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LIMITED DUTY OFFICER

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and

CHIEF WARRANT OFFICER

PROFESSIONAL

GUIDEBOOK

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1994 EDITION

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**THE LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER
PROFESSIONAL GUIDEBOOK - 1994 EDITION**

PREFACE

Present and future naval officers face a rapidly changing environment requiring more complex career management decisions. This Guidebook is intended to assist Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) in planning their professional development and managing their careers.

This publication provides excellent guidance and information regarding policies, laws and regulations governing the LDO/CWO Programs, including in-service selection process of LDOs/CWOs from the senior enlisted ranks, career planning, promotions, reversions, retirements, and rights and benefits. It also lists general and professional occupational standards for each specific designator, and provide answers to frequently asked questions.

The Guidebook contains information intended for LDOs, CWOs, senior enlisted supervisors, and others in positions of leadership throughout the Navy. It is a good source of career management guidance for career counselors and potential LDO/CWO candidates.

This publication supersedes OPNAV 130-1-85 and will be updated periodically to provide the latest career information. Comments and recommendations for future topics are encouraged and may be made directly to Chief of Naval Personnel (Pers-211L), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-2110.

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LEE F. GUNN
Rear Admiral, U. S. Navy
Assistant Chief of Naval Personnel
for Military Personnel Policy
and Career Progression

A USER'S GUIDE

The following is a summary of the contents of the Limited Duty Officer and Chief Warrant Officer Professional Guidebook, 1994 Edition:

CHAPTER 1: "From Proud Beginnings - The History of LDOs/CWOs". A brief history of the evolvement of Navy limited duty officers and chief warrant officers.

CHAPTER 2: "Expertise Through Experience". Detailed information on the LDO and CWO Programs, including eligibility requirements and appointment procedures.

CHAPTER 3: "In Pursuit of a Career as an LDO or CWO". Information on the LDO/CWO application process, including helpful hints compiled from previous selection boards.

CHAPTER 4: "Making the System Work for You". Useful information on the detailing process, officer fitness reports and reviewing and correcting personnel records.

CHAPTER 5: "Promotions". Emphasizes performance as the key to success. Discusses officer precedence numbers, competitive categories, promotion opportunity, flow points and obligated service requirements.

CHAPTER 6: "Laws and Policies of Significance to LDOs/CWOs". Provides a general description of the Defense Officer Personnel Management Act (DOPMA) and related laws and policies that pertain to LDOs/CWOs. Includes a listing of DOPMA sections, various instructions and manual articles that are applicable to LDOs/CWOs.

CHAPTER 7: "Career Planning". Outlines the duties and responsibilities of each LDO/CWO designator and provides a basic career planning guide for each.

**THE LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER
PROFESSIONAL GUIDEBOOK - 1994 EDITION**

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CHAPTER I

FROM PROUD BEGINNINGS - THE HISTORY OF LDOs/CWOs

The warrant officer community is as old as navies themselves. In the distant past, warfare was conducted by the aristocracy whose livelihood depended upon the income from agricultural lands given to them by the king, in exchange for their obligation to provide armed fighting men when called upon. The king or prince might command an entire military expedition, while various aristocrats commanded, as Captains, their own "companies" of men-at-arms. There were also junior officers who would command in "lieu" of the captain if the latter was killed or wounded -- a lieutenant.

Actual fights at sea were rare in the late middle ages, but if ships were needed, they were drafted into military service from traders and merchants. The ship would then be commissioned and a captain placed in command. The land-bound, part-time soldiers knew nothing of piloting, ship handling or navigation. The ship's master, his principal officers and the sailors or "swabbers" were necessary for the success of the operation. As commoners who were employed for their specific skills, these expert seamen were issued royal warrants which bound them to serve the king in their special capacities. Whether the master could be considered a limited duty officer or a commissioned warrant officer is a moot point, as rank, authority and precedence were less precise in those times.

At the outbreak of the Revolutionary War, the colonies quite logically modeled the nucleus of the naval establishment after the British. Our history records show that on 13 December 1775, Congress agreed to construct thirteen frigates. The grades of officers to lead this force were as follows:

COMMISSIONED

Captains of Ships
Captains of Marines
Lieutenants of Ships
Lieutenants of Marines

WARRANTS

Boatswains
Gunners
Carpenters
Mastersmates
Chaplains
Surgeons
Pursers
Secretaries of the Fleet

Contrary to popular belief, most warrant officers of the 1800's were not sailors who had begun at the bottom of the Navy's ladder and worked their way up. Boatswains, gunners, carpenters and sailmakers were often appointed directly into the Navy after learning their trades in merchant vessels or as privateers. In 1859, most warrant officers had as little as six months service as enlisted men. Some had none at all.

In 1862, the rank of Ensign was introduced. By 1865, the Navy had Vice Admirals, Rear Admirals and Commodores. Master ranked between Ensign and Lieutenant until 1881, when the rank was changed to Lieutenant Junior Grade. From the end of the Civil War,

until 1900, warrant officers were boatswains, gunners, carpenters, sailmakers and mates. The duties of the mate were simple: "He will perform duties as assigned by the commanding officer." The mate was junior to all officers and warrant officers, but senior to all enlisted men and to naval cadets, as graduates of Annapolis were then known.

Commissioned warrant grades (the chief warrant officer to "rank with but after ensign") were introduced to the Navy at the turn of the nineteenth century.

By the beginning of World War I, warrant ranks were used to meet the demands of the rapidly developing technology of the time. There remained on active duty only one chief sailmaker, but added to the register were 84 chief pay clerks, 101 pay clerks and 52 acting pay clerks. In the past, pay clerks had received an appointment after having been selected by a commissioned paymaster to work for that officer only. Very often they came directly from civilian life. Warrant pay clerks, on the other hand, had to be chief petty officer before they could apply for promotion.

It was during this period that the responsibilities of the gunner began to change, which eventually led to the creation of several new warrants. The gunner was also assigned the duty of supervising the electrical systems of ships. The original answer for this new specialty requirement was to split the gunner warrant into gunner and gunner(e) who was, despite his insignia, the electrical officer. With the introduction of wireless, gunner(e) was further divided to include gunner(w), which was later changed to gunner(r).

In 1910, Congress authorized the annual promotion of ten warrant officers to the rank of ensign. After World War I, almost all warrant officers and chief warrant officers were former enlisted men. The warrant officers mess was the abode of long service enlisted men who had achieved first class petty officer or chief petty officer status before becoming warrants.

On the eve of World War II, a chief petty officer or first class petty officer could be advanced to warrant if:

- a. he was under 35 years of age on the date appointed;
- b. he had no proficiency mark lower than 3.4;
- c. he was able to read and write English, understood the four rules of arithmetic and proportion, was able to keep accounts of stores and was thoroughly conversant with all instructions and regulations pertaining to the grade for which examined;
- d. could pass a professional examination; and

e. had five years of sea duty, at least one of which was in the rate of chief petty officer or first class petty officer.

The demands of World War II forced the creation of several new warrant specialties, and by 1950 there were 12: boatswain, gunner, torpedoman, electrician, radio electrician, machinist, carpenter, ship's clerk, aerographer, photographer, hospital corps (formerly pharmacist) and pay clerk. By the end of the war, approximately one-fourth of the lieutenant commanders, over 1,000 lieutenants and one-third of the lieutenants (junior grade) were either permanent chief warrant officers or permanent enlisted.

By 1948 the Navy realized that it often lost critical skills and knowledge that was learned as enlisted men or warrant officers when these individuals were promoted to commissioned status in the unrestricted line community because, all too often, this "Mustang" officer was not competitive for promotion with other commissioned officers. To retain these skills and to provide a fair competitive position for officers promoted from the ranks, the Limited Duty Officer Program was established.

In 1948, the Limited Duty Officer category was established under the Officer Personnel Act of 1947. The community was envisioned as a relatively small, elite group of officers who would retain their specialties acquired as enlisted men and warrant officers and support the unrestricted line community during periods of personnel shortages or when technological advances required. They were not to compete with the unrestricted line officers. Limited duty officers commissioned after inception of the Limited Duty Officer Program through 1956 were given permanent appointments under Title 10 USC, Section 5589. As these permanent limited duty officers progressed through the grade structure, they were given promotion opportunity equivalent to that experienced by unrestricted line officers.

The Defense Reorganization Act of 1949 created four warrant officer grade levels: W1, CW02, CW03 and CW04.

Commencing in 1957, all initial appointments to limited duty officer were temporary appointments under Title 10 USC, Section 5596. The input to the program increased markedly beginning in 1957 so that, by 1959, of the 2,502 officers comprising the total strength of the limited duty officer community, 1,148 were temporary officers.

In 1958, the Career Compensation Act was amended to establish pay grades E-8 and E-9. In 1959, the "Williams Board" was convened to study the warrant officer and limited duty officer programs in relation to the new E-8/E-9 pay grades. The board recommended that the limited duty officer program be expanded to meet the shortage of experienced junior officers and that the warrant officer program be concurrently phased out, utilizing senior and master chief petty

officers to assume some of their duties. As a result, input to the limited duty officer community was increased, including the selection of warrant officers to limited duty officer status. By the mid-1960's, the limited duty officer (Temporary) structure reached a peak population of about 7,500 officers.

Four years later, in October 1963, the "Settle Board" was convened to restudy the issue. It concluded that the expected functional overlapping of the duties of warrant officers and the new senior enlisted grades had not been demonstrated. The phaseout of warrants had created a void not effectively filled by LDOs and master chiefs -- a void incompatible with the Navy's needs for more, not fewer, officer technical specialists. Accordingly, the warrant officer program was revitalized, with a corresponding reduction in the limited duty officer program. There were no new limited duty officer accessions in FY-66, 67 and 68.

In 1974, a study directed by the Chief of Naval Operations was conducted under the sponsorship of the Bureau of Naval Personnel Career Planning Board. The following recommendations, designed to improve the limited duty officer and chief warrant officer programs and to improve stability in those communities, were approved by the Secretary of the Navy on 5 December 1974:

a. Retention of both the limited duty officer and chief warrant officer programs, but with functional role definitions developed separately for each.

b. Separate billet structures for the limited duty officer and chief warrant officer communities, based on the criteria expressed in the new functional role definitions.

c. Realignment of the limited duty officer and chief warrant officer designators and categories to provide warfare community identification and to facilitate centralized management of these two officer groups.

d. New procurement and appointment procedures to provide separate paths to either limited duty officer or chief warrant officer directly from enlisted status, as well as the retention of a path to limited duty officer, lieutenant (junior grade) from chief warrant officer. The changes created a younger LDO, capable of promoting to LCDR/CDR well before statutory retirement (30 years total active naval service), and a more seasoned, experienced and capable warrant officer.

In the 1970's, warrant officer (W1) was abolished; qualified enlisted personnel were promoted directly to chief warrant officer, receiving commissions as chief warrant officers, CW02. In 1980, the requirement that applicants for limited duty officer and chief warrant officer be under 35 years of age was discontinued.

Subsequently, master chief petty officers with up to 24 years of service became eligible for promotion to chief warrant officer.

In 1985, Congress lifted the "O-5 cap", authorizing LDO promotions to captain. The first LDO captain was promoted in 1986. By 1991 there were 24 LDO captains on active duty.

As a result of the Warrant Officer Management Act of 1991, the warrant officer grade of CW05 was authorized, at service secretary discretion, effective 1 February 1992. For the foreseeable future, SECNAV has decided not to implement CW05 as the Navy continues to downsize.

Over the years, the duties, responsibilities, authority and status of limited duty officers and chief warrant officers have grown from those of common seafarers, reluctantly admitted to officer status by aristocrats, to today's highly respected technical managers and technical specialists, essential to the successful operation of modern naval forces.

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CHAPTER II

EXPERTISE THROUGH EXPERIENCE

201. THE LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER PROGRAMS

Limited duty officer and chief warrant officer are two separate programs which provide the Navy with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. Both programs provide the opportunity for outstanding senior enlisted personnel to compete for a commission without need for a college degree. Combined, these two communities make up more than ten percent of the officer corps.

202. PRECEDENCE AND AUTHORITY

Generally, limited duty officers (LDOs) and chief warrant officers (CWOs) enjoy the same precedence and exercise the same authority as officers not restricted in the performance of duty (see Chapter 8, U.S. Navy Regulations, 1973).

a. Any LDO or CWO who is ordered as commanding officer or executive officer of a ship by the Chief of Naval Personnel is determined to be fully qualified and eligible to succeed to command at sea under the provisions of Navy Regulations.

b. A line LDO or CWO not ordered to duty per paragraph a, who is attached to and serving in a ship, shall be designated as eligible to succeed to command at sea by the first commanding officer who authorizes him or her to perform all deck duties afloat (Navy Regulations, Articles 0865 and 0866). This designation shall be by an official letter to the officer concerned, with a copy to the Chief of Naval Personnel. Further designation by subsequent commanding officers is not necessary. LDOs and CWOs so designated are eligible for command at sea within the provisions of Navy Regulations, Article 0902.

c. LDOs and CWOs are eligible for command ashore when the officer's designator is appropriate to the function of the activity to which attached. A letter of designation is not required. Articles 0865 and 0866 of Navy Regulations apply.

203. LIMITED DUTY OFFICERS (LDOs)

As officer technical managers of the Line or Staff Corps, LDOs progressively advance within broad technical fields related to their former enlisted ratings. They fill leadership and management positions at the ensign through captain level that require technical background and skills not attainable through normal development within other officer designators. LDOs serve as, but

are not limited to serving as, division officers, department heads, OICs, XOs and COs, ashore or afloat. They perform duties:

- a. In specific occupational fields;
- b. That require authority equivalent to other officer categories and greater than that of a CWO;
- c. That require strong managerial skills;
- d. That are outside the normal development pattern for unrestricted or restricted line officers (e.g., duties that would require excessive technical training or extensive on-the-job training).

204. LDO DESIGNATORS

There are currently 30 separate LDO designators in five categories. LDOs in the surface, submarine, aviation and general series designators are line officers; LDOs in the staff series are staff corps officers.

LIMITED DUTY OFFICER DESIGNATORS

<u>SURFACE</u>	<u>SUBMARINE</u>	<u>AVIATION</u>
611X DECK	621X DECK	*630X AVIATOR
612X OPS	623X ENG/REPAIR	631X DECK
613X ENG/REPAIR	626X ORD	632X OPS
616X ORD	628X ELEX	633X MAINTENANCE
618X ELEX	629X COMM	636X ORDNANCE
619X COMM		638X AVIONICS
		639X AIRTRAFCON
<u>GENERAL SERIES</u>		<u>STAFF</u>
640X NUCLEAR POWER	645X INTELLIGENCE	651X SUPPLY
641X ADMINISTRATION	646X METEOROLOGY/ OCEANOGRAPHY	653X CIVIL ENGINEER
642X DATA PROCESSING	647X PHOTOGRAPHY	655X LAW
643X BANDMASTER	648X EOD	
644X CRYPTOLOGY	649X SECURITY	

* No new accessions since 1986. Designator being deleted.

205. LDO ELIGIBILITY REQUIREMENTS

- a. Be a U.S. citizen;
- b. Be serving on active duty as petty officer first class (E-6) or chief petty officer (E-7 or E-8). If the member is a PO1,

he/she must have served in that capacity for at least one year as of October 1 of the year of application;

c. Have completed at least eight, but not more than 16 years of active naval service by 1 October of the year of application;

d. PO1 candidates must complete all eligibility requirements for E-7, except time-in-grade and performance tests, and must successfully compete in the annual Navy-wide examination for advancement to CPO administered in January of the year of application.

(1) A candidate whose final exam multiple is equal to or greater than that required to be CPO selection board eligible will be considered as LDO selection board eligible.

(2) A PO1 is exempt from this requirement when authorization for advancement to CPO has been received by the commanding officer.

e. Be physically qualified for appointment to LDO;

f. Be a high school graduate or possess a service-accepted equivalent;

g. Have no record of conviction by court-martial, non-judicial punishment (NJP), or conviction by a civil court for any offense other than minor traffic violations for two years as of 1 October of the year in which application is made;

h. Must be recommended by the commanding officer.

Specific eligibility requirements and additional information about the LDO program can be found in BUPERSINST 1131.1 (series).

206. CHIEF WARRANT OFFICERS

Navy CWOs have provided invaluable leadership since our beginnings as a naval force over two hundred years ago. On 13 December 1775, the Continental Congress created warrant officer grades for surgeons, chaplains, boatswains, carpenters and other specialists to serve in tasks vital to establishing and maintaining a fleet.

Today, as commissioned officers of the line or staff, Navy CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within a given occupational specialty. Although intended primarily as technical specialists, CWOs may also serve as division officers, department heads, OICs, XO and CO, ashore or afloat.

Navy CWOs are a special category of officers who should not be considered "junior officers". Although junior in pay grade, Navy CWOs have an average of 18 years enlisted service prior to commissioning. The wealth of technical experience and leadership they bring to the officer corps allows them to work closely with, and fully understand the requirements of, enlisted technicians in their charge. Warrant officers "bridge the gap" between the enlisted technician level and other officers, thereby improving the efficiency and effectiveness of the organization.

Because CWO assignments are often repetitive in nature, they continue to grow in experience, knowledge and value to the Navy as they progress through the warrant officer ranks. They perform duties:

- a. Limited in scope (in relation to other officers);
- b. That are technically oriented;
- c. Repetitive in nature;
- d. Not significantly affected by advancement in rank.

207. CWO DESIGNATORS

There are currently 32 CWO designators in five separate categories. Like the LDO community, CWOs in the surface, submarine, aviation and general designators are line officers; CWOs in the staff designators are staff corps officers.

CHIEF WARRANT OFFICER DESIGNATORS

SURFACE

711X BOSN
 712X OPS TECH
 713X ENG TECH
 714X REPAIR TECH
 715X SPEC WARFARE TECH
 716X ORD TECH
 718X ELEX TECH
 719X COMM TECH

SUBMARINE

720X DIVER
 721X BOSN
 723X ENG TECH
 724X REPAIR TECH
 726X ORD TECH
 728X ELEX TECH

AVIATION

731X BOSN
 732X OPS TECH
 734X MAINT TECH
 736X ORD TECH
 738X ELEX TECH

GENERAL SERIES

740X NUC PWR TECH
 741X SHIP'S CLERK
 742X DATA PROC TECH
 744X CRYPTO TECH
 745X INTEL TECH
 747X PHOTOGRAPHER
 748X EOD TECH
 749X SECURITY TECH

STAFF

751X SUPPLY
 752X FOOD SERVICE
 753X CEC
 *754X PHYSICIAN ASST
 **756X TECH NURSES

* Designator being phased out. Separate eligibility requirements and accession procedures. Contact your Command Career Counselor for additional information.

** Technical Nurse Warrant Officers are members of a unique, separate competitive category and are initially appointed as W-1. Eligibility requirements and accession procedures are governed by separate directives. Contact your Command Career Counselor for additional information.

208. CWO ELIGIBILITY REQUIREMENTS

- a. Be a U.S. citizen;
- b. Be serving on active duty as a chief petty officer (E-7 through E-9) at time of application;
- c. Be physically qualified for appointment to CWO;
- d. Be a high school graduate or possess a service-accepted equivalent;
- e. Have no record of conviction by court-martial, non-judicial punishment (NJP) or conviction by a civil court for any offense other than minor traffic violations for two years as of 1 October of the year in which application is made;
- f. Personnel in pay grades E-7 through E-9 must have completed at least 12, but not more than 24 years of active naval service as of 1 October of the year application is made.
- g. Must be recommended by the commanding officer.

209. APPOINTMENT PROCEDURES

Selectees for appointment to LDO or CWO are assigned an effective date of appointment by the Chief of Naval Personnel. Appointments are tendered in increments throughout the fiscal year.

Prior to the effective date of appointment, the selectee receives a package containing the Certificate of Appointment and Letter of Acceptance/Oath of Office (NAVCRUIT 1000/20) from Commander, Navy Recruiting Command (Code 13). The package also contains specific instructions for acceptance or declination of the appointment.

210. INITIAL APPOINTMENT TO LIMITED DUTY OFFICER

All enlisted personnel selected for LDO are initially appointed as temporary officers in the grade of ensign in the Regular Navy under the authority of Title 10, United States Code, Section 5596. Individuals holding temporary officer appointments

retain their permanent enlisted status and continue to advance in their enlisted rating through procedures contained in the Enlisted Advancement Manual, BUPERSINST 1430.16 (series).

It should be noted that in addition to the three years time in grade previously required for temporary officers to automatically advance in their permanent enlisted status, the Enlisted Advancement Manual now requires temporary officers to meet minimum Total Active Federal Military Service standards of 11, 16, and 19 years total active service for advancement to E-7, E-8, and E-9, respectively.

LDOs may remain temporary officers only until selected for and promoted to lieutenant. Once Senate confirmation of the promotion list is received by BUPERS, permanent appointments to lieutenant will be offered by Commander, Navy Recruiting Command, normally within 120 days after the officer's lieutenant date of rank. Once offered, the permanent appointment must be accepted or declined, as indicated on the cover letter forwarding the Certificate of Appointment and Letter of Acceptance/Oath of Office, NAVCRUIT 1000/20. Those who decline such permanent appointment will be involuntarily reverted to their permanent enlisted status, usually prior to completing six months service as a temporary lieutenant. SECNAVINST 1120.3 (series) provides additional details.

Permanent CWOs selected for LDO are tendered temporary appointments in the grade of lieutenant (junior grade). However, since these individuals are already permanent officers, those who are subsequently selected for and promoted to lieutenant may remain temporary LDOs. While serving as temporary LDOs, they retain their permanent CWO status and are eligible for CWO promotions as if still serving as chief warrant officers.

211. INITIAL APPOINTMENT TO CHIEF WARRANT OFFICER

All CWO appointees are discharged from their enlisted status upon acceptance of commission. Authority for permanent appointments is Title 10, United States Code, Section 571.

CWO selectees serving as a chief or senior chief petty officer are tendered permanent CWO (W-2) appointments in the Regular Navy. Master chief petty officers with at least two years time in grade as E-9 on 1 October of the year the board convenes are tendered permanent CWO (W-3) appointments in the Regular Navy.

212. LDO AND CWO INDOCTRINATION SCHOOL

Newly appointed LDOs and CWOs are ordered to duty via NAVAVSCOLSCOM, Pensacola for officer indoctrination training (OIS) to assist them in smoothly transitioning into their new role as commissioned officers. Personnel selected for designators

651/751/752 will be ordered to duty via Navy Supply Corps School, Athens, GA; those selected for 653/753 will be ordered to duty via Civil Engineer Corps Officer School, Pt. Hueneme, CA.

213. OFFICER SERVICE RECORD

The officer service record (NAVPERS 1070/66) is opened by the activity which administers the acceptance and oath of office, and is thereafter maintained by the activity to which the officer is attached. The officer service record provides a file of documents for local assignments and administration of officers, and is in addition to the official record kept in the Bureau of Naval Personnel (BUPERS).

Each officer and his or her commanding officer is responsible for ensuring that the service record is complete and contains all data required for the current tour of active duty and any other useful correspondence. Refer to MILPERSMAN for a complete description of contents and format of the officer service record.

214. CONTINUING EDUCATION

Although there is no requirement for LDOs/CWOs to have college degrees, more than 600 currently have bachelor's degrees, and over 100 have postgraduate degrees. Once commissioned, it is possible to continue formal education.

A great program for earning that degree is the College Degree Program (CDP). Students pay their own tuition and draw normal pay and allowances while attending college full-time for up to 18 months. BUPERSINST 1520.106 provides details. Basic eligibility requirements for this excellent program are:

- Commissioned officer, CW02 through O-5
- Have at least two regular fitness reports as officers
- Have sufficient college credits to obtain a baccalaureate degree within an 18 month period
- Have enough time remaining in service to perform obligated service. (Two-for-one payback: 18 month schooling requires a 36 month payback).
- Be eligible for rotation to a normal shore tour, or, if on a normal shore tour, have at least two years remaining ashore when you begin.

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CHAPTER III

IN PURSUIT OF A CAREER AS AN LDO OR CWO

301. IDENTIFYING AND COUNSELING POTENTIAL CANDIDATES

Competition for selection into both of these communities has been, and will continue to be, extremely keen. The number one criteria for selection and successful service as an LDO or CWO is sustained superior performance in a variety of challenging assignments with increasing responsibility and leadership.

Interested personnel should prepare early in their career to ensure that they will be competitive for selection when eligible to apply. Many successful candidates begin as early as PO3. Most have a combination of tough jobs, exceptional performance, outside education and correspondence courses that are well-documented in their enlisted evaluations and service record.

Since LDOs/CWOs are commissioned directly from the enlisted ranks, division officers and other officers in the chain of command should be alert to recognize, counsel and encourage their outstanding enlisted personnel who possess the potential to excel as "Mustangs".

Increased knowledge acquired by on-the-job and specialized training through schools and correspondence courses should be sought by all potential candidates. Many candidates apply repeatedly; unless they demonstrate continued growth in experience and training, they will not be competitive for selection.

"Quotas" for individual designators vary from year to year depending on retirements, changes in authorized billets and other manning considerations. Therefore, a decision to apply (or not) should not be based on previous year's quotas. Each year the Navy selects approximately 200 to 300 new LDOs and about the same number of warrant officers. While a particular designator may be closed for a year or two, it will reopen. Many successful LDOs and CWOs applied several times before being selected. Selection opportunity increases significantly with additional experience and knowledge.

302. GETTING STARTED

THE DEADLINE FOR APPLYING IS 1 AUGUST.

First, read BUPERSINST 1131.1 (series). Go over it carefully before starting your application, making note of sections applicable to you as an individual candidate.

- Changes (if any) are announced by NAVADMIN message approximately 1 May of the year the application is due.

- Check your local service record for completeness. Look for missing/misfiled evaluations, qualifications, awards, etc. Make corrections as soon as possible.

- Obtain a copy of your enlisted microfiche record to ensure it is also current. Send Microfiche Record Request Form, NAVPERS 1070/879 (Rev 6-90) (S/N 0106-LF-010-0900) to Bureau of Naval Personnel (Pers-313C), 2 Navy Annex, Washington, DC 20370-3130.

- POIs who wish to apply for LDO must have taken the CPO exam in January of the year the application is due to BUPERS and be selection board eligible. The current year exam "profile sheet" must accompany the application.

- Where eligibility is computed "as of 1 October of the year application is made", that means as of 1 October of the year that your application is due to BUPERS. If your application is due 1 August 1994, eligibility is to be computed as of 1 October 1994.

- All inquiries concerning the application, including verification of its receipt, should be directed to PERS-251, DSN 224-2531/1193 or Commercial 703-614-2531/1193.

303. SELECTING AN OFFICER DESIGNATOR

LDO and CWO "designators" are similar to enlisted ratings. They describe the officer's technical specialty and will usually be directly related to the former enlisted rating.

Applicants for the LDO and CWO programs should normally request consideration only in the category of their normal path of advancement, as indicated in paragraph 304 on the following page and enclosure (1) of BUPERSINST 1131.1 (series). Although candidates may apply for any category for which they are qualified, even stronger competition will be encountered when applying outside the normal path of advancement. Ask yourself how you would compare with an individual in a rating that is in the normal path. For example, how would a typical RM do when competing with an ET for an electronics quota? Bottom line: Apply for only the designator(s) for which you are well-qualified, and then take the time to ensure that your application fully supports that request.

- Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program.

- CWOs in the nuclear occupational field and nuclear trained enlisted personnel may apply only for nuclear power designators.

304. NORMAL PATH OF ADVANCEMENT TO CWO AND LDO

ENLISTED RATING	CWO CATEGORY AND OFFICER DESIGNATOR	LDO CATEGORY AND OFFICER DESIGNATOR
SURFACE / SUBMARINE		
BM, OM, SM	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/EW/OT*/STG 8	OPERATIONS TECH (712X)	OPERATIONS (612X)
BT, IC, EN, MM, GS, EM	ENGINEERING TECH (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML, PM, HT, DC, OM, IM, MR	REPAIR TECH (714X/724X)	
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECH (715X)	N/A
WT*, GMG, GMM, GM, FTB* FC*, MT, FTG*, TM, FT*, MN	ORDNANCE TECH (716X/726X)	ORDNANCE (616X/626X)
ST, DS*, FTG*, FTB*, FC*, OT*, ET, FT*	ELECTRONICS TECH (718X/728X)	ELECTRONICS (618X/628X)
RM	COMMUNICATIONS TECH (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED S	DIVER (720X)	N/A
AVIATION		
ABE, ABF, ABH, AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECH (732X)	AVIATION OPERATIONS (632X)
AD, AME, AMH, AMS, AM, PR, AS, AZ, AFCM	AVIATION MAINTENANCE TECH (734X)	AVIATION MAINTENANCE (633X)
AO, WT*	AVIATION ORDNANCE TECH (736X)	AVIATION ORDNANCE (636X)
AV, AT, AE, TD	AVIATION ELECTRONICS TECH (738X)	AVIATION ELECTRONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)
GENERAL SERIES		
8MM, EM, ET	NUCLEAR POWER TECH (740X)	NUCLEAR POWER (640X)
LI, JO*, PC, PN, YN, LN*, RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
DP, DS*	DATA PROCESSING TECH (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT [Ⓢ]	CRYPTOLOGIC TECH (744X)	CRYPTOLOGY (644X)
IS*	INTELLIGENCE TECH (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/OCEANOGRAPHY (646X)
PH, IS*, JO*, DM*	PHOTOGRAPHER (747X)	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD	EXPLOSIVE ORDNANCE DISPOSAL TECH (NOTE 1) (748X)	EXPLOSIVE ORDNANCE DISPOSAL (NOTE 2) (648X)
MA	SECURITY TECH (749X)	SECURITY (649X)
STAFF CORPS		
DK, SK, SH, AK, MS*, DP~	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY CORPS (SC) (651X)
MS*	FOOD SERVICE WARRANT (SC) (752X)	N/A
DM*, BU, CE, CM, UT, UCCM, EA, EO, SW, CUCM, EOCM	CIVIL ENGINEERS CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN*	N/A	LAW (655X)
<p>* NORMAL PATH IN MORE THAN ONE CATEGORY. Ⓢ STGs WHO ARE QUALIFIED ASW EVALUATORS OR ASW SPECIALISTS WITH NEC 0417. AVIATION ASW OPERATORS WHO ARE QUALIFIED LAMPS MK III AIR TACTICAL CONTROL OPERATORS (ATACOs) (AW-0322/7873) Ⓢ EXCLUSIVE PATH OF ADVANCEMENT FOR PERSONNEL IN THESE RATINGS WHO HOLD A VALID NUCLEAR POWER PROGRAM NEC. Ⓢ ONLY CT PERSONNEL MAY APPLY. ~ DPs MUST BE SUADPs QUALIFIED. ~ MUST BE QUALIFIED AND DESIGNATED A MASTER, SATURATION, OR 1ST CLASS DIVER. NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH QUALIFIED. NO PATH INTO THE 751X OR 643X DESIGNATORS UNDER THE INACTIVE-DUTY LDO/CWO PROGRAM.</p> <p>NOTE 1: MUST POSSESS NEC 5336 OR 5337 NOTE 2: MUST POSSESS NEC 5334, 5335, 5336 OR 5337</p>		

305. THE APPLICATION

The application is actually a resume. The format is standardized because selection board members must read hundreds of them, and it is easier if they are all alike. Think of your package as one of many applications for the same great job -- you have to beat out the competition.

- You won't get extra points for thickness. Do not include information that is in your microfiche service record unless required by BUPERSINST 1131.1 (series).

- Be sure the application is complete, in the proper format and that spelling and grammar are correct.

- Low ASVAB or BTB test scores may be partially offset by good grades in Navy schools and correspondence courses. If you have college credits, good grades there may also help.

- Your personal statement at the end of your application is very important; it's your chance to tell the board why you want to be an LDO or CWO. But be brief -- no more than two or three short paragraphs.

- There are no "required" or "right" correspondence courses. A good blend of technical/non-technical courses will help, especially if done over a number of years and not just since you decided to apply. Consider taking enlisted rating courses of the other source ratings that are also in the normal path of advancement for the designator for which you are applying.

- Candidates may submit certified copies of additional correspondence, but it must reach PERS-251 not later than 1 January of the year in which the board is scheduled to convene. Only commendatory correspondence received by the applicant after submission of the application or enlisted evaluations not on the enlisted microfiche record will be accepted.

- Finally, ask an LDO or CWO to go over your application with you. Listen to what they say -- they've been there.

306. THE INTERVIEW BOARD

The interview board helps the C.O. evaluate the candidate's potential as a career officer. The C.O.'s endorsement should be consistent with the board's comments or an explanation should be provided. BUPERSINST 1131.1 (series) is very specific in addressing the board's purpose and composition -- the senior member shall be a LCDR or above, and junior members must be at least lieutenants (if not LDO) or LDO LTJG/CWO3. Designator and rank of the interviewer must be entered in the lower right hand block of the interview form.

- Many interviewers do not mark and annotate the "POTENTIAL" block on the interview form. That section applies to LDO/CWO candidates and must be completed. BUPERSINST 1131.1 (series) specifically states that although the potential block is designed for candidates other than LDO/CWO, the interviewers are required to complete this block.

307. COMMANDING OFFICER'S ENDORSEMENT

The C.O.'s endorsement is critical. It must be specific as to why an applicant is better than the competition -- hard to do if not true. Weak praise will seriously hurt the candidate. If the C.O. does not recommend a candidate for commissioning, the application should not be forwarded.

- An applicant must be recommended by the C.O. to be eligible for consideration. (SECNAVINST 1120.3C). If the application is for two designators, the C.O.'s endorsement must address qualifications for both.

- If the candidate is not competitive, he or she should be told so and counseled on ways to improve.

- Applicants with long-term problems which would limit their assignment as an officer should be counseled. Experience has shown that the additional responsibilities of officer status generally make the situation worse.

- The endorsement must include a specific statement noting that the applicant meets physical fitness and percent body fat standards. If it doesn't, the application will be returned.

- The endorsement and evaluations must be consistent. An extremely strong endorsement with weak evaluations from the signer raises doubts in the reviewer's mind.

- The C.O. or drafter should read the interview sheets before writing the endorsement -- they should also be consistent or the board will get mixed signals.

- Whenever possible, the endorsement should be personally signed by the C.O., not "By direction" or "Acting".

- The Commanding Officer's endorsement verifies the accuracy of the applicant's statements, as well as all enclosures.

308. CHRONOLOGICAL LIST OF DUTY STATIONS AND ASSIGNMENTS

The chronological list of duty stations and assignments will be much more meaningful if you take the time and effort to include enough detail to describe your duties. This is another opportunity to talk to the board -- use it to document your qualifications.

- Research your record; if it's not obvious in your evaluations, clarify the type/nature of assignments.

- Although not specified in the instruction, the preferred format is horizontal (across, not down, the page).

309. PERFORMANCE EVALUATIONS

If there is one thing reporting seniors can do to recognize achievers, it's substantiation in performance evaluations. All too often the board must read "...one of the best", "...head and shoulders performer" or "...cream of the crop", yet the person wasn't broken out at all in the evaluations.

- If the individual is truly a superstar, the evaluator should break the person out with statements such as "Top performer, ranked 2 of 21", or "My strongest petty officer, number 1 of 15 in the division".

- Bulletize and highlight achievements by boldface, underline or offset techniques. Don't bury credentials in a six-line paragraph and don't try to stretch three significant accomplishments into five bullets.

- Reference to qualifications for officer programs in several evaluations (not just the most recent) is very positive.

310. TIE-BREAKERS

As mentioned earlier, the most important selection criterion has been and will continue to be **sustained superior performance** in a variety of challenging assignments. Identify those assignments early in your career and go for them.

- **Women:** The board recognizes that arduous sea duty is not always available and will give due consideration. However, the board is also aware of comparable billets and will be looking for the candidate who has gone that extra mile. Go operational; go overseas. The closer to the fleet the better.

- **College:** A college degree is not required. Generally, off-duty education is a plus; however, it should not interfere with your job. Full-time schooling that detracts from performance will hurt, not help.

311. IN-SERVICE PROCUREMENT SELECTION BOARD

LDOs and CWOs are selected for appointment by In-Service Selection Boards. A new board is convened each fiscal year, usually in January, for approximately three weeks. The results are normally released to the fleet by NAVADMIN message by mid-February.

Selectees are commissioned monthly, beginning 1 October. Details are included in the message.

In addition to senior LDOs, board membership includes officers of the line and various staff corps to allow the senior member of the board to establish internal panels with a good knowledge of the requirements of each occupational specialty. Each member of the board is sworn to select the best qualified candidates without prejudice or partiality.

In-service boards consider applicants for appointment in the designator(s) they have requested. If a candidate requests consideration in more than one designator (the maximum that can be requested is two), the board recommends the individual for appointment only in the designator for which he or she is considered best qualified.

The boards recommend candidates for appointment in numbers not to exceed the quotas furnished by the Chief of Naval Personnel. However, the board is not obligated to select to the numbers provided if, in its opinion, sufficient numbers of applicants are not qualified for appointment in a particular designator.

312. LIST OF MOST COMMON ERRORS

- CO's endorsement too lengthy. A page to a page and a half should be all that is necessary. Anything longer tends to detract from the applicant's overall qualifications.

- Candidates percent body fat and physical readiness criteria not included in the C.O.'s endorsement.

- Grade and designator of interviewer left off the interview appraisal sheet (CDR/USN/6330 is the proper format).

- "Potential" block on interview sheets not completed.

- Current FALANT tests (when required) not received. Should be within 18 months of 1 October of calendar year of application.

- Too many enclosures. Review your microfiche and submit copies of only those documents not on file.

- Candidates not qualified for second choice designator.

- Numerous typos and enclosures out of order.

- Application not signed.

The successful candidate will have a well-documented record of sustained superior performance, very positive local interviews and an outstanding commanding officer's endorsement.

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CHAPTER IV

MAKING THE SYSTEM WORK FOR YOU

401. CAREER GUIDANCE

A key part of managing your officer career will be the counseling you receive. However, the quality of the counseling you receive is only as good as its source. No matter what the advice or the source, the career decisions you make affect your career. In general, the most reliable sources for career information are your commanding officer, executive officer and your detailer.

COs and XO's are knowledgeable and experienced counselors, able to address general requirements for your career path. An experienced LDO or CWO can help with the detailed requirements of your technical specialty. There are many career considerations which do not change, such as the importance of **sustained superior performance**. For guidance on specific billet choices in a changing career path, you will need to contact your detailer. Detailers know your qualifications, career needs, personal preferences and which billets are available.

402. THE ASSIGNMENT CYCLE

Your detailer is your representative in the assignment process at BUPERS. He or she is usually a member of your community, often having completed the kind of tour you will be rolling into soon. As you draw nearer to your projected rotation date (PRD), you will probably need to work with your detailer more and more to get a set of orders that will meet both your needs and the needs of the Navy. The first time you talk to your detailer, you will learn some basics about the assignment cycle. Assignments are made with three considerations in mind:

- The needs of the Navy
- Your career needs
- Your personal desires

Your first step is to fill out NAVPERS Form 1301/1, the Officer Preference and Personal Information Card (preference card). You may list up to six choices in each of three categories:

- Homeport/location
- Ship/squadron/activity
- Type of billet

Additionally, you may rank order these categories. That is, billet type may be more important to you than homeport. Your preference card is the only record your detailer has of your personal billet preference, so it's important to keep it updated. How often should you send in a revised "dream sheet"? At least

every tour, but certainly whenever your desires change. Your detailer definitely should have an updated preference card on file when you come into the detailing window (about 12 months prior to your PRD) -- he/she must have a current work and home phone number.

Talk with your detailer to learn what your career needs and current career options are. He or she can tell you what your career path looks like, which professional qualifications you need, how you compare with your contemporaries and what alternatives you have.

The key to constructive dealings with your detailer is flexibility. Help the system work for you, rather than against you. Avoid demanding a specific preference. The more flexible you are, the more options you'll have. You are more likely to be happy with your second or third choice than with none at all, which could happen if your request is not realistic. Work with your detailer to develop realistic priorities.

The third side of the detailing triangle -- the needs of the Navy -- is represented by the placement officer. As detailers represent you, placement officers represent the Navy and the receiving commands. Placement officers identify billets for detailers to fill and seek the most qualified replacement for each billet.

Available billets and officers are normally looked at nine to twelve months before PRD. Placement officers (representing commands) and detailers (representing officers) negotiate billet assignments. The Navy's needs have priority. Assignments are usually firmed up 4 to 6 months prior to an individual's PRD.

Other factors can enter into the process. Requirements for an onboard relief in a particular billet can make timing critical. Changes in one officer's school or deployment schedule can change the orders/timing of several other officers in the assignment chain. The orders you receive from BUPERS specify a detaching month and a reporting month. The detailer and placement officer negotiate specific detaching and reporting dates, travel and proceed time and enroute leave with your current and new commands.

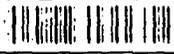
403. YOUR OFFICIAL RECORD

Every Navy active duty member or drilling reservist has his or her master personnel record maintained by BUPERS on microfiche. All administrative functions, such as assignment to a new billet, advancement boards, command screening, and retirement are dependent on a complete and accurate record of your naval service, which is your responsibility to keep current.

An officer's microfiche record is a compilation of five separate sections, labeled fiche 1 through 5. In the case of

officers who are prior enlisted, the record consists of both the officer record and a separate enlisted microfiche record, labeled fiche 1E through 3E. Each fiche has the individual's SSN, name and the fiche number at the top. There are seven rows, "A" through "G" with 14 images per row. Images are documents or portions of documents that have been photographed onto microfilm and placed on the microfiche. Information is placed on each individual fiche as follows:

FICHE 1: Photo, fitness reports and awards.

123 45 6789		1		BLUETAIL JOHN T			
A	01	02	03	PHOTO AND FITNESS REPORTS			
B							
C							
D							
E							
F							
G	04	COMMENDATORY DATA, MEDALS/AWARDS/CITATIONS					

FICHE 2: Education (transcripts, diplomas, military courses); qualification (initial designator qualification or designator change); appointments and promotions; reserve status (USNR appointment, reserve officer performance record); service determination (statement of service, DD-214's, separation letters); miscellaneous professional history (PRD extensions, active-duty agreement, training requests, request for special training programs).

123 45 6789		2		BLUETAIL JOHN T			
A	05	EDUCATION					
B	06	QUALIFICATIONS					
C	07	APPOINTMENTS AND PROMOTIONS					
D							
E	08	RESERVE STATUS					
F	09	SERVICE DETERMINATION/SEPARATION/RETIREMENT					
G	10	MISCELLANEOUS PROFESSIONAL HISTORY					

FICHE 3: Security/personal history (security investigations, clearances, personal history statements); record of emergency data; record changes (SSN, names changes); personal background data (report of home of record, officer's biography sheet, citizenship, casualty data); miscellaneous personal data (medical forms, physicals, SGLI beneficiary form).

123 45 6789		3	BLUETAIL JOHN T			
A	11	SECURITY/PERSONAL HISTORY				
B						
C	12	EMERGENCY DATA				
D	13	RECORD CHANGES				
E	14	CITIZENSHIP AND BIOGRAPHY				
F						
G	15	PERSONAL DATA/MEDICAL				

FICHE 4: Orders (PCS, recall to active duty, separation, reserve active duty training).

FICHE 5: Privileged information (medical board cover letters, POW data, adverse data -- NJP letters, administrative/punitive letters, detachment for cause).

123 45 6789		4	BLUETAIL JOHN T			
A	16	ORDERS				
B						
C						
D						
E						
F						
G						

123 45 6789		5	BLUETAIL JOHN T			
A	17	PRIVILEGED INFORMATION				
B						
C						
D						
E						
F						
G						

404. REVIEWING AND CORRECTING YOUR RECORD

Do not assume that BUPERS will review your record and notify you of any missing documents. Every officer should review his/her record, including the Officer Summary Record (OSR), on an annual basis, but at least six months before being considered by any selection board for which they are eligible.

405. TO REVIEW RECORD WHILE IN WASHINGTON

Call ahead to have your records ready when you arrive:
DSN 224-2858 or commercial 703-614-2858

- Records Review Room...Room 3036, Navy Annex (PERS-313D)

You can pick up records(s) for others if advance arrangements have been made and you have a "signed authorization" for each record requested. MILPERSMAN 5010125 refers.

406. TO REQUEST RECORD BY MAIL

A copy of your microfiche record may be obtained by utilizing NAVPERS 1070/879, Microfiche Record Request Form (S/N 0106-LF-010-0900), in accordance with MILPERSMAN 5010125.

- Submit NAVPERS 1070/879 for microfiche record to:

Chief of Naval Personnel (PERS-313C1)
Bureau of Naval Personnel
2 Navy Annex
Washington, DC 20370-3130

- Include: rank, name, SSN and current military or home address and signature.
- The form can also be sent via FAX: (703) 614-8882.

407. CORRECTING/ADDING TO YOUR MICROFICHE RECORD

If, after screening your record, you determine there are documents missing, send two single-sided copies of the missing documents to PERS-313D. One copy will be used to update your master record; the other will be sent to the selection board on paper if there is not enough time to update the microfiche record before convening of the board. Mailing address is:

Chief of Naval Personnel (PERS-313D)
Bureau of Naval Personnel
2 Navy Annex
Washington, DC 20370-3130

- Copies can be hand-carried to Room 3032, Navy Annex.

408. PHOTO SUBMISSION

Per MILPERSMAN 5020140, a full-length, three-quarter view photograph in Summer Khaki is to be submitted to BUPERS (PERS-313C), utilizing NAVPERS 1070/10, Officer Photograph Submission Sheet, by all officers:

- Upon original appointment to commissioned grade.

- Within one year (but not less than 3 months) of the convening date of the promotion board in which the member is in zone for promotion to CWO3 through CWO4, or O-3 or above.

409. UPDATING EDUCATIONAL ACHIEVEMENTS

Submit certified copies of transcripts/certificates in accordance with MILPERSMAN 5020220 and Volume II, NAVPERS 15839H, Appendix D to:

Chief of Naval Personnel (PERS-1024C)
Bureau of Naval Personnel
2 Navy Annex
Washington, DC 20370-1024

410. ADDING PERSONAL AWARDS TO RECORD AND OSR

Submit certified copy of signed citation to:

Board of Decorations and Medals
200 Stovall Street
Hoffman Building #2, Room 8N23
Alexandria, VA 22332-2100

On a separate paper, provide complete name, rank, SSN, UIC, number of award (first, second, etc.), command awarding, period covered, and date approved.

- Phone number for Board of Decorations and Medals:

DSN 221-8770; Commercial (703) 325-8770

411. IMPORTANT PHONE NUMBERS

(DSN 22X-XXXX; Commercial Area Code 703)

Microfiche records control.....614-3654/2697/2983

Selection board support.....614-2983/3381

Officer fitness reports.....614-1196/2476

Record review room.....614-1315

412. FITNESS REPORTS

Navy Regulations requires that records be maintained on officers "which reflect their fitness for the service and performance of duties." Fitness reports form a primary basis for selecting officers for promotion, duty assignment, command and advanced training -- they tell the board about your career and performance.

There are several ways in which your fitness report reflects performance. The first is by letter grades in specific aspects of performance, ranging from tactical proficiency, leadership, and watchstanding, to speaking and writing ability. Another way is by indicating your performance trend. After the initial report in a new command, your performance should be "improving". "Consistent" implies "stagnant", while "declining" is self-explanatory.

Another important area on the fitness report that board members utilize to judge your performance is your competitive ranking against your contemporaries. Where you are placed in comparison to your contemporaries is critical. For instance, if you and six of your contemporaries are all ranked "top one percent" and you are ranked "7 of 7", with no one ranked "top five percent" or below, your career is probably in trouble and you should seek immediate counseling from your commanding officer.

If you are particularly strong, your CO may use one or both of two other FITREP sections to break you out from your contemporaries. He or she may recommend you for accelerated promotion ("RAP"), block 62 of the FITREP. Although O-1 to O-3 are not ranked against their contemporaries on the front of the FITREP (block 66), the CO can provide a comparative ranking in the narrative section on the reverse side of the FITREP with such wording as "Number 1 of 7 Lieutenants". Also in the comments section are bulletized statements of your specific accomplishments and qualities.

When your CO debriefs your fitness report, pay close attention. If it's your first "observed" fitness report, ask to have the whole process explained. It's important to know **exactly** what your fitness reports are saying about you, and what the board is gleaning from them.

413. CORRECTIONS TO FITREPS

For simple administrative errors, the reporting senior submits a corrected copy to PERS-323. BUPERSINST 1611.17, Chapter 13 refers.

For submission of supplementary material to clarify, amend or correct a report, the Reporting Senior submits a Supplemental Report to PERS-323 per BUPERSINST 1611.17, Chapter 13.

Supplementary material concerning reports more than two years old will be accepted only if the Reporting Senior demonstrates in a cover letter why the material could not be submitted in a more timely manner.

414. WRITING FITNESS REPORTS

The opening sentence sets the tone for the entire report. If it doesn't get the reader's attention, the entire report is weakened. It should be brief and laudatory, but doesn't have to be specific. The specifics come in the bullets.

Underline sparingly -- excessive underlining negates the intended emphasis. The report should be clear and concise, and should focus on:

- specific performance and accomplishments
- comparison
- desirability/progression toward command and greater responsibility
- personal traits
- recommendations

Grades and narrative are equally important, and must agree -- a report with a weak narrative that does not justify strong grades will be perceived as a weak report.

Avoid stereotyped and vague comments, list specific accomplishments and demonstrated performance, use bullets to point out specific characteristics and achievements, and support general comments with specific actions.

The final paragraph should be almost as strong as the opening sentence. Recommendations for increased responsibility, command, special programs, or promotion should come in the last paragraph.

415. OFFICER SUMMARY RECORD (OSR)

An essential part of preparing for a selection board is a thorough review of your Officer Summary Record (OSR). The OSR summarizes an officer's professional and performance history. It was designed for use by selection boards with (not instead of) the official microfiche record and should be reviewed at least six months before a board meets. To receive your OSR, copy the form at the top of the next page and mail as indicated, or send via FAX: (703) 614-1914.

REQUEST FOR OFFICER SUMMARY RECORD

(Please print or type)

NAME (LAST, FIRST, MI)		SOCIAL SECURITY NUMBER
RANK	DATE OF REQUEST	
ADDRESS TO WHICH OSR IS TO BE MAILED (INCLUDE 9-DIGIT ZIP CODE)		

I request a copy of my Officer Summary Record (OSR). I understand that this request will be responded to by mail within 60 days, and that the material will be forwarded to the address entered above.

(Requestor's Signature)

MAIL TO:

BUREAU OF NAVAL PERSONNEL
PERS-323 OSR
2 NAVY ANNEX
WASHINGTON DC 20370-3230

NAVPERS 1611/30 (4-93)

This form may be reproduced locally.

416. READING AND INTERPRETING YOUR OFFICER SUMMARY RECORD

Once you receive your OSR, put your FITREP copies in chronological sequence from the most recent to the first received. Using your OSR and the section by section description provided below, check the entire OSR, from top sheet to the last FITREP, for completeness and accuracy. The OSR is comprised of:

Automated Professional History -- ("Top Sheet"). Information regarding your professional history is on the "top sheet". With the exception of personal decorations, all of the information on this sheet comes from the same file that produces the Officer Data Card (ODC) and can be corrected only by correcting the corresponding items on the ODC. Do not send OSR "top sheet" corrections to Pers-323. Instructions are in the Manual of Navy Officer Manpower and Personnel Classifications, NAVPERS 15839H, Volume II -- the Officer Data Card. For procedures for correcting the personal decorations section, see paragraph 410 of this chapter.

FOR OFFICIAL USE ONLY

NAME		OFFICER SUMMARY RECORD					
BLUETAIL, JOHN T.		DATE PROC		SERV NUM			
ASN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF SERV DATE	FOR BOARD USE	
123-45-6789			090620	42			
	CAPT	CDR	ICDR	IT	ITJG	ENS	WARRANT
FROM HISTORY: DATE OF RANK							
PRESENT DUTY STATION				PRESENT BILLET			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DEGREE LEVEL	MAJOR	LANG PROF	DUE EPIC		COURSE: DATE/WEEKS:	
AMERICAN U	72MASTER	FRON AFF	FRON 3	FRON 3		COURSE: DATE/WEEKS:	
TUFTS	61BACH1PR	FRON AFF				COURSE: DATE/WEEKS:	
						COURSE: DATE/WEEKS:	
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATERGRADE		REMARKS	
	N	00	001	AS			
AVIATION EXPERIENCE		PERSONAL DECORATIONS					
HOURS	CARRIER LANDING	HIGHEST AWARD:					
TOTAL	TOTAL	NAV COM MDL 01 NAV ACH 02					
JET	NIGHT						
WELD	INST RATING						
AC CDR	SERVICE GROUP						
SPECIAL QUALIFICATIONS							
1		2					
2		3					
3		4					
4		5					
5		6					
6		7					
7		8					
8		9					
9		10					
10		11					
11		12					

FOR OFFICIAL USE ONLY

OSR "TOP SHEET"

Performance Report Summary (FITREPS). The sheets following the top sheet are summaries of your FITREPs. (See page IV-13). They provide a method of displaying fitness report marks in a single line entry for each report you have received. For periods of active service ending before 30 September 1974, the summaries were handwritten; after that, the fitness report system was automated. Corrections to these pages are made to Pers-323. Enclose a copy of the FITREP, if available, and the OSR with corrections marked.

Each line represents a separate report. A raised number with "tick" marks shows that it is the average grade or, in the case of "Comparison", indicates the mark you received. If average falls in a column where you did not have a grade, an asterisk (*) is entered. Example: "3As and 3Cs" averages to "B" and would be shown: "3 *- 3." Numbers greater than nine are printed one digit above the other. The word "Memo" printed across the page indicates that a period of service is covered by a memorandum.

Refer to the applicable Table for column-by-column codes.

<u>COLUMN</u>		<u>TABLE DESCRIPTION</u>
1	Grade	A Rank of Officer being reported
2	Station	Abbreviation of command name
3	Duty	Abbreviation of primary duty
4	Date of Report	Month and year report began
5	Number of Months	Number to the nearest whole month. Less than 15 days is shown by "00"
6	Reporting Senior	A Last name, initials and rank
7	Specific Performance	B From blocks 29 to 50. "Not observed" grades not included
8	Comparison	D From blocks 52, number of officers assigned each mark. If there is no "tick", report was "not observed".
9	Desirability	C Display of grades in 57 to 61
10	Promotion	An entry is made to reflect promotion recommendation: 62 Early (E) 63 Regular (P) 64 Not Recommended (N) Relative standings for early promotion are shown under "E", e.g., "1/3". For LTs and below, relative standings will not be shown after Sep 77, e.g., " /2".
11	Traits	B From blocks 67 to 72
12	Remarks	RG - Regular report CF - Concurrent report SF - Special report RGCF - Regular/Concurrent report OC - Operational Commander report ME - Memorandum entry LTR - Letter report FL - Foreign letter report SUPP - Supplemental info -- refer to record

COLUMN TABLE DESCRIPTION

TABLE A - RANK

<u>CODE</u>	<u>DESCRIPTION</u>
0	Flag Officers
1	Captain
2	Commander
3	Lieutenant Commander
4	Lieutenant
5	Lieutenant (junior grade)
6	Ensign
CW	Chief Warrant Officer
WO	Warrant Officer

TABLE B - PERFORMANCE

<u>COLUMN</u>	<u>DESCRIPTION</u>
0	A
1	B
2	C
3	D
5	E & F
7	G & H
10	I

TABLE C - DESIRABILITY

<u>COLUMN</u>	<u>DESCRIPTION</u>
0	A
1	B
2	C
3	D
5	E & F
7	G & H
10	I

TABLE D - COMPARISON

<u>COLUMN</u>	<u>DESCRIPTION</u>
0	High-first block
1	High-second block
2	High-third block
3	High-fourth block
5	Mid
7	Low
10	Unsatisfactory

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OFFICER SUMMARY RECORD

NAVPERS 1070/50 (REV 6-74)

NAME (LAST, FIRST, MIDDLE)		DESIG		SOCIAL SECURITY NUMBER		TRAITS		PROMOTION		REMARKS		
1	2	3	4	5	6	7	8	9	10	11	12	
STATION	DUTY	DATE ON REPORT	DATE ON REPORT	REPORTING SENIOR AND GRADE	SPECIFIC PERFORMANCE	COMPARISON	DESIRABILITY	PROMOTION	TRAITS	REMARKS	PAGE 1 OF 1	
					0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	E P M	0 1 2 3 4 5 6 7 8 9			
BUREAU OF NAVAL PE	EA	058512	ANDERSON	1	3	1	-5					
USS NIMITZ CVA-68	MPA	068503	COMPTON	1	5	4	-5					
USS NIMITZ CVA-68	MPA	068512	COMPTON	1	7	2	-7					
3 RAFLON	DJINS	068603	LEARY	FL								
3 NEWFORT	DJINS	098603	NOLAN	1	2	1	-2					
3 SPRUNCE	XO	128611	SMITH	2	4	2	-4					
3 SPRUNCE	XO	128712	SMITH	2	1	1	-1					
3 STAFF SURFLANT	ASTPLN	128805	READ	0	8	2	-8					
3 STAFF SURFLANT	ASTPLN	058906										
2 DD-850 KENNEDY	CO	128902	DAY	0	1	1	-3					
2 DD-850 KENNEDY	CO	118908	DACE	1	0	1	-4					
2 DD-850 KENNEDY	CO	019006	MILLER	0	9	1	-4					
2 DD-850 KENNEDY	CO	079004	RING	1	1	1	-1					

417. THE OFFICER DATA CARD (ODC) (NAVPERS 1301/51)

This document is produced from the active-duty naval officer automated record at BUPERS. The ODC provides up-to-date information in an easy-to-use format which placement officers and detailers use in the distribution process. All officers should review their ODC, make corrections, and return it to PERS-1024C in accordance with instructions in the Manual of Navy Officer Manpower and Personnel Classifications, NAVPERS 15839H, Volume II -- the Officer Data Card.

Items listed below require substantiating documents before BUPERS will change the information on its database. When you have a change on one of the following blocks, circle the item in red and indicate the corrections on the back of the ODC. Note the required documents that are filed in the service jacket and attach the documents to the ODC before mailing it in. (The information in parentheses is the office code to which you should send the documentation, plus a DSN number.)

BLOCK 52 (Service Schools): A diploma or certificate is required. Include the course title, course identification number (CIN), date, school location and course duration. (PERS-1024C, 224-5188).

BLOCKS 54-61 (Formal Education): Academic transcripts are required. See NAVPERS 15839H, Appendix D, Vol II. (PERS-1024C, 224-5188).

BLOCKS 62-65 (Language): See NAVPERS 15839H, Appendix A, Vol II. A copy of the language proficiency questionnaire, DA Form 330, should be included if a test has been completed. (PERS-1024C, 224-5188).

BLOCKS 66-68 (Subspecialty): See OPNAVINST 1000.16 (series) and NAVPERS 15839H, Part E, Vol I. (PERS-440, 224-3321).

BLOCK 72 (AQDs): Certification by competent authority is required. Direct inquiries to the assignment desk.

BLOCK 91 (Past Duty): Temporary duty, temporary additional duty, duty under instruction billets will not appear on the ODC. Fitreps, letters of appointment, etc. are required for other changes. (PERS-1024C, 224-5188).

BLOCKS 92-93 (Security): Must be changed by Department of the Navy Central Adjudication Facility (DON CAF). If security clearance is incorrect, submit OPNAV 5510/413 to DON CAF, Washington Navy Yard, Washington, DC 20388-5029, with copy of OPNAV 5520/20. A code "4" (administratively withdrawn) for "clearance" is automatically generated when a member transfers. It does not signify derogatory revocation of security clearance. When a "4"

appears and a security clearance is required, follow above procedure and request a final security clearance. Direct inquiries to PERS-811, 224-5142.

BLOCK 74 (Collateral Duty): No longer coded on the ODC.

The items listed below cannot be changed by BUPERS. Before reading how to change individual items, keep the following two points in mind:

- Changes to items 25 and 47 can be made only as indicated;
- Changes to the remaining items should be directed to the officer diary yeoman of your activity.

BLOCK 25 (Dependents): Report corrections by separate correspondence with a scannable copy of the dependency application record of emergency data (NAVPERS 1070/602) to the Defense Finance and Accounting Service, Cleveland Center, following instructions contained in paragraph 90434 of the PAYPERSMAN (NAVSO P-3050).

BLOCK 47 (Academic Profile Code): Address inquiries to the Superintendent, Naval Postgraduate School (Code 0145), Monterey, CA 93940.

BLOCK 73 (Primary Duty): Corrections to this item **must** be made by an officer personnel diary entry with the correct BSC as shown in the officer distribution control report (ODCR), which is based on the OPNAV 1000/2. Changes to the billet titles and/or NOBCs shown on the ODCR and/or ODC, generated by the manpower authorization, must be submitted to the Chief of Naval Operations per OPNAVINST 1000.16 (series).

BLOCKS 75-77 (Present Duty): Must be changed on the activity's officer personnel diary. See PAYPERSMAN, Part 9, Chapter 6.

BLOCK 78 (Type of Assignment, or TA): Direct inquiries to PERS-521, DSN 224-5305.

BLOCKS 82-84 (Billet Information): If BSC is in error, correct item 99 only; items 82-84 will adjust automatically. To update the data without altering the BSC, see OPNAVINST 1000.16 (series).

BLOCK 98 (Unit Identification Code): Must be changed on the activity's officer personnel diary. See PAYPERSMAN, Part 9, Chapter 6 for detailed instructions. Direct inquiries to PERS-1024D, DSN 224-5118.

BLOCK 99 (Billet Sequence Code): BSC must be changed locally on the officer personnel diary of the activity. Follow PAYPERSMAN, Part 9, Chapter 6. Again, direct inquiries to PERS-1024D, DSN 224-5118.

THE OFFICER DATA CARD (NAVPERS 1301/51)

SER		NAME (LAST FIRST MIDDLE)										DOB	DOB	BRACE	YRS	PRECEDENCE NO.	SER NUMBER	
POB	BLDP	PERD	ED	ER	ASCD	ASCD	CURS GRAD	POB	ISS-1	SOURCE CODE	REGIMENT							
PROMOTION HISTORY																		
PLAS	CAPT	COB	LCOB	ST	CLAS	END	WLS	FROM	SPOT	SPOT DOB	FROM GR							
												RESIGNED INTO						
												DATE	CLASS	DATE	CLASS			
COLLAGE	COMPL	DATE	YR	LEVEL	SALGRADE	SPECIALTY	ED	CLASS	ISSA	COM	ISSA	ISSA	YR	ST	SUBSP 1	SUBSP 2		
																SUBSP 3		
FORMER DUTY																		
SECURITY	FORMER DUTY NUMBER	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		
FORM	YR	FORM DUTY NUMBER	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		
SECURITY	FORMER DUTY NUMBER	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		
PREVIOUS MILITARY SERVICE																		
FORM	ACD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD	ASCD		
ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		
SERVICE SCHEDULE								SERVICE COLLEGE DATA										
CODE	COURSE NAME	COMPL	DATE	YR EL	END EL	COLL	STATUS	YR EL	END EL	COLL	STATUS							
												YR EL	END EL	COLL	STATUS			
ADDD QUAL DATA																		
CODE	YR	TITLE																
SERIAL																		
ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		
ISSA	ISSA	TITLE	ISSA	ISSA														
DATE OF SSC																		
ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA	ISSA		

418. DETAILER PHONE NUMBERS

Pers-414 Surface LDO/CWO Assignments	DSN Number
611X/711X; 641X/741X; 643X; 649X/749X	224-3746/3747 224-3746/3747
612X/712X; 616X/716X; 618X/718X; 619X/719X 642X/742X	224-3748/3749 224-3748/3749
613X/713X/714X 648X/748X	224-8553/8554 224-8324
Pers-422 Submarine LDO/CWO Assignments 62XX/72XX; 640X/740X	225-1206/1239
Pers-432 Aviation LDO/CWO Assignments 63XX/73XX; 647X/747X	224-4178/4596
Pers-4410 Cryptology Assignments 644X/744X	224-3402/3404
Pers-4411C Intelligence Assignments 645X/745X	224-3072/3073
Pers-449 Oceanography Assignments 646X	224-0520/0521
Pers-415 Special Warfare Assignments 715X	224-8327
Pers-4412J Supply Assignments 651X/751X/752X	224-2862
Pers-4413C CEC Assignments 653X/753X	224-3635
Pers-4416 LDO (Law) Assignments 655X	225-9830

All numbers listed are DSN. Commercial number for DSN 224 prefix is Area Code 703-614-XXXX. For DSN 225 prefix, commercial number is Area Code 703-695-XXXX.

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CHAPTER V

PROMOTIONS

501. PERFORMANCE -- THE KEY TO SUCCESS

The key to success on the job and when being considered by promotion boards is **sustained superior performance in a variety of challenging assignments** -- the same criteria that got the LDO or CWO selected in the first place. The officer who continually strives for, and achieves, outstanding performance in all assignments can expect to have a satisfying and rewarding career.

This chapter provides useful technical information on the promotion system. Read it carefully and refer to it often as you progress in your officer career. For basic career planning, refer to **CHAPTER VII**, which describes the scope and general career path for each designator. Use it only as a starting point. Discuss your career with your CO and other officers, including senior LDOs or CWOs, and with your detailer. You must then make your own decisions based on all of these inputs and your personal considerations.

502. COMPETITIVE CATEGORIES

All officers compete for promotions with all other officers in the same competitive category, **regardless of designator**. LDOs are grouped into two separate competitive categories:

- a. **LDO Line**, consisting of all Surface (61XX), Submarine (62XX), Aviation (63XX), and General (64XX) Series LDOs.
- b. **LDO Staff**, consisting of all Supply (651X), CEC (653X), and Law (655X) LDOs.

All CWOs, with the exception of Technical Nurse Warrant Officers (756X), are in the same competitive category and compete together for promotions, **regardless of designator**. Technical Nurse Warrant Officers are in a separate competitive category and are managed through separate directives.

In practice, this means that all Line LDOs, whether they are surface engineers, submarine communicators, cryptologists, air traffic controllers, bandmasters, EOD, nuclear power, admin, etc., will compete for the available promotions. **No quotas are assigned by individual designator**. Selections may be made even though a designator is overmanned in that grade, or even if there are no billets in that grade for a particular designator. In short, it is the selection board's responsibility to select the "best qualified" from among all eligible officers, regardless of designator.

503. OFFICER PRECEDENCE NUMBERS

The Chief of Naval Personnel schedules appointments of all newly selected LDOs and CWOs. Selectees are appointed according to this schedule and a "constructive percentile number" based on the rank order of selection by the board recommending their appointment.

Approximately one year after commissioning, precedence numbers (commonly referred to as "lineal numbers") are assigned to all ensigns. CWOs are normally assigned precedence numbers within a few months after appointment. CWOs selected for LTJG are promoted on 1 October of the year selected and assigned new precedence numbers. LDO and CWO precedence numbers are based on the following criteria, in descending order:

- Grade
- Date of rank
- Percentile number
- Acceptance date (if other than date of rank)
- Date of birth
- Alphabetically

504. CONTROL GRADES

Lieutenant commander, commander and captain are "control grades" -- the number that the Navy can have in each of these grades is set by law and cannot be exceeded. As such, promotions into these grades are driven solely by requirements -- the fewer vacancies, the fewer promotions. Control grade limitations directly affect flow points, described below in detail.

505. PROMOTION GUIDELINES

One purpose of the Defense Officer Personnel Management Act (DOPMA) of 1981 was to establish a uniform promotion system within the Department of Defense (DOD). To comply, DOD developed certain **guidelines** regarding promotion "flow points." This guidance, combined with Navy policy regarding promotion opportunity (percent opportunity for selection), form the basis for annual promotion plans. Actual selection opportunity and flow points may vary in the annual promotion plan.

RECOMMENDED GUIDELINES

TO GRADE	PERCENT OPPORTUNITY	FLOW POINT (YRS COMM SVC)
O-6	50%	21-23
O-5	70%	15-17
O-4	80%	9-11
O-3	90%	4

O-2	ALL QUALIFIED	2
CWO3 (PERMANENT)	85%	*4
CWO4 (PERMANENT)	80%	*4

* CWO years time in grade. See Section 510 for additional details on CWO promotions.

506. PROMOTION FLOW POINTS

Understanding promotion flow points and how they are derived are critical to LDO and CWO career planning. Changes in promotion flow points can very easily determine what an officer's "terminal grade" might be at retirement. As indicated above, control grade limitations dictate actual flow points; the individual has no control over flow point fluctuation.

A flow point is the point at which an officer is promoted to the next higher grade and is calculated from ENS date of rank for LDOs, and from the last Warrant Officer promotion for CWOs. Under current law, LDO temporary CDRs, all LCDRs and below, and all CWOs must retire after thirty years combined enlisted and commissioned service. However, once promoted to CDR, the maximum tenure allowed by law for a permanent LDO is 35 years total active naval service, or twice failing of selection for promotion to CAPT, whichever occurs first. An LDO CAPT can serve to 38 years total active naval service.

The following illustrates how a change in flow points can affect an LDO's career progression. The example illustrated is that of an LDO with 13 years enlisted service at time of commissioning, which has been the Navy average since 1977.

CASE #1

GRADE	ENS	LCDR	CDR	CAPT
FLOW POINT (FROM ENS)	0	9	15	21
	-----**-----			
TOTAL YEARS OF SERVICE	13	22	28 30	34

** Mandatory retirement point for LDO LCDRs and below.

In this case, the LDO has an opportunity to make CDR before reaching 30 years total active service. If selected and promoted to CDR, it is possible for the individual to remain on active duty to 35 years total active naval service, with an opportunity for selection to captain prior to statutory retirement after 38 years total active naval service.

CASE #2

GRADE	ENS	LCDR	CDR	CAPT
FLOW POINT	0	11	17	N/A
	-----**-----			
TOTAL YEARS OF SERVICE	13	24	30	

In case #2, the flow points increased by two years, making it likely that the LDO will reach the 30 year mandatory retirement point before being considered for CDR. As a result, and assuming selection to each higher grade, the terminal grade changes from CAPT to LCDR. Remember, the above examples are based on an LDO being commissioned with 13 years enlisted service and flow points within DOPMA/DOD guidelines.

507. ESTABLISHING PROMOTION ZONES

Planning for the next fiscal year promotion plan begins in September and finalizes in mid-November. Promotion zones for the upcoming fiscal year are announced annually (November or early December) in an ALNAV with the subject of "NOTICE OF CONVENING FY-XX PROMOTION SELECTION BOARDS". Officers approaching selection board eligibility should make it a point to read this message to see whether or not they are in the promotion zone.

The promotion plan is initiated by the applicable officer community manager (i.e., LDO/CWO Community Manager) and is forwarded through the chain of command to the Chief of Naval Operations, and ultimately to the Secretary of the Navy for approval. At each level, the plan is carefully reviewed to ensure that promotions meet the needs of the service and that, whenever possible, promotion opportunity and flow points conform to DOPMA/DOD guidelines.

Three principal factors combine to determine the number of authorized promotions and, therefore, the number of officers that may be placed in zone:

a. **The number of officers authorized for that grade within a given competitive category.** Officer authorizations are adjusted yearly to reflect changes in the size and shape of the Navy.

b. **Projected vacancies.** Projected vacancies are determined by taking the number of officers currently filling authorized billets (or selected for and awaiting promotion to that grade), minus projected losses (retirements, redesignations, reversions and promotions to the next higher grade).

c. **Selection opportunity.** Promotion opportunity, expressed in percent, is applied to the number of authorized promotions, to determine the size of the promotion zone.

For example: If there are 63 vacancies for lieutenant commander and opportunity is 70%, the 90 most senior lieutenants in the same competitive category (regardless of designator) who have not yet been considered for promotion will be placed in zone (70% of 90 equals 63).

508. DEFINITIONS

"Promotion zone", or "in zone", consists of those officers who have not previously been considered for promotion for the next higher grade and who are eligible for promotion by virtue of their relative seniority within their competitive category, based on lineal number, which is explained in Section 503. The senior officer in the promotion zone is the "senior in zone", and the junior officer in that zone is the "junior in zone". The promotion zone is the foundation of the promotion plan described above.

"Above zone" refers to those officers who have previously been considered for promotion to the next higher grade by a selection board, but were not selected. Above zone selection opportunity is not limited by policy or law; however, each selection from above zone reduces the number that may be selected from in zone or below zone. "Senior eligible" refers to the senior officer eligible above zone.

"Below zone" refers to those officers who are junior to the junior officer listed in zone, but who have been determined to be eligible for promotion. Whenever possible, each officer is given two below zone or "early looks" before going "in zone" for promotion. Promotions from below zone are restricted to no more than 10 percent of the total authorized promotions. As in the case of above zone selections, each selection from below zone reduces the number that may be selected from the in zone or above zone eligibles.

509. YEAR GROUPS

A common misperception is that year groups have a direct bearing on promotions. Many LDOs expect year groups to go into promotion zones as a whole, but that has not been the case for several years. A year group is simply a convenient way to refer to officers with original dates of rank in the same fiscal year.

As indicated above, officers are placed in promotion zones based on vacancies and their relative seniority, instead of by year group. One of the community manager's top priorities is to maintain flow points and percent of opportunity within certain guidelines (see Sections 505-507).

510. CHIEF WARRANT OFFICER PROMOTIONS

In the past, there was a lot of confusion regarding CWO promotions, since they were both temporary and permanent. However, the Warrant Officer Management Act of 1991 (WOMA) made major changes in CWO promotions. WOMA did away with temporary promotions for all permanent CWOs (designator ending in "1"). Excluded were the handful of temporary CWOs (designator ending in "2"), who will retain their temporary promotions.

Permanent CWOs who were temporarily promoted or selected for temporary promotion to the next higher grade prior to the law's effective date of 1 February 1992 had their temporary promotions converted to permanent promotions, with the same date of rank as the temporary promotion.

Time in grade required for promotion to CW03 and CW04 is currently four years. Under WOMA, they must have at least three years time in grade to "be considered" for promotion to the next higher grade. They must meet this prerequisite prior to the actual convening date of the board.

Promotion opportunity to CW03 is currently 85 percent; to CW04 80 percent. Although these percentages are relatively stable, they may be increased or decreased in the annual promotion plan based on grade limits and needs of the Navy.

WOMA also authorized, but did not require, the grade of CW05 at service secretary discretion, based on needs of the service. The Navy has no valid requirements for CW05 as we continue to downsize. CW05 will still be an available option, should future requirements dictate its need. If implemented in the future, promotion opportunity would probably be in the 25 percent range, with a minimum of four years time in grade required.

Temporary LDOs who are permanent warrant officers (designator ends in 1) are considered for CWO promotions as if they were still serving as CWOs.

511. LIMITED DUTY OFFICER PROMOTION SELECTION BOARDS

LDO selection boards are convened under the authority of Title 10, United States Code, Section 611(a).

512. CHIEF WARRANT OFFICER PROMOTION SELECTION BOARDS

Title 10, United States Code, Sections 573 and 574 state that whenever SECNAV determines that the needs of the service so require, he shall convene a selection board to recommend warrant officers on the active-duty list for promotion to the next higher grade. The law also states that a CWO may not be considered for promotion to the next higher grade until the officer has completed

three years of service on active duty in the grade in which the officer is serving.

513. PROMOTION SELECTION BOARDS

Promotion selection boards are composed of senior officers of experience, maturity and varied backgrounds from each competitive category being considered by that particular promotion selection board. Their task is to recommend for promotion the best qualified from among all eligible officers, above, below, and in-line. The number of officers recommended for promotion may not exceed the number of officers approved by the Secretary of the Navy in the annual promotion plan.

Through a letter called a "precept", the Secretary of the Navy instructs the board president regarding Navy requirements and stipulates that the proceedings shall not be disclosed except as authorized by the Secretary. This statement prevents external pressures from influencing the board's decisions. The promotion selection board is required only to submit its findings and recommendations and not the reasons for its decisions. The Secretary of the Navy also directs that promotion selection board members will not be assigned to counsel those officers who fail selection before the board in which they were members.

Upon completion of the tasks prescribed in the precept, each promotion selection board prepares a final report of its findings and recommendations. Each report must be signed by all board members and recorders, certifying that the board complied with all instructions contained in the precept, and as appropriate, other letters of guidance or instruction provided by the Secretary of the Navy.

While no record of the board's deliberations is retained, detailed records of the eligibility lists are retained. These lists are meticulously checked and rechecked to avoid errors. The fact that the records of the deliberations are not retained is also of interest to those individuals not selected, in that nothing enters their records indicating why they were not recommended for promotion. Recommendations of the board are then forwarded, in order, to:

- a. Chief of Naval Personnel
- b. Judge Advocate General of the Navy (for legal review)
- c. Chief of Naval Operations
- d. Secretary of the Navy
- e. Secretary of Defense

Promotion selection board recommendations for the promotion of officers to LDO and CWO grades are normally approved or disapproved by the Secretary of the Defense, acting for the President of the United States, and are announced by NAVADMIN. Recommendations for promotion to permanent grades are approved and announced by the Secretary of the Navy, then forwarded to the Secretary of Defense for transmittal to the President. The President forwards the approved list to the Senate for confirmation.

514. IF NOT SELECTED FOR PROMOTION

Each year, many outstanding officers fail of selection for promotion. There usually is no easy answer as to why. Seldom do they "self-destruct" based on mediocre or less than superb fitness reports. In most cases, they have outstanding records of performance, but do not make the cut in a highly competitive arena. Space doesn't allow for a complete answer, but here are some basics:

If you fail selection for the first time, contact your detailer immediately (MILPERSMAN 2220210). Detailers have access to all necessary records, are able to compare you with your contemporaries in grade and specialty, and are the individuals most qualified and capable of providing this vital counseling. In most cases, he/she will be able to advise you of the most probable reason(s) for non-selection and offer advice on how you might "get well" before the next board. Although above zone selections are rare, they do occur. However, unless you do something positive, it is unlikely that you'll get selected the second time around.

If, despite your best efforts, you are still not selected, you'll receive a letter from BUPERS (Pers-253D), advising you of your options and providing a point of contact. The rules vary depending on your present grade, whether a temporary or permanent officer, etc., so each case is handled individually. In general, LDOs below the grade of Commander and permanent CWOs who twice fail of selection to the next higher grade have until the first day of the seventh month following approval of the board's report to take the action outlined in the letter from Pers-253D, be it retirement, reversion or discharge. For more details on retirement and the laws pertaining to LDOs and CWOs, see Chapter VI.

515. COMMUNICATING WITH A SELECTION BOARD

MILPERSMAN, article 2220110 provides guidance in communicating with promotion selection boards. Individuals may not appear before a promotion selection board in person, but may communicate, in writing, with the president of the board. Material submitted must be received prior to the board's convening date.

Only the officer being considered for promotion may communicate directly with the selection board. Anyone else must submit information via the officer concerned to:

President
FY-XX (Rank) Line/Staff (Active Duty) Selection Board
Bureau of Naval Personnel (PERS-26)
2 Navy Annex
Washington, DC 20370-2600

EXAMPLE:

President
FY-95 CDR Line Active Duty Selection Board
Bureau of Naval Personnel (PERS-26)
2 Navy Annex
Washington, DC 20370-2600

516. ACCEPTING A PERMANENT APPOINTMENT

LDOs who received their commission on or after 15 September 1981 may remain temporary officers only until after promoted to temporary LT. At that point they must make a firm commitment and either accept permanent officer status or revert to their permanent enlisted status. All LDO candidates sign an agreement to that effect in their application for LDO. Accepting permanent appointment is required by SECNAVINST 1120.3C, under authority derived from Title 10, United States Code, Section 5596.

Accepting permanent appointment protects an officer from any sudden, involuntary reversion, while providing the Navy with a stable, "all-Regular force". By law, once a temporary LDO accepts promotion (for pay, not frocked) to LCDR, he/she may not become a permanent officer (Title 10, United States Code, Section 5589).

To determine your status, consult your Officer Data Card or your command's Officer Distribution Control Report. If the fourth digit of your designator is "0", you are a permanent officer; if it is "1", a permanent CWO; and if "2", a permanent enlisted.

Additional details are provided in Section 210.

517. CLOSEOUT OF ENLISTED RECORD

Before signing your Certificate of Release or Discharge from Active Duty (DD-214), separating you from enlisted status, there are some common errors you can prevent. If you wait until after your record has been closed out and forwarded to the archives, it will be much more difficult to make the necessary corrections. Ensure that:

- The period of service on the DD-214 runs from the date of your last enlistment to the day before you accept your permanent appointment.

- You have been advanced to the highest enlisted grade authorized by the Enlisted Advancement Manual (BUPERSINST 1430.16 series).

- All Good Conduct Awards earned during your temporary service as an officer have been approved/authorized, as outlined in the Navy Awards Manual (SECNAVINST 1650.1 series, Chapter 4).

- All NOBCs and NECs earned are properly documented. Provide your admin/personnel office or PERSUPPDET with an up-to-date copy of your latest Officer Data Card (ODC).

When your enlisted record is closed out you should receive the original page 3, copies of all page 4s, a copy of page 5, and copies of all enlisted evaluations and other duplicate OCR forms. It is strongly recommended that a copy of all previous DD-214s be placed in your officer record.

518. SAVED PAY

It is a common misconception that accepting an officer appointment will result in a pay reduction. To the contrary, under Federal Law, your active duty pay and allowances are protected (Saved), which means that when you accept an officer appointment you will not incur any reduction in the pay and allowances to which you were entitled in your former permanent status. If entitled, you will remain on Saved Pay until your current entitlements exceed that of your former grade.

Officers entitled to Saved Pay receive the greater of the pay and allowances to which entitled as an officer, or the pay and allowances to which entitled in the last warrant officer or enlisted grade held prior to appointment as a commissioned officer. When computing the amount of pay and allowances of a grade you formerly held, you should include:

- The rates of pay and allowances of a grade which you formerly held and to which you would have been entitled had you remained in that grade and continued to receive the increases in pay and allowances authorized for that grade.

- Consider all incentive pay for hazardous duty, special pay for diving duty, foreign duty pay, career sea pay, and special duty assignment pay of a grade which you formerly held. However, they may be considered only so long as you continue to perform the duty which created the entitlement or eligibility.

- The annual clothing replacement allowance is the one exception that may not be considered in determining the amount of pay and allowances of a grade formerly held by you since, upon appointment, you are entitled to an initial uniform allowance.

Your local disbursing officer will determine your eligibility and/or entitlement to Saved Pay in accordance with DOD Military Pay and Allowances Entitlements Manual, Section C10221. Significant events in your career, e.g., promotions, pay raises, longevity raises, PCS moves, etc., are times when you and your disbursing officer should review your pay and Saved Pay entitlements.

A recent Comptroller General of the United States decision (B-235924.3 of 9 March 1992) also provides the Saved Pay benefit to retired pay computation. Prior to this ruling, Saved Pay did not affect retired pay, which was based strictly on the highest grade held at retirement, even if it was less than the "Saved Pay" amount received while on active duty. The ruling states that a retired warrant officer with prior enlisted service who was receiving the pay and allowances of an E-9 under Saved Pay provisions of the law while on active duty is entitled to have his or her retired pay based on the same Saved Pay provisions, thus ensuring the most beneficial calculation.

Remember, if the combined pay and allowances of the higher grade are more than the pay and allowances of the lower grade, Saved Pay does not apply.

519. ENLISTED ADVANCEMENT OF TEMPORARY LDO

The Enlisted Advancement Manual, BUPERSINST 1430.16D, contains authority and administrative procedure for effecting enlisted advancement of temporary limited duty officers. These advancements do not count against enlisted advancement quotas unless the officer later reverts or is reverted to his or her permanent enlisted status.

Temporary officers with permanent enlisted status may continue to advance in their enlisted grades after meeting minimum Service in Pay Grade (SIPG) and, since 10 July 1991, Total Active Federal Military Service (TAFMS) requirements (11, 16 and 19 years total active service for advancement to E-7, E-8 and E-9, respectively). All training courses, PARS, selection board actions, and other prerequisites are waived. The individual must be serving in the temporary officer status on the date the advancement is effected. Selectees for appointment to temporary officer status may not be advanced until actually commissioned.

Selectees for LDO/CWO are not eligible to compete for enlisted advancement through the E-7, E-8, and E-9 selection boards and will not be considered by these boards unless formal written declination of officer appointment is received by the Chief of

Naval Personnel prior to the convening date of the applicable selection board.

Declination of appointment to LDO or CWO status is irrevocable. Once an appointment is declined, the Secretary of the Navy orders the removal of the individual's name from the list of selectees. The applicant must reapply for consideration by a later in-service selection board, should he or she again aspire to become a commissioned officer.

520. OBLIGATED SERVICE REQUIREMENTS

Once promoted there are certain in-grade service requirements that must be met to be eligible for retirement. The following minimum time in grade requirements are prescribed for voluntary and involuntary (statutory) retirements:

GRADE	VOLUNTARY	INVOLUNTARY
ENS	*Six months	Six months
LTJG	*Six months	Six months
LT	*Two years	Six months
LCDR	*Two years	Six months
CDR	#Three years	Six months
CAPT	#Three years	Six months
CWO2	*Two years	31 days
CWO3/4	*Two years	31 days

* Must complete initial three year service obligation upon appointment to LDO/CWO status

Congressional authorization for limited number of O-5/O-6s to voluntarily retire with two years time in grade through FY-95.

Involuntary retirements are those mandatory retirements based on statutory limitations of law; e.g., lieutenant commanders and below and all CWOs must retire after completion of 30 years total active service. (Selective Early Retirement (SER) is involuntary, in that the individual is selected for retirement).

Voluntary retirements are all other retirements submitted by the member that request a retirement date that is earlier than the individual's involuntary (statutory) retirement date.

Additional information on retirement laws is contained in Chapter VI.

CHAPTER VI

LAWS AND POLICIES OF SIGNIFICANCE TO LDOs AND CWOs

601. GENERAL

This chapter provides a general description of the Defense Officer Personnel Management Act (DOPMA) and related laws and policies that should answer many questions and clear up misunderstandings. Also included is a listing of the specific sections of Title 10, United States Code, and various instructions and manual articles that are applicable to LDOs and CWOs. You should be aware of their existence and may wish to refer to them for more details.

602. DOPMA AND THE LDO/CWO

When you hear "by law" or "under Title 10", chances are it is in reference to some provision of DOPMA -- The Defense Officer Personnel Management Act of 15 September 1981. DOPMA was the first major revision to statutes governing officer personnel management since the Officer Personnel Act of 1947.

DOPMA provides a uniform system of laws within DOD concerning the appointment, promotion, separation and retirement of Regular officers, allows SECDEF and the Service Secretaries substantial authority in regulating those actions, equalizes the treatment of male and female Regular officers, and establishes an all-Regular permanent officer career force by the 0-4 grade.

While DOPMA may appear to be complex and confusing, it really isn't. What makes it appear confusing for LDOs/CWOs is that many have dual status (e.g., temporary LDO/permanent enlisted (6XX₂), temporary LDO/permanent CWO (6XX₁)) and, since some were commissioned before DOPMA and others after DOPMA, different laws and regulations apply. Rather than trying to cover every aspect of DOPMA, answers to the most frequently asked questions are provided below.

A few words of caution: **These are general answers to general questions; your specific situation may vary.** If you have questions regarding your personal situation, you should contact the LDO/CWO Community Manager, PERS-211L, Commercial: (703) 693-2309/2310; DSN: 223-2309/2310.

603. SOME BASICS

DOPMA is a series of changes and additions to laws that existed in 1981 and that are now an integral part of current statutes (principally Title 10, United States Code, "Armed Forces").

Under DOPMA transition provisions, LDOs and CWOs who were commissioned prior to 15 September 1981 were allowed to retain their temporary officer status to retirement.

- It should be noted that under Title 10, LCDRs who remained temporary no longer have the option to become permanent officers.

- **Temporary LDOs may not be promoted above the grade of CDR.**

- **Temporary officers (designator ending in "2"), regardless of grade, must retire after 30 years total active service. They may not be continued past 30 years total active service, even if selected for promotion to the next higher grade (including CDR).**

By law, LDOs, regardless of original commissioning date, who are subsequently selected for promotion to LCDR, must accept permanent appointment before accepting LCDR (paid, not frocked) or lose that option.

Under current SECNAV policy, enlisted selectees for LDO are initially appointed as temporary ENS and must become permanent LDOs after promotion to LT, or they will be involuntarily reverted to their permanent enlisted grade. Additional details are provided in Sections 210 and 516 of this Guidebook.

Under current SECNAV policy, all CWOs are initially appointed as permanent warrant officers and are discharged from their enlisted status.

- Permanent officers may not revert to their former status; they must retire under officer retirement laws.

604. STATUS VERSUS PROMOTIONS

It's easy to confuse officer status (permanent or temporary) with type of promotion (permanent or temporary; however, they are totally different.

- Prior to DOPMA, most officers held both permanent and temporary grades. For example, an LDO LCDR was probably a temporary LCDR/permanent LT.

- An officer promoted to and serving in a temporary grade draws the pay and allowances of that grade.

Temporary LDOs who are permanent CWOs (designator ending in "1") are considered for both LDO promotions (when eligible) and for CWO promotions (when eligible) as if still serving as a CWO. This protects the temporary LDO from reversion at a grade lower than would have been achieved had he/she remained a CWO. It is not uncommon for a temporary LDO to be selected for LDO and CWO promotions in the same year.

Temporary LDOs, and the few temporary CWOs remaining, who are permanent enlisted (designator ending in "2") continue to advance in their enlisted rating. (See the Enlisted Advancement Manual, BUPERSINST 1430.16 series).

605. RETIREMENT

Voluntary Retirements. Officers submit voluntary retirement requests to SECNAV, via their commanding officer (or ISIC as appropriate) and BUPERS (PERS-27), nine to 12 months prior to desired date (MILPERSMAN 3860280). If officers wish to retire at their PRDs, retirement requests may be submitted six to nine months prior. If it is less than six months before PRD and an officer is notified by any means (official letter, message, postcard, telephone call or personal visit) that PCS orders will be issued, a retirement request is normally disapproved. Retirement requests that do not meet the above criteria are normally disapproved.

Involuntary (Statutory) Retirements. Involuntary retirements are determined by an officer's grade, total active service, age, and number of failures-of-selection (FOS) for promotion. It is important to know your statutory retirement date, especially since the Selective Early Retirement law exempts from SER consideration those whose statutory retirement date falls within a certain time frame.

Selective Early Retirement. Personnel selected for Selective Early Retirement (SER) fall under the involuntary retirement statutes of Title 10, United States Code. SERs are currently necessary to meet end-strength decreases and to reduce grade imbalances as we continue to downsize. Those selected for SER face statutory retirement no later than the first day of the seventh month after approval of the board's proceedings.

Each LDO/CWO category has its own retirement laws; MILPERSMAN 3860100 provides details. The following general guidelines, based on Active Duty Base Date (ADB), can be used to compute statutory retirement dates for almost all LDOs/CWOs:

- **6XX0 - Permanent LDO: Captain:** First day of second month after 38 years total active naval service. **Commander:** First day of second month after 35 years total active naval service, or first day of seventh month after failing to select for O-6 for second time, whichever occurs first. **LCDR/below:** First day of second month after 30 years total active service, or first day of seventh month after failing to select for next higher grade for second time, whichever occurs first.

- **6XX1 - Temporary LDO/Permanent CWO: All grades:** First day of third month after 30 years total active service, or first day of seventh month after failure of selection for next higher grade for second time, whichever occurs first.

- **6XX2 - Temporary LDO/Permanent Enlisted: All grades:** First day of second month after 30 years total active service, or first day of seventh month after failure of selection for next higher grade for second time, whichever occurs first.

- **7XX1 - Permanent CWO and 7XX2 - Temporary CWO/Permanent Enlisted: All grades:** First day of third month after 30 years total active service, or first day of seventh month after failure of selection for next higher grade, whichever occurs first.

606. MINIMUM SERVICE REQUIREMENTS

By law, an LDO must complete 10 years of commissioned service to retire as an LDO. However, in recognition of the services becoming smaller, retirement laws were temporarily modified in FY-91 to allow officers with prior enlisted service to retire after completing eight or more (vice 10) years commissioned service. This temporary change in law is currently set to expire on 1 October 1995.

CWOs must serve the initial three year obligation after accepting appointment before being eligible for voluntary retirement.

All officers must fulfill obligated service requirements for education programs, etc., and comply with DOD/SECNAV area tour requirements.

Once promoted, there are certain obligated service requirements that individuals must meet to be retirement eligible. Section 520 provides minimum time-in-grade requirements for both voluntary and involuntary retirements.

If an officer is involuntarily retired before meeting minimum time in-grade requirements, SECNAV may authorize retirement in the highest grade held. In this case, LDOs must serve a minimum of six months in grade and CWOs a minimum of 31 days in grade. Again, this only applies to involuntary retirements.

607. REVERT AND RETIRE

Permanent officers may not revert to a former status.

Temporary LDOs/permanent CWOs are retired with the pay of the highest grade held, unless they revert before retirement.

- A temporary LDO LT/permanent CWO4 should consider reverting before retiring, since a CWO4 with 26 or more years service (for pay) receives higher active and retirement pay than a LT.

608. CONTINUATION

Although not common, it is possible for permanent LDOs and CWOs to be continued beyond their statutory retirement dates under unusual circumstances. Temporary officers may not be continued.

SECNAV may continue permanent officers beyond their statutory retirement dates when shortages exist that cannot be filled through normal accession or promotion processes. LDOs and CWOs may be continued if:

- Selected for promotion to the next higher grade, but subject to involuntary retirement for completion of 30 years total active service before their promotion date.

- Critical skill shortages exist that cannot be filled by selecting new LDOs or CWOs. This option is seldom required.

Individual officers may not apply for continuation. Officers who fall into one of the above categories may be considered for continuation and, if selected, will be so notified.

609. DUAL COMPENSATION

The Dual Compensation Act of 1964 generally reduces the retired or retainer pay of former members of the armed forces who are employed in federal civilian positions. There are two provisions in the current Dual Compensation laws. The "First Reduction Provision" applies only to retired Regular officers, including warrant officers, of all grades. The "Second Reduction Provision" applies to all former members (officer and enlisted, Reserve and Regular) who first received retired pay after 11 January 1979. The following is a brief description of dual compensation.

The "First Reduction Provision" reduces the retired or retainer pay of a regular retired officer working in a federal civilian position by 50 percent above a certain base amount (which is currently approximately \$9,000). For example: A retired regular officer entitled to \$30,000 military retirement pay who is also drawing a \$50,000 salary from a federal civilian position, would receive all of the civilian salary, but only 50 percent of the military retired pay above the \$9,000 base amount ($\$30,000 - \$9,000 = \$21,000$; 50 percent of \$21,000 = \$10,500). Under the first provision, this officer's retirement pay would be reduced by \$10,500.

However, temporary LDOs/CWOs who are permanent enlisted (designator ending in "2") may revert to their permanent enlisted grade and then either transfer to the Fleet Reserve (if less than 30 years active service), or retire under an enlisted retirement law (if retirement occurs after 30 or more years).

- If the temporary officer reverts and transfers to the Fleet Reserve, he/she will draw the retainer pay of the enlisted grade until reaching 30 years combined active and Fleet Reserve time and will then be advanced to the highest officer grade satisfactorily held. Pay and I.D. card will change to officer.

- If the temporary officer has 30 or more years at retirement, he/she will retire in the highest officer grade satisfactorily held, but under an enlisted retirement law (Title 10, United States Code, Section 6326).

In either of the above cases, the retiree will not be subject to the first reduction provision of dual compensation.

The "Second Reduction Provision" reduces the retired or retainer pay of all former members when their combined retired and federal civilian pay exceeds the base pay for "Level V" of the Executive Schedule (currently \$108,200). Simply stated, under the Second Reduction Provision of the Dual Compensation Act, if the combined civilian and retired pay exceeds \$108,200, the retired (or retainer) pay will be reduced until the combined pay equals that amount.

The application, interpretation, and exceptions to the law vary. For detailed information on Dual Compensation and how it might affect you, refer to "Reference Guide to Post-Government Service Employment Activities of Naval Personnel, NAVSO P-1778, which is published by the Office of the Judge Advocate General and is normally available through your career counselor or the nearest Navy Legal Service Office.

610. REFERENCE MATERIAL

In addition to the information provided in this Guidebook, the following listing of instructions and pertinent manual articles is provided to assist the individual LDO/CWO in making career decisions.

<u>REFERENCE</u> (Series)	<u>SUBJECT</u>
SECNAVINST 1120.3	Procurement and Appointment of LDOs and CWOs for Active Duty in the Regular Navy
BUPERSINST 1131.1	In-Service Procurement for Appointment Under the Active and Inactive LDO and CWO Programs
SECNAVINST 1210.5	Transfer and Resignation of Officers in the Navy

REFERENCE (Series)**SUBJECT**

SECNAVINST 1412.8	Regulations to Govern the Promotion and Continuation of LDOs and CWOs Serving on Active Duty in the U. S. Navy
SECNAVINST 1421.3	Temporary (SPOT) Promotion of Officers
BUPERSINST 1430.16	Enlisted Advancement Manual
BUPERSINST 1520.106	College Degree Program
SECNAVINST 1811.3	Voluntary Retirement and Transfer to the Fleet Reserve of Members of the Navy and the Marine Corps Serving on Active Duty
SECNAVINST 1920.5	Terminating Temporary Appointments of Officers in the Navy and in the Marine Corps Serving on Active Duty
SECNAVINST 1920.6	Administrative Separation of Officers
SECNAVINST 1920.7	Continuation on Active Duty of Regular Commissioned Officers in the Navy and Marine Corps
BUPERSINST 1900.8	Certificate of Release or Discharge from Active Duty

NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Article 1020165	Redesignation Procedures for LDOs and CWOs Within Their Respective Community
1020170	Redesignation of Regular Permanent and Temporary LDOs
1020180	Procedures for Effecting Appointments and Delivering Original Commissions
1020320	Permanent Appointment to CWO and LDO Status
1820140	Officer Preference and Personal Information Card (NAVPERS 1301/1)
1820145	Limited Duty/Warrant Officer History Card (NAVPERS 1070/125)
1820280	Assignment to Duty of LDOs

Article	1820300	Designation of LDOs or CWOs as Eligible to Succeed to Command
	2220110	Communication with Officer Promotion and Continuation Selection Boards
	2220130	Frocking of Naval Officers
	2220150	Regulations Governing Physical Examinations for Promotions of Commissioned Officers and CWOs
	2220200	Promotion of Warrant Officers
	2220210	Counseling of Officers Who Fail of Select for Promotion
	3830200	Voluntary Termination of Temporary Appointment of LDOs and CWOs
	3830220	Officer Separations, General
	3830340	Resignation of an Officer
	3860100	Retirement Laws Applicable to Officers, Warrant Officers, and Certain Enlisted Members of the Regular Navy and Certain Officers, Warrant Officers, and Enlisted Members of the Naval Reserve on Active Duty
	3860160	Physical Examination in Connection with Retirement
	3860180	Retirement Orders and Authorizations
	3860200	Effective Date of Retirement
	3860280	Submission of Application for Voluntary Retirement from Active Duty
	3860300	Definitions of Nondisability Retirement
	3860340	General Information Regarding Physical Disability Retirement
	3860360	Disposition of Personnel Awaiting Final Action on Physical Evaluation Board Proceedings

Article 3860380 Action Following Approved Disability Retirement

3860400 Temporary Disability Retired List

3860440 Retirement of Members of the Fleet Reserve

NAVY PAY AND PERSONNEL PROCEDURES MANUAL
(PAYPERSMAN (NAVSO P-3050))

Section 10214 Saved Pay Entitlement and Computation

MILITARY PAY AND ALLOWANCES ENTITLEMENTS MANUAL
(DODPM (NAVSO P-6048))

Section C-10221 Saved Pay and Allowances

REFERENCE GUIDE TO POST-GOVERNMENT SERVICE EMPLOYMENT
ACTIVITIES OF NAVAL PERSONNEL (NAVSO P-1778)

Chapter III Dual Compensation Laws

611. TITLE 10, UNITED STATES CODE, "ARMED FORCES"

The following is a list of Sections within Title 10, United States Code, that apply to LDOs and/or CWOs. Most were covered briefly in the earlier section on DOPMA. However, there may be times that you will need to refer to a specific section for more detail. In that case, contact your command legal office or the nearest Navy Legal Service Office for assistance.

<u>SECTION</u>	<u>SUBJECT</u>
571	Warrant officers: grades
572	Warrant officers: original appointment; service credit
573	Convening of selection boards
574	Warrant officers active duty lists; competitive categories; number to be recommended for promotion; promotion zones
575	Recommendations for promotion by selection boards
576	Information furnished to selection boards; selection procedures
577	Promotions: effect of failure of selection for
578	Promotions; how made; effective date

<u>SECTION</u>	<u>SUBJECT</u>
579	Removal from a promotion list
580	Regular warrant officers twice failing of selection for promotion: involuntary retirement or separation
581	Selective retirement
582	Warrant officer active duty list: exclusions
583	Definitions
611	Convening of selection boards
612	Composition of selection boards
613	Oath of members of selection boards
614	Notice of convening of selection boards; communications with boards
615	Information furnished to selection boards
616	Recommendations for promotion by selection boards
617	Reports of selection boards
618	Action on reports of selection boards
619	Eligibility for consideration for promotion
620	Active-duty lists
621	Competitive categories for promotion
622	Numbers to be recommended for promotion
623	Establishment of promotion zones
624	Promotions: how made
626	Acceptance of promotions; oaths of office
627	Failure of selection for promotion
628	Special selection boards
629	Removal from a list of officers recommended for promotion

<u>SECTION</u>	<u>SUBJECT</u>
637	Selection of regular officers for continuation on active duty
638	Selective early retirement
742	Rank: warrant officers
1164	Warrant officers; separation for age
1165	Regular warrant officers; separation during three-year probationary period
1166	Regular warrant officers; elimination for unfitness or unsatisfactory service
1251	Age 62: Regular commissioned officers; exceptions
1263	Age 62: Warrant officers
1293	Retirement for length of service; 20 years or more; warrant officers
1305	Retirement for length of service; 30 years or more; regular warrant officers
1370	Retired grade: Commissioned officers
1371	Retired grade: Warrant officers
5589	Regular Navy: Officers designated for limited duty (original appointments)
5596	Navy: Temporary appointments of officers designated for limited duty
5721	Temporary promotion of certain Navy lieutenants (spot promotions)
6151	Higher retired grade and pay for members who serve satisfactorily under temporary appointments
6322	Voluntary retirement: Officers; 30 years
6323	Voluntary retirement: Officers; 20 years
6326	Voluntary retirement: Enlisted members; 30 years

<u>SECTION</u>	<u>SUBJECT</u>
6334	Higher grade after 30 years of service: warrant officers and enlisted members
6335	Restoration to former grade: warrant officers and enlisted members
6383	Regular Navy: officers designated for limited duty; retirement for length of service or failures-of-selection for promotion; discharge for failures-of-selection for promotion; reversion to prior status; retired grade; retired pay

CHAPTER VII

CAREER PLANNING

701. OVERVIEW

In this final chapter of *The LDO/CWO Professional Guidebook*, the general knowledge subjects that all officers should be familiar with are listed, the individual elements of an officer designator are explained, and a brief synopsis of the duties, responsibilities and general career planning for each LDO and CWO designator is provided.

It is important to understand that general career planning for particular designators is only a guide, and that there are often many variables affecting the assignment process. The key is to be aware of a **reasonable** career pattern for your designator and plan accordingly. Be flexible as changes occur and keep in communication with your detailer -- keep your Officer Preference and Personal Information Card (NAVPERS 1301/1) current, and call/write him or her with particular questions affecting your next assignment to determine career options available.

Something that must be kept in mind is that an ideal career pattern will not offset weak performance, or vice-versa. To be successful throughout your career, sustained superior performance is critical, regardless of the type job to which you are assigned. In an up-or-out, highly competitive profession like ours, nothing less than excellence will suffice.

702. GENERAL KNOWLEDGE

All LDOs and CWOs, regardless of designator or grade, must be familiar with the organization and functions of the various major components of the Department of Defense, and the assigned missions of the various military services, with specific emphasis on the mission and functions of the Department of the Navy.

You should read every professional publication you can get your hands on, and have a good working knowledge of Navy Regulations, the Uniform Code of Military Justice and the Manual for Courts-Martial, the Manual of the Judge Advocate General (JAGINST 5800.8 series), DOD Information Security Program Regulation (DOD 5200.1R), and the Department of the Navy Supplement to the DOD Information Security Program Regulation (OPNAVINST 5510.1 series). Review procedures for preparing, revising and applying a Watch, Quarter and Station Bill; know damage control procedures, as well as nuclear, biological and chemical warfare defense; have a good knowledge of emergency first aid procedures; learn more about navy officer and enlisted manpower systems, naval messages, correspondence and directives, and become an expert in agencies and services available to assist enlisted personnel.

Watchstanding duties and collateral/additional duty assignments, which are a command prerogative, vary according to the specific requirements of individual ships and stations. Although qualifications pertaining to these duties are not included in this manual, LDOs and CWOs are responsible for carrying out such assignments as required.

703. ELEMENTS OF THE LDO/CWO DESIGNATOR

An officer designator consists of four digits, each successively providing more precise identification of the officer's status. The primary sources of information are the Manual of Navy Officer Manpower and Personnel Classifications, (NAVPERS 15839H) and the Register of Navy Officers on Active Duty, (NAVPERS 15018), commonly referred to as "The Blue Book".

a. The first digit of an officer designator identifies the officer category. All Navy LDOs and CWOs are identified as follows:

<u>First Digit</u>	<u>Officer</u>
6	Limited Duty Officer
7	Chief Warrant Officer

b. The second digit designates the general category within the Limited Duty Officer/Chief Warrant Officer community:

<u>Second Digit</u>	<u>Category</u>
1	Surface
2	Submarine
3	Aviation
4	General
5	Staff

c. The third digit designates the LDO or CWO technical specialty or occupational field. For example, if the third digit of an LDOs designator is "1", that denotes a technical specialty of **Deck** for Surface, Submarine and Aviation LDO categories, **Administration** in the General Series LDO category, and **Supply** in the Staff LDO category. A complete listing of these specialties can be found in Chapter II and in the Register of Navy Officers on Active Duty, NAVPERS 15018 ("The Blue Book").

d. The fourth digit further describes the officer's status within the Navy or Naval Reserve.

<u>Fourth Digit</u>	<u>Status</u>
0	An officer of the Regular Navy whose permanent grade is ensign or above.

- 1 An officer of the Regular Navy whose permanent status is warrant officer.
- 2 A temporary officer of the Regular Navy whose permanent status is enlisted.
- 3 An officer of the Regular Navy who is on the retired list.
- 4 A restricted line or staff corps officer of the Regular Navy who is Material Professional (MP) designated.
- 5 An officer of the Naval Reserve, other than those described in categories 6-9 below.
- 6 A restricted line or staff corps officer of the Naval Reserve who is MP designated.
- 7 An officer of the Naval Reserve on active duty in the TAR program (Training and Administration of Reserves). Includes officers of the TAR program rotated to other than TAR billets
- 8 An officer of the Naval Reserve who was appointed in the Naval Reserve Integration Program from enlisted status, or whose permanent status is warrant officer or enlisted.
- 9 An officer of the Naval Reserve who is on the retired list.

704. DESCRIPTION OF DESIGNATOR SERIES

a. Designator series 61XX/71XX are officers designated for duty indicated by their specialty in operation, maintenance, training or support of Naval Surface Warfare.

b. Designator series 62XX/72XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of Naval Submarine Warfare.

c. Designator series 63XX/73XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Aviation Warfare.

d. Designator series 64XX/74XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Warfare.

e. Designator series 65XX/75XX are officers designated for duty within the respective Staff Corps of the Navy indicated by their specialty.

705. CAREER PLANNING

The complexity of LDO/CWO programs and the many individual, highly specialized designators make it impractical to provide detailed career planning/guidance in this publication. It is not possible to define "career enhancing billets" or a single career pattern that will fit all LDOs or CWOs. The remainder of this chapter outlines the duties and responsibilities of each LDO/CWO designator and provides a listing of typical sea/shore billets for each designator.

Some designators are sea-intensive, while others have limited or no sea duty billets. Not all will have the opportunity to serve as OIC, XO or CO. In short, the nature/diversity of their duties makes it impossible for LDOs or CWOs to have established career paths.

THE NAVY'S SELECTION PROCESS HAS ALWAYS RECOGNIZED THE SUPERIOR PERFORMER. THE OFFICER WHO CONTINUALLY STRIVES FOR, AND ACHIEVES, OUTSTANDING PERFORMANCE IN ALL ASSIGNMENTS CAN EXPECT TO HAVE A SATISFYING AND REWARDING CAREER.

LDO 611X (SURFACE DECK)

Limited duty officers (Surface Deck) are officer technical managers in the field of seamanship and navigation with practical naval experience in these areas. They plan, supervise, and direct activities of deck and navigation personnel in performance of operational and maintenance functions; plan, develop, and administer deck and navigation training programs; assist in organizing, scheduling and supervising seamanship and navigation exercises and drills; and assign and coordinate activities of personnel under their command.

They may serve as, but are not limited only to serving as, the first lieutenant, operations officer, executive officer, commanding officer, instructors at various training activities or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — CAPT — — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — CDR — —	CV/CVN - FIRST LIEUTENANT	NAVSTA - PORT SERVICES NAVSTA - WATERFRONT OPS BRIG - CO SERVGRU - STAFF READINESS	
16 — LCDR — — —	AOE/R - FIRST LIEUTENANT	INSURV - INSP BRIG - OIC/CO NAS - OPS NAS - PORT SERVICES NAVSTA - HARBOR OPS NAVSTA - SHORE PATROL NAVSTA - OPS ASHORE WEPSTA - PORT SERVICES SURFPAC - STAFF READINESS	
10 — LT — — —	AGF/AR/LHD/LPD - BOATSWAIN AFS/AE/AD - FIRST LIEUTENANT ACU - FIRST LIEUTENANT ACU - CUSHION CRAFT	FTC - INSTR BRIG - OIC/OPS FLTACTS SASEBO - SHORE PATROL INSURV - INSPECTOR RTC - INDOC TRNG CAAC - DIRECTOR NAVSTA - OPS ASHORE NETC NEWPORT - OCS TRNG SURFLANT - STAFF READINESS BUPERS - ASSIGNMENT OFFICER	
4 — LTJG —	AGF/LSD/AOR/LPH - BOATSWAIN ARS/ATS - FIRST LIEUTENANT LHD/LHA/LKA - ASST FIRST LIEUTENANT CSBU - OIC COMBAT CRAFT AOR - UNREP	FLTACTS SASEBO - PORT SERVICES RTC - TRNG RTC - DISCIPLINE RTC INDOC NAVSTA - SECURITY	
2 — ENS 0			

LDO 612X (SURFACE OPERATIONS)

Limited duty officers (Surface Operations) are officer technical managers in the operation, employment and application of techniques, equipment, systems and procedures related to surface operations who possess practical experience in these areas. They assist and advise commands in operations planning, direction and control and in the employment and utilization of associated facilities and installations; organize, supervise and direct performance of operations personnel; and administer on board training programs, facilities and services.

They may serve as, but are not limited only to serving as, combat information center (CIC) officers, anti-air warfare (AAW) officers, combat systems officers, tactical action officers (TAO), electronic warfare officers (EWO) and as combat information center (CIC) instructors at training commands or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — CDR — —			FLTCOMBATRACEN - NTDS/CIC
16 — LCDR — —	CGN - NTDS/CIC LCC - CIC CARGRU - STAFF OPS CRUDESGRU - STAFF OPS		CNTECHTRA - TRNG SPACECOM - ASST FLEET SERVICES FLTCOMBATRACEN - CIC BRANCH OFF FLTCOMBATRACEN - OIC OS "A" SCOL WHITE HOUSE COMM AGENCY FLTCOMBATRACEN - OPS
10 — LT — —	CGN/CG - CIC CV - ASST ELECT WARFARE CSTG - CIC TRAINER		FTC - COMBAT SYSTEMS FTC - OPS TRAINING FTC - STAFF READINESS COMOPTEVFOR - OPS TEST & EVAL RTC - INDOC TRAINING FLTCOMBATRACEN - NTDS/CIC FLTCOMBATRACEN - EW INSTRUCTOR FLTCOMBATRACEN - TECHNICAL INST
4 — LTJG — —	CV - ASST ELECT WARFARE LHA - CIC CG - ASST NTDS/CIC DDG - ELECT WARFARE		FLTCOMBATRACEN - NTDS/CIC FLTCOMBATRACEN - CIC MOCKUP FLTCOMBATRACEN - TRNG PLANS COORD FLTCOMBATRACEN - TECHNICAL INST
2 — ENS — 0			

LDO 613X (SURFACE ENGINEERING/REPAIR)

Limited duty officers (Surface Engineering/Repair) are officer technical managers in the field of surface ship marine engineering, including maintenance and repair of main propulsion (gas turbine, diesel and steam), electrical and auxiliary machinery systems, practical and theoretical damage control and maintenance and repair of ship's hull structure and associated fittings. In these area they plan, administer and supervise installation, operation, maintenance and repair; formulate, direct and execute training programs for personnel under their cognizance; provide technical assistance and advice pertaining to suitability of ships to meet operational demands; make ship alteration or design modifications; plan, organize and control industrial shop production and develop and administer policy and procedures for regulating work at auxiliary or repair facilities.

They may serve as, but are not limited only to serving as, engineering officers, electrical officers, repair officers, material officers, maintenance officers, commanding officers of ship intermediate maintenance activities or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS SIMA MAYPORT - CO SIMA NORFOLK - CO SIMA CHARLESTON - CO		
22 — CDR — —	AFDM - CO LHA - ENGINEERING LHD - ENGINEERING	JMAG - MAINTENANCE SURFLRSUPPG - MAINTENANCE FLTGR - STAFF READINESS/ENGINEERING NAVSAFECEN - SURFACE	
16 — LCDR — —	LHA - MPA STEAM LPH - SHIP ENGINEER CV - ENGINEERING LIAISON AFS - SHIP ENGINEER AD - SHIP REPAIR	TYCOM - STAFF INSURV - ENGINEERING MBR PHIBGRU - ENGINEERING ASST	
10 — LT — —	LPD - SHIP ENGINEER AO - SHIP ELECTRICAL AOR - MPA GENERAL AR - QUAL ASSURANCE SUP CV - REPAIR DIVISION/ASST FFG - GAS TURBINE ENGINEER	COMSERVRON - STAFF MATL/ENG NSYD - SHIP C & R INSURV - INSPECTOR SIMA - REPAIR	
4 — LTJG —	ARS - SHIP ENGINEER LKA - REPAIR/MPA LHA - REPAIR FFG - MPA DDG - STEAM/MPA CV - AUXILIARY ASST	NAVSTA - SERVICE CRAFT - MATL CRAFT MAINTENANCE SERVSCOLCOM - INSTR	
2 — ENS 0	LPD - DCA DDG - GAS TURBINE MFA CG - GAS TURBINE AUX		

LDO 616X (SURFACE ORDNANCE)

Limited duty officers (Surface Ordnance) are officer technical managers with practical experience in ordnance operations. They plan, supervise, train, and direct subordinates in the operation, maintenance, and repair of ordnance equipment and related systems. They assist, plan, coordinate, and advise commands and staffs in ordnance management, logistics, repair, and safety. They may direct or coordinate ordnance and ordnance equipment procurement, production, and evaluation.

They may serve as, but are not limited only to serving in, billets related to weapons, ordnance logistics, nuclear weapons, fire control, mine warfare, and as ordnance repair officers or assistants at various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —		NAVSEA OSF WA - DIR OPS NAVORDSTA INDIAN HEAD - OIC COMINWARCOM - MINE READINESS NUWPNTGRUPAC/LANT FCDNA/FCI - DNSI TEAMS WPNS/ORD COMNAVLOGPAC - LOGREADINESS USCINCLANT - LOGREADINESS	
22 — CDR — —			NAVGMSCOLBMKNGST - SCOL DIR
16 — LCDR — —	COMOMAG - CO		SERVSCOLCOM - ADMIN DIR WEPSTA - SECURITY OFF NAVBASE - ORD OFF NUCWEPSTA - INSPECTOR SERVGRU - STAFF ORD
10 — LT — —	CG - STO CVN - WEPS DIV		SIMA - R-5 DIV OFF WEPSTA - FACILITIES MGR MOMAG - OIC
4 — LTJG — —	CV - F/C DIV CVN - POINT DEFENSE CGN - F/C GEN CVN - WEPS DIV DDG - STO		FLFACTS - AMO MATL OFF FLTRAGRU - STAFF READINESS WEPS WEPSTA - SPECIAL WEPS ASST GEN SIMA - WPNS TECH ASST
2 ENS 0			

LDO 618X (SURFACE ELECTRONICS)

Limited duty officers (Surface Electronics) are officer technical managers in the field of non-nuclear electronics. These officers help plan, coordinate and supervise the installation, operation and maintenance of electronics systems installed in units of the surface force; assist in the operational evaluation of new installations as well as modifications to existing systems; provide operational and technical input to the research and development community for consideration in the design and testing of electronics systems or components; assist in the preparation and distribution of operator and maintenance training courses. They also provide operation and maintenance guidance for electronic systems at all levels.

They may serve as, but are not limited only to serving as, division officers, department heads, electronic material officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 _____ CAPT _____ _____	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 _____ CDR _____ _____			CNTECHTRA - TRNG BRANCH HEAD ROCLANT - CDR CLD YORKTOWN COMNAVAIRPAC - STAFF LET MTTE NOCEANSYC - OPS OFF
16 _____ LCDR _____ _____	CV - SHIP ELECT MATL CVN - SHIP ELECT MATL		SERVSCOLCOM - SCOL DIR TRACEN - DEPT HD NAVELEX HQ - OP TEST & EVAL NAS - ELX INSTL & REPAIR MOTU - OIC
10 _____ LT _____ _____	CGN - ELECTRONIC MATL CG - SHIP ELECT MATL		MOTU - OIC FACSFAC - MAINT OFF
4 _____ LTJG _____	DDG - ELEC MAINT FFG - ERO LCC - EDP MAINT		SIMA - SHIPS REPAIR/ELECT COMMSTA - ELECT EMO SERVSCOLCOM - DIV OFF/SUPPORT
2 _____ ENS 0	DD - ELECT MATL OFF CV - ADP SYS MAINT		

LDO 619X (SURFACE COMMUNICATIONS)

Limited duty officers (Surface Communications) are officer technical managers in the operations, employment, and application of techniques, equipment, systems and procedures in surface communications, with practical experience in these areas; assist and advise commands in communication planning, direction and control, and in the employment and utilization of associated facilities and installations; organize, supervise, and direct performance of communications personnel; and assist in administration of on-board training programs, facilities, and services.

They may serve as, but are not limited only to serving as, communications officers, communications instructors at training activities, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS EUCOM - COMMS PLANS OFF NCS JAPAN - CO COMNAVTELCOM - STAFF		
22 CDR			OPNAV - N943F COORD WHITE HOUSE COMMAGCY - CDR 01/010 NCS DIEGO GARCIA - CO NCU KEY WEST - CO COMNAVTELCOM - STAFF TYCOM - COMM OFF
16 LCDR	CVN - COMM OFF CV - COMM OFF LCC - COMM OFF		TYCOM - ASST COMM OFF NAS - COMM OFF COMMSTA - MSG OIC NTCC - OIC COMNAVTELCOM - STAFF FLTRACEN - COMM TRNG
10 LT	CV - ASST COMM OFF LPH - COMM OFF LCC - ASST COMM OFF LHA - COMM OFF		NCTAMS - FTCC/CAT OFF/OPS MAINT COMMSTA - CAT OFF NTCC - OIC FLTRACEN - COMM TRNG
4 LTJG	LHA - RADIO OFF CV - RADIO OH/CMS		NCTAMS - TFC OFF/DCS/FLT OFF/CAT OFF NTS - TECH CONTROL, TFC NCV - COMM OFF IANTN - OIC
2 ENS			
0			

LDO 621X (SUBMARINE DECK)

Limited duty officers (Submarine Deck) are officer technical managers in the field of seamanship and navigation with practical naval experience in these areas. They plan, supervise, and direct activities of deck and navigation training programs; and assist in organizing, scheduling, and supervising seamanship and navigation exercises and drills.

They may also serve as first lieutenant, operations officer, navigator, executive officer or commanding officer in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 CDR			SUBBASE - OPS
16 LCDR	AFDM - CO AS - 1ST LT		SUBBASE - ASST OPS SUBBASE - PORT SERVICES ARDM - CO
10 LT	AS - 1ST LT AS - FACILITIES MGR AFDM - XO		TRIREFAC - DRY DOCK GEN FACILITIES MGR WATERFRONT SUBBASE - PORT SERVICES
4 LTJG	ASR - 1ST LT AS - BOATSWAIN		SUBBASE - 1ST LT SUBBASE - PORT SERVICES
2 ENS			
0			

LDO 623X (SUBMARINE ENGINEERING/REPAIR)

Limited duty officers (Submarine Engineering/Repair) are officer technical managers in the field of ship marine engineering, including operation, maintenance, and repair of main propulsion and auxiliary machinery and systems. They may supervise maintenance and repair of submarine hull, structure, and associated fittings. When assigned to staffs they provide technical assistance and advice pertaining to suitability of ships to meet operational demands; prepare ship alterations from design modifications; and plan, organize, and control industrial shop production.

They may also serve as hull repair officers, hull superintendents, docking officer, or ship engineers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS COMSUBLANT - STF MATL		
22 CDR			TYCOM - STF MATL NSYD - SHIPSUP COMOPTEVFOR - OP TEST/EVAL
16 LCDR	AFDM - XO AS - SHIP ENG DIESEL AS - SHIP ENG STEAM		AR D - CO COMOPTEVFOR - OP TEST/EVAL TYCOM - STF MATL NSYD - SHIPSUP
10 LT	AFDM - SHIP REPAIR AS - HULL SUPT AS - SAFETY ENG AS - REPAIR ASR - SHIP ENG DIESEL		SUBASE - SHIPSUP/REPAIR DIV OFF DEVGRU - DSV OPERATOR SUBGRU - SHIP REPAIR SUBGRU - SRA COORD
4 LTJG			SUBASE - REPAIR DIV/HULL SUPT
2 ENS	AS - DCA AS - REPAIR DIV AS - MPA ARDM - SHIP ENG GEN		
0			

LDO 626X (SUBMARINE ORDNANCE)

Limited duty officers (Submarine Ordnance) are officer technical managers in the strategic weapons and ordnance field, with practical experience in related areas. They plan, supervise, train, and direct subordinate personnel in the operation and maintenance of submarine weapons systems and may direct or coordinate ordnance and ordnance equipment procurement, production or repair.

They also may serve as weapons repair, nuclear weapons repair, fire control repair, torpedo repair, missile launcher repair or weapons quality assurance officer or on strategic weapons and ordnance related staffs.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 CDR			WEAPON STATION - XO SUBASE - COMBAT SYS SUPPT TYCOM - STF NUC WEAPONS TRIREFFAC - WEAPONS REPAIR
16 LCDR	AS - WEAPONS REPAIR AS - ASST WEAPONS OFF		TYCOMS/SUBGRU/SODN - STF WEPS SSP - ASST BRANCH HEAD SUBSCH - MGR NAVPRO - TECH REP NOTU - WEAPONS TEST DIRECTOR
10 LT	AS - ASST WEAPONS OFF AS - QUAL ASSURANCE OFF		SUBGRU/SODN - STAFF WEPS MISFAC - WEPS REPAIR/PROD TRIREFFAC - F/C INSP REPAIR SSP - TRNG/ WEPS PROG OFF SUBTRACEN - WEPS TRNG
4 LTJG			
2 ENS	AS - F/C REPAIR OFF AS - WEAPONS REPAIR AS - SPECIAL WEAPONS OFFICER		SUBASE - WEAPONS OFF WEPSTA - WEAPON REPAIR
0			

LDO 628X (SUBMARINE ELECTRONICS)

Limited duty officers (Submarine Electronics) are officer technical managers in the field of non-nuclear electronics. These officers plan, coordinate, and supervise the installation, operation and maintenance of electronics systems installed in units of the submarine force; assist in the operational evaluation of new installations as well as modifications to existing systems; provide operational and technical input to the research and development community for consideration in the design and testing of electronics systems and components; assist in the preparation and distribution of operator and maintenance training courses; and provide operation and maintenance guidance for electronics systems at all levels of command.

They also may serve as division officers, department heads or electronics material officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — — — — CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — — CDR		NSSC OP SUPFDWAS - DIR SONAR/TORPEDOS NOTU - GM TEST/DEPT HD TRIDENT REFIT FAC - COMBATSYS OFF	
16 — — LCDR		TYCOM - STF ELEX MATL SERVSCH - SSEP FLT SUPPT NAVELEX HQ - TEST/EVAL SSP - OIC/LIAISON MOTU - OIC	
10 — — LT	DEVGRU - ASST PROJ OFF AS - SHIP ELECT REPAIR AS - ELECTRONIC REPAIR	TRIREFAC - ELECT INST OPNAV - R&D SUBASE - REPAIR DIV OFF SSP - PROJ OFF SUBTRACEN - DIV OFF/INST MOTU - OIC	
4 — LTJG	AS - WEAPON REPAIR AS - ELECTRONIC REPAIR AS - NAV REPAIR	SERVSCH - SCHOOL ADMIN SUBGRU - STF ELECT MATL SUBASE - REPAIR DIV OFF	
2 — ENS			
0			

LDO 629X (SUBMARINE COMMUNICATIONS)

Limited duty officers (Submarine Communications) are officer technical managers in the operation, employment, and application of techniques, equipment, systems and procedures in submarine communications, with practical experience in these areas. They assist and advise commands in communication planning, direction and control, and in the employment and utilization of associated performance of communications personnel; and assist in administration of on-board training programs, facilities, and services.

They also may serve as, but are not limited only to serving as, communications officers, communications instructors, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS TYCOM - ASST CH STF COMMS NELX PDE HQ - COMM OP PLANS		
22 — CDR — —			CNTC SPCOMDIV - HD SUB MATL NCU CUTLER - CO
16 — — —			NAVELEX HQ - FISCAL PROJ OFF TYCOM/SUBGRU - STF COMM RADTRANSFAC - OIC NCS - COMM/OPS OFF
10 — LT — —	AS - COMM PLANS/OPS		SUBRON - STF COMM/PLANS NAVCOMMSTA - COMM OFF/ADMIN OFF NCU - TFC OFF OPNAV (N879C1)
4 — LTJG —	AS - COMM AFLOAT		TYCOM - ASST COMM OFF
2 ENS 0			

LDO 630X (AVIATOR)

Limited duty officers (Aviator) are flight training specialists who have successfully completed the limited duty officer aviator training program. They are specialists in naval aviation flight training programs. They provide flight instruction in aircraft and ground (academic and simulator) training for prospective naval aviators in the primary flight training environment. Additionally, they may be assigned to a variety of ground billets within training command squadrons.

They may serve as, but are not limited only to serving as, hangar deck officers, assistant flight deck officers, and as operations administrative assistants in various operational and staff billets.

The flying limited duty officer program has been discontinued, with no new accessions since 1986.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —			
22 — CDR — —			
16 — LCDR — —			
10 — LT — —	CV - ASST FLIGHT DECK CV - HANGAR DECK CVN - ASST FLIGHT DECK CVN - HANGAR DECK	TRARON - INST	
4 — LTJG — 2 ENS 0	CV - ASST HANGAR CV - ASST FLT DECK	TRARON - INST	

LDO 631X (AVIATION DECK)

Limited duty officer (Aviation Deck) are officer technical managers in aircraft handling and support operations aboard ship. They plan, supervise and execute the recovery, placement, refueling and launching of all aircraft aboard CV's, LPH's and LHA's. They maintain aircraft launch/recovery equipment, visual landing aids and aviation fuel and lubricant receiving/stowage and dispensing equipment. They are also charged with aircraft crash and salvage operation and firefighting capabilities.

They may serve as, but are not limited only to serving as, aircraft handling, flight and assistant flight deck, catapult and arresting gear, visual landing aids maintenance, aviation fuels and hangar deck officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 _____ CAPT _____ _____	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS NAVAIR - LAUNCH & RECOVERY *AVIATION LDO/CWO COMMUNITY/CAREER MANAGER		
22 _____ CDR _____ _____	CV/CVN - AIRCRAFT HANDLER * CV/CVN - SHIP'S SAFETY OFFICER * CV/CVN - TRAINING OFFICER	TYCOM - SHIPS INST SHIPYARD - CVN ASST PROJ MGR NAEC - CAT & AG PLANS	
16 _____ LCDR _____ _____	CV/CVN - AIRCRAFT HANDLER CV/CVN - FLIGHT DECK OFFICER	TYCOM - FUELS/AV SAFETY NAS - FACS/CRASH NAVAIR - AIR BOATSWAIN - ALREMP OFF NAVSEA - AV FUELS/LUBE	
10 _____ LT _____ _____	CV/CVN - ASST FLT DECK - LAUNCH/RECOVERY - FUELS	TYCOM - ALREMP OFF SAFECEN - AV DECK SAFETY SIMA - ALREMP PLNS NATTC - TRAINING FASO - SERE INST ANTARCTICA - FIRE PROT	
4 _____ LTJG _____	AVT - AIR BOATSWAIN CV/CVN - CAT & AG MAINT - ASST FUELS MAINT LPH/LHA/LHD - FUELS		
2 _____ ENS 0			

* POSSIBLE ASSIGNMENT

LDO 632X (AVIATION OPERATIONS)

Limited duty officers (Aviation Operations) are officer technical managers in air antisubmarine warfare. They assist in the organization, supervision, and direction of tactical support center (TSC) operations, brief and debrief operational flight crews; evaluate and determine inflight operational efficiency of sensor systems components and ASW sensor operators; supervise preflight, inflight and postflight inspection of ASW equipment, collection, preparation and transmission of data to appropriate analysis agencies; devise and implement operational planning requirements for fleet staffs. They employ a broad knowledge of the characteristics and employment of U. S. and foreign submarines, warships, small craft, and merchant ships and principles of radar magnetic detection, electronic countermeasures, and underwater acoustics.

They may serve as, but are not limited only to serving as, tactical support center and naval facilities officers in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 CAPT		TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS ASWPROJOFF - ASW PROJ SUP ASST	
22 CDR			TYCOM - TRNG/RED
16 LCDR			TYPEWING - TRNG - TACDEV/EVAL - ASCLAS & ANALYSIS NATTC - AW TRNG FLCBTRC - INSTR/DH
10 LT	CVN - ASCLAS & ANALYSIS ASWOC - ASCLAS & ANALYSIS		TYPEWING - A/C TRNG NATTC - TRNG/DIVOFF OCEANSYS - ANALYST FASO - ASW TRNG DEV FLCBTRC - INST/DIVOFF SH60FIT - AW TRNG
4 LTJG	CV/CVN - ASCLAS & ANALYSIS		
2 ENS			
0			

LDO 633X (AVIATION MAINTENANCE)

Limited duty officers (Aviation Maintenance) are officer technical managers in the field of aviation maintenance. They plan and supervise the execution of aviation maintenance programs at the organizational, intermediate, and depot levels; develop quality assurance standards and procedures to ensure flight safety and proper material condition of aircraft; develop and administer programs for the development, testing and evaluation of aircraft maintenance systems and methods; develop, review, and verify aircraft maintenance logs, records, and reports; analyze new developments and technological advances in aviation maintenance; and administer aeronautical material procurement programs.

They may serve as, but are not limited only to serving as, aircraft branch and division officers, maintenance/material control officers, quality assurance officers, and aircraft maintenance officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 _____ CAPT _____ _____	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS NAVAIR A/C BTL DMG REP NAVSAFECEN - HEAD A/C MAINT		
22 _____ CDR _____ _____	CVW - MAINT OFF LPH - AIMD OFF	TYPEWING MAINT OFF NAS - AIMD OFF NADEP - FRAG OFF FRS - MAINT OFF TRAWING - TRNG NADC/NWC - MAINT OFF AGG FIT - MAINT OFF	
16 _____ LCDR _____ _____	FLT SQUAD - ASST MAINT	NAS - AIMD ASST/MMCO TYCOM - GSE/MAINT PROGS - TECH MGT NADEP - FRAG/ENG PROJ NAVAIR - LOG/ DEP APML VFA - DET OIC	
10 _____ LT _____ _____	FLT SQUAD - ASST MAINT/MMCO	NAS - AIMD ASST/MMCO/SUPEQ NATMSACT - RES IN CHARGE NATTC - TRNG CNATRA - TECH MGT NAVAIR - ASST PROG MGR VC - MMCO	
4 _____ LTJG _____	CV/CVN - AIMD SUPEQ HC - DET MAINT	NAS - OMD/AIMD SUPEQ VA(R) - MMCO NAESU DET - ASST OIC	
2 _____ ENS 0			

LDO 636X (AVIATION ORDNANCE)

Limited duty officers (Aviation Ordnance) are officer technical managers in the field of operations and maintenance of aviation ordnance and aircraft armament. They manage and direct the activities of aviation ordnance personnel in the performance of aviation operational, test, research, and maintenance functions involving aviation ordnance and aircraft armament; establish new aviation ordnance and armament maintenance procedures and methods; plan, organize, and direct the operation of aviation ordnance activities; and provide technical assistance and advice pertaining to aviation ordnance and armament.

They may serve as, but are not limited only to serving as, weapons branch and division officers, ordnance handling officers, ordnance/nuclear safety officers, and special weapons unit officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS NAVAIR - DEP DIV DIR NAVSAFECEN - WPNS SAFETY		
22 CDR	* ORDNANCE OFFICER (GUN BOSS)	NAS - WPNS OFF TYCOM - OHSAT LDR	
16 LCDR	CV/CVN - ORD HANDLING OFF	NAS - WPNS OFF TYCOM - STF WPNS FASO - OHSAT TM TYPEWING WPNS OFF MMU - CO NAVAIR - FLT ORD NAVORDCEN	
10 LT	CV/CVN - G-3 DIV OFF CVW - ORDNANCE OFF - NUCWEPS/ORD SAFETY	NAS - WPNS OFF/WPNS DIV OFF TYPEWING - WPNS OFF FASO - INST/SAFETY NWTG - TECH INSPECTOR NWF - OIC CVWR - ORD OFF NAVAIR - IRRS OFF/WEPS SUPEQ	
4 LTJG	CV/CVN - G-4 DIV OFF VS/VA/VF/VFA - ORD OFF		
2 ENS			
0			

* POSSIBLE ASSIGNMENT

LDO 638X (AVIONICS)

Limited duty officers (Avionics) are officer technical managers in the field of avionics operation and maintenance. They organize, manage, and direct all phases of operation and maintenance of avionics equipment and systems at the organizational and intermediate levels; participate in programs for the development, testing, and evaluation of avionics equipment and systems; establish new avionics maintenance procedures and methods; direct the assignment of avionics material, equipment, and systems; and plan, develop, and administer training programs for avionics systems and maintenance.

They may serve as, but are not limited only to serving as, avionics weapons branch and division officers, maintenance/material control officers, and aircraft maintenance officers in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — CDR —	CVW - MAINT OFF LHD - AIMD OFF		TYPEWING - MAINT OFF NAS - AIMD OFF FRS - MAINT OFF NAMO - MAINT MGT NAVAIR - AV LOG MGR - ASW APML
16 — LCDR —	FLT SQUAD - ASST MAINT		NAS - AIMD/ASST AIMD/MMCO - AVIONICS TYPEWING - AVIONICS NAMO - ACC SUPP NAMTRA - OIC/GEN PROGS NAVAIR - AMMRL OFF - LOGISTIC/ACQUISITION
10 — LT —	CV/CVN - AVIONICS FLT SQUAD - MMCO		NAS - AIMD AVIONIC/MMCO TYPEWING - AVIONIC FRS - FRAMP NATTC - TRNG VQ - MMCO RPV - MMCO NAVAIR - LOG MGT
4 — LTJG —	FLT SQUAD - AV/WEPS RPV DET - MMCO		NAS - AIMD AVIONICS/OMD MAINT FRS - AVIONICS
2 — ENS 0			

LDO 639X (AIR TRAFFIC CONTROL)

Limited duty officers (Air Traffic Control) are officer technical managers in the field of air traffic control. They are responsible for control tower operations, base operations, heliport operations, surveillance and precision approach radars, approach/departure control radars and airspace acquisition, training programs for qualification of air traffic controllers, and developing air traffic control procedures; coordinate operational procedures with FAA and U. S. military and foreign air traffic control facilities. They employ a broad knowledge of federal air regulations, terminal and enroute air traffic control procedures, air traffic control (ATC) planning, Navy procedural criteria, and international civil aviation organization procedures. They must have a knowledge of ground to air communications, radar operations, recording equipment, teletype and land line communications, navigational aids, and weather.

They may serve as, but are not limited only to serving as, ATC or assistant air operations officers, radar air traffic control facility officer, assistant carrier air traffic control center (CATCC) officers or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS OPNAV - ATC FAC OFF (N885)		
22 — CDR —			TYCOM - ATC/AIRSPACE OFF
16 — LCDR —			NAS - ATC/RATCC OFF NATTC - TRNG/OPS FACSFAC - OPS OFF FAA - MIL ASST NAVAIR - ATC PROJ OFF
10 — LT —			NAS - ATC/RATCC OFF
4 — LTJG —	CV/CVN - ASST CATCC		NAS - ATC/ASST RATCC
2 — ENS —			
0			

LDO 640X (NUCLEAR POWER)

Limited duty officers (Nuclear Power) are officer technical managers in the repair, maintenance, and operation of naval nuclear propulsion plants, nuclear ship's systems and associated equipments. They effect maintenance programs, operate nuclear propulsion plants, supervise radiological and chemistry control programs and provide technical guidance in operation and maintenance of nuclear propulsion plant equipment and systems. They also provide technical assistance in the overhaul, refueling and decontamination of nuclear propulsion plants.

They may serve in nuclear surface ships, repair ships, training facilities, industrial and intermediate level maintenance activities, or various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — CDR — —	CVN - CHIEF ENGINEER		SAN DIEGO - XO SHORE NSSF NLON - PMA TRF BANGOR - PMA SUBASE PEARL - PMA SUBLANT - STF MATL SUBPAC - STF MATL INSURV - INSP (AUX) SHIPYARD - SHIP SUPT FBMSTC - DEPT DIR
16 — LCDR — —	AS - PMA CVN - PRIN ASST AD - CO		SUBLANT - STF MATL SUBPAC - STF MATL SUBGRU - STF MATL BUPERS - DETAILER NPTU - MTO NFAS ORLANDO - DEPT DIR TRF BANGOR - INST SUBASE PEARL - PLANNING INSURV - INSP (ELEC) NSSF NLON - ADMIN, ASST PROD
10 — LT — —	AS - NUC REP, NUC QA, SHIP REP AD - NUC REP, RADCON CVN - TECH ASST SQUAD (DEPLOYED) - ASST MATL ARD - XO AFLOAT CGN - TECH ASST		SQUAD - ASST MATL, SRA NSSF NLON - SHIP REP, MACH REP, NUC REP, NUC PLAN, ELECT REP SHIPYARD - SHIPSUP NPTU - MTO TRF BANGOR - NUC REP NFAS ORLANDO - DIV OFF SUBASE PEARL - FLEET REP, MACH REP, NUC PLAN
4 — LTJG —	AS - SHIP REP SQUAD (DEPLOYED) ASST MATL ARD REPAIR, DOCKING AS - ASST RADCON, SHIP REP, ELEC REP		SQUAD - ASST MATL SUBPAC - 3M ANALYST NFAS ORLANDO - DIV OFF SUB SCHL - INST SHIPYARD - SHIPSUP
2 — ENS 0	CVN - TECH ASST CGN - TECH ASST SSN - OVHL AOG		

LDO 641X (ADMINISTRATION)

Limited duty officers (Administration) are officer technical managers who perform duties in the field of administration, personnel, manpower planning and requirement determination studies, organization planning, postal functions, and printing. They must have a broad knowledge of administrative and personnel procedures, Navy Department/staff/fleet organizations, regulations, and directives in an array of related assignments.

They may serve as, but are not limited only to serving as, commanding officers, executive officers, officers-in-charge of Personnel Support Activities/Detachments, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —			PERSUPPACT - CO BUPERS - LDO/CWO COMMUNITY MGR TELCOM - MGT INFO SYS
22 — CDR — —	SUBGRU (SV1) - FLAG SEC		BUPERS - LDO/CWO DETAILER PSA - XO MAJOR FLEET STAFF - FLAG SEC SPECWARCOM - ACOS ADMIN
16 — LCDR — —	CV/CVN - ADMIN OFF		PSD - OIC (LARGE PSD) NAVBASE - FLAG SEC TYCOM - STAFF PERS/ADMIN BUPERS - HD FITREP BRANCH EPMAC - PERS DIR ENL/DIR
10 — LT — —	CV/CVN - SHIP SEC SUBGRU (SV1) - PERS/MPWR SUBRON (SV1) - STAFF PERS/ADMIN		NTC - STAFF ADMIN PSD OIC (SMALL PSD) BUPERS - ADMIN ASST/RAO PSA - PERS MPWR
4 — LTJG — —	LHA/LHD - PERS/MPWR MGT LPH - ADMIN ASST AS (SV1) - ADMIN ASST AGF - ADMIN ASST CV/CVN - PERS/MPWR MGT AOE - ADMIN ASST CV/CVN - ESO SUPPRON - STAFF ADMIN		OPNAV - ADMIN ASST NAVCUITCOM - ADMIN ASST NPS ORLANDO - ADMIN ASST PSA STAFF - ADMIN ASST
2 — ENS — 0			

LDO 642X (DATA PROCESSING)

Limited duty officers (Data Processing) are officer technical managers in the field of automated data processing using electronic digital and analog computer systems. They plan and direct the installation of equipment, and administer the operation and maintenance of data processing installations.

They may serve as, but are not limited only to serving as, technical advisors, systems analyst and design officers in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. TYCOMS		
22 — CDR —			NAVDAC NEWPORT RI- CO
16 — LCDR —			FLTINTELCEN - ADP PROD
10 — LT —	CV - ADP OFF		JOINT INTELCEN - ADP PROD EPMAC - DATA BASE DIR BUPERS - DATA BASE DIR
4 — LTJG —	CV - ADP DIV OFF LHA - ADP DIV OFF LHD - ADP DIV OFF		NAVSTA - MGMT INFO SYS SUBASE - INFO SYS
2 — ENS 0			

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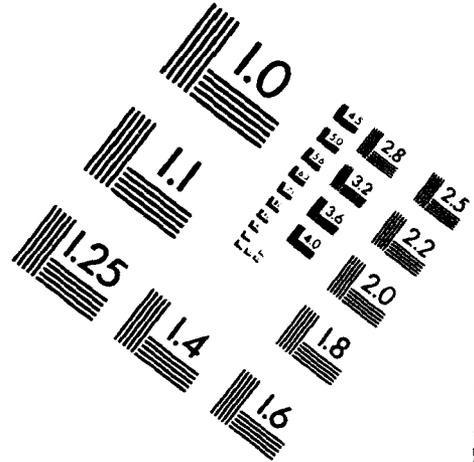
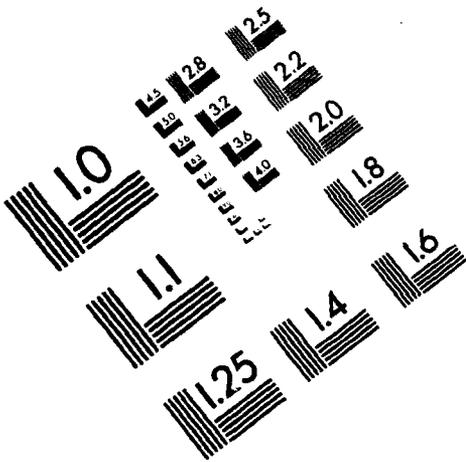
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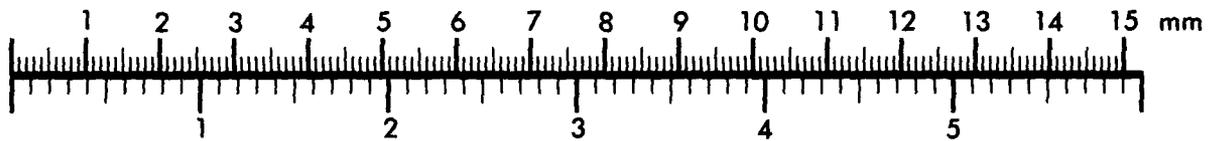
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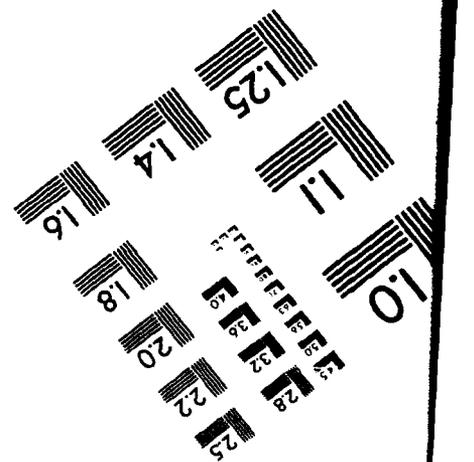
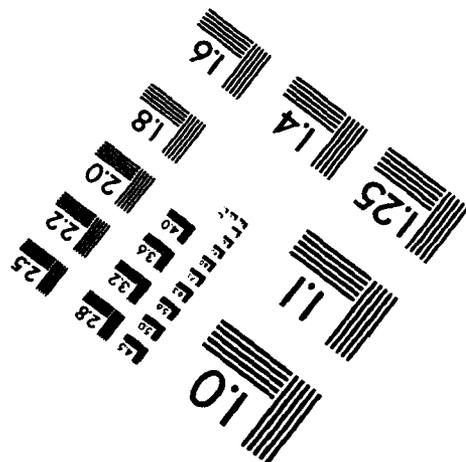
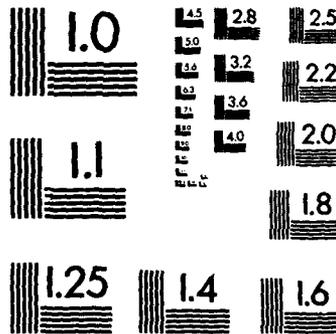
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Inches



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LDO 643X (BANDMASTER)

Limited duty officers (Bandmaster) are officer technical managers in the field of music and in administering the Navy music program. They exercise technical and managerial supervision over, and develop plans and policies for the Navy music program, including personnel, supply programs and training requirements for musician personnel. They employ a broad technical knowledge of: instrumental and/or vocal techniques; band administration; musical techniques, theories and literature; and the procurement, distribution, maintenance, repair and inventory of musical equipment.

They may serve as, but are not limited only to serving as, program manager, leaders of Navy bands, and officers-in-charge of Navy bands providing information and administrative assistance in music matters.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 _____ CAPT _____ _____	NAVY BAND - OIC		
22 _____ CDR _____ _____			BUPERS - MUSIC DIV DIR SCOL OF MUSIC - CO
16 _____ LCDR _____ _____			NAVACAD BAND - DIR SCOL OF MUSIC - XO NAVY BAND - AOIC FLEET/AREA BAND - DIR
10 _____ LT _____ _____			BUPERS - MUSIC DIV ASST DIR FLEET/AREA BAND - DIR SCOL OF MUSIC - TRNG OFF CHINFO - MUSIC LIAISON FLT ISSUE & CONTROL - DIR CEREMONIAL NAVY BAND - DIR
4 _____ LTJG _____	FLEET/AREA BAND - DIR		NAVACAD BAND - ASST DIR NAVY BAND - SUPPLY/FISCAL FLEET/AREA BAND - DIR
2 _____ ENS 0			

LDO 645X (INTELLIGENCE)

Limited duty officers (Intelligence) are officer technical managers in the field of intelligence. They assist in planning, coordinating and directing all intelligence work performed by the unit to which assigned and are responsible for the material readiness of the intelligence collection equipment, publications and supplies under their cognizance; supervise enlisted intelligence specialist (IS) rating personnel in their various intelligence collection, processing, dissemination duties and in the preparation of intelligence materials for briefings.

They may serve as, but are not limited to serving as, intelligence and assistant intelligence officers in various operational and staff billets. Promotability is based on overall performance relative to peer group, with exceptional performance in operational assignments (at sea) most important. The 645X career pattern includes sea duty windows at the JO, midgrade (LCDR), and senior officer (CDR) pay grades.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — CAPT — —	TECHNICAL BILLETS AT HEADQUARTERS WASHINGTON D.C. OIC FOSIF		
22 — CDR — —	OPERATIONAL STAFF SHIP'S INTEL OFF	MAJOR STAFF JOINT STAFF ATTACHE WAR COLLEGE OIC FOSIC	
16 — LCDR — —	OPERATIONAL STAFF	JOINT STAFF OSIS/OPINTEL WASHINGTON HQ	
10 — LT — —		OSIS/OPINTEL WASHINGTON HEADQUARTERS JOINT STAFF	
4 — LTJG — —	OPERATIONAL/SHIP/SQUADRON	INSTRUCTOR DUTY	
2 ENS			
0			

LDO 646X (METEOROLOGY/OCEANOGRAPHY)

Limited duty officers (Meteorology/Oceanography) are technical managers, providing meteorological and oceanographic support for fleet operations, planning and directing various activities within the Naval Oceanography Command; train military and civilian meteorological/oceanography personnel in the use and operational maintenance of meteorological and oceanographic equipment; train and supervise Navy weather observers and forecasters, perform regional coordination for operational and administrative matters within NAVOCEANCOM regional areas of responsibility.

They may serve as, but are not limited only to serving as, ship meteorologist/oceanographer, mobile environmental team officers, officers-in-charge of NAVOCEANCOM detachments, command duty officers and forecast duty officer at various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 _____ CAPT _____ _____	NAVOCEANCOM - STAFF OCEANOGRAPHY OFFICER NAVOCEANCEN - OPS OFF/PGM MGR NAVOCEANO NAVOCEANCOMFAC - CO		
22 _____ CDR _____ _____			COMNAVOCEANCOM - OCEANOGRAPHY NAVOCEANCOMFAC - CO NAVOCEANCEN - OCEANOGRAPHY
16 _____ LCDR _____ _____	CV/CVN - OCEANOGRAPHY		NAVAIRSYSCOM - MET R & D NAVOCEANCOMFAC - XO NAVOCEANCOM DET - OIC NAVOCEANCEN - OCEANOGRAPHY
10 _____ LT _____ _____	LHA/LHD - OCEANOGRAPHY		NAVOCEANCOM DET - OIC NAVOCEANCOMCEN - OCEAN WO
4 _____ LTJG _____			NAVOCEANO - OCEANOGRAPHY NSFA OCEANOGRAPHY NAVOCEANCOM DET - OIC NAVOCEANCOMFAC - OCEANOGRAPHY FLTNUMOCEANCOM - OCEANOGRAPHY
2 _____ ENS 0	MOBILE ENVIRONMENTAL TEAM		

LDO 648X (EXPLOSIVE ORDNANCE DISPOSAL)

Limited duty officers (Explosive Ordnance Disposal) are officer technical managers in the methods of detection, identification, field evaluation, rendering safe, recovery and disposal of all types of U. S. and foreign ordnance, explosives, and demolition materials. They provide technical escort for transportation or movement, detoxification and disposal of chemical, biological, toxicological and etiological agents; conduct technical evaluations of ordnance, U. S. and foreign, for intelligence information through disassembly and/or stripping; may perform airborne techniques, and provide U. S. Secret Service with EOD support for Presidential and other VIP protection as directed; provide fleet training services on emergency destruct procedures, detection and monitoring of nuclear, biological or chemical agents; provide technical guidance, training assistance in minor underwater repair, hull inspection and propeller replacements; plan and supervise the activities of personnel engaged in diving and explosive ordnance disposal (EOD) operations, involving all types of U. S. and foreign munitions, conventional and improvised; supervise the repair and modification of EOD tools, equipment and material; supervise the stowage, issue, procurement, security and preservation of EOD equipment, materials and components.

They may serve as, but are not limited only to serving as, officers-in-charge, executive officers, department heads and instructors in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 CAPT	CONVENTIONAL ORDNANCE MANAGEMENT		
22 CDR		FLT LIAISON - OIC TRAINING UNIT - CO	
16 LCDR	MATERIAL OFF OPS/PLANS	STAFF - OPS/PLANS ORE OFFICER TRAINING UNIT - XO FACILITY DIRECTOR	
10 LT	MOBILE TEAM - OIC	PEP EOD DET - OIC TRAINING OFFICER INSPECTION OFFICER	
4 LTJG	MOBILE DET - OIC SHIPBOARD DET - OIC		
2 ENS			
0			

LDO 649X (SECURITY)

Limited duty officers (Security) are officer technical managers in matters of law enforcement, physical security and corrections. They plan, organize and supervise physical security programs aboard ships and activities; establish and maintain access/egress systems providing for detection/prevention of sabotage and theft; plan and direct law enforcement programs to include aggressive contraband control initiatives; and supervise operation of brigs afloat.

They may serve as, but are not limited only to serving as, security officers at sea, ashore or on staffs.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 _____ CAPT _____ _____	TECHNICAL MANAGEMENT BILLETS AT FLEET HEADQUARTERS/ WASHINGTON D.C.		
22 _____ CDR _____			NAVSTA - SECURITY OFF
16 _____ LCDR _____	CVN - SECURITY OFF		NAS - SECURITY OFF NAVSTA - SECURITY OFF SUBASE - SECURITY OFF TYCOMS - SECURITY OFF
10 _____ LT _____	CV - SECURITY OFF		NAS - SECURITY OFF NAVSTA - SECURITY SUBASE - SECURITY OFF
4 _____ LTJG _____			
2 _____ ENS 0	LCC - SECURITY OFF LHA - SECURITY OFF		NAS - SECURITY OFF

LDO 651X (SUPPLY CORPS)

Limited duty officers (Supply Corps) are officer technical managers in the field of supply, including fiscal accounting and control, food service, operation of Bachelor Officer/Enlisted quarters, ships' stores and Navy exchanges. These officers direct and administer supply activities, interpret department and NAVSUPSYSCOM regulations and determine policy and procedures to be followed. The general areas of responsibilities include accounting and disbursing of funds, distribution of supplies; development and maintenance of proper budgeting and fiscal policies, direction of stock accounting systems, inventory control methods and systems; disposition of excess and obsolete stock, storage and distribution of material. They employ a broad knowledge of logistics procedures, transportation systems, distribution concepts, budgeting and accounting policies, retail operations, inventory control techniques, and material management.

They may serve as, but are not limited only to serving as, commanding officers, executive officers, department heads, division officers at various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — CAPT — —	NAVFSSO - CO		
22 — CDR — —	SIMA - SUPPO MCAS - TSO AV SUPT NSD - MATERIAL OFF RESACT - OIC		
16 — LCDR — —	NS - ASST SUPPO NAVFAC- SUPPO NEX - EXCHANGE OFF SUPTSHIP - MATERIAL OFF NSC - DIR CUSTOMER SERVICE FLTILO TM - OIC SIMA - GEN SUPPLY FAIRMED - AVIATION SUPPO SURFGRU WESTPAC - STAFF		
10 — LT — —	AFS - MATERIAL AS - STORES OFF CV - STORES OFF CVN - FOOD SERVICE LPH - SUPPLY STORES	NAS/NS - FOOD SERVICE/STORES SIMA - SUPPO INSURV - INSPECTOR NEX - OIC NRFSO - OIC FLILOT - OIC	
4 — LTJG — —	ASR/ATS - ASST SUPPLY LHD - GEN SUPPLY LHA - FOOD SUPPLY CV/CVN - SALES/MATERIAL		
2 — ENS 0			

LDO 653X (CIVIL ENGINEER CORPS)

Limited duty officers (Civil Engineer Corps) are officer technical managers in the operational fields of horizontal and vertical construction, facilities maintenance, utilities, and automotive and construction equipment. They help plan, coordinate, and direct the technical, operational, training and administrative responsibilities of Naval Construction Force (NCF) units, assist in the planning, scheduling, and operations of public works departments within the Navy shore establishment. They supervise personnel engaged in horizontal and vertical construction, maintenance and repair (including buildings, airfields, waterfront structures, and utilities systems), and in the operation, testing, maintenance, and repair of automotive and construction equipment.

They may serve as, but are not limited to, officers-in-charge of details, detachments, small NCF units such as Construction Battalion Units, Naval Construction Training Centers, Naval Construction Regiments, Naval Construction Brigades, or in various operational, public works, and staff billets. CEC LDO's possessing an engineering degree may also serve as an Assistant Resident Officer in Charge of Construction (AROICC) in support of the Naval Facilities Engineering Command's construction mission. Individuals possessing Navy dive qualifications may serve as an operations officer in a Navy Underwater Construction Team or in other specific CEC dive billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
30 — CAPT — —			STAFF - NAVFAC HQ - RNCF HQ - NCB (COS)
22 — CDR — —	SEABEES - NMCB/ACB - CO		NAVFAC - STAFF PUBLIC WORKS - PWO/APWO SEABEES - NCTC - CO
16 — LCDR — —	SEABEES - NMCB/ACB - XO/OPS		CNTECHTRA - STAFF (CB TRNG) PUBLIC WORKS - PWO/APWO/SCE SEABEES - NCTC - XO - NCB - OIC CAMPS/PROJ OFF/EQUIPO - NCR - STAFF
10 — LT — —	SEABEES - NMCB /ACB/UCT - CO CDR/DET OIC/OPS		PUBLIC WORKS - PWO/ACE/SCE/SHOPS SEABEES - CBU - OIC - NCTC - DEPT HD - UCT - OPS - NCR - PLANS/TRNG - NCB - OPS/TRNG
4 — LTJG — —	SEABEES - NMCB - ASST CO CDR/ MLO/EMBARK		PUBLIC WORKS - PWO/ACE/SCE/SHOPS SEABEES - NCTC - DEPT HD - NCR - ASST OPS/READINESS
2 ENS 0			

LDO 655X (LAW)

Limited duty officers (Law) are officer technical managers in the legal field, specializing in the administration of legal services. These officers advise and assist commanders, commanding officers and personnel of the command and supported commands in matters pertaining to military law and the administration of military justice. This role includes directing or conducting investigations, drafting charges, making recommendations concerning forum selection for the disposition of offenses, preparing records of proceedings and post trial actions, acting as summary courts-martial, conducting Article 32, UCMJ, investigations, acting as recorders for administrative discharge boards, and providing appropriate leadership and supervision to personnel performing legal duties. Limited Duty Officer (Law) may also serve as trial counsel and conduct prosecutions of persons brought to trial by special courts-martial. They also may perform other administrative and legal functions which are not required to be performed by an attorney.

They may serve as, but are not limited only to serving as, Office of the Judge Advocate General division director/assistant division director, executive officers, legal officers, legal office managers, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
30 — CAPT — —	OJAG - STAFF		
22 — CDR — —			NLSO - XO OJAG - STAFF OJAG - ASST DIV DIR
16 — LCDR — —			BUPERS - LN COMMUNITY MGR NLSO - DEPT HEAD OJAG - STAFF
10 — LT — —	DESRON - STAFF PHIBRON - STAFF AS - LEGAL OFFICER		TYCOM - STAFF OJAG - STAFF NJS - INSTR NAS - LEGAL OFFICER NB/NS/NAB - LEGAL OFFICER RTC/NTC - LEGAL OFFICER NLSO
4 — LTJG —	CV/CVN - LEGAL OFFICER		NSLO - COMMAND SERVICES - CLAIMS - ADMINISTRATION
2 — ENS —			
0			

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CWO 711X (SURFACE BOATSWAIN)

Chief warrant officers (Surface Boatswain) are officer technical specialists in the field of seamanship and navigation with practical experience in these areas. They plan, supervise, and direct activities of deck and navigation personnel in performance of operational and maintenance functions; plan, develop, and administer deck and navigation training programs; assist in organizing, scheduling, and supervising seamanship and navigation exercises and drills; and assign and coordinate activities of personnel under their command.

They may serve as, but are not limited only to serving as, ship's boatswain's, first lieutenants, operations officers, navigators, and instructors at various training activities, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr/> CWO4 <hr/>	AE - BOATSWAIN AE - UNREP EQUIP MAINT AOE - BOATSWAIN LHA - BOATSWAIN LHD - BOATSWAIN	NAS - PORT SERVICES BEACH GROUP - STAFF READINESS SIMA - SHOP PRODUCTION SERVON - STAFF MATL SERVON - STAFF READINESS NAVSTA - SERVICE CRAFT - HARBOR MASTER - OPS - FACILITIES MGR	
8 <hr/> CWO3 <hr/>	AO/AFS - BOATSWAIN - UNREP EQUIP MAINT CV - BOATSWAIN	BRIG - ASST CORRECTIONS OFF ACU - OIC - BOAT GROUP CDR RTC - INDOC TRNG NAVSTA - FACILITIES MGR - YP DIV OFF - ASST PORT OPS	
4 <hr/> CWO2 <hr/>	LCC/LHD/LHA/LKA/LSA AR/AD - BOATSWAIN AOR/AO/AFS - BOATSWAIN - UNREP EQUIP MAINT	NAS - OPS - SHORE PATROL RTC - INDOC TRNG NAVSTA - OPS	

CWO 712X (SURFACE OPERATIONS TECHNICIAN)

Chief warrant officers (Surface Operations Technician) are officer technical specialists in the operation, employment, and application of techniques, equipment, systems, and procedures in operations with practical experience in this area. They assist and advise commands in operations planning, direction and control, and in the employment and utilization of associated facilities and installations; organize, supervise, and direct performance of operations personnel; and assist in administration of on-board training programs, facilities, and services.

They may serve as, but are not limited only to serving as, communications security material system (CMS) custodians; combat information center (CIC) officers; CIC watch officers; electronic surveillance measures (ESM), operations or acoustics instructors at training activities; or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin-left: 0;"/> CWO4 <hr style="width: 20px; margin-left: 0;"/>			NAVFAC - OCEAN SYSTEMS WATCH SERVSCOLCOM - SCHOOL ADMIN FLTCOMBATRACEN - TRNG PLANS COORD FTC - ASW INSTR FTG - ACO/CIC INSTR/NTDS TRALANT - COMBAT SYSTEMS
8 <hr style="width: 20px; margin-left: 0;"/> CWO3 <hr style="width: 20px; margin-left: 0;"/>	CG - ELECTRONICS COORD DDG - ELECTRONICS WARFARE		NAVFAC - OCEAN SYSTEMS WATCH ATG - NTDS/CIC INSTR NTISA DET - OIC RTC - INDOC TRNG FLTCOMBATRACEN - NTDS/CIC FLTCOMBATRACEN - SCHOOL ADMIN REDTRAFAC - OCEAN SYSTEMS WATCH
4 <hr style="width: 20px; margin-left: 0;"/> CWO2 <hr style="width: 20px; margin-left: 0;"/>	LHD - RADIO LHA - ACICO FLTCORGRU - OPS FLTCORGRU - PROJECT OFFICER FLTCORGRU - ELEX INST & REP		NAVFAC - OCEAN SYSTEMS WATCH FTC - INDOC TRNG FTC - STAFF REDTRAFAC - OCEAN SYSTEMS WATCH

CWO 713X (SURFACE ENGINEERING TECHNICIAN)

Chief warrant officers (Surface Engineering Technician) are officer technical specialists in ship machinery, electrical power, lighting, and interior communications systems. They supervise and instruct personnel whose duties involve operation and maintenance of main propulsion (gas turbine, diesel, or steam) and auxiliary machinery and systems, engineering and repair department equipment, and refrigeration systems; handling, stowing, and regulating expenditure of fuel oil and boiler feed water; installation, adjustment, testing, maintenance, modification, and repair of shipboard electrical systems pertaining to power distribution, propulsion, steering, lighting, degaussing, interior communications, gyrocompasses, and associated equipment, and instrument repair, adjustment, and calibration.

They may serve as, but are not limited only to serving as, engineering, electrical, and ship repair officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px auto;"/> CWO4 <hr style="width: 20px; margin: 5px auto;"/>	AD - MACH REPAIR AFDB - SHIPS ENG AFDM - REPAIR DIV AOE - MPA STEAM AR - REPAIR DIV LCC - SHIP ELECT	NAS - CAAC DIR SIMA - FMAU OFF FTC - DIR ELECT SCOL NAVSTA - CAAC DIR	
8 <hr style="width: 20px; margin: 5px auto;"/> CWO3 <hr style="width: 20px; margin: 5px auto;"/>	CV - SHIP ELECT AD - MPA STEAM/DCA AFS - MPA AOR - AUX MACH ARS - SHIP ENG DIESEL CG - SHIP ELECT	SIMA - SHIP TYPE P & E SHIP REPAIR FTC - MAIN ENG SERVSCOLCOM - IC "C" SCOL OFF SHPREFFAC - SHIP REPAIR NAVSTA - SHORE PATROL	
4 <hr style="width: 20px; margin: 5px auto;"/> CWO2 <hr style="width: 20px; margin: 5px auto;"/>	FFG - MPA AD - MACH REPAIR AE - MPA AFS - AUX MACH AO - SHIP ELECT CG - STEAM BOILERS CV - MPA STEAM	SIMA - ELECT/COMBAT SYS NAVSTA - OPS SUBASE - AUX MACH	

CWO 714X (SURFACE REPAIR TECHNICIAN)

Chief warrant officers (Surface Repair Technician) are officer technical specialists in ship repair and maintenance, damage control, and firefighting procedures, techniques, and equipment. They instruct and supervise personnel whose duties involve electric arc-welding, oxyacetylene welding and cutting, woodworking, metalworking, boat repairs, foundry operations, patternmaking, piping and drainage, and Nuclear, Biological, and Chemical (NBC) warfare defense. They are also responsible for repair and maintenance of optical equipment, instruments, and office machineries

They may serve as, but are not limited only to serving as, engineering, docking, and repair officers, repair superintendents, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	AD - HULL REPAIR AR - DIVING SHIP SALVAGE CVN - REPAIR DIV		NRC - REPAIR OFF FTC - DIR FIREFIGHTING SERVSCOLCOM - SCOL ADMIN AC&R
8 CWO3	AD - QUALITY ASSURANCE AO - DCA AR - HULL REPAIR LCC - DCA		NAVPHIBASE - HULL SUPT SIMA - SHOP PROD FTC - DIR BID & CNDS NAVSTA - FIRST LIEUTENANT NYSB - SHIP SUP
4 CWO2	AFDM - DOCKING AGF - DCA CV - REPAIR DIV LKA - DCA LPH - REPAIR LPD -- REPAIR		SIMA - ASST HULL OFF FLTRAGRU - DAMAGE CONTROL INSTR

CWO 715X (SPECIAL WARFARE TECHNICIAN)

Chief warrant officers (Special Warfare Technician) are officer technical specialists in the maintenance of operational equipment and the administration of divisions in the areas of ordnance, engineering, first lieutenant, submerged operations/diving, air operations, and SEAL Delivery Vehicle maintenance.

They may serve as, but are not limited only to serving as, assistance training officers, assistant operations officers, and instructors at various training activities, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	SEAL TEAM - SUBOPS/ORD/DIVING/ TRNG		SEAL TEAM - SUBOPS/ORD/DIVING/AIOPS
8 CWO3	SEAL TEAM - MAINT OFF/ENG/TRNG SDV TEAM - ORD/DIVING/DDS MAINT/ SDV MAINT		SBU - ENG/ORD NSWG - TAC D&E/LOG/SDV LOG
4 CWO2	SEAL TEAM - AIR OPS/ENG/ORD SDV TEAM - WPNS OFF/SUBOPS SBU - ENG/ORD		SBU - ENG/MPA/ORD/1ST LT NSW CENTER - ORD/DIVOFF/WPNS NSCT - TACTICS/WPNS

CWO 716X (SURFACE ORDNANCE TECHNICIAN)

Chief warrant officers (Surface Ordnance Technician) are officer technical specialists in naval guns, rockets and rocket launchers, missiles, bombs, and related launchers, guidance and control systems. They train and supervise personnel in assembly, maintenance and repair of surface ordnance, equipment, components, and related systems; coordinate, plan, and direct logistics, handling and safety procedures for all phases of ordnance operations.

They may serve as, but are not limited only to serving as, supervisors in related ordnance repair and logistics, nuclear weapons, fire control, ordnance training and repair and ordnance inspection and instructor assignments, or in various operations staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHOR.
12 <hr/> CWO4 <hr/>	CG - SYS TEST CGN - SYS TEST STAFF	SIMA - MISSILE SYS GEN NAS - QA DIV OFF DNA - TECH INSP NAVMAG - AMMO MATL STAFF	
8 <hr/> CWO3 <hr/>	AE - GUNNERY/ORD CG - SYS TEST CGN - SYS TEST CV - MISSILE SYS - GUNNERY/ORD	MOTU - AOIC ATG - WEPS INSTR SERVSCOLCOM - DIR "A" SCOLS WPNSTA - WEPS/ASW	
4 <hr/> CWO2 <hr/>	AD - ORD REPAIR AE - GUNNERY/ORD AR - ORD REPAIR CV - ASST ASSEMBLY REPAIR DDG - STO	NAS - SP WEPS ASSEMBLY NWTG - INSP TECH FTC - F/C GEN/MGR NAVMAG - SP WEPS ASSEMBLY WPNSTA - AMMO MATL	

CWO 718X (SURFACE ELECTRONICS TECHNICIAN)

Chief warrant officers (Surface Electronics Technician) are officer technical specialists in the field of non-nuclear electronics. They help plan, coordinate, direct and supervise the installation, operation and maintenance of electronics systems installed in units of the surface force; assist in the operational evaluation of new installations as well as modifications to existing systems; provide operational and technical input to the research and development community for consideration in the design and testing of electronics systems and components; assist in the preparation and distribution of operator and maintenance training courses; provide assistance with operational and maintenance guidance for electronics systems at all levels of command.

They may serve as, but are not limited only to serving as, division officers in maintenance activities or as electronics material officers throughout the group/squadron level, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	AD - ELECTRONIC REPAIR AGF - ELECTRONIC MATL CG - GMST SURF-LNCH		NAS - ELEX INSTL & REP COMCARGRU - STAFF ELEX SIMA - ELEX EQUIP INSTALLATION NCAMS - VOX OFF SERVSCOLCOM - ET "A" OFF
8 CWO3	DDG - ELECT MATL LPH - EMO		NAVFAC - OIC/ELEX MATL SIMA - R-4 DIV OFF
4 CWO2	AR - ELECTRONIC REPAIR DD - EMO DDG - EMO LCC - ASST SHIP ELEX MATL LPD - ELECTRONIC MATL		NAS - MAINT OFF NAS - GEM DIV OFF NAVSTA - ELECT DIV OFF

CWO 719X (SURFACE COMMUNICATIONS TECHNICIAN)

Chief warrant officers (Surface Communications Technician) are officer technical specialists in the operation, employment, and application of techniques, equipment, systems and procedures in surface communications, with practical experience in these areas. They assist and advise commands in communication planning, direction and control, and in the employment and utilization of associated facilities and installations; organize, supervise, and direct performance of communications personnel; and assist in administration of on-board training programs, facilities, and services.

They may serve in, but are not limited only to serving in, communications billets as staff communications officers; communications instructors at training activities; or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 50%; margin-left: 0;"/> CWO4 <hr style="width: 50%; margin-left: 0;"/>	AVT - RADIO CV - RADIO CVN - RADIO LCC - RADIO LHD - RADIO LHA - RADIO LPH - RADIO	NCTAMS - TECH CONT OFF NCTAMS - COMPUTER OFF NTCC - AOIC NTS - TFC OFF COMNAVTELCOM - STAFF SERVSCOLCOM - RM SCOL ADMIN FLTRACEN - COMM TRNG	
8 <hr style="width: 50%; margin-left: 0;"/> CWO3 <hr style="width: 50%; margin-left: 0;"/>	AVT - RADIO CV - RADIO CVN - RADIO LCC - RADIO LHD - RADIO LHA - RADIO LPH - RADIO	NCTAMS - AREP TAC/PLANS NTS - TSC OFF/TFC/TECH CONTROL/ ROVR OIC NCU - COMM OFF COMNAVTELCOM - STAFF FLTRACEN - COMM TRNG	
4 <hr style="width: 50%; margin-left: 0;"/> CWO2 <hr style="width: 50%; margin-left: 0;"/>	AVT - RADIO CV - RADIO CVN - RADIO LCC - RADIO LHD - RADIO LHA - RADIO LPH - RADIO	NAS - ASST COMM OFF NCTAMS - AREA WATCH OFF/FTOC WATCH/FLT OFF NTCC - MSG OPS OFF NTS - ASST COMM DIV OFF/COMM OFF/ REVR OFF DCS - OPS CTR FLTRACEN - COMM TRNG	

CWO 720X (DIVING OFFICER)

Chief warrant officers (Diving Officer) are officer technical specialists in the fields of underwater ship's husbandry, ship salvage, and undersea research and development with practical experience in one or more of these areas. They plan, supervise and direct the activities of enlisted divers in the performance of diving duties. They develop, coordinate and administer diving training programs. When assigned to auxiliary ships of the surface and submarine fleets, they may also perform collateral duty in the ship's repair department when assigned by the commanding officer. They assign and coordinate the activities of all personnel, divers and non-divers, under their command.

They may serve as, but are not limited only to serving as, basic diving officers, mixed gas diving officers, salvage diving officers and deep sea diving officers, diving instructors at diving training centers, or in various staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
<p>12</p> <hr/> <p>CWO4</p> <hr/>	<p>ASR - DIVING OFFICER MDSU - DIVING OFFICER SUBDEVGRU DET - DIVING OFFICER</p>	<p>SUB TYCOM - DIVING INSPECTOR (LANTFLT) SUB SQD - DIVING INSPECTOR (PAC FLT) SUBASE - DIVING OFFICER (PACFLT) NAVXDU - DIVING OFFICER</p>	
<p>8</p> <hr/> <p>CWO3</p> <hr/>	<p>AD - DIVING OFFICER AR - DIVING OFFICER AS - DIVING OFFICER ASR - DIVING OFFICER SUBDEVGRU DET - DIVING OFFICER NSF DIEGO GARCIA - DIVING OFFICER</p>	<p>SRF - DIVING OFFICER NAVDIVTRASALTRACEN - DIVING INST TRF - DIVING OFFICER NSSF - DIVING OFFICER</p>	
<p>4</p> <hr/> <p>CWO2</p> <hr/>	<p>AD - DIVING OFFICER AR - DIVING OFFICER AS - DIVING OFFICER</p>	<p>NRLSITEDET - DIVING OFFICER SUBDEVGRU - UMV DIVING OFFICER</p>	

CWO 721X (SUBMARINE BOATSWAIN)

Chief warrant officers (Submarine Boatswain) are officer technical specialists in the fields of seamanship and navigation with practical experience in these areas. They plan, supervise, and direct activities of deck and navigation personnel in performance of operational and maintenance functions; plan, develop and administer deck and navigation training programs; and assist in organizing, scheduling and supervising seamanship, navigation exercises and drills.

They may serve as boatswains, first lieutenants, operations officers, navigators, diving and rescue officers, and instructors at various training activities, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin-left: 0;"/> CWO4 <hr style="width: 20px; margin-left: 0;"/>	ARD - DRY DOCKING AS - SHIPS BOATSWAIN	REFFAC - DRY DOCKING GEN SUBASE - YD BOATSWAIN	
8 <hr style="width: 20px; margin-left: 0;"/> CWO3 <hr style="width: 20px; margin-left: 0;"/>	AFDM - DRY DOCKING ARS - 1ST LIEUTENANT AS - SHIPS BOATSWAIN	SUBASE - YD BOATSWAIN SUBASE - FACILITIES MGR	
4 <hr style="width: 20px; margin-left: 0;"/> CWO2 <hr style="width: 20px; margin-left: 0;"/>	AS - SHIPS BOATSWAIN	SUBASE - BOATSWAIN	

CWO 723X (SUBMARINE ENGINEERING TECHNICIAN)

Chief warrant officers (Submarine Engineering Technician) are officer technical specialists in ships' machinery, electrical power, lighting and interior communications. They supervise the installation, adjustment, testing, maintenance, modification, and repair of shipboard electrical systems pertaining to power distribution, propulsion, steering, lighting, degaussing, interior communications, gyrocompasses and associated equipment.

They may serve as engineering officers, main propulsion assistants, damage control assistants, electrical and auxiliaries officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px auto;"/> CWO4 <hr style="width: 20px; margin: 5px auto;"/>	ARDM - SHIP ENG GEN AS - SHIP ELECTRICAL	NS - CAAC DIR SUBASE - SHIP ENG GEN NSYD - SHIP C&R SUBS	
8 <hr style="width: 20px; margin: 5px auto;"/> CWO3 <hr style="width: 20px; margin: 5px auto;"/>	AFDM - REPAIR DIV ARD - SHIP ENG DEVGRU - SPEC PROJ	NAS - CAAC DIR REFITFAC - HULL REPAIR	
4 <hr style="width: 20px; margin: 5px auto;"/> CWO2 <hr style="width: 20px; margin: 5px auto;"/>	AS - AUX ENG DEVGRU - SPEC PROJ	NSYD - SHIP C&R SUBS	

CWO 724X (SUBMARINE REPAIR TECHNICIAN)

Chief warrant officers (Submarine Repair Technician) are officer technical specialists in the field of maintenance, repair and inspection of submarine hull, structure and associated fittings. They plan, administer and supervise personnel engaged in woodworking, metal working, foundry operations, patternmaking, piping and drainage, plate welding, pressure hull welding, high pressure pipe welding, and nuclear power plant component welding.

They may serve as assistant hull repair officers, assistant hull superintendents, NDT officers, quality assurance officers, docking officers, ballasting officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px 0;"/> CWO4 <hr style="width: 20px; margin: 5px 0;"/>	AS - SHIP REPAIR/DCA	NAS - CAAC DIR SSCH - INSTR/DIR SHP/CO	
8 <hr style="width: 20px; margin: 5px 0;"/> CWO3 <hr style="width: 20px; margin: 5px 0;"/>	AGDS - REPAIR DIV ASST ARDM - REPAIR DIV/ MAINT AS - SHIP REPAIR/DCA DEVGRU - SHIP ENG W DC/D	REFFAC - HULL SUPT NS - CAAC DIR	
4 <hr style="width: 20px; margin: 5px 0;"/> CWO2 <hr style="width: 20px; margin: 5px 0;"/>	AFDM - REPAIR DIV/MAINT ARDM - DRYDOCK AS - DCA ASST		

CWO 726X (SUBMARINE ORDNANCE TECHNICIAN)

Chief warrant officers (Submarine Ordnance Technician) are officer technical specialists in ballistic missile weapons systems including missile, missile launcher, missile fire control and warhead subsystems. They train and supervise personnel engaged in assembly, installation, operation, testing, maintenance and repair of ballistic missile systems.

They may serve as nuclear weapons repair officers, missile launcher repair officers, fire control repair officers, weapons officers, weapons assembly/production officers, quality assurance officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px 0;"/> CWO4 <hr style="width: 20px; margin: 5px 0;"/>	AS - RE-ENTRY BODY REPAIR AS - SPECIAL WEAPONS AS - MISSILE REPAIR AS - WEAPONS QA	SUBBASE - WEAPONS IMA	
8 <hr style="width: 20px; margin: 5px 0;"/> CWO3 <hr style="width: 20px; margin: 5px 0;"/>	AS - F/C REPAIR OFF AS - SHIP ENG N/DC/D AS - RE-ENTRY BODY REPAIR AS - SPECIAL WEAPONS	TRITRA - SCHOOL ADMIN SWF - WEAPONS & AMMO PROD SUBBASE - IMA	
4 <hr style="width: 20px; margin: 5px 0;"/> CWO2 <hr style="width: 20px; margin: 5px 0;"/>	AS - F/C INSP/REPAIR AS - TORPEDO REPAIR	SUBBASE - WEAPONS REPAIR	

CWO 728X (SUBMARINE ELECTRONICS TECHNICIAN)

Chief warrant officers (Submarine Electronics Technician) are officer technical specialists in the field of non-nuclear electronics. They plan, coordinate and supervise the installation, operation and maintenance of electronics systems installed in units of the submarine force; assist in the operations evaluation of new installations as well as modifications to existing systems; provide operational and technical input to the research and development community for consideration in the design and testing of electronics systems and components; assist in the preparation and distribution of operator and maintenance training courses; and provide assistance with operational and maintenance guidance for electronics systems at all levels of command.

They may serve as division officers in maintenance activities, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	AS - ELECTRONIC REPAIR		TRITRAFAC - INST TECH - NAV SSCH - SSCP EW/ESM SUP
8 CWO3	AS - ELECTRONIC REPAIR		TRITRAFAC - SCHOOL ADMIN
4 CWO2	SSN - SPEC PROJ AS - ELECTRONICS REPAIR		SSCH - INST-TECH

CWO 731X (AVIATION BOATSWAIN)

Chief warrant officers (Aviation Boatswain) are officer technical specialists in aircraft handling and support operations aboard ship. Their duties include supervision of divisional tasks involved in aircraft handling, launching, recovering, and fueling aboard aircraft carriers, amphibious aviation and other air capable ships.

They may serve as, but are not limited only to serving as, catapult maintenance officers; flight and hangar deck officers; aircraft crash, fire, salvage officers and aviation fuels officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin-left: 0;"/> CWO4 <hr style="width: 20px; margin-left: 0;"/>	CV - CAT & AG MAINT CVN - AIR BOATSWAIN CV/CVN - AV/FUELS MAINT	NAS - CRASH/OIC OLF - DISASTER PREP NATTC - OIC/CRASH FTC - F/F SCHOOL FTG - CAT INSTR PHIBRON - AV RED OFF NAVAVSCOLSCOM - SURV INSTR	
8 <hr style="width: 20px; margin-left: 0;"/> CWO3 <hr style="width: 20px; margin-left: 0;"/>	CV/CVN - CAT & AG MAINT - AIR BOATSWAIN LHA/LHD - AIR BOATSWAIN LPH - FUELS AVT - CAT & AG MAINT CV/CVN - FUELS MAINT	NAS - FUELS NATTC - INSTR/SUP/ALRE NAEC - ALREMP COORD CNAP - ALREMP COORD FRS - ASST LINE	
4 <hr style="width: 20px; margin-left: 0;"/> CWO2 <hr style="width: 20px; margin-left: 0;"/>	CV/CVN - ASST FUELS AVT - FUELS - AIR BOATSWAIN	NAS - FLT SUP/CRASH NAEC - AIR BOATSWAIN NAVAVSCOLSCOM - SURVIVAL INSTR	

CWO 732X (AVIATION OPERATIONS TECHNICIAN)

Chief warrant officers (Aviation Operations Technician) are officer technical specialists in antisubmarine warfare. They brief and debrief operational ASW flight crews; evaluate and determine operational flight efficiency of sensor systems components and ASW sensor operators; assist in the operation of a tactical support center (TSC) or NAVFAC; supervise preflight, collection, preparation and transmission of data to appropriate analysis agencies. They employ a broad knowledge of the characteristics and employment of U. S. and foreign submarines, warships, small craft and merchant ships and principles of radar, magnetic detection, electronic countermeasures and underwater acoustics.

They may serve as, but are not limited only to serving as, squadron aircrew training officers and aircrew division officers, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	SQD OPS - ASST TRNG AIRCREW SURVIVAL	NATC - PROJ OFF HC-1 - AIRCREW TRNG VP FRS - ASW ASST HS-10 - TRNG VS-27 - INSTR CFM - TSC WATCH OFF	
8 CWO3	SQD OPS - ASST TRNG AIRCREW SURVIVAL	PATWINGS - ASCLAS & ANALYSIS NAS - ASCLAS & ANALYSIS	
4 CWO2	SQD OPS - ASST TRNG AIRCREW SURVIVAL	PATWINGPAC - ADP SYS TECH	

CWO 736X (AVIATION ORDNANCE TECHNICIAN)

Chief warrant officers (Aviation Ordnance Technician) are officer technical specialists in the field of aviation ordnance. They serve as technical advisors concerning uses, capabilities, limitations, and reliability of aviation ordnance, handling equipment and aircraft armament; supervise and direct the arming/dearming of aircraft and the requisitioning, stowing, handling, testing, disassembly, assembly, installation, operation, maintenance, and repair of aviation ordnance, handling equipment and aircraft armament; supervise and direct the stowage, testing, and installation of aircraft missiles; and interpret, publicize, and ensure compliance with regulations and safety precautions governing the handling and stowing of aircraft ammunition, aircraft missiles, pyrotechnics, and explosives.

They may serve as, but are not limited only to serving as, squadron armament officers, air gunners, AIMD armament division officers, magazine officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 CWO4	CV/CVN - AIR GUNNER SQD GUNNER	NAS - WEPS DIV OFF/AIMD ARMEQ FRS - GUNNER NATC - ORD SPEC TYPEWINGS- WEAPONS FASO - NUC WPNS INSTR NAVAIR - AV ORD LOG - AMMO LOG - TARGETS LOG NAVORDCEN	
8 CWO3	CV/CVN - AIR GUNNER LHA - AV ORD LHD - AV ORD SQD GUNNER	NAS - WEPS DIV OFF/AIMD ARMEQ FRS - GUNNER NWTG - TECH INSP NWEF - QA/TECH PUBS FASO - NUC WPNS INSTR NAVORDCEN	
4 CWO2	VA/VF/VFA - GUNNER ANY SQD GUNNER	NAS - WEPS DIV OFF/AIMD ARMEQ STRKWARCEN - WEPS SAFETY VC/VX - AV WEPS FRS - GUNNER	

CWO 738X (AVIATION ELECTRONICS TECHNICIAN)

Chief warrant officers (Aviation Electronics Technician) are officer technical specialists in the field of avionics. They serve as technical advisors concerning the uses, capabilities, limitations, and reliability of avionics equipment and test equipment; supervise and direct practices and procedures for servicing, testing, and maintaining aviation electrical, electronic, instrument, and test equipment.

They may serve as, but are not limited only to serving as, avionics officers, avionics support officers, electronics officers, and avionics/weapons division officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 CWO4	CV/CVN - AVIONICS AMPHIBS - ASST AIMDO SQD DET - MMCO	NAESU DET - OIC NAS - AIMD AVIONICS/PME NATTC - TRNG NATC - VP TEST ENG VAW FRS - AV WEPS VX - AV WEPS NADOC - CAL LAB OIC NAEC - AVIONICS/ATE NAVAIR - TECH TRNG	
8 CWO3	LPH - AIMD MMCO LHD - AIMD MMCO LHA - AIMD DIV OFF FLT SQUAD - AV WEPS/MATL CONT SQD DET - MMCO	NAS - AIMD AVIONICS/PME NAESU DET - OIC NAVSAFECEN - HD AVIONICS/ARM BR	
4 CWO2	CV/CVN - AIMD ASST AVION FLT SQUAD - AV WEPS LPH/LHD/LHA - AVIONICS	NAS - GRND ELEC/AIMD AVION NAESU DET - OIC VAQ(R) - AV WEPS VP(R) - AV WEPS VC - AV WEPS	

CWO 741X (SHIP'S CLERK)

Chief warrant officers (Ship's Clerk) are officer technical specialists who perform duties in the field of administration, personnel and officer management, postal affairs, and printing. They supervise personnel engaged in correspondence processing, personnel processing and accounting, administering Navy files and publications, and mail management. They use a broad knowledge of administrative and personnel procedures, Navy Department/staff/fleet organizations, regulations, and directives in an array of related assignments.

They may serve as, but are not limited only to serving as, ship's secretaries, assistants to staff and flag secretaries, and as personnel, education, and classification officers, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px 0;"/> CWO4 <hr style="width: 20px; margin: 5px 0;"/>	AD - ADMIN ACU - ADMIN/LEGAL LOGRON - STAFF ADMIN	NAVBASE - STAFF PERS ATTACHE - OPS COORD NPTU - ADMIN/PERS OFF CRUDIST - PRCM & RECRUIT FTC - ADMIN OFF	
8 <hr style="width: 20px; margin: 5px 0;"/> CWO3 <hr style="width: 20px; margin: 5px 0;"/>	AS - PERS/MPWR LCC - SHIP SEC AD - PERS/MPWR	BUPERS - RAO/ADMIN ASST PSA STAFF - PERS MPWR NAVSTA - ADMIN OFF SIMA - ADMIN OFF PSD - OIC	
4 <hr style="width: 20px; margin: 5px 0;"/> CWO2 <hr style="width: 20px; margin: 5px 0;"/>	MCB - COMPANY OFFICER CGN - PERS/MPWR CV/CVN - ESO/PERS	PSD - OIC PSA STAFF - ADMIN SERVSCOLCOM - ADMIN ASST	

CWO 742X (DATA PROCESSING TECHNICIAN)

Chief warrant officers (Data Processing Technician) are officer technical specialists in the field of automated data processing using electronic digital and analog computer systems. They direct and supervise personnel concerned with the preparation of data for processing and operation of all automated data processing equipment; technical advisors concerning the capabilities, limitations, and reliability of data processing equipment, procedures, and techniques.

They may serve as, but are not limited only to serving as, data processing systems administrators, systems supervisors, and systems analysts in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4			NARDAC - COMPUTER SYSTEM ANALYST
8 CWO3			SIMA - MGT INFO SYS TYCOM - ADP OPS OFF NSA - ADP SYS SECURITY
4 CWO2	LHD - ADP SYS MAINT LHA - ADP SYS MAINT		PSA - ADP OFFICER

CWO 744X (CRYPTOLOGIC TECHNICIAN)

Chief warrant officers (Cryptologic Technician) are officer technical specialists in all phases of operations conducted by the Naval Security Group Command (NAVSECGRU). These operations include Signals Intelligence (SIGINT) and Signals Security (SIGSEC), and electronic warfare as well as functions of administration, personnel, electronic maintenance, communications, Communications Security Material System (CMS), and technical research in support of the operating forces and the national cryptologic effort; provide the overall technical supervision, in accordance with appropriate directives required in employing NAVSECGRU resources, equipment and manpower; supervision of the installation and maintenance of electrical, electro-mechanical and electronic equipment and the conduct of communications, administration of CMS functions.

They may serve as, but are not limited to, watch officers, division officers, assistant electronic maintenance officers, administrative officers, assistant operations officers, and officers-in-charge at naval communication stations, or in various operational and staff billets.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	AFLOAT STAFF		NSA/CSS - OPS RESEARCH CNSG - PROJECT LEADER NSGA - DEPT HD. DIVOFF OIC DEFCOS DET
8 CWO3	CG - EWO/CRYPTO DIVOFF NSGA - AIR/SURF - SUBSURF DIRSUP		NSGA - EMO NSGA/D ADMIN/ELINT TGU NSGA - CLASSIC WIZARD NTTC - TRA PUBS CURRICULUM NSGA - DEPT HEAD/DIVOFF OIC DEFCOS DET
4 CWO2	CG - EWO/CRYPTO DIVOFF NSGA - AIR/SURF - SUBSURF DIRSUP		NSA/CSS - COLL/INTEL RSCH/ TFC ANALYSIS NSGDEPT - COMMS OFFICER NSGA/D - HF/DF OIC DEFCOS DET

CWO 745X (INTELLIGENCE TECHNICIAN)

Chief warrant officers (Intelligence Technician) are officer technical specialists in the field of intelligence. They supervise and direct personnel in assembling and analyzing multisource operational intelligence of surface, sub-surface and air weapons in support of intelligence briefing, reporting, and analytical programs and present intelligence briefings. They supervise and direct personnel in the following: preparation of material and use in planning attack and photographic reconnaissance missions; preparation of graphics including annotated photographs, plot sheets, mosaics, and overlays; plotting and preparing multisensor imagery and intelligence reports; providing input to and receiving data from computerized intelligence systems ashore and afloat; maintenance of intelligence files including photographs, maps and charts, and photographic interpretation keys; and the maintenance and updating of intelligence libraries.

They may serve as, but are not limited to serving as, intelligence officers, assistant intelligence officers and as technical advisors, or in various operational and staff billets. Promotability is based on overall performance relative to peer group, with exceptional performance in operational assignments (at sea) most important. The 745X career pattern includes sea duty windows at the CWO2 and CWO4 pay grades.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	OPERATIONAL STAFF	WASHINGTON HEADQUARTERS JOINT STAFF FLEET INTEL CENTER OSIS/OPINTEL COLLECTIONS	
8 CWO3		WASHINGTON HEADQUARTERS JOINT STAFF FLEET INTEL CENTER OSIS/OPINTEL COLLECTIONS	
4 CWO2	OPERATIONAL/SHIP/SQUADRON	INSTRUCTOR DUTY	

CWO 747X (PHOTOGRAPHER)

Chief warrant officers (Photographer) are officer technical specialists in all areas of the use of visual information systems and equipment. This includes still, motion picture, video and video systems used in aerial, surface and subsurface systems. They are required to have an extensive background and technical knowledge in all phases of imaging theory and technology. They provide technical advice and assistance on all visual information matters to commanders, staffs and subordinate units. They also supervise and participate in the acquisition of visual information and subsequent production phases, planned maintenance and repair of associated equipment and establish requirements, specifications, procedures and allowances for visual information equipment and logistic support.

They may serve as, but are not limited only to serving as, photographic officers, division officers, officers-in-charge of combat camera detachments, technical inspectors on visual information command staffs, officers-in-charge of visual information centers and visual information systems officers in reconnaissance squadrons.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 CWO4	CV - PHOTO PROCESSING	NTTC - DIV OFF VF 124 - TARPS OFF VF 101 - TARPS OFF NTTC DET PENSACOLA - DIV OFF COMNAVIMAGCOM (WASHINGTON DC) - DIV OFF	
8 CWO3	CVN - PHOTO DIV OFF CV - PHOTO DIV OFF LCC - PHOTO DIV OFF VF - IMAGE SYS MNT	FLTIMAGCOM - MP & TV PROJ SUBASE PEARL - SSEP COMP SUBSCOL NLON - GST NAVBCSTSVC WASHINGTON DC - - PROJ MGR	
4 CWO2	CVN - PHOTO DIV OFF CV - PHOTO DIV OFF VF - IMAG SYS MNT	FLTIMAGCOMPAC - TECH INSPECTOR	

CWO 748X (EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN)

Chief warrant officers (Explosive Ordnance Disposal Technician) are officer technical specialists in the methods of detection, identification, field evaluation, recovery, removal, disposal, and rendering safe of all types of U. S. and foreign explosive ordnance, explosives, and demolition materials and in the technical escort of chemical and biological warfare (CBW) agents. They plan and supervise the activities of personnel engaged in diving and explosive ordnance disposal (EOD) operations, involving all types of U. S. and foreign munitions, conventional and improvised; supervise the repair and modification of EOD tools, equipment and material; supervise the procurement, stowage, issue, security, and preservation of EOD equipment, material and components; inspect and evaluate unidentified explosive ordnance items and determine the proper method of recovery, removal, disposal, or rendering safe of such items; supervise technical escort missions; perform airborne techniques; provide Secret Service with EOD support for Presidential and other VIP protection; and supervise the activities of personnel engaged in diving and/or underwater recovery operations.

They may serve as, but are not limited only to serving as, officers-in-charge, or in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 CWO4			EOD DET - OIC/AOIC DIVISION HEAD TRAINING/EVAL UNIT EOD INSTR
8 CWO3	EOD MOBILE DET - OIC		EOD DET - OIC/AOIC TRNG/EVAL UNIT EOD INSTR JUMPMaster - OIC
4 CWO2	EOD MOBILE DET - OIC		EOD DET - OIC EOD INSTR

CWO 749X (SECURITY TECHNICIAN)

Chief warrant officers (Security Technician) are officer technical specialists in matters of law enforcement, physical security, and corrections. They plan, organize and supervise physical security programs aboard naval ships and activities; establish and maintain access/egress systems providing for detection/prevention of sabotage and theft; plan and direct law enforcement programs to include aggressive contraband control initiatives; and supervise operation of brigs afloat.

They may serve as, but are not limited only to serving as, security officers ashore, afloat and on staffs.

YRS COMM SVC	<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
12 <hr style="width: 20%; margin: 5px 0;"/> CWO4 <hr style="width: 20%; margin: 5px 0;"/>			NAS - SHORE SECURITY NAVSTA - SECURITY DIR
8 <hr style="width: 20%; margin: 5px 0;"/> CWO3 <hr style="width: 20%; margin: 5px 0;"/>			NIS - HD LAW ENFORCEMENT
4 <hr style="width: 20%; margin: 5px 0;"/> CWO2 <hr style="width: 20%; margin: 5px 0;"/>	LPH - SECURITY OFF		NAS - OFF BASE LAW ENFORCEMENT NAVSTA - SECURITY SHORE ACTIVITY

CWO 751X (SUPPLY CORPS)

Chief warrant officers (Supply Corps) are officer technical specialists in the field of supply, including fiscal accounting and disbursing, material distribution and control, operation of ships' stores and Navy exchanges. They direct and administer supply activities, interpret department and NAVSUPSYSCOM regulations and determine policy and procedures to be followed. The general areas of responsibilities include accounting and disbursing of funds, distribution of supplies; development and maintenance of proper budgeting and fiscal policies, direction of stock accounting systems, inventory control methods and systems; disposition of excess and obsolete stock, storage and distribution of material. They employ a broad knowledge of logistics procedures, transportation systems, distribution concepts, budgeting and accounting policies, retail operations, inventory control techniques, and material management.

They may serve as, but are not limited only to serving as, supply division officers, at various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 CWO4	VQ 3 - A/C MATL CTL HM 3 - A/C MATL CTL	NAS - TSO AVIATION SIMA - GEN SUPPLY PSD - DISBURSING OFF SUBASE - ASST GEN SUPPLY	
8 CWO3	COMMAG - BUDGET OFF TAFS - ASST STK CTL	NAF - FUELS OFFICER NAS - TSO AVIATION PJA - SUPPO PSD - DISBURSING OFF VP - MATL CONTROL	
4 CWO2	CV - ASST TSO AVIATION/ DISBURSING CV - ASST SALES	PSA - TRANSPORTATION NS - WAREHOUSE & STG/ASST NAVFINCEN - ANALYST	

CWO 752X (FOOD SERVICE)

Chief warrant officers (Food Service) are officer technical specialists in the field of food service and administration of messing activities afloat and ashore. They direct and administer messing and berthing activities; interpret department and NAVSUPSYSCOM regulations and determine policies and procedures to be followed. The general areas of responsibility include receipt, issue, storage and preservation of subsistence items; administration of financial and operational controls of mess operations; auditing; and rendering of financial returns; and management of various food service operations. They employ a broad knowledge of proper budgeting and fiscal policies, management accounting, progress and statistical reporting, menu and nutritional planning, subsistence handling and storage, and sanitation requirements and techniques.

They may serve as, but are not limited only to serving as, supply division officers in various operational and staff billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 <hr style="width: 20px; margin: 5px 0;"/> CWO4 <hr style="width: 20px; margin: 5px 0;"/>			NAS/NS - FOOD SERVICE/BOQ/BEQ MGR NSUPACT - FOOD SERVICE SUBASE - BOQ/BEQ MGR
8 <hr style="width: 20px; margin: 5px 0;"/> CWO3 <hr style="width: 20px; margin: 5px 0;"/>	LPH - FOOD SERVICE		NAS - FOOD SERVICE/UPHMGR NTTC - BOQ/BEQ MGR NAS - QUAL CONTROL
4 <hr style="width: 20px; margin: 5px 0;"/> CWO2 <hr style="width: 20px; margin: 5px 0;"/>	AD - FOOD SERVICE AS - FOOD SERVICE		NAS - BOQ/BEQ MGR SUBASE - BOQ/BEQ MGR

CWO 753X (CIVIL ENGINEER CORPS)

Chief warrant officers (Civil Engineer Corps) are officer technical specialists in the operational fields of horizontal and vertical construction, facilities maintenance, utilities, and automotive and construction equipment. They help plan, coordinate, and direct the technical, operational, training and administrative responsibilities of Naval Construction Force (NCF) units, assist in the planning, scheduling, and operations of public works departments within the Navy shore establishment. They supervise personnel engaged in horizontal and vertical construction, maintenance and repair (including buildings, airfields, waterfront structures, and utilities systems), and in the operation, testing, maintenance, and repair of automotive and construction equipment.

They may serve as, but are not limited to, officers-in-charge of details, detachments, small NCF units such as Construction Battalion Units, Naval Construction Training Centers, Naval Construction Regiments, Naval Construction Brigades, or in various operational, public works, and staff billets. CEC CWO's possessing an engineering degree may also serve as an Assistant Resident Officer in Charge of Construction (AROICC) in support of the Naval Facilities Engineering Command's construction mission. Individuals possessing Navy dive qualifications may serve as an operations officer in a Navy Underwater Construction Team or in other specific CEC dive billets.

YRS COMM SVC	SEA	CAREER PATTERN	SHORE
12 CWO4	SEABEES - UCT - OPS OFF		PUBLIC WORKS - FACILITIES/UTIL/MAINT/ SHOP ENGR SEABEES - NCTC - DEPT HD - NCR - EQUIPO - CBU - OIC
8 CWO3	SEABEES - NMCB/ACB - CO CDR/ DET OIC		PUBLIC WORKS - APWO/TRANS/OPS SEABEES - CBU - OIC - NCR - EMBARK/READINESS/ ASST DEPT HD - NCTC - DEPT HD
4 CWO2	SEABEES - NMCB - ASST CO CDR/S2/EMBARK		PUBLIC WORKS - APWO/TRANS/OPS CBC - STAFF - RESERVE TRNG/SPEC PROJ SEABEES - NCR - EMBARK/READINESS - NCTC - DEPT HD