



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 1001.3L  
Ser 10TFR/003  
18 Jan 07

### NAVSEA INSTRUCTION 1001.3L

From: Commander, Naval Sea Systems Command

Subj: NAVY RESERVE ENGINEERING DUTY QUALIFICATION PROGRAM  
(NREDQP)

Ref: (a) MILPERSMAN 1210-190  
(b) MILPERSMAN 1301-220  
(c) MILPERSMAN 1210-200

Encl: (1) Qualification Training Plan (QTP) Letter  
(2) Application for Navy Reserve Engineering Duty  
Qualification Program  
(3) Navy Reserve Engineering Duty Officer Completion  
Letter

1. Purpose. This instruction defines the requirements of the Navy Reserve Engineering Duty Qualification Program (NREDQP) and establishes supporting administrative structure required to screen, train, certify, and maintain qualification as Navy Reserve Engineering Duty Reserve Officers.

2. Cancellation. NAVSEAINST 1001.3K

3. Background. References (a) and (b) established the Active Duty Engineering Duty Officer Qualification Program (EDQP) and outlined the qualification procedures for Engineering Duty (ED) Officers. Reference (c) established the NREDQP and broadly outlined the qualification procedures for Reserve officers. Completion of the NREDQP, which closely parallels the active duty EDQP, will qualify the officer for the 1445 designator. Continuing education of Reserve Officers, as required by this instruction, will enhance and ensure a seamless integration of Reserve officers into the active duty community.

4. Discussion. The objectives of the NREDQP are:

a. To provide a structured approach for meeting the prerequisites essential for achieving the 1445 designator and for maintaining a standard of current technical expertise.

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b. To provide a period of close observation in an ED job environment to assure that the NREDQP officer has the practical technical capability and leadership potential to perform in current and future ED positions.

c. To provide Reserve officers with a basic understanding of the technologies, processes, organization, and technical language involved in the day-to-day work of EDs and to directly enhance the readiness of each Reserve officer.

d. To promote pride and professionalism within the Reserve Community by providing a common professional experience shared by all Reserve Officers, including required continuing technical education.

5. Action. The specific requirements of this instruction are provided in three parts: (a) entry requirements, (b) completion requirements, and (c) roles and responsibilities.

a. Entry Requirements. Officers must meet the specified academic and performance requirements prior to being accepted into the NREDQP.

(1) Applications for acceptance into the NREDQP must be submitted to the NAVSEA Reserve Program Office

(a) Direct Commission Officer (DCO) candidates are automatically accepted into the NREDQP when they accept their commissions.

(b) Currently drilling Reserve officers who wish to lateral transfer into the ED Community shall submit an application to the Commander, Navy Personnel Command (PERS 4911) via the NAVSEA Reserve Program Office (SEA 10TFR). Enclosure (2) provides an application letter template.

(c) Lateral transfer applicants must be currently drilling in the Navy Reserve.

(2) Professional Performance. Officers entering the NREDQP via the line transfer process must have demonstrated exceptional leadership and skill in the performance of their military duties.

(3) Undergraduate Degree. Officers entering the NREDQP must possess a Bachelors degree in one of the following areas and must have earned at least a "B" average. The Director, NAVSEA Reserve Program Office may accept degrees in related fields, if the content and rigor of the curriculum is consistent with the requirements for one of the specified following degrees.

(a) Naval Architecture

(b) Engineering

1. Includes mechanical, electrical, electronic, industrial, aerospace, civil, chemical, nuclear, ocean, marine and environmental engineering.

2. Engineering technology degrees are specifically excluded.

(c) Physics

(d) Chemistry

(e) Computer Science

(f) Metallurgy

(g) Mathematics

(h) Operations Research

(i) Systems Engineering

(4) Graduate Degree. Officers must possess either a Masters degree or a Doctorate in one of the above areas prior to completion of NREDQP. The Director, NAVSEA Reserve Program Office may accept degrees in related fields, if the content and rigor of the curriculum is consistent with the requirements for one of the degrees specified above.

(5) Rank. Lateral transfer candidates should generally not have more than 12 years of commissioned service. The Director, NAVSEA Reserve Program Office may defer this requirement for officers with significant experience in naval engineering.

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b. Completion Requirements. In order to be certified as a Reserve officer, the NREDQP candidate must demonstrate their ability to function within grade if mobilized. Specific requirements include:

(1) Professional Performance. Officers enrolled in the NREDQP are required to demonstrate effective military performance, leadership, and be able to perform successfully as a Naval Officer.

(2) Engineering Duty Officer Qualification. Officers enrolled in the NREDQP are required to complete all training required and demonstrate the capabilities required to perform the tasks of an ED.

(3) Annual Training (AT). Officers enrolled in the NREDQP are required to complete the following AT periods. These AT requirements may be waived or an alternate AT assigned by the candidates Certifying Officer based upon the candidate's experience and qualifications. Documentation of the basis for these waivers shall be included in Enclosure (3).

(a) Navy Introduction Course. This two-week AT period is required only for DCOs with no prior experience as commissioned naval officers. This shall be the first AT for a DCO.

(b) At-Sea Training. This training must include at least four days underway. The two-week At-Sea Training may be waived for surface or submarine warfare qualified lateral transfer officers. At-Sea Training guidance is available from the NAVSEA Reserve Program Office.

(c) Naval Shipyard, Regional Maintenance Center (Repair SUPSHIP), or SUPSHIP (Construction) Tour. This two-week AT period will be performed at a Navy command engaged in day-to-day maintenance of the fleet and will focus on duties performed by active duty EDs.

(d) Reserve Engineering Duty Officer Basic Course. This two-week course is required for all Reserve officers. This requirement is satisfied if an officer attended the Basic Course while on active duty. This shall be the last AT prior to the candidate's oral board and must be scheduled through the NAVSEA Reserve Program Office. Failure to pass the ED School final exam will constitute grounds for removal from the NREDQP.

(e) Other Annual Training periods may be required based upon the candidate's experiences and will be determined by the candidate's Certifying Officer. These AT periods will be used to enhance the candidate's Engineering Duty capabilities, knowledge, and experience required by Reserve officers. Examples of other AT periods include: HM&E familiarization training, orientation to naval engineering, combat systems familiarization training, naval research familiarization training, or systems acquisition training.

(4) Orientation to Naval Engineering. All NREDQP candidates must possess an understanding of naval engineering principles and ship design. The Reserve Program Office will maintain a list of acceptable courses/course material for candidates who will require this as part of their qualification and training plan.

(5) Rank. The candidate must be promoted to the rank of Lieutenant prior to completing the NREDQP.

(6) Oral Board. The Certifying Officer will schedule an oral board where the candidate will be required to demonstrate understanding of the skills and knowledge needed to function as an ED.

(a) The oral board will be held with all board members physically present during the entire examination. The board will consist of:

1. One Captain who is the Certifying Officer or his/her designated representative.

2. Two experienced and qualified EDs who are either Captains or Commanders.

3. Participation by an active duty ED is recommended, but not required.

(b) Only one officer may be examined at a time.

(c) The oral board will be of sufficient duration to allow the candidate to adequately demonstrate their qualifications for certification. The candidate will make a technical presentation as approved by the Certifying Officer,

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not to exceed 45 minutes, and will respond to questions from board members. Based on the candidate's presentation and responses, the Certifying Officer, after consultation with the other board members, will determine whether or not the candidate passed the oral board.

(d) In the event that the candidate does not pass the oral board, the Certifying Officer will provide a plan for the candidate's qualification to the Director, NAVSEA Reserve Program Office. This qualification must be completed within six months of the original board. The board may recommend two options: (1) if the candidate is found to be lacking knowledge in a specific area the board may direct the candidate to further study the area and provide a report to a designated board member. Successfully completing this assignment will result in the board being passed; (2) if the candidate is found to be lacking in more than one specific area, the Certifying Officer shall schedule a second oral board. The second oral board must include at least one officer from the original oral board. Failure to pass the second oral board will constitute grounds for removal from the NREDQP.

(7) Maximum Allotted Time. NREDQP officers are required to complete all requirements within six years of acceptance into the NREDQP.

(8) Action on Non-Completion

(a) An NREDQP Retention Board will be conducted periodically to determine if candidates who have not completed the NREDQP requirements in accordance with their individual Qualification Training Plan should be retained or dropped from the NREDQP.

(b) Any NREDQP candidate dropped from the program will be referred to NAVPERSCOM for a determination of future disposition within the Navy Reserve.

c. Roles and Responsibilities. The following individuals and organizations participate in the NREDQP.

(1) Deputy Commander for Mobilization, Naval Sea systems Command is responsible for providing oversight and direction to the NREDQP. Specific responsibilities include:

(a) Serving as principal advisor to the Commander, Naval Sea Systems Command, on matters dealing with the NREDQP and the Reserve ED Community.

(b) Providing periodic review and guidance to the Director, NAVSEA Reserve Program Office, on the progress, effectiveness, and conduct of the NREDQP.

(c) Serving as the final approval authority for certifying the successful completion of the NREDQP of an officer.

(d) Serving as the final approval authority for removing an officer from the NREDQP.

(2) Director, Naval Sea Systems Command Navy Reserve Program Office is responsible for the overall administration of the NREDQP. Specific responsibilities include:

(a) Establishing and maintaining an organization and process for controlling and documenting the NREDQP.

(b) Reviewing and approving applications for entry into NREDQP.

(c) Advising by letter, each officer accepted into the NREDQP of the applicable requirements as listed in paragraph 5a and 5b of this instruction. This letter shall include assignment of the candidate to a Certifying Officer who will normally be the Commanding Officer of a Reserve Unit that is designated as a Regional EDQP Qualification Unit.

(d) Designating at least one Reserve Unit per geographic regions as a Regional EDQP Qualification Unit. The Commanding Officer of this Reserve Unit shall be a Reserve ED Captain.

(e) Notifying by letter, the Certifying Officer/Commanding Officer of the Reserve Unit designated as the Regional EDQP Qualification Unit of the assignment of NREDQP officers.

(f) Participating in oral boards, as necessary, to ensure that high standards are maintained.

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(g) Processing recommendations from Certifying Officers for removal of candidates from the NREDQP.

(h) Processing all requests for change of designator to 1465 and 1445.

(3) Certifying Officers will normally be the Commanding Officer of Reserve Units that have been designated as Regional EDQP Qualification Units by the Director, NAVSEA Reserve Program Office and are responsible for NREDQP candidate training for the candidates that they are assigned. Specific responsibilities include:

(a) Developing a written Qualification Training Plan (QTP) for each assigned NREDQP officer within 60 days of assignment, forwarding a copy of the QTP to the Director, NAVSEA Reserve Program Office and the NREDQP candidate. The purpose of the QTP is to ensure that the candidate will be proficient in all areas of Naval Engineering expected of a Reserve ED. A QTP template is provided as Enclosure (1). Deviation from the approved QTP requires Certifying Officer approval.

(b) Coordinating assignment of qualified Reserve officers as mentors to assist the NREDQP candidate in their professional and military training.

(c) Reviewing the NREDQP candidate's professional performance prior to conduct of oral board.

(d) Conducting and reporting on the NREDQP candidate's oral board.

(e) Notifying the Director, NAVSEA Reserve Program Office if the NREDQP candidate plans to or has moved and requires assignment to a new Certifying Officer/Regional EDQP Qualification Unit.

(f) Notifying the NAVSEA Reserve Program Office when an NREDQP candidate has completed all the requirements of the NREDQP in accordance with Enclosure (3).

(g) Notifying the NAVSEA Reserve Program Office when an NREDQP candidate appears unable to complete the NREDQP in accordance with the QTP. The notification will include

recommendations to either modify the QTP or remove the officer from the program.

(4) NREDQP Candidates are responsible for, and required to complete, the NREDQP requirements specified in their individual Qualification Training Plans. Additional responsibilities include:

(a) Demonstrating satisfactory performance in a Reserve billet and demonstrating a fundamental knowledge of Naval Engineering expected of a Reserve officer, including both technical and professional expertise as a Navy Engineering Duty Officer.

(b) Attending annual Naval Engineering Workshops and other Reserve officer training, as required.

(c) Notifying their Certifying Officer if, for any reason, the NREDQP cannot be completed within the assigned period.

(d) Notifying the Certifying Officer of relocation plans that may require reassignment to another Certifying Officer/Regional EDQP Qualification Unit.

(e) Notifying the Certifying Officer and the Naval Sea Systems Command Navy Reserve Program Office of any home or work contact information changes within 48 hours.

(5) Reserve Engineering Duty Officers are required to periodically update their skills and knowledge. Recommended actions with regard to courses, workshops, and events include:

(a) Attending Naval Engineering Workshops.

(b) Attending Lieutenant Commander Leadership Workshops within two years of promotion.

(c) Attending applicable civilian Continuing Education Courses or Training Programs to ensure skills maintenance and currency.

(d) Attending the Senior Course at the Engineering Duty Officer School within two years after selection to Commander.

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(6) Reserve Engineering Duty Officer Community Manager reviews the progress of NREDQP candidates, the activities of the Certifying Officers, and serves as the primary advisor to the NAVSEA Deputy Commander for Mobilization on matters concerning the Reserve Engineering Duty Community.

(7) Commanding Officer, Engineering Duty Officer School ensures that the school supports the qualification and professional development of Reserve Engineering Duty Officers. Specific responsibilities include:

(a) Ensuring that the ED Basic Course supports the objectives of the NREDQP and effectively incorporates the ED Basic Course.

(b) Reviewing the ED Basic and Senior Course curricula and recommending appropriate changes.

(c) Advising the Director, NAVSEA Reserve Program Office on how proposed changes to the NREDQP might affect ED Basic and Senior Course curricula, class size, class length, frequency of classes, and Active-Reserve student integration.

(d) Apprising the Director, NAVSEA Reserve Program Office of the status of Reserve ED students completing the ED Basic and Senior Courses.

(e) Conferring with the Director, NAVSEA Reserve Program Office to ensure that appropriate quotas are available for the ED Basic and Senior Courses as required for annual planning.



P. V. SHEBALIN  
By direction

Distribution:

SNDL FKP COMNAVSEASYSKOM Shore Activities (less FKP6B & FKP24)  
FT88 ED SCOL  
NAVSEA Reserve Units

NAVSEAINST 1001.3L  
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(Date)

From: Commanding Officer, NAVSEA Unit \_\_\_\_\_  
To: (NREDQP Officer: Rank, Name, Last 4 digits of  
SSN/Designator)

Subj: ENGINEERING DUTY OFFICER QUALIFICATION TRAINING PLAN

Ref: (a) NAVSEAINST 1001.3L

1. Reference (a) established the Navy Reserve Engineering Duty Qualification Program (NREDQP), and outlined the qualification procedures. This individual Qualification Training Plan (QTP) sets forth the specific requirements to be met in order for you to complete your qualification program.
2. Contact Information: You are required to notify me when any of the following information changes.
  - a. Home Mailing Address:
  - b. Home/Business Phone:
  - c. Electronic Mail Address:
3. Rank: You are required to attain the rank of Lieutenant prior to completion of your qualification program.
4. Annual Training Plan: You are required to complete the following Annual Training assignments in the indicated timeframes.
  - a. Direct Commission Officer Indoctrination Course (Planned Date).
  - b. At-Sea Training (Planned Date).
  - c. Naval Shipyard, SUPSHIP Activity at (Location) (Planned Date).
  - d. ED Basic School (Planned Date).

Enclosure (1)

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Subj: ENGINEERING DUTY OFFICER QUALIFICATION TRAINING PLAN

5. Complete assigned Naval Engineering Study Project (if applicable).
6. Education: You are required to have completed a Masters or Doctorate prior to your qualification as a Reserve Engineering Duty Officer. You currently meet all education requirements for qualification as a Reserve Engineering Duty Officer. A Copy of your qualifying Masters or Doctorate is attached to this letter.
7. Oral Board: You are required to complete an oral board during which you will be expected to demonstrate your understanding of the skills and knowledge needed to function as an Engineering Duty Officer. One or more practice boards may precede your oral board.
8. You are required to contact me on at least a semi-annual basis to keep me current on your progress. I am available to assist you in your qualifications, and in any other Reserve-related manner. Do not hesitate to contact me for assistance or support in your qualification process. My address and phone number are noted below.

(Signature)

Copy to:  
CO, Regional EDQP Qualification Unit  
COMNAVSEASYSKOM (SEA 10TFR)

Enclosure (1)

NAVSEAINST 1001.3L  
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(Please check with the NAVSEA Reserve Program Office to verify routing and addresses. Do not change subject or references. Only include applicable enclosure and ensure your letter is correct.)

(Date)

From: (Officer's name, last four of SSN, designator)  
To: Commander, Navy Personnel Command (PERS 4911)  
Via: (1) Commanding Officer, (Reserve Unit)  
(2) Commander, Naval Sea Systems Command (SEA 10TFR)

Subj: CHANGE OF DESIGNATOR TO ENGINEERING DUTY OFFICER AND  
REQUEST FOR ENROLLMENT IN THE NAVY RESERVE ENGINEERING  
DUTY QUALIFICATION PROGRAM (NREDQP)

Ref: (a) NAVSEAINST 1001.3L  
(b) MILPERSMAN 1210-190  
(c) MILPERSMAN 1301-220  
(d) MILPERSMAN 1210-200  
(e) BUPERSINST 1001.39 (Series)

Encl: (1) Academic Transcripts and Proof of Degrees (Bachelors  
and higher)  
(2) Current Navy Reserve Qualification Questionnaire  
(NRQQ-NRPC 1200/1 (NEW 08-93))  
(3) Proof of MS or higher enrollment (if not already  
completed)  
(4) Civilian Resume'

1. In accordance with references (a) through (e), I respectfully request acceptance into the Navy Reserve Engineering Duty Qualification Program (NREDQP) and change of designator to 1465.

2. I request an in-training designator of 1465 that will permit me to fill a 1440 mobilization billet while in the NREDQP. I understand that to complete the NREDQP, I must complete my Qualification Training Plan (QTP) within the time period specified in accordance with reference (a).

Enclosure (2)

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Subj: CHANGE OF DESIGNATOR TO ENGINEERING DUTY OFFICER AND  
REQUEST FOR ENROLLMENT IN THE NAVY RESERVE ENGINEERING  
DUTY QUALIFICATION PROGRAM (NREDQP)

3. I understand that if I fail to complete the NREDQP, I will be dropped from the program. I further understand that I may also be administratively discharged from the Navy Reserve.

4. Enclosures (1) through (4) substantiate prerequisites for entry into the NREDQP. If further information is required, please contact me as follows:

Telephone: (business), (home),

Email address:

Home Address:

Reserve Unit Address:

(Signature)

Enclosure (2)

NAVSEAINST 1001.3L  
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(Date)

From: (Certifying Officer or Regional Qualification Unit CO)  
To: Commander, Naval Sea Systems Command (SEA 10TFR)

Subj: CERTIFICATION OF COMPLETION OF NAVY RESERVE ENGINEERING  
DUTY QUALIFICATION PROGRAM (NREDQP) BY (CANDIDATE'S NAME,  
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER/DESIGNATOR)

Ref: (a) NAVSEAINST 1001.3L

Encl: (1) Proof of MS or higher degree (if not previously  
submitted)  
(2) Waiver documentation, as required.

1. (Candidate) has completed the prescribed requirements of the  
NREDQP in accordance with the provisions of reference (a). This  
program included the successful completion of:

- a. Graduated from ED Basic Course Class (number) on (date).
- b. AT at (name of industrial activity) on (date).
- c. AT on a Navy ship, USS (name) on (date).
- d. Oral examination on (date).

(1) Board members were: (list names, activities and  
titles)

(2) General topics covered during the oral board were:  
(list topics)

2. Enclosure (1) is proof of completion of an approved Masters  
degree or higher degree program (if not previously submitted).

3. Enclosure (2) is waiver documentation for (specify  
applicable area(s) of waiver).

Enclosure (3)

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Subj: CERTIFICATION OF COMPLETION OF NAVY RESERVE ENGINEERING  
DUTY QUALIFICATION PROGRAM (NREDQP) BY (CANDIDATE'S NAME,  
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER/DESIGNATOR)

4. I hereby recommend completion of NREDQP be certified for  
(candidate's name).

(Signature)

Copy to:

CO, Regional EDQP Qualification Unit

Board Members

Candidate

Enclosure (3)