DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5400.56D
OPR OOPZ
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NAVSEAINST 5400.56D

From: Commander, Naval Sea Systems Command

Subj: RESPONSIBILITIES AND PROCEDURES CONCERNING THE ENGINEERING DUTY OFFICER SCHOOL

Ref: (a) NAVSEAINST 5400.55F
(b) NAVSEAINST 1001.3E

Encl: (1) Engineering Duty Officer School Basic Course Objective Statement
(2) Engineering Duty Officer School Reserve Course Objective Statement
(3) Engineering Duty Officer School Senior Course Objective Statement
(4) Procedures for Administration of Courses at the Engineering Duty Officer School

1. Purpose.

a. To define the organizational responsibilities within the Naval Sea Systems Command (NAVSEASYSCOM) related to training at the Engineering Duty Officer (EDO) School. (R

b. To describe the procedures to be utilized for the assignment of students and instructors to classes at the EDO School and the definition of subject material taught at the EDO School.

2. Cancellation. NAVSEAINST 5400.56C/SPAWARINST 5400.11C of 4 November 1987.

3. Command Relationships. The Chief of Naval Education and Training (CNET) is the major claimant for the EDO School. In January 1989 the Chief of Naval Operations designated the Commander, Naval Sea Systems Command (COMNAVSEA) as the single designator advisor for the Engineering Duty (ED) Officer Community. The CO of the EDO School reports to COMNAVSEA via the Chairman of the ED Technical Advisory Board (TAB) for matters related to school curricula and course scheduling. (R

4. Discussion.

a. Background. The Engineering Duty Officer School was established with the assigned mission of improving the professional proficiency of Engineering Duty officers through training. This training emphasizes the Engineering Duty (R

officer's role as a naval officer academically educated and trained through a continuity of experience to provide technical expertise and practical engineering judgment to the research and development, design, acquisition, construction, maintenance, and modernization of ships and ship systems.

R) b. Curricula Objectives. The three primary courses conducted at the EDO School in support of its assigned mission are the Basic Course designed for newly designated active duty Engineering Duty officers, the Senior Course designed for active duty Engineering Duty officers who have been newly selected for the rank of Commander, and the Reserve Course for officers who are newly designated as Naval Reserve Engineering Duty officers or who have been selected by the Reserve Line Transfer process and have been accepted into the Naval Reserve Engineering Duty Qualification Program (NREDQP). The EDO School also conducts other courses as requested by COMNAVSEA. Detailed objective statements for the Basic, Reserve, and Senior Courses are provided as enclosures (1), (2), and (3) respectively.

R) c. Engineering Duty Officer Qualification Program (EDQP). References (a) and (b) define the requirements of the active duty and reserve EDQP respectively. Completion of EDQP results in a designator change to 144X. The Basic and Reserve Courses conducted at the EDO School are mandatory phases within the EDQP and NREDQP, respectively.

5. Responsibilities.

R) a. Student Assignment. Requirements for student assignment to EDO School courses are described by the following paragraphs. Waivers to these requirements must be approved on an individual basis by the Chairman of the Engineering Duty Qualification Board (EDQB).

(1) Basic Course. The assignment of students to the Basic Course will be coordinated by the Director, ED Community Management (NAVSEA 00P) in conjunction with ED Detailers (PERS 445) to ensure that each ED is ordered to the Basic Course prior to their qualifying tour. Attendance by all EDs at the Basic Course at the beginning of their EDQP is mandatory.

(2) Senior Course. All newly selected Commanders on active duty must attend the Senior Course within two years after selection. Each officer will receive a letter from the senior Engineering Duty officer upon selection to Commander advising of the responsibility to attend the Senior Course. It will be the individual officer's responsibility to contact the EDO School and arrange for a Senior Course class assignment within two years after selection for Commander.

(3) Reserve Course. Naval Reserve students are ordered to the Reserve Course under orders from the Commander, Naval Reserve Force (COMNAVRESFOR). The NAVSEA Naval Reserve Program Office (SEA 09NR) coordinates this process.

b. Course Content. The EDO School TAB will approve the school curricula, course content and overall schedule for the Basic, Reserve, and Senior Courses. The EDQB will be the technical review group for course material and will report its findings to the EDO School TAB. The detailed schedule and lecture content of the Basic, Reserve, and Senior Courses are the responsibility of the EDO School CO. Procedures for submission and approval of curricula, course content, and schedules are contained in enclosure (4).

c. Instructor Selection. The staff of the EDO School performs the majority of the instruction in the Basic and Reserve Courses, and limited instruction in the Senior Course. The EDO School CO has responsibility for the assignment of subject material to be taught by the EDO School staff. Staff instructors will be selected by the ED Detailer (PERS-445) from among the most outstanding EDs of the appropriate rank. For the Basic, Reserve, and Senior Courses, instructors other than the EDO School staff are utilized to teach selected course material. These instructors are recognized as highly knowledgeable and experienced in their areas of instruction and are approved by the EDO School TAB. Detailed scheduling of instructors for particular courses is the EDO School CO's responsibility. Procedures for the selection and approval of instructors are contained in enclosure (4).

d. ED School Audit. As described by enclosure (4), the EDO School CO will submit the curricula and course content to the EDQB for initial review. This will then be presented to the EDO School TAB for final approval. The Chairman of the EDO School TAB will determine if an on-site audit of the school is required. If an on-site audit is required, he will appoint the audit team from members of the EDQB and EDO School TAB.

6. Action.

a. The Senior Engineering Duty Officer will:

(1) Send a letter to each newly selected ED Commander on active duty advising of the responsibility to attend the Senior Course within two years after selection.

(2) Upon notification by the EDO School CO that an ED Commander has not requested attendance at the Senior Course within eighteen months after selection, send a letter to the Commander's CO advising of the noncompliance with this instruction.

b. The CO of the EDO School will:

(1) Ensure the school is staffed as required to carry out its mission.

R) (2) Plan for all necessary supplies, and submit budget requests through the EDO School chain of command for technical training expenses.

(3) Perform those duties related to the EDQP and NREDQP as described in references (a) and (b).

R) (4) Task various offices within the Department of the Navy as necessary for incidental support of school operation, EDQP and NREDQP.

(5) Submit for approval the curricula, course content, overall schedule, and lists of instructors for Basic, Reserve, and Senior Courses as per the enclosure (4) procedures.

(6) Develop detailed course schedules, instructor assignments and lecture content definitions for all courses taught at the EDO School.

(7) Develop and maintain student/instructor guides for all courses conducted by the EDO School.

(8) Provide data as requested to support reports prepared by the Special Assistant for Engineering Duty Plans and Policies concerning the Engineering Duty officer community profile.

(9) Perform additional functions and tasks assigned by COMNAVSEA.

(10) Contact newly selected active duty ED Commanders as necessary to arrange for attendance at the Senior Course.

(11) Advise the Senior Engineering Duty officer of any Commander who has not scheduled attendance at the Senior Course within a period of eighteen months after having been selected for Commander.

c. The Director ED Community Management (NAVSEA 00P) will (A
coordinate actions to ensure active duty Engineering Duty officers designated 146X attend the Basic Course in accordance with the provisions of reference (a). Waivers to this requirement must be approved by the EDQB.

d. The Special Assistant for Engineering Duty Officer Plans and Policies (SEA 00PZ) will:

(1) Coordinate all matters related to the EDO School and (R
to the EDQP within NAVSEASYSCOM.

(2) Coordinate actions to obtain annual EDQB technical review and TAB approval of EDO School curricula, course content, course schedules and lists of non-resident instructors.

(3) Promulgate approved EDO School course schedules in the ED Newsletter.

e. The NAVSEA Naval Reserve Program Office (SEA 09NR) will: (A

(1) Ensure that all Naval Reserve Engineering Duty officers and other officers accepted into the NREDQP are advised of the requirement to attend the Reserve Course in accordance with the provisions of reference (b).

(2) Coordinate all matters related to NREDQP and to student assignment at the ED School Reserve Course within NAVSEASYSCOM.

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ENGINEERING DUTY OFFICER SCHOOL
BASIC COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School

Course Title: Basic Course

Terminal Objective: To provide newly selected active duty Engineering Duty officers with the fundamental skills and practical knowledge necessary to assume the responsibilities of officers assigned to the management of engineering tasks in research and development, design, acquisition, construction, maintenance, and modernization of ships and ship systems.

Enabling Objectives: To provide:

a. Knowledge of the plans, programs, policies and procedures by which the Navy accomplishes the life-cycle engineering of naval ships and ship systems.

b. Knowledge of the organization and responsibilities of major Engineering Duty activities and the practical aspects of Engineering Duty career opportunities and planning.

c. Knowledge of the basic industrial technology, procedures and environment associated with the production and maintenance of naval ships and ship systems.

d. Preparation for effective performance in initial Engineering Duty tours.

ENGINEERING DUTY OFFICER SCHOOL
RESERVE COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School

Course Title: Reserve Course

Terminal Objective: To provide newly selected Reserve Engineering Duty officers and officers who have been selected by the reserve line transfer process and have been accepted into the NREDQP with the background knowledge which is prerequisite to providing technical expertise and practical engineering judgment for assigned engineering tasks in research and development, design, acquisition, construction, maintenance, and modernization of ships and ship systems.

Enabling Objectives: To provide:

a. Knowledge of the plans, programs, policies and procedures by which the Navy accomplishes the life-cycle engineering of naval ships and ship systems.

b. Knowledge of the organization and responsibilities of major Engineering Duty activities and the practical aspects of Reserve Engineering Duty career opportunities and planning.

c. Preparation for effective performance in mobilization Engineering Duty assignments.

ENGINEERING DUTY OFFICER SCHOOL
SENIOR COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School

Course Title: Senior Course

Terminal Objective: To prepare newly selected active duty Engineering Duty Commanders for acceptance of the increased responsibility to effect the research and development, design, acquisition, construction, maintenance, and modernization of ships and ship systems in a professional manner as a senior officer in the community.

Enabling Objectives: To provide:

a. Updates on recent developments and programs affecting naval ships and ship systems.

b. Broadened knowledge of the plans, program, policies, and procedures by which the navy accomplishes the life-cycle engineering of naval ships and ship systems.

c. Information on new technology and techniques applicable to naval ships and ship systems.

d. An interchange with contemporaries on subjects of current interest to senior Engineering Duty officers.

e. Career counseling by Engineering Duty Flag officers.

PROCEDURES FOR ADMINISTRATION OF COURSES AT THE ENGINEERING DUTY OFFICER SCHOOL

1. General. The EDO School CO will develop and submit annually curricula (including a topic breakout), course content, course schedules and lists of non-resident instructors for approval by the EDO School TAB. This information will be forwarded to the Special Assistant for Engineering Duty Plans and Policies (SEA 00PZ) who will coordinate actions to obtain EDQB technical review and EDO School TAB approval. The EDQB will be the technical review group for the submitted material and will submit their findings to the EDO School TAB for approval. Composition of the EDQB is detailed in reference (a). The EDO School TAB consists of ED Flag officers appointed by COMNAVSEA. The EDO School CO will utilize the approved curricula, course content, schedules and lists to develop detailed class schedules, instructor assignments and lessons for the following calendar year. Significant deviations from the intent of the approved information will be handled on a case basis with approval of the EDQB Chairman.

2. Assignment of Students.

a. Basic Course. The Director, ED Community Management (NAVSEA 00P) will coordinate efforts to ensure all active duty 146X officers attend the Basic Course. Those active duty officers who will attend the EDO School Basic Course on Permanent Change of Station (PCS) orders will be nominated by PERS-445 in sufficient time to be scheduled for the appropriate class. Individual commands for active duty 146X ED officers who did not attend the EDO School Basic Course on PCS orders will submit letter requests to the Special Assistant for Engineering Duty Plans and Policies (SEA 00PZ) for student assignments to specific classes a minimum of three months prior to class commencement.

b. Reserve Course. The NAVSEA Naval Reserve Program Office (SEA 09NR) will advise reserve EDs and officers accepted into the NREDQP of the requirement to attend the Reserve Course as a part of the NREDQP and coordinate matters relative to student assignment for the Reserve Course. All funding and orders for reserve officers to attend this course will be from the COMNAVRESFOR on an annual training (AT) basis.

c. Senior Course. All newly selected ED Commanders will receive a letter from the senior ED officer advising them of the requirement to attend the Senior Course. It will be the individual officer's responsibility to contact the EDO School and arrange for a Senior Course class assignment within two years after selection for Commander.

3. Course Schedules. The course schedules, when approved, will be officially promulgated in the ED Newsletter by Special Assistant for Engineering Duty Plans and Policies (SEA 00PZ).

4. Instructor Assignment. All non-resident instructors will be approved by the Chairman of the EDQB by topic and by the CO, EDO School as to teaching qualifications. The EDO School CO will evaluate all non-resident instructors to ensure their effectiveness.