# HELPFUL HINTS FOR THE LDO/CWO APPLICATION

**SOURCE DOCUMENTS: -** OPNAVINST 1420.1B; NAVADMIN 144/16 (Active); NAVADMIN 145/16 (Reserve).

**BLOCK 3** – You may apply for **a maximum** of two designators (list by preference).

Correct example:

a. 641X/Administration b. 741X/Ship’s Clerk

Incorrect example:

a. 641X/741X b. 649X/749X

Abbreviations are acceptable (e.g., Admin for Administration or Av. Maint. for Aviation Maintenance).

(Maximum of two means 3c. will **ALWAYS** be blank)

**BLOCK 6** – You must be a U.S. Citizen, **NO EXCEPTIONS**. If you are a U.S. Citizen born abroad to U.S. parents, you must enclose a copy of your State Department or local U.S. Embassy Birth Certificate (FS 240, FS 545, DS 1320). If a naturalized citizen, fill out all blocks and provide citizenship certificate or copy of NAVPERS 1070/613, Administrative Remarks entry on citizenship or copy of DD 1966/1, Record of Military Processing (DD 372, Verification of Birth, does not confirm citizenship).

 **BLOCK 21** – You must be a HIGH SCHOOL or GED Graduate (**not waiverable).**

**BLOCK 22 -** Document any college and send copies of the transcripts. Transcripts do not have to be original. Command “certified true copy” is acceptable.

**BLOCK 25** – **Joint Service Transcript** is not required.

# PAGE 8 BLOCK 3 - PERSONAL STATEMENT (Continued)

**\*Waivers** - List waivers you want the LDO/CWO Officer Community Manager to review.

**The CO’s Recommendation (Page 10) must directly address each waiver request by applicant.**

**\*Enclosures -** Should be included but not limited to:

Interview Appraisal Sheets (min of 3), January 2016 CPO Exam Profile Sheet (E-6 only), Color Vision Test (PIP or FALANT) (if required), proof of citizenship (if required), missing personal awards (not documented in OMPF), missing evals (not documented in OMPF), or any additional information (i.e., transcripts, letters of recommendation).

**\*Statement of Complete Naval Service -** Should be a line by line accounting for each enlistment, with the current enlistment discharge date of **1 OCTOBER 2017** to compute total service.

Only Active Duty time may be counted for Active Duty Applicants. **Drilling reservist or Delayed Entry Program (DEP) time does not count under the Active Duty Column,** but should be listed under the Inactive Duty Column to provide continuity.

**ADDITIONAL GUIDANCE**:

**\*All E-6 Applicants -** You **MUST** have taken the Jan 2016 CPO Exam and deemed board eligible (or show SEL BD Eligible, LDO SEL BD Eligible). Send a copy of the Exam Profile Sheet with application. **Failure to do so will render you ineligible**.

If you were exempt from the exam by NAVADMIN 336/07 (Iraq, Afghanistan, or The Horn of Africa) you must enclose an Exam Profile Sheet issued by NEAS. CO’s Recommendation (Page 10) must include validation.

**\*Evals -** All applicants should ensure that their last periodic Eval is in their OMPF; if not, submit with application or submit by addendum via Customer Service Center (See Mailing Instructions).

All E-6s will have at least one addendum for their November 2016 Periodic Eval.

**\*Color Vision Test** **(CVT) -** Required for both 1st and 2nd choice designators:

611X/711X, 612X/712X, 715X, 616X/716X, 717X, 626X/726X, 629X, 636X/736X, 639X, 620X, 648X

PIP, FALANT or civilian Ishihara are acceptable medical documentation (recommend highlight the appropriate section on full exams), or a memo from your medical department documenting such CVT. **Failure to do so will render you ineligible for those designators**.

**\*BOL** - Commands and applicants should monitor BOL until a letter code appears in the status column. (See Explanation of BOL Symbols)

**Recommend applicants and/or Command retain an electronic copy of their application.**

Read FY-18 announcing NAVADMIN (144/16 or 145/16) for the most recent updates to Eligibility, Time in Service, Designator Announcements, Requirements, and Waiver Policies.

ALL COMMANDS SHOULD BE PROACTIVE, MARK THEIR PLANNING CALENDARS ACCORDINGLY, AND AID THEIR APPLICANTS IN THIS SUBMISSION PROCESS!