LDO 641X (ADMINISTRATION)

DESIGNATOR DESCRIPTION

Administration Limited Duty Officers serve as officer technical managers and perform duties in the areas of administration, manpower planning, organization planning, public relations, protocol, personnel assignments, training, postal functions, and printed materials; they display a broad knowledge of Navy personnel and administrative procedures, regulations, and directives; write technical reports and personnel evaluations on both enlisted and officers. Manage front office and staff operations and oversight of flag secretariats. Provide broad scope of technical administrative expertise to all warfare communities.

YRS COMM SVC	CAREER PATTERN: SEA	CAREER PATTERN: SHORE
30 **CAPT** 22	Shore Major Command Executive Assistant Administrative Officer/Personnel Distribution Screen Major Command	
MA Degree **CDR** 16		Commander Command Chief Staff Officer Flag Secretary Manpower Screen XO/CO Fleet-Up
BS Degree **LCDR** 10	CVN Admin Officer	CO TPU/PSD/OPNAV/Major and Joint Staff/XO Troops/Flag Secretary/Staff Admin/Admin Officer/Manpower Mgmt
AA Degree **LT** AQD SEA: AQD SHORE: 4	LHA/D Admin Officer NMCB, CVW, VFW, VFA, HSC, HSL, HSM	Flag Secretary Staff Admin/Admin Officer Personnel/Manpower Mgmt
LTJG SWO-LA9 2 **ENS** OOD-LB2 0	CVN Ship Secretary/PERSO/ESO NMCB, CVW, VFW, VFA, HSC, HSL, HSM	**NAS, ATG, NOPF, FASFAC, PMO