



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1120.10
PERS-44
14 Sep 05

OPNAV INSTRUCTION 1120.10

From: Chief of Naval Operations

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

Ref: (a) DOD Directive 1310.2 of 28 May 96
(b) SECNAVINST 1000.7E
(c) SECNAVINST 1210.5A
(d) DOD Directive 1300.4 of 15 Nov 96
(e) 10 U.S.C.
(f) DOD Directive 1312.3 of 21 Oct 96
(g) SECNAVINST 1420.1A
(h) 8 U.S.C.
(i) SECNAVINST 5300.28C
(j) SECNAVINST 1850.4E
(k) Manual of the Medical Department (MANMED)
(NAVMED P-117)
(l) SECNAVINST 1427.2B
(m) SECNAVINST 1427.1C

1. Purpose. To revise regulations governing:

a. Appointment of officers in the Civil Engineer Corps (CEC), including appointment in the Regular and Reserve components under references (a) through (d).

b. Voluntary recall of officers of the CEC to the Active Duty List (ADL).

c. Award of entry grade credit on appointment in the CEC under reference (e), sections 533 and 12207, and under reference (f).

2. Applicability. This instruction applies to all individuals appointed as Regular and Reserve officers in the CEC, including officers transferred from another uniformed service, Reserve officers transferred into the Regular component, Reserve officers recalled voluntarily to the ADL, and officers transferred from the line community or another staff corps into the CEC.

14 Sep 05

a. Additional guidance on the transfer of Reserve CEC officers into the active duty component of the CEC is found in reference (c).

b. Additional guidance on the transfer of Regular and Reserve officers between the line and CEC or between another staff corps and CEC is also found in reference (c).

3. Policy. The Navy will maintain authorized strength and grade levels established by the Secretary of the Navy (SECNAV) in the CEC by recruiting personnel required to support the annual 5-year promotion plan through promotions as governed 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 requirements for mobilization.

a. Requirements for newly appointed officers on the ADL will be filled from diverse programs, which include direct procurement of qualified engineers and architects through the CEC Collegiate Program, Baccalaureate Degree Completion Program (BDCP), and other commissioning programs. To provide a base of regular and career-motivated officers with strong military backgrounds, U.S. Naval Academy (USNA) and Naval Reserve Officer Training Corps (NROTC) graduates not medically qualified for duty in the unrestricted line will be allocated to the CEC if medically qualified for duty in the restricted line as determined by Chief, Bureau of Medicine and Surgery (BUMED). Transfers of qualified officers from the unrestricted line and other competitive categories may be solicited. Accessions shall also be accepted from enlisted to officer training sources and the U.S. Merchant Marine Academy as permitted in the approved CEC Accessions Plan. Requirements that cannot be met from these sources will be met from inter-service transfers and direct appointment of qualified civilians as authorized in the CEC Direct Appointment Program.

b. Requirements for Regular officers on the ADL in the controlled grades as established in reference (e), section 523 that cannot be met by promotion may be supplemented by voluntary recall to active duty of officers from the Reserve component qualified per this instruction.

14 Sep 05

c. Requirements for the Selected Reserve (SELRES) and Individual Ready Reserve (IRR) will be filled primarily through transfer of officers from the ADL. Requirements that cannot be met from this source will be met through direct procurement of qualified, former military officers and other civilians.

4. Accessions Plans. Chief of Naval Operations (CNO) will develop an annual accession plan for the active duty and Reserve components to attain authorized strength in the CEC. Accessions must support the annual 5-year promotion plan for the active duty and Reserve components. This encompasses the maintenance of promotion opportunity and flow points within Defense Officer Program Management Act (DOPMA) that also meet authorized strength-in-grade requirements.

5. Basic Qualifications. To be eligible for appointment as a CEC officer in either the active duty or Reserve components or for transfer from the Reserve component to the ADL, the applicant must meet the following requirements:

a. Citizenship. Must be a citizen of the United States for appointment in the active component. Must be a citizen of the United States; or have been lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act in reference (h), section 1101, or have previously served in the armed forces or in the National Security Training Corps for appointment in the Reserve component.

b. Entry Age. The basic entry age standard for appointment in the Regular and Reserve components of the CEC is the applicant be at least 18 and be able to attain 20 years of active commissioned service by age 55.

(1) Chief of Civil Engineers may waive the upper age restriction up to age 62 for otherwise qualified applicants on a case-by-case basis to reduce manning shortages in the following instances:

(a) When a shortage against authorized strength exists in the CEC Reserve component which cannot be filled by the recruiting of candidates who meet age requirements, by in-zone promotion under the annual 5-year promotion plan or by transfer of officers from the ADL.

14 Sep 05

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

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

(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 qualification of all applicants requiring an age waiver.

(3) Before appointment, applicants who will be unable to complete 20 years of active commissioned service by age 62 will be required to acknowledge in writing that they are ineligible for Regular appointment. Before appointment, applicants who may be unable to complete 20 years of creditable service for retirement shall acknowledge the same in writing.

(4) Commander, Navy Recruiting Command (COMNAVCRUITCOM), acting for Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO (N1/NT)), shall maintain on file written justification for each waiver granted.

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, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of any drug trafficking offenses shall be permitted to enter or be retained in the CEC.

d. Physical Standards. Must meet the accession standards for entrance on active duty or into the reserve component as recommended by BUMED and approved by CNO. For redesignation of officers, they must meet the retention standards as established by reference (j). For new accessions and interservice transfers, CNO (N1/NT), upon recommendation of BUMED, may waive

14 Sep 05

applicants who do not meet the accession standards, if the physical defect will not interfere with performance of active or reserve duties within the guidelines of reference (k).

e. Availability for Mobilization. Appointments in the Reserve Active Status List (RASL) are predicated upon mobilization requirements and the applicants' availability for mobilization. Members of Congress, Federal political appointees, elected State and local government officials and Federal career Senior Executive Service (SES) employees may not be tendered an original direct appointment without prior approval of SECNAV.

6. Professional Qualifications. To be eligible for appointment in the CEC, or for voluntary recall to the ADL from the Reserve component, the applicant must meet the following minimum requirements:

a. Baccalaureate Degree Level Education. Candidates for commissioning must have an engineering or engineering technology degree, 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, the applicant must be an engineer in good standing, currently a Fundamentals of Engineering-certified or licensed Professional Engineer or Registered Architect, engaged in engineering or architectural practice, and highly recommended by two other 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.

7. Examination of Professional Qualifications. The professional qualifications and experience of all applicants for

appointment in the CEC 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.

8. Entry Grade Credit. Entry grade and date of rank upon appointment in the CEC shall be based on the number of years of service credit awarded for prior active commissioned service. The chart below is based on authority provided in section 533 of reference (e) and reference (f).

<u>ENTRY GRADE CREDIT TABLE</u>	
<u>Qualification</u>	<u>Credit</u>
Service as a commissioned officer other than a chief warrant officer (CWO) on active-duty or in an active status in any of the uniformed services.	1 year for each year.
Entry grade credit for advanced education, training, and professional experience will not be granted. Service shall be credited for prior active commissioned service subject to the computation and maximum credit in paragraphs 9 and 10 and as specified in the above table.	

9. 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 period of less than 1 full year shall be credited proportionately to the nearest day except where noted otherwise.
- c. Credit will not be awarded for service as a CWO.
- d. Graduates of the Service academies will not be awarded credit for service performed or education, training, or experience obtained before graduation from the academy.

10. Maximum Entry Grade Credit. Total entry grade credit granted shall be no more than that required for the person to receive an entry grade of lieutenant commander. The Assistant

Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) may waive this limit on a case-by-case basis in the following circumstances:

a. For Appointment as a Reserve Officer for Service on the ADL. When there is a shortage against authorized strength which cannot be met by any of the following:

(1) Direct procurement of qualified engineers with grades of lieutenant commander and below.

(2) Voluntary recall to active duty of qualified Reserve officers.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

b. For Appointment as a Reserve Officer for Service on the RASL. When there is a shortage against authorized strength which cannot be met by any of the following:

(1) Transfer of officers from the ADL.

(2) Direct procurement of qualified engineers with grades of lieutenant commander and below.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

11. Entry Grade Credit in Transition Period. This instruction provides for entry grade credit to be awarded to individuals being appointed in the CEC from the date of this instruction. There shall be no retroactive changes made, as a result of this instruction to the number of years credit granted previously to officers appointed in the CEC before the date of this instruction.

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

a. Entry grade. A prospective CEC officer who is not awarded entry grade credit under the entry grade credit table shall be appointed in the grade of ensign with the date of rank coinciding with the date of appointment. A prospective CEC

14 Sep 05

officer who is awarded entry grade credit under the entry grade credit table shall be appointed in a grade based on total entry grade credit awarded per guidance in reference (1). The minimum entry grade credit required for each grade is equal to the promotion flow points prescribed in the approved annual 5-year promotion plan in effect at the time of appointment. Under reference (b), officers transferred from other uniformed services into the Navy's CEC shall continue to hold the same grade and date of rank held in the losing uniformed service except as provided in reference (d).

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 the minimum entry grade credit required for appointment in a given grade is granted, the date of rank shall be the date of appointment. When entry grade credit is granted in excess of the minimum years required for appointment in a given grade, but less than the amount necessary to justify the next higher grade, the prospective CEC officers shall be appointed in the same grade and with the same date of rank as the CEC officers on the ADL of the Navy who:

(1) Were appointed initially in the CEC of the Navy from a civilian status with no prior commissioned service in the grade of ensign.

(2) Have served continuously on active duty in the CEC since their initial appointment in the CEC.

(3) Were promoted under reference (f), in due course to all grades in which served.

(4) Has not lost numbers or precedence.

(5) Have, on the date of the selectees appointment in the CEC, active commissioned service that is equal to, or most nearly equal to, the entry grade credit of the selectees.

c. Assignment of Precedence. Each appointee will be placed on the ADL or assigned a running mate as follows:

(1) Appointees ordered to active duty or retained on active duty (other than Reserve officers on active duty for special work (ADSW) as described in reference (e), section

641(1)) incident to appointment shall be placed on the ADL under reference (l).

(2) Officers whose placement on the ADL would make them eligible for consideration by a promotion board within 1 year of entering on active duty are automatically deferred unless they specifically request to be considered. Under reference (g), the officer may waive this deferment and request consideration for promotion, in writing, to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4801), 5720 Integrity Drive, Millington, TN 38055-8010. The request must be received by COMNAVPERSCOM (PERS-4801) not later than the convening date of the board.

(3) Appointees not concurrently ordered to or retained on active duty and placed on the ADL shall be placed on the RASL per 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 COMNAVCRUITCOM.

b. Requests for transfer from the line or another staff corps into the CEC will be processed under reference (c).

c. Applications for interservice transfer into the CEC will be processed under reference (b).

d. Requests for transfer of Reserve CEC officers into the active duty component will be processed under reference (c).

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

14. Responsibilities

a. CNO is responsible for:

(1) Procurement and appointment of CEC officers per this instruction.

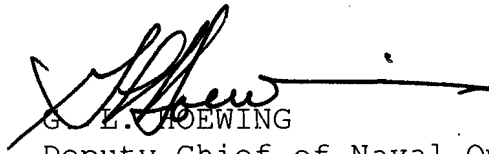
14 Sep 05

(2) Establishing the annual accession plan for the Regular and Reserve components.

b. CNO (N1/NT) will approve entry grade credit, establish entry grades, and dates of rank of CEC officers per the guidelines in this instruction.

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

d. COMNAVCRUITCOM shall determine grade and date of rank based on calculations provided by Chief of Civil Engineers, subject to approval of CNO (N1), per the guidelines in this instruction.



G. L. HOEWING

Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

Distribution:

Electronic only via Navy Directives Web site

<http://neds.daps.dla.mil/>