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NAVADMIN 111/23

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SUBJ/FY-25 ACTIVE-DUTY LIMITED DUTY OFFICER, CHIEF WARRANT OFFICER,
 AND WARRANT OFFICER IN-SERVICE PROCUREMENT BOARD//

REF/A/DOC/OPNAV/14DEC09//
 REF/B/MSG/CNO WASHINGTON DC/101548ZJUN19//
 REF/C/MSG/CNO WASHINGTON DC/251736ZJAN18//
 REF/D/DOC/OPNAV/17JAN19//
 REF/E/MSG/CNO WASHINGTON DC/041710ZJUN18//
 REF/F/DOC/BUPERS/19SEP18//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS
 APPLICATION ADMINISTRATIVE MANUAL.

REF B IS NAVADMIN 128/19, OFF-RAMP GUIDANCE FOR ACTIVE COMPONENT SUBMARINE
 COMMUNICATIONS DESIGNATOR 6290 LIMITED DUTY OFFICERS.

REF C IS NAVADMIN 014/18, UPDATED OFF-RAMP GUIDANCE FOR ACTIVE AND RESERVE
 COMPONENT SUPPLY CORPS LIMITED DUTY OFFICERS.

REF D IS OPNAVINST 1210.5B, LATERAL TRANSFER AND REDESIGNATION OF ACTIVE
 COMPONENT OFFICERS IN THE NAVY.

REF E IS NAVADMIN 140/18, MODIFICATION OF THE NAVY CYBER WARRANT OFFICER
 PROGRAM.

REF F 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-5 through E-9 Active Duty (AD)
 and Training and Administration of the Reserves personnel for the
 Fiscal Year 2025 (FY-25) Limited Duty Officer (LDO), Chief Warrant
 Officer (CWO), and Warrant Officer 1 (WO1) programs. Where
 conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. For the most current information concerning open designator
 codes, visit <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>.

3. Eligibility. All applicants for the LDO, CWO, and WO1 programs
 must have a security clearance prior to commissioning, be able to
 complete operational duty screening and be worldwide assignable.

a. All time-in-service (TIS) and time-in-grade (TIG)
 requirements for the FY-25 AD LDO and CWO In-Service Procurement
 Board (ISPB) will be computed as of 1 October 2024.

b. TIS and TIG requirements are:
 (1) LDO. 8-14 years TIS and 1-year TIG for E-6 and above.
 TIS waivers will be considered for up to 180 days beyond 14 years
 for LDO applicants. TIS waivers for less than 8 years will not be
 considered. No further exceptions will be considered.

(2) Applicants for LDO off-ramp designators (629X and 651X)
 may apply with up to 15 years of service and must understand
 designator-specific off-ramp requirements and procedures defined in

references (b) through (d). TIS waivers will not be considered or exceptions granted for off-ramp designators.

(3) Nuclear Power LDO (620X) applicants may apply with up to 16 years of service. TIS waivers will not be considered or exceptions granted.

(4) CWO3. 14 to 22 years TIS for E-9, and E-8 selected for E-9. TIS waivers will only be considered for up to 180 days beyond 22 years for CWO3 applicants. TIS waivers for less than 14 years will not be considered. No further exceptions will be considered.

(5) CWO2. 14 to 20 years TIS for E-7, E-8, and E-6 selected for E-7, and for E-7 and E-8. TIS waivers will only be considered up to 180 days beyond 20 years for CWO2 applicants. TIS waivers for less than 14 years will not be considered. No further exceptions will be considered.

(6) WO1 (784X only). 6 to 14 years TIS for E-5 and above. Cyber Warrant Officer WO1 (784X) applicants refer to the eligibility requirements listed in reference (e). Applications will not be accepted for CWO2 and CWO3. TIS waivers will not be considered or exceptions granted.

(7) TIS waivers must be submitted to ldocwoocm.fct@navy.mil no later than 15 July 2023 for adjudication. Waiver applications received after 15 July 2023 will not be considered. The TIS waiver template is available at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>. NOTE: The waiver approval letter must be submitted as an enclosure to the application.

c. Contingency plan, if E-7 AD results are not released prior to the application deadline. Due to the FY-24 enlisted selection board schedule for AD E-7, E-6s awaiting E-7 results to apply for CWO are encouraged to apply and submit their application by the 1 October 2023 deadline with the following guidelines:

(1) Commands are directed to proceed with the application process for these applicants as outlined in this NAVADMIN.

(2) E-6s awaiting E-7 selection results must add the following statement at the beginning of the commanding officer's (CO) endorsement: *Member is awaiting CPO results.* Commander, Navy Personnel Command (PERS-803) will set aside these applications until E-7 results are announced.

(3) E-6 evaluations due 15 November 2023 will be submitted as an addendum in the guidelines of this NAVADMIN. If a Sailor is selected for E-7 and the pinning date is after 15 November 2023 and the Sailor has already received an E-6 periodic evaluation, the close-out evaluation is not required to be submitted as an addendum. Submit the close-out evaluation as an addendum if an E-6 periodic was not received. Once all E-7 results are announced, PERS-803 will integrate or remove those records and applications accordingly.

d. Navy Sea, Air, and Land (SEAL) CWO (715X) applicants will be considered for selection in one of two Core Competency Areas (CCA): SEAL CORE or SEAL SDV. In order to apply, applicants must request a primary CCA and those holding qualifying Navy Enlisted Classifications in both fields may request a secondary CCA (i.e., 715X CORE/715X SDV).

e. Intelligence CWO (783X) applicants will be considered for selection into one of three Core Competency Areas (CCA): CI/HUMINT, GEOINT/Targeting, or OPINTEL. In order to apply, applicants must request a primary CCA, and those holding qualifying Navy enlisted classifications in more than one field may request a secondary CCA (e.g., 783X CI/HUMINT/783X OPINTEL).

f. E-6s serving in congressionally designated combat zones and approved contingency operations areas that meet the conditions of reference (f) are also eligible for LDO if all other eligibility requirements are met.

g. Due to ongoing rating mergers and realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical expertise and leadership experience in their enlisted service records, regardless of the current rating. However, special attention should be given to the guidance in Chapter 7, subparagraph 9c of reference (a) and to the designator discrete requirements (available on the MyNavy HR LDO CWO Applicant Information web page).

h. Applicants must meet color perception requirements. Defective color perception is disqualifying for appointment in the following designators: 611X, 612X, 618X, 620X, 626X, 629X, 636X, 639X, 648X, 711X, 712X, 715X, 717X, 718X, 726X, 736X. Documented proof of meeting color perception requirements must be submitted on a Chronological Record of Medical Care (SF 600) as an enclosure to your application.

i. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants who are deemed ineligible after submitting an application must be declared ineligible by their current CO or officer in charge (OIC). A sample removal of recommendation format is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>. Nuclear Power LDO (620X) applicants who are deemed ineligible must be declared ineligible by their current CO via letter to the Nuclear Propulsion Program Manager (OPNAV N133).

4. Appraisal Boards (Not required for Nuclear Power LDO 620X). AD interview appraisal boards will be coordinated and approved by the CO/OIC and consist of three AD naval officers (LDOs or CWOs preferred). The names of the approved appraisal board members must be included in the CO/OIC endorsement. Every effort (including teleconference media) should be made to ensure the senior board member is from the LDO or CWO designator's competitive category for which the applicant is applying.

a. LDO Applicants. It is highly recommended that the senior member of the interview panel for applicants applying for LDO be an in-designator commander (CDR) or above. If not available, a LDO CDR or above in another designator can serve in this capacity with at least one board member from the designator's competitive category. Officers who were CDR or captain (CAPT) LDOs that converted to another designator via the without board action process can serve as the senior member. In communities where there are no longer senior LDOs within the community, a CDR or CAPT from the parent community can act as the senior board member (e.g., a Supply Corps (3100) CDR or CAPT for Supply (651X) applicant).

b. CWO Applicants. It is highly recommended that the senior member of the interview panel for applicants applying for CWO be an in-designator CWO5. If not available, a CDR (LDO preferred) or above can serve in this capacity with at least one board member from the in-designator or designator's competitive category (CWO preferred).

c. Minimum rank requirements for board members are O3 or CWO3.

d. Only three interview appraisals may be submitted for each applicant.

e. Interview appraisal board member preparation for applicant appraisal boards is an important part of the board process. Review of the application, review of discrete requirements for the applicant designator, having well thought out questions on technical expertise, leadership, and knowledge of the designator for which the candidate is applying, to include future career path if selected, are all great examples of board member preparation.

f. The technical ability and potential blocks on the interview appraisal sheet must be marked for LDO and CWO candidates.

g. Each appraisal must contain the names of all three-panel members. Only the current version of the interviewer appraisal sheet will be accepted. The interviewer appraisal sheet is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

5. Application Submission. Communication to the board (e.g., application, addendums, etc.) should originate from the applicant via their CO. However, it is acceptable for the command to submit an applicant's package on his or her behalf, provided that the package has been endorsed by the CO and the applicant has been provided a copy of their entire package prior to submission. Information received that is not under the cover letter of the applicant (e.g., third-party correspondence) and endorsed by the command, or not received by the MyNavy Career Center (MNCC) by the established deadline(s) will not be presented to the board.

a. The application template and sample addendum letter (both with sample CO/OIC endorsement) are located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>. NOTE: For board processing purposes the full social security number of the applicant is required on both the application and endorsement.

b. All applications must include a command-endorsed LDO/CWO Eligibility Checklist. The checklist is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

c. Each applicant and CO/OIC must ensure applications and addendums are complete and accurate. Incomplete applications could result in non-selection. The application endorsement must be signed by the CO/OIC of the applicant or the *Acting* CO. The addendum endorsement may be signed *By direction* if the CO or OIC is unavailable.

d. CO/OIC endorsements must contain the following statement: *Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN 111/23, the physical fitness standards of OPNAVINST 6110.1J, and is worldwide assignable.* The endorsements must be on command letterhead. Additionally, it must identify the members of the interview panel by rank and name, must be signed by the CO/OIC, and include the CO/OIC's command point of contact information. A CO/OIC ranking is no longer required.

e. Applicants must ensure a copy of their most recent periodic evaluation is included in the application or provided via addendum for board review and continuity if it is not already in the applicant's Official Military Personnel File (OMPF).

f. Applicants are not required to include an obligatory service statement to remain on AD.

g. Applicants currently serving in an Individual Augmentation Manpower Management, Global War on Terrorism Support Assignment, or Overseas Contingency Support Assignment may have their application endorsed by the field commander. Field commanders must obtain parent command concurrence prior to submission.

h. Applicants must submit sequentially numbered enclosures to the application and addendums, annotated on the bottom right corner of each page with the last name and full social security number of the applicant in the top right corner. Addendums must include a command endorsement. The FY-25 AD LDO and CWO ISPB board number is 25181. The FY-25 AD Nuclear LDO ISPB board number is 25182.

i. Applications must be received by MNCC no later than 1 October 2023. Submit applications via e-mail to cscselboard@navy.mil. E-mails must be encrypted using a military e-mail account to protect personally identifiable information (PII). For a tutorial on loading certificates required for encrypting e-mails, go to <https://www.mynavyhr.navy.mil/Career-Management/Community->

Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/.

Applicants who are unable to submit applications as outlined above due to current operational locations may mail their application via USPS to the address listed below. When mailing PII, individuals must use Privacy Act Data Cover Sheet (DD Form 2923) and double wrap the package. DD Form 2923 may be accessed by using the following web address:

<https://www.disa.mil/-/media/Files/DISA/About/Privacy-Office/dd2923.pdf>

The inner package must be labeled with the privacy warning *CUI - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties* and use a tracking feature.

Correspondence mailed via USPS must use the following address:

Navy Personnel Command Customer Service Center (BUPERS-074)
 President, FY-25 Active Duty LDO/CWO In-service
 Procurement Board FY-25181
 5720 Integrity Drive
 Millington TN 38055

j. Department of Defense Secure Access File Exchange and Electronic Submission of Selection Board (ESSBD) via BUPERS Online are not supported or authorized means to submit applications or addendums. Applicants who are unable to submit applications as outlined in subparagraph 5.i. of this NAVADMIN must contact the selection board sponsor at npc_ldo-cwo_selbd.fct@navy.mil for alternate delivery methods.

k. Mailed applications must be postmarked no later than 1 October 2023. Addendums to applications must be received no later than 15 December 2023.

6. Nuclear Power LDO (620X) applications must be sent to pers-422b_desk.fct@navy.mil. Applications should be scanned and submitted via encrypted email. Applicants who are unable to submit applications as outlined due to operational commitments must contact the selection board sponsor at nukeldo@navy.mil for alternate delivery methods. Nuclear Power LDO (620X) applicants will submit in addition to their application:

a. Information applicants consider pertinent to their application not contained in their OMPF.

b. Nuclear Power LDO (620X) E-6 applicants must submit a copy of their E-7 examination profile sheet as enclosure (2) to their application.

c. Engineering Watch Supervisor or Propulsion Plant Watch Supervisor qualification as documented by NEC N33Z is required to apply for Nuclear Power LDO (620X).

d. Sailors selected for Nuclear Power LDO (620X) will require a separate technical interview at Naval Reactors to receive a commission. Sailors who do not complete a final technical interview will maintain their enlisted status and will not be commissioned. Additionally, these Sailors are ineligible to submit future applications to the Nuclear Power LDO (620X) program. Technical interviews will be scheduled by Nuclear Placement and Assignments (PERS-422) and selectees notified via separate correspondence.

7. Application and Addendum Due Dates. All non-Nuclear Power applications must be received encrypted by MNCC no later than 1 October 2023. All addendums to applications, including evaluations and awards, must be received no later than 15 December 2023. Submit applications and addendums via encrypted e-mail to cscselboard@navy.mil. The time and date (Central Standard Time) received by MNCC inbox are the time and date used for deadline verification. Applications and addendums received after the designated due dates will not be presented to the board. Nuclear

Power LDO (620X) applications must be received by pers-422b_desk.fct@navy.mil no later than 1 October 2023. All Nuclear Power LDO addendums to applications, including 15 September 2023 E-7 and 15 November 2023 E-6 evaluations, if not already included in the OMPF, must be received (or postmarked) no later than 15 December 2023. The time and date (Central Standard Time) received in the pers-422b_desk.fct@navy.mil inbox are the time and date used for deadline verification.

8. Board Convene Dates. The FY-25 AD LDO and CWO ISPB and FY-25 AD Nuclear Power LDO ISPB will convene at dates to be determined in January 2024 and February 2024. For the most current board dates, visit <https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/> and select *FY-25 board schedule* when available. NOTE: The ESSBD paragraph on this web page does not apply to the LDO/CWO ISPB.

9. For additional information, current application, eligibility checklist, and interviewer's appraisal sheet, visit <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>. This site also contains guidance such as how to monitor receipt of applications and addendums, status after PERS-803 review, and how to reconcile application errors via addendum if items or corrections are required for completeness or eligibility.

10. Points of Contact:

a. For all application/addendum and eligibility questions, contact the ISPB Sponsor at (901) 874-3170/DSN 882, or via e-mail at npc_ldo-cwo_selbd.fct@navy.mil.

b. For general LDO/CWO career path and policy questions contact the LDO/CWO Officer Community Managers at (901) 874-2236/DSN 882, or via email at ldocwoocm.fct@navy.mil.

c. For nuclear-trained Sailor application and eligibility questions, contact the LDO/CWO Nuclear Officer Detailer, at (901) 874-3938/DSN 882, or via e-mail at nukeldo@navy.mil.

11. This NAVADMIN will remain in effect until superseded or 30 September 2024, whichever occurs first.

12. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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