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SUBJ/FISCAL YEAR 2024 NAVY SELECTED RESERVE LIMITED DUTY OFFICER AND  
CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT BOARD//

REF/A/DOC/OPNAV/14DEC09//  
REF/B/DOC/OPNAV/12APR16//  
REF/C/DOC/BUPERS/19SEP18//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS  
APPLICATION ADMINISTRATIVE MANUAL.  
REF B IS OPNAVINST 1120.12A, APPOINTMENT OF LIMITED DUTY OFFICERS AND CHIEF  
WARRANT OFFICERS IN THE NAVY RESERVE.  
REF C IS BUPERSINST 1430.16G, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF  
THE U.S. NAVY AND U.S. NAVY RESERVE.//

RMKS/1. This NAVADMIN announces the solicitation of applications  
from highly qualified and motivated E-6 through E-9 Reserve Sailors  
for the Fiscal Year (FY) 2024 Navy Selected Reserve Limited Duty  
Officer (LDO) and Chief Warrant Officer (CWO) programs. Where  
conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. The FY-24 Navy Selected Reserve LDO and CWO in-service  
procurement board (ISPB) will consider candidates for the following  
officer designators: 623X, 626X, 628X, 633X, 641X, 649X, 653X,  
711X, 712X, 713X, 715X, 717X, 718X, 781X, 782X and 783X. Eligible  
Sailors are encouraged to apply for the designators for which they  
are most qualified, regardless of current rating. Refer to  
references (a) through (c) for eligibility criteria.

3. Updated policy guidance to reference (a).

a. Time-in-service (TIS) for the FY-24 Navy Selected Reserve  
LDO and CWO ISPB must be computed to 1 October 2023. In line with  
references (a) and (b), TIS is synonymous with years of qualifying  
service toward a non-regular (Reserve) retirement.

b. TIS eligibility is 8 to 14 years for LDO and 14 to 20 years  
for CWO. However, TIS waivers will be considered and adjudicated on  
a case-by-case basis by the office for Military Personnel Plans and  
Policy (OPNAV N13). Potential applicants outside of the TIS  
eligibility window are encouraged to contact the Reserve LDO/CWO  
officer community manager (OCM) in paragraph 10b of this NAVADMIN to  
discuss TIS waiver opportunities. All LDO applicants must be able  
to serve at least 6 years of qualifying service and complete 20  
years of qualifying service prior to age 62. All CWO applicants  
must be able to complete 20 years of qualifying service prior to  
reaching 62 years of age. Applicants must also not reach or exceed  
high year tenure for their present pay grade within the calendar  
year the application is submitted. No further exceptions to listed  
eligibility requirements in references (a) and (b) will be  
entertained. All requests for TIS waivers must be received by 31  
August 2022. TIS waiver requests and applications for Navy Selected

Reserve LDO and CWO programs are two separate processes with their own respective submission deadlines. Applicants who intend to submit applications for both the LDO and CWO programs must submit a TIS waiver if the candidate falls outside of either eligibility range. Failure to follow this guidance may result in a late TIS waiver submission and subsequent disapproval of the requested community.

c. In line with reference (b), all LDO applicants must include a statement in the additional comments section (paragraph 2) of the application, agreeing to further service, as follows: \*I, [name], if selected for permanent appointment under the Navy Reserve limited duty officer program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of three years after I accept such appointment.\*

d. In line with reference (b), all CWO applicants must include a statement in the additional comments section (paragraph 2) of the application, agreeing to further service, as follows: \*I, [name], if selected for permanent appointment under the Navy Reserve chief warrant officer program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of six years after I accept such appointment.\*

e. Commanding officer/officer-in-charge (CO/OIC) endorsement must contain the following statement: \*Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, NAVADMIN XXX/22 (reference this NAVADMIN), and the physical fitness standards of OPNAVINST 6110.1J.\* The endorsement should also clearly state the command and COs/OICs name and rank.

4. Interview appraisal boards must be constructed and approved by the CO/OIC and consist of only three Reserve or Active Component officers. The names of the approved appraisal board members must be included in the CO/OIC endorsement. To the maximum extent possible, LDOs or CWOs shall be utilized as board members. The senior member of the interview panel must be a lieutenant commander or above.

a. Every effort will be made to ensure at least one board member is from the designator for which the applicant is applying. Interview appraisals should be conducted in person if possible, but other methods can be utilized, including but not limited to teleconference, video teleconference, defense connect online or Microsoft Teams.

b. Minimum grade requirements for board members are lieutenant junior grade or CW02. CW02 panel members must have at least two years time in grade. The interviewing board should, whenever possible, be comprised of officers who are not in the applicants command, or at minimum, not directly in the chain of command.

c. If it is not possible to assemble a panel of three officers, the interviews may be conducted separately. Only three interview appraisals are required for each applicant.

d. All sub-blocks contained within the "potential" section of the appraisal sheet (technical knowledge, potential as a career naval officer, and comments) must be completed for all LDO and CWO candidates.

e. Each appraisal must contain the names of all three members who conducted the interview panel. Only the current version of the interviewer appraisal sheet will be accepted. Follow the instructions in paragraph 10 to download the most current interviewer appraisal sheet.

f. The CO of either SEAL Team 17 or 18 is a required interview appraisal board member for both the 715X and 717X designators.

g. All applicants applying to the 715X designator must hold NEC 026A or 023A. All applicants applying to the 717X designator must hold NEC 052A.

5. Applicants currently serving on individual augmentation / global

support assignment (IA/GSA) may have their application endorsed by their field commander. All applications endorsed by field commanders must have concurrence of their parent command. Follow the instructions in paragraph 10 to download a sample addendum letter.

6. Applicants must ensure copies of the most recent periodic evaluation are included in the application or subsequent addendum for board review and continuity. First class petty officers must submit their 15 November 2022 evaluation via addendum.

7. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants deemed ineligible after the submission of applications must be declared ineligible by their current CO, field commander (if on an IA/GSA) or parent command CO. Follow the instructions in paragraph 9 to download a sample letter of abeyance or removal of recommendation memo.

8. The FY-24 Navy Selected Reserve LDO and CWO ISPB will convene at a date to be determined in calendar year 2023. For the most current board dates, visit MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/advancement-and-promotion/reserve-officer>. Select \*Selection Board Schedule.\* On the right hand side of the page there will be a hyperlink to the board schedule. E-mailed applications must be received by the MyNavy Career Center (MNCC) no later than (NLT) 1 October 2022. Submit applications via e-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). E-mails must be sent encrypted using a military e-mail account to protect personally identifiable information.

a. All addendums to packages, including any routine addendums, evaluations, and awards, must be received NLT 15 December 2022. Applications must be signed by the applicants current CO or acting CO (wet-signatures are preferred, digital signatures are acceptable). Addendums can be signed by another officer with \*By direction\* authority if the CO or OIC is unavailable.

b. Communication to the board must originate from the individual Service Member. Information received that is not under the applicants cover letter (e.g. third party correspondence) and endorsed by the command or not received by MNCC by the established deadline(s) will not be presented to the board. The time and date (central standard time) received in the MNCC inbox via e-mail is the time and date used for deadline verification. Although a late submission may be accepted by MNCC, it will not be presented to the board. All applications or addendums must have the full social security number of the Service Member on each page. Electronic and hard copy addendums must include a command endorsement. The FY-24 Navy Selected Reserve LDO and CWO ISPB number is 24315. Applicants who are unable to e-mail applications may contact the point of contact listed in paragraph 10a for further guidance.

9. For the most current application process visit the \*Limited Duty Officer and Chief Warrant Officer ISPB\* tab via MNP at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click on \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement Board\* and then select \*For the Reserve Component LDO/CWO In-Service Procurement Board click here\* at the bottom of the page. There you can find the section titled \*application help\* for links to the current application form, interview appraisal sheet, sample addendum letter, sample letter of abeyance or removal of recommendation memo, and a checklist for commands to print and include in the application folder.

10. Points of contact

a. For application and eligibility questions, contact NCC Kenya Throckmorton, Affiliation and Redesignation Branch (PERS 92) at

(901) 874-4456/DSN 882 or via e-mail at  
kenya.m.throckmorton.mil(at)us.navy.mil.

b. General LDO/CWO career path and policy, contact LCDR Dustin  
Hoskins, Reserve LDO/CWO Officer Community Manager (BUPERS 351), at  
(901) 874-3291/DSN 882, or via e-mail at dustin.a.hoskins.mil(at)us.navy.mil.

11. This NAVADMIN will remain in effect until superseded or 30 September  
2023, whichever comes first.

12. Released by Rear Admiral J. P. Waters, Acting N1B.//

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