



DEPARTMENT OF THE NAVY
CHIEF OF CIVIL ENGINEERS
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

CHCIVENG POLICY
MEMO 2003-03
3 April 2003

CHCIVENG POLICY MEMO 2003-03

From: Chief of Civil Engineers

Subj: DETAILING OF RESERVE CIVIL ENGINEER CORPS (CEC) LIEUTENANT
COMMANDER (LCDR) AND BELOW OFFICERS AND RESERVE SEABEE
CHIEF PETTY OFFICERS

1. Purpose. To provide general information for the annual detailing of reserve CEC LCDR and below officers, and for the annual detailing of reserve Seabee Chief Petty Officers (CPOs) in pay grades E7 through E9.

2. Cancellation

- a. NAVFACNOTE 1301 (all in series)
- b. NAVFACNOTE 1306 (all in series)

3. Background

a. Reserve CEC senior officers are detailed by the National Command and Key Billet Selection Board convened by Commander, Naval Reserve Forces Command. Reserve CEC junior officers are detailed at the annual Naval Facilities Engineering Command (NAVFAC) reserve CEC LCDR and below detailing conference. To enhance professional development while meeting the needs of the Navy, NAVFAC will establish policy and procedures for detailing reserve CEC LCDR and below officers to billets in Naval Reserve Force Program 7 (Reserve NAVFAC and Reserve Naval Construction Force units) and billets outside Program 7.

b. NAVFAC, as the resource sponsor for Occupational Field-13 (OF-13) rating personnel, is responsible for ensuring the professional development of all OF-13 Master Chief Petty Officer, Senior Chief Petty Officer, and Chief Petty Officer

personnel. To enhance professional development while meeting the needs of the Navy, NAVFAC will establish policy and procedures for the detailing of Reserve Seabee CPOs to billets internal and external to Naval Reserve Force Program 7.

4. Discussion

a. Reserve officer and CPO detailing conferences should be scheduled after the results of fiscal year promotion and advancement boards have been published, and the results of the Naval Reserve Forces Command's National Command and Key Billet Selection Board results have been announced. Since reserve personnel typically begin new assignments on 1 October, conferences should be scheduled in July to facilitate the proper and orderly turnover of responsibilities between incumbent personnel and their reliefs.

b. Each respective detailing conference will provide fair and equitable consideration of all officers and CPOs, ensuring the best-qualified officers and CPOs are detailed to the appropriate billets/units to enhance their careers while meeting the requirements of the Navy.

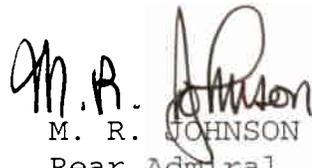
c. The reserve CEC LCDR and below detailing conference and the reserve Seabee CPO detailing conference are not formal selection boards.

5. Duties and Responsibilities

a. The Deputy Chief of Civil Engineers will develop and issue detailing precepts and specific guidance for each of the annual conferences. The guidance will be issued in writing a minimum of 120 calendar days prior to the conference convening date, and will address the specific responsibility of conference members, NAVFAC staff, and the officers/CPOs to be detailed.

CHCIVENG POLICY
MEMO 2003-03
3 April 2003

b. The Deputy Assistant Chief of Civil Engineers (Reserve Community) will serve as president of each conference.



M. R. JOHNSON

Rear Admiral, CEC, U.S. Navy

Distribution:

SNDL	21A1	(COMLANTFLT)
	21A2	(COMPACFLT)
	21A3	(COMUSNAVEUR)
	23C	(COMNAVRESFOR)
	26B3	(COMNAVRESFORCOM)
	26W2	(NAVCARGOBN)
	26X	(COMNAVELSF)
	39	(PHIBCBs, UCTs, CBUs, CBMUs, NMCBs, Regiments, Dets)
	FA2	(COMNAVNETWARCOM)
	FA46	(PWCs)
	FA5	(CBCs)
	FB54	(PWCs)
	FD1	(COMNAVMETOCCOM)
	FE1	(NAVSECGRU)
	FF32	(DIRFLDSUPPACT WASHINGTON)
	FF74	(PWCs)
	FH1	(CHBUMED)
	FKA1A	(COMNAVAIRSYSCOM)
	FKA1C	(COMNAVFACENCOM)
	FKA1G	(COMNAVSEASYSYSCOM)
	FKA8F	(DIRSSP WASHINGTON)
	FKN	(NAVFACHQ, EFDs, EFAs)
	FR9	(REDCOMs)
	FR10	(NRCs)
	FT1	(CNET)
	FT104	(PWCs)
	FT20	(NAVCONSTRACENS)
	FT37	(NAVSCOLCECOFF)

COMNAVCONFORCOM

COMFIRSTNCD

SEABEE READINESS GROUP LANT

SEABEE READINESS GROUP PAC