

## **CIVIL ENGINEER CORPS OFFICER SCHOOL RESERVE JUNIOR OFFICER DEVELOPMENT PROGRAM**

The purpose of the Reserve Civil Engineer Corps Junior Officer Development Program (JODP) is to provide newly affiliated Reserve Civil Engineer Corps officers with entry level training necessary to prepare them to competently assume the duties of a Civil Engineer Corps officer in the United States Navy. It has been designed to provide junior officers with the skills and opportunities for professional development similar to those of their active duty counterparts. The program described below is based COMRNCFSCINST 1520.1C. More details are available on the CECOS homepage, [www.cecos.navy.mil](http://www.cecos.navy.mil).

**COURSE REQUIREMENTS:** Each officer must complete the following courses:

- **Direct Commission Officer Indoctrination (DCOI):** Basic officer training given by Chief of Naval Air Training (CNATRA) for students with no prior military experience. Applies only to Direct Commissioned Officers.
- **Civil Engineer Corps Officer Basic Qualification (Reserve):** Basic Civil Engineer Corps training for students with no prior CEC experience.
- **Specialty Course:** One of the following specialty courses, depending upon the actual assigned billet:
  - ◆ Construction Battalion Operations
  - ◆ Contingency Engineering Seminar
  - ◆ Resident Officer in Charge of Construction Office Management
  - ◆ Environmental Protection

**Waivers:** Students are required to complete the above courses except as noted, or a waiver is granted by the CECOS Academic Review Board. Waivers must be submitted by students to CECOS (Code 09TAR) in the form set forth in this notice. Waivers are granted to students who can document experience as follows:

- **DCOI:** May be waived for newly accessed DCOS with significant prior senior enlisted or commissioned officer service in any branch of the United States military.
- **CEC Officer Basic Qualification (Reserve):** May be waived for students who have completed CEC Basic Officer Qualification while on active duty.
- **Specialty:** May be waived for students who have active duty experience in the specialty which they are assigned.

**Administrative Procedures:** Each new student must register with CECOS, (Code 09TAR) upon receiving a reserve commission in the Civil Engineer Corps. Unit training offices are encouraged to assist in student enrollment. Filling out the registration form set forth in the notice may complete enrollment. The registration form may be faxed to (805) 982-3070. All correspondence regarding this program, including registration, quota requests, and waiver requests should be addressed to: Commanding Officer, NAVSCOLCECOFF (Code 09TAR), 3502 Goodspeed Street, Suite 1, Port Hueneme, California 93043-4336.

Enclosure (1)

**Naval School, Civil Engineer Corps Officers (CECOS)  
 JUNIOR OFFICER DEVELOPMENT PROGRAM  
 FAX REGISTRATION FORM**

DSN FAX: 551-3070    COMM FAX: (805) 982-3070

**The following information must be submitted for each new accession:**

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 (Last) (First) (M.I.)

Commissioning Date/Military Rank: \_\_\_\_\_

Current Command: \_\_\_\_\_

Current Billet (Long Title): \_\_\_\_\_

Readiness/Reserve Center: \_\_\_\_\_

Home Address: \_\_\_\_\_

Activity UIC: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Date Commissioned: \_\_\_\_\_

Type of Commission: \_\_\_\_\_ DCO \_\_\_\_\_ LDO \_\_\_\_\_ CWO \_\_\_\_\_ RAD

Email Address: \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Course Status:

<u>Course</u>	<u>Not Required</u>	<u>Completed*</u>	<u>Waiver Request**</u>	<u>Quota Request***</u>
DCOI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIALTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Attach copy of Course Completion Certificate

\*\* Complete Waiver Request Form below

\*\*\* Attach Fax Quota Request Form

**WAIVER REQUEST FORM**

**I hereby request a waiver from the above course requirement as set forth in COMRNCFCSCINST 1520.1C.**

Prior Service (Circle): USN USNR USA USAR USAF USAFR USMC USMCR USCG USCGR

Years Active Service (O/E): \_\_\_\_\_ Years Reserve Service (O/E): \_\_\_\_\_

Rate & Rank: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ MOS: \_\_\_\_\_

Previous Duty Assignments (Active/Reserve):

Previous Training (Active/Reserve):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature

**Privacy Act Statement**

Under the authority of Title 5 to the U. S. Code, information on this form is requested in order to document registration and accumulate course attendance and other statistical information. The information provided by you will become a permanent part of training records maintained at Naval School, Civil Engineer Corps Officers (CECOS). The information will be used only as necessary in training administration processes carried out in accordance with established regulations. You are not required to provide the information; however, failure to do so could result in improper recording of your completion of this course in the Navy Integrated Training Resources and Administration System (NITRAS).