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NAVADMIN 161/20

PASS TO OFFICE CODES:
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SUBJ/FY-22 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT BOARD//

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

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

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL. REF B IS NAVADMIN 128/19, OFF-RAMP GUIDANCE FOR ACTIVE COMPONENT SUBMARINE COMMUNICATIONS DESIGNATOR 6290 LIMITED DUTY OFFICERS. REF C IS NAVADMIN 014/18, UPDATED OFF-RAMP GUIDANCE FOR ACTIVE AND RESERVE COMPONENT INFORMATION WARFARE AND SUPPLY CORPS LIMITED DUTY OFFICERS. REF D IS OPNAVINST 1210.5B, LATERAL TRANSFER AND REDESIGNATION OF ACTIVE COMPONENT OFFICERS IN THE NAVY. REF E IS NAVADMIN 140/18, MODIFICATION OF THE NAVY CYBER WARRANT OFFICER PROGRAM. REF F IS NAVADMIN 336/07, ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN AND THE HORN OF AFRICA.//

RMKS/1. This NAVADMIN announces solicitation of applications from highly qualified and motivated E-6 through E-9 Active-Duty and Full- Time Support personnel for the Fiscal Year (FY) 2022 Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs. Where conflicts with reference (a) exist, this NAVADMIN takes precedence.

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

3. Eligibility. All applicants for the LDO and CWO programs must be able to complete sea duty screening and be worldwide assignable.

Updated policy guidance to reference (a):

a. All time-in-service (TIS) and time-in-grade (TIG) requirements for the FY-22 Active-Duty LDO and CWO In-Service Procurement Board (ISPB) will be computed to 1 October 2021.

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

(1) LDO obligatory service is 4 years from commissioning.

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

c. TIS and TIG requirements are:

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

(2) Applicants for LDO off-ramp designators (629X, 651X, 681X and 682X) may apply with up to 15 years of service and must comprehend designator specific off-ramp requirements and procedures defined in references (b) through (d).

(3) Nuclear Power LDO (620X) applicants may apply with up to 16 years of service.

(4) CWO3: 14 to 22 years TIS and 1 day TIG as an E-9 as of board convening date.

(5) CWO2: 14 to 20 years TIS for E-6 selected for E-7, E-7 and E-8 (includes frocked E-9s).

(6) WO1 (784X only): 6 to 12 years TIS for E-5 and above.

Cyber Warrant Officer WO1 (784X) applicants refer to eligibility requirements listed in reference (e).

d. Intelligence CWO (783X) applicants will be considered for selection into one of three Core Competency Areas (CCA): CI/HUMINT, GEOINT/Targeting or OPINTEL. In order to apply, applicants must request a primary CCA and those holding qualifying NECs in more than one field may request a secondary CCA (i.e., 783X CI/HUMINT / 783X OPINTEL).

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

f. Due to ongoing rating mergers or realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical and leadership experience in their enlisted service records, regardless of current rating.

However, special attention should be given to the guidance in chapter 7, subparagraph 9c of reference (a).

g. Applicants must maintain eligibility throughout the selection and promotion process. Applicants who are deemed ineligible after submitting an application must be declared ineligible by their current Commanding Officer/Officer in Charge (CO/OIC). A sample Removal of Recommendation format is located at

[https://www.mnp.navy.mil/group/career-planning/commissioning-](https://www.mnp.navy.mil/group/career-planning/commissioning-programs)

[programs](https://www.mnp.navy.mil/group/career-planning/commissioning-programs). Click the *Active-Duty LDO/CWO In-Service Procurement

Board* link, then select LDO and CWO In-Service Procurement Board to download the form (See Sample Letter of Abeyance or Removal of Recommendation).

Nuclear Power LDO (620X) applicants who are deemed ineligible must be declared ineligible by their current CO via letter to the Nuclear Program Manager (OPNAV N133).

4. Appraisal Boards. (Not required for Nuclear Power LDO 620X) Interview appraisal boards must be assembled and approved by the CO/OIC and consist of three Active Duty Naval Officers (LDO or CWOs preferred).

a. Senior member must be a lieutenant commander (LCDR) or above. For CWO applicants, the senior member must be a CWO4 or above if a LCDR or above is not available.

b. Every effort (including teleconference media) must be made to ensure at least one board member is from the designator for which the applicant is

applying.

c. Minimum grade requirements for board members are lieutenant or CW03.

d. Only three interview appraisals are authorized to be submitted for each applicant (Not required for Nuclear Power LDO 620X).

e. The potential block on the interview appraisal sheet must be marked for LDO and CWO candidates. Only the current version of the interviewer appraisal sheet will be accepted. Interviewer appraisal sheet is located at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the *Active-Duty LDO/CWO In-Service Procurement Board* link, then select LDO and CWO In-Service Procurement Board to download the form.

5. Application Submission. Communication to the board (application, addendums, etc.) should originate from the individual Service Member via their CO. However, it is acceptable for the command to submit an applicants package due on 1 October 2020 in lieu of the Service Member, provided that the package has been endorsed by the CO and the Service Member has been provided a copy of their entire package prior to sending. Information received that is not under the cover letter of the applicant (e.g., third party correspondence) and endorsed by the command, or not received by the MyNavy Career Center (MNCC) by the established deadline(s) will not be presented to the board.

a. All applications must be submitted along with a command screened LDO/CWO Eligibility Checklist.

b. Each applicant and command leadership must ensure applications/addendums are complete and accurate. Incomplete applications could result in non-selection. Applications must be signed by the CO of the applicant or *Acting*. Addendums can be signed *By direction* if the CO or OIC is unavailable. Refer to reference (a), (chapters 2 and 7) for security clearance information, program overview and eligibility criteria.

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

Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN 161/20 and the physical fitness standards of OPNAVINST 6110.1J. It is preferred that the CO/OIC indicate the ranking among candidates from their command, even if one of one. The endorsement must clearly identify the command, must be signed by the CO or OIC and include the CO or OICs command point of contact information.

d. Applicants must ensure a copy of their most recent periodic evaluation is included in the application or provided via addendum for board review and continuity if they are not already in Official Military Personnel File (OMPF).

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

f. Applicants currently serving in an IAMM, GSA or OSA assignment may have their application endorsed by the field commander. Field commanders must obtain parent command endorsement prior to submission. A sample format is located at

<https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the *Active-Duty LDO/CWO In-Service Procurement Board* link then select LDO and CWO In-Service Procurement Board to download the form (See Sample Addendum Letter).

g. Applicants must submit sequentially numbered enclosures to the application/addendum, annotated on the bottom right corner of each page with the last name and full social security number of the applicant in the top right corner. Addendums must include a command endorsement. The FY-22 Active-Duty LDO and CWO ISPB board number is 22181.

h. Submit scanned applications via e-mail to MNCC at cscselboard@navy.mil (preferred method). E-mails must be encrypted using a military e-mail account to protect personally identifiable information. For encryption issues and instructions on how to properly encrypt non-NMCI emails, contact MNCC at cscselboard@navy.mil or 1-833-330-MNCC(6622).

Applicants who are unable to submit applications as outlined above due to current operational restrictions may submit their application to MNCC via DOD SAFE as an alternate method. Physical mailing of applications is not authorized. For submission questions or receipt verification, contact MNCC.

6. Nuclear Power LDO (620X) applications must be sent to the pers-422b_desk.fct(at)navy.mil inbox. Applications should be scanned and submitted via encrypted email. Applicants who are unable to submit applications as outlined due to operational commitments must contact the selection board sponsor at nukeldo(at)navy.mil for alternate delivery methods. Nuclear Power LDO (620X) applicants will submit in addition to their application:

a. Information applicants consider pertinent to their application not contained in their OMPF.

b. Nuclear Power LDO (620X) E-6 applicants must submit a copy of their E-7 examination profile sheet as enclosure (2) to their application.

c. Engineering Watch Supervisor (EWS) or Propulsion Plant Watch Supervisor (PPWS) qualification is required to apply for Nuclear Power LDO (620X). E-6 applicants must ensure that EWS or PPWS qualification is documented via evaluations, CO endorsement or enclosed designation letter. Not required for CPO or CPO (Sel).

d. All Nuclear Power LDO (620X) applicant packages will be forwarded to Naval Reactors for technical review prior to presentation to the FY-22 Active-Duty Nuclear Power LDO ISPB.

e. Sailors selected for Nuclear Power LDO (620X) will require a separate technical interview at Naval Reactors to receive a commission. Sailors who do not successfully complete a final technical interview will maintain their enlisted status and will not be commissioned. Additionally, these Sailors are ineligible to submit future applications to the Nuclear Power LDO (620X) program.

Technical interviews will be scheduled by Nuclear Placement and Assignments (PERS-422) and selectees notified via separate correspondence.

7. Application/Addendum Due Dates. All non-nuclear power applications must be received by the MNCC no later than 1 October 2020. Routine addendums to applications, including evaluations and awards, must be received no later than 15 December 2020. The time and date (central standard time) received by MNCC inbox is the time and date used for deadline verification. Applications and addendums received after the designated due dates will not be presented to the board. Nuclear Power LDO (620X) applications must be received by pers-422b_desk.fct(at)navy.mil no later than 1 October 2020. All Nuclear Power LDO addendums to applications, including 15 September 2020 CPO and 15 November 2020 PO1 evaluations, if not already included in the OMPF, must be received (or postmarked) no later than 6 December 2020. The time and date (central standard time) received in the pers-422b_desk.fct(at)navy.mil inbox is the time and date used for deadline verification.

8. Board Convene Dates. The FY-22 Active-Duty LDO and CWO ISPB and FY-22 Active-Duty Nuclear Power LDO ISPB will convene at dates to be determined in January 2021. For the most current board dates, visit MNP at <https://www.mnp.navy.mil/group/advancement-and-promotion/active-duty-enlisted> and select *Selection Board Schedule* then *FY-22 board schedule* when available.

9. For additional information, current application and eligibility checklist, visit the Administrative Boards Branch (PERS-803) website at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the *Active-Duty LDO/CWO In-Service Procurement Board* link, then select LDO and CWO In-Service Procurement Board. This site also contains guidance such as how to monitor application status after PERS-803 review and how to reconcile application errors via addendum if

items or corrections are required for completeness or eligibility. To check receipt of the application or addendum, visit <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click the *To check receipt of application/addendum* link then log into MNCC.

10. Points of contact:

a. For application and eligibility questions contact the ISP Board Sponsor, LCDR Randy Beal at (901) 874-3170/DSN 882, or via e-mail at npc_ldo-cwo_selbd.fct@navy.mil.

b. For general LDO/CWO career path and policy questions contact the LDO/CWO Officer Community Managers, LT Shanique Howard at (901) 874-2236/DSN 882, or via email at shanique.d.howard@navy.mil, CW05 Hector Sandoval at (901) 874-2464/DSN 882, or via e-mail at hector.sandoval@navy.mil or Mr. Parker Dinwiddie (901) 874- 3044/DSN 882, or via e-mail at parker.h.dinwiddie@navy.mil.

c. For nuclear-trained Sailor application and eligibility questions, contact the LDO/CWO Nuclear Officer Community Manager, LCDR Phil Davis at (703) 604-5489/DSN 664, or via e-mail at nukeldo@navy.mil.

11. This NAVADMIN will remain in effect until superseded or 30 September 2020, whichever comes first.

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

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