**FY-18 MAILING INSTRUCTIONS**

The **Customer Service Center** **(CSC)** receives and posts receipts for all applications and addenda, under BOL.

Board numbers depends on your current status:

**APPLICANTS** **BOARD**

 Active Duty/FTS #181

 (E6-E9)

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 Current Warrant #180

 (CWO2-CWO5)

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 Reserves #315

 (E6-E9)

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**REGULAR MAIL**:

**NAVY PERSONNEL COMMAND**

**CUSTOMER SERVICE CENTER**

**FY-18 LDO/CWO BOARD #181** (or #180 or #315)

**5720 INTEGRITY DRIVE
MILLINGTON TN 38055**

**EXPRESS MAIL (or commercial carriers such as FEDEX, UPS) ONLY**:

**NAVY PERSONNEL COMMAND**

CUSTOMER SERVICE CENTER

**FY-18 LDO/CWO BOARD #181** (or #180 or #315)

**5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055**

Check receipt of your application and addenda at: <https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html> or

Phone: 1-866-827-5672

Submit the application in a PLAIN BROWN LETTER SIZE FILE FOLDER, (no pocket folders). **NO** paper clips or staples on the application itself. Attach a white label, see example below. On the label, annotate the following information (typed preferred for legibility) (folders are not required to submit addenda):

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LABEL EXAMPLE (PLEASE SUBSTITUTE YOUR PARTICULAR INFO)

**JONES, JOHN P 641X/741X**

**YNC**

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**NOTE:**

**\*** The Command Checklist is available in the "Application Help" box to assist with package preparation. Commands **should** include the checklist with their review annotations. It may be stapled to the inside of the folder (left side).

**\*** There may be a substantial delay between receipt at the CSC and BOL postings.

**\*** A periodic check of BOL for status updates is recommended. Some applicants may require an addendum to correct discrepancies. “Explanation of BOL Symbols” is posted on BOL and our website.

**\*** Once you receive an “A” code, your package has been verified as eligible for the Selection Board.