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SUBJ/FY-20 ACTIVE DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT

OFFICER IN-SERVICE PROCUREMENT BOARDS//

REF/A/DOC/OPNAV/14DEC09//

REF/B/MSG/CNO WASHINGTON DC/231348Z//

REF/C/MSG/CNO WASHINGTON DC/251736ZJAN18//

REF/D/DOC/COMNAVPERSCOM/30MAY13//

REF/E/MSG/CNO WASHINGTON DC/041710ZJUN18//

REF/F/DOC/OPNAV/6DEC16//

REF/G/MSG/CNO WASHINGTON DC/131544ZDEC07//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL. REF B IS NAVADMIN 128/18 FY-20 ACTIVE DUTY NUCLEAR LIMITED DUTY OFFICER IN-SERVICE PROCUREMENT BOARD. REF C IS NAVADMIN 014/18 UPDATED OFF-RAMP GUIDANCE FOR ACTIVE AND RESERVE COMPONENT INFORMATION WARFARE AND SUPPLY CORPS LIMITED DUTY OFFICERS. REF D IS MILPERSMAN 1220-100, NAVY DIVER (ND) RATING. REF E IS NAVADMIN 140/18, MODIFICATION OF NAVY CYBER WARRANT OFFICER PROGRAM. REF F IS OPNAVINST 1210.5A, LATERAL TRANSFER AND REDESIGNATION OF OFFICERS IN THE NAVY. REF G IS NAVADMIN 336/07, ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA.//

RMKS/1. This NAVADMIN announces solicitation of applications from highly qualified and motivated E-6 through E-9 active duty and full-time support personnel for the FY-20 Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs. Where conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. Nuclear LDO program applicants refer to reference (b).

3. For the most current information concerning open designator codes, visit the LDO/CWO Community Manager website at

<http://www.public.navy.mil/bupers->

[npc/officer/communitymanagers/active/ldo_cwo/Pages/References.aspx](http://www.public.navy.mil/bupers-npc/officer/communitymanagers/active/ldo_cwo/Pages/References.aspx) and click on the LDO and CWO designators link.

4. LDOs and CWOs bring a variety of experience and unique perspectives into the wardroom from their enlisted service. The LDO/CWO career paths provide additional leadership opportunities and enhance the ability of a Sailor to contribute to the Navy. These programs deliver the officer corps seasoned professionals with proven leadership abilities at an economical cost. LDOs provide broad technical management and leadership skills, and CWOs provide

specific technical expertise and leadership skills in support of the unrestricted line, restricted line, and staff corps communities. LDOs and CWOs serve in a variety of leadership billets within their technical fields, ranging from division officer to commanding officer (CO) ashore.

5. Updated policy guidance to reference (a).

a. All time in service (TIS) and time in grade (TIG) requirements for the FY-20 board shall be computed to 1 October 2019.

b. To support career progression models and maximize the return on investment for the Navy, TIS waivers for LDO and CWO applications will not be considered.

c. Applicants are not required to include an obligatory service statement to remain on active duty as part of their personal statement. This requirement is included as part of the appointment documentation signed upon commissioning.

(1) LDO obligatory service is 4 years from commissioning. LDOs must serve 10 years commissioned service to retire as an officer.

(2) CWO obligatory service is 6 years from commissioning.

d. TIS and TIG requirements are:

(1) LDO: 8-14 years TIS and 1 year TIG for E6 and above. Applicants for off-ramp designators (651X, 681X, and 682X) may apply up to 15 years TIS.

(2) CWO2: 14-20 years TIS for E6 selected for E7, E7, and E8 (includes frocked E9s).

(3) CWO3: 14-22 years TIS and 1 day TIG as an E9 as of board convening date.

(4) LTJG: Only CWOs in designators 7811 or 7821 will be considered on a case by case basis. All applicants must meet additional eligibility requirements for off-ramp outlined in reference (c). In line with reference (a), CWO applicants for LDO do not require interview appraisals.

e. The FY-20 In-Service Procurement Board (ISPB) will consider Navy Divers (ND) for the 623X Submarine Engineer designator.

f. ND applicants applying for designator 720X shall possess the master diver Navy enlisted classification (NEC MMDV) or be a chief or senior chief petty officer first class diver (NEC M1DV) who meets all eligibility requirements to attend master diver evaluation course in reference (d), subparagraph 18b(5)(a) through 18b(5)(i), with the following exceptions:

(1) Subparagraph 18b(5)(c): Served at least 12 months at a fourth diving command.

(2) Subparagraph 18b(5)(h): Successfully passed the written master diver course pretest within the last 24 months.

g. Applicants applying for cyber chief warrant officer (784X) will refer to eligibility requirements listed in reference (e).

h. Intelligence CWO applicants must have earned the Enlisted Information Warfare Specialist (EIWS) qualification and possess the 3910/K10A (Imagery Intelligence Analyst), 3913/K13A (CI/HUMINT Specialist), 3923/K23A (Strike Warfare Intelligence Analyst), or 3924/K24A (OPINTEL Analyst) NECs for consideration for 783X. The technical experience of the applicant will be weighted greater than

non-technical experience.

i. CO/officer in charge (OIC) endorsement, located on page 10 of OPNAV 1420/1 (Rev 01-08), must contain the following statement: *Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN XXX/18 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1J.*

6. First class petty officers serving in Iraq, Afghanistan, and the Horn of Africa determined to be chief petty officer board eligible in line with reference (g) are also eligible for LDO if all other eligibility requirements are met.

7. Interview appraisal boards shall be constructed and approved by the CO/OIC and consist of three naval officers (LDO/CWOs preferred). The senior member of the interview panel should be a lieutenant commander or above. Every effort (including teleconference media) shall be made to ensure at least one board member is from the designator for which the applicant is applying. Minimum grade requirements for board members are LT or CWO3. Three interview appraisals must be submitted for each applicant. The Potential block on interview appraisals must be marked for LDO/CWO candidates. Only the current version of the Interviewer Appraisal Sheet, located at http://www.public.navy.mil/bupers-npc/boards/administrative/lido_cwo/Pages/default.aspx will be accepted.

8. Applicants who have or are currently serving in an individual augmentation manpower management (IAMM), global support assignment (GSA), or overseas contingency operations support assignment (OSA) are to include these tours in the assignment history section of the application. CO/OIC recommendation must include validation of any listed IA/GSA assignment.

9. Applicants currently serving in an IAMM, GSA, or OSA assignment may have their application endorsed by the field commander. All applications endorsed by field commanders must have parent command concurrence. A sample format is located at http://www.public.navy.mil/bupers-npc/boards/administrative/lido_cwo/Pages/default.aspx (See Sample Addendum Letter).

10. Applicants must ensure copies of their most recent periodic evaluations are included in the application or provided via addendum for board review and continuity. First class petty officers must submit the 15 November 2018 evaluation via an addendum if it is not already reflected in the official military personnel file.

11. Due to ongoing rating mergers or realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical and leadership experience in their enlisted service records, regardless of current rating. However, special attention should be given to the guidance in chapter 7, subparagraph 9c of reference (a).

12. Applicants must maintain eligibility throughout the selection and promotion process. Applicants who are deemed ineligible after submitting an application must be declared ineligible by their current CO/OIC. A sample format is located at http://www.public.navy.mil/bupers-npc/boards/administrative/lido_cwo/Pages/default.aspx (See Sample

Letter of Abeyance or Removal of Recommendation).

13. Each applicant and command must ensure applications are complete and accurate. Incomplete applications could result in non-selection. Refer to reference (a), (chapters 2, 7 and appendix f) for security clearance information, program overview, eligibility criteria, and application format.

14. The FY-20 Active-Duty LDO/CWO ISPB will convene at a date to be determined in January 2019. For the most current board dates, visit the Navy Personnel Command (NPC) board webpage at

<http://www.public.navy.mil/bupers->

[npc/boards/selectionboardsupport/pages/default2.aspx](http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/pages/default2.aspx) and select *FY-20 board schedule* when available. Applications must be received by the NPC Customer Service Center (CSC) no later than 1 October 2018.

The preferred method of submission of applications and addendums is by e-mail to cscselboard@navy.mil, and those using this method must encrypt the message using a military e-mail account to protect personally identifiable information. Mailed applications must be postmarked no later than 1 October 2018. Routine addendums to applications, excluding evaluations and awards, must be received no later than 1 December 2018. Evaluations and awards must be received no later than 1 January 2019. Applications must be signed by the CO of the applicant or *Acting*. Addendums can be signed *By direction* if the CO or OIC is unavailable. 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 NPC CSC by the established deadline(s) will not be presented to the board. The time and date (central standard time) received in the NPC CSC inbox is the time and date used for deadline verification. Although a late submission may be accepted by the NPC CSC, it will not be presented to the board. All

applications/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. Board number 20180 is for CWO to lieutenant junior grade (LTJG), and board number 20181 is for enlisted to LDO/CWO. Applicants who are unable to e-mail applications may mail them to:

- a. Navy Personnel Command Customer Service Center (PERS-1)
President
FY-20 Active CWO to LDO/LTJG ISP Selection Board 2018X
5720 Integrity Drive
Millington TN 38055-1000
- b. Express mail:
Navy Personnel Command Customer Service Center (PERS-1)
President
FY-20 Active CWO to LDO/LTJG ISP Selection Board 2018X
5640 Ticonderoga Loop Bldg 768 RM E302
Millington TN 38055

15. For the most current application process visit the Administrative Boards Branch (PERS-803) website at

<http://www.public.navy.mil/bupers->

[npc/boards/administrative/ldo_cwo/pages/default.aspx](http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/pages/default.aspx). This site contains application help and a review checklist for commands to

print and include in the application folder. This site also contains guidance such as NPC CSC mailing information, a link to check receipt of the application/addendum, how to monitor application status after PERS-803 review and how to reconcile application errors via addendum if items or corrections are required for completeness or eligibility.

16. Points of contact:

a. For application and eligibility questions contact the NPC board sponsor LT Beau Blanchard at (901) 874-3170/DSN 882, or via e-mail at npc_ldo-cwo_selbd.fct(at)navy.mil.

b. For general LDO/CWO career path and policy questions contact CWO5 Hector Sandoval at (901) 874-2464/DSN 882, or via e-mail at hector.sandoval(at)navy.mil or Mr. Mitch Allen (901) 874-3044/DSN 882, or via e-mail at mitchell.allen(at)navy.mil.

c. For nuclear-trained Sailor application and eligibility questions, contact CDR David Etheridge at (703) 604-5489/DSN 664, or via e-mail at david.f.etheridge(at)navy.mil.

17. This NAVADMIN will remain in effect until superseded or 30 September 2019, whichever comes first.

18. Released by Vice Admiral R. P. Burke, N1.//

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