The following is a block-by-block list of instructions and exceptions for the FY-18

 LDO/CWO applicants applying for a commission using the Officer Programs Application, OPNAV 1420.1 (Rev. 01-2008), which is identified in OPNAVINST 1420.1B. Complete only the blocks applicable to the LDO/CWO program.

**“MUST ENABLE JAVASCRIPT / MUST USE ADOBE 7.0 OR NEWER”**

1. Applicant’s Name (Last, First, MI): All applicants with name changes that occur between the time of application and the beginning of the board **MUST** contact PERS-803 to ensure that your package is properly represented at the board.

For SSN enter numbers only. Hyphens will fill in automatically. If you get an error pop up just hit “OK” until it goes away. This may take several tries.

2. Indicate Programs To Which Applying: Check LDO, CWO or both, as applicable.

3. Desired Community/Designator: List a maximum of 2 (refer to Chapter 7; Pg 7-11; par 9.c.2 of instruction).

4. Gender: Check as appropriate.

5. Date of Birth: DD MMM YYYY format.

6. Citizenship:

 6a. U.S. Citizen: Check if U.S. citizen.

 6b. Place of birth: Required for all applicants.

 6c. Naturalized citizens: Required for naturalized citizens. Also complete 6a and 6b. If unable to make a copy due to document duplication restrictions, COs must verify naturalization and complete a NAVPERS 1070/613 (Page 13).

 6d. Citizenship Certificate: Provide information if born abroad to U.S. Citizens (must provide copy of U.S. birth certificate or equivalent from U.S. Embassy or State Department).

7. Marital Status: N/A

8. Number of Dependents: N/A

9. UIC: N/A

10. PRD: N/A

11. Command Address: Command mailing address.

12. Current Mailing Address: Your home mailing address and email.

13. Race: Check any that apply.

14. TIR: **DD MMM YY** format. (DD MMM **YYYY** format will not fit in box) (For E6s TIR date is usually 01 Jan XX or 01 Jul XX of advancement year (this may not be the same as your advancement date).

15. Branch of Service and Component: Check as appropriate.

16. Warfare Qualifications: List as appropriate (ESWS, etc.)

17. Active Duty Service Date: DD MMM YYYY format (not delayed entry or any other).

18. Testing Scores: N/A

19. PRT Information: N/A

20. Duty Assignment History: List current command first and work back.

21. High School: Provide graduation.

 - High School transcripts / GED certificate are not required.

 - If High School Graduate, complete 21 (a)&(b)

 - If GED earned enter awarding activity on 21(b)(1) and provide date on line 21c.

22. College: Provide copy of transcripts (**command certified true copy is acceptable**).

23. Degree Preference: N/A

24. Personal Awards: List awards in precedence order. Submit **only** copies of award citations **not** currently reflected in your OMPF via BOL (**DO NOT SEND 1650s**).

25. Service Schools: JST not required for LDO/CWO.

26. Correspondence Course: List only those correspondence courses not required for advancement.

27. Extracurricular Activities: List significant activities or leadership roles (i.e., Youth Program Director, Little League Coach, etc.). Do not list activities in an attempt to fill the blocks (i.e., member of roadside cleanup, member of command softball, etc.).

28. Special Abilities: Self-explanatory. Blocks will hold up to 2 lines of text, if you need more room use a continuation sheet.

29. Civil/Military Offense(s): List all incidents. To meet eligibility requirements, no adverse info such as NJP and/or civil conviction after 1 OCT 2013. Minor offenses (<$300 fine) are acceptable.

30. Drug Use/Alcohol Related Incidents: Self-explanatory.

31. Previous Applications to Any Commissioning Programs: Date should read FY-XX (i.e., FY-16 not selected, FY-17 not selected, etc.).

32 – 34. Personnel Security Information: N/A

35. PCS Orders: N/A

Page 6 of 14. Privacy Act: Must sign and date Privacy Act statement.

Page 7 of 14. Personal Statements: Answer the 3 bullets.

 - Reason for applying for commission

 - Personal and Professional Goals

 - Strengths / personal characteristics

Page 8 of 14. Personal Statements (Continued).

 - Make any waiver requests here (TIS, TIR, etc.)

 - List of enclosures should include **THREE** Interview Appraisal Sheets (as enclosure 1), E-6s must submit Jan 2016 Exam Profile Sheet (as enclosure 2)

 - **Do not use the table provided for statement of service.** Submit your statement of service in part 3 of personal statement in the following format per OPNAVINST 1420.1B APPENDIX F; F-3:

**"A detailed statement of my complete naval service is as follows:**

 **TIME LOST**

 **DUE TO INACTIVE ACTIVE**

**BRANCH ENLISTED DISCHARGED MISCONDUCT DUTY DUTY**

**USNR-R 00-00-00 00-00-00 NONE 00-00-00**

**USN 00-00-00 00-00-00 NONE 00-00-00**

**USN 00-00-00 00-00-00 NONE 00-00-00**

**USN 00-00-00 00-00-00 NONE 00-00-00**

 **\*YR/MO/DA**

**Note: This should be a line by line accounting for each enlistment with the current enlistment discharge date of 01 OCT 2017 to compute total service.**

Page 9/10 of 14. Commanding Officer’s Recommendation:

 - PCS orders section not required for LDO/CWO

 - Statement must be included: “Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN 144/16 (for 180/181) or 145/16 (for 315), and the physical fitness standards of OPNAVINST 6110.1J.”

 - Ensure any waiver requests are endorsed in CO’s recommendation

**Pages 11 through 14 are not required (DO NOT SEND THESE)**

\*\*FY-18 LDO/CWO Programs Eligibility Checklist: Commands and applicants are highly encouraged to use the checklist (found <http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx> to ensure all eligibility is met and the application is complete prior to submission. There is a column for commands to annotate the review. It may be stapled to the inside of the folder.