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NAVADMIN 125/22

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SUBJ/FY-24 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER  
 IN-SERVICE PROCUREMENT BOARD//

REF/A/DOC/OPNAV/14DEC09//  
 REF/B/MSG/CNO WASHINGTON DC/101548ZJUN19//  
 REF/C/MSG/CNO WASHINGTON DC/251736ZJAN18//  
 REF/D/DOC/OPNAV/17JAN19//  
 REF/E/MSG/CNO WASHINGTON DC/041710ZJUN18//  
 REF/F/DOC/BUPERS/19SEP18//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS  
 APPLICATION ADMINISTRATIVE MANUAL.

REF B IS NAVADMIN 128/19, OFF-RAMP GUIDANCE FOR ACTIVE COMPONENT SUBMARINE  
 COMMUNICATIONS DESIGNATOR 6290 LIMITED DUTY OFFICERS.

REF C IS NAVADMIN 014/18, UPDATED OFF-RAMP GUIDANCE FOR ACTIVE AND RESERVE  
 COMPONENT INFORMATION WARFARE AND SUPPLY CORPS LIMITED DUTY  
 OFFICERS.

REF D IS OPNAVINST 1210.5B, LATERAL TRANSFER AND REDESIGNATION OF ACTIVE  
 COMPONENT OFFICERS IN THE NAVY.

REF E IS NAVADMIN 140/18, MODIFICATION OF THE NAVY CYBER WARRANT OFFICER  
 PROGRAM.

REF F IS BUPERSINST 1430.16G, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF  
 THE U.S. NAVY AND U.S. NAVY RESERVE.//

RMKS/1. This NAVADMIN announces solicitation of applications from highly  
 qualified and motivated E-6 through E-9 Active-Duty (AD) and Training and  
 Administration of the Reserves (TAR) personnel for the Fiscal Year 2024 (FY)  
 2024 Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs, and  
 E-5 and above for the FY-24 AD Warrant Officer (WO1) program. Where  
 conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. For the most current information concerning open designator codes, visit  
<https://www.mnp.navy.mil/group/career-planning/commissioning-programs>, click  
 the \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement  
 Board\* link and scroll down to the \*Active-Duty LDO/CWO In-Service  
 Procurement Board click here\* link, then select Applicant Information link,  
 then select current LDO and CWO designators link.

3. Eligibility. All applicants for the LDO, CWO and WO1 programs must have  
 a security clearance prior to commissioning, must be able to complete  
 operational duty screening and must be worldwide assignable. Updated policy  
 guidance to reference (a):

a. All time-in-service (TIS) and time-in-grade (TIG) requirements for  
 the FY-24 Active-Duty LDO and CWO In-Service Procurement Board (ISPB) will be  
 computed to 1 October 2023.

b. TIS and TIG requirements are:

(1) LDO: 8-14 years TIS and 1 year TIG for E-6 and above. TIS waivers will be considered up to 180 days beyond 14 years for LDO applicants. No further exceptions will be entertained.

(2) Applicants for LDO off-ramp designators (629X and 651X) may apply with up to 15 years of service and must understand designator specific off-ramp requirements and procedures defined in references (b) through (d). TIS waivers will not be considered or exceptions granted for off-ramp designators.

(3) Nuclear Power LDO (620X) applicants may apply with up to 16 years of service. TIS waivers will not be considered or exceptions granted.

(4) CWO3: 14 to 22 years TIS and one day TIG as an E-9 as of 2 January 2023. TIS waivers will be considered up to 180 days beyond 22 years for CWO3 applicants. No further exceptions will be entertained.

(5) CWO2: 14 to 20 years TIS for E-6 selected for E-7, E-7 and E-8 (includes frocked E-9s). TIS waivers will be considered up to 180 days beyond 20 years for CWO applicants. No further exceptions will be entertained.

(6) Due to the FY-23 Enlisted Selection Board schedule for Active E-7, First Class Petty Officers awaiting Chief Petty Officer (CPO) results to apply for CWO are encouraged to apply and submit their application by the 1 October 2022 deadline with the following guidelines:

(a) Commands are directed to proceed with the application process for these applicants as outlined in this NAVADMIN.

(b) First Class Petty Officers awaiting CPO selection results must add the following statement at the top of the Commanding Officers endorsement: \*Member is awaiting CPO results.\* PERS-803 will set aside these applications until CPO results are announced.

(c) First Class Petty Officer evaluations due 15 November 2022 will be submitted as an addendum per guidelines of this NAVADMIN. If selected for CPO and the pinning date is after receiving a 15 November 2022 periodic First Class evaluation, the close-out eval is not required to be submitted as an addendum. Submit the close-out evaluation as an addendum if a periodic First Class evaluation was not received. Once all of the CPO results are announced, PERS-803 will integrate or remove those records/applications accordingly.

(7) WO1 (784X only): 6 to 14 years TIS for E-5 and above. TIS waivers will not be considered or exceptions granted. Cyber Warrant Officer WO1 (784X) applicants refer to eligibility requirements listed in reference (e).

c. To support career progression models and maximize the return on investment for the Navy, TIS waivers must be submitted to ldocwoocm.fct(at)navy.mil before 15 July 2022 for adjudication. Approved waivers must be submitted with the application.

d. Intelligence CWO (783X) applicants will be considered for selection into one of three Core Competency Areas (CCA): CI/HUMINT, GEOINT/Targeting or OPINTEL. In order to apply, applicants must request a primary CCA and those holding qualifying Navy Enlisted Classification (NEC) in more than one field may request a secondary CCA (i.e., 783X CI/HUMINT / 783X OPINTEL).

e. First Class Petty Officers serving in congressionally designated combat zones and approved contingency operations areas that meet the conditions of reference (f) are also eligible for LDO if all other eligibility requirements are met.

f. Due to ongoing rating mergers or realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical expertise and leadership experience in their enlisted service records, regardless of current rating. However, special attention should be given to the guidance in chapter 7, subparagraph 9c of reference (a) and discrete requirements.

g. Applicants for designators outlined in reference (a) that have color perception requirements shall have test results documented as a telephone consult in Armed Forces Health Longitudinal Technology Application within the past 12 months, and provide hard copy or have test results documented on standard form-

600 and submitted with application.

h. Applicants must maintain eligibility throughout the selection and promotion process. Applicants who are deemed ineligible after submitting an application must be declared ineligible by their current Commanding Officer/Officer in Charge (CO/OIC). A sample removal of recommendation format is located at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click through the following path of \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement Board\* link, then \*Active-Duty LDO/CWO In-Service Procurement Board click here\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form (See Sample Letter of Abeyance or Removal of Recommendation). Nuclear Power LDO (620X) applicants who are deemed ineligible must be declared ineligible by their current CO via letter to the Nuclear Propulsion Program Manager (OPNAV N133).

4. Appraisal Boards. (Not required for Nuclear Power LDO 620X) Active duty interview appraisal boards will be coordinated and approved by the CO/OIC and consist of three AD Naval Officers (LDOs or CWOs preferred). The names of the approved appraisal board members must be included in the CO/OIC endorsement. Every effort (including teleconference media) should be made to ensure the senior board member is from the LDO or CWO designator family for which the applicant is applying.

a. LDO applicants - it is highly recommended that the senior member of the interview panel for applicants applying for LDO be an in-designator commander (CDR) or above. If not available, a LDO CDR or above in another designator can serve in this capacity with at least one board member from the designator family. Officers who were CDR or Captain (CAPT) LDOs that converted to another designator via the Without Board Action (WOBA) process can serve as the senior member. In communities where there are no longer senior LDOs within the community, a CDR or CAPT from the parent community can act as the senior board member, (e.g., a Supply Corps (3100) CDR or CAPT for Supply (651X)) applicants.

b. CWO applicants - it is highly recommended that the senior member of the interview panel for applicants applying for CWO be an in-designator CWO5. If not available, a LCDR (LDO preferred) or above can serve in this capacity with at least one board member from the in-designator or designator family (CWO preferred).

c. Minimum ranks requirements for board members are Lieutenant or CWO3.

d. Only three interview appraisals may be submitted for each applicant.

e. Board member preparation for applicant appraisal is an important part of the board process. Review of the application, review of discrete requirements for the applicant designator, having well thought out questions on technical expertise, leadership and knowledge of the designator for which the candidate is applying, to include future career path if selected, are all great examples of board member preparation.

f. The technical ability and potential blocks on the interview appraisal sheet must be marked for LDO and CWO candidates.

g. Each appraisal shall contain the names of all three panel members. Only the current version of the interviewer appraisal sheet will be accepted. Interviewer appraisal sheet is located at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click through the following path of \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement Board\* link, then \*Active-Duty LDO/CWO In-Service Procurement Board click here\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form.

5. Application Submission. Communication to the board (application, addendums, etc.) should originate from the applicant via their CO. However, it is acceptable for the command to submit an applicant's package on his or her behalf, provided that the package has been endorsed by the CO and the

applicant has been provided a copy of their entire package prior to submission. Information received that is not under the cover letter of the applicant (e.g., third party correspondence) and endorsed by the command, or not received by the MyNavy Career Center (MNCC) by the established deadline(s) will not be presented to the board.

a. All applications must include a command endorsed LDO/CWO eligibility checklist.

b. Each applicant and CO/OIC must ensure applications/addendums are complete and accurate. Incomplete applications could result in non-selection. Applications must be signed by the CO/OIC of the applicant or the \*Acting\* CO/OIC. Addendums can be signed \*By direction\* if the CO or OIC is unavailable.

c. All applicants must possess a security clearance prior to commission. Refer to reference (a), (chapters 2 and 7) for security clearance information, program overview and eligibility criteria.

d. CO/OIC endorsements must contain the following statement:

\*Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN XXX/22, the physical fitness standards of OPNAVINST 6110.1J, and is worldwide assignable.\* The endorsement must clearly identify the command, it must identify the members of the interview panel, must be signed by the CO/OIC and include the CO/OICs command point of contact information. A CO/OIC ranking is no longer required, or desired.

e. Applicants must ensure a copy of their most recent periodic evaluation is included in the application or provided via addendum for board review and continuity if it is not already in Official Military Personnel File (OMPF).

f. Applicants are not required to include an obligatory service statement to remain on active duty.

g. Applicants currently serving in an Individual Augmentation Manpower Management, Global Support Assignment or Overseas Contingency Operations Support Assignment may have their application endorsed by the field commander. Field commanders must obtain parent command endorsement prior to submission. A sample format is located at

<https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click through the following path of \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement Board\* link, then \*Active-Duty LDO/CWO In-Service Procurement Board click here\* link, then select Applicant Information, then select LDO and CWO In-Service Procurement Board to download the form (See Sample Addendum Letter).

h. Applicants must submit sequentially numbered enclosures to the application/addendum, annotated on the bottom right corner of each page with the last name and full social security number of the applicant in the top right corner. Addendums must include a command endorsement. The FY-24 AD LDO and CWO ISPB board number is 24181. The FY-24 Active-Duty Nuclear LDO ISPB board number is 24182.

i. Applications must be received by MNCC no later than 1 October 2022. Submit applications via e-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). E-mails must be encrypted using a military e-mail account to protect personally identifiable information (PII). Applicants who are unable to submit applications as outlined above due to current operational locations may mail their application via USPS to the address listed below. When mailing PII, individuals must use DD Form 2923 Privacy Act Data Cover Sheet and double wrap the package. DD Form 2923 may be accessed by using the following Web address: <https://www.disa.mil/-/media/files/DISA/about/Privacy-Office/dd2923.pdf>. The inner package must be labeled with the privacy warning \*CUI - PRIVACY SENSITIVE Any misuse or unauthorized disclosure may result in both civil and criminal penalties\* and use a tracking feature. Correspondence mailed via USPS must use the following address: Navy Personnel Command Customer Service Center (BUPERS-074)

President, FY-24 Active Duty LDO/CWO In-service  
Procurement Board FY-24181

5720 Integrity Drive  
Millington TN 38055

(j) Department of Defense Secure Access File Exchange (DoD SAFE) and Electronic Submission of Selection Board (ESSBD) via BUPERS Online are not supported or authorized means to submit applications or addendums.

k. Mailed applications must be postmarked no later than 1 October 2022. Addendums to applications must be received no later than 15 December 2022.

6. Nuclear Power LDO (620X) applications must be sent to the pers-422b\_desk.fct(at)navy.mil inbox. Applications should be scanned and submitted via encrypted email. Applicants who are unable to submit applications as outlined due to operational commitments must contact the selection board sponsor at nukeldo(at)navy.mil for alternate delivery methods. Nuclear Power LDO (620X) applicants will submit in addition to their application:

a. Information applicants consider pertinent to their application not contained in their OMPF.

b. Nuclear Power LDO (620X) E-6 applicants must submit a copy of their E-7 examination profile sheet as enclosure (2) to their application.

c. Engineering Watch Supervisor or Propulsion Plant Watch Supervisor qualification as documented by NEC N33Z is required to apply for Nuclear Power LDO (620X).

d. Sailors selected for Nuclear Power LDO (620X) will require a separate technical interview at Naval Reactors to receive a commission. Sailors who do not successfully complete a final technical interview will maintain their enlisted status and will not be commissioned. Additionally, these Sailors are ineligible to submit future applications to the Nuclear Power LDO (620X) program. Technical interviews will be scheduled by Nuclear placement and Assignments (PERS-422) and selectees notified via separate correspondence.

7. Application/Addendum Due Dates. All non-nuclear power applications must be received by MNCC no later than 1 October 2022. Routine addendums to applications, including evaluations and awards, must be received no later than 15 December 2022. Submit applications via e-mail to cscselboard(at)navy.mil. The time and date (Central Standard Time) received by MNCC inbox is the time and date used for deadline verification. Applications and addendums received after the designated due dates will not be presented to the board. Nuclear Power LDO (620X) applications must be received by pers-422b\_desk.fct(at)navy.mil no later than 1 October 2022. All Nuclear Power LDO addendums to applications, including 15 September 2022 CPO and 15 November 2022 First Class evaluations, if not already included in the OMPF, must be received (or postmarked) no later than 15 December 2022. The time and date (central standard time) received in the pers-422b\_desk.fct(at)navy.mil inbox is the time and date used for deadline verification.

8. Board Convene Dates. The FY-24 Active-Duty LDO and CWO ISPB and FY-24 Active-Duty Nuclear Power LDO ISPB will convene at dates to be determined in January 2023 and February 2023. For the most current board dates, visit MNP at <https://www.mnp.navy.mil/group/advancement-and-promotion/active-duty-enlisted> and select \*Selection Board Schedule\* then \*FY-24 board schedule\* when available.

9. For additional information, current application and eligibility checklist, visit the Administrative Boards Branch (PERS-803) website

at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs>. Click through the following path of \*Limited Duty Officer & Chief Warrant Officer In-Service Procurement Board\* link, then \*Active-Duty LDO/CWO In-Service Procurement Board click here\*, then select Applicant Information, then select LDO and CWO In-Service Procurement Board. This site also contains guidance such as how to monitor receipt of application or addendum, status after PERS-803 review and how to reconcile application errors via addendum if items or corrections are required for completeness or eligibility.

10. Points of contact:

- a. For application/addendum and eligibility questions contact the ISP Board Sponsor at (901) 874-3170/DSN 882, or via e-mail at [npc\\_ldo-cwo\\_selbd.fct\(at\)navy.mil](mailto:npc_ldo-cwo_selbd.fct@navy.mil).
- b. For general LDO/CWO career path and policy questions contact the LDO/CWO Officer Community Managers at (901) 874-2464/DSN 882, or via email at [ldocwoocm.fct\(at\)navy.mil](mailto:ldocwoocm.fct@navy.mil).
- c. For nuclear-trained Sailor application and eligibility questions, contact the LDO/CWO Nuclear Officer Detailer, at (901) 874-3938/DSN 882, or via e-mail at [nukeldo\(at\)navy.mil](mailto:nukeldo@navy.mil).

11. This NAVADMIN will remain in effect until superseded or 30 September 2023, whichever comes first.

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

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UNCLASSIFIED//