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SUBJ/FY-23 NAVY SELECTED RESERVE LIMITED DUTY OFFICER AND CHIEF WARRANT
OFFICER IN-SERVICE PROCUREMENT 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) 2023 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-23 Navy Selected Reserve LDO and CWO In-Service Procurement Board
(ISPB) will consider candidates for the following officer designators: 623X,
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. Updated policy guidance to reference (a).

a. Time-in-service (TIS) for the FY-23 Navy Selected Reserve LDO and CWO
ISPB must be computed to 1 October 2022. In line with references (a) and
(b), TIS is synonymous with years of qualifying service toward a non-regular
(Reserve) retirement. 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 Director, Military Personnel Plans and Policy (OPNAV
N13).

Potential applicants outside of the TIS eligibility window are encouraged to
contact the Reserve LDO/CWO Officer Community Manager (OCM) in paragraph 11
of this NAVADMIN to discuss TIS waiver opportunities. All requests for time
in service waivers must be received by 31 August 2021.

b. All LDO applicants must be able to serve at least six years of
qualifying service as an officer and complete 20 years of qualifying service
prior to reaching 62 years of age. All CWO applicants must be able to
complete 20 years of qualifying service prior to reaching 62 years of age.
Applicants must also not reach or exceed their high year tenure for their

present pay grade within the calendar year the application is submitted. Other than TIS, no exceptions to listed eligibility requirements in references (a) and (b) will be considered.

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

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

e. Commanding Officer (CO)/Officer-in-Charge (OIC) endorsement must contain the following statement: *Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, NAVADMIN 117/21 and the physical fitness standards of OPNAVINST 6110.1J.* The endorsement should also clearly state the command and COs name and rank.

4. 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.

5. Interview appraisal boards shall be constructed and approved by the CO/OIC and consist of only three Reserve or Active Component officers. LDOs or CWOs should be utilized as board members to the maximum extent possible. The senior member of the interview panel should be a lieutenant commander or above. Every effort must 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.). Minimum grade requirements for board members are lieutenant junior grade or CWO2. CWO2 panel members must have at least two years time in grade. The interviewing board should, whenever possible, be comprised of officers who are not in the applicants command or at least not directly in the chain of command. If it is not possible to assemble a panel of three officers, the interviews may be conducted separately. Only 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 10 to download the most current interviewer appraisal sheet.

a. The CO of either Sea, Air and Land Team 17 or 18 is a required interview appraisal board member for both the 715X and 717X designators.

b. All applicants applying to the 715X designator must hold NEC 026A or 023A. All applicants applying to the 717X designator must hold NEC 052A.

6. 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 10 to download a sample addendum letter.

7. Applicants must ensure copies of the most recent periodic evaluation are included in the application or subsequent addendum for board review and continuity. First class petty officers must submit their 15 November 2021 evaluation via addendum if it is not already reflected in their official military personnel file.

8. 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 10 to download a sample letter of abeyance or removal of recommendation memo.

9. The FY-23 Navy Selected Reserve LDO and CWO ISPB will convene at a date to be determined in calendar year 2022. For the most current board dates, visit MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/advancement-and-promotion/reserve-officer>, click on Selection Board Schedule, then Selection Board Support and FY-23 board schedule, when available. E-mailed applications must be received by the MyNavy Career Center no later than 1 October 2021. 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.

a. All addendums to packages including any routine addendums, evaluations and awards must be received no later than 15 December 2021. Applications must be signed by the CO or acting CO of the applicant. Addendums can be signed by another officer with *By direction* authority if the CO or OIC is unavailable.

b. 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-23 Navy Selected Reserve LDO and CWO ISPB number is 23315. Applicants who are unable to e-mail applications may contact the point of contact listed in paragraph 11a for further guidance.

10. 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.

11. Points of contact.

a. For application and eligibility questions, contact PSC Crystal Hoffman, Affiliation and Redesignation Branch at (901) 874- 4456/DSN 882 or via e-mail at crystal.hoffman@navy.mil.

b. General LDO/CWO career path and policy, contact LCDR Dustin Hoskins, Reserve LDO/CWO OCM, at (901) 874-3291/DSN 882, or via e-mail at dustin.a.hoskins1@navy.mil.

12. This NAVADMIN will remain in effect until superseded or 30 September 2022, whichever comes first.

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

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