirement points. If you fail to earn the minimum 50 points per year, that year will not count towards retirement. There is a difference between the total years of service and satisfactory years. Years of service are basically years under contract based on the pay entry base date; not calendar year. They “year” for every officer is different. Retirement points can be earned by performing drills, courses, annual training/active duty training and active duty. For more information regarding retirement, reference MILPERSMAN 1800 series on the NPC website.

Active Service

Sailors on Active Duty (AD), ADT, and AT are awarded one retirement point for each calendar day they serve in one of these categories. Additional retirement points cannot be awarded for other activities while in an active duty status.

Inactive Duty Service

Inactive point credit is earned for IDT, both paid and non-paid, IDTT, Reserve membership, equivalent instruction, and completion of correspondence courses.

- 15 points for each year of membership in the Navy Reserve.
- One point for each unit training assembly (such as IDT or IDTT unit). Paid IDT periods are at least four hours in length. Non-paid IDT periods are at least three hours in length. If two IDT periods are performed in a single day they each must be at least four hours in length, and no more than two IDTs may be performed in a 24-hour period.
- One point for each day in which a member is in a funeral honors duty status.
- Satisfactory completion of accredited correspondence courses at one point for each four credit hours earned, during non-paid time (see BUPERSINST 1001.39 CH-1 and DODI 1215.7.). See the Navy Reserve Homeport for a list of approved courses.

The number of inactive duty points that can be credited in any single anniversary year (sum of drills, courses and membership points) varies by year based on the National Defense Authorization Act. Members are currently authorized to earn 130 inactive points per year.

<i>Effective Date</i>	<i>Maximum Points Allowed</i>
<i>30 October 2007 to present</i>	<i>130</i>
<i>30 October 2000</i>	<i>90</i>
<i>23 September 1996</i>	<i>75</i>
<i>Prior to 23 September 1996</i>	<i>60</i>

Points from these inactive duty sources may be added to points earned from active duty and active duty for training for a maximum total of 365 or 366 points per retirement year. Officers should make every effort to submit non-paid points to reach 130 each year. Congress approved 130 max points because National Guard and Reserves spend ample amount of time while not being paid. Ensure to submit those additional days continually so that the Congress or the Navy doesn't take away these additional days.

Rescheduling Drills

IDT drill periods scheduled for weekends do not have to be completed during the NOSC-appointed time; they may be rescheduled to support unit or personal requirements and accommodate conflicts. Moving drills must be approved by the unit CO or authorized designee, such as a detachment OIC. Drill dates and reschedules are managed in EDM on the NSIPS webpage.

ARPR/ASOSH

Reserve sailors can log on to BUPERS Online at www.bol.navy.mil to view their Annual Retirement Point Records (ARPR) and Annual Statement of Service History (ASOSH), to view the drill points they have earned. The ASOSH breaks down a sailor's annual points into inactive points - such as drills, courses and membership - and active points, such as active duty time and annual training. After each year, it lists total points accrued and whether the service year counts as qualifying.

Points are updated regularly and are calculated from the anniversary date of the Sailor's affiliation with the Navy or Navy Reserve. If there are any discrepancies in your point record, contact your NOSC or Commander, NPC (PERS-912).

A sample ASOSH is provided below, showing point break-downs into inactive and active duty points.

Annual Statement of Service History (ASOSH)

PERIOD		W H Y	INACTIVE POINTS				ACTIVE POINTS		QUALIFYING PTS/SERVICE	
<u>From Date</u> (MM/DD/YY)	<u>To Date</u> (MM/DD/YY)		<u>Drills</u> <u>Funeral</u> <u>Honor</u> <u>Duty</u>	<u>Corres.</u> <u>Courses</u>	<u>Member-</u> <u>ship</u>	<u>Inactive</u> <u>Subtotal</u>	<u>Active</u> <u>Duty</u>	<u>AT/ADT</u>	<u>Total</u> <u>Points</u>	<u>Service</u> <u>(YY MM DD)</u>
09/02/05	08/21/06	0	000	000	15	015	0000	000	00015	00 00 00
08/22/06	09/01/06	1	000	000	00	000	0011	000	00011	00 00 00
09/02/06	09/01/07	1	000	000	00	000	0365	000	00365	01 00 00
09/02/07	09/01/08	1	000	000	00	000	0366	000	00366	01 00 00
09/02/08	09/01/09	1	000	000	00	000	0365	000	00365	01 00 00
09/02/09	09/01/10	1	000	000	00	000	0365	000	00365	01 00 00
09/02/10	10/21/10	1	000	000	00	000	0050	000	00050	00 00 00
<u>10/22/10</u>	09/01/11	0	020	001	13	034	0000	017	00051	01 00 00
<u>09/02/11</u>	09/01/12	0	047	003	15	065	0000	015	00080	01 00 00
<u>09/02/12</u>	09/01/13	0	048	026	15	089	0000	016	00105	01 00 00
<u>09/02/13</u>	09/01/14	0	035	026	15	076	0000	014	00090	01 00 00
<u>09/02/14</u>	-----	-	021	000	--	---	0000	066	-----	-----
<u>TOTAL POINTS:</u> 01863			<u>TOTAL QUALIFYING SERVICE:</u> (YY MM DD) 08 00 00							

[Return to Top](#)

RETIREMENT FROM THE NAVY RESERVE

After attaining 20 years of qualifying service, PERS 912 will automatically issue a (NOE) Notice of Eligibility for non-regular service retirement, typically within 1 year or approximately 3 months after the end of the anniversary year after the member has met all the requirements. A reservist can

request to start the process for Non-Regular Reserve Retirement upon receipt of this NOE. Utilize your (ASOSH) Annual Statement of Service History to determine qualifying years.

Entitlements:

1. Retirement Pay: Retirement pay starts when a reservist reaches age 60; however per (NDAA) National Defense Authorization Act 2008 allows qualified Reservists to start receiving retired pay earlier than age 60. With each 90 day aggregate of active duty completed in a fiscal year after 28 January 2008, or in any two consecutive fiscal years after 30 September 2014, will allow a member to begin receiving retired pay three months earlier than age 60.
2. Medical Benefits: A reservist does not receive medical benefits until officially 60 years of age. However; If you retire before age 60 'gray area retiree's are eligible for TRICARE Retired Reserve and TRICARE Retiree Dental Program.
3. Reserve Id Card: Once retired you are issued a reserve ID card you are entitled to access bases, for commissary's, MWR, MAC flights etc.
4. Reserve Component-Survivor Benefit Plan: Allows members who have attained 20 qualifying years in the Reserve Component to leave their beneficiaries with the benefit of a monthly annuity payment. This monthly annuity lasts the lifetime of the beneficiary after the member passes away.

See [NAVPERS](#) for official requirements

CHAPTER 9: RESOURCES

The Reserve CEC career guide is one tool to be used in structuring a successful career. There is no one perfect career template or requirement to guarantee promotion and success. Changes in the Navy mission and organization will change the mission requirements for our role as Civil Engineer Corps officers. The review of this guide, review of the current CEC Community Program Brief, US Navy Reserve policies, and other instructions will help ensure you are up to date on new requirements and possible training opportunities. Whenever you look for guidance make certain you have the most up to date instruction and validate your findings with mentors and community leaders. Continuing to refine your skills, record your achievements, and look for diverse leadership and challenging jobs is a great way to develop personally and as a CEC officer.

WEBSITES

Below are websites typically used by reservists for quick reference. Some are USN sponsored while others are not. Inclusion in this document does not constitute support by the USN, Reserves, or the CEC.

Bupers Online: A single point of entry application for logging into numerous web-based applications maintained by the Naval Personnel Command in Millington, TN.

www.bol.navy.mil

DEERS verification and self service

www.dmdc.osd.mil/self_service

Defense Finance and Accounting Service (DFAS): View your Leave and Earnings Statements, access tax information forms, like your W-2, and view your Savings Deposit Program contributions.

mypay.dfas.mil

Defense Travel Service (DTS): Book travel and vouchers for official travel on military orders.

www.defensetravel.osd.mil

LCDR Kelly Beamsley: Unofficial US Navy Information and Training Resource. Your one-stop-shop for all navy websites and quick links.

<http://kellybeamsley.com/navy/>

Military One Source: Military OneSource offers a wide range of individualized consultations, coaching and counseling for many aspects of Military Life. For warrior guardians, military families and entire military community.

www.militaryonesource.mil

My Navy Portal: A program to build an integrated web portal that consolidates the Navy's Human Resource (HR) portals, knowledge, and applications into a consolidated and simplified user experience.

my.navy.mil

Naval Facilities Engineering Command

www.navfac.navy.mil

Navy Reserve Homeport – JOAPPLY/APPLY, NROWS, main hub for all Reservist.

www.public.navy.mil/nrh

Navy Standard Integrated Personnel System (NSIPS) & EDM single, field-entry, electronic pay and personnel system for all USN/USNR Sailors

nsipsprod.nmci.navy.mil

Naval Expeditionary Combat Command

www.public.navy.mil/necc

Outlook Web Access: Provides CAC-enabled access to your navy.mil account on your personal computer.

<https://webmail.east.nmci.navy.mil/exchange/>
<https://webmail.west.nmci.navy.mil/exchange/>

Seabees Website

www.public.navy.mil/seabee

Tricare: Official health care program website for uniformed service members, retirees, and their families

tricare.mil

U.S. Navy Awards

awards.navy.mil

NOSC

The NOSC's are the reserve centers for the Navy. There are NOSC's in all 50 states and in some US territories. The mission of a NOSC is to provide the administrative support required to Navy Reserve personnel. You can find information on each individual NOSC at the [Navy Reserve Homeport](#).

READY TO SERVE (R2S)

Ready to serve is a mobile device application that has been designed to allow Navy personnel to access Navy CAC-enabled websites from their smart phones and tablets. Register for the application can be completed through the My Navy Reserve Homeport (<https://www.mynrh.navy.mil>).

CAC Readers for the mobile devices are required and can be obtained, at no cost, once you complete the online registration.

ACRONYM LIST

ABFC	Advanced Base Functional Component
ABSC	Active Billet Sequence Code
ACB	Amphibious Construction Battalion (see also PHIBCB)
ACE	Activity Civil Engineer
AD	Active Duty
ADT	Active Duty for Training
ADSW	Active Duty for Special Work
AFSC	Armed Forces Staff College
AIA	American Institute of Architects
AICP	American Institute of Certified Planners
AKO	Army Knowledge Online
ANSI	American National Standards Institute
APA	American Planning Association
APC	Acquisition Professional Community
APWA	American Public Works Association
AQD	Additional Qualification Designation
ARE	Architect Registration Examination
AROICC	Assistant Resident Officer in Charge of Construction
ARPR	Annual Retirement Point Records
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASOSH	Annual Statement of Service History
ASP	Active Status Pool
AT	Annual Training
AWF	Acquisition Work Force
AXP	Architectural Experience Program
BCNR	Board of Correction of Naval Records
BIL/PERS	Billet/Personnel (Reserve Unit Assignment Document)
BOG	Boots on Ground
BUPERS	Bureau of Personnel (previous name of Naval Personnel Command)
CAO	Cross-Assigned Out
CAP	Critical Acquisition Position
CAPT	Captain
CBC	Construction Battalion Center
CBHU	Construction Battalion Hospital Unit

CBMU	Construction Battalion Maintenance Unit
CBU	Construction Battalion Unit
CCCT	Contingency Construction Crew Training
CCDR	Combatant Commander
CCM	Certified Construction Manager
CEM	Certified Energy Manager
CM	Construction Management
CDR	Commander
CEC	Civil Engineer Corps
CECOS	Civil Engineer Corps Officer School
CERT	Contingency Engineering Response Team
CESP	Civil Engineering Support Plan
CEU	Contingency Engineering Unit
CINCEUR	Commander in Chief, Europe
CINCLANT	Commander in Chief, Atlantic
CINCLANTFLT	Commander in Chief, Atlantic Fleet
CINCPAC	Commander in Chief, Pacific
CINCPACFLT	Commander in Chief, Pacific Fleet
CINCUSNAVEUR	Commander in Chief, U.S. Naval Forces Europe
CMDCM	Command Master Chief
CNO	Chief of Naval Operations
CNO PRP	Chief of Naval Operations Professional Reading Program
CNRF	Commander, Naval Reserve Force (see also COMNAVRESFOR)
CNRF C	Commander Navy Reserve Forces Command
CNSRF	Commander, Naval Surface Reserve Force (see also COMNAVSURFRESFOR)
CO	Commanding Officer
COC	Combat Operations Center
COCOM	Combatant Command
COMNAVRESFOR	Commander, Naval Reserve Force (see also CNRF)
COMNAVSURFRESFOR	Commander, Naval Surface Reserve Force (see also CNSRF)
CONUS	Continental United States
CPO	Chief Petty Officer
CSO	Chief Staff Officer
CWO	Chief Warrant Officer
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCOI	Direct Commission Officer Indoctrination
Det OIC	Detachment Officer in Charge

DoD	Department of Defense
DON	Department of the Navy
DOPMA	Defense Officer Personnel Management Act
DPC	Duty Preference Card
DRT	Disaster Recovery Team
ECRC	Expeditionary Combat Readiness Command
EEU	Environmental Engineering Unit
EFA	Engineering Field Activity
EFD	Engineering Field Division
EIT	Engineer in Training
EMPRS	Electronic Military Personnel Records System
ENS	Ensign
ESC	Expeditionary Screening Checklist
ESSL	Engineering Subspecialty Skill Codes and Skill Levels
EVAL	Evaluation Report
FAR	Federal Acquisitions Regulations
FCLD	Fleet Centered Leader Development
FITREP	Fitness Report
FMF	Fleet Marine Force
FMP	Facility Mobilization Plan
FSO	Facilities Support Officer
FY	Fiscal Year
GMT	General Military Training
GSA	Global Support Assignments
GWOT	Global War on Terrorism
HSAP	Health Services Augmentation Program
HYT	High Year Tenure
IA	Individual Augmentation
IAMM	Individual Augmentee Manpower Management
IAP	In-Assignment-Processing
IDESIG	Individual Designator and Paygrade (on RUAD)
IDT	Inactive Duty Training
IDTT	Inactive Duty Training Travel (used to travel to remote drill site)
IEEE	Institute of Electrical and Electronics Engineers
IRAD	Individual Readiness Assessment Designator
IRR	Individual Ready Reserve
JDAL	Joint Duty Assignment List
JEOC	Joint Engineer Operations Course
JIT	Joint Individual Training

JO	Junior Officer
JOM	Joint Officer Management
JPME	Joint Professional Military Education
JPOC	Joint Planning Orientation Course
JQO	Joint Qualified Officer
JQS	Joint Qualification System
JOPEs	Joint Operations, Planning, and Execution System
JOPS	Joint Operation Planning System
JTCEM	Joint Task Force Contingency Engineering Manager
JTF	Joint Task Force
KLP	Key Leadership Position
LACM	Local Area Coordination for Mobilization
LCDR	Lieutenant Commander
LDO	Limited Duty Officer
LSMP	Logistic Support and Mobilization Plan
LT	Lieutenant
LTJG	Lieutenant Junior Grade
MAGTF	Marine Air Ground Task Force
MCB	Marine Corps Base
MCICOM	Marine Corps Installations Command
MEF	Marine Expeditionary Force
MLO	Material Liaison Officer
NAMMOS	Navy Manpower Mobilization System
NATMIS	NAVFAC Acquisition Training Management Information System
NAVFAC	Naval Facilities Engineering Command
NAVFACENGCOM	Naval Facilities Engineering Command
NAVFINCEN	Naval Finance Center
NAVRES	Naval Reserve
NAVRESCEN	Naval Reserve Center
NCARB	National Council of Architectural Registration Boards
NCB	Naval Construction Brigade
NCF	Naval Construction Force
NCFSU	Naval Construction Force Support Unit
NCR	Naval Construction Regiment
NECC	Navy Expeditionary Combat Command
NEI	NAVFAC Executive Institute
NEPLO	Navy Emergency Preparedness Liaison Officer
NFCTC	Naval Facilities Contracts Training Center

NLO	Naval Liaison Officer
NMCB	Naval Mobile Construction Battalion
NPC	Navy Personnel Command (formerly BUPERS)
NMPS	Navy Mobilization Processing Site
NOBC	Naval Officer Billet Code
NOSC	Naval Operational Support Center
NRA	Naval Reserve Association
NRCEP	Naval Reserve Contingency Engineering Program
NROTC	Naval Reserve Officer Training Corps
NRPC	Naval Reserve Personnel Center
NRQO	Naval Reserve Qualifications Questionnaire
NRUM	Navy Reserve Unit Management
NSPE	National Society of Professional Engineers
NTC	Naval Training Center
NCTC	Naval Construction Training Center
OCO	Overseas Contingency Operations
OCONUS	Outside the continental United States
OCS	Officer Candidate School
OIC	Officer in Charge
OICC	Officer in Charge of Construction
OJT	On-the-job-training
OMC	Officer Manpower Coordinator
OPNAV	Office of the Chief of Naval Operations
OPS	Operations
OPSCEN	Operations Center
OSA	Operation Support Assignment
OSAM	Officer Sea and Air Mariner
OSR	Officer Summary Record
OSU	Operational Support Unit
P-IR	Naval Reserve Civil Engineer Corps Directory
PAO	Public Affairs Officer
PDF	Portable Document Format
PE	Professional Engineer
PG	Postgraduate
PHIBCB	Amphibious Construction Battalion (see also ACB)
PMI	Project Management Institute
PMP	Project Management Professional
PNOBC	Primary Naval Officer Billet Code
PRCP	Personnel Readiness Capability Program

PP	Professional Planner
PRD	Projected Rotation Date
PSR	Performance Summary Record
PSD	Personnel Support Detachment
RA	Registered Architect
RAD	Release from Active Duty
RADM	Rear Admiral
RBSC	Reserve Billet Sequence Code
RBTP	Reserve Billet Training Plan
RCEC	Reserve Civil Engineer Corps
RCEM	Reserve Contingency Engineering Manager
RCM	Reserve Career Manager
REDCEN	Readiness Center
REDCOM	Naval Reserve Readiness Command
RESCEN	Reserve Center
RFAS	Reserve Force Assignment Substitution
RFMT	Reserve Force Management Tool
RILC	Reserve Intermediate Leadership Course
ROA	Reserve Officer Association
RODC	Reserve Officer Data Card (used to provide military history and professional data)
ROICC	Resident Officer in Charge of Construction
RO MIS	Reserve Officer Management Information System
ROPMA	Reserve Officer Personnel Management Activity
RSA	Reporting Senior's Average
RSS	Readiness Support Site
RUAD	Reserve Unit Assignment Document
S3	Operations Officer
SAME	Society of American Military Engineers
SAP	Simplified Acquisition Procedures
SBI	Special Background Investigation
SCE	Staff Civil Engineer
SCW	Seabee Combat Warfare
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SGLI	Servicemen's Group Life Insurance
SMSA	Seabee Memorial Scholarship Association
SSN	Social Security Number
SOLC	Senior Officer Leadership Course

SORTS	Status of Resources and Training System
TAR	Training and Administration of the Reserve
TCEM	Theater Contingency Engineering Manager
TIG	Time in Grade
TQL	Total Quality Leadership
TQM	Total Quality Management
TRUIC	Training Unit Identification Code
TS	Top Secret
UCMJ	Uniform Code of Military Justice
UCT	Underwater Construction Team
UIC	Unit Identification Code
UMUIC	Unit Mobilization Unit Identification Code
URL	Unrestricted Line
USA	United States Army
USAF	United States Air Force
USFFC	United States Fleet Forces Command
USMC	United States Marine Corps
USN	United States Navy
USNR	United States Naval Reserve
VGLI	Veterans Group Life Insurance
VTU	Voluntary Training Unit
XO	Executive Officer

APPENDIX A: CAREER PROGRESSION CHARTS

Figure A.1: RC CEC Career Progression

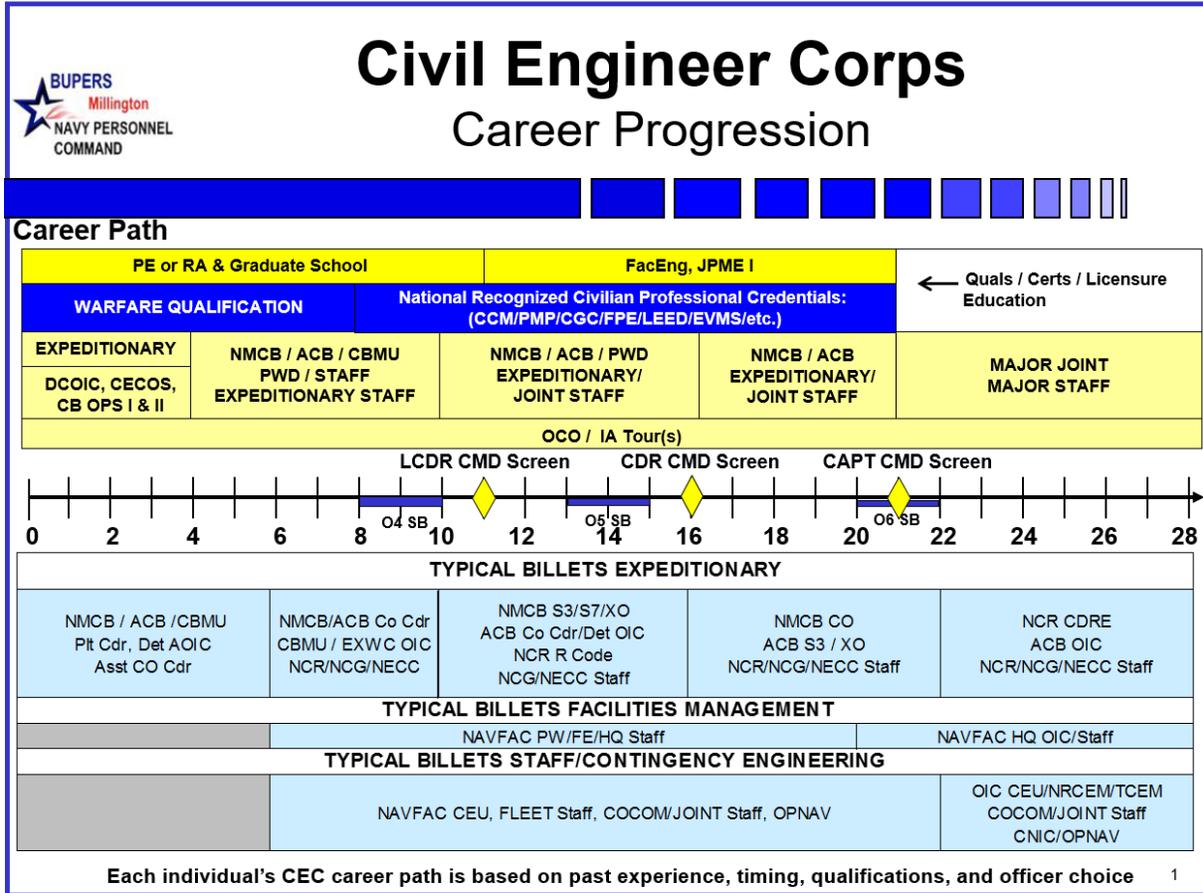
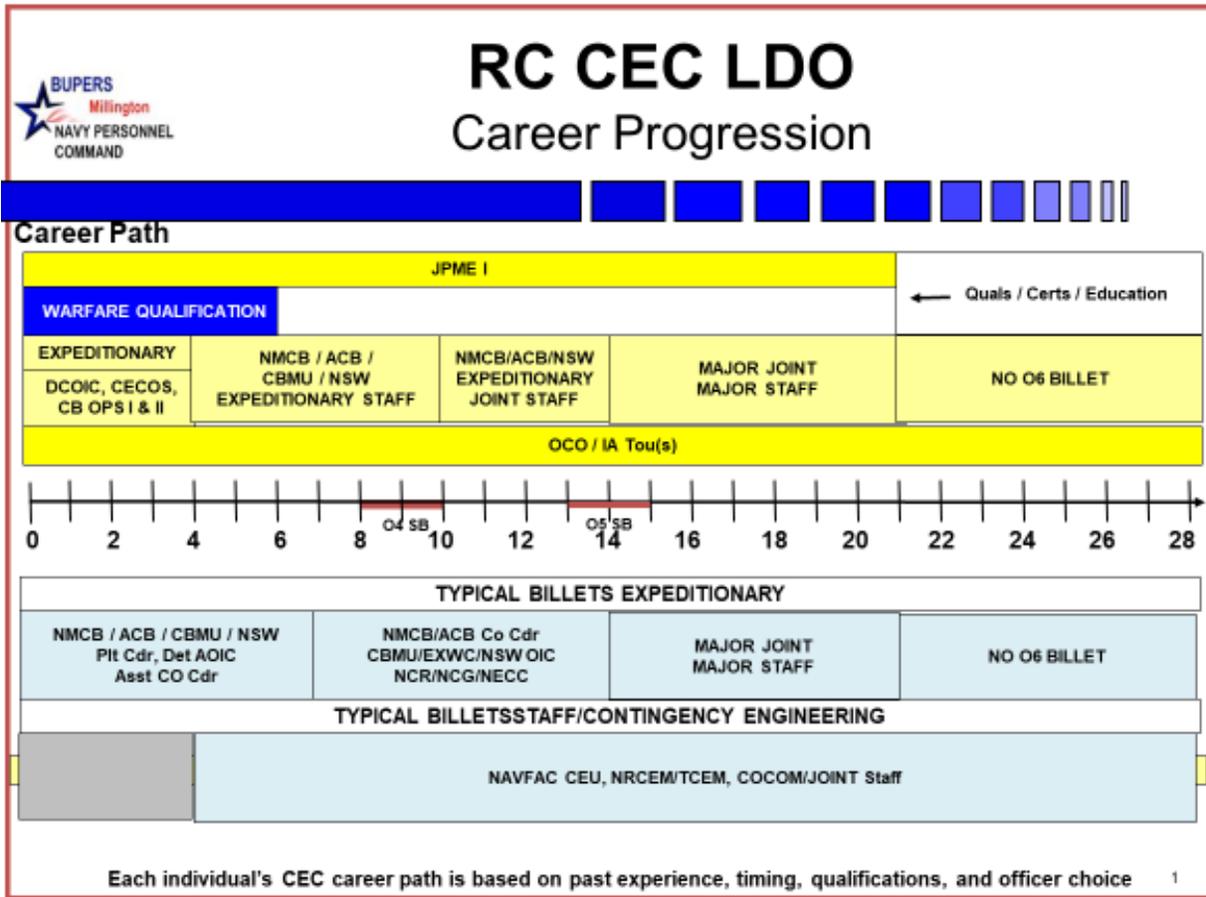


Figure A.2: RC CEC LDO Career Progression



APPENDIX B: JOINT ENGINEER OPERATIONS COURSE ATTENDANCE “HOW-TO GUIDE”

Subject: Joint Engineer Operations Course Attendance “How To Guide”

Purpose: To clearly define how a member can attend the Joint Engineer Operations Course (JEOC).

Required steps: 1) Obtain quota via CECOS, 2) Apply for ADT Schools via NCG2 N7, 3) Complete Distributed Learning Phase.

Who should take the course:

Required: CEC Officers (senior 0-3s, and junior 0-4s), E-7/8/9 enrolling in Army-Navy Exchange Program.

Recommended: CEC Officers (senior 0-3s, and junior 0-4s), E-7/8/9 going to JTF, COCOM, Fleet billets, deploying NCR, deploying with Army unit as an IA.

The JEOC is a two-phase course designed for selected engineer officers (senior 03s and junior 04s), senior noncommissioned officers, and government civilians who may serve on a joint staff. Distributed Learning phase must be completed before in-resident. Distributed Learning phase requires 40-48 hours of AKO courses followed by the five-day in-resident (plus one travel day on front end).

To view upcoming offerings and request a quota, submit your quota request via the CECOS website. See link below for current offerings and your quota request:

<https://www.netc.navy.mil/centers/csfe/cecos/CourseDetail4.htm#tab62>

For questions pertaining to the JEOC and quota assignments, contact the Navy point of contact Civil Engineer Corps Officer School (CECOS) N72, at (805) 982-2873, DSN prefix 551. NROWS orders can use ADT-S, ADT, AT, or IDTT for attendance and can be built by your unit resource owner, but the requirement then requires validation. The NCG2 N7 builds all of the ADT School requirements for the Seabees. Once a requirement is built and validated it is just a matter of adding names to it. NCG2 N7 can be contacted at (228) 871-2906.

Orders Justification: Member currently attached to Name of your Command. Course prepares engineers for future joint deployments, staff assignments, and homeland operations. Prepares Naval Civil Engineer Corps staff officer for assignment to a Joint Task Force.

AT/ADT Justification: The course focuses on joint engineer doctrine, other service capabilities and how to use them in support of joint requirements. This course is co-sponsored by the Navy Civil Engineer Corps Officer School.

You must apply for quota in one of 5 courses offered annually. Generally, you should apply at least 3 months out from anticipated in-resident attendance date in order to ensure orders and travel is arranged in time. The online portion of the course is tied to the resident offering. Everyone registered for the resident phase will be allowed to enroll in the distant learning phase 45 days before convene of the resident phase. Courses are held five times per year:

1. JEOC XX010 at Quantico, VA: Annually in October
2. JEOC XX020 in Fort Leonard Wood, MO: Annually in April
3. JEOC XX030 at Port Hueneme, CA: Annually in May
4. JEOC XX040 at Wright Patterson AFB, OH: Annually in June
5. JEOC 16050 at Pearl Harbor, HI: Annually in September

Duration of training: Two Phases, Distributed Learning must be complete before in-resident. Distributed Learning phase (40-48 hours) followed by in-resident course is 5 days, plus one travel day on front end. Distance learning requirement.

The JEOC Distributed Learning Phase is open to all engineers for self-development in JTF engineer operations. It is a self-paced, self-development course consisting of current information in support of joint engineer operations. Joint engineers from across the services and from combatant commands abroad have participated in the development of this course and its resources.

An AKO account is required for enrollment, but joint Service members will be sponsored for an AKO account in order to enroll in the course. The Distributed Learning Phase is designed to be 40 to 48 hours and a Distributed Learning course certificate (good for one year after completion) is a prerequisite for attending the second phase, which is the Resident Phase.

The Distributed Learning Phase consists of seven modules with associated lessons that introduce the student to National Security Strategy Development, Joint Operations Planning, Joint Engineer Capabilities, JTF Engineer Staff Operations and Planning, Theater Engineer Operations, Joint Engineer Considerations and Relations with Joint Interagency, Intergovernmental, and Multinational Organizations, and Environmental Considerations.

The JEOC Resident Phase primarily consists of facilitator-led small-group discussions and associated practical exercises. Integrated throughout the course agenda are seven JTF engineer seminar discussions via video teleconference, guest speaker or panel discussions, and social activities with guests from specialized engineering fields. The seven seminars are around likely JTF scenarios. Students must demonstrate their knowledge and ability to apply joint Service

engineer capabilities, common functions, and responsibilities of a JTF engineer staff officer or noncommissioned officer in a simulated JTF engineer staff environment to develop a joint engineer solution.

APPENDIX C: COMMON CEC NOBCS

- 4205 FACILITIES ENGINEERING OFFICER [FAC ENG]
- 4210 STAFF FACILITIES ENGINEER [STF FAC ENG]
- 4215 FACILITIES PLANNING AND PROGRAMMING OFFICER [FACPLN & PGM]
- 4220 FACILITIES DESIGN OFFICER [FAC DSGN]
- 4225 FACILITIES RESEARCH OFFICER [FAC RSCH]
- 4230 FACILITIES CONSTRUCTION/FACILITIES SERVICES OFFICER [FAC
CONST/SVC]
- 4280 NAVY CONTINGENCY ENGINEER [CONTING ENG]
- 4305 COMMANDING OFFICER, NAVAL CONSTRUCTION FORCES [CO CONST FOR]
- 4310 EXECUTIVE OFFICER, NAVAL CONSTRUCTION FORCES [XO CONST FOR]
- 4315 OPERATIONS OFFICER, NAVAL CONSTRUCTION FORCES [OPS CONST FOR]
- 4330 COMPANY OFFICER, NAVAL CONSTRUCTION FORCES [CMPNY OFF NCF]
- 4340 OFFICER IN CHARGE, NAVAL CONSTRUCTION BATTALION UNIT [OIC CBU]
- 4350 OFFICER IN CHARGE/ASSISTANCE OFFICER IN CHARGE, COMBAT SERVICE
SUPPORT TEAM