



DEPARTMENT OF THE NAVY

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

IN REPLY TO

NAVSEAINST 1001.3K
Ser 00R/260
7 Dec 01

NAVSEA INSTRUCTION 1001.3K

From: Commander, Naval Sea Systems Command

Subj: NAVAL RESERVE ENGINEERING DUTY QUALIFICATION PROGRAM

Ref: (a) NAVMILPERSMAN 1420125
(b) NAVMILPERSMAN 1420126

Encl: (1) NRED Acceptance (Lateral Transfer)
(2) Sample Application for NR Engineering Duty Qualification Program
(3) Sample Change of Designator Letter to 1465
(4) Sample NREDQP Completion Letter
(5) Sample Qualification Training Plan Letter

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

2. Cancellation. NAVSEAINST 1001.3J of 10 March 1999.

3. Background. Reference (a) established the active duty Engineering Duty Officer Qualification Program (EDQP) and outlined the qualification procedures for active duty officers. Reference (b) established the NREDQP and broadly outlined the qualification procedures for Naval Reserve Engineering Duty (NRED) Officers. In time of recall to active duty, NRED Officers will be assigned to 1440 billets. Completion of the NREDQP, which closely parallels the active duty EDQP, will qualify the officer for the 1445 designator. Continuing education of NRED Officers as required by this instruction will enhance and ensure a seamless integration of NREDS into the active duty community.

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4. Discussion. The objectives of the NREDQP include the following:

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.

b. To provide a period of close observation in an Engineering Duty (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 NREDS 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 NRED Officer.

d. To promote pride and professionalism within the NRED Community by providing a common professional experience shared by all NREDS, 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 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. Enclosure (1) provides a sample acceptance letter for a lateral transfer. Enclosure (2) provides a sample application.

(a) Direct Accession Officers are required to apply for acceptance into the NREDQP within three (3) months of commissioning. These officers will have already been assigned a 1465 designator.

(b) Officers separating from active duty with a 1460 designator are required to apply for acceptance into the NREDQP within three (3) months of accepting a reserve commission.

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These officers will have already been assigned a 1465 designator.

(c) Officers with a 1460 designator who are not accepted into NREDQP will be referred to the Commander, Navy Personnel Command (NPC) with a request that their designator be changed to one commensurate with their qualifications.

(d) Officers with a designator other than 1460 who are accepted into the NREDQP via the line transfer process will normally retain their existing designator until completion of the NREDQP. Such officers meeting the graduate education requirements specified below may request a change of designator to 1465. Enclosure (3) provides a sample request for change of designator.

(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 Bachelor of Science degree in one of the following areas and must have earned at least a "B" average (3.0 on a 4.0 scale or 4.0 on a 5.0 scale). The Director of the 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

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- (d) Chemistry
- (e) Computer Science
- (f) Metallurgy
- (g) Mathematics
- (h) Operations Research
- (i) Systems Engineering.

(4) Graduate Degree. Officers entering the NREDQP must possess either a Master of Science Degree or a Doctorate in one of the above areas.

(a) A Professional Engineering (PE) license may be substituted for an advanced degree.

(b) The Director of the 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.

(c) The Director of the NAVSEA Reserve Program Office may defer this requirement for officers who can reasonably complete the required degree within one year. A longer interval may be granted to direct commission officers. If deferred, this requirement must be satisfied prior to completing the NREDQP.

(d) The Director of the NAVSEA Reserve Program Office may allow exceptional Merchant Marine (16X5) officers with a bachelor's degree in one of the above areas and with significant experience in naval engineering to substitute a current Third Assistant Engineer's License for an advanced degree.

(5) Rank. Lateral transfer candidates should generally not have more than 12 years of commissioned service. The Director of the 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 an NRED Officer, the NREDQP Officer must demonstrate their ability to function within grade if mobilized. Enclosure (4) is a sample NREDQP completion letter. Specific requirements include:

(1) Professional Performance. Officers enrolled in the NREDQP are required to demonstrate effective leadership and perform successfully in assigned billets under close observation of the NREDQP Officer's Commanding Officer during the NREDQP period.

(2) Billet Qualification. Officers enrolled in the NREDQP are required to complete all training related to the mission of the assigned gaining command and demonstrate a strong potential to fill an ED billet.

(3) Annual Training (AT). Officers enrolled in the NREDQP are required to complete the following training periods in the indicated order. The Certifying Officer may modify these requirements on the basis of the NREDQP Officer's experience.

(a) Navy Introduction Course. This two-week course presented by the Chief of Naval Reserve is required only for Direct Commission Officers with no prior experience as commissioned naval officers.

(b) Engineering Orientation. This two-week course offered by the New York Maritime College is optional for line transfer officers.

(c) At-Sea Training. This two week underway training is not required for line transfer officers. At-Sea training guidance is available at www.nredo.navy.mil.

(d) Mobilization Site. As defined by the candidate's billet.

(e) Engineering Duty Officer School. This two-week course is required for all officers. This requirement will be satisfied if an officer attended the Basic Course while on active duty.

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(f) Other Annual Training periods determined by the Certifying Officer as needed in order for the NREDQP Officer to obtain the knowledge and experience needed by NRED officers.

(4) Study Project. The Certifying Officer may assign a research project related to naval engineering or some other area of interest to the Engineering Duty Officer Community. The Certifying Officer may require the candidate to present the results of the research project at the Naval Engineering Workshop or similar forum.

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

(6) Oral Board. The Certifying Officer will chair an Oral Board at which the candidate will be required to demonstrate understanding of the skills and knowledge needed to function as an Engineering Duty Officer.

(a) The Certifying Officer will request an Oral Board Log Number from the NAVSEA Reserve Program Office at least 30 days prior to the Oral Board.

(b) The Oral Board will be held in a private space with all board members physically present during the entire examination. It will consist of at least three officers

(1) Who have been promoted to Commander or above,

(2) Who are senior to the candidate, and

(3) Who have completed either the EDQP or the NREDQP.

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

(d) The Oral Board will last approximately three hours during which the candidate will make a technical presentation assigned by the Certifying Officer and will respond to questions from members of the board.

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(e) In the event that the candidate does not pass the Oral Board the Certifying Officer will notify the Director of the NAVSEA Reserve Program Office and schedule a second Oral Board within six (6) months of the original Oral Board. The second Oral Board must include at least one officer from the original Oral Board.

(7) Graduate Degree. NREDQP Officers are required to possess a graduate degree or suitable alternative in accordance with paragraph 5.a.(4) above.

(8) Maximum Allotted Time. NREDQP Officers are required to complete all requirements within six (6) years of acceptance into the NREDQP.

(9) Action on Non-Completion.

(a) Any NREDQP officer not requesting an extension over the allotted time period for completing NREDQP will be dropped from the program and referred to NPC for a determination of future disposition within the Naval Reserve.

(b) All non-1465 line transfer officers will be dropped from the NREDQP and retain their existing designator.

(c) Any NREDQP officer not passing the second oral board will be dropped from the program and referred to NPC for a determination of future disposition within the Naval Reserve.

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

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

(a) Advising the NRED Quality Board (NREDQB) on personnel matters, providing administrative support, serving as the recorder for the board, arranging facilities and preparing the agenda for the board.

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

(c) Advising by letter, each officer accepted into the NREDQP of the requirement:

(1) To complete the NREDQP as a prerequisite for designation as a NRED, and

(2) To contact the local Technical Training Advisor for assignment of a Certifying Officer.

(d) Advising by letter, the Certifying Officer assigned to each officer accepted into the NREDQP.

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

(f) Approving the convening of oral boards for NREDQP Officers after determining that all requirements of the NREDQP have been completed and maintaining a log of authorizations to conduct oral boards.

(g) Processing the Certifying Officer's recommendations for removal of candidates from the NREDQP.

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

(i) Maintaining a database of qualified Certifying Officers and making that information available to the Technical Training Advisors.

(2) Technical Training Advisors are responsible for coordinating NRED junior officer career development within an assigned Readiness Command. Specific responsibilities related to the NREDQP include:

(a) Coordinating assignment of NRED Officers to qualified Certifying Officers on the following basis:

(1) Similarity of expertise,

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(2) Geographic location, and

(3) Certifying Officer's candidate load.

(b) Notifying the Director of the NAVSEA Reserve Program Office of Certifying Officer assignments.

(3) Certifying Officers are responsible for guiding assigned NREDQP officers through the qualification process and certifying their successful completion in accordance with this instruction. Specific responsibilities include:

(a) Attending NRED Captain Certifying Officer Training within 18 months of being selected for Captain.

(b) Developing a written Qualification Training Plan (QTP) for each assigned NREDQP officer within 30 days of assignment, forwarding a copy of the QTP to the Director, NAVSEA Reserve Program Office for approval. A sample QTP is provided as Enclosure (5).

(c) Providing input to the fitness report of each assigned NREDQP officer.

(d) Notifying the Director of the NAVSEA Reserve Program Office if the NREDQP Officer plans to or has moved and requires assignment of a new Certifying Officer.

(e) Notifying the NAVSEA Reserve Program Office when an NREDQP officer 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.

(f) Reviewing NREDQP officer's professional performance prior to conduct of oral board.

(g) Certifying NREDQP officer completion of NREDQP requirements outlined above.

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(4) NREDQP Officers are required to meet the NREDQP completion requirements specified in their individual Qualification Training Plans. Additional responsibilities include:

(a) Establishing and maintaining a continuous relationship with the assigned Certifying Officer.

(b) Demonstrating satisfactory performance in a NRED billet.

(c) Attending annual Naval Engineering Workshops.

(d) Attending Lieutenant Commander and Commander Technical Leadership workshops within two years of attaining the indicated rank.

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

(f) Notifying the Certifying Officer of relocation plans that may necessitate the assignment of another Certifying Officer.

(5) NRED Officers are required to periodically update their skills and knowledge. Specific requirements include:

(a) Attending annual Naval Engineering Workshops.

(b) Attending Lieutenant Commander and Commander Technical Leadership workshops within two years of attaining the indicated rank.

(6) Naval Reserve Engineering Duty Qualification Board (NREDQB) reviews the progress of NREDQP Officers, the activities of Certifying Officers, and serves as the primary advisor for the Naval Reserve ED Community.

(a) The NREDQB is chaired by the senior NRED.

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(b) The NREDQB meets annually or at the call of the Chairman.

(c) The NREDQB Chairman appoints the members of the NREDQB.

(7) Commanding Officer of the Engineering Duty Officer School ensures that the school supports the NREDQP. Specific responsibilities include:

(a) Ensuring that the ED School supports the NREDQP.

(b) Reviewing content of the ED School curriculum and recommending appropriate changes.

(c) Reviewing proposed modifications in the administration of the program, which will affect the class size, frequency of classes and curriculum changes of the Reserve ED Course.

(d) Advising the Director of the NAVSEA Reserve Program Office when each NREDQP officer graduates from the ED School.

(e) Participating, as feasible, in NREDQP Oral Boards.

(8) Commanding Officers and Officers in Charge of NAVSEA Activities are required to support the requirements of the NREDQP. Specific responsibilities include:

(a) Providing meaningful training opportunities for NREDQP Officers drilling at or performing Annual Training at their activities.

(b) Providing Temporary Additional Duty (TAD) funding for personnel assigned to their activities when participating in NREDQP Oral Boards.

(9) Commanding Officers of Reserve Units to which NREDQP Officers are assigned are required to support the requirements of the NREDQP. Specific responsibilities include:

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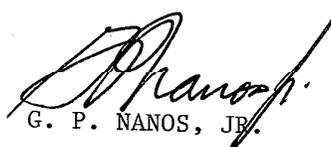
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(9) Commanding Officers of Reserve Units to which NREDQP Officers are assigned are required to support the requirements of the NREDQP. Specific responsibilities include:

(a) Ensuring that the training and AT of all NREDQP Officers are given high priority.

(b) Maintaining close contact with the Certifying Officer to monitor the NREDQP Officer's progress.

(c) Ensuring the Officer's fitness report includes comments on the NREDQP Officer's progress.



G. P. NANOS, JR.

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NRED ACCEPTANCE (LATERAL TRANSFER)

1001
Ser 00R/____
(date)

From: Commander, Naval Sea Systems Command

To: (Officer's name, social security number, designator)

Subj: ACCEPTANCE INTO NAVAL RESERVE ENGINEERING DUTY
QUALIFICATION PROGRAM

Encl: (1) NAVSEAINST 1001.3K

1. You are accepted into the Naval Reserve Engineering Duty Qualification Program (NREDQP), as outlined in enclosure (1). Convening dates for the Naval Reserve Engineering Duty Officer Course can be found at <http://www.nredo.navy.mil/>. Applications for the course should be submitted as regular Annual Training (AT). Your Reserve Center will help you with your AT application. If you do not have any prior Navy officer experience you should attend the new Direct Commission Officer's indoctrination course on your first AT. You should follow your Qualification Training Plan (QTP) and ED School will normally be one of your last AT periods in your training plan. You can call me to review your plans.

2. Your sponsoring command is the Naval Sea Systems Command and your Certifying Officer is Captain __. __. _____, USNR. Your qualifying training will consist of the following:

a) Complete the QTP as established by your Certifying Officer.

b) Follow the AT schedule in Enclosure (1) as approved by your Certifying Officer.

(signature)

Copy to:
CAPT (Certifying Officer)
NAVRESREDCOM REG _____

Enclosure (1)

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Sample Application
NR ENGINEERING DUTY QUALIFICATION PROGRAM

[Do not change addresses, subject, references & enclosures.]

From: (Officer's name, social security number, designator)

To: Commander, Navy Personnel Command (NPC 911)

Via: (1) Commanding Officer, (Reserve Unit) [Note (1)]
(2) Commander, Naval Reserve Readiness Command Region
(3) Commander, Naval Surface Reserve Force (N12) [Note (2)]
(4) Commander, Naval Sea Systems Command (SEA 00R)

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

Ref: (a) NAVSEAINST 1001.3K
(b) NAVMILPERSMAN 1020150 [Note (2)]
(c) NAVMILPERSMAN 1420126

Encl: (1) Academic Transcripts and Proof of Degrees (Bachelor
and higher)
(2) Current Naval Reserve Qualification Questionnaire
(NRQQ-NRPC 1200/1 (NEW 08-93))
(3) Copy of current PE license
(4) Proof of MS enrollment or completion

1. In accordance with references (a) through (c), I respectfully request acceptance into the Naval Reserve Engineering Duty Qualification Program (NREDQP) and change of designator to 1445 upon completion of the NREDQP.

2. I request an in-training waiver that will permit me to fill a 1440 mobilization billet while in the NREDQP. [Note (2)] I understand that to complete the NREDQP, I must complete my Qualification Training Plan (QTP) within the time period specified or as determined by my Certifying Officer 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 NAVAL RESERVE ENGINEERING
DUTY QUALIFICATION PROGRAM (NREDQP)

3. I understand that if I fail to complete the NREDQP, I may be dropped from the program and my designator will not be changed. I further understand that I may also be administratively discharged from the Naval Reserve. [Note (3)]

4. Enclosures (1) through (4) substantiate prerequisites for NREDQP entry. If further information is required, please contact me as follows: Telephone (xxx) xxx-xxxx (business), (xxx) xxx-xxxx (home), or email xxxxxxx@xxxxxxxxxxx.xxx. Mail: (Home Address) (Reserve Unit Address)

(signature)

Notes:

1. Officers not in a drilling status should send their requests via the Naval Reserve Personnel Center (NRPC), New Orleans, LA 70149-7800 instead of via the Reserve Unit Commanding Officer and the Readiness Command.
2. Officers with 1465 designators should delete three paragraphs, numbers 2, 3 and 4.

Officers with other than 1465 designators should replace "may also be administratively discharged from the Naval Reserve" with "will not be permitted to fill a NRED reserve billet."

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SAMPLE CHANGE OF DESIGNATOR LETTER TO 1465

(Date)

From: (Officer's name, social security number, designator)
To: Commander, Navy Personnel Command (NPC 911)
Via: (1) (Certifying Officer]
(2) Commander, Naval Sea Systems Command (SEA 00R)
Subj: DESIGNATION AS RESTRICTED LINE OFFICER (IN-TRAINING 1465)
Ref: (a) NAVSEAINST 1001.3K

1. I have been accepted into the Naval Reserve Engineering Duty Qualification Program (NREDQP). I have the required Masters Degree or Professional Engineer's License and request that my designator be change to 1465 to match my in-training status in this program.

2. I will be able to complete the program and have an oral board in the required time outlined in reference (a).

(signature)

Enclosure (3)

SAMPLE QUALIFICATION TRAINING PLAN LETTER

(Date)

From: (Certifying Officer)

To: (NREDQP Officer: Rank, Name, SSN/Designator)

Subj: ENGINEERING DUTY OFFICER QUALIFICATION TRAINING PLAN

Ref: (a) NAVSEAINST 1001.3K

1. Reference (a) established the Naval 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 (have attained) 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 at _____ (Planned Date).

b) Engineering Orientation Course at _____ (Planned Date).

c) At-Sea Training (Planned Date).

Enclosure (4)

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Subj: ENGINEERING DUTY OFFICER QUALIFICATION TRAINING PLAN

d) Naval Shipyard, SUPSHIP or Research & Development Activity at _____ (Planned Date).

e) ED School AT _____ (Planned Date).

f) Mobilization Site AT _____ (Planned Date).

g) Naval Shipyard, SUPSHIP or Research & Development Activity AT _____ (Planned Date).

5. Education/License: You are required to complete (have completed) a Master of Science in _____ by _____. (Alternate: You are required to obtain a Professional Engineering License by _____).

6. Research Project: You are required to study the following information: (fill in details of study)

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 quarterly basis to keep me current on your progress. I am available to help you in your qualifications, and in any other NRED-related manner. Do not hesitate to contact me for assistance or support in your qualification process. My address and phone number are noted below.

(Certifying Officer)

(Certifying Officer's address, phone numbers and email)

Copy to:
COMNAVSEASYS COM (SEA 00R)

SAMPLE NREDQP COMPLETION LETTER

(Date)

From: [Certifying Officer]

To: Commander, Naval Sea Systems Command (SEA 00R)

Subj: CERTIFICATION OF COMPLETION OF NAVAL RESERVE ENGINEERING
DUTY QUALIFICATION PROGRAM (NREDQP) BY [CANDIDATE'S NAME,
SOCIAL SECURITY NUMBER/DESIGNATOR]

Ref: (a) NAVSEAINST 1001.3K

Encl: (1) Proof of MS degree, P.E. License or alternate
qualification (if not previously submitted)

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 Reserve ED Course Class [number] on
[date].
- b) ___ weeks AT at [name of industrial activity] on [date].
- c) ___ weeks AT at the candidate's gaining command [name of
activity] on [date].
- d) AT on a Navy ship, USS [name] on [date].
- e) AT at Engineering Orientation on [date]
- f) Oral examination on [date]. Oral Board Log Number:
_____.

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

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

g) Demonstration of knowledge of all required textbooks.

Enclosure (5)

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Subj: CERTIFICATION OF COMPLETION OF NAVAL RESERVE ENGINEERING
DUTY QUALIFICATION PROGRAM (NREDQP) BY [CANDIDATE'S NAME,
SOCIAL SECURITY NUMBER/DESIGNATOR]

2. Enclosure (1) is proof of completion of an approved MS
program or P.E. License (if not previously submitted).

3. I hereby recommend completion of NREDQP be certified for
[candidate's name].

(signature)

Copy to:
CO, NREDQP Officer's Reserve Unit
Board Members
Candidate