OPNAV INSTRUCTION 1120.10A

From: Chief of Naval Operations

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

Ref: (a) OPNAVINST 1210.5A
     (b) SECNAVINST 1000.7F
     (c) DoD Instruction 1300.04 of 27 December 2006
     (d) DoD Instruction 1310.02 of 26 March 2015
     (e) 10 U.S.C.
     (f) DoD Instruction 1312.03 of 22 November 2013
     (g) SECNAVINST 1420.1B
     (h) OPNAVINST 1427.2

1. Purpose. To provide direction and guidance for:

   a. Appointment of officers in the civil engineer corps (CEC), including appointment in the Active and Reserve Components under references (a) through (d).

   b. Voluntary recall of officers of the CEC to the active duty list (ADL).

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

   d. Major changes in this revision include alignment of citizenship requirements with Department of Defense (DoD) policy, revised entry age requirements, and clarification of accreditation requirements for engineering degree. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1120.10.

3. Scope and Applicability. This instruction applies to all individuals appointed as Active and Reserve Component officers in the CEC (designator 510X), including officers transferred from another uniformed Service, reserve officers transferred into the Active Component, reserve officers recalled voluntarily to the ADL, and officers transferred from the line community or another staff corps into the CEC. Reference (a) contains additional guidance on the transfer of Reserve CEC officers into the Active Component of the CEC, the transfer of Active and Reserve Component officers between the line and CEC, and between another staff corps and CEC.
4. **Responsibilities**

   a. The Secretary of the Navy (SECNAV), or delegated authority, may approve entry grade credit, entry grades, and dates of rank in compliance with this instruction.

   b. Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO N1) is responsible for:

      (1) The procurement and appointment authorization of CEC officers.

      (2) Establishing the annual accession plan for the Active and Reserve Components.

   c. Chief of Civil Engineers, or a designated representative, is responsible for evaluation and certification of professional qualifications and experience.

   d. Commander, Navy Recruiting Command (COMNAVCRUITCOM) will assign a CEC officer’s grade and date of rank based on the criteria established in this instruction, subject to the approval of the SECNAV, or delegated authority.

5. **Policy.** The Department of the Navy will maintain authorized strength and grade levels in the CEC by recruiting personnel required to support the annual 5-year promotion plan under reference (g) and attain authorized strength in the Reserve Component to meet approved mobilization requirements.

   a. Requirements for newly appointed officers on the ADL should be filled from diverse programs which include direct procurement of qualified engineers and architects through the CEC collegiate program, Baccalaureate Degree Completion Program, and other commissioning programs. U.S. Naval Academy (USNA) and Naval Reserve Officer Training Corps (NROTC) graduates not medically qualified for duty in the unrestricted line may 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 may also be accepted from enlisted to officer training sources and the U.S. Merchant Marine Academy, as permitted in the approved officer accession plans. Requirements that cannot be met from these sources may be met by inter-Service transfers.

   b. Requirements for Active Component officers on the ADL in the control grades as established in reference (e), section 523, that cannot be met by promotion, should be supplemented by voluntary indefinite recall of Reserve Component officers who are qualified, pursuant to this instruction.
c. Requirements for the Selected Reserve (SELRES) and Individual Ready Reserve (IRR) should be filled primarily through transfer of officers from the ADL. Requirements that cannot be met from this source should be met through direct procurement of qualified former military officers and other civilians.

6. Accession Plans. CNO N1 will develop an annual accession plan for the Active and Reserve Components which attains authorized strength in the CEC. Accessions must support the annual 5-year promotion plan for the Active and Reserve Components. This encompasses the maintenance of promotion opportunity and flow points within Defense Officer Personnel Management Act guidelines and also meets authorized strength-in-grade requirements.

7. Basic Qualifications. To be eligible for appointment as a CEC officer in either the Active or Reserve Components, or for transfer from the Reserve Component to the ADL, the applicant must meet the requirements set forth in subparagraphs 7a through 7e.


   b. Entry Age. Applicants must be at least 19 but not past their 42nd birthday at the time of commissioning.

      (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 manpower shortages listed in subparagraphs 7b(1)(a) through 7b(1)(c).

         (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.

         (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 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 Component 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) Applicants beyond 42 years of age will be required to acknowledge in writing that they are ineligible for Active Component appointment. These applicants may be commissioned
with community authorization and are required to acknowledge, through the maximum age statement of understanding, the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62. SELRES officers must accumulate at least 20 qualifying years of service (Active and or Reserve Component) prior to the age of 62 to be eligible for a non-regular (Reserve) retirement. In addition, a community professional review board must recommend the member for commissioning and accept the applicant over the age requirement.

(4) COMNAVCUARTCOM, acting for CNO N1, must maintain 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 SECNAVINST 5300.28E, 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 will be permitted to enter or be retained in the CEC.

d. Physical Standards. Must meet the accession standards for entrance into the Active or Reserve Components as recommended by BUMED and approved by the CNO. For redesignation of officers, they must meet the retention standards as established by SECNAVINST 1850.4E. For new accessions and inter-Service transfers, CNO N1, upon the recommendation of BUMED may waive applicants who do not meet the accession standards, if the physical defect will not interfere with performance of Active or Reserve Component duties within the guidelines of NAVMED P-117, chapter 15, section III.

e. Availability for Mobilization. Assignment to the reserve active status list (RASL) is 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 employees may not be tendered an original direct appointment without prior approval of the SECNAV.

8. 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 minimum requirements set forth in subparagraphs 8a and 8b.

a. Baccalaureate Degree Level Education. Candidates for commissioning must have an engineering degree accredited by the Accreditation Board for Engineering and Technology – Engineering Accreditation Commission, or an architecture degree accredited by the National Architecture Accrediting Board. For candidates with an Accreditation Board for Engineering and Technology - accredited degree in engineering technology, Accreditation Board for Engineering and Technology – Engineering Technology Accreditation Commission may be considered on a case-by-case basis when accession goals for newly appointed officers with engineering or architecture degrees cannot be fully attained. Candidates with 

Accreditation
Board for Engineering and Technology – Engineering Technology Accreditation Commission accredited degrees in engineering technology must have a valid license as an engineer-in-training or a professional engineer obtained by examination from a state professional licensing board.

b. **Voluntary Indefinite Recall.** To be eligible for voluntary indefinite recall from the Reserve to the Active Component, the applicant must be an engineer in good standing, currently an engineer-in-training, or a professional engineer or registered architect, engaged in engineering or architectural practice, and highly recommended by two other CEC officers senior to the candidate.

9. **Examination of Professional Qualifications.** The professional qualifications and experience of all applicants for appointment in the CEC will be examined and certified by the Chief of Civil Engineers. This authority may be delegated to a senior CEC officer for appointments in the grades of O-1 and O-2.

10. **Entry Grade Credit.** Entry grade credit may be authorized by SECNAV (or delegated authority) in unusual cases, based on special experience in a particular field in line with references (e) and (f).

11. **Maximum Entry Grade Credit.** Total entry grade credit will 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 circumstances set forth in subparagraphs 11a and 11b.

   a. When there is a shortage against authorized strength which cannot be met by any of the by the methods set forth in subparagraphs 11a(1) through 11a(3).

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

      (2) Voluntary indefinite recall to the Active Component 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 methods set forth in subparagraphs 11b(1) through 11b(3).

      (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.

12. **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 will be no retroactive changes made as a result of this instruction to the number of years previously credited to officers appointed in the CEC before the date of this instruction.

13. **Appointments.** Appointments in the CEC will be made subject to the guidance set forth in subparagraphs 13a through 13c that govern entry grade, date of rank, and precedence.

   a. **Entry Grade.** A prospective CEC officer who is not awarded entry grade credit will be appointed in the grade of ensign with the date of rank coinciding with the date of appointment. A prospective CEC officer who is awarded entry grade credit will be appointed in a grade based on total entry grade credit awarded pursuant to guidance in references (e), (f), and (h). 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 will continue to hold the same grade and date of rank held in the losing uniformed Service, except as provided in reference (c).

   b. **Date of Rank.** When no entry grade credit is granted, the appointment will 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 will 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 will 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 in the Active Component of 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) Have not lost numbers or precedence.

   (5) Have, on the date of the selectee’s appointment in the CEC, Active Component 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:
(1) Appointees ordered to the Active Component or retained in the Active Component (other than Reserve Component officers on active duty for special work as described in reference (e), section 641(1)) incident to appointment, will be placed on the ADL under reference (h).

(2) Officers whose placement on the ADL would make them eligible for consideration by a promotion board within 1 year of entering the Active Component 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 Navy Personnel Command (NAVPERSCOM), Officer and Enlisted Selection Board Eligibility Branch (PERS-802), 5720 Integrity Drive, Millington, TN 38055-8010. The request must be received by NAVPERSCOM (PERS-802) no later than the convening date of the board.

(3) Appointees not concurrently ordered to or retained in the Active Component will be placed on the RASL as directed in OPNAVINST 1427.1A.

14. Application Processing

   a. Applicants accepted for the CEC collegiate program will be enlisted in the Active Component within 60 days following receipt of a complete application by COMNAVCRUITCOM.

   b. Applicants accepted for direct accession to the Active Component will be enlisted in the Active Component within 60 days following receipt of a complete application by COMNAVCRUITCOM.

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

   d. Applications for inter-Service transfer into the CEC will be processed under reference (b).

   e. Requests for transfer of Reserve Component CEC officers to the Active Component will be processed under reference (a).

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

15. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed, per SECNAV Manual 5210.1 of January 2012.

16. Review and Effective Date. Per OPNAVINST 5215.17A, CNO N1 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and
consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

Releasability and distribution:
This instruction is cleared for public release and is available electronically via Department of the Navy Issuances Web site, https://doni.documentsservices.dla.mil/