



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 1120.7A
OP-130E9

14 May 1986

SECNAV INSTRUCTION 1120.7A

From: Secretary of the Navy

Subj: APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE CIVIL
ENGINEER CORPS OF THE NAVY

Ref: (a) DODDIR 1310.2 of 24 Mar 84 (NOTAL)
(b) DODDIR 1205.14 of 24 May 74 (NOTAL)
(c) SECNAVINST 1000.7D
(d) Title 10, United States Code
(e) DODDIR 1212.3 of 22 Oct 85 (NOTAL)
(f) SECNAVINST 1210.5A
(g) SECNAVINST 1420.1
(h) SECNAVINST 5350.10A
(i) SECNAVINST 5300.28A
(j) Manual of the Medical Department (NAVMED P-117)
(k) Manual of Navy Officer Manpower and Personnel
Classifications (NAVPERS 15839E)
(l) SECNAVINST 1427.2
(m) SECNAVINST 1427.1A

Encl: (1) Civil Engineer Corps Collegiate Program
(2) Civil Engineer Corps Direct Appointment Program

1. Purpose. To establish regulations governing:

a. Appointment of officers in the Civil Engineering Corps, in the Regular component under reference (a), in the Reserve component under reference (b), and in either component through interservice transfer from another uniformed service under reference (c);

b. Voluntary recall of officers of the Civil Engineer Corps to the active-duty list;

c. Award of entry grade credit on appointment in the Civil Engineer Corps under reference (d) and reference (e).

2. Cancellation. SECNAVINST 1200.7. All other regulations and memoranda providing guidance governing accessions, appointments, eligibility requirements and entry grade credit for service in the Civil Engineer Corps inconsistent with this instruction are held in abeyance pending their modification or cancellation.

3. Applicability. This instruction applies to all individuals appointed as Regular and Reserve officers in the Civil Engineer

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Corps including officers transferred from another uniformed service, Reserve officers transferred into the Regular component, Reserve officers voluntarily recalled to the active-duty list and officers transferred from the line or another staff corps into the Civil Engineer Corps. Additional guidance on the transfer of Reserve Civil Engineer Corps officers into the Regular component of the Civil Engineer Corps and the transfer of Regular and Reserve officers between the line and the Civil Engineer Corps or between another staff corps and the Civil Engineer Corps, is found reference (f).

4. Policy. The Navy will maintain authorized strength and grade levels in the Civil Engineer Corps by recruiting personnel required to support the annual five-year promotion plan through promotions under reference (g), to provide a base for an all Regular career force, and to attain authorized strength in the Reserve component to meet approved mobilization requirements.

a. Requirements for newly appointed officers on the active-duty list will be primarily by direct procurement of qualified engineers and architects through the Civil Engineer Corps Collegiate Program authorized in enclosure (1). To provide a base of Regular and career motivated Reserve officers with strong military backgrounds, Naval Academy and Naval Reserve Officer Training Corps graduates not physically qualified for duty in the unrestricted line will be allocated to the CEC, and transfers of qualified officers from the unrestricted line and other competitive categories may be solicited. Requirements that cannot be met from these sources will be met from interservice transfers, and direct appointment of qualified civilians as authorized in enclosure (2).

b. Requirements for Regular officers on the active-duty list in career grades that cannot be met by promotion will be supplemented by voluntary recall to active duty of officers from the Reserve component qualified in accordance with this instruction.

c. Requirements for the Selected Reserve and Individual Ready Reserve will be filled primarily through transfer of Civil Engineer Corps officers from the active-duty list. Requirements that cannot be met from this source will be met from the following sources in priority order.

(1) Transfer of Reserve component officers of the line or other staff corps.

(2) Officer Sea/Air Mariner Program.

(3) Reappointment.

(4) Interservice transfer.

(5) Direct appointment, with minimum three years prior active military service, as authorized in enclosure (2).

(6) Direct appointments with less than three years prior active military experience, as authorized in enclosure (2).

d. In determining the mix used to meet approved accession requirements, factors such as cost effectiveness, current and projected supply and demand for engineers and architects, retaining flexibility to adjust to changes in the market and in specialty requirements, and providing reasonable career progression opportunities for those appointed as entry level CEC officers, shall be used.

5. Accession Plans. The Chief of Naval Operations (CNO) will develop an annual accession plan to attain authorized strength in the Civil Engineer Corps. Accessions must support the annual five-year promotion plan for the active-duty and Reserve components and ensure promotion opportunity and flow necessary to meet authorized strength-in-grade. Accession plans must support execution of Affirmative Action Plans established under reference (h).

6. Basic Qualifications. To be eligible for appointment as a Civil Engineer Corps officer in either the active-duty or Reserve component, or to be eligible for voluntary recall to the active-duty list, the applicant must meet the following requirements:

a. Citizenship. Must be a citizen of the United States with the following exception: a citizen of the Northern Mariana Islands who indicates in writing to a commissioned officer of the Armed Forces of the United States an intent to become a citizen of the United States may be appointed as a commissioned officer in the Regular or Reserve component. This exception expires upon establishment of the Commonwealth of the Northern Mariana Islands. Under section 6019 of reference (d), such an individual cannot serve as an officer in a vessel of the United States until legally a citizen of the United States.

b. Age. Must be able to complete 20 years of active commissioned service before his or her 55th birthday.

(1) The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO(MPT)) may waive the age restriction up to age 60 for otherwise qualified applicants for appointment in the Reserve component on inactive duty in the following instances:

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(a) When a shortage against authorized strength exists in the Civil Engineer Corps Reserve component which cannot be filled by the recruiting of candidates who meet age requirements, by in-zone promotion under the annual five-year promotion plan or by transfer of officers from the active-duty list.

(b) When extraordinary circumstances cause such a waiver to be in the best interest of the naval service.

(c) When a gross inequity to the applicant would otherwise result.

(2) The age waiver can be for up to, but no more than, the amount of time that the applicant has been an engineer in good standing engaged in professional engineering or architectural practice or prior active duty military experience with the Naval Construction Forces. Chief of Civil Engineers will evaluate the professional and experience qualifications of all applicants requiring an age waiver. The DCNO (MPT) shall maintain on file written justification for each waiver granted.

(3) Before appointment, applicants who will be unable to complete 20 years of active commissioned service by age 55 will be required to acknowledge in writing that they are ineligible for Regular appointment. Before appointment, applicants who will be unable to complete 20 years of creditable service for retirement by their 55th birthday shall acknowledge same in writing.

(4) Waivers for age will not be considered for applicants for the active duty component.

c. Moral character. Must be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation. As stated in reference (i) no person who is drug or alcohol dependent, who abuses drugs or alcohol, indicates a proclivity to continue abuse in the service or who has a record of any trafficking offenses shall be permitted to enter or be retained in the Civil Engineer Corps.

d. Physical standards. Must meet the physical standards for service on active-duty as recommended by the Director, Naval Medicine and approved by the CNO. DCNO (MPT) may grant waivers for physical defects that will not interfere with performance of active-duty within the guidelines of reference (j).

7. Professional Qualifications. To be eligible for appointment in the Civil Engineer Corps, or for voluntary recall to the active-duty list from the Reserve component, the applicant must meet the following minimum requirements.

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a. Bacalaureate degree level education. Candidates for commissioning must have completed satisfactorily the requirements for and have been granted an engineering or engineering technology degree, specified in enclosures (1) and (2), accredited by the Accreditation Board for Engineering and Technology (ABET) or an architecture degree accredited by the National Architecture Accrediting Board (NAAB). Candidates with an ABET accredited degree in engineering technology may be considered on a case by case basis when requirements for newly appointed officers with engineering or architecture degrees cannot be fully attained.

b. Licensure. Candidates with ABET accredited degrees in engineering technology must have a valid license as an Engineer-in-Training or Professional Engineer obtained by examination from a state professional licensing board.

c. Voluntary Recall. To be eligible for voluntary recall from the Reserve component to the active-duty list, the applicant must be an engineer in good standing, currently EIT or PE/RA/RLS licensed, engaged in engineering or architectural practice, and highly recommended by two other Reserve CEC officers senior to the candidate. Recalled officers will be recalled in the rank held in the Reserve component and will not have entry grade recomputed.

8. Examination of professional qualifications. The professional qualifications and experience of all applicants for appointment in the Civil Engineer Corps shall be examined and certified by the Chief of Civil Engineers. He may delegate this authority to a senior CEC officer for appointments in the grades of O1 and O2 which do not require age waivers.

9. Entry grade credit. Entry grade and date of rank upon appointment in the Civil Engineer Corps shall be based on the number of years of entry grade credit awarded for prior active commissioned service.

Entry Grade Credit Table

<u>Qualification</u>	<u>Credit</u>
Service as a commissioned officer other than a chief warrant officer on active duty or in an active status in any of the uniformed services.	one year for each year

Entry grade credit for advanced education, training and professional experience will not be granted. Service shall be

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credited for prior active commissioned service subject to the computation and maximum credit criteria in paragraphs 10 and 11 and as specified in the above table.

10. Limits and computation of entry grade credit. Entry grade credit shall be computed as follows:

- a. A period of time shall be counted only once.
- b. Qualifying periods of less than one full year shall be credited proportionately to the nearest day.
- c. Credit may not be awarded for service as a chief warrant officer.
- d. Graduates of the Service academies may not be awarded credit for any service performed or education, training or experience obtained before graduation from the academy concerned.

11. Maximum entry grade credit. Total entry grade credit granted shall be limited to no more than the amount required for the individual to receive an entry grade of lieutenant commander (O-4). The Assistant Secretary of the Navy (Manpower and Reserve Affairs), considering the comments and recommendations of the DCNO(MPT), may waive this limit in the following circumstances:

- a. For appointment on the active-duty list when there is a shortage against authorized strength in the grade in which the appointee is nominated which cannot be met by in-zone promotion under the five-year promotion plan approved by the Secretary of the Navy or by voluntary recall of qualified officers from the Reserve component.
- b. For appointment in the Reserve component when there is a shortage against authorized strength in the grade in which the appointee is nominated which cannot be met by in-zone promotion under the five-year promotion plan approved by the Secretary of the Navy or by transfer of officers from the active-duty list.

12. Appointments. Appointments in the Civil Engineer Corps shall be made subject to the following guidance governing entry grade, date of rank, precedence and application processing.

- a. Entry grade. A prospective Civil Engineer Corps officer shall be appointed in a grade based on total entry grade credit awarded. The following table provides entry grade credit required for appointments in grades lieutenant (junior grade) (O-2) through lieutenant commander (O-4). The service in grade

requirements of this table shall be adjusted to match promotion flow points of the annual five-year promotion plan under reference (g).

Years of Entry Grade Credit

<u>Entry Grade</u>	<u>Entry Grade Credit (years)</u>
Lieutenant (junior grade)	2
Lieutenant	4
Lieutenant Commander	10

b. Date of Rank. When no entry grade credit is granted, the appointment shall be in the grade of ensign with the date of rank coinciding with the date of appointment. When entry grade credit is granted under the Entry Grade Credit Table, the prospective CEC officer shall be appointed in the same grade and with the same date of rank as the Civil Engineer Corps officer on the active-duty list of the Navy who:

(1) Was appointed initially in the Civil Engineer Corps of the Navy in the grade of ensign;

(2) Has served continuously on active duty in the Civil Engineer Corps since his/her initial appointment in the Civil Engineer Corps;

(3) Was promoted under reference (d), in due course to all grades in which he/she has served;

(4) Has not lost numbers or precedence; and

(5) Has active commissioned service in the Civil Engineers Corps which is equal to the entry grade credit being given to the appointee under paragraph 9.

If there is no such officer, the appointee shall be appointed in the same grade and with the same date of rank as that officer in the Civil Engineer Corps on the active-duty list of the Navy who satisfies the criteria set forth above and whose active commissioned service is equal to, but not less than, the commissioned service which is being given to the appointee under the Entry Grade Credit Table.

c. Assignment of precedence. Each appointee will be placed on the active-duty list or assigned a running mate as follows:

(1) Appointees ordered to active duty or retained on active duty (other than active duty of Reserve officers as described in section 641(1) of reference (d) incident to

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appointment shall be placed on the active-duty list under reference (m). All appointees whose placement on the active-duty list would render them eligible for consideration in-zone or above-zone for promotion by an active-duty promotion selection board within one year of entering on active duty shall be counseled regarding the option to defer eligibility for consideration for promotion under reference (g), and shall acknowledge such counsel in writing.

(2) Appointees not concurrently ordered to or retained on active duty and placed on the active-duty list shall be assigned a running mate on the active-duty list and placed on the inactive-duty precedence list in an active status under reference (m).

13. Application processing

a. Applicants accepted for the CEC Collegiate Program will be enlisted in the Reserve within 60 days following receipt of a complete application by the Naval Recruiting Command.

b. Requests for transfer from the line or another staff corps into the Civil Engineer Corps will be processed under reference (f).

c. Applications for interservice transfer into the Civil Engineer Corps will be processed under reference (c).

d. Requests for transfer of Reserve CEC officers into the Regular component will be processed under reference (f).

e. Requests for reappointment made less than three months after resignation will be processed by Commander, Naval Military Personnel Command.

f. Applicants accepted for direct appointment will be enlisted in the Reserve within 60 days following receipt of a complete application by the Naval Recruiting Command, unless a later time is requested by the applicant.

14. Responsibilities

a. The Chief of Naval Operations is responsible for:

(1) Procurement and appointment of Civil Engineer Corps officers in compliance with this instruction, and

(2) Establishing the annual accession plan.

b. The Deputy Chief of Naval Operations (Manpower, Personnel and Training):

(1) May approve entry grade credit and establish CEC officers' entry grades, dates of rank, in compliance with the guidelines of this instruction.

(2) May propose changes in policies governed by reference (f) for submission by ASN (M&RA) to the Assistant Secretary of Defense (Force Management and Personnel).

c. The Chief of Civil Engineers is responsible for evaluation and certification of professional qualifications and experience.

d. The Commander Naval Military Personnel Command shall determine grade and date of rank subject to approval of the DCNO (MPT).

15. Reports. The reporting and record keeping requirements contained in this instruction are exempt from reports control by OPNAVINST 5214.7.


 James F. Goodrich
 Under Secretary of the Navy

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CIVIL ENGINEER CORPS COLLEGIATE PROGRAM

1. Purpose. To aid in attaining future year accession requirements for entry-level CEC officers on the active-duty list. DCNO(MPT) shall conduct a CEC Collegiate Program within the following guidelines:
2. Eligibility. Candidates must meet the basic qualifications in paragraph 6, except that no age waivers may be granted, and must:
 - a. Be matriculated in a program of professional study, in a school qualifying under paragraph 7, leading to a bachelor or master of science degree in civil, mechanical, electrical, ocean or petroleum engineering, or other engineering discipline for which the CNO has approved a requirement in Part A or Part E of reference (1), or in architecture.
 - b. Be within 12 months of completing degree requirements and maintain a satisfactory full time standing under the standards of the school in which enrolled.
3. Appointments. Candidates selected for the program will be enlisted in the Naval Reserve for 4 years in the grade of OCSN (E-3) and placed on active duty during the period of their professional studies under the following conditions:
 - a. Upon graduation be advanced to OCUI-2 (E-5) and ordered to Officer Candidate School and, upon completion, appointed Ensign, Civil Engineer Corps Reserve on the active-duty list.
 - b. Total service obligation is eight years, including four years initial active duty, upon completion of OCS, for officers appointed to the active-duty list.
 - c. For graduates in engineering technology, obtain a license under paragraph 7b within one year after appointment in the CEC.
4. Disenrollment. Selectees who fail to satisfactorily complete the program for other than physical disability will serve two years active duty in enlisted capacity.

Enclosure (1)

CIVIL ENGINEER CORPS DIRECT APPOINTMENT PROGRAM

1. Purpose. To provide for direct appointment of qualified civilian engineers and architects to the active-duty list and in the Reserve Component. DCNO(MP&T) shall conduct a direct appointment program within the following guidelines:

2. Eligibility. Candidates must meet the basic and professional qualifications in paragraph 5, and must:

a. Have a BS in civil, mechanical, electrical, ocean or petroleum engineering, other engineering disciplines for which the CNO has approved a requirement in Part A or Part E of reference (1), or in architecture.

b. Be an engineer in good standing currently EIT or PE/RA/RLS licensed, and engaged in engineering or architectural practice. This requirement may be waived for recent college graduates.

3. Appointments. Selectees will be enlisted in the Naval Reserve for four years in the grade of OCUI-2 (E-5) under the following conditions:

a. Ordered to active duty at OCS. If entry into OCS is delayed selectees will be given the option of enlistment in inactive duty status without service obligation while awaiting OCS. These selectees will be called to active duty incident to reporting to OCS.

b. Upon completion of OCS be appointed in the appropriate grade in the Naval Reserve, on the active-duty list or in the Reserve Component, as applicable.

c. Total service obligation is eight years, including four years of active duty for those placed on the active-duty list.

4. Disenrollment. Selectees who fail to successfully complete the program for other than disability will serve two years active duty in enlisted capacity.