



DEPARTMENT OF THE NAVY

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

IN REPLY TO

NAVSEAINST 5400.55G
Ser 00PZ/046
21 Jun 02

NAVSEA INSTRUCTION 5400.55G

From: Commander, Naval Sea Systems Command

Subj: ENGINEERING DUTY TRAINING AND QUALIFICATION PROGRAM

Ref: (a) Naval Military Personnel Manual Article 1212-010
(b) NAVSEAINST 5400.56D
(c) NAVSEAINST 3540.04
(d) SECNAVINST 5300.36

Encl: (1) Graduate Education Curricula Approved for
Engineering Duty Officers
(2) Description of Core Courses
(3) EDQP Phases
(4) Sample Guidance Letter
(5) Professional Paper Guidance
(6) Correspondence Course Requirements
(7) Oral Examination Guidance
(8) Sample Oral Examination Announcement Letter
(9) Sample format for EDQP Completion Letter

1. Purpose. This instruction describes the training program for Engineering Duty Officers (EDs) and the Engineering Duty Qualification Program (EDQP). Revision G is a major revision and should be read in its entirety.

2. Cancellation. NAVSEAINST 5400.55F of 5 April 96.

3. Background. In January 1989, the Chief of Naval Operations designated the Commander, Naval Sea Systems Command (COMNAVSEA) as the single designator advisor for the ED community. Although there are exceptions, officers typically enter the Community as warfare qualified Lieutenants or Lieutenant Commanders with substantial experience at sea. The ED Community comprises a highly educated Restricted Line community particularly trained to address complex technical issues and fill positions of responsibility and leadership within the Navy's Acquisition Workforce. Each officer either has obtained, or will obtain, an advanced degree in one of several approved technical specialties, which are listed in enclosure (1). All EDs receive general ("core") and specialized training throughout their careers. Officers are assigned the 146X designator upon entering the Community and the 144X designation upon completion of the qualification program described herein. Reference (a) provides additional information concerning entry into the ED Community.

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4. Discussion

a. Formal Engineering Duty Officer Training. Throughout his or her career, each ED will be required to complete certain training. This training is characterized as either "core" or "specialized."

(1) Core training is required of all EDs and consists of the Basic and Senior Courses which are taught at the Engineering Duty Officer (EDO) School and a seminar for newly selected Captains. Core courses are designed to give each ED the fundamental tools required to perform effectively. These courses are briefly described in enclosure (2).

(2) The training continuum for EDs should include specialized courses which provide job-specific or individual-specific training. The objective of specialized training is to provide each ED with specific knowledge and/or skills required by a particular billet or career specialty area. Due to the broad spectrum of technical disciplines encompassed by naval engineering and the increasing demand for expertise in business and financial management, several types of specialized training are required. Representative examples of specialized training are Diving and Salvage School, Institute of Industrial Engineering courses, Professional Summer at the Massachusetts Institute of Technology (MIT), Defense Acquisition University, and the Advanced Management Program business management training at the Navy Supply Corps School. Commands are encouraged to budget for and support mid-career training opportunities for qualified EDs, including pursuit of Professional Engineer's licenses and advanced degrees in business management.

(3) Executive Management Training (EMT) at civilian universities may also be offered to selected ED Captains as funding permits. EMT is managed by SEA 00PZ as funds become available, and selected officers are strongly encouraged to participate.

(4) Additional graduate-level educational opportunities are also available. Examples include one to two year programs at the National War College and at the Industrial College of the Armed Forces (ICAF). Since billets and funding are limited and suitability to follow-on tours needs to be evaluated, these and other similar opportunities should be coordinated via the Senior ED Detailer.

(5) The Commanding Officer of the EDO School has the responsibility to develop training approaches that give EDs the tools to properly discharge their responsibilities and make recommendations concerning that training to Community leaders. The operation of the EDO School is governed by the provisions of reference (b).

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b. The Engineering Duty Qualification Program (EDQP). The EDQP is the ED "apprentice" program. Completing a technical Master's degree is normally the first step of the program, followed by a nominal two year period during which officers first apply the basic tools they will need to be successful, while being observed and instructed by senior EDs.

(1) The EDQP has five purposes:

(a) To ensure that each ED completes appropriate professional education.

(b) To ensure that each ED learns the plans, programs, policies and procedures used by the Community.

(c) To encourage each ED to complete the necessary requirements for Career Field Certification in the Department of the Navy (DoN) Acquisition Workforce, and selection as a member of the Acquisition Professional Community.

(d) To provide an opportunity for senior EDs to observe and instruct each officer in an ED billet prior to assigning the 144X designator.

(e) To promote pride and professionalism in the Community by providing a common professional experience.

(2) The EDQP has five phases:

(a) The entry phase in which qualified officers are selected for entry into the Community.

(b) The postgraduate education phase wherein officers obtain an appropriate subspecialty code as a result of receiving a technical Master's degree in an approved discipline.

(c) The Basic Course phase, during which officers complete the Basic Course at the EDO School. The Basic Course is also certified as equivalent to ACQ 101 and ACQ 201, which are fundamental requirements for Acquisition Workforce certification under the congressionally mandated Defense Acquisition Workforce Improvement Act (DAWIA).

(d) The experience phase during which officers achieve basic qualifications, complete on-the-job training, are observed and instructed by senior EDs, complete designated correspondence courses, continue to acquire the education, training and professional experience required for career field certification within the DoN Acquisition Workforce, author a professional paper, and perform successfully for at least one year in an ED billet.

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(e) The certifying phase in which officers successfully complete an oral examination and present a professional paper before being designated 144X. This phase must be completed within two years. The two-year clock starts when a candidate arrives at his ultimate command after graduating from the Basic Course or, for unusual circumstances, at a date negotiated between the Commanding Officer, EDO School and the prospective Certifying Officer.

Additional information concerning the five phases is presented in enclosure (3).

(3) In view of the requirements to complete a job-related professional paper, complete correspondence courses, be observed by senior officers, and complete job-related training and qualifications, candidates should take full advantage of the time allowed without placing the completion requirement at undue risk. Having the oral board scheduled at the 20 - 22 month point is a prudent approach, allowing time for additional study and preparation in the event a second board is needed.

c. The Engineering Duty Qualification Board (EDQB). The EDQB provides oversight of the EDQP and makes recommendations concerning the EDO School curricula.

(1) The EDQB:

(a) Recommends changes to the EDQP to COMNAVSEA.

(b) Serves as the technical review body for training strategies and courses as discussed in reference (b).

(c) Approves requests for waivers, extensions, or terminations of the EDQP process.

(d) Certifies completion of the EDQP for all officers.

(2) Membership of the EDQB consists of:

(a) An ED Flag Officer appointed as Chairperson by the Senior ED (usually NAVSEA Deputy Commander for Integrated Warfare Systems (SEA05)).

(b) An ED Flag Officer from the Space and Naval Warfare Systems Command (SPAWARSSYSCOM).

(c) The Commanding Officer of the EDO School.

(d) An ED Captain appointed by Director, Strategic Systems Program, or by the Senior ED.

(e) An ED Captain serving as a program manager

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(appointed by the Chairperson).

(f) An ED Captain combat systems specialist
(appointed by the Chairperson).

(g) The senior ED Detailer (PERS 445).

(h) The Executive Director of the EDO School.

(i) The Director, ED Officer Plans and Policies (SEA
00PZ).

(j) Other members appointed by the Chairperson.

5. Applicability. This instruction applies to all active duty Engineering Duty Officers who enter the community via the lateral transfer or ED option process with the exception of those in the Naval Nuclear Propulsion Program who shall be governed by the provisions of reference (c). The small number of officers who enter the Community directly upon commissioning are also governed by the provisions of this instruction; however, they will normally qualify on their second ED tour. Exceptions to this policy must be approved by the EDQB.

6. Exceptions. In extraordinary cases, exceptions to the provisions of this instruction may be requested for officers in the grade of commander (e.g., waiving the experience phase one-year minimum time requirement or waiving the professional paper requirement for those candidates who have previously published a professional paper). Waiver requests with a proposed training and qualification program should be sent by the Certifying Officer to the Chairperson of the EDQB via the Director, ED Plans and Policies, with a copy sent to the Commanding Officer of the EDO School. The EDQB Chairperson must approve all requests for waivers to the provisions of this instruction.

7. Responsibilities

a. Designator Advisor (COMNAVSEA)

(1) Establish the requirements of the EDQP.

(2) Qualify officers completing the EDQP.

b. Senior Engineering Duty Officer

(1) Appoint the Chairperson of the EDQB.

c. Chairperson, EDQB

(1) Oversee the activities of the EDQB.

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(2) Call special meetings, as required.

d. Director, Engineering Duty Officer Plans and Policies
(NAVSEA 00PZ)

(1) Advise the EDQB on personnel matters.

(2) Provide administrative support to the EDQB, serve as recorder, arrange for meeting rooms, and prepare agenda for and minutes of each meeting.

(3) Advise each newly selected ED, and each prospective ED, of the requirement to complete the EDQP prior to being designated as an Engineering Duty Officer, 144X.

(4) Review each EDQP completion letter and prepare the qualification letter for the signature of the Designator Advisor, COMNAVSEA, and the certificate for the signature of the Chairperson of the EDQB.

(5) Conduct the annual seminar for newly selected Captains.

(6) Program and manage funds for executive management training for selected Captains.

(7) As required, initiate Memoranda of Understanding (MOUs) with non-NAVSEA commands at which EDs serve. MOUs will address the administration and funding of the EDQP and other issues that pertain to the program.

e. Senior ED Detailer (PERS 445)

(1) Ensure that all newly designated Engineering Duty Officers (146X) are ordered to the EDO School Basic Course prior to the experience phase of their EDQP. Exceptions to this process must be approved by the Chairperson of the EDQB.

(2) Ensure that, except in cases where the needs of the Navy preclude it, each EDQP candidate is ordered to an experience phase billet wherein he or she will be able to complete the EDQP and continue to acquire the education, training and professional experience required for additional certification within their chosen career fields in the DoN Acquisition Workforce.

(3) Establish and maintain a close relationship with the Commanding Officer of the EDO School and the Director, Acquisition Career Management (DACM) to ensure that Community training and qualification requirements are coordinated and in accordance with the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA).

f. Commanding Officer of the Engineering Duty Officer School

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(1) Operate the EDO School under the provisions of reference (b).

(2) Serve as administrator and coordinator for all aspects of the EDQP. This includes, but is not limited to:

(a) Assigning Certifying Officers.

(b) Assigning qualification dates to graduates of the basic course based on their existing orders.

(c) Participating in oral examinations as necessary to ensure high standards and consistency are maintained.

(d) Providing support to Certifying Officers, Counseling Officers, and candidates as required to ensure qualification within two years.

(e) Developing and recommending EDQP changes to the EDQB.

(f) Maintaining a record of each candidate's progress.

(g) Maintaining a library of professional papers written by ED candidates as part of their EDQP.

(h) Establishing and maintaining a close relationship with the Senior ED Detailer (PERS 445) and the Navy DACM to ensure that Community training and qualification requirements are coordinated and in accordance with DAWIA requirements and policies.

g. Certifying Officer. The Certifying Officer is that Engineering Duty Captain or Flag Officer assigned by the Commanding Officer of the EDO School as the person responsible for overseeing the candidate's completion of the experience and certifying phases of the EDQP. In unusual situations, and when approved by the EDQB, the Certifying Officer may be a Commander. The Certifying Officer will:

(1) Ensure that candidates are placed in positions in which they can gain the experience needed to be successful as an Engineering Duty Officer and pursue additional certification within the Acquisition Workforce. Certifying Officers should make these assignments carefully taking into full consideration the officer's and the Community's needs. This first assignment is crucial in the officer's development. Certainly, during this "apprenticeship", the candidate is expected to do productive work, but the Certifying Officer should also give the officer as much indoctrination into various aspects of the command, the ED Community and the DoN Acquisition Workforce as possible. This

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assignment should be an intensive LEARNING EXPERIENCE for the candidate. Where the Certifying Officer is not the candidate's Commanding Officer, he or she must establish the necessary relationship with the Commanding Officer to ensure that the needs of the Community and the officer are well served. The finest judgment must be exercised in making the experience phase assignment. Personal involvement by the Certifying Officer is essential.

(2) Provide written guidance (see sample, enclosure (4)) to each EDQP candidate concerning his or her qualification program. This document will be provided to the officer within 30 days of receipt of notification of assignment as the Certifying Officer, with copies provided to the Director, the Engineering Duty Officer Plans and Policies (SEA 00PZ) and the Commanding Officer of the EDO School. Guidance, at a minimum, will include:

(a) Definition of mission-related training and qualifications (e.g., docking officer) that the individual will be expected to complete.

(b) A description of the methods and schedule by which progress will be monitored.

(c) Guidance concerning the professional paper, which is, required for all EDQP candidates as discussed in enclosure (5).

(d) The candidate's requirements to complete correspondence courses in accordance with enclosure (6).

(e) An outline to assist the individual in establishing a program for continued development and additional certification within the DoN Acquisition Workforce appropriate to the candidate officer's grade and the billet to which they are assigned.

(f) A description of the subject areas to be covered in the oral examination.

(3) Document the candidate's EDQP progress in his or her fitness report. If the Certifying Officer is not the candidate's Commanding Officer, a letter that describes performance should be sent to the Commanding Officer, along with a request that the candidate's EDQP performance be documented in the fitness report.

(4) Oversee the preparation of the required professional paper, including approving selection of subject and certifying in writing that the paper is technically correct and suitable for publication. Once the candidate has received written approval regarding selection of paper subject, the candidate should not be required to alter topics (unless at his request) due to a change in Certifying Officers (for example, due to change of command).

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(5) Oversee the completion of the required correspondence courses as discussed in enclosure (6), including administrative services to order courses.

(6) Notify the Commanding Officer of the EDO School and the ED Plans and Policies Office at least six weeks in advance of the oral examination.

(7) Conduct an oral examination of the candidate within two years of assignment. This responsibility may not be delegated. Guidance concerning this examination is presented in enclosures (7) and (8).

(8) If the candidate fails the initial oral examination, conduct reexaminations as necessary. The first reexamination shall occur within three months of the initial failure. The Commanding Officer of the EDO School must be notified of such failures. If it appears probable that the candidate will not be successful during reexamination, an EDO School representative should be present at subsequent reexaminations and MUST be present if the candidate has previously failed twice.

(9) Recommend for qualification those candidates who successfully complete EDQP requirements using the format of the sample letter, enclosure (9).

(10) Advise, in writing, the Chairperson of the EDQB, via the Director, ED Plans and Policies, with a copy to the Commanding Officer of the EDO School, when any candidate is in danger of failing to complete EDQP within two years or appears to be unable to achieve the standards for qualification. Recommendations and detailed justification for the officer's continued participation (if warranted) must be included in this letter.

(11) Initiate a request to terminate a candidate who is unable to achieve the required standards for qualification or will leave active duty service prior to EDQP completion. The letter should be sent to the Chairperson of the EDQB via the Director, ED Plans and Policies, with a copy sent to the Commanding Officer of the EDO School.

(12) Assign Counseling Officers, as required.

(13) In the interest of continual improvement, conduct periodic EDQP progress assessments with the Counseling Officer, with any significant recommendations forwarded to the Chairperson of the EDQB, with a copy to the Commanding Officer of the EDO School.

(14) Notify the Commanding Officer, EDO School, as soon as possible if unable to complete responsibilities as Certifying

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Officer for assigned candidates. Some examples of when this might occur are:

- (a) Relief is not an ED Captain or ED Flag Officer
- (b) Command is being disestablished
- (c) Certifying Officer (and not the Commanding Officer) is retiring from active duty.

In any of these situations, the EDO School Commanding Officer will reassign the candidate's Certifying Officer. However, for the sake of the candidate, it is incumbent on the "losing" Certifying Officer to provide a detailed program status to the "gaining" Certifying Officer. To minimize impact to the candidate, professional paper topics previously agreed to by the "losing" Certifying Officer should not be changed by the "gaining" Certifying Officer.

(15) Ensuring that an individual is assigned to manage DAWIA Level Two and Three certification course assignments, tracking readiness for Acquisition Professional Community membership, and DAWIA Continuous Learning requirements for all command EDs.

(16) Include the EDO School on distribution for any local instructions related to the EDQP, including the local command's qualification instruction.

h. Counseling Officers. The Counseling Officer is a qualified Engineering Duty Officer senior in grade to the candidate and assigned by the candidate's Certifying Officer to assist newly selected Engineering Duty Officers during their qualification. Counseling Officers shall be graduates of the EDO Senior course. If this requirement cannot be met at the command, the command should consult with SEA 00PZ and/or CO, EDO School to determine best alternative candidate to serve as Counseling Officer." The delegation of Counseling Officer responsibilities is not mandatory; some Certifying Officers may elect to exercise these duties themselves. In small commands or those commands with few EDs, the Certifying Officer may not be able to delegate these activities to a junior officer, and therefore acts as the Counseling Officer. In cases where the Certifying Officer is not the candidate's Commanding Officer, both will agree to the Counseling Officer assignment. The Counseling Officer will:

(1) Assist the Certifying Officer in monitoring and supervising the candidate's participation in the EDQP and continued development in the Acquisition Workforce.

(2) Ensure that the candidate maintains a pace that will permit qualification within the two year time limit. This is particularly important if that candidate is simultaneously pursuing ED Dolphin qualifications. Each candidate shall be

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required to establish a Plan of Action and Milestones (POA&M) describing their plan to complete qualifications.

(3) Maintain a file on each candidate containing: the letter assigning the Certifying Officer; the tasking letter from the command; a POA&M with current status; the proposal for a professional paper and other correspondence such as requests for waivers or extensions.

(4) At least quarterly, evaluate and apprise the candidate of his progress in qualifying. The Counseling Officer should meet on a periodic basis with each candidate to determine the candidate's progress towards qualification. The candidate's progress should be formally noted and reported to the Certifying/Commanding Officer. The key measure of success is to have the candidate fully qualified for the designator change to 1440.

(5) Assist in conducting the oral examination, including scheduling and coordination of "pre-boards" and the final oral examination.

(6) Keep the Commanding Officer and Certifying Officer advised on the candidate's progress.

i. EDQP Coordinator. Some commands may find it beneficial to assign a program coordinator for the EDQP. This is expected to be the case for commands with several candidates pursuing qualification in parallel, or with candidates arriving on a continuing basis. It should always be considered a measure to be employed at the discretion of the Certifying Officer. The EDQP Coordinator should be a qualified ED with significant experience as an ED. The person need not be a Commander or graduate of the Senior Course, but this collateral duty should not be routinely assigned to the most recently qualified ED at the command. Instead, the job should be viewed as a stepping-stone toward becoming a Counseling Officer and other future leadership assignments within the community. Where assigned, the EDQP Coordinator will:

(1) Maintain the file of pertinent data on all current candidates referred to in paragraph 7.h. (3) above, as well as a listing of each candidate, their assigned counseling officer, and required completion date.

(2) Assist candidates and/or Certifying Officers in preparation and submission of all EDQP related correspondence.

(3) Act as a primary liaison between the command and the EDO School for routine matters related to the EDQP.

(4) Maintain local instructions related to the EDQP, and ensure the EDO School has current copies of these local

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instructions.

(5) Assist the Counseling Officers with coordination and scheduling of "pre-boards" and final oral exams.

j. Candidates

(1) Satisfy all requirements for entrance into the ED community.

(2) Successfully complete an approved technical Master's degree program.

(3) Successfully complete the ED Basic Course

(4) Complete the experience and certifying phase program developed by the Certifying Officer.

(5) Complete a professional paper, as described in enclosure (5).

(6) Complete correspondence courses, as described in enclosure (6).

(7) Pursue a program for professional development leading to additional certification within the Defense Acquisition Workforce. This may include attending DAWIA training courses applicable to the candidate's primary acquisition career field as determined by billet. The amount of progress a candidate should be required to make toward career field certification prior to the oral examination is entirely at the discretion of the Certifying Officer.

(8) Perform satisfactorily during the experience phase.

(9) Pass the oral examination within two years of commencing the experience phase.

(10) Initiate extension requests when extraordinary circumstances prevent completion of the EDQP within two years. Although the candidate is responsible for initiating this process, the extension request is from the Certifying Officer to the EDQB, not from the candidate.

k. Commanding Officers and Officers in Charge of activities under NAVSEA's span of control:

(1) Support the EDQP.

(2) Provide funds for EDQP and Acquisition Workforce certification related travel, training and administration. This includes funding travel and per diem for staff members to participate as EDO School guest lecturers.

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8. The Qualified ED. At the conclusion of the qualification process the newly qualified ED should have the following attributes:

- a. Technically knowledgeable in his field
- b. Conversant on the technical challenges facing the Navy and the Engineering Duty Officer community
- c. Articulate in writing and speech
- d. Current on the scope of the ED community and its role in the Navy, and the requirements for certification in the Acquisition Workforce
- e. Prepared to pursue a narrow technical specialty while gaining breadth and depth in the wide range of ED and Acquisition Workforce endeavors.

It should be noted that EDQP is only "the start"; continual personal and professional improvement should be the goal of every Engineering Duty Officer.



G. P. NANOS, JR.

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GRADUATE EDUCATION CURRICULA APPROVED
FOR ENGINEERING DUTY OFFICERS

Naval Construction and Engineering
(Old Subspecialty Code XX51/New Subspecialty Code 51XX)
Nuclear Engineering
(Old XX52/New 52XX)
Naval/Mechanical Engineering
(Old XX54/New 56XX)
Electronic Systems Engineering
(Old XX55/New 53XX)
Electrical Engineering
(Old XX54 or XX55/New 56XX or 53XX)
Chemistry
(Old XX62/New 4201)
Combat Systems Sciences and Technology
(Old XX66/New 57XX)
Space Systems Engineering
(Old XX77/New 55XX)
Computer Science
(Old XX91/New 6203)

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DESCRIPTIONS OF CORE COURSES

EDO SCHOOL BASIC COURSE

The Basic Course is a six week course designed to provide all newly selected Engineering Duty Officers with knowledge of those plans, programs, policies, and procedures by which the Navy accomplishes the acquisition and life cycle engineering of naval ships and systems. The course does not teach engineering in an academic sense; entering students are, for the most part, already graduate engineers. Rather, the course focuses on those methods by which the Navy manages the engineering of its ships and systems. In addition to subjects taught by staff and other subject matter experts, students receive approximately 25 percent of their instruction from senior community leaders, including Flag Officers and Senior Executive Service members in specific program areas. These guest lecturers give "sitreps," providing students the most recent information in a given field, while receiving leadership advice from successful role models firsthand. The course includes the opportunity for career counseling with several senior community members, usually including one or more ED Flag Officers. The course is certified to provide equivalency for the DAWIA ACQ101 and ACQ201 courses. This course is usually taught four times a year at the EDO School.

EDO SCHOOL SENIOR COURSE

The Senior Course is a two week course for Engineering Duty Officers who have been selected to the rank of Commander. Attendance is required within two years of selection. The course prepares students for increased responsibilities in the acquisition and life-cycle engineering management of naval ships and systems. In addition, students are prepared for their roles as senior officers in the ED and Acquisition Professional Community. This seminar-style course is primarily taught by senior (O-6 and above) guest lecturers. Topics are selected to provide a broadened knowledge of naval engineering leadership and management techniques, as well as an awareness of new developments in engineering technology. In addition to the classroom sessions, each student receives a one-on-one career counseling session from one or more ED Flag Officers. This course is usually taught three times a year at the EDO School.

CAPTAIN'S SEMINAR

The Captain's Seminar is a two-day seminar designed to give newly selected Captains a broadened perspective of their role as ED and Acquisition Professional Community leaders. Students are advised of the most current issues faced by the leadership, and are provided with information which will be helpful to them in execution of their responsibilities as Engineering Duty Officer Captains (e.g., "Role of the Certifying Officer," "Selection

Enclosure (2)

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Board Procedures," "Engineering Duty Officer Accession Standards"). This seminar is conducted annually.

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EDQP PHASES

Phase 1 - ENTRY

The ED Community is very selective. It seeks technically capable officers who have proven their performance in operational warfare specialty jobs and who have the potential to perform successfully in demanding positions in acquisition and fleet maintenance. Promotion potential is a definite consideration in the selection process; unrestricted line (URL) records must be competitive. Academic success or demonstrated potential in technical fields is an additional important prerequisite.

Officers are selected in two ways, either via the ED Option Program or, more commonly, by lateral transfer from an unrestricted line community.

ED option candidates must have completed an undergraduate degree in an engineering or scientific field with at least a "B" average and be in the top 25 percent of their class.

Lateral transfer candidates are selected via a formal selection board. It is expected that they will have completed two sea tours, should have an undergraduate degree with a "B-" or better average and be in the top third of their graduating classes, or have a Master's degree in an approved field. Selected individuals who do not have a Master's degree, but demonstrate a high potential for success in graduate school, will be sent to graduate school to obtain their Master's degree. A very small number of officers will be offered the opportunity to complete an engineer's degree or doctorate.

Except in unusual circumstances (e.g., physical disqualification or General Unrestricted Line designation), candidates for the ED Community should have achieved warfare qualification. Officers without warfare qualification, or surface warfare officers seeking qualifications in submarines, may have the opportunity to pursue ED Dolphin qualification after entry into the Community.

Phase 2 - POSTGRADUATE EDUCATION

To serve effectively as a technical manager and to have credibility with those with whom they will work, EDs must have at least a Master's degree and subspecialty code in an approved technical field. These fields, published annually by OPNAVNOTE 1520, are listed in enclosure (1) of this instruction. Completion of the educational skill requirements and the degree lead to the assignment of "P" or higher subspecialty code.

Enclosure (3)

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Phase 3 - BASIC COURSE

The Basic Course, taught at the EDO School is required for all Engineering Duty Officers. The Basic Course prepares its graduates to deal effectively with the complex world they will face. Described elsewhere in this instruction, the course is intensive and demands the full attention of each student.

Phase 4 - EXPERIENCE

Successful performance in this phase is a prerequisite to qualification. The first ED assignment after the Basic Course should provide the candidate with the widest possible exposure to the ED environment and Acquisition Workforce career fields in which he or she will later work. Each activity will present the candidate with unique situations and allow the individual to develop skills that will benefit both the candidate and community in following tours of duty. The purpose of the experience tour is to allow the candidate to acquire the core knowledge required by the ED Community and to build a foundation for subsequent assignments of increasing responsibility. Technical mastery, leadership, and growth are all important factors that are considered by the Certifying Officer. During this phase, officers frequently must complete training requirements and qualifications. A program for development and additional certification within the DoN Acquisition Workforce Program appropriate to the candidate officer's grade and the billet to which they are assigned will be pursued. Additionally, a professional paper must be prepared and correspondence courses completed (see enclosures (5) and (6) respectively).

Phase 5 - CERTIFICATION

During this phase, officers have an oral examination and present their professional paper, and the Certifying Officer recommends that completion of the EDQP be certified, or certified subject to completion of a graduate degree.

Enclosure (3)

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SAMPLE GUIDANCE LETTER

From: (Certifying Officer)
To: (Candidate's Name)

Subj: REQUIREMENTS FOR COMPLETION OF THE ENGINEERING DUTY
OFFICER QUALIFICATION PROGRAM (EDQP)

Ref: (a) EDOSCOL ltr _____ of _____
(b) NAVSEAINST 5400.55G
(c) (if appropriate, i.e., local command EDQP
Instruction, etc.)
(d) (if appropriate)

Encl: (1) (if appropriate, i.e., Mission Oriented Functional
Elements, etc.)

1. Reference (a) designated me as your EDQP Certifying Officer.
(Name/Rank) is assigned as your Counseling Officer.

2. In accordance with reference (b) (and (c) if applicable),
your Engineering Duty Qualification Program will consist of the
following elements:

a. Mission related training/qualification in your primary
duty assignment which may/will consist of the following:

(List as appropriate)

b. Development of a professional paper. The subject may be
technical, business, or process-related, and need not be directly
tied to your primary assignment. The paper will follow the
guidelines in enclosure (5) of reference (b). You are directed
to provide a topic and brief abstract indicating your proposed
treatment of the subject to me (via your Counseling Officer) for
approval. Your topic should be proposed and approved not later
than one year into your EDQP.

c. Completion of the required correspondence courses
designated by reference (b), enclosure (6).

d. Establishing and pursuing a program for continuing your
professional development and achieving additional certification
within the DoN Acquisition Workforce appropriate to your grade
and the billet to which you are assigned such as the following:

(List as appropriate)

3. (Statement regarding progress reviews/pre-boarding
requirements with the Counseling Officer.)

4. Your oral examination will be scheduled not later than (Date)

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and will cover the following topics:

(List topics)

5. It is your responsibility to complete your EDQP within two years (or appropriate timeframe if in an accelerated training program), and your progress will be noted in your fitness report. Any questions you may have concerning EDQP should be directed to _____.

CERTIFYING OFFICER

Copy to:
CO, EDOSCOL
NAVSEA (SEA 00PZ)
BUPERS (PERS 445)
Candidate's CO (if appropriate)
(Candidate's Counseling Officer)

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PROFESSIONAL PAPER GUIDANCE

1. As part of the qualification process, each EDQP candidate must complete a professional paper. There are two reasons for this requirement: (1) to provide a vehicle with which the officer can combine his or her technical education, training (Basic Course, etc.) and on-the-job experience; and (2) to introduce the officer to the common process which technical professionals use to share information. The paper should be of appropriate quality to be published in a technical journal. Under no circumstances should the paper be a cooperative effort or include classified material. (See paragraph 4.a. below.) The paper should be finished three months prior to the qualification date. The subject of the paper must be approved by the Certifying Officer and should be thoughtfully selected so that the candidate can utilize his or her technical education; knowledge of plans, programs, policies and procedures learned during the Basic Course; and/or practical experience learned on the job. A continuation of the postgraduate school thesis work is NOT desired. Certifying Officers must get personally involved in subject selection; however, the candidate is expected to make proposals. The final selection of the subject should normally be made well into the experience phase.

a. Subject Selection. The subject is entirely a matter of agreement between the Certifying Officer and the candidate. Technical, business or process related topics are considered appropriate subjects, with the expectation that the paper will still be analytically rigorous, discussing both qualitative and quantitative aspects of the subject and providing assessments, conclusions, and/or recommendations for improvements, as appropriate. The paper topic need not be directly related to the candidate's current assignment. The candidate must propose a topic via an abstract which the Certifying Officer must approve. If the Certifying Officer finds the scope, subject, or level of difficulty inappropriate, he or she must provide the candidate with guidance on modifications or an alternate proposal. The subject of the paper should be agreed upon within nine months to one year after the candidate reports to the command.

b. Length. The professional paper should require the amount of research, investigation, and data reduction equivalent to the work associated with a term paper or an undergraduate semester project. A good rule of thumb for the body of the paper is at least three thousand but no more than nine thousand words. Candidates are often tempted to produce papers that are far more lengthy than this, but should keep in mind that the goal is to produce a paper suitable for publication in a professional journal. Papers of thirty to forty thousand words are considered too long for this standard. The candidate should strive to produce a paper that is focused and concise.

c. Content. The paper must contain some evidence of

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original or independent analysis by the candidate, and conclusions or recommendations supported by that analysis. The intent is not to merely report the status of some project or initiative currently underway. Projects or improvement efforts that the candidate has been or is currently involved in are certainly appropriate subjects for the paper, but special care must be taken by the candidate to ensure that the paper presents some conclusions or recommendations for further action or study that take the paper beyond the status of a mere "book report." It is possible to do this without exceeding the guidance given on length in the preceding paragraph.

2. Certifying Officers will review all professional papers and make the following written certification:

"I have reviewed this paper and consider it to be technically correct and appropriate for publication in a technical journal."

-signature-

This statement should appear on the cover page of the paper. A similar statement should also appear in the EDQP Completion letter. See enclosure (9) for the format of this letter. A presentation of the paper will be made during the oral examination. See enclosure (7) for details.

3. A copy of the paper, including all photographs, drawings, art work, and Certifying Officer statement will be submitted to the Commanding Officer of the EDO School when the candidate successfully completes the oral examination. The preferred method of submission is by digital file, in either Microsoft Word®, or Adobe Portable Document Format®. Titles of all professional papers received at the EDO School will be submitted for publication in the ED Newsletter. Authors are encouraged to seek publication for their papers in other appropriate venues, such as the American Society of Naval Engineers' *Naval Engineer's Journal*, *IEEE Spectrum*, or other technical journal.

4. The following guidance concerning the format of papers is provided. Candidates should adhere to the following guidelines to facilitate review and publication:

a. Manuscript should be double-spaced, spell-checked, with one-inch margins. It must include a cover sheet, biography, abstract and bibliography or reference page. Figures and tables should be embedded in the document at locations appropriate for each item, and be labeled and captioned. The paper must be unclassified and free of limited distribution statements (e.g. NOFORN, NNPI or Business Sensitive).

b. Arrange the paper in the following order: 1) cover page containing author's name, title of paper, and author's address

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and contact information; 2) biography; 3) abstract; 4) basic paper beginning with an introduction and terminating with a conclusion; 5) acknowledgments (when appropriate); and 6) bibliography or references.

c. Include a biographical sketch, not to exceed 100 words, which addresses education, present billet, experience, recognition received for accomplishments, and professional society membership.

d. Include an abstract, not to exceed 200 words, summarizing the paper's principle points.

e. Organize the manuscript into sections, subsections, etc. with sections and subsections appropriately titled but not numbered. Footnotes should not be used, so as to conform to the formats of most technical journals.

f. Formulae, where used, must be clearly legible. Particular care should be taken so that there is no question as to symbols, subscripts, and superscripts.

g. Figures, (photographs, diagrams, charts, graphs, etc.), including all text and labeling on them, should be imported into the manuscript document rather than being stand-alone files or attachments. Number all figures with Arabic numerals and provide with suitable legends or captions.

h. Tables shall be numbered in Arabic numerals.

i. Manuscripts will be edited to conform generally with *The Chicago Manual of Style*.

j. Where indicated, references in the text should be numbered in brackets (e.g., "...as proved by Jones [1]"), and listed at the end of the paper in numerical sequence. Examples of the correct style to be used when listing references are:

[1] Anonymous, *Style Manual*, Revised Edition. Washington, DC, U.S. Government Printing Office, 1945.

[2] Boyle, Richard, "USS X-1 Power Plant, 1956-57," *Naval Engineering Journal*, Vol. 84 No. 2 (1972) pp. 42-50.

[3] Dudley, Darle W., *Practical Gear Design*. New York, NY, McGraw-Hill Book Company, Inc., 1954.

[4] Jordan, Richard D. and Marion J. Edwards, Aids to Technical Writing. Bulletin No. 21, Vol. 47, No. 24. Minneapolis, MN, University of Minnesota Experimental Station, 1944.

[5] NAVSEA Technical Manual 0905-475-2010 *Naval*

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Distillate Fuel Conservation Program Handbook, Washington, DC, Dept. of the Navy, February 1971.

[6] Shoemaker, W. B., Jr., "Nanosecond R-F Pulses for Wave-Guide Fault-Finding," Thesis for M.S. degree in Electrical Engineering, U.S. Naval Postgraduate School, Monterey, CA September 1968.

An author's name should be cited in the same form in which it appears on the title page of a book or article. If a book or article has two authors, only the first named author should be reversed as shown in the example reference [4]; if more than two authors: Jones, A. B., John Doe and W. T. Door...etc.

k. A bibliography may be used in lieu of references. Where the former is used, the same style as for references applies except that a bibliography is merely a list of material or publications pertinent to the manuscript's subject. The names of authors should be arranged alphabetically.

l. All references for unclassified papers listed should be available in the open literature.

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CORRESPONDENCE COURSE REQUIREMENTS

1. Each candidate is required to complete the below-listed three Navy Financial Management correspondence courses during their experience phase. These courses are provided in two formats. One format is computer-based and automatically graded. It normally takes 20 - 25 hours to complete the entire set of computer-based courses. The compact discs for the computer-based training are provided to each Basic Course student while at the EDO School. If a candidate wishes to complete these courses prior to attending the Basic Course, copies may be ordered from the Naval Financial Management Career Center (NFMCC) by completing page (2) of this enclosure and faxing the page to NFMCC at the number listed. The second option for course completion is to attend sessions provided by NFMCC and taught by Subject Matter Experts. Course schedules, locations, and registration forms are available at <http://www.nfmc.navy.mil/ENTRYLEV.htm>. Regardless of the format in which the courses are taken, Certifying Officers are responsible for ensuring completion of the courses, and noting satisfaction of this requirement in the EDQP Completion letter as outlined in enclosure (9). The course titles are:

- a. Introduction to Navy Financial Management and Accounting
- b. Principles of Navy Budgeting
- c. Introduction to the Navy Working Capital Fund

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**Entry-Level Courses
Self-Study Request Form**

You may request one or more courses using this form. Place a check mark on the line adjacent to the course(s) you are requesting. Note: Entry-level CD-ROM courseware is for Windows 3.1 through Windows 98, not for Windows NT.

_____ Introduction to Navy Financial and Managerial Accounting (FMA): This course provides an overview of managing appropriated funds in the Department of the Navy. The purpose is to introduce the broad view of financial management and to understand the type of monetary data required to advance organizational goals within an uncertain environment of increased competition, exploding technology, and turbulent social and political conditions.

_____ Principles of Navy Budgeting (PNB): This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy as it relates to the Planning, Programming, Budget System (PPBS) cycle. The purpose of the course is to provide DON personnel general and detailed information on Navy budget procedures. The textbook provides several exercises to allow practice of procedures.

_____ Introduction to Navy Working Capital Fund (NWCF): This course discusses the major concepts and processes involved in the Navy Working Capital Fund and introduces the financial operations of Navy and Marine Corps activities. The purpose is to provide participants with a basic understanding of the NWCF, its criteria, processes, and role in the budgeting process, and policies that influence the NWCF process.

Please Print Clearly (all blanks must be filled in to receive a course)

Applicant's Last Name: _____ First Name: _____

Home Address:

(Street, Apartment #, City, State, and Zip Code)

Home Phone (include area code):

Command/Activity:

Address:

(Street or PO Box #, Room or Suite #, City, State, and Zip Code)

Applicant's Job Series: _____ Grade Level: _____ E-mail: _____

Work Phone (DSN & Commercial w/area code): _____

Supervisor's Name: _____ E-mail: _____

Work Phone (DSN & Commercial w/area code): _____

Complete and Mail or Fax to: Director
Naval Financial Management Career Center
153 Ellyson Avenue, Suite A
Pensacola, FL 32508-5245
Fax: (850) 452-3821, DSN 922-3821

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ORAL EXAMINATION GUIDANCE

1. The oral examination, conducted by the Certifying Officer (a responsibility which may not be delegated) within the two year limit, is intended to serve as the capstone of the EDQP process. During the three to four hour examination, the candidate presents the required professional paper and is challenged with questions intended to assess understanding of the relationships between his or her technical education, knowledge of the plans, policies, programs and procedures learned at the EDO School, and on-the-job experience. It must be clear to both the board and the candidate that the intent of this examination is to certify an appropriate level of knowledge and mastery of topics of concern to the entire Engineering Duty community, not just those areas especially relevant to a particular specialty area within the community. It is a "community qualification" not a "command qualification." The final oral board is the capstone experience in the process that develops future leaders of the community. In order to provide a board experience that achieves this intent, the Certifying Officer should strive to construct a board whose composition reflects the breadth of the ED community expertise. This may be accomplished by inviting senior ED Officers from other local commands or timing boards to convene when other senior officers are traveling in the area. The objective should be to include officers with a variety of career paths and goals on the board. Senior members of the civil service are another potential source of experience from which board membership may be drawn. The Certifying Officer should ensure that all board members understand the intent and Certifying Officer's desires relative to the conduct of the board before convening.

2. EDO School Notification. The certifying command must notify EDO School no later than six weeks before the qualification board. This notification serves two distinct functions. First, it allows the EDO School time to coordinate the timing of, and attend if possible, multiple boards in a geographic location. This conserves travel funds. Second, it allows EDO School to monitor a larger number of qualification boards and provide feedback to the EDQB, the TAB, and the Command.

3. Board Preparation. Candidates must project confidence and professionalism at their board. Communication skills and "boardsmanship" are essential. The ability to think on one's feet and formulate reasonable answers to questions is a skill that generally must be learned. It is developed over time and with practice. Candidates will be given opportunities to brief seniors and peers as a normal part of their duties. If briefs and presentations are not a normal part of the candidate's duties, organizations such as *Toastmasters* can provide experience in public speaking. If presentation weaknesses exist, candidates should take steps to improve their presentation skills before scheduling the board.

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4. Trial Boards:

a. The use of trial or "pre-boards" should provide the candidate with a positive learning experience. Informal and hastily convened practice or "murder" boards do more harm than good. The trial boards should conform to the same standards of formality and structure that apply to the qualification board. Canned questions should be avoided. The parroting of convoluted procedures or a "data dump" of an organizational chart do not display the adaptiveness or resourcefulness of the candidate. After all, the candidate probably has already completed a technical master's degree. The first practice boards should be scheduled at least three months before the candidate's expected qualification date. Additional boards should be scheduled as deemed necessary by the Counseling Officer. Although not mandatory, multiple pre-boards allow for the exploration of multiple topics in detail, as well as additional opportunities to present and defend the professional paper. These boards should challenge the candidate's ability to "think on their feet" as well as practice good use of the white board. Often, the difference between superior performance and disappointing performance at the candidate's final oral board lies in the number and quality of pre-boards conducted by the Counseling Officer. In the final analysis, a candidate's performance at the final board is a reflection on both the candidate AND the Counseling Officer.

b. Pre-boards may also serve as a training opportunity. At the Certifying Officer's discretion, other candidates may be allowed to observe the primary candidate's pre-boards. Unqualified candidates observing actual a final oral board is inappropriate.

5. The Oral Examination:

a. Introduction. The Certifying Officer first makes some opening remarks, introduces the board members and the candidate. The candidate then spends five to ten minutes introducing himself and explaining what duties he performs at the activity. The introduction may include his education, past assignments, qualifications earned, status of certification within the DoN Acquisition Workforce, and future plans. This puts the candidate at ease and sets the tone for the board.

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b. Professional Paper Presentation. Following the introduction, the candidate will present his professional paper. This presentation should be practiced beforehand! First impressions are important. Hand drawn viewgraphs and scrawled charts are unprofessional. The candidate should analyze the audience, and prepare his or her presentation accordingly. In general, the presentation must get the major point(s) across with the requisite amount of detail to support the paper's major argument(s). This is the only "graded" section of the board the candidate controls. It should last twenty to forty minutes and should be followed by ten to fifteen minutes of discussion. Generally, a short break follows this question and answer period.

c. Job/Command Related Subjects. The second section addresses subjects related to the activity. This will vary with each command. Board members should ask broad questions on which the candidate may expand. Examples: "Who are your customers? What services do you provide them?"; "A civilian employee approaches you and requests advice about sexually explicit language used in the work place. What do you do?" Expect to allocate thirty to sixty minutes for this section.

d. ED/Community Related Subjects. This section relates to current events affecting the ED community. Topics such as ongoing improvement initiatives, the submarine workload, reduction in force, congressional initiatives and other flag initiatives should be explored. The board will probe the candidate for knowledge of policies, procedures and practices that may influence his future, the future of the ED community, and the Navy. The ED Newsletter, Proceedings, Navy Times, and U.S. News and World Report are all possible sources of material for questions. There may often be no "right" answers to the questions asked during this part of the examination. The candidate should respond with reasoned, thoughtful answers. Expect to allocate about thirty to sixty minutes for this area.

e. Questions. It is important to note that the oral examination is NOT intended as an opportunity for the candidate to recite detailed professional information, organization charts memorized at the EDO School and courses attended as part of Acquisition Workforce training, or to draw complex system wiring or piping diagrams. Rather, questions should test the candidate's ability to see the "big picture" as it relates to his or her job.

(1) An example of a question to use for an officer in a shipyard might be:

"You were an assistant project superintendent for a nuclear submarine during the experience phase of your EDQP. Explain the process the Navy used to make resources, i.e. - money, material, technical knowledge and manpower available to execute this

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overhaul of the submarine. Emphasize how these resources were used in this shipyard. As you answer, comment on deficiencies and advantages of the process and explain how you, as a person who holds a master's degree in naval architecture, personally made the process operate more effectively."

This type of question allows the candidate great latitude when answering and permits the Certifying Officer to assess the candidate's ability to organize his or her thoughts and to synthesize the "big picture" from professional education, EDO School training and practical experience. Follow-up questions should be asked as appropriate to steer the candidate to other areas of interest. In fact, answers to this type of open-ended question can take up the entire time allowed for the examination.

(2) Examples of questions to be avoided, because they only assess the candidate's memorization abilities, include:

"Draw the organization chart for NAVSEA." (The candidate's answer to the suggested question above will bring out if he or she understands NAVSEA's role in submarine overhauls.)

"Who is NAVSEA 04?" (It is less important for the candidate to know the person's name than to know how the position fits into the big picture of submarine repair.)

"Draw the HP air system for the submarine for which you are assistant project superintendent." (A more appropriate question might be: "The HP air system on your submarine was a very "challenging" part of the overhaul, causing the boat to complete three weeks late. Why did this happen? What were the technical problems? How did you solve the problems? What could be done to prevent problems in future overhauls?")

6. The following requirements apply to the administration of the oral examination:

a. The Certifying Officer must convene an oral examination panel of at least three Engineering Duty Officers equal or senior in rank to the candidate. The Certifying Officer's goal should be to have at least three ED Captains on the board, although this should not be considered a requirement. In cases where the Certifying Officer is not the candidate's Commanding Officer, the Commanding Officer should be invited. Membership on qualification boards should not be limited to the senior officers in a command, or surrounding commands. Certifying/Commanding Officers are encouraged to provide for more diversity in the makeup of qualification boards by including senior civilians and mid-grade ED officers from nearby commands.

b. The Certifying Officer is the Chairperson of the panel except when the Certifying Officer is a Commander. In such a case, a Flag Officer or Captain must serve as Chairperson.

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c. The Certifying Officer may, at his or her discretion conduct, or cause to have conducted, one or more "pre-boards" which can serve to assess the candidate's readiness for the oral examination.

d. A representative of the Engineering Duty Officer School must be invited, and may serve on the panel. A representative MUST be present if the candidate has failed two oral examinations (exclusive of "pre-boards").

e. Normally, a candidate will not be permitted more than three opportunities to successfully complete the oral examination. Exceptions will be approved by the Chairperson of the EDQB.

f. The oral examination should be announced by letter. Enclosure (8) provides a sample.

g. Only one candidate at a time may be examined by a Board. Certifying Officers should take care to ensure that the oral examination is a productive, memorable event. Remember, the intent is to cover, in a few short hours, the entire EDQP process. To do this, the Certifying Officer should spend some effort, personally, to plan for and effect the desired outcome.

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SAMPLE ORAL EXAMINATION ANNOUNCEMENT LETTER

From: Commanding Officer (or Certifying Officer)

Subj: ENGINEERING DUTY QUALIFICATION PROGRAM (EDQP) ORAL
EXAMINATION FOR _____

Ref: (a) NAVSEAINST 5400.55G

Encl: (1) Service Biography
(2) Acquisition Workforce Training and Certification
(3) Professional paper
(4) Map to Command (if appropriate)
(5) Etc.

1. In accordance with the provisions of reference (a), the EDQP oral examination for (candidate's name) will be conducted at this command (location) at (time/date) and will last for approximately four hours. Board members are:

(List Board Members)

2. The candidate will spend the first 15 - 30 minutes making a brief presentation covering the following subjects:

- Biographical information.
- A brief overview of (his/her) Command.
- A discussion of (his/her) contributions to the Command.
- (His/Her) perceptions of the ED Community, its role, and (his/her) role within it.
- (His/Her) career aspirations.

3. The candidate's professional paper, _____, will be presented during the next 20 to 40 minutes, followed by 10-15 minutes of questions regarding the professional paper presentation. The remaining time will be utilized to question the candidate. Board members are requested to prepare challenging questions designed to require the candidate to think on (his/her) feet under stress and make use of the knowledge (he/she) has acquired through training and experience. Enclosures (1) and (2) provide information concerning the candidate's background. A copy of (his/her) professional paper is provided as enclosure (3).

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4. Administrative information as required (parking, security clearance, etc.) related to additional enclosures, if appropriate.

CERTIFYING OFFICER

Distribution:

Copy to:
NAVSEA (SEA 00PZ)
CO, EDOSCOL

NAVSEAINST 5400.55G

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SAMPLE FORMAT FOR EDQP COMPLETION LETTER

From: (Certifying Officer)
To: Commander, Naval Sea Systems Command (SEA 00PZ)
Subj: CERTIFICATION (or CONDITIONAL CERTIFICATION*) OF
COMPLETION OF ENGINEERING DUTY QUALIFICATION PROGRAM
(EDQP) BY (CANDIDATE)
Ref: (a) EDO School ltr Ser _____ of _____
(b) NAVSEAINST 5400.55G

1. As EDQP Certifying Officer per reference (a) for (candidate's name), I hereby recommend that (his/her) completion of EDQP be certified (or conditionally certified*). (Candidate's name) has completed the prescribed requirements of the EDQP in accordance with the provisions of reference (b). This program included:

- a. Successful completion of EDO School Basic Course (Class _____).
- b. Successful completion of mission oriented training as follows: (elaborate as appropriate - include statement of qualifications attained.)
- c. Successfully performing assigned duties while assigned to (candidate's activity) from _____ to _____. (Elaborate on assigned duties and specific accomplishments.)
- d. Successful completion of required correspondence courses as per reference (b), enclosure (6).
- e. Successful completion of a professional paper entitled _____ which I certify to be technically correct and appropriate for publication in a technical journal. A copy of this professional paper (has been/is being) provided to the EDO School as required by reference (b).
- f. Successful completion of an oral examination, including a presentation of his or her professional paper, conducted for the subject officer on _____. (List members of examining board and activity to which they are attached, and time of oral and general topics covered during the oral exam.)
- g. Obtaining a technical Master's degree in (field) from (school) in (year).
- h. (Additional pertinent information as applicable.)

CERTIFYING OFFICER

Enclosure (9)

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Copy to:
CO, EDOSCOL
BUPERS (Pers 445)
Candidate
Candidate's CO (if appropriate)

*Conditional certification if the candidate has not completed an approved technical Master's degree.