

UNCLASSIFIED//

ROUTINE

R 032039Z JUN 21 MID200000909829U

FM CNO WASHINGTON DC

TO NAVADMIN

INFO CNO WASHINGTON DC

BT  
UNCLAS

NAVADMIN 116/21

PASS TO OFFICE CODES:

INFO CNO WASHINGTON DC//N1//

MSGID/GENADMIN/CNO WASHINGTON DC/N1/JUN//

SUBJ/FY-23 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF 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/MSG/CNO WASHINGTON DC/131544ZDEC07//

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

REF B IS NAVADMIN 128/19, 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 INFORMATION WARFARE AND 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 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 (AD) and Full-Time Support (FTS) personnel for the Fiscal Year 2023 (FY-23) Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs and E-5 and above for the FY-23 AD Warrant Officer (W01) program.

Where conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. For the most current information concerning open designator codes, visit <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>, click the \*Active-Duty LDO/CWO In-Service Procurement Board\* link, then select Applicant Information link, then select current LDO and CWO designators link.

3. Eligibility. All applicants for the LDO, CWO and W01 programs must have a security clearance prior to commissioning, must be able to complete operational duty screening and be worldwide assignable.

Updated policy guidance to reference (a):

a. All time-in-service (TIS) and time-in-grade (TIG) requirements for the FY-23 Active-Duty LDO and CWO In-Service Procurement Board (ISPB) will be computed to 1 October 2022.

b. TIS and TIG requirements are:

(1) LDO: 8-14 years TIS and 1 year TIG for E-6 and above.

TIS waivers beyond 14 years will be considered up to 180 days for LDO applicants. No further exceptions will be entertained.

(2) Applicants for LDO off-ramp designators (629X, 651X, 681X and 682X) 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) CW03: 14 to 22 years TIS and one day TIG as an E-9 as of 2 January 2022. TIS waivers beyond 22 years will be considered up to 180 days for CW03 applicants. No further exceptions will be entertained.

(5) CW02: 14 to 20 years TIS for E-6 selected for E-7, E-7 and E-8 (includes frocked E-9s). TIS waivers beyond 20 years will be considered up to 180 days for CW0 applicants. No further exceptions will be entertained.

(6) Due to the FY-22 Enlisted Selection Board schedule for Active E-7 (9 August 21 - 10 September 21), First Class Petty Officers awaiting CPO results to apply for CWO are encouraged to apply and submit their application by the 1 October 2021 deadline with the following guidelines:

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

(b) First Class Petty Officers awaiting CPO selection results must add the following statement at the top of the Commanding Officers endorsement: \*Member is awaiting CPO results.\*

PERS-803 will set aside these applications until CPO results are announced.

(c) First Class evaluations due 15 November 2021 will be submitted as an addendum per guidelines of this NAVADMIN. If selected for CPO and the pinning date is after 15 November 2021, the close-out eval is not required. Once all of the CPO results are in, PERS-803 will integrate or remove those records/applications accordingly.

(7) W01 (784X only): 6 to 14 years TIS for E-5 and above. TIS waivers will not be considered or exceptions granted. Cyber Warrant Officer W01 (784X) applicants refer to eligibility requirements listed in reference (e).

c. To support career progression models and maximize the return on investment for the Navy, TIS waivers must be submitted to [ldocwoocm.fct@navy.mil](mailto:ldocwoocm.fct@navy.mil) before 15 July 2021 for adjudication. Approved waivers must be submitted with the application.

d. 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 NECs in more than one field may request a secondary CCA (i.e., 783X CI/HUMINT / 783X OPINTEL).

e. 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 (f) are also eligible for LDO if all other eligibility requirements are met.

f. Due to ongoing rating mergers or 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 current rating. However, special attention should be given to the guidance in chapter 7, subparagraph 9c of reference (a).

g. Applicants in designators outlined in reference (a) requiring to meet color perception requirements shall have test results documented as a telephone consult (T-Con) in Armed Forces Health Longitudinal Technology Application (AHLTA) within the past 12 months and provide hard copy or have test results documented on SF-600 and submitted with application.

h. 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 Commanding Officer/Officer in Charge (CO/OIC). A sample Removal of Recommendation format is located at <https://www.mnp.navy.mil/group/career-Planning/commissioning-programs>. Click the \*Active-Duty LDO/CWO In-Service Procurement Board\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form (See Sample Letter of Abeyance or Removal of Recommendation). Nuclear Power LDO (620X) applicants who are deemed ineligible must be declared ineligible by their

current CO via letter to the Nuclear Program Manager (OPNAV N133).

4. Appraisal Boards. (Not required for Nuclear Power LDO 620X) Active duty interview appraisal boards will be coordinated and approved by the CO/OIC and consist of three Active Duty Naval Officers (LDOs or CWOs preferred). Every effort (including teleconference media) shall be made to ensure the senior board member is from the LDO or CWO designator family for which the applicant is applying.

a. It is highly recommended that the senior member of the interview panel for applicants applying for LDO is 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 family. Officers who were CDR or CAPT LDOs that reverted to another designator via Without Board Action (WOBA) 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) applicants.

b. For CWO applicants, the senior member of the interview panel shall be a LCDR or above with at least one in-designator CWO4 or CWO5 as a board member. If a LCDR or above is not available, a CWO5 can serve as the senior board member as long as the other members are junior (CWO3, CWO4).

c. Minimum grade requirements for board members are Lieutenant or CWO3.

d. Only three interview appraisals are authorized to be submitted for each applicant.

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

f. The technical ability and potential block on the interview appraisal sheet must be marked for LDO and CWO candidates. Only the current version of the interviewer appraisal sheet will be accepted.

Interviewer appraisal sheet is located at

<https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the \*Active-Duty LDO/CWO In-Service Procurement Board\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form.

5. Application Submission. Communication to the board (application, addendums, etc.) should originate from the applicant via their CO. However, it is acceptable for the command to submit an applicants package on their 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. All applications must be submitted along with a command screened LDO/CWO Eligibility Checklist.

b. Each applicant and CO/OIC must ensure applications/addendums are complete and accurate. Incomplete applications could result in non-selection. Applications must be signed by the CO/OIC of the applicant or \*Acting\*. Addendums can be signed \*By direction\* if the CO or OIC is unavailable.

c. As previously stated, all applicants must possess a security clearance prior to commission. Refer to reference (a), (chapters 2 and 7) for security clearance information, program overview and eligibility criteria.

d. CO/OIC endorsements must contain the following statement:

\*Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN 116/21, the physical fitness standards of OPNAVINST 6110.1J, and is worldwide assignable.\* The endorsement must clearly identify the command, and must be signed by the CO/OIC, and include the CO or OICs command point of contact information.

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 they are not already in Official Military Personnel File (OMPF).

f. Applicants are not required to include an obligatory service statement to remain on active duty as part of their personal statement.

g. Applicants currently serving in an IAMM, GSA or OSA assignment may have their application endorsed by the field commander. Field commanders must obtain parent command endorsement prior to submission. A sample format is located at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the \*Active-Duty LDO/CWO In-Service Procurement Board\* link then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form (See Sample Addendum Letter).

h. Applicants must submit sequentially numbered enclosures to the application/addendum, 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-23 Active-Duty LDO and CWO ISPB board number is 23181. The FY-23 Active-Duty Nuclear LDO ISPB board number is 23182.

i. Applications must be received by MNCC no later than 1 October 2021. Submit applications via e-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). E-mails must be encrypted using a military e-mail account to protect personally identifiable 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 DD Form 2923 Privacy Act Data Cover Sheet and double wrap the package. DD form 2923 may be accessed by using the following Web address:

[http://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](http://www.esd.whs.mil/Directives/forms/dd2500_2999/).

The inner package must be labeled with the privacy warning \*CUI - 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-23 Active Duty LDO/CWO In-service Procurement Board FY-23181  
5720 Integrity Drive  
Millington TN 38055

j. Mailed applications must be postmarked no later than 1 October 2021. Addendums to applications must be received no later than 15 December 2021.

6. Nuclear Power LDO (620X) applications must be sent to the [pers-422b\\_desk.fct@navy.mil](mailto:pers-422b_desk.fct@navy.mil) inbox. 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](mailto: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 (EWS) or Propulsion Plant Watch Supervisor (PPWS) qualification as documented by Navy Enlisted Classification (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 successfully 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/Addendum Due Dates. All non-nuclear power applications must be received by MNCC no later than 1 October 2021.

Routine addendums to applications, including evaluations and awards, must be received no later than 15 December 2021. The time and date (Central Standard Time) received by MNCC inbox is 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(at)navy.mil no later than 1 October 2021. All Nuclear Power LDO addendums to applications, including 15 September 2021 CPO and 15 November 2021 PO1 evaluations, if not already included in the OMPF, must be received (or postmarked) no later than 15 December 2021. The time and date (central standard time) received in the pers-422b\_desk.fct(at)navy.mil inbox is the time and date used for deadline verification.

8. Board Convene Dates. The FY-23 Active-Duty LDO and CWO ISPB and FY-23 Active-Duty Nuclear Power LDO ISPB will convene at dates to be determined in January 2022. For the most current board dates, visit MNP at <https://www.mnp.navy.mil/group/advancement-and-promotion/active-duty-enlisted> and select \*Selection Board Schedule\* then \*FY-23 board schedule\* when available.

9. For additional information, current application and eligibility checklist, visit the Administrative Boards Branch (PERS-803) website at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the \*Active-Duty LDO/CWO In-Service Procurement Board\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board. This site also contains guidance such as how to monitor receipt of application or addendum, 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 application/addendum and eligibility questions contact the ISP Board Sponsor, LT Jason McClinton 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 the LDO/CWO Officer Community Managers at (901) 874-2464/DSN 882, or via e-mail at ldocwoocm.fct(at)navy.mil.  
c. For nuclear-trained Sailor application and eligibility questions, contact the LDO/CWO Nuclear Officer Detailer, LT William Ruthart at (901) 874-3938/DSN 882, or via e-mail at nukeldo(at)navy.mil.

11. This NAVADMIN will remain in effect until superseded or 30 September 2022, whichever comes first.

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

BT  
#0001  
NNNN  
UNCLASSIFIED//