DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1412.1A
SPAWAR 04

JAN 31 2000

SPAWARINST 1412.1A

From: Commander, Space and Naval Warfare Systems Command

Subj: ENGINEERING DUTY OFFICER QUALIFICATION PROGRAM

Ref: (a) NAVSEAINST 5400.55

Encl: (1) Sample Requirements Assignment Letter
(2) SPAWAR EDQP Requirements Worksheet
(3) Sample Professional Paper Submission Letter
(4) Sample Oral Board Assignment Letter
(5) Sample Qualification Completion Letter

1. Purpose. To provide guidance and procedures for Engineering Duty Officers (EDO's) assigned to the Space and Naval Warfare Systems Command Headquarters and field activities for a designator qualification tour.

2. Cancellation. NAVELEXINST 1412.1 is cancelled by this instruction.

3. Background. Reference (a) establishes and defines the Engineering Duty Officer Qualification Program (EDQP) processes through which new Engineering Duty Officers qualify for the 1440 designator. The EDQP consists of:

a. An 8-week basic Engineering Duty Officer School encompassing classroom and practical instruction in all phases of Engineering Duty (ED) responsibility.

b. DAWIA qualification.

c. Completion of a professional paper.

d. Completion of an experience phase of demonstrated performance (at least 1 year).

e. Practical factors.

f. Local command requirements.

g. Correspondence courses specified by the Engineering Duty Officer School.

h. Oral examination by a panel of Engineering Duty Officers.

The EDQP experience phase is overseen by a Certifying Officer (currently occupying a Command Billet) assigned by the Commanding Officer of the EDO School. The candidate is to complete the experience phase and oral examination within 2 years of the date of graduation

from the EDO Basic Course, in addition to fulfilling the duties and responsibilities of their assigned billet. The oral examination board is composed of the Certifying Officer, the Counseling Officer, other qualified area EDO's, and representatives from the Engineering Duty Officer School (EDOSCOL). The candidate is examined on material covered in the Basic Course, assigned practical factors, local command requirements, and areas associated with the assigned billet. Upon successful completion of the oral examination, the candidate receives a recommendation to be designated as a proven Engineering Duty Officer, designator 1440.

4. Procedures. The EDQP Program at SPAWAR Headquarters shall be conducted as follows:

a. Upon reporting, the EDQP candidate will be assigned an EDQP Certifying Officer by letter from the Commanding Officer of the EDOSCOL. The Certifying Officer is selected from a list of eligible Certifying Officers and Counseling Officers, which shall be updated annually by the SPAWAR Military Manpower Officer.

b. The Certifying Officer will assign a Counseling Officer from the list of eligible officers. Reference (a) requires the Certifying Officer to provide written guidance for the conduct of the experience phase. This guidance will be provided in the format of the sample requirements letter in enclosure (1). Within 30 days after reporting, the candidate will meet with the EDQP Certifying Officer and the Counseling Officer to schedule the completion of required activities. Enclosure (2) is a sample guide of activities and practical factors for the EDQP, which shall be tailored by the Certifying Officer based on individual Command requirements.

c. The EDQP Counseling Officer shall review the candidate's final EDQP completion schedule with the Certifying Officer.

d. The schedule of requirements must also include the preparation of a professional paper to be presented during the oral examination. The Certifying Officer must approve the subject matter in advance. The format of the paper will be in accordance with enclosure (5) of reference (a) and it should include relevant recommendations suitable for publication in a Naval or engineering professional journal. A sample cover letter for submission of the professional paper is provided in enclosure (3).

e. If deemed necessary and appropriate by the Certifying Officer, EDQP candidates may be assigned to perform temporary additional duty (TAD) assignments at other commands or activities, usually not to exceed a total of 2 months during the experience phase. Orders and funding, if required, will be provided by the candidate's chain of command.

f. The candidate shall submit completed study papers and reports to the EDQP Certifying Officer, via the Counseling Officer, in accordance with the prescribed schedule. Additionally, the candidate will meet at least quarterly with the EDQP Counseling Officer to review completed assignments and assess progress. After each meeting, the Counseling Officer will report the candidate's progress to the Certifying Officer.

g. Upon reporting, the candidate shall seek out an O-6 EDO mentor, if one has not already been assigned. The mentor-candidate relationship is another avenue to reinforce the EDQP process and is to be used periodically throughout the process and after final qualification for subsequent career guidance.

5. EDQP Oral Examination. When all study papers and local requirements are completed, the Counseling Officer will convene an examining board for final qualification of the candidate, per enclosures (7) and (8) of reference (a). The oral board will be completed in two parts: the Preliminary and Final Exams. The Final Exam will be completed within two weeks following successful completion of the Preliminary Exam.

a. The Counseling Officer will convene and chair a board to conduct the Preliminary Exam. The Counseling Officer will report to the Certifying Officer and the candidate on the findings of the board within 24 hours after completion. The report will be either a satisfactory finding that the candidate is prepared for the Final Exam or unsatisfactory with a listing of general areas of weakness and a recommended time frame for further study. Candidates receiving an unsatisfactory finding from the Preliminary Board will be required to be re-examined by the Board within one month of the first exam. The Preliminary Exam will cover subject matter from the ED Basic Course, SPAWAR systems and processes, local area EDO jobs, and required Navy correspondence courses.

b. Upon candidate's successful completion of the Preliminary Board, the Certifying Officer will prepare enclosure (4), Convening Letter for the Final Exam. The Certifying Officer will convene and chair a board consisting of at least three EDOs senior to the candidate. The exam will be conducted in accordance with reference (a). The Final Exam may cover subject matter from the Preliminary Exam, in addition to the candidate's professional paper and general questions on the candidates desired career and on the EDO Community. The exam will start with the candidate introducing him/herself and explaining what duties they perform. The introduction should include education, past assignments, qualifications, and status of DAWIA certification and future career plans. The introduction will be followed by the professional paper presentation and then questions from the Board. The candidate will be notified of the results and debriefed immediately upon completion of the exam after the Board has discussed their findings in private.

c. If an officer fails an oral examination, a re-examination shall be conducted within 6 months of the original examination. Qualifying schedules should allow time for this eventuality, but an extension may be requested as necessary.

d. Candidates may request extension of the 2-year EDQP period, as discussed in reference (a). Candidates should realize that extension may reflect on their performance and could complicate detailing their assignment to a subsequent tour of duty.

e. Upon successful completion of the examination, the Counseling Officer will send a recommendation to the Commander, Naval Sea Systems that the candidate be accepted as a proven Engineering Duty Officer and receive the Engineering Duty designator of 1440. This recommendation shall be mailed to Commander, Naval Sea Systems Command (Attn: SEA 00Z). A sample is provided as enclosure (5).

6. Directive Responsibility. A collateral duty EDQP Manager will be assigned to be responsible to keep this instruction current. The EDQP Manager will maintain close association with the EDOSCOL and will update this instruction as required. It is the responsibility of the EDQP Manager to arrange the reassignment of this collateral duty on an annual basis.

7. Action. Assigned Engineering Duty Officers participating in the EDQP shall complete the program as prescribed above. SPAWAR personnel are requested to provide assistance to candidates participating in the EDQP.

JOHN A. GAUSS
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List 1
SNDL PART II:
FKQ10 (SPAWARSYSCEN Charleston, Chesapeake and San Diego)

SAMPLE REQUIREMENTS ASSIGNMENT LETTER

5400
Ser 161/
DD Mon YY

From: Commander, Space and Naval Warfare Systems Command (Code)
To: LT John Doe 123-45-6789/1460

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

Ref: (a) EDOSCOL ltr 5400 Ser #### of DD Mon YY
(b) NAVSEAINST 5400.55F
(c) SPAWARINST 1412.1A

Encl: (1) EDQP Requirements Worksheet

1. In accordance with reference (a), I have been designated as your Engineering Duty Qualification Program (EDQP) Certifying Officer. CDR Jane Smith is hereby assigned as your Counseling Officer.

2. Following the provisions of references (b) and (c), your qualification program will consist of the following elements:

a. Mission related training, qualifications in your primary duty assignment, and practical factors as outlined in enclosure (1).

b. Development of a professional paper on a subject related to your primary assignment. The paper will follow the guidelines in enclosure (5) of reference (b). The subject matter will be related to your daily responsibilities. It should also reflect technical education and show knowledge of plans, programs, policies, and procedures learned during the ED Basic course. For subject selection, you are directed to identify four or five topics of interest, provide to me, via your Counseling Officer, an abstract explaining each proposal, and make an appointment with me to present the proposals. I will then choose that proposal deemed most suitable. This should be determined within nine months of your reporting.

c. Completion of an oral examination following the guidelines of references (b) and (c).

3. You shall review your progress monthly with CDR Smith. She will assist you in developing a Plan of Action and Milestones, provide guidance on your professional paper development, and assist you in preparations for your oral examination.

Enclosure (1)

	Deadline	DD Mon YY
7. FTSCPAC (counterpart)		
Define the role of the FTSC		
Define the relationship btwn FTSC and SPAWAR		
8. NAVSEA/PEO/OPNAV (orientation)		
Draw the Acquisition Chain of Command		
Define process to identify sponsor requirements		
Practical Factors		
1. Present program status at Program Review		
2. Complete civilian personnel performance objectives/appraisal(s)		
3. Give **SPAWAR Departmental** overview presentation		
4. Visit each department for overview		
5. OPS brief		
6. Visit Distributive Engineering Plant (DEP) (D45)		
Classroom Training (may validate w/ Cert. Ofcr. approval)		
1. Contract Management for ACQ Workforce Personnel		
2. SSC Systems Engineering Course		
3. SSC Program Management Course		
4. SSC Software Program Manager's Course		
5. Civilian Personnel Management for Supervisors		
6. Fleet N6 C4ISR Seminar		
7. SW RMC Waterfront Maintenance Course SMMO		
8. SSC Acquisition Requirements Course		
Correspondence Courses		
1. Intro to Navy Financial Management and Acquisitions		
2. Principles of Navy Budgeting		
3. Intro to Navy Industrial Accounting for DBOF		
Oral Board		
Preliminary		
Final Oral Board		
Career Counseling		
EDO CAPT (signature required)		
EDO CAPT (signature required)		
EDO CAPT (signature required)		
DAWIA QUAL: i.e. AS2, AA1		

4. Your oral examination will be scheduled no later than Mon YYYY, and will cover the following topics:

- Presentation of a Professional Paper
- Technical Education and Assigned Billet
- EDO School Basic Course Topics
- Practical Factors

5. It is your responsibility to complete EDQP within 2 years, and the progress will be noted in your fitness report. Although it is possible to complete EDQP within 1 year, I encourage you to take full advantage of the two-year "apprentice" period. Any questions you have concerning EDQP should be directed to CDR Jane Smith 5XX-XXXX.

CERTIFYING OFFICER
By direction

Copy to:
CO, EDOSCOL
NAVSEA (SEA 00PZ)
PERS 445 (2)

EDQP Requirements Worksheet

Name:
Military Group Head: Deadline DD Mon YY

Requirement	**Planned**	**Actual**
Professional Paper		
1. Topics and Abstracts Submitted		
2. Draft		
3. Final		
Literature and Instruction Reviews		
1. DODINST 7045.7 Implementing the PPBS		
2. OPNAVINST 5000.42D OPNAV Role in Acquisition		
3. Configuration Control Board Handbook		
4. SPAWARINST 4720.3 Installing C4ISR FMP Upgrades		
5. Shore Installation Process Handbook		
Indoctrination Visits Required		
1. SPAWAR Headquarters		
Describe the role of each Department		
Describe the systems in the SPAWAR product line		
Describe C4ISR system installation processes		
Describe the responsibilities of a PMW		
2. SPAWAR Systems Center		
Describe the role of each Department		
Describe ISEA responsibilities		
Describe the role of the SSC in RDT&E		
Describe NWCF activity operating requirements		
Describe the role of the Installation Mgmt Office		
3. SUPSHIP San Diego (counterpart)		
Identify roles of the major departments		
Describe the role of the Ship Supt in availability mgt.		
4. SIMA San Diego (counterpart)		
Identify roles of the major departments		
Contrast I Level and Depot Level maintenance		
5. Southwest RMC		
Identify the repair activities in the Southwest region		
Define the role of a Regional Repair Center		
6. COMNAVSURFPAC /COMNAVAIRPAC		
Define the roles of the N43 Staff		
Define the roles of the N6 Staff		

SAMPLE PROFESSIONAL PAPER SUBMISSION LETTER

5400
Ser 161/
DD MON YY

From: Commander, Space and Naval Warfare Systems Command (Code)

To: Commanding Officer, Engineering Duty Officer School

Subj: ENGINEERING DUTY QUALIFICATION PROGRAM (EDQP) PROFESSIONAL PAPER FOR LT JANE DOE

Ref: (a) NAVSEAINST 5400.55F
(b) SPAWARINST 1412.1A

Encl: (1) "Title of Paper"

1. Following the provisions of references (a) and (b), enclosure (1) is attached as LT Jane Doe's Engineering Duty Qualification Program (EDQP) professional paper.

2. Any questions or comments may be directed to CDR Jane Smith, (619) 5XX-XXXX.

CERTIFYING OFFICER
By direction

Enclosure (3)

SAMPLE ORAL BOARD ASSIGNMENT LETER

5400
Ser 161/
DD Mon YY

From: Commander, Space and Naval Warfare Systems Command

Subj: ENGINEERING DUTY QUALIFICATION PROGRAM (EDQP) ORAL EXAMINATION FOR LT JOHN DOE

Ref: (a) NAVSEAINST 5400.55F
(b) SPAWARINST 1412.1A

Encl: (1) Service Biography

1. Following the provisions of references (a) and (b), the EDQP oral examination for LT John Doe will be conducted at Space and Naval Warfare Systems Command, 4301 Pacific Highway, San Diego, CA, building OT1 Room 2123 at 1330 on Wednesday, November 17, 2000 and will last for approximately four hours. The board members are:

- CAPT John Doe, Certifying Officer (SPAWAR)
- CAPT Bill Wilson (SPAWARSYSCEN)
- CAPT Tom Jones (CNSP)
- CDR Jane Smith, Counseling Officer (SPAWAR)

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

- Biographical information
- A brief overview of the command
- A discussion of their contributions to the Command
- Their perceptions of the ED Community, it's role and their role within it.
- Their career aspirations

2. The candidate's professional paper, (Title), 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 used to question the candidate on the following topics:

Department of Defense/Navy Acquisition Process	Command Structures
SYSCOM and PEO Relationship	C4ISR Installation Process
Role of In Service Engineering Agent	DAWIA/Acquisition Workforce
COTS/GOTS/NDI Management	Contract Types and Uses

EDQP/Career Management	Leadership
Department of Defense/Navy Appropriations	PPBS
Technical Assist and Repair Organizations/Processes	Civilian Personnel Management
Software Engineering	Shipboard Availabilities

Board members are requested to prepare challenging questions designed to require the candidate to think on their feet under stress and make use of the knowledge they have acquired through training and experience. Enclosure (1) provides information concerning the candidate's background. A copy of their professional paper will be forwarded by separate correspondence.

3. Please contact CDR Jane Smith at (619) XXX-XXXX, jsmith@spawar.navy.mil for administrative assistance. Maps and visitor information are available at http://www.spawar.navy.mil/nrad/visitor/.

CERTIFYING OFFICER
By direction

Distribution:
Board Members
LT John Doe

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

SAMPLE QUALIFICATION COMPLETION LETTER

5400
Ser 161/
DD Mon YY

From: Commander, Space and Naval Warfare Systems Command (Code)
To: Commander, Naval Sea Systems Command (SEA 00PZ)

Subj: CERTIFICATION OF COMPLETION OF ENGINEERING DUTY QUALIFICATION PROGRAM (EDQP) ICO LIEUTENANT JOHN DOE

Ref: (a) NAVSEAINST 5400.55F
(b) SPAWARINST 1421.1A

Encl: (1) Candidate's EDQP Requirements Worksheet.

1. LT John Doe has completed the following prescribed requirements of the EDQP in accordance with the provisions of references (a) and (b):

a. Successful completion of EDO School Basic course (Class 96B-X).

b. Successful completion of mission oriented training as listed in enclosure (1).

c. Successful performance of duties while assigned to SPAWARSYSCOM from March XXXX through March XXXX. Duties assigned included: (Example)

d. Successful completion of an oral examination conducted on DD Month YYYY. The members of the examining board were:

- CAPT John Doe, Certifying Officer (SPAWAR)
- CAPT Bill Wilson (SPAWARSYSCEN)
- CAPT Tom Jones (CNSP)
- CDR John Smith, Counseling Officer (SPAWAR)

e. Obtaining a Master's Degree in Electrical Engineering from the Naval Postgraduate School in YYYY.

2. Based on LT Doe's successful completion of the EDQP requirements (# months early), and his outstanding performance and technical knowledge demonstrated during the past_#_months in this command, I recommend him for qualification as an Engineering Duty Officer, and a change of designator to 1440.

CERTIFYING OFFICER
By direction

Copy to:
CO, EDOSCOL
PERS 445 (2)

Enclosure (5)