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SUBJ/FY-22 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/MSG/CNO WASHINGTON DC/131544ZDEC07//

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 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 the solicitation of applications from highly qualified and motivated E-6 through E-9 Reserve Sailors for the Fiscal Year (FY) 2022 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-22 Navy Selected Reserve LDO and CWO In-Service Procurement Board (ISPB) will consider candidates for the following officer designators: 623X, 626X, 628X, 629X, 633X, 641X, 649X, 653X, 711X, 712X, 713X, 715X, 716X, 717X, 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) and (b) for eligibility criteria.

3. Updated policy guidance to reference (a).

a. Time-in-service (TIS) for the FY-22 Navy Selected Reserve LDO and CWO ISPB must be computed to 1 October 2021. 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 11 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 their high year tenure for their present pay grade within the calendar year the application is submitted.

c. In line with reference (b), all LDO applicants must include a statement in the personal statement section (paragraph 2) of the application, agreeing to further service, as follows: *I, [name], if selected for permanent appointment under the Navy Reserve LDO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment.*

d. In line with reference (b), all CWO applicants must include a statement in the personal statement section (paragraph 2) of the application, agreeing to further service, as follows: *I, [name], if selected for permanent appointment under the Navy Reserve CWO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 6 years after I accept such appointment.*

e. Commanding Officer (CO)/Officer-in-Charge (OIC) endorsement must contain the following statement: *Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, NAVADMIN 162/20 and the physical fitness standards of OPNAVINST 6110.1J.* COs should indicate the ranking among candidates from their command, even if 1 of 1. The endorsement should also clearly state the command and COs name and rank.

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

5. Interview appraisal boards shall be constructed and approved by the CO/OIC and consist of only 3 Selected Reserve or active component officers. LDOs or CWOs should be utilized as board members to the maximum extent possible. The senior member of the interview panel should be a lieutenant commander or above. Every effort must be made to ensure at least one board member is from the designator for which the applicant is applying (including but not limited to teleconference, video teleconference, defense connect online, etc.). Minimum grade requirements for board members are lieutenant junior grade or CWO2. CWO2 panel members must have at least 2 years time in grade. The interviewing board should, whenever possible, be comprised of officers who are not in the applicants command or at least not directly in the chain of command.

If it is not possible to assemble a panel of three officers, the interviews may be conducted separately. Only three interview appraisals must be submitted for each applicant. The potential block on interview appraisals must be marked for LDO and CWO candidates. 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.

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

b. All applicants applying to the 715X designator must hold NEC O26A or O23A. All applicants applying to the 717X designator must hold NEC O52A.

6. Applicants currently serving on IA/GSA may have their application endorsed by their field commander. All applications endorsed by field commanders must also obtain their parent command concurrence. Follow the instructions in paragraph 10 to download a sample addendum letter.

7. 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 2020 evaluation via addendum if it is not already reflected in their official military personnel file.

8. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants that are deemed ineligible after the submission of applications must be declared ineligible by their current CO, field commander (if on an IA) or parent command CO. Follow the instructions in paragraph 10 to download a sample letter of abeyance or removal of recommendation memo.

9. The FY-22 Navy Selected Reserve LDO and CWO ISPB will convene at a date to be determined in calendar year 2021. For the most current board dates, visit MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/advancement-and-promotion/reserve-officer> and select the FY-22 board schedule when available. E- mailed applications must be received by the MyNavy Career Center (MNCC) no later than 1 October 2020. Submit applications via e-mail to 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 no later than 15 December 2020. Applications must be signed by the CO or acting CO of the applicant. 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-22 Navy Selected Reserve LDO and CWO ISPB number is 21315. Applicants who are unable to e-mail applications may contact the point of contact listed in paragraph 11a for further guidance.

10. 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 the link for the *Reserve Component LDO/CWO ISPB.* This site contains links to the current application form, interview appraisal sheets, sample addendum letter, sample letter of abeyance or removal of recommendation memo, application help and a review checklist for commands to print and include in the application folder.

11. Points of contact

a. For application and eligibility questions, contact PSC Crystal Hoffman, Affiliation and Redesignation Branch at (901) 874- 4456/DSN 882 or via e-mail at crystal.hoffman@navy.mil.

b. General LDO/CWO career path and policy, contact LCDR Chris Webster, Reserve LDO/CWO OCM, at (901) 874-3291/DSN 882, or via e- mail at chris.m.webster@navy.mil.

12. This NAVADMIN will remain in effect until superseded or 30 September 2021, whichever comes first.

13. Released by Vice Admiral John B. Nowell, Jr, N1.//

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