

UNCLASSIFIED//

ROUTINE

R 271839Z JUN 19

FM CNO WASHINGTON DC

TO NAVADMIN

INFO CNO WASHINGTON DC

BT

UNCLAS

NAVADMIN 143/19

PASS TO OFFICE CODES:

FM CNO WASHINGTON DC//N1//

INFO CNO WASHINGTON DC//N1//

MSGID/GENADMIN/CNO WASHINGTON DC/N1/JUN//

SUBJ/FY-21 NAVY SELECTED RESERVE LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT PROGRAM BOARD//

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

REF/B/DOC/OPNAV/12APR16//

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

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL. REF B IS OPNAVINST 1120.12A, APPOINTMENT OF LIMITED DUTY OFFICERS AND CHIEF WARRANT OFFICERS IN THE NAVY RESERVE. REF C 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 the solicitation of applications from highly qualified and motivated E-6 through E-9 Reserve Sailors for the Fiscal Year (FY) 2021 Navy Selected Reserve Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs. Where conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. The FY-21 Navy Selected Reserve LDO and CWO In-Service Procurement Board (ISPB) will consider candidates for the following officer designators: 623X, 626X, 628X, 629X, 633X, 641X, 649X, 653X, 711X, 712X, 713X, 715X, 716X, 717X, 781X, 782X and 783X. Eligible Sailors are encouraged to apply for the designators for which they are most qualified, regardless of current rating. Refer to references (a) and (b) for eligibility criteria.

3. LDOs and CWOs bring a variety of experience and unique perspectives into the wardroom from their enlisted service. LDO and CWO career paths provide additional leadership opportunities and enhance a Sailors ability to contribute to the Navy Reserve. These programs deliver to the officer corps seasoned professionals with proven leadership abilities at an economical

cost. LDOs provide broad technical management and leadership skills and CWOs provide specific technical expertise and leadership skills in support of the unrestricted line, restricted line and staff corps communities. LDOs and CWOs serve in a variety of leadership billets within their technical fields, ranging from division officers to commanding officers (CO).

4. Updated policy guidance to reference (a).

a. Time-in-service (TIS) for the FY-21 Navy Selected Reserve LDO and CWO ISPB must be computed to 1 October 2020. In line with references (a) and (b), TIS is synonymous with years of qualifying service toward a non-regular (Reserve) retirement.

b. TIS eligibility is 8 to 14 years for LDO and 14 to 20 years for CWO. However, TIS waivers will be considered and adjudicated on a case-by-case basis by the Head Reserve Officer Community Manager (OCM) (BUPERS-351). Potential applicants outside of the TIS eligibility window are encouraged to contact the Reserve LDO/CWO OCM in paragraph 14 of this NAVADMIN to discuss TIS waiver opportunities.

c. In line with reference (b), all applicants must include a statement in the personal statement section (paragraph 2) of the application, agreeing to further service, as follows: *I, [name], if selected for permanent appointment under the Navy Reserve LDO/CWO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment.*

d. CO/officer-in-charge (OIC) endorsement, must contain the following statement: *Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN 281/12, NAVADMIN XXX/19 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1J.* It is preferred that COs indicate the ranking among candidates from their command, even if one of one. The endorsement should also clearly state the command and COs name and rank.

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

6. Interview appraisal boards shall be constructed and approved by the CO/OIC and consist of a minimum of three Reserve naval officers (LDOs or CWOs, if available). Every effort shall be made to ensure at least one board member is from the designator for which the applicant is applying (including but not limited to teleconference, video teleconference, defense connect online, etc.). All applicants applying to the 715X or 717X designators must have the CO of Sea, Air and Land Team 17 or 18 as an interview appraisal board member if the applicant is assigned outside of the Naval Special Warfare clemency. Minimum grade requirements for board members are lieutenant junior grade or CW02 with two years time-in-grade. Three interview appraisals must be submitted for each applicant. The potential block on interview appraisals must be marked for LDO and CWO candidates. Only the current version of the interviewer appraisal sheet will be accepted. Follow the instructions in paragraph 13 to download the most current interviewer appraisal sheet.

7. Applicants who have or are currently serving in an individual augmentation manpower management, global support assignment (GSA), or overseas contingency operations support assignment (OCO) are to include these tours in the assignment history section of the application. CO/OIC recommendation must include validation of any listed IA/GSA/OCO assignment.

8. Applicants currently serving on IA/GSA may have their application endorsed by their field commander. All applications endorsed by field commanders must have their parent command concurrence. Follow the instructions in paragraph 13 to download a sample addendum letter.
9. Applicants must ensure copies of the most recent periodic evaluation are included in the application or later addendum for board review and continuity. First class petty officers must submit their 15 November 2019 evaluation via addendum if it is not already reflected in their Official Military Personnel File.
10. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants that are deemed ineligible after the submission of applications must be declared ineligible by their current CO, field commander (if on an IA) or parent command CO. Follow the instructions in paragraph 13 to download a sample letter of abeyance or removal of recommendation memo.
11. Each applicant and command must ensure that applications are complete and accurate. Incomplete applications could result in non-selection. Refer to reference (a), (chapters 2 and 7), for security clearance information, program overview, eligibility criteria and application format.
12. The FY-21 Navy Selected Reserve LDO and CWO ISPB will convene at a date to be determined in January 2020. For the most current board dates, visit MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/advancement-and-promotion/reserve-officer> and select the FY-21 board schedule when available. E-mailed applications must be received by the MyNavy Career Center (MNCC) NLT 1 October 2019. Submit applications via e-mail to cscselboard@navy.mil. E-mails must be sent encrypted using a military e-mail account to protect personally identifiable information. Applicants who are unable to submit applications as outlined above due to current operational location may physically mail the application.
- a. Mailed applications must be postmarked NLT 1 October 2019.
 - b. Evaluations and awards must be received NLT 1 January 2020.
 - c. Routine addendums to applications, excluding evaluations and awards, must be received NLT 1 December 2019. 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.
 - d. Communication to the board must originate from the individual Service Member. Information received that is not under the applicants cover letter (e.g., third party correspondence) and endorsed by the command, or not received by MNCC by the established deadline(s) will not be presented to the board. The time and date (central standard time) received in the MNCC inbox via e-mail is the time and date used for deadline verification. Although a late submission may be accepted by MNCC, it will not be presented to the board. All applications or addendums must have the full social security number of the Service Member on each page. Electronic and hard copy addendums must include a command endorsement. The FY-21 Navy Selected Reserve LDO and CWO ISPB selection board number is 21315. Applicants who are unable to e-mail applications may mail them to
 - (1) Standard (U.S. Postal Service) mail:
Navy Personnel Command Selection
Board Support Division

President FY 21 Navy Selected Reserve Enlisted to Limited
 Duty Officer and Chief Warrant Officer In service
 Procurement Selection Board #21315
 PERS-35 Selection Board Support Division
 Bldg 769 Rm 198
 5720 Integrity Drive
 Millington TN 38055 3500

(2) Overnight/Express (FEDEX, UPS, etc.) mail:

Navy Personnel Selection
 Board Support Division
 President FY-21 Navy Selected Reserve Enlisted to Limited
 Duty Officer and Chief Warrant Officer In service
 Procurement Selection Board #21315
 5640 Ticonderoga Loop Bldg 768 RM E302
 Millington TN 38055

13. For the most current application process visit the *Limited Duty Officer and Chief Warrant Officer ISPB* tab via MNP at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click on the link for the *Reserve Component LDO/CWO ISPB*. This site contains links to the current application form, interview appraisal sheets, sample addendum letter, sample letter of abeyance or removal of recommendation memo, application help and a review checklist for commands to print and include in the application folder.

14. Points of contact.

a. For application and eligibility questions, contact PSC Nathaniel Ndikum, Affiliation and Redesignation Branch at (901) 874- 3209/DSN 882 or via e-mail at nathaniel.ndikum@navy.mil.

b. General LDO/CWO career path and policy, contact LCDR Chris Webster, Reserve LDO/CWO OCM, at (901) 874-3291/DSN 882, or via e-mail at chris.m.webster@navy.mil.

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

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

BT

#0001

NNNN

UNCLASSIFIED//