Ref: (a) OPNAVINST 1420.1B

 (b) NAVADMIN 147/18

The following is a block-by-block list of instructions and exceptions for the FY-20 LDO/CWO application. Where conflicts exist between reference (a) and these instructions, these instructions take precedence.

LDO/CWO applicants applying for a commission using the Officer Programs Application, OPNAV 1420.1 (Rev. 01-2008) which is identified in reference (a). Complete only the blocks applicable to the LDO/CWO program. Leave blank all blocks that are not required. Enter “NA” in blocks that are required but do not apply to you.

**TO FILL OUT THE APPLICATION, YOU MUST ENABLE JAVASCRIPT AND USE ADOBE 7.0 OR NEWER**

Applicant’s Name (Last, First, MI) and Rate/Rank: Self-explanatory.

SSN: Enter numbers only, hyphens will fill in automatically. Click “OK” on any error pop up messages. This may take several tries.

Block 2. Indicate Programs to Which Applying: Check LDO, CWO, or both, as applicable.

Block 3. Desired Community/Designator: List a maximum of two. Refer to Chapter 7, paragraph 9c(2) of reference (a) for examples.

Block 4. Gender: Not required.

Block 5. Date of Birth: Self-explanatory.

Block 6. Citizenship: Refer to Chapter 2, paragraph 3 of reference (a).

 6a. U.S. Citizen: Required for all applicants.

 6b. Place of Birth: Required for all applicants.

 6c. Naturalized Citizens: Required for naturalized citizens. See Chapter 2, paragraph 3 of reference (a) for acceptable forms of proof of citizenship.

 6d. Citizenship Certificate: Required for applicants born abroad to U.S. Citizens. See Chapter 2, paragraph 3 of reference (a) for acceptable forms of proof of citizenship.

Block 7. Marital Status: Not required.

Block 8. Number of Dependents: Not required.

Block 9. UIC: Self-explanatory.

Block 10. PRD: Self-explanatory.

Block 11. Command Address: Command mailing address and contact information.

Block 12. Current Mailing Address: Your home mailing address and contact information.

Block 13. Race: Not required.

Block 14. TIR: DD MMM YY format. For E6s, TIR date is usually 1 JAN XX or 1 JUL XX of the advancement year, not necessarily the same as the advancement date.

Block 15. Branch of Service and Component: Check as appropriate.

Block 16. Warfare Qualifications: List all warfare designators (ESWS, EAWS, IDW, PJ, etc.).

Block 17. Active Duty Service Date: Self-explanatory.

Block 18. Testing Scores: Not required.

Block 19. PRT Information: Not required.

Block 20. Duty Assignment History: List your last five commands starting with your current command first and working backwards.

Block 21. High School: High school graduation or GED is required to apply. High school transcripts or GED certificates are not required.

 High school graduates complete lines 21(a) and 21(b).

 GED graduates enter the awarding activity, city, and state on line 21(b)(1) and provide your completion date on line 21(c).

Block 22. College: Provide a copy of transcripts only if a degree is not already in your OMPF. Command certified true copy is acceptable.

Block 23. Degree Preference: Not required.

Block 24. Personal Awards: List awards (Navy Achievement Medal or higher) in precedence order. Submit **only** copies of award citations not already reflected in your OMPF. Do not send 1650s. Enclose a continuation page if necessary.

Block 25. Service Schools: List service schools attended. Do not submit Joint Service Transcripts. Enclose a continuation page if necessary.

Block 26. Correspondence Course: List only those correspondence courses not required for advancement. Enclose a continuation page if necessary.

Block 27. Extracurricular Activities: List significant activities or leadership roles (i.e., Youth Program Director, Little League Coach, etc.). Do not list activities simply in an attempt to fill the blocks (i.e., member of roadside cleanup, member of command softball team, etc.).

Block 28. Special Abilities: Self-explanatory.

Block 29. Civil/Military Offense(s): Check “yes” or “no” for incidents **in the last three years**. If yes, list all incidents **in the last three years**. To meet eligibility requirements, no adverse info such as NJP and/or civil conviction after 1 OCT 2015. Minor offenses (<$500 fine) are acceptable.

 Offenses: List all offences in the last three years (i.e. Speeding, DUI, UCMJ Article 92)

 Place of Offence: Self-explanatory.

 Disposition of Offense: Enter disposition and punishment awarded such as “guilty, $200 fine” or “NJP, 45/45, ½ mos pay X 2”, etc.

 Date of Disposition(s): Enter the date that punishment was awarded or the date that any appeals were finalized.

Block 30. Drug Use/Alcohol Related Incidents: Enter only drug or alcohol use that resulted in a drug or alcohol related incident. If none, enter “NA.”

Block 31. Previous Applications to Any Commissioning Programs: Self-explanatory. Enter date as fiscal year of application (i.e., FY-18 not selected)

Blocks 32 – 34. Personnel Security Information: Not required to apply.

 *Note: All selectees must obtain a secret clearance prior to commissioning.*

Block 35. PCS Orders: Not required.

Page 6 of 14. Privacy Act: You **MUST** sign and date Privacy Act statement.

Page 7 of 14. Personal Statements: Self-explanatory.

Page 8 of 14. Personal Statements (Continued).

 Make any waiver requests here (i.e. block 29 fines >$500.00). Time in service waivers will not be considered.

 Submit your statement of service in part 3 of personal statement in the format found on Appendix F, page F-3 of reference (a). **Do not use the table provided on the application for your statement of service.** This should be a line-by-line accounting for each enlistment with the current enlistment discharge date of **1 OCT 2019** to compute total service. Inactive Reserve time does not count towards minimum service requirements.

 List all enclosures. Enclosure (1) must be the THREEInterview Appraisal Sheets. E-6 applicants must submit a January 2018 E-7 exam profile sheet as enclosure (2). Include your full SSN on each enclosure.

Page 9 of 14. Commanding Officer’s Recommendation. Fill out all information except:

 “Is the candidate under PCS orders?” Not required.

 “Member ranked \_\_ out of \_\_ current applicants for same program from my command.” Not required. COs must rank candidates using the two lines under the “For LDO/CWO” header.

Page 10 of 14. Commanding Officer’s Recommendation. See Chapter 7, paragraph 13 of reference (a) for guidance to COs. See Chapter 7, paragraph 13f for guidance on applicants who PCS before applications are submitted. **The CO’s statement MUST:**

 Include the required statement found in paragraph 5i of reference (b).

 Endorse any waiver requests made by the applicant on page 8.

 Be signed by the applicant’s CO. “By direction” is not authorized. “Acting” is acceptable in exigent circumstances. Digital signatures are acceptable.

Pages 11 through 14 are not required. Remove them from the application and shred to protect PII.

ADDITIONAL GUIDANCE

1. Commands and applicants should use the checklist found at <http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx> to ensure all eligibility requirements are met and the application is complete prior to submission. The checklist should be the first page of the scanned file submitted.

2. E6 candidates should submit their November 2018 evaluation as an addendum to their application using the format found at <http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx>

3. Interview appraisal sheets.

 Interview appraisals must use NAVCRUIT 1131/5 Rev 02-2017. A copy may be found at <http://www.sta-21.navy.mil/forms/1131_5_1%282-2014%29.pdf>.

 All blocks must be completed and signed by the interviewer. Digital signatures using a CAC certificate are acceptable.

 Appraisals must be submitted with the application or directly from the applicant. Commands may not submit appraisals on behalf of applicants.

 Interview appraisals are not required for CWO to LTJG or 620X applicants.

4. Applicants for the following designators must submit documentation of a PIP, FALANT or civilian Ishihara test to determine color vision.

**LDO**

611X – Surface Deck 612X – Surface Operations

616X – Surface Ordnance 626X – Submarine Ordnance

629X – Submarine Comms 636X – Aviation Ordnance

639X – Air Traffic Control 648X – EOD

**CWO**

7111 – Boatswain 7121 – Operations Tech (Surface)

7151 – Special Warfare Tech 7161 – Ordnance Tech (Surface)

7171 – Special Warfare Combatant Craft 7261 – Ordnance Tech (Submarine)

7360 – Aviation Ordnance Tech

5. Submit applications as directed in paragraph 14 of reference (b).

6. Commands and applicants should monitor BOL to check the status of applications. Status updates occur on Wednesdays starting the first Wednesday in October. Applicants should verify the correct designator is listed and any error codes. Error codes correspond with the first column of the application checklist.

 Applicants with error codes may submit corrections via encrypted e-mail to the board sponsor point of contact listed in reference (b). **Errors not corrected by the supplemental information due date listed in reference (b) will result in that application not being presented to the board.**

7. Addendums must be submitted by the applicant and the information verified by the applicant’s CO or “By direction.” Submit addendums using the format found at <http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx>. Submit addendums using the same guidance for applications per paragraph 14 of reference (b).

 Addendums must be **received by** the due dates listed in reference (b). Late submissions will not be presented to the board.

 BOL will not update to reflect receipt of addendums. To verify receipt, contact the NPC Customer Service Center or the board sponsor point of contact listed in reference (b).