

**THE LIMITED DUTY OFFICER, CHIEF WARRANT OFFICER
AND WARRANT OFFICER PROFESSIONAL GUIDEBOOK**

2022 EDITION

PREFACE

Present and future naval officers face a rapidly changing environment requiring more complex career management decisions. This Guidebook is intended to assist Limited Duty Officers (LDOs), Chief Warrant Officers (CWOs) and Warrant Officers (WO1s) in planning their professional development and managing their careers.

This publication provides excellent guidance and information resources regarding policies, laws, and regulations governing the LDO, CWO and WO1 Programs, including in-service procurement of these officers from the enlisted ranks, career planning, promotion, retirement, rights and benefits. It also lists general and professional occupational standards for each specific designator and provides answers to the most frequently asked questions.

The Guidebook contains information intended for LDOs, CWOs, WO1s, senior enlisted supervisors, and others in positions of leadership throughout the Navy. It is a good source of career management and guidance for career counselors and potential LDO/CWO/WO1 candidates. For up to date information on the programs and policies included in this publication refer to the MyNavyHR LDO/CWO/WO1 webpage: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/>

This publication supersedes the Limited Duty Officer and Chief Warrant Officer Professional Guidebook - 2011 edition and will be updated periodically to provide the latest career information. Comments and recommendations for future topics are encouraged and may be made directly to BUPERS-319 via email at ldocwoocm.fct@navy.mil, or by mail to BUPERS-319, 5720 Integrity Drive, Millington, TN 38055.

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LDO/CWO/WO1 Community Mission and Vision

Mission:

The Limited Duty Officer, Chief Warrant Officer and Warrant Officer Community **supports** the war-fighting capability and readiness of Naval Forces through leadership, technical proficiency, and experience. We are the **primary manpower source** for **technically specific billets** not best suited for traditional Unrestricted Line, Restricted Line or Staff Corps career path Officers. We are committed to the continuous leadership, improvement, training and mentoring of Sailors.

Vision:

We will achieve and maintain the highest degree of technical excellence within our specialties in order to ensure we are poised to continuously contribute to the war-fighting capability and readiness of Naval Forces.

Fundamental to this vision is our ability to constantly strive for improvement through training, education, qualifications, and being fully integrated with our fellow wardroom members. We will seek out the toughest challenges in our command and do our utmost to positively influence them.

We will at all times maintain the highest standards of personal integrity, setting the example for those with whom we work and those who we lead. We will always be personally and professionally prepared to support the manning requirements of the Navy and ask for the most challenging assignments commensurate with our rank.

We are a community with great pride and history. We will honor those who paved the way for us by remaining humble through our actions and actively searching for and mentoring those Sailors who possess the technical expertise and leadership traits required in a wardroom in order to groom them to one day relieve us. Our success will be known to those who follow us by the reverence in which our community is held by the Navy.

As a reminder, it should not be "hard to be humble" as that motto is out dated and no longer used. The term 'Mustang' is defined in our language as a creature of mixed and multiple breeding. When applied as a label to sea service personnel, it is a fitting one, because they have come from every ethnic and educational walk of life. The tie that binds them in unity is their love of naval science, their proficiency and dedication to excellence in the performance of their duties, and their genuine concern for the welfare of their shipmates. Each is a professional who has come up through the ranks and 'knows the ropes!' May our nation be eternally grateful for those men and women who have served it so well for generations. Their honorable past has been served with an infectious spirit, which will continue throughout their ranks today and long into the generations that follow them in the future.

A USER'S GUIDE

The following is a summary of the contents of the Limited Duty Officer, Chief Warrant Officer and Warrant Officer Professional Guidebook, 2022 Edition:

CHAPTER 1: **"From Proud Beginnings - The History of The LDO, CWO and WO1 Program"** A brief history of the evolvement of Navy limited duty officers, chief warrant officers, and warrant officers.

CHAPTER 2: **"Expertise through Experience"** Detailed information on the LDO/CWO/WO1 Programs, including eligibility requirements and appointment procedures.

CHAPTER 3: **"In Pursuit of a Career as an LDO, CWO or WO1"** Information on the LDO/CWO/WO1 application process, including helpful hints compiled from previous selection boards.

CHAPTER 4: **"So you are Selected...What's Next?"** Useful information on procedures and points of contact once selected for the LDO/CWO/WO1 program.

CHAPTER 5: **"Making the System Work for You"** Useful information on the detailing process, officer fitness reports, and how to review and correct personnel records.

CHAPTER 6: **"Promotions"** Emphasizes performance as the key to success. Discusses officer precedence numbers, competitive categories, promotion opportunity, flow points, and obligated service requirements.

CHAPTER 7: **"Laws and Policies of Significance to LDOs/CWOs/WO1s"** Provides a general description of the Defense Officer Personnel Management Act (DOPMA) and related laws and policies that pertain to LDOs/CWOs/WO1s. Includes a listing of DOPMA sections, various instructions and manual articles that are applicable to LDOs/CWOs.

CHAPTER 8: **"Career Planning"** Outlines the duties and responsibilities of each designator and provides a basic career planning guide for each.

**THE LIMITED DUTY OFFICER, CHIEF WARRANT OFFICER
AND WARRANT OFFICER PROFESSIONAL GUIDEBOOK -
2022 EDITION**

Preface

A User's Guide

Table of Contents

CHAPTER I - FROM PROUD BEGINNINGS

[101 The History of LIMITED DUTY OFFICERS, CHIEF WARRANT OFFICERS AND WARRANT OFFICERS](#)

CHAPTER II - EXPERTISE THROUGH EXPERIENCE

[201 The LDO, CWO and WO1 Programs](#)

[202 Precedence and Authority](#)

[203 Limited Duty Officers \(LDOs\)](#)

[204 LDO Designators](#)

[205 LDO Eligibility Requirements](#)

[206 Chief Warrant Officers \(CWOs\)](#)

[207 CWO AND WO1 Designators](#)

[208 CWO AND WO1 Eligibility Requirements](#)

[209 Appointment Procedures](#)

[210 Initial Appointment to LDO](#)

[211 Initial Appointment to CWO or WO1](#)

[212 LDO, CWO and WO1 Academy](#)

[213 Officer Service Record](#)

[214 Continuing Education \(Lifelong Learning\)](#)

CHAPTER III - IN PURSUIT OF A CAREER AS AN LDO, CWO or WO1

- [301 Identifying and Counseling Potential Candidates](#)
- [302 Getting Started](#)
- [303 Selecting an Officer Designator](#)
- [304 Listing of Current Available LDO/CWO/WO1 Designators](#)
- [305 The Application](#)
- [306 The Interview Board](#)
- [307 Commanding Officer's Endorsement](#)
- [308 Performance Evaluations](#)
- [309 Competitive Edge](#)
- [310 In Service Procurement Board](#)

CHAPTER IV - SO YOU'RE SELECTED...WHAT'S NEXT?

- [401 Delivering Original Commissions](#)
- [402 Discharge from Enlisted Status](#)
- [403 Saved Pay](#)

CHAPTER V - MAKING THE SYSTEM WORK FOR YOU

- [501 Career Guidance](#)
- [502 The Assignment Cycle](#)
- [503 Your Official Record](#)
- [504 Reviewing Your Record](#)
- [505 Updating / Correcting Your Record](#)
- [506 Adding Personal Awards to Record](#)

507 Fitness Reports

508 Corrections to Fitness Reports

509 Writing Fitness Reports

510 Officer Summary Record (OSR)

511 Detailer Phone Numbers

CHAPTER VI - PROMOTIONS

601 Performance -- The Key to Success

602 Competitive Categories

603 Officer Precedence Numbers

604 Control Grades

605 Promotion Guidelines

606 Promotion Flow Points

607 Establishing Promotions Zones

608 Definitions

609 Year Groups

610 Promotion Selection Boards

611 Communication with a Selection Board

612 If Not Selected for Promotion

613 Obligated Service Requirements

CHAPTER VII - LAWS AND POLICIES OF SIGNIFICANCE TO LDOs/CWOs/WO1s

[701 General](#)

[702 DOPMA and the LDO/CWO/WO1](#)

[703 Retirement](#)

[704 Minimum Service Requirements](#)

[705 Revert and Retire](#)

[706 Continuation](#)

[707 Reference Material](#)

[708 Title 10, United States Code, "Armed Forces"](#)

CHAPTER VIII - CAREER PLANNING

[801 Overview](#)

[802 General Knowledge](#)

[803 Elements of the LDO/CWO/WO1 Designator](#)

[804 Description of Designator Series](#)

[805 Career Development](#)

CHAPTER I

FROM PROUD BEGINNINGS

101. THE HISTORY OF LIMITED DUTY OFFICERS, CHIEF WARRANT OFFICERS AND WARRANT OFFICERS

The warrant officer community is as old as navies themselves. In the distant past, warfare was conducted by the aristocracy whose livelihood depended upon the income from agricultural lands given to them by the king, in exchange for their obligation to provide armed fighting men when called upon. The king or prince might command an entire military expedition, while various aristocrats commanded, as Captains, their own "companies" of men-at-arms. There were also junior officers who would command in "lieu" of the Captain, if the latter was killed or wounded - a Lieutenant.

Actual fights at sea were rare in the late middle ages, but if ships were needed, men were drafted into military service from traders and merchants. The ship would then be commissioned and a captain placed in command. The land-bound, part-time soldiers knew nothing of piloting, ship handling, or navigation. The ship's master, his principal officers, and the sailors or "swabbers" were necessary for the success of the operation. As commoners who were employed for their specific skill, these 'expert seamen' were issued royal warrants which bound them to serve the king in their special capacities.

At the outbreak of the Revolutionary War, the colonies quite logically modeled the nucleus of the naval establishment after the British. Our history records show that on 13 December 1775, Congress agreed to construct thirteen frigates. The grades of officers to lead this force were as follows:

<u>COMMISSIONED</u>	<u>WARRANTS</u>	
Captains of Ships	Boatswains	Chaplains
Captains of Marines	Gunners	Surgeons
Lieutenants of Ships	Carpenters	Pursers
Lieutenants of Marines	Masters	Secretaries of the Fleet
	Mates	

Contrary to popular belief, most warrant officers of the 1800s were not Sailors who had begun at the bottom of the Navy's ladder and worked their way up. Boatswains, gunners, carpenters, and sailmakers were often appointed directly into the Navy after learning their trades in merchant vessels or as privateers. In 1859, most warrant officers had as little as

six months service as enlisted men, some had none at all.

In 1862, the rank of Ensign was introduced. By 1865, the Navy had Vice Admirals, Rear Admirals, and Commodores. Master ranked between Ensign and Lieutenant until 1881, when the rank was changed to Lieutenant Junior Grade. From the end of the Civil War, until 1900, warrant officers were boatswains, gunners, carpenters, sailmakers, and mates. The duties of the mate were simple: "He will perform duties as assigned by the commanding officer." The mate was junior to all officers and warrant officers, but senior to all enlisted men and to naval cadets, as graduates of Annapolis were then known.

Commissioned warrant grades (the chief warrant officer to "rank with but after ensign") were introduced to the Navy at the turn of the nineteenth century.

By the beginning of World War I, warrant ranks were used to meet the demands of the rapidly developing technology of the time. There remained on active duty only one chief sailmaker, but added to the register were 84 chief pay clerks, 101 pay clerks, and 52 acting pay clerks. In the past, pay clerks had received an appointment after having been selected by a commissioned paymaster to work for that officer only. Very often they came directly from civilian life. Warrant pay clerks, on the other hand, had to be a chief petty officer before they could apply for promotion.

It was during this period that the responsibilities of the gunner began to change, which eventually led to the creation of several new warrants. The gunner was also assigned the duty of supervising the electrical systems of ships. The original answer for this new specialty requirement was to split the gunner warrant into gunner and gunner (e) who was, despite his insignia, the electrical officer. With the introduction of wireless, gunner (e) was further divided to include gunner (w), which was later changed to gunner(r).

In 1910, congress authorized the annual promotion of ten warrant officers to the rank of ensign. After World War I, almost all warrant officers and chief warrant officers were former enlisted men. The warrant officers mess was the abode of long service enlisted men who had achieved first class petty officer or chief petty officer status before becoming warrants.

On the eve of World War II, a chief petty officer or first class petty officer could be advanced to warrant if:

- Under the age of 35 on the date appointed
- Had no proficiency mark lower than 3.4 out of a 4.0 scale (Navy adopted the current 5.0 scale in 1996)

- Able to read and write English, understand the four rules of arithmetic and proportion, was able to keep accounts of stores and was thoroughly conversant with all instructions and regulations pertaining to the grade for which examined.

- Could pass a professional examination; and

- Had five years of sea duty, at least one which was in the rate of chief petty officer or first class petty officer.

Manpower requirements of the rapidly expanding Naval Establishment prior to World War II required a substantial departure from the peacetime laws pertaining to the procurement, appointment and promotion of officer personnel. Outlined in the Congressional Act of 24 July 1941, temporary appointments during a time of war or national emergency was authorized. Understanding the needs of a rapidly expanding Naval Establishment with correspondingly greater officer personnel requirements, Congress enacted Public Law 188, 77th Congress, 1st Session, which provided, among other things, the granting of temporary commissions to first class and chief petty officers and to warrant officers of the Regular Navy. Those temporary appointments remained in effect until after the end of World War II, at which time the Navy Department was faced with the necessity of establishing a peacetime alternative to retain the services of thousands of career specialists in their most useful capacities.

The demands of World War II forced the creation of several new warrant specialties, and by 1950 there were 12: boatswain, gunner, torpedoman, electrician, radio electrician, machinist, carpenter, ship's clerk, aerographer, photographer, hospital corps (formerly pharmacist), and pay clerk. By the end of the war, approximately one-fourth of the lieutenant commanders, over 1,000 lieutenants, and one-third of the lieutenants (junior grade) were either permanent chief warrant officers or permanent enlisted.

By 1948, the Navy realized that it often lost critical skills and knowledge that was learned as enlisted men or warrant officers when these individuals were promoted to commissioned status in the unrestricted line community. To retain these skills and to provide a fair competitive position for officers promoted from the ranks, the Limited Duty Officer Program was established.

In 1948, the Limited Duty Officer category was established under the Officer Personnel Act of 1947. The community was envisioned as a relatively small, elite group of officers who would retain their specialties acquired as enlisted men and warrant officers and support the unrestricted line community during periods of personnel shortages or when technological advances required. They were not to compete with the unrestricted line officers. Limited duty officers commissioned after inception of the Limited Duty Officer Program through 1956 were given permanent appointments under

Title 10 USC, section 5589. As these permanent limited duty officers progressed through the grade structure, they were given promotion opportunity equivalent to that experienced by unrestricted line officers.

The Defense Reorganization Act of 1949 created four warrant officer grade levels: WO1, CWO2, CWO3 and CWO4.

Commencing in 1957, all initial appointments to limited duty Officer were temporary appointments under Title 10 USC, Section 5596. The input to the program increased markedly beginning in 1957 so that, by 1959, of the 2,502 officers comprising the total strength of the limited duty officer community, 1,148 were temporary officers.

In 1958, the Career Compensation Act was amended to establish pay grades E-8 and E-9. In 1959, the "Williams Board" was convened to study the warrant officer and limited duty officer programs in relation to the new E-8/E-9 pay grades. The board recommended that the limited duty officer program be expanded to meet the shortage of experienced junior officers and that the warrant officer program be concurrently phased out, utilizing senior and master chief petty officers to assume some of their duties. As a result, input to the limited duty officer community was increased, including the selection of warrant officers to limited duty officer status. By the mid-1960's, the limited duty officer (Temporary) structure reached a peak population of about 7,500 officers.

Four years later, in October 1963, the "Settle Board" was convened to restudy the issue. It concluded that the expected functional overlapping of the duties of warrant officers and the new senior enlisted grades had not been demonstrated. The phase-out of warrants had created a void not effectively filled by LDOs and master chiefs; a void incompatible with the Navy's needs for more, not fewer, officer technical specialists. Accordingly, the warrant officer program was revitalized with a corresponding reduction in the limited duty officer program. There were no new limited duty officer accessions in FY-66, 67, and 68.

In 1974, a study directed by the Chief of Naval Operations was conducted under the sponsorship of the Bureau of Naval Personnel Career Planning Board. The following recommendations, designed to improve the limited duty officer, chief warrant officer and warrant officer programs and to improve stability in those communities, were approved by the Secretary of the Navy on 5 December 1974:

- Retention of the Limited Duty Officer, Chief Warrant Officer and Warrant Officer programs, but with functional role definitions developed separately for each.

- Separate billet structures for the Limited Duty Officer, Chief

Warrant Officer and Warrant Officer communities, based on the criteria expressed in the new functional role definitions.

- Realignment of the Limited Duty Officer, Chief Warrant Officer and Warrant Officer designators and categories to provide warfare community identification and to facilitate centralized management of these two officer groups.

- New procurement and appointment procedures to provide separate paths to limited duty officer, chief warrant officer or warrant officer directly from enlisted status, as well as the retention of a path to limited duty officer, lieutenant (junior grade) from chief warrant officer. The changes created a younger LDO, capable of promoting to LCDR/CDR well before statutory retirement (30 years total active naval service), and a more seasoned, experienced and capable warrant officer.

In the 1970's, the rank of warrant officer (W1) was discontinued; qualified enlisted personnel were selected directly to chief warrant officer, receiving commissions as CWO2s. In 1980, the requirement that applicants for limited duty officer and chief warrant officer be under 35 years of age was discontinued. Subsequently, master chief petty officers with up to 24 years of service became eligible for promotion to chief warrant officer.

In 1985, congress lifted the "O-5 cap", authorizing LDO promotions to captain. The first LDO captain was promoted in 1986. By 1991, there were 24 LDO captains on active duty and, as of 2022, we have over 50 captains in the LDO community.

As a result of the Warrant Officer Management Act (WOMA) of 1991, the warrant officer grade of CW05 was authorized, at service secretary discretion, effective 1 February 1992. Although not implemented for several years due to rightsizing and force shaping measures, SECNAV decided to implement CW05 in 2002. In October of 2003 (FY04), 17 warrant officers were promoted to CW05. As of 2022, there are currently over 80 CW05s.

Warrant officer (W1) was reintroduced in 2018 via NAVADMIN 140/18 announcing the modification of the Navy Cyber Warrant Officer (784X) program. In 2021, NAVADMIN 141/21 announced a second W1 program - Aerial Vehicle Operator (737X) designator.

Over the years, the duties, responsibilities, authority, and status of limited duty officers, chief warrant officers, and warrant officers have grown from those of common seafarers, reluctantly admitted to officer status by aristocrats, to today's highly respected technical managers and technical specialists valued by our various enterprises and essential to the successful operation of modern naval forces.

[Return to Table of Contents](#)

CHAPTER II

EXPERTISE THROUGH EXPERIENCE

201. THE LIMITED DUTY OFFICER, CHIEF WARRANT OFFICER AND WARRANT OFFICER PROGRAMS

Limited Duty Officer, Chief Warrant Officer and Warrant Officer are three separate programs which provide the Navy with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. These programs provide the opportunity for outstanding senior enlisted personnel to compete for a commission without need for a college degree. Combined, these two communities make up more than ten percent of the officer corps.

[Return to Table of Contents](#)

202. PRECEDENCE AND AUTHORITY

Generally, Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) enjoy the same precedence and exercise the same authority as officers not restricted in the performance of duty (see Chapter 10, U.S. Navy Regulations, 1990).

a. Any LDO or CWO who is ordered as commanding officer or executive officer of a ship by the Chief of Naval Personnel is determined to be fully qualified and eligible to succeed to command at sea under the provisions of Navy Regulations.

b. A line LDO or CWO not ordered to duty per paragraph a, who is attached to and serving in a ship, shall be designated as eligible to succeed to command at sea by competent authority who authorizes him or her to perform all deck duties afloat. This designation shall be by an official letter to the officer concerned, with a copy to the Chief of Naval Personnel. Further designation by subsequent commanding officers is not necessary. LDOs and CWOs so designated are eligible for command at sea within the provisions of Navy Regulations, Article 1084 and 1085.

[Return to Table of Contents](#)

203. LIMITED DUTY OFFICERS (LDOs)

As officer technical managers of the Line or Staff Corps, LDOs progressively advance within broad technical fields related to their former enlisted ratings. They fill leadership and management positions at the ensign through captain level that require technical background and skill not attainable through normal development within other officer designators. LDOs serve as, but are not limited to serving as, division officers, department heads, OICs, XOs and COs, ashore or afloat. They perform duties:

a. In specific occupational fields.

b. That requires authority equivalent to other officer categories and greater than that of a CWO.

c. That requires strong managerial skills.

d. That is outside the normal development pattern for unrestricted or restricted line officers (e.g. duties that would require extensive technical training or excessive on-the-job training).

[Return to Table of Contents](#)

204. LDO DESIGNATORS

There are 24 separate LDO designators in six competitive categories of which 19 are currently actively being assessed. LDOs in the surface, nuclear/subsurface, aviation, general line, and information warfare are line officers; LDOs in the staff series are staff corps officers.

LIMITED DUTY OFFICER DESIGNATORS

SURFACE

6110 DECK
6120 OPERATIONS
6130 ENGINEERING
6180 ELECTRONICS

NUC/SUB

6200 NUCLEAR POWER
6230 ENGINEERING
6260 ORDNANCE
6280 ELECTRONICS
***6290 COMMUNICATIONS**

AVIATION

6310 DECK
****6230 OPERATIONS**
6330 MAINTENANCE
6360 ORDNANCE
6390 AIR TRAF CONT

GEN LINE

6410 ADMIN
6430 BANDMASTER
6480 EOD
6490 SECURITY

INFORMATION WARFARE

****6800 OCEANO**
***6810 INFO WARFARE**
***6820 INFO PROFESSIONAL**
****6830 INTELLIGENCE**

STAFF CORPS

***6510 SUPPLY**
6530 CIVIL ENG

****Off-Ramp:***

6290 - NAVADMIN 128/19
6510/6810/6820 - NAVADMIN 014/18

*****Disestablished:***

6230 - NAVADMIN 126/19
6800 - NAVADMIN 079/16
6830 - NAVADMIN 070/18

[Return to Table of Contents](#)

205. LDO ELIGIBILITY REQUIREMENTS

The following basic eligibility requirements must be met before one can apply for the LDO program:

a. Be a U.S. citizen (cannot be waived).

b. Be serving as a Petty Officer First Class (E-6) or Chief Petty Officer (E-7 through E-9). An E-6 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for an E-6. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

c. E-6 applicants must complete all eligibility requirements for E-7 (except TIR and LTC) and must successfully compete in the annual Navy-wide examination for advancement to Chief Petty Officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. E-6 applicants must forward a copy of their most current examination profile sheet with their application. An E-6 is exempt from the requirements of this subparagraph when notification has been received by the commanding officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized.

d. Active duty Time-in-Service (TIS) and inactive duty Total Qualifying Federal Service (TQFS) requirements:

(1) Active duty personnel must have completed at least 8, but not more than 14 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 8, but not more than 14 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

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

e. Must be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, Chapter 15.

f. Be a high school graduate or possess a service-accepted equivalent.

g. Must be of good moral character and have no record of disciplinary

action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$500.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

h. Must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 (series), must be able to complete operational duty screening, and be worldwide assignable at the time of application and appointment.

i. Must not exceed High Year Tenure (HYT) requirements outlined in current program NAVADMIN.

j. Personnel in LIMDU/HUMS (Active Duty) or Not Physically Qualified/Temporarily Not Physically Qualified (NPQ/TNPQ) status (Inactive Duty), will not be permitted to accept their commission until the special situation is completely resolved.

k. **MUST** have a security clearance **prior** to commissioning.

l. Must be recommended by the commanding officer.

Specific eligibility requirements and additional information about the LDO program can be found in [OPNAVINST 1420.1 \(series\)](#), ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL, Chapter 7, and current FY program NAVADMIN.

[Return to Table of Contents](#)

206. CHIEF WARRANT OFFICERS

Navy CWOs have provided invaluable leadership since our beginnings as a naval force over two hundred years ago. On December 13, 1775, the continental Congress created warrant officer grades for surgeons, chaplains, boatswains, carpenters and other specialists to serve in tasks vital to establishing and maintaining a naval fleet.

Today, as commissioned officers of the line or staff, Navy CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within a given occupational specialty. Although intended primarily as technical specialists, CWOs may also serve as division officers, department heads, OICs, XO and CO, ashore or afloat.

Navy CWOs have an average of 17 years enlisted service prior to commissioning. The wealth of technical experience and leadership they bring to the officer corps allows them to work closely with and fully understand

the requirements of enlisted technicians in their charge, thereby improving the efficiency and effectiveness of the organization.

Because CWO assignments are often repetitive in nature, they continue to grow in experience, knowledge, and value to the Navy as they progress through the warrant officer ranks. They perform duties:

a. In specific technical occupational fields.

b. That requires authority equivalent to other officer categories and greater than that of a MCPO.

[Return to Table of Contents](#)

207. CWO AND WO1 DESIGNATORS

There are currently 26 CWO and WO1 designators in six competitive categories of which 22 are currently actively being assessed. CWOs in the surface, nuclear/subsurface, aviation, general line, information warfare and aerial vehicle operator are line officers. CWOs in the staff series are staff corps officers but compete for promotion within the gen line/staff competitive category. The 737X Aerial Vehicle Operator (AVO) designator will promote within their own competitive category.

CHIEF WARRANT OFFICER DESIGNATORS

SURFACE

711X DECK
712X OPERATIONS
713X ENGINEERING
715X SPEC WARFARE
717X SPECWAR CC
718X ELECTRONICS

NUC/SUB

720X DIVERS
***723X ENGINEERING**
726X ORDNANCE
728X ACOUSTIC
***740X NUCLEAR POWER**

AVIATION

731X DECK
732X OPERATIONS
733X MAINTENANCE
736X ORDNANCE

AERIAL VEHICLE OPERATOR

****737X AVO** (WO1)

GEN LINE/STAFF

741X SHIP'S CLERK
***748X EOD**
749X SECURITY
#752X FOOD SERVICE
***#753X CEC**

INFORMATION WARFARE

780X OCEANOGRAPHY
781X INFO WARFARE
782X INFO PROFESSIONAL
783X INTELLIGENCE
784X CYBER WARRANT (WO1)

*** Disestablished**

723X - NAVADMIN 224/11
740X - NAVADMIN 124/13
748X - NAVADMIN 319/11
753X - NAVADMIN 230/14

Designates Staff Corps

**** WO1 OCS program**

737X - NAVADMIN 315/20 and NAVADMIN 141/21

[Return to Table of Contents](#)

208. CWO AND WO1 ELIGIBILITY REQUIREMENTS

The same basic eligibility requirements outlined above for LDO must be met before one can apply for the CWO program with the following time in grade (TIG)/time in service (TIS) criteria:

a. Be serving on active duty as a chief petty officer (E-7 through E-9) or CPO selectee, at time of application.

b. Personnel in pay grades E-7 and E-8 must have completed at least 14, but not more than 20 years of active naval service as of 1 October of the year application is made. Personnel in pay grade E-9 must have completed at least 14, but not more than 22 years of active naval service as of 1 October of the year application is made.

c. The following basic eligibility requirements must be met before one can apply for the following WO1 programs:

(1) Cyber Warrant Officer WO1 (784X) Applicants must be an E-5 or above in the Cryptologic Technicians Networks (CTN) rating and possess an eligible Interactive On-Net (ION) NEC. Cyber WO1 applicants refer to eligibility requirements listed in NAVADMIN 140/18.

(2) Aerial Vehicle Operator (AVO) WO1 (737X) AVO WO1 is an Officer Candidate School (OCS) commissioning program. Applicants refer to eligibility requirements listed in Program Authorization 106A. Additional information is available in NAVADMIN 315/20 and NAVADMIN 141/21.

Specific eligibility requirements and additional information about the LDO/CWO/WO1 program can be found in [OPNAVINST 1420.1 \(series\)](#), ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL, Chapter 7, and current FY program NAVADMIN. AVO OCS eligibility requirements and additional information are in Chapter 4.

[Return to Table of Contents](#)

209. APPOINTMENT PROCEDURES

Selectees for appointment to LDO, CWO or WO1 are assigned an effective date of appointment by the Chief of Naval Personnel. Appointments are tendered in increments throughout the fiscal year.

Prior to the effective date of appointment, the selectee receives a package containing the Certificate of Appointment and Letter of Acceptance/Oath of Office (NAVCRUIT 1000/20). The package also contains specific instructions for acceptance or declination of the appointment.

[Return to Table of Contents](#)

210. INITIAL APPOINTMENT TO LIMITED DUTY OFFICER

All LDO appointees are discharged from their enlisted status upon acceptance of commission. Authority for permanent appointments is 10 U.S.C. 8139.

With LDO time in service eligibility set at 8 to 14 years and 8 to 16 years for 620X applicants, all enlisted personnel selected for LDO are appointed as permanent officers in the grade of ensign in the Regular Navy and are required to be an officer for 10 years in order to retire as an officer.

When offered by the parent designator/community, active duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (O-2E) in the U.S. Navy.

[Return to Table of Contents](#)

211. INITIAL APPOINTMENT TO CHIEF WARRANT OFFICER OR WARRANT OFFICER 1

All CWO and WO1 appointees are discharged from their enlisted status upon acceptance of commission. Authority for permanent appointments is [10 U.S.C. 8113](#).

Chief, frocked Chief, Senior Chief, frocked Senior Chief, and frocked Master Chief Petty Officers selected for CWO will be appointed to the grade of CWO2. Personnel advanced to pay grade E-9 as of the day the board convenes will be appointed to CWO3. Officers selected for WO1 will be appointed as outlined in program NAVADMINs and SECNAVINST 1412.8 (series).

[Return to Table of Contents](#)

212. LDO CWO AND WO1 ACADEMY

Newly appointed LDOs, CWOs and 784X Cyber WO1s will attend the Limited Duty Officer/Chief Warrant Officer Academy at Officer Training Command, Newport, Rhode Island to assist them in smoothly transitioning into their new role as commissioned officers. Personnel selected for designators 651X/752X will be ordered to duty via Navy Supply Corps School, Newport, Rhode Island and those selected for 653X will be ordered to duty via Naval Civil Engineer Corps Officer School, Port Hueneme, CA.

[Return to Table of Contents](#)

213. OFFICER SERVICE RECORD

Per MILPERSMAN Article 1070-030, the activity that delivers the officer appointment will forward documents to Navy Personnel Command (NAVPERSCOM) (PERS-806) with the "original" NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office (or an equivalent certificate) after it is signed and witnessed.

A copy of each document will be provided to newly commissioned officers. They will be advised to maintain copies of service record documents in their personal files and to hand-carry to their first duty station in case there are problems establishing new accounts.

You can send documents to:

Commander, Navy Personnel Command
(PERS 806)
5720 Integrity Drive
Millington, TN 38055-8540

Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container. Mark the mailing envelope "OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM".

[Return to Table of Contents](#)

214. CONTINUING EDUCATION (LIFELONG LEARNING)

Although there is no requirement for LDOs/CWOs/Cyber WO1s to have college degrees, many currently have bachelor's degrees and postgraduate degrees. Once commissioned, it is possible to continue education through non-resident training courses, off-duty education, and CLEP and DANTES testing. For AVO WO1s, there is a requirement for a Minimum 2-year Associates Degree from an accredited college or university.

Transcripts and certifications must be sent by the institution as "official" in a sealed envelope or via the school's electronic transcript delivery service. PERS-451 will enter the transcript/certification into your ODC/OSR and then forward to PERS-313 for inclusion into your Official Military Personnel File (OMPF). Master-level degrees from accredited institutions will be awarded a X000P-coded subspecialty.

Electronic delivery. The awarding institution will need to send the transcript/certification to mill_pers450.fct@navy.mil. The address is linked to a group inbox in which documents are downloaded daily. Some institutions may notify you via email when the document has been downloaded.

Standard mail delivery. If you already have your transcript/certification in a sealed envelope you may forward it to the address below in its sealed status. Otherwise, the institution will need to send the transcript/certification to:

Navy Personnel Command
PERS-451
5720 Integrity Drive
Millington, TN 38055-4500

Active Duty Transcripts: If there are questions regarding status of record update, please contact MNCC at askmncc@navy.mil or by phone 1-833-330-6622.

Transcripts/Certifications submission details and FAQs are available on the PERS-451 webpage at:

<https://www.mynavyhr.navy.mil/Career-Management/Education/Subspecialty/>

[Return to Table of Contents](#)

CHAPTER III

IN PURSUIT OF A CAREER AS AN LDO, CWO OR WO1

301. IDENTIFYING AND COUNSELING POTENTIAL CANDIDATES

Selection into LDO/CWO/WO1 community has been and will continue to be extremely competitive. There are several factors that are considered for selection.

The LDO/CWO/WO1 community is looking for talented personnel that have garnered the experience in a variety of challenging assignments with increasing responsibility and leadership opportunities. Budding applicants should compare their record to the community approved designator discrete requirements they are applying for and seek guidance from an LDO/CWO mentor for assistance in the application process.

Strong applicants are expected to be technically, operationally and administratively proven while demonstrating **Sustained Superior Performance** (i.e. Consistent Hard/Soft evaluation breakouts; above RSCA etc.) in increased levels of technical management within their rating specialty.

Interested personnel should prepare early in their career to ensure that they will be competitive for selection when eligible to apply. Many successful candidates begin as early as PO3. Most have a combination of tough jobs, exceptional performance, outside education and correspondence courses that are well-documented in their enlisted evaluations and service record.

Since LDOs/CWOs/Cyber WO1s are commissioned directly from the enlisted ranks, division officers and other officers in the chain of command should be alert to recognize, counsel and encourage their outstanding enlisted personnel who possess the potential to excel as "Mustangs".

Increased technical knowledge acquired by on-the-job and specialized training through schools and correspondence courses should be sought by all potential candidates. Many candidates apply repeatedly; unless they demonstrate continued growth in experience, technical expertise and training, they will not be competitive for selection.

Quotas for individual designators vary from year to year depending on changes in authorized billets, retirements and other manning considerations. Therefore, a decision to apply (or not) should not be based on previous year's quotas. Each year, the Navy selects approximately 500 new LDOs and warrant officers. Many successful LDOs and CWO/WO1s applied several times before being selected. Selection opportunity increases significantly with additional experience and knowledge.

[Return to Table of Contents](#)

302. GETTING STARTED

Applicant information contained in this chapter is also available and kept updated on the MyNavyHR website, at:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>

THE DEADLINE FOR APPLYING IS 1 OCTOBER

First, read [OPNAVINST 1420.1 \(series\)](#). Review it carefully before starting your application, making note of those specific sections applicable to you as an individual candidate.

- Changes (if any) will be announced via a NAVADMIN message typically released in May/June of the year the application is due.

- Check your service record for completeness. Look for missing/misfiled evaluations, qualifications, awards, etc. Make corrections as soon as possible.

- PO1s who wish to apply for LDO must have taken the CPO exam in January of the year the application is due to BUPERS and be selection board eligible. The current year exam "profile sheet" must accompany the application as an enclosure.

- Eligibility is computed for the first day of the fiscal year that the board is for. Your package for the board is due exactly one year prior to the eligibility date. Example: if you are applying for the FY-24 Board, your application is due 1 October 2022 and your eligibility is computed as of 1 October 2023.

- All inquiries concerning the application, including verification of its receipt, should be directed to the My Navy Career Center (MNCC), DSN 882-MNCC (6622) or commercial 901-874-6622; email: askmncc@navy.mil

[Return to Table of Contents](#)

303. SELECTING AN OFFICER DESIGNATOR

LDO, CWO and WO1 designators are similar to enlisted ratings. They describe the officer's technical specialty and will usually be directly related to the applicants former enlisted rating.

Applicants for the LDO, CWO and WO1 programs should normally request consideration only in the category of their normal path of advancement. Although candidates may apply for any category for which they are qualified, even stronger competition will be encountered when applying outside the

normal path of advancement. Ask yourself how competitive is your record when compared with an individual in a rating that is in the normal path. For example, how would a typical BM do when competing with an ET for an electronics quota? Bottom line: Apply for only the designator(s) for which you are well-qualified, and then take the time to ensure that your record, evaluations and application fully supports that request. When in doubt, review the discrete requirements to help determine your eligibility, and seek and ask advice from mentors.

- Eligible candidates requesting consideration for **both** LDO and CWO may apply for only one designator under each program.

- Nuclear trained enlisted personnel may apply only for nuclear power designators.

[Return to Table of Contents](#)

304. LISTING OF CURRENT AVAILABLE LDO/CWO/WO1 DESIGNATORS

SURFACE

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO DESIGNATOR</u>
BM/QM	DECK (611X)	BOATSWAIN (711X)
OS/STG/QM/CTT	OPERATIONS (612X)	OPERATIONS TECHNICIAN (712X)
EN/MM/GS/EM/HT/DC/MR (See Note 1)	ENGINEERING/REPAIR (613X)	ENGINEERING TECHNICIAN (713X)
SO WITH NEC O26A (5326) OR O23A (5323)	N/A	SPECIAL WARFARE TECHNICIAN (715X)
SB WITH NEC O52A (5352)	N/A	SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (717X)
STG/STS/FC/FT/ET/CTT/GM/ IC/MN/MT/TM/MM	ELECTRONICS (618X)	ELECTRONICS TECHNICIAN (718X)

NUCLEAR POWER/SUBMARINE

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO DESIGNATOR</u>
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER (620X)	N/A
ND WITH NEC MMDV (5341) OR M1DV (5342)	N/A	DIVER (720X)
IC/EN/MM/GS/EM/HT/DC/ MR (See Note 1)	ENGINEERING/REPAIR (623X)	N/A
FC/GM/MN/FT/STS/MT/TM	ORDNANCE (626X)	ORDNANCE TECHNICIAN (726X)
STG/STS/FC/FT/ET/CTT	ELECTRONICS (628X)	N/A
STG/STS/AWO/AWR WITH NEC 708B (0416), V44B (0417), T42A (0501), 712B (0507), 715B (0551) OR V59B (0553)	N/A	ACOUSTIC TECHNICIAN (728X)
ITS (See Note 2)	COMMUNICATIONS (6290)	N/A

AVIATION

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO DESIGNATOR</u>
ABE/ABF/ABH	AVIATION DECK (631X)	AVIATION BOATSWAIN (731X)
AW	N/A	AVIATION OPERATIONS TECHNICIAN (732X)
AD/AME/AM/PR/AS/AZ/AF/ AV/AT/AE	AVIATION MAINTENANCE (633X)	AVIATION MAINTENANCE TECHNICIAN (733X)
AO	AVIATION ORDNANCE (636X)	AVIATION ORDNANCE TECHNICIAN (736X)
AC	AIR TRAFFIC CONTROL (639X)	N/A

AERIAL VEHICLE OPERATOR

<u>OCS PROGRAM</u>	<u>LDO DESIGNATOR</u>	<u>WO1 DESIGNATOR</u>
Open to all personnel (See Note 3)	N/A	AERIAL VEHICLE OPERATOR (737X)

GENERAL LINE

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO DESIGNATOR</u>
YN/PS/NC/LN/RP	ADMINISTRATION (641X)	SHIP'S CLERK (741X)
MU (See Note 4)	BANDMASTER (643X)	N/A
EOD MUST POSSESS NEC M03A (5335), OR M04A (5337)	EXPLOSIVE ORDNANCE DISPOSAL (648X)	N/A
MA	SECURITY (649X)	SECURITY TECHNICIAN (749X)

STAFF

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO DESIGNATOR</u>
CS/PS/RS/LS (See Note 2)	SUPPLY (651X)	N/A
CS	N/A	FOOD SERVICE WARRANT (752X)
BU/CE/CM/UT/UC/EA/EO/ SW/CU/EQ	CIVIL ENGINEER CORPS (CEC) (653X)	N/A

INFORMATION WARFARE

<u>ENLISTED RATING</u>	<u>LDO DESIGNATOR</u>	<u>CWO/WO1 DESIGNATOR</u>
AG	N/A	OCEANOGRAPHY (780X)
CT	N/A	CRYPTOLOGIC WARFARE (781X)
IT/ET/CTN	N/A	INFORMATION SYSTEMS TECHNICIAN (782X)
IS WITH NEC K10A (3910), K13A (3913), K23A (3923) OR K24A (3924) (See Note 5)	N/A	INTELLIGENCE TECHNICIAN (783X)
CTN MUST POSSESS NEC H13A (9308), H14A (9326), H15A (9327) OR H16A (9328)	N/A	CYBER (784X) (WO1 Only)

Notes:

1 - Open to Submarine, Surface and Expeditionary ratings with maintenance or repair backgrounds.

2 - Off-ramp designators. Applicants for LDO off-ramp designators must comprehend designator specific off-ramp requirements and procedures as defined in [NAVADMIN 128/19](#) (629X) or [NAVADMIN 014/18](#) (651X).

3 - Aerial Vehicle Operator is an OCS accession program. Refer to Program Authorization 106A for eligibility criteria and [NAVADMIN 315/20](#) and [NAVADMIN 141/21](#) for additional information.

4 - No path into 643X designator under the reserve LDO program.

5 - Applicants must place the Core Competency Area (CCA) title behind the 783X designator on the application (i.e., 783X Intelligence Technician/OPINTEL). Applicants holding qualifying NECs in more than one field may request a secondary CCA.

[Return to Table of Contents](#)

305. THE APPLICATION

Read [OPNAVINST 1420.1 \(series\)](#) and the current FY board [NAVADMIN](#). Go over them carefully during your application process, making note of sections applicable to you as an individual candidate. These are your source documents for submitting an application, only language or policy promulgated by a more current NAVADMIN message for the current application cycle will override what is written in this directive. The application is your resume to the board demonstrating your potential for selection as a Naval Officer. Think of your application as one of many for the same great job -- you have to beat out the competition. You won't get extra points for thickness. Do not include information that is in your service record unless required by [OPNAVINST 1420.1 \(series\)](#) or current FY board [NAVADMIN](#).

- Be sure the application is complete, in the proper format, and that spelling and grammar are correct.

- Any additional comments that you believe are important to your application should be 100 words or less and only address any anomalies in your record.

- There are no "required" or "right" correspondence courses. A good blend of technical/non-technical courses will help, especially if done over a number of years and not just since you decided to apply. Consider taking enlisted rating courses of the other source ratings that are also in the normal path of advancement for the designator for which you are applying.

- Candidates may submit evaluations, awards, and all other routine addendums after submission of the application until 15 December of the year in which the board is scheduled to convene.

- Seek guidance from your command program coordinator. Your coordinator represents the commanding officer and is your first point of contact with any questions you might have. Do not go outside the lifelines of your command without speaking with your coordinator first.

- In addition to your program coordinator, seek out a Mustang mentor who you can consult with. An LDO or CWO in your desired designator can assist and ensure your application is ready for submission. Listen to what they say -- they've been there.

- Applications from all qualified applicants shall be forwarded to CHNAVPERS (Pers-803) unless the person is specifically not recommended by their commanding officer.

- Commands shall provide applicants with a copy of their entire completed application to include all enclosures after submission.

[Return to Table of Contents](#)

306. THE INTERVIEW BOARD

The interview board helps the CO evaluate the candidate's potential as a career officer. The CO's endorsement should be consistent with the board's comments or an explanation should be provided. [OPNAVINST 1420.1 \(series\)](#) and the Board [NAVADMIN](#) are very specific in addressing the board's purpose and composition.

The Command LDO/CWO Coordinator should assist in identifying Interview Board members. Candidates should not "shop" for favorable interviews.

Interviewers need to ensure they mark and annotate the "**POTENTIAL**" block on the interview form. **That section applies to LDO/CWO candidates and must be completed.**

It is encouraged that the board members provide applicants with verbal feedback at the conclusion of the interview then provide the completed interview form to command coordinators for routing with the completed application.

[Return to Table of Contents](#)

307. COMMANDING OFFICER'S ENDORSEMENT

The CO's endorsement is critical. It must be specific as to why an applicant is better than his/her competition -- hard to do if not true. Weak praise may hurt the candidate. If the CO does not recommend a candidate for commissioning, the application should not be forwarded by the command.

- An applicant must be recommended by the CO to be eligible for consideration. If the applicant is applying for two designators, the CO's endorsement must address qualifications for both as outlined in the respective discrete requirements for those designators.

- If the candidate *is* not professionally competitive, he/she should be advised on ways to improve.

- The CO's endorsement **must include the following statement:** "Applicant meets all requirements outlined in [OPNAVINST 1420.1 \(series\)](#), [NAVADMIN XXX/XX](#), meets the physical fitness standards of OPNAVINST 6110.1 (series), and is worldwide assignable."

- The endorsement and evaluations must be consistent. An extremely strong endorsement with weak evaluations from the signer raises doubts in the reviewer's mind.

- The CO or drafter should read the interview sheets before writing the endorsement -- they should also be consistent or the board will get mixed signals.

- Whenever possible, the endorsement should be personally signed by the CO, not "Acting". "By direction" is not acceptable.

- The Commanding Officer's endorsement verifies the accuracy of the applicant's statements, as well as all enclosures.

[Return to Table of Contents](#)

308. PERFORMANCE EVALUATIONS

If there is one thing reporting seniors can do to recognize achievers, it's substantiation in performance evaluations. All too often the board must read "...one of the best..", "...head and shoulders performer", or "...cream of the crop", yet the person wasn't broken out at all in the evaluations.

- If the individual is truly a superstar, the evaluator 'should break the person out with statements such as "Top performer, ranked 2 of 21", or "My strongest petty officer, number 1 of 15 in the division".

- Bulletize and highlight achievements by boldface, underline or offset techniques. Don't bury credentials in a six-line paragraph and don't try to stretch three significant accomplishments into five bullets.

- Reference to qualifications for officer programs in several evaluations (not just the most recent) is very positive.

- 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 evaluation via an addendum if it is not already reflected in their OMPF.

[Return to Table of Contents](#)

309. COMPETITIVE EDGE

Every year the Navy selects on average, 500 highly talented Sailors as future LDOs and CWOs. We are looking for the BEST AND FULLY QUALIFIED...SUSTAINED SUPERIOR PERFORMERS the fleet has to offer. While it is considered continuing your naval service, understand that when you apply to the LDO, CWO or WO1 program, you are applying for a brand new career. Those that are selected, are selected on their previously proven technical ability and the potential to perform as an officer.

There is no "trick" to getting selected. As mentioned earlier, the most important selection criterion has been and will continue to be sustained superior performance in your technical specialty over a variety of challenging assignments in line with the discrete requirements.

Over the years, many Sailors have asked for assistance in submitting their applications/packages. Getting an LDO or CWO to review your application will ensure your submission is in the proper format called out by the instructions and FY NAVADMIN. You must understand that it is **YOUR RECORD** that will ultimately provide you the best opportunity for selection.

As you progress through your career, engage with your LDO or CWO mentor(s), review your designators discrete requirements, compare them to your record and **MASTER YOUR CRAFT!** Continue to grow professionally and periodically monitor your progress by reviewing your entire record:

- Does your record (ESR, PSR, EVALS) reflect documented employment outlined in the discrete requirements?

- Have you earned designations/qualifications/NECs that are instrumental for selection by your community?

- Consistently above your reporting senior's RSCA?

- Regularly recommended for the LDO/CWO program in your evaluations?

Those who have applied before you met the above criteria and possibly more on their way to getting selected.

Work with your mentors and detailer to identify those assignments that will help you master your craft as you progress through your career. Attain those qualifications and leadership experience early to help you stand out as the best and fully qualified for LDO or CWO selection.

- **Education and Lifelong Learning:** Even though a college degree is not required for selection into the LDO/CWO/Cyber WO1 community, more and more applicants (your competition) have some post-high school education. Generally, off-duty education is a plus; however, it should not interfere with your job. Full-time schooling that detracts from performance will hurt, not help.

[Return to Table of Contents](#)

310. IN SERVICE PROCUREMENT BOARD

LDOs and CWOs are selected for appointment by In Service Procurement Boards (ISPB). A new board is convened each fiscal year, usually in January, for approximately three weeks. The results are normally released to the Fleet by NAVADMIN message in the February-March timeframe.

Selectees are commissioned monthly, beginning 1 October. Details are included in the message.

In addition to senior LDO and CWO community leaders, board membership includes officers of the line and various staff corps to allow the senior member of the board to establish internal panels with a good knowledge of the requirements of each occupational specialty. Each member of the board is sworn to select the best qualified candidates without prejudice or partiality.

ISPBs consider applicants for appointment in the designator(s) they have requested. If a candidate requests consideration in more than one designator (the maximum that can be requested is two), the board recommends the individual for appointment only in the designator for which he or she is considered best qualified.

The boards recommend candidates for appointment in numbers not to exceed the quotas furnished by the Chief of Naval Personnel N-13. However, the board is not obligated to select to the numbers provided, if in its opinion, sufficient numbers of applicants are not qualified for appointment in a particular designator.

[Return to Table of Contents](#)

CHAPTER IV

SO YOU'RE SELECTED...WHAT'S NEXT?

401. DELIVERING ORIGINAL COMMISSIONS

The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath. If there is any question regarding the restrictions involved, the administration of the oath shall be delayed until all questions have been resolved.

Original commissions shall not be delivered if the appointee is:

- a. Under disciplinary action or awaiting such action.
- b. Awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board.
- c. Assigned limited duty (LIMDU) following the approved recommendation of a Board of Medical Survey.
- d. On sick leave
- e. Security Clearance Issues

An appointee who is found physically qualified shall execute the acceptance and oath of office for appointment. The appointment is effective from the date of acceptance.

For LDO/CWO/WO1 In Service Procurement Board issues/questions, contact PERS 803 at (901) 874-3170/DSN 882 or email npc_ldocwo_selbd.fct@navy.mil

For Issuance of oath and/or commissioning documents issues/questions, contact PERS 806 at (901) 874-4374/DSN 882 or email at officer_appt.fct@navy.mil

For oath of office distribution and conversion questions contact TSC Great Lakes at m_grlk_tsceopp@navy.mil

[Return to Table of Contents](#)

402. DISCHARGE FROM ENLISTED STATUS

Appointees shall be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade per [MILPERSMAN 1910-102](#). The appointing officer shall affect such discharges for selected changes in service

obligation as of the day immediately preceding the date of acceptance of the permanent appointment.

The Certificate of Release or Discharge from Active Duty (DD 214) shall be prepared and the enlisted service record closed for members discharged while on active duty.

Before signing your DD 214 separating you from enlisted status, there are some common errors you can prevent. If you wait until after your record has been closed out, it will be much more difficult to make the necessary corrections. Ensure that:

- The period of service on the DD-214 runs from the date of your last enlistment to the day before you accept your permanent appointment.

- You have been advanced to the highest enlisted grade authorized by the Enlisted Advancement Manual.

- All NOBCs and NECs earned are properly documented. Provide your admin/personnel office or TSC with an up-to-date copy of your latest Officer Data Card (ODC). It is strongly recommended that a copy of all previous DD-214s be placed in your officer record.

Selectees for LDO/CWO/WO1 are not eligible to compete for enlisted advancement through the E-7, E-8, and E-9 selection boards and will not be considered by these boards unless formal written declination of officer appointment is received by the Chief of Naval Personnel prior to the convening date of the applicable selection board.

Declination of appointment to LDO or CWO status is irrevocable. Once an appointment is declined, the applicant must reapply for consideration by a later in-service procurement board, should he or she again aspire to become a commissioned officer.

[Return to Table of Contents](#)

403. SAVED PAY

It is a common misconception that accepting an officer appointment will result in a pay reduction. To the contrary, under Federal Law, your active duty pay and allowances are protected (Saved), which means that when you accept an officer appointment you will not incur any reduction in the pay and allowances to which you were entitled in your former permanent status. If entitled, you will remain on Saved Pay until your current entitlements exceed that of your former grade.

Officers entitled to Saved Pay receive the greater of the pay and allowances to which entitled as an officer, or the pay and allowances to which entitled in the last warrant officer or enlisted grade held prior to appointment as a commissioned officer. When computing the amount of pay and

allowances of a grade you formerly held, you should include:

- The rates of pay and allowances of a grade which you formerly held and to which you would have been entitled had you remained in that grade and continued to receive the increases in pay and allowances authorized for that grade.

- Consider all incentive pay for hazardous duty, special pay for diving duty, foreign duty pay, career sea pay, and special duty assignment pay of a grade which you formerly held. However, they may be considered only so long as you continue to perform the duty which created the entitlement or eligibility.

- The annual clothing replacement allowance is the one exception that may not be considered in determining the amount of pay and allowances of a grade formerly held by you since, upon appointment, you are entitled to an initial uniform allowance.

Your local disbursing officer will determine your eligibility and/or entitlement to Saved Pay in accordance with [DoD Financial Management Regulation, Vol 7A: Military Pay Policy - Active Duty and Reserve Pay, Section 010303](#). Significant events in your career, e.g., promotions, pay raises, longevity raises, PCS moves, etc., are times when you and your disbursing officer should review your pay and Saved Pay entitlements.

The application of the Saved Pay benefit to retired pay computation is explained in the [DoD Financial Management Regulation, Vol 7B: Military Pay Policy Military Pay Policy - Retired Pay, Section 0302](#)

Remember, if the combined pay and allowances of the higher grade are more than the pay and allowances of the lower grade, Saved Pay does not apply.

[Return to Table of Contents](#)

CHAPTER V

MAKING THE SYSTEM WORK FOR YOU

501. CAREER GUIDANCE

A key part of managing your officer career will be the counseling you receive. However, the quality of the counseling you receive is only as good as its source. No matter what the advice or the source, the career decisions you make affect your career. In general, the most reliable sources for career information are your commanding officer, executive officer, mentors and your detailer.

Detailers are knowledgeable and experienced counselors, able to address general requirements for your career path. An experienced LDO or CWO can help with the detailed requirements of your technical specialty. There are many career considerations which do not change, such as the importance of sustained superior performance. For guidance on specific billet choices in a changing career path, you will need to contact your detailer. Detailers know your qualifications, career needs, personal preferences and which billets are available.

[Return to Table of Contents](#)

502. THE ASSIGNMENT CYCLE

Your detailer is your representative in the assignment process at NPC. He or she is usually a member of your community, often having completed the kind of tour you will be rolling into soon. As you draw nearer to your projected rotation date (PRD), you will need to work with your detailer more and more to get a set of orders that will meet both your needs and the needs of the Navy. The first time you talk to your detailer, you will learn some basics about the assignment cycle. Assignments are made with three considerations in mind:

- Your career needs
- Your personal desires
- The needs of the Navy

Talk with your detailer to learn your career needs and current career options. He or she can tell you what your career path looks like, which professional qualifications you need, how you compare with your contemporaries and your alternatives.

The key to constructive dealings with your detailer is flexibility. Help the system work for you, rather than against you. Avoid demanding a specific preference. The more flexible you are, the more options you'll have. You are more likely to be happy with your second or third choice than with none at all, which could happen if your request is not realistic. Work

with your detailer to develop realistic priorities.

The third side of the detailing triangle -- the needs of the Navy -- is represented by the placement officer. As detailers represent you, placement officers represent the Navy and the losing and gaining commands. Placement officers identify billets for detailers to fill and seek the most qualified replacement for each billet.

Available billets and officers are normally looked at nine to twelve months before PRD. Placement officers (representing commands) and detailers (representing officers) negotiate billet assignments. The Navy's needs have priority. Assignments are usually firmed up 4 to 6 months prior to an individual's PRD.

Other factors can enter into the process. Requirements for an onboard relief in a particular billet can make timing critical. Changes in one officer's school or deployment schedule can change the orders/timing of several other officers in the assignment chain. The orders you receive from NPC specify a detaching month (EDD) and a reporting month (EDA). The detailer and placement officer negotiate specific detaching and reporting dates, travel and proceed time and enroute leave with your current and new commands.

[Return to Table of Contents](#)

Detailed information regarding Records Management (sections 503-508 below) can be found on the MyNavyHR website at:

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/>

503. YOUR OFFICIAL RECORD

Every Navy active duty member or drilling reservist has his or her master personnel record maintained by NPC. All administrative functions, such as assignment to a new billet, advancement and promotion boards, command screening, and retirement are dependent on a complete and accurate record of your naval service, which is your responsibility to keep current.

[Return to Table of Contents](#)

504. REVIEWING YOUR RECORD

Do not assume that NPC will review your record and notify you of any missing documents. Every officer should review his/her record, including the Officer Summary Record (OSR), on an annual basis, but at least six months before being considered by any selection board for which they are eligible.

To check your Official Military Personnel Record, log on to BUPERS Online (BOL) at any time, at <https://www.bol.navy.mil>. Select the "Official Military Personnel File (OMPF) - My Record" link. Navy performance evaluation continuity, awards, training and qualifications are the significant areas to focus on when checking your record for accuracy. Selection boards only review the member's OMPF, not the electronic service record (ESR). The ESR is only a record of the Sailors' data. The OMPF contains the permanent documents, such as Fitness Reports, with remarks. [BUPERSINST 1070.27 \(series\)](#) outlines all items that should be submitted to the OMPF on officer and enlisted personnel. To view your E/OSR, log on to <https://www.bol.navy.mil>. Select the NAVPERS Legacy & PERSTEMPO link and then the Query NPDB / ODC, OSR, PSR link.

For assistance or issues logging in to BUPERS Online (BOL), contact the Help Desk at 1-800-951-NAVY (6289), or email: NPC IT Service Desk@navy.mil

Recently submitted documents to update your OMPF may not yet appear in your record. If a document was sent to NPC within the past 60 days, they may still be in processing, so do not resend. After 60 days, if the document still has not appeared in your official record, contact (PERS 313) by e-mail to the organizational mailbox at mill ompf-chg@navy.mil. Remember, a document will not be placed in your official record that was submitted directly by the Sailor. The servicing TSC or Personnel Office is the primary source for submitting documents (officer and enlisted) to NPC for updating your official record.

[Return to Table of Contents](#)

505. UPDATING/CORRECTING YOUR RECORD

If, after screening your record, you determine that there are documents missing, you will need to contact NPC (PERS-313). If the missing document is an EVAL or FITREP, you must contact PERS 32 at cscmailbox@navy.mil or 901-874-4881/4882. For all other documents, submit an e-mail to PERS-313 at mill ompf-chg@navy.mil to request administrative corrections to our record. Fax: DSN: 882-2764 or Comm: 901-874-2764.

For Officer Data Card (ODC) corrections, refer to the Point of Contact Listing in Appendix E of the [Manual of Navy Officer Manpower and Personnel Classifications, Volume II, NAVPERS 15839I](#).

All officers are required to have a full-length color photograph with their current rank in the OMPF. In accordance with MILPERSMAN 1070-180, photographs should be taken within 3 months after acceptance of each promotion. NAVPERS 1070/884 can be obtained from <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

Additional information on how to update your officer record can be located on MyNavyHR - <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Officer-Record-Update/>.

[Return to Table of Contents](#)

506. ADDING PERSONAL AWARDS TO RECORD

Information and regulations concerning awards is contained in [SECNAVINST 1650.1](#) (series). The CNO Awards and Decorations Branch establish and maintain Navy Awards as the single authoritative database for all Military Decorations as specified by the Secretary of the Navy. All awards submitted to the Navy Awards Branch are exported to the BUPERS mainframe for updating pertinent personnel records.

For detailed information regarding your Decorations and Medals (Awards), see the information at: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>

[Return to Table of Contents](#)

507. FITNESS REPORTS

Navy Regulations requires that records be maintained on officers "which reflect their fitness for the service and performance of duties". Fitness reports form a primary basis for selecting officers for promotion, duty assignment, command and advanced training - they tell the board about your career and your performance. FITREPs on officers, CHIEFEVALS on chief petty officers (CPOs), and EVALs on enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

The submission of performance evaluations is governed by the Navy Performance Evaluation System Manual (EVALMAN), [BUPERSINST 1610.10 \(series\)](#). Reviewing this instruction in its entirety prior to submitting reports will assist the command or individual service member in their preparation of these documents. For detailed guidance, including block by block instructions on completing reports, refer to [BUPERSINST 1610.10 \(series\)](#). Regular reporting seniors, concurrent reporting seniors, and members should review and utilize Chapter 4 of this instruction regarding the proper preparation of Concurrent and Concurrent/Regular Reports.

When your CO debriefs your fitness report, pay close attention. If it's your first "observed" fitness report, ask to have the whole process explained. It's important to know exactly what your fitness reports are saying about you, and what the board is gleaned from them. Always know your reporting senior's cumulative average (RSCA).

Questions or concerns about a performance evaluation report(s) or related document(s), should be directed to the My Navy Career Center (MNCC). MNCC can be contacted online at <https://my.navy.mil/>, by email at askmncc@navy.mil, or by phone at 1-833-330-MNCC (1-833-330-6622).

[Return to Table of Contents](#)

508. CORRECTIONS TO FITNESS REPORTS

Generally, performance evaluations should be submitted by the command who issued the report to the member. The command's administrative officer should be contacted to ensure proper and timely submission of performance evaluations. For simple administrative errors, the reporting senior submits a corrected copy to PERS-32. To fix EVAL/FITREP report dates, submit an administrative change which corrects entries. For missing reports, send a copy to the Officer Fitness Reports Branch, (PERS-32). The copy must display all required signatures, initials, dates, and social security numbers. If member is part of a summary group, all reports in the summary group must be received in order to process the reports.

For submission of supplementary material to clarify, amend or correct a report, the Reporting Senior submits a Supplemental Report to PERS-323. Supplementary material concerning reports more than two years old will be accepted only if the Reporting Senior demonstrates in a cover letter why the material could not be submitted in a timelier manner.

Two status reports are located on BUPERS Online that will help you track performance evaluations. Reporting seniors can use the Reporting Senior's Performance Evaluation Submission Report, while other Sailors can view the Performance Evaluation Continuity Report.

Questions or concerns about a performance evaluation report(s) or related document(s), should be directed to the My Navy Career Center (MNCC). MNCC can be contacted online at <https://my.navy.mil/>, by email at askmncc@navy.mil, or by phone at 1-833-330-MNCC (1-833-330-6622).

[Return to Table of Contents](#)

509. WRITING FITNESS REPORTS

The opening sentence sets the tone for the entire report. If it doesn't get the reader's attention, the entire report is weakened. It should be brief and laudatory, but doesn't have to be specific. The specifics come in the bullets.

Underline sparingly -- excessive underlining negates the intended emphasis. The report should be clear and concise, and should focus on:

- specific performance and accomplishments

- comparison
- desirability and progression toward command and greater responsibility
- personal traits
- recommendations

Grades and narrative are equally important, and must agree. A report with a weak narrative that does not justify strong grades will be perceived as a weak report.

Avoid stereotyped and vague comments. List specific accomplishments and demonstrated performance. Use bullets to point out specific characteristics and achievements, and support general comments with specific actions.

The final paragraph should be almost as strong as the opening sentence. Recommendations for increased responsibility, command, special programs, or promotion should come in the last paragraph.

[Return to Table of Contents](#)

510. OFFICER SUMMARY RECORD (OSR)

Navigating the Officer promotion path is challenging since the pathway is subject to change. Many of these changes are based upon shortages in certain billets, as well as, the most recent needs of the Navy.

Strong performance in tough jobs is said to be a proven way to get ahead. Strong performance is always an important factor. You need to make sure your records are up-to-date, so that your training and awards are there to back you up.

Think of your Officer Summary Record (OSR) and Performance Summary Report (PSR) as your resume. Like any resume, it needs to be updated to highlight your latest skills. The OSR summarizes an officer's professional and performance history. It was designed for use by selection boards and should be reviewed at least six months before a board meets.

Your OSR and PSR are presented to the screeners at the Selection Board. Because you are not there to defend it, updating and correcting mistakes is your responsibility. You want the best possible representation since you will be competing with other talented officers for a limited number of promotions.

- Officer Data Card (ODC) - Contains officer qualifications, promotion history, education, specialties, billet information, and personal data that is used as a basis for officer career development.

- Performance Summary Record (PSR) - A three-part report that summarizes the Officer/Enlisted professional, performance history, and personal decorations information.

The OMPF is routinely updated for all personnel actions concerning an officer during their career. Officers no longer have a Field Service Record. The servicing TSC or Personnel Office that supports the officer's duty station is responsible for forwarding documents for inclusion into the OMPF. The commanding officer and the individual officer are jointly responsible for ensuring that the OMPF is complete and contains information pertinent to the officer's career.

To view your OSR, PSR, or ODC, simply log on to <https://www.bol.navy.mil/> and select the appropriate link.

[Return to Table of Contents](#)

511. DETAILER PHONE NUMBERS

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/>

Designators

Ext

PERS-414 Surface Warfare and General LDO/CWO Assignments

Surface Branch Head (6/71XX)	882-3885
Deck, OPS (6/711X, 6/712X)	882-3906
Eng, Rep Tech (6/713X)	882-3887
Elect (6/718X)	882-3907
Admin, Sec (6/741X, 6/749X)	882-2329
SEAL / SWCC (715X, 717X)	882-2259
Admin Assistant	882-3905

PERS-422 Submarine Warfare/NUC LDO/CWO Assignments

Sub/Nuc Branch Head	882-3935
Sub, NUC (623/6/8/9X / 72XX)	882-3945
Sub, NUC (62XX / 740X)	882-3938
Admin Assistant	882-3936

PERS-434 Air Warfare LDO/CWO/WO1 Assignments

Maint, ATC (6/733X/639X)	882-3968
Deck, OPS, ORD (6/731X, 6/732X, 6/736X)	882-3948
Admin Assistant	882-3964

PERS-44 General and Staff Corps LDO/CWO Assignments

Navy Band (6430)	882-4312
EOD (6/748X)	882-3910
Supply (6/751X/752X)	882-4613
CEC (6/753X)	882-4035

PERS-47 INFORMATION WARFARE LDO/CWO Assignments

Oceanography (6/780X)	882-4109
Oceanography (6/780X)	882-4110
Cryptologic Warfare (6/781X)	882-4113
Info Professional (6/782X)	882-2494
Intelligence (6/783X)	882-3210
Cyber Warfare (784X)	882-4113

All numbers listed are DSN. Prefix for commercial numbers are 901-874-XXXX

[Return to Table of Contents](#)

CHAPTER VI

PROMOTIONS

601. PERFORMANCE -- THE KEY TO SUCCESS

The key to success on the job and when being considered by promotion boards is sustained superior performance in a variety of challenging assignments. The same criteria that got the LDO, CWO or WO1 selected. The officer who continually strives for, and achieves, outstanding performance in all assignments can expect to have a satisfying and rewarding career.

This chapter provides useful technical information on the promotion system. Read it carefully and refer to it often as you progress in your officer career. For basic career planning, refer to Chapter VII, which describes the scope and general career path for each designator. Use it only as a starting point. Discuss your career with your CO, other officers, including senior LDOs or CWOs, and with your detailer. You must then make your own decisions based on all of these inputs and your personal considerations.

[Return to Table of Contents](#)

602. COMPETITIVE CATEGORIES

LDOs and CWOs compete for promotions within Revised Competitive Categories (RCC).

a. LDO Revised Competitive Categories are: Surface (61XX), Submarine/Nuclear (62XX), Aviation (63XX), General Line (64XX) and Staff (65XX).

b. CWO Revised Competitive Categories are: Surface (71XX), Submarine (72XX), Aviation (73XX), AVO (737X), General Line/Staff (74XX/75XX) and Information Warfare (78XX).

[Return to Table of Contents](#)

603. OFFICER PRECEDENCE NUMBERS

The Chief of Naval Personnel schedules appointments of all newly selected LDOs, CWOs and WO1s. Selectees are appointed according to this schedule and a "constructive percentile number" based on the rank order of selection by the board recommending their appointment.

Approximately one year after commissioning, precedence numbers (commonly referred to as "lineal numbers") are assigned to all ensigns. CWOs and WO1s are normally assigned precedence numbers within a few months after appointment. LDO, CWO and WO1 precedence numbers are based on the following criteria, in descending order:

- Grade

- Date of rank
- Percentile number
- Acceptance date (if other than date of rank)
- Date of birth
- Alphabetically

[Return to Table of Contents](#)

604. CONTROL GRADES

CWO5, Lieutenant Commander, Commander and Captain are "control grades" -- the number that the Navy can have in each of these grades is set by law and cannot be exceeded. As such, promotions into these grades are driven solely by vacancies -- the fewer vacancies, the fewer promotions. Control grade limitations directly affect flow points, described below in detail.

[Return to Table of Contents](#)

605. PROMOTION GUIDELINES

One purpose of the Defense Officer Personnel Management Act (DOPMA) of 1981 was to establish a uniform promotion system within the Department of Defense (DoD). To comply, DoD developed certain guidelines regarding promotion "flow points." This guidance, combined with Navy policy regarding promotion opportunity (percent opportunity for selection), form the basis for annual promotion plans. Actual selection opportunity and flow points may vary in the annual promotion plan.

RECOMMENDED GUIDELINES

To Grade	PERCENT OPPORTUNITY	FLOW POINT (YRS COMM SVC)
O6	40-60%	21-23
O5	60-80%	15-17
O4	70-90%	9-11
O3	ALL FULLY QUALIFIED	4
O2	ALL FULLY QUALIFIED	2
CWO5	AS ANNOUNCED	*11-13 TYPICAL
CWO4	AS ANNOUNCED	*7
CWO3	ALL FULLY QUALIFIED	*3

* = CWO time in grade (years)

WO1 to CWO2 - Refer to [SECNAVINST 1412.8 \(Series\)](#)

[Return to Table of Contents](#)

606. PROMOTION FLOW POINTS

Understanding promotion flow points and how they are derived are critical to LDO and CWO career planning. Changes in promotion flow points can very easily determine what an officer's "terminal grade" might be at

retirement. As indicated above, control grade limitations dictate actual flow points; the individual has no control over flow point fluctuation.

A flow point is the point at which an officer is promoted to the next higher grade and is calculated from ENS date of rank for LDOs, and from CWO2 date of rank for CWOs. Under current law, LDO LCDRs and below (including CWO4s and below) must retire after thirty years combined enlisted and commissioned service. However, once promoted to CDR, the maximum tenure allowed by law for an LDO is 35 years total active naval service, or twice failing of selection for promotion to CAPT, whichever occurs first. An LDO CAPT can serve to 38 years total active naval service. And a CWO5 can serve to 33 years total active naval service.

The following illustrates how a change in flow points can affect an LDO's career progression. The example illustrated is that of an LDO with 13 years enlisted service at time of commissioning.

CASE #1

GRADE	ENS	LCDR	CDR	CAPT
FLOW POINT (FROM ENS)	0	10	16	22
-----**-----				
TOTAL YEARS OF SERVICE	13	23	29 30	35

** Mandatory retirement point for LDO LCDRs and below.

In this case, the LDO has an opportunity to make CDR before reaching 30 years total active service. If selected and promoted to CDR, it is possible for the individual to remain on active duty to 35 years total active naval service, with an opportunity for selection to captain prior to statutory retirement after 38 years total active naval service.

CASE #2

GRADE	ENS	LCDR	CDR	CAPT
FLOW POINT	0	11	17	N/A
-----**-----				
TOTAL YEARS OF SERVICE	13	24	30	

In case #2, the flow points increased by two years, making it likely that the LDO will reach the 30 year mandatory retirement point before being considered for CDR. As a result, and assuming selection to each higher grade, the terminal grade changes from CAPT to LCDR. Remember, the above examples are based on an LDO being commissioned with 13 years enlisted service and flow points within DOPMA/DOD guidelines.

Time in grade required for promotion from CWO2 to CWO3 is currently 3 years. Promotion from CWO3 to CWO4 is currently 4 years. From CWO4 to CWO5, time in grade is 4-6 years. Under the Warrant Officer Management Act (WOMA), they must have at least three years time in grade to "be considered" for promotion to the next higher grade. They must meet this prerequisite prior to the actual convening date of the board.

The following illustrates an example of how flow points can affect a CWO's career progression. The example illustrated is that of a CWO2 with 17 years enlisted service at time of commissioning.

CWO Case

GRADE	CWO2	CWO3	CWO4	CWO5
FLOW POINT (FROM CWO2)	0	3	7	13
TOTAL YEARS OF SERVICE	17	20	24	30

In this case, the CWO has an opportunity to make CWO5 before reaching 30 years of active service. If selected and promoted to CWO5, it is possible for the individual to remain on active duty to 33 years total active naval service.

[Return to Table of Contents](#)

607. ESTABLISHING PROMOTION ZONES

Planning for each fiscal year promotion plan begins in September and finalizes in mid-December. Promotion zones for the upcoming fiscal year are announced annually (December) in an ALNAV with the subject of "**NOTICE OF CONVENING FY-XX PROMOTION SELECTION BOARDS**". Officers approaching selection board eligibility should make it a point to read this message to see whether or not they are in the promotion zone.

The promotion plan is initiated by the applicable officer community manager (i.e., LDO and CWO Community Manager) and is forwarded through the chain of command to the Chief of Naval Operations, and ultimately to the Secretary of the Navy for approval. At each level, the plan is carefully reviewed to ensure that promotions meet the needs of the service and that, whenever possible, promotion opportunity and flow points conform to DOPMA/DOD guidelines. Any deviation from guidelines require SECNAV approval.

Three principal factors combine to determine the number of authorized promotions and, therefore, the number of officers that may be placed in zone:

- a. **The number of officers authorized for that grade within a given competitive category.** Officer authorizations are adjusted yearly to reflect changes in the size and shape of the Navy.

b. Projected vacancies. Projected vacancies are determined by taking the number of officers currently filling authorized billets (or selected for and awaiting promotion to that grade), minus projected losses (retirements, re-designations, reversions and promotions to the next higher grade).

c. Selection opportunity. Promotion opportunity, expressed in percent, is applied to the number of authorized promotions, to determine the size of the promotion zone.

For example: If there are 63 vacancies for lieutenant commander and opportunity is 70%, the 90 most senior lieutenants in the same competitive category (regardless of designator) who have not yet been considered for promotion will be placed in zone (70% of 90 equals 63).

[Return to Table of Contents](#)

608. DEFINITIONS

"Promotion zone", or "in zone", consists of those officers who have not previously been considered for promotion for the next higher grade and who are eligible for promotion by virtue of their relative seniority within their competitive category, based on lineal number, which is explained in section 603 (above). The senior officer in the promotion zone is the "senior in zone", and the junior officer in that zone is the "junior in zone". The promotion zone is the foundation of the promotion plan described above.

"Above zone" refers to those officers who have previously been considered for promotion to the next higher grade by a selection board, but were not selected. Above zone selection opportunity is not limited by policy or law; however, each selection from above zone reduces the number that may be selected from in zone or below zone. "Senior eligible" refers to the senior officer eligible above zone.

"Below zone" refers to those officers who are junior to the junior officer listed in zone, but who have been determined to be eligible for promotion. Whenever possible, each officer is given two below zone or "early looks" before going "in zone" for promotion. Promotions from below zone are restricted to no more than 10 percent of the total authorized promotions. As in the case of above zone selections, each selection from below zone reduces the number that may be selected from in zone or above zone eligible.

[Return to Table of Contents](#)

609. YEAR GROUPS

Year Group (YG) is the fiscal year (FY) in which the officer was commissioned. A common misperception is that year groups have a direct bearing on promotions. Many LDOs expect year groups to go into promotion zones as a whole, but that has not been the case for several years. A year group is simply a convenient way to refer to officers with original dates

of rank in the same fiscal year.

As indicated above, officers are placed in promotion zones based on **vacancies** and their relative seniority, instead of by year group. One of the community manager's top priorities is to maintain flow points and percent of opportunity within certain guidelines.

[Return to Table of Contents](#)

610. PROMOTION SELECTION BOARDS

LDO selection boards are convened under the authority of [10 U.S.C. 611\(a\)](#).

Active Duty CWO selection boards are convened under the authority of [10 U.S.C. 578](#), and for Reserve personnel, [10 U.S.C 12242](#).

Promotion selection boards are composed of senior-officers of experience, maturity and varied backgrounds from each competitive category being considered by that particular promotion selection board. Their task is to recommend for promotion the best qualified from among all eligible officers, above, below, and in-zone. The number of officers recommended for promotion may not exceed the number of officers approved by the secretary of the Navy in the annual promotion plan.

Through a letter called a "precept", the Secretary of the Navy instructs the board president regarding Navy requirements and stipulates that the proceedings shall not be disclosed except as authorized by the Secretary. This statement prevents external pressures from influencing the board's decisions. The promotion selection board is required only to submit its findings and recommendations and not the reasons for its decisions. The Secretary of the Navy also directs that promotion selection board members will not be assigned to counsel those officers who fail selection before the board in which they were members.

Upon completion of the tasks prescribed in the precept, each promotion selection board prepares a final report of its findings and recommendations. Each report must be signed by all board members and recorders, certifying that the board complied with all instructions contained in the precept, and as appropriate, other letters of guidance or instruction provided by the Secretary of the Navy.

For LDO control grades (LCDR - CAPT), once selections have been made, the board is provided with each community's merit reorder language and requirements. Board members are expected to use their experience and judgment after review of the records recommended for promotion to determine those records of particular merit. In a separate tank/vote, boards may merit reorder up to 15% of the selectees for each competitive category. Selected

officers identified for merit reorder will promote ahead of above zone selections. (Merit Reorder for CW05 is currently awaiting NDAA approval.)

While no record of the board's deliberations is retained, detailed records of the eligibility lists are retained. These lists are meticulously checked and rechecked to avoid errors. The fact that the records of the deliberations are not retained is also of interest to those individuals not selected, in that nothing enters their records indicating why they were not recommended for promotion. Recommendations of the board are then forwarded, in order, to:

- a. Chief of Naval Personnel
- b. Judge Advocate General of the Navy (for legal review)
- c. Chief of Naval Operations (currently NA)
- d. Secretary of the Navy
- e. Secretary of Defense

Promotion selection board recommendations for the promotion of officers to LDO and CWO grades are normally approved or disapproved by the Secretary of the Defense, acting for the President of the United States, and are announced by NAVADMIN. Recommendations for promotion to permanent grades are approved and announced by the Secretary of the Navy, then forwarded to the Secretary of Defense for transmittal to the President. The President forwards the approved list to the Senate for confirmation.

[Return to Table of Contents](#)

611. COMMUNICATION WITH A SELECTION BOARD

Each officer eligible for consideration for promotion by a selection board may communicate in writing with the selection board. Individuals may not appear in person before a promotion selection board. The written communication may call the board's attention to any matter that the officer considers important. Material submitted must be received 10 days prior to the board's convening date. Only the officer being considered for promotion may communicate directly with the selection board. Anyone else must submit information via the officer concerned.

The link to download a sample letter to the board and instructions on how to submit the letter are available on the MyNavyHR website at:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/>

[Return to Table of Contents](#)

612. IF NOT SELECTED FOR PROMOTION

The statutory procedures for promotion selection constitutes a competitive system that requires the selection of the best qualified from a group of generally outstanding officers. Any selection board, thus, considers a group of highly capable officers. This results in a certain number of individuals failing selection one or more times. Proper and timely counseling of these officers, if initiated by their own request, is required. The counseling officer will prepare a record for file indicating when and how the request was made (e-mail, telephone, personally, etc.), when and how the counseling was provided and the specific nature of the counseling. The counseling shall also consist of review the officer's record and indicating factors that may account for the officer not being competitive. Officers receiving counseling should be aware that no one actually on a selection board can state with certainty why one particular officer was not selected for promotion. The proceedings of selection boards are confidential, and as a matter of policy, record of the deliberations is not maintained.

If you did not select for promotion, you will continue to be looked at for promotion as an above zone eligible each year until promoted or your status in the Navy changes (e.g. retirement, resignation, release from active duty, lateral transfer, etc.) This applies to both in zone and above zone officers that do not select for promotion.

If you fail selection for the first time, contact your detailer immediately. Detailers have access to all necessary records and are able to compare you with your contemporaries in grade and specialty. They are the individuals most qualified and capable of providing this vital Failure of Selection (FOS) counseling. In most cases, he/she will be able to advise you of the most probable reason(s) for non-selection and offer advice on how you might "get well" before the next board.

If, despite your best efforts, you are still not selected, you'll receive a letter from PERS 80, advising you of your options and providing a point of contact. The rules vary depending on your present grade, so each case is handled individually. In general, LDOs below the grade of commander and CWOs who twice fail of selection to the next higher grade have until the first day of the seventh month following approval of the board's report to take the action outlined in the letter from PERS 80, be it retirement, reversion or discharge.

Active duty officers in the grades of Lieutenant Commander and below who have not been selected for promotion two or more times, and are within two years of qualifying for retirement on the first day of the seventh month following approval of a promotion board's results, will be retained until retirement eligible per [10 U.S.C. 632](#). This circumstance is informally known as "sanctuary."

Active duty Lieutenant and Lieutenant Junior Grade officers with prior enlisted service that have twice failed of selection for promotion to Lieutenant Commander or Lieutenant may be eligible to resign and re-enlist (informally called "reversion") in order to reach retirement eligibility. These officers must have at least 16 years, but less than 18 years of active military service on the date they would be separated, to be eligible for reversion. To verify your eligibility contact PERS-835, Officer Separations, at (901) 874-2085.

More information is available at: <https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/Status-Non-Select/>

[Return to Table of Contents](#)

613. OBLIGATED SERVICE REQUIREMENTS

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Retirement/>

Once promoted certain in-grade service requirements must be met to be eligible for retirement. The following minimum time in grade requirements are prescribed for voluntary and involuntary (statutory) retirements:

GRADE	VOLUNTARY	INVOLUNTARY
ENS	*Six months	Six months
LTJG	*Six months	Six months
LT	*Two years	Six months
LCDR	Three years	Six months
CDR	Three years	Six months
CAPT	Three years	Six months
CWO2/3/4/5	*Two years	01 day

* Must complete initial four year service obligation upon appointment to LDO/CWO status

Involuntary retirements are those mandatory retirements based on statutory limitations of law; e.g., CWO2/3/4, lieutenant commanders and below must retire after completion of 30 years total active service. (Selective Early Retirement (SER) is involuntary)

Voluntary retirements are all other retirements submitted by the member requesting a retirement date that is earlier than the individual's involuntary (statutory) retirement date.

Additional information on retirement laws is contained in Chapter VII.

[Return to Table of Contents](#)

CHAPTER VII

LAWS AND POLICIES OF SIGNIFICANCE TO LDOs/CWOs/WO1s

701. GENERAL

This chapter provides a general description of the Defense Officer Personnel Management Act (DOPMA) and related laws and policies that should answer many questions and clear up misunderstandings. Also included is a listing of the specific sections of Title 10, United States Code, and various instructions and manual articles that are applicable to LDOs and CWOs. You should be aware of their existence and may wish to refer to them for more details.

[Return to Table of Contents](#)

702. DOPMA AND THE LDO/CWO/WO1

DOPMA is a series of changes and additions to laws that existed in 1981 and that are now an integral part of current statutes (principally Title 10, United States Code, "Armed Forces").

When you hear "by law" or "under Title 10", chances are it is in reference to some provision of DOPMA -- The Defense Officer Personnel Management Act of 15 September 1981. DOPMA was the first major revision to statutes governing officer personnel management since the Officer Personnel Act of 1947.

DOPMA provides a uniform system of laws within DoD concerning the appointment, promotion, separation and retirement of Regular officers, allows SECDEF and the Service secretaries substantial authority in regulating those actions, equalizes the treatment of male and female Regular officers, and establishes an all Regular permanent officer career force by the O-4 grade.

It is not plausible to cover or answer all possible scenarios in one handbook. If you have questions regarding DOPMA, laws or policies that affect your personal career situation, you should contact the LDO/CWO Community Manager, BUPERS 319, via email at ldocwoocm.fct@navy.mil or phone - Commercial: (901) 874-2236/3044/2464/3042; DSN: 882.

[Return to Table of Contents](#)

703. RETIREMENT

Voluntary Retirements. Officers submit voluntary retirement requests to SECNAV, via their commanding officer (or ISIC as appropriate) and BUPERS (PERS-27), nine to 12 months prior to the desired date ([MILPERSMAN 1810-020](#)). If officers wish to retire at their PRDs, retirement requests may be submitted six to nine months prior. If it is less than six months before PRD and an officer is notified by any means (official letter, message,

postcard, telephone call or personal visit) that PCS orders will be issued, a retirement request is normally disapproved. Retirement requests that do not meet the above criteria are normally disapproved.

Involuntary (statutory) Retirements. Involuntary retirements are determined by an officer's grade, total active service, age, and number of failures-of-selection (FOS) for promotion. It is important to know your statutory retirement date, especially since the Selective Early Retirement law exempts from SER consideration those whose statutory retirement date falls within a certain time frame.

Each LDO/CWO category has its own retirement laws;

- **6XX0 - LDO:** [Title 10, Chapter 843, Section 8372](#) - Captain: First day of second month after 38 years total active naval service. Commander: First day of second month after 35 years total active naval service, or first day of seventh month after failing to select for O-6 for second time, whichever occurs first. LCDR/below: First day of second month after 30 years total active service, or first day of seventh month after failing to select for next higher grade for second time, whichever occurs first.

- **7XX1 - CWO:** [Title 10, Chapter 65, Section 1305](#) - CWO5: First day of third month after 33 years total active service. CWO4 and below: First day of third month after 30 years total active service, or first day of seventh month after failure of selection for next higher grade, whichever occurs first.

[Return to Table of Contents](#)

704. MINIMUM SERVICE REQUIREMENTS

By law, an LDO must complete 10 years of commissioned service to retire as an LDO. [Title 10, Chapter 841, Section 8323](#)

CWOs must serve the initial six year obligation after accepting appointment and have twenty years total service before being eligible for voluntary retirement.

All officers must fulfill obligated service requirements for education programs, etc., and comply with DoD/SECNAV area tour requirements.

Once promoted, there are certain obligated service requirements that individuals must meet to be retirement eligible. LDO/CWO/WO1 Guidebook Section 613 (above) provides minimum time-in-grade requirements for both voluntary and involuntary retirements.

If an officer is involuntarily retired before meeting minimum time in-grade requirements, SECNAV may authorize retirement in the highest grade held. In this case, LDOs must serve a minimum of six months in grade and CWOs a minimum of 31 days in grade. Again, this only applies to involuntary retirements.

[Return to Table of Contents](#)

705. REVERT AND RETIRE

LDOs and CWOs may not voluntarily revert to a former enlisted status. In some circumstances LDOs/CWOs may be directed to revert to their former enlisted status and then separate or retire, in cases where punitive or administrative action were determined.

[Return to Table of Contents](#)

706. Continuation

Although not common, it is possible for permanent LDOs and CWOs to be continued beyond their statutory retirement dates under unusual circumstances.

SECNAV may continue permanent officers beyond their statutory retirement dates when shortages exist that cannot be filled through normal accession or promotion processes. LDOs and CWOs may be continued if:

- Selected for promotion to the next higher grade, but subject to involuntary retirement for completion of 30 years total active service before their promotion date.

- Critical skill shortages exist that cannot be filled by selecting new LDOs or CWOs. This option is seldom required.

Individual officers may not apply for continuation. Officers who fall into one of the above categories may be considered for continuation and, if selected, will be notified.

[Return to Table of Contents](#)

707. REFERENCE MATERIAL

In addition to the information provided in this Guidebook and on the [MyNavyHR LDO/CWO Reference webpage](#), the following listing of common instructions and pertinent manual articles is provided to assist the individual LDO/CWO in making career decisions.

<u>REFERENCE</u> (Series)	<u>SUBJECT</u>
OPNAVINST 1120.12	Appointment of Limited Duty Officers and Chief Warrant Officers in the Navy Reserve
OPNAVINST 1210.5	Lateral Transfer and Redesignation of Active Component Officers in the Navy
SECNAVINST 1412.8	Regulations to Govern the Promotion and Continuation of LDOs and CWOs Serving on Active Duty in the U.S. Navy

<u>SECNAVINST 1421.3</u>	Temporary (SPOT) Promotion of Officers
<u>OPNAVINST 1420.1</u>	Enlisted to Officer Commissioning Programs Application Administrative Manual
<u>BUPERSINST 1430.16</u>	Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve
<u>SECNAVINST 1811.3</u>	Voluntary Retirement and Transfer to the Fleet Reserve of Members of the Navy and the Marine Corps Serving on Active Duty
<u>SECNAVINST 1920.6</u>	Administrative Separation of Officers
<u>SECNAVINST 1920.7</u>	Continuation on Active Duty of Regular Commissioned Officers and Reserve Officers on the Reserve Active Status List in the Navy and Marine Corps
<u>BUPERSINST 1900.8</u>	Certificate of Release or Discharge from Active

NAVAL MILITARY PERSONNEL MANUAL ([MILPERSMAN](#))

<u>1100-060</u>	Submission of Application for Voluntary Termination of Temporary Appointment and Reversion of Limited Duty Officers (LDOs)
<u>1210-280</u>	Designation of LDOs or CWOs as Eligible to Succeed to Command
<u>1212-020</u>	Redesignation Procedures for LDOs and CWOs Within Their Respective Community
<u>1212-030</u>	Redesignation of Regular Limited Duty Officers
<u>1301-219</u>	Officer Special Assignments - Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Assignments
<u>1321-050</u>	Assignment to Duty of Limited Duty Officers
<u>1420-010</u>	Communication with Officer Promotion Selection Boards

NAVAL MILITARY PERSONNEL MANUAL ([MILPERSMAN](#)) (cont.)

1420-030	Regulations Governing Physical Examinations for Promotions of Commissioned Officers and CWOs
1420-050	Counseling of Officers Who Fail of Select for Promotion
1426-010	Permanent Appointment to Active Duty Chief Warrant Officer and Limited Duty Officer Status
1800-020	Effective Date of Retirement, Issuance of Retirement Orders and Authorization
1810-020	Submission of Application for Voluntary Retirement from Active Duty (Officer)
1820-010	Retirement of Members of the Fleet Reserve
1830-030	Physical Examination in Connection with Retirement Transfers to Fleet Reserve, and as a Fleet Reservist
1850-010	General Information Regarding Physical Disability Retirement
1850-020	Action Following Approved Disability Retirement
1850-030	Temporary Disability Retired List (TDRL)
1920-130	Officer Separations, General
1920-200	Officer Resignation Procedures

[Return to Table of Contents](#)

708. TITLE 10, UNITED STATES CODE, "ARMED FORCES"

The following is a list of Sections within Title 10, United States Code, those apply to LDOs and/or CWOs. Most were covered briefly in the earlier section on DOPMA. However, there may be times that you will need to refer to a specific section for more detail.

SECTION	SUBJECT
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TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.33A

571	Warrant Officers: Grades
572	Warrant Officers: Original Appointment; Service Credit
573	Convening of selection boards
574	Warrant officers active duty lists; competitive categories; number to be recommended for promotion; promotion zones
575	Recommendations for promotion by selection boards
576	Information furnished to selection boards; selection procedures
577	Promotions: effect of failure of selection for
578	Promotions; how made; effective date
579	Removal from a promotion list
580	Regular warrant officers twice failing of selection for promotion: involuntary retirement or separation
581	Selective retirement
582	Warrant officer active duty list; exclusions
583	Definitions

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.36 SUB
CH.I

611	Convening of selection boards
612	Composition of selection boards
613	Oath of members of selection boards
614	Notice of convening of selection boards; communications with boards
615	Information furnished to selection boards
616	Recommendations for promotion by selection boards
617	Reports of selection boards
618	Action on reports of selection boards

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.36 SUB
CH.II

619 Eligibility for consideration for promotion
620 Active-duty lists
621 Competitive categories for promotion
622 Numbers to be recommended for promotion
623 Establishment of promotion zones
624 Promotions: How made
626 Acceptance of promotions; oaths of office

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.36 SUB
CH.III

627 Failure of selection for promotion
628 Special selection boards
629 Removal from a list of officers recommended for promotion

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.36 SUB
CH.IV

637 Selection of regular officers for continuation on active
duty
638 Selective early retirement

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.43

741 Rank: commissioned officers of the armed forces
742 Rank: warrant officers

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.59

1164 Warrant officers; separation for age
1165 Regular warrant officers; separation during three-year
probationary period
1166 Regular warrant officers; elimination for unfitness or
unsatisfactory service

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.63

1251 Age 62: Regular commissioned officers; exceptions
1263 Age 62: Warrant officers

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.65

- 1293 Retirement for length of service; 20 years or more;
warrant officers
- 1305 Retirement for length of service; 30 years or more;
regular warrant officers

TITLE 10, UNITED STATES CODE, SUBTITLE A. PART II PERSONNEL, CH.69

- 1370 Retired grade: commissioned officers
- 1371 Retired grade: Warrant officers

TITLE 10, UNITED STATES CODE, SUBTITLE C. PART II PERSONNEL, CH.815

- 8139 Regular Navy: Officers designated for limited duty
(original appointments)
- 8146 Navy: Temporary appointments of officers designated for
limited duty

TITLE 10, UNITED STATES CODE, SUBTITLE C. PART II PERSONNEL, CH.841

- 8322 Voluntary retirement: Officers; 30 years
- 8323 Voluntary retirement: Officers; 20 years
- 8326 Voluntary retirement: Enlisted members; 30 years
- 8334 Higher grade after 30 years of service: warrant
officers and enlisted members

[Return to Table of Contents](#)

CHAPTER VIII

CAREER PLANNING

801. OVERVIEW

In this final chapter of *The LDO/CWO/WO1 Professional Guidebook*, the general knowledge subjects that all officers should be familiar with are listed, the individual elements of an officer designator are explained, and a brief synopsis of the duties, responsibilities and general career planning for each designator is provided.

It is important to understand that general career planning for particular designators is only a guide, and that there are often many variables affecting the assignment process. The key is to be aware of a reasonable career pattern for your designator and plan accordingly. Be flexible as changes occur and keep in communication with your detailer -- keep your Officer Preference and Personal Information Card (NAVPERS 1301/1) current, and call/write him or her with particular questions affecting your next assignment to determine career options available.

Something that must be kept in mind is that an ideal career pattern will not offset weak performance, or vice-versa. To be successful throughout your career, sustained superior performance, to include lifelong learning, is critical, regardless of the type job to which you are assigned. In an up-or-out, highly competitive professions like ours, nothing less than excellence will suffice.

[Return to Table of Contents](#)

802. GENERAL KNOWLEDGE

All LDOs/CWOs/WO1s, regardless of designator or grade, must be familiar with the organization and functions of the various major components of the Department of Defense, and the assigned missions of the various military services, with specific emphasis on the mission and functions of the Department of the Navy.

You should read every professional publication you can get your hands on, and have a good working knowledge of Navy Regulations, the [Uniform Code of Military Justice](#) and the [Manual for Courts-Martial](#), the Manual of the Judge Advocate General ([JAGINST 5800.7 series](#)), DoD Information Security Program Manuals ([DoD 5200.1 V1-V4 series](#)), and the Office of Chief of Naval Operations Security Regulations Manual ([OPNAVINST 5510.1 series](#)). Review procedures for preparing, revising and applying a Watch, Quarter and Station Bill; know damage control procedures, as well as nuclear, biological and chemical warfare defense; have a good knowledge of

emergency first aid procedures; learn more about navy officer and enlisted manpower systems, naval messages, correspondence and directives, and become an expert in agencies and services available to assist enlisted personnel.

Watchstanding duties and collateral/additional duty assignments, which are a command prerogative, vary according to the specific requirements of individual ships and stations. Although qualifications pertaining to these duties are not included in this manual, LDOs/CWOs/WO1s are responsible for carrying out such assignments as required.

[Return to Table of Contents](#)

803. ELEMENTS OF THE LDO/CWO/WO1 DESIGNATOR

An officer designator consists of four digits, each successively providing more precise identification of the officer's status. The primary sources of information are the [Manual of Navy Officer Manpower and Personnel Classifications, \(NAVPERS 15839I\)](#).

a. The first digit of an officer designator identifies the officer category. All Navy LDOs and CWOs/WO1s are identified as follows:

<u>First Digit</u>	<u>Officer</u>
6	Limited Duty Officer
7	Chief Warrant Officer

b. The second digit designates the general category within the Limited Duty Officer/Chief Warrant Officer community:

<u>Second Digit</u>	<u>Category</u>
1	Surface
2	Submarine
3	Aviation
4	General Line
5	Staff
8	Information Warfare

c. The third digit designates the LDO or CWO/WO1 technical specialty or occupational field. A complete listing can be found in Chapter II.

d. The fourth digit further describes the officer's status within the Navy or Naval Reserve.

Fourth Digit

Status

0	An officer of the Regular Navy whose permanent grade is ensign or above.
1	An officer of the Regular Navy whose permanent status is warrant officer.
2	A temporary officer of the Regular Navy whose permanent status is enlisted.
3	An officer of the Regular Navy who is on the retired list.
5	An officer of the Naval Reserve, (exceptions: Note 4th digit 7 and 8)
7	An officer of the Naval Reserve on active duty in the TAR Program (Training and Administration of Reserves) [Includes TAR Program officers rotated to other than TAR billets]
8	An officer of the Naval Reserve who was appointed in the Naval Reserve Integration Program from enlisted status or whose permanent status is Warrant Officer or enlisted.
9	An officer of the Naval Reserve who is on the retired list.

[Return to Table of Contents](#)

804. DESCRIPTION OF DESIGNATOR SERIES

a. Designator series 61XX/71XX are officers designated for duty indicated by their specialty in operation, maintenance, training or support of Naval Surface Warfare.

b. Designator series 62XX/72XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of Naval Nuclear/Submarine Warfare.

c. Designator series 63XX/73XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Aviation Warfare.

d. Designator series 64XX/74XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Warfare.

e. Designator series 65XX/75XX are officers designated for duty within the respective staff Corps of the Navy indicated by their specialty.

f. Designator series 68XX/78XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Information Warfare.

[Return to Table of Contents](#)

805. CAREER DEVELOPMENT

The complexity of LDO/CWO/WO1 programs and the many individual, highly specialized designators make it impractical to provide detailed career planning/guidance in this publication. It is not possible to define "career enhancing billets" or a single career pattern that will fit all LDOs, CWOs, or WO1s. Some designators are sea-intensive, while others have limited or no sea duty billets.

Due to timing and available billets, LDOs and CWOs may not have the opportunity to serve in a pinnacle assignment or reach an OIC, XO or CO tour. In short, the nature/diversity of their duties makes it impossible for LDOs or CWOs to have established career paths.

A young officers best resources will always be the LDO/CWO Community Managers (OCMs), reliable Mustang mentors within their community/designator, their detailer, and understanding the information found on our MyNavyHR webpage. Review the information on the [Career Pattern Sheets](#) of your individual designator and follow the guidance of the [SECNAV Approved Community Briefs](#) to assist you in achieving your career goals.

THE NAVY'S SELECTION PROCESS HAS ALWAYS RECOGNIZED THE SUPERIOR PERFORMER. THE OFFICER WHO CONTINUALLY STRIVES FOR, AND ACHIEVES, OUTSTANDING PERFORMANCE IN ALL ASSIGNMENTS CAN EXPECT TO HAVE A SATISFYING AND REWARDING CAREER

[Return to Table of Contents](#)