

THE LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER PROFESSIONAL GUIDEBOOK



2011 EDITION

PREFACE

Present and future Mustangs face a rapidly changing environment requiring more complex career management decisions than ever before. This Guidebook will assist limited duty officers (LDOs) and chief warrant officers (CWOs) in planning their professional development and managing their careers. It is intended for use by LDOs, CWOs, senior enlisted supervisors, and others in positions of leadership throughout the Navy. It is a valuable source of career management and guidance for career counselors and potential LDO/CWO candidates.

This publication provides excellent guidance and information regarding policies, laws, and regulations governing the LDO/CWO Program, including in-service procurement of LDOs/CWOs from the senior enlisted ranks, career planning, promotion, reversion, retirement, and rights and benefits. It also lists general and professional occupational standards for each specific designator and provides answers to the most frequently asked questions.

This publication supersedes the LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER PROFESSIONAL GUIDEBOOK - 1994 EDITION and will be updated periodically to provide the latest career information. This is a complete revision and should be read in its entirety. Comments and recommendations for future topics are encouraged and may be made directly to Bureau of Naval Personnel, Military Community Management (BUPERS-319), 5720 Integrity Drive, Millington, TN 38055.

We welcome your comments and suggestions. For those that want to take their leadership and technical skills to the next level, we welcome you and thank you for taking on more responsibility for our Navy. The challenges will be great, but so will the rewards.



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TABLE OF CONTENTS

<u>CHAPTER/ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
PREFACE		
CHAPTER 1	FROM PROUD BEGINNINGS.....	1-1
	The History of the LDO/CWO Program.....	1-1
CHAPTER 2	LDO/CWO PROGRAM OVERVIEW.....	2-1
201	LIMITED DUTY AND CHIEF WARRANT OFFICER PROGRAMS.....	2-1
202	LIMITED DUTY OFFICERS (LDOS).....	2-1
203	LDO DESIGNATORS.....	2-1
204	LDO ELIGIBILITY REQUIREMENTS.....	2-2
205	CHIEF WARRANT OFFICERS (CWOS).....	2-3
206	FLYING WARRANT OFFICER PILOT PROGRAM....	2-4
207	CWO DESIGNATORS.....	2-4
208	CWO ELIGIBILITY REQUIREMENTS.....	2-5
CHAPTER 3	GETTING STARTED (AN APPLICANT'S GUIDE) ..	3-1
301	GETTING STARTED.....	3-1
302	THE INTERVIEW BOARD.....	3-2
303	SELECTING AN OFFICER DESIGNATOR.....	3-2
304	DESCRIPTION OF DESIGNATOR SERIES.....	3-3
305	NORMAL PATH OF ADVANCEMENT TO LDO AND CWO.....	3-3
306	THE APPLICATION.....	3-6
307	POTENTIAL TIE-BREAKERS.....	3-7
308	COMMANDING OFFICER'S ENDORSEMENT.....	3-8
309	LIST OF COMMON ERRORS.....	3-8
310	IN-SERVICE PROCUREMENT SELECTION BOARD..	3-9
CHAPTER 4	WHAT HAPPENS AFTER SELECTION.....	4-1
401	DISCHARGE FROM ENLISTED STATUS.....	4-1
402	ACCEPTING A PERMANENT APPOINTMENT.....	4-2
403	DELIVERING ORIGINAL COMMISSIONS.....	4-2
404	APPOINTMENT PROCEDURES.....	4-3
405	INITIAL APPOINTMENT TO LDO.....	4-4

<u>CHAPTER/ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
406	INITIAL APPOINTMENT TO CWO.....	4-4
407	LDO AND CWO INDOCTRINATION SCHOOL.....	4-4
408	SAVED PAY.....	4-5
409	YEAR GROUPS (YG).....	4-6
410	OFFICER PRECEDENCE NUMBERS.....	4-6
411	ELEMENTS OF THE LDO/CWO DESIGNATOR.....	4-7
412	ENLISTED ADVANCEMENT OF TEMPORARY LDO...	4-9
CHAPTER 5	CAREER MANAGEMENT.....	5-1
501	OVERVIEW.....	5-1
502	GENERAL KNOWLEDGE.....	5-1
503	CAREER PLANNING.....	5-2
504	CAREER GUIDANCE.....	5-2
505	THE ASSIGNMENT CYCLE.....	5-3
506	YOUR OFFICIAL RECORD.....	5-4
507	OFFICER SUMMARY RECORD (OSR).....	5-4
508	WRITING FITREPS.....	5-5
509	PERFORMANCE EVALUATIONS.....	5-6
510	CONTINUING EDUCATION.....	5-6
511	CAREER PATHS.....	5-7
512	POINTS OF CONTACT.....	5-8
CHAPTER 6	RECORD MAINTENANCE.....	6-1
601	REVIEWING YOUR RECORD.....	6-1
602	RECORD MAINTENANCE.....	6-2
603	UPDATING AND CORRECTING YOUR RECORD.....	6-2
604	ADDING PERSONAL AWARDS TO YOUR RECORD...	6-3
605	FITNESS REPORTS.....	6-4
606	CORRECTIONS TO FITREPS.....	6-5
CHAPTER 7	PROMOTIONS.....	7-1
701	DEFINITIONS.....	7-1
702	PERFORMANCE - THE KEY TO SUCCESS.....	7-1
703	ESTABLISHING PROMOTION ZONES.....	7-2
704	COMPETITIVE CATEGORIES.....	7-3
705	PROMOTION GUIDELINES.....	7-3
706	PROMOTION FLOW POINTS.....	7-4
707	CWO PROMOTIONS.....	7-6
708	CWO PROMOTION SELECTION BOARDS.....	7-6

CHAPTER/ARTICLE	SUBJECT	PAGE
709	LDO PROMOTION SELECTION BOARDS.....	7-6
710	PROMOTION SELECTION BOARDS.....	7-7
711	COMMUNICATION WITH A SELECTION BOARD....	7-8
712	IF NOT SELECTED FOR PROMOTION.....	7-8
CHAPTER 8	LAWS AND POLICIES OF SIGNIFICANCE TO LDOs AND CWOs.....	8-1
801	GENERAL.....	8-1
802	DOPMA AND THE LDO/CWO.....	8-1
803	SOME BASICS.....	8-2
804	STATUS VERSUS PROMOTIONS.....	8-2
805	REFERENCE MATERIAL.....	8-3
CHAPTER 9	RETIREMENT.....	9-1
901	MINIMUM SERVICE REQUIREMENTS.....	9-1
902	WHEN CAN YOU RETIRE.....	9-1
903	RETIREMENT.....	9-2
904	REVERT AND RETIRE.....	9-3
905	CONTINUATION.....	9-3
906	DUAL COMPENSATION.....	9-3

CHAPTER 1

FROM PROUD BEGINNINGS THE HISTORY OF THE LDO AND CWO PROGRAM

The warrant officer community is as old as navies themselves. In the distant past, warfare was conducted by the aristocracy whose livelihood depended upon the income from agricultural lands given to them by the king, in exchange for their obligation to provide armed fighting men when called upon. The king or prince might command an entire military expedition, while various aristocrats commanded, as captains, their own "companies" of men-at-arms. There were also junior officers who would command in "lieu" of the captain, if the latter was killed or wounded - a lieutenant.

Actual fights at sea were rare in the late middle ages, but if ships were needed, they were drafted into military service from traders and merchants. The ship would then be commissioned and a captain placed in command. The land-bound, part-time Soldiers knew nothing of piloting, ship handling, or navigation. The ship's master, his principal officers, and the Sailors or "swabbers" were necessary for the success of the operation. As commoners who were employed for their specific skill, these expert seamen were issued royal warrants which bound them to serve the king in their special capacities. Whether the master could be considered a limited duty officer (LDO) or a commissioned warrant officer (CWO) is a moot point, as rank, authority, and precedence were less precise in those times.

At the outbreak of the Revolutionary War, the colonies quite logically modeled the nucleus of the naval establishment after the British. Our history records show that on 13 December 1775, Congress agreed to construct thirteen frigates. The grades of officers to lead this force were as follows:

COMMISSIONED	WARRANTS	
Captains of Ships	Boatswains	Chaplains
Captains of Marines	Gunners	Surgeons
Lieutenants of Ships	Carpenters	Pursers
Lieutenants of Marines	Mastersmates	
Secretaries of the Fleet		

Contrary to popular belief, most warrant officers of the 1800's were not Sailors who had begun at the bottom of the Navy's ladder and worked their way up. Boatswains, gunners,

carpenters, and sailmakers were often appointed directly into the Navy after learning their trades in merchant vessels or as privateers. In 1859, most warrant officers had as little as 6 months service as enlisted men, some had none at all.

In 1862, the rank of ensign was introduced. By 1865, the Navy had vice admirals, rear admirals, and commodores. Master ranked between ensign and lieutenant until 1881, when the rank was changed to lieutenant junior grade. From the end of the Civil War, until 1900, warrant officers were boatswains, gunners, carpenters, sailmakers, and mates. The duties of the mate were simple: "He will perform duties as assigned by the commanding officer." The mate was junior to all officers and warrant officers, but senior to all enlisted men and to naval cadets, as graduates of Annapolis were then known.

Commissioned warrant grades (the CWO to "rank with but after ensign") were introduced to the Navy at the turn of the 19th century.

By the beginning of World War I, warrant ranks were used to meet the demands of the rapidly developing technology of the time. There remained on active duty only one chief sailmaker, but added to the register were 84 chief pay clerks, 101 pay clerks, and 52 acting pay clerks. In the past, pay clerks had received an appointment after having been selected by a commissioned paymaster to work for that officer only. Very often they came directly from civilian life. Warrant pay clerks, on the other hand, had to be chief petty officer before they could apply for promotion.

It was during this period that the responsibilities of the gunner began to change, which eventually led to the creation of several new warrants. The gunner was also assigned the duty of supervising the electrical systems of ships. The original answer for this new specialty requirement was to split the gunner warrant into gunner and gunner(e) who was, despite his insignia, the electrical officer. With the introduction of wireless, gunner(e) was further divided to include gunner(w), which was later changed to gunner(r).

In 1910, congress authorized the annual promotion of ten warrant officers to the rank of ensign. After World War I, almost all warrant officers and CWOs were former enlisted men. The warrant officers mess was the abode of long Service enlisted men who had achieved first class petty officer or chief petty officer status before becoming warrants.

On the eve of World War II, a chief petty officer or first class petty officer could be advanced to warrant if:

Under the age of 35 on the date appointed;

Had no proficiency mark lower than 3.4 on a 4.0 scale;

Able to read and write English, understand the four rules of arithmetic and proportion, was able to keep accounts of stores and was thoroughly conversant with all instructions and regulations pertaining to the grade for which examined;

Could pass a professional examination; and

Had 5 years of sea duty, at least one which was in the rate of chief petty officer or first class petty officer.

The demands of World War II forced the creation of several new warrant specialties, and by 1950 there were 12: boatswain, gunner, torpedoman, electrician, radio electrician, machinist, carpenter, ship's clerk, aerographer, photographer, hospital corps (formerly pharmacist), and pay clerk. By the end of the war, approximately one-fourth of the lieutenant commanders, over 1,000 lieutenants, and one-third of the lieutenants (junior grade) were either permanent CWOs or permanent enlisted.

By 1948, the Navy realized that it often lost critical skills and knowledge that was learned as enlisted men or warrant officers when these individuals were promoted to commissioned status in the unrestricted line community because, all too often, this "Mustang" officer was not competitive for promotion with other commissioned officers. To retain these skills and to provide a fair competitive position for officers promoted from the ranks, the LDO program was established. In 1948, the LDO category was established under the Officer Personnel Act of 1947.

The community was envisioned as a relatively small, elite group of officers who would retain their specialties acquired as enlisted men and warrant officers and support the unrestricted line community during periods of personnel shortages or when technological advances required. They were not to compete with the unrestricted line officers. LDOs commissioned after inception of the LDO program through 1956 were given permanent appointments under 10 U.S.C., section 5589. As these permanent LDOs progressed through the grade

structure, they were given promotion opportunity equivalent to that experienced by unrestricted line officers.

The Defense Reorganization Act of 1949 created four warrant officer grade levels: W1, CW02, CW03 and CW04.

Commencing in 1957, all initial appointments to LDO were temporary appointments under 10 U.S.C., section 5596. The input to the program increased markedly beginning in 1957 so that, by 1959, of the 2,502 officers comprising the total strength of the LDO community, 1,148 were temporary officers.

In 1958, the Career Compensation Act was amended to establish pay grades E8 and E9. In 1959, the "Williams Board" was convened to study the warrant officer and LDO programs in relation to the new E8/E9 pay grades. The board recommended that the LDO program be expanded to meet the shortage of experienced junior officers and that the warrant officer program be concurrently phased out, utilizing senior and master chief petty officers to assume some of their duties. As a result, input to the LDO community was increased, including the selection of warrant officers to LDO status. By the mid-1960's, the LDO (Temporary) structure reached a peak population of about 7,500 officers.

Four years later, in October 1963, the "Settle Board" was convened to restudy the issue. It concluded that the expected functional overlapping of the duties of warrant officers and the new senior enlisted grades had not been demonstrated. The phase-out of warrants had created a void not effectively filled by LDOs and master chiefs - a void incompatible with the Navy's needs for more, not fewer, officer technical specialists. Accordingly, the warrant officer program was revitalized with a corresponding reduction in the LDO program. There were no new LDO accessions in FY-66, 67, and 68.

In 1974, a study directed by the Chief of Naval Operations was conducted under the sponsorship of the Bureau of Naval Personnel Career Planning Board. The following recommendations, designed to improve the LDO and CWO programs and to improve stability in those communities, were approved by the Secretary of the Navy on 5 December 1974:

Retention of both the LDO and CWO programs, but with functional role definitions developed separately for each;

Separate billet structures for the LDO and CWO communities, based on the criteria expressed in the new functional role definitions;

Realignment of the LDO and CWO designators and categories to provide warfare community identification and to facilitate centralized management of these two officer groups; and

New procurement and appointment procedures to provide separate paths to either LDO or CWO directly from enlisted status, as well as the retention of a path to LDO, lieutenant (junior grade) from CWO.

The changes created a younger LDO, capable of promoting to lieutenant commander/commander well before statutory retirement (30 years total active naval service), and a more seasoned, experienced and capable warrant officer.

In the 1970's, warrant officer (W1) was abolished; qualified enlisted personnel were promoted directly to CWO, receiving commissions as CW02. In 1980, the requirement that applicants for LDO and CWO be under 35 years of age was discontinued. Subsequently, master chief petty officers with up to 24 years of service became eligible for promotion to CW03.

In 1985, congress lifted the "O5 cap", authorizing LDO promotions to captain. The first LDO captain was promoted in 1986. As of the revision of this guide, we have over 40 captains in the LDO community.

As a result of the Warrant Officer Management Act of 1991, the warrant officer grade of CW05 was authorized, at Service Secretary discretion, effective 1 February 1992. Although not implemented for several years due to rightsizing and force shaping measures, Secretary of the Navy implemented CW05 in 2002. In October of 2003 (FY-04), 17 warrant officers were promoted to CW05. There are approximately 60 CW05s serving on active duty.

Over the years, the duties, responsibilities, authority, and status of LDOs and CWOs have grown from those of common seafarers, reluctantly admitted to officer status by aristocrats, to today's highly respected technical managers and technical specialists valued by our various enterprises and essential to the successful operation of modern naval forces.

Today, as commissioned officers, LDOs and CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within a given occupational specialty. Although intended primarily as technical specialists, CWOs, as well as LDOs, may serve as division officers, department heads or officers-in-charge (OICs). LDOs have increased technical leadership opportunities and may serve as executive officer (XOs) and commanding officers (COs), frequently serving in major command. Generally, LDOs and CWOs enjoy the same precedence and exercise the same authority as officers not restricted in the performance of duty. Any LDO or CWO who is ordered as CO or XO of a ship by the Chief of Naval Personnel (CHNAVPERS) is determined to be fully qualified and eligible to succeed to command at sea under the provisions of Navy Regulations.

A line LDO or CWO not ordered to duty as an XO or CO, who is attached to and serving in a ship, shall be designated as eligible to succeed to command at sea by competent authority that authorizes him or her to perform all deck duties afloat. This designation shall be by official letter to the officer concerned, with a copy to CHNAVPERS. Further designation by subsequent COs is not necessary. LDOs and CWOs so designated are eligible for command at sea within the provisions of Navy Regulations.

It is a great tribute to the LDO/CWO community that there exists the potential to undertake the spectrum of technical, operational or management positions. Although the warrant officer ranks after the junior officer, they are recognized for being a highly skilled and proven professional.

CHAPTER 2

LDO/CWO PROGRAM OVERVIEW

201. LIMITED DUTY AND CHIEF WARRANT OFFICER PROGRAMS

1. LDO and CWO are two separate programs which provide the Navy with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. Both programs provide the opportunity for outstanding senior enlisted personnel to compete for a commission without need for a college degree. Combined, these two communities make up 11 percent of the officer corps.

202. LIMITED DUTY OFFICERS (LDOs)

1. As officer technical managers of the line or staff corps, LDOs progressively advance within broad technical fields related to their former enlisted ratings. They fill leadership and management positions at the ensign through captain level that require technical background and skills not attainable through normal development within other officer designators.

2. LDOs serve as, but are not limited to, division officers, department heads, OICs, XOs and COs, ashore or afloat. They perform duties:

- a. To specific occupational fields;
- b. That requires authority equivalent to other officer categories and greater than that of a CWO;
- c. That requires strong managerial skills; and
- d. That are outside the normal development pattern for unrestricted or restricted line officers (e.g., duties that would require extensive technical training or excessive on-the-job training).

203. LDO DESIGNATORS

1. There are currently 30 LDO designators in seven categories. LDOs in the surface, undersea, aviation, information dominance, expeditionary, services, and nuclear power enterprises are line officers; LDOs in the staff series are staff corps officers and serve in the services and expeditionary enterprises.

LIMITED DUTY OFFICER DESIGNATORS

SURFACE

611X DECK
612X OPS
613X ENG
616X ORD
618X ELEC

UNDERSEA

621X DECK (2)
623X ENG
626X ORD
628X ELEC
629X COMMS (3)

AVIATION

631X DECK
632X OPS
633X MAINTENANCE
636X ORD
639X AIR TRAF CON

INFO DOMINANCE

642X INFO SYS
644X CRYPTOLOGY
645X INTEL
646X OCEANOGRAPHY
647X PHOTO (2)

EXPEDITIONARY

648X EXP ORD (EOD)
615X SPEC WAR (2)
653X CIV ENG (1)

SERVICES

641X ADMINISTRATION
643X BANDMASTER
649X SECURITY
651X SUPPLY (1)
655X LAW (1, 2)

NUCLEAR POWER

640X NUCLEAR POWER

Note 1: Staff Corps.

Note 2: Being phased out.

Note 3: Being transferred to Info Dominance

647X Photo LDOs are phasing out from FY-11 - FY-15 and are no longer being accessed. The 165X PAO (Restricted Line) Community will absorb the billets/work.

655X Law LDOs are being phased out and have not been assessed for several years. JAG 25XX (Staff Corps) have absorbed the billets/work.

204. LDO ELIGIBILITY REQUIREMENTS

1. The following basic eligibility requirements must be met before one can apply for the LDO program:

- a. Be a U.S. citizen;
- b. Be serving on active duty as petty officer first class (E6) or chief petty officer (E7 or E8). First class petty officers must have served in that capacity for at least 1 year as of 1 October of the year of application;
- c. Have completed at least 8, but not more than 16 years of active naval service by 1 October of the fiscal year for which applying;

d. First class petty officer candidates must complete all eligibility requirements for E7, except time-in-grade and must successfully compete in the annual Navy-wide examination for advancement to chief petty officer administered in January of the year application is made;

e. A candidate whose final exam multiple is equal to or greater than that required to be chief petty officer (CPO) selection board eligible will be considered as LDO selection board eligible;

f. A first class petty officer is exempt from this requirement when authorization for advancement to CPO has been received by the CO;

g. Be physically qualified for appointment to LDO;

h. Be a high school graduate or possess a service-accepted equivalent;

i. Have no record of conviction by court-martial, non-judicial punishment, or conviction by a civil court for any offense other than minor traffic violations for 3 years as of 1 October of the year in which application is made; and

j. Must be recommended by the CO.

2. Specific eligibility requirements and additional information about the LDO/CWO program can be found in [OPNAVINST 1420.1B](#), Enlisted to Officer Commissioning Programs Application Administrative Manual, chapter 7.

205. CHIEF WARRANT OFFICERS (CWOs)

1. Today, as commissioned officers of the line or staff corps, Navy CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within a given occupational specialty. Although intended primarily as technical specialists, CWOs may also serve as division officers, department heads or OICs.

2. Navy CWOs are a special category of officers who should not be considered "junior officers". Although junior in pay grade, Navy CWOs have, on average, 18 years enlisted service prior to commissioning. The wealth of technical experience and leadership they bring to the officer corps allows them to work closely with and fully understand the requirements of enlisted

technicians in their charge. Warrant officers "bridge the gap" between the enlisted technician level and other officers, thereby improving the efficiency and effectiveness of the organization.

3. Because CWO assignments are often repetitive in nature, they continue to grow in experience, knowledge, and value to the Navy as they progress through the warrant officer ranks. They perform duties:

- a. Limited in scope (in relation to other officers);
- b. That are technically oriented;
- c. Repetitive in nature; and
- d. Not significantly affected by advancement in rank.

206. FLYING WARRANT OFFICER PILOT PROGRAM

1. The Active Duty Flying Warrant Officer Pilot Program is another program for those highly qualified and hard-charging Sailors (E5 to E7) that places WOs in cockpits as pilots and Naval Flight Officers. This program harnesses the strength of Sailors and shapes the Navy of tomorrow by creating flying specialists unencumbered by the traditional career paths of the unrestricted line community. Flying WOs will rotate between traditional sea/shore flying billets.

2. For additional information concerning this program, visit <http://www.public.navy.mil/bupers-npc/officer/Detailing/aviation/Pages/FLyingCWOProgram.aspx>. You can also address additional questions to Navy Personnel Command (NAVPERSCOM), Aviation Officer Assignment Division (PERS-43) at 901-874-3985/DSN 882.

207. CWO DESIGNATORS

1. There are currently 27 CWO designators in seven categories. Like the LDO community, CWOs in the surface, undersea, aviation, information dominance, expeditionary, services, and nuclear power are line officers; CWOs in the staff series are staff corps officers.

CHIEF WARRANT OFFICER DESIGNATORS

SURFACE

711X DECK
712X OPS
713X ENG
716X ORD
718X ELEC

UNDERSEA

720X DIVERS
721X DECK (2)
723X ENG (2)
726X ORD
728X ELEC (2)

AVIATION

731X DECK
732X OPS
734X MAINTENANCE
736X ORD
738X AVIONICS

INFO DOMINANCE

742X INFO SYS
7430 Cyber
744X CRYPTOLOGY
745X INTEL

EXPEDITIONARY

748X EXP ORD (2)
715X SPEC WARFARE
717X SWCC
753X CIV ENG (1)

SERVICES

741X ADMIN
749X SECURITY
751X SUP (1, 2)
752X FOOD SERV (1)

NUCLEAR POWER

740X NUCLEAR POWER

Note 1: Staff Corps

Note 2: Being phased out

208. CWO ELIGIBILITY REQUIREMENTS

1. The following basic eligibility requirements must be met before one can apply for the CWO program:

- a. Be a U.S. citizen;
- b. Be serving on active duty as a CPO (E7 through E9) at time of application;
- c. Be physically qualified for appointment to CWO;
- d. Be a high school graduate or possess a service-accepted equivalent;
- e. Have no record of conviction by court-martial, non-judicial punishment or conviction by a civil court for any offense other than minor traffic violations for 3 years as of 1 October of the year in which application is made;
- f. Personnel in pay grades E7 through E9 must have completed at least 12, but not more than 22 years of active naval service as of 1 October of the year application is made; and
- g. Must be recommended by the CO.

2. Specific eligibility requirements and additional information about the LDO/CWO program can be found in [OPNAVINST 1420.1B](#), Enlisted to Officer Commissioning Programs Application Administrative Manual, chapter 7.

CHAPTER 3

GETTING STARTED (AN APPLICANT'S GUIDE)

301. GETTING STARTED

THE DEADLINE FOR APPLYING IS 1 OCTOBER

1. Competition for selection into the LDO/CWO community has been, and will continue to be, extremely keen. The number one criteria for selection and successful service as an LDO or CWO is sustained superior performance in a variety of challenging assignments with increasing responsibility and leadership.
2. First, read [OPNAVINST 1420.1B](#), chapters 1 and 7. Go over these chapters carefully before starting your application, making note of the sections applicable. Also, visit http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx for additional application procedures specific to application year.
3. Changes to submission and application procedures (if any) are announced by [NAVADMIN](#) message released approximately June of the year application is due.
4. Check both your [Official Military Personnel File](#) (OMPF) and your [Electronic Service Record \(ESR\)](#) for completeness. Look for missing/misfiled FITREPS/EVALS, qualifications, awards, etc. Make corrections as soon as possible.
5. First class petty officers who wish to apply for LDO must have taken the CPO's exam in January of the year the application is due to NAVPERSCOM and be selection board eligible. The current year exam "profile sheet" must accompany the application. First class petty officers who are deployed and serving in operational areas (e.g., Iraq, Afghanistan) and determined CPO board eligible are also eligible to apply for LDO.
6. Where eligibility is computed as of 1 October of the fiscal year applying; e.g., if your application is due 1 October 2011, eligibility is to be computed as of 1 October 2012.
7. All inquiries concerning the application, including verification of its receipt, should be directed to NAVPERSCOM,

[Customer Service Center \(CSC\)](#) (PERS-1). The CSC receives and posts receipts for all allocations and addendums. Send applications to address specified in applicable annual [NAVADMIN](#).

302. THE INTERVIEW BOARD

1. The interview board helps the CO evaluate the candidate's potential as a career officer. The CO's endorsement should be consistent with the board's comments or an explanation should be provided. [OPNAVINST 1420.1B](#) is very specific in addressing the board's purpose and composition -- the senior member, if possible, should be a lieutenant commander or above, and junior members must be at least lieutenants (if not LDO) or LDO lieutenant junior grade/CW02 with 2 years TIG. It is imperative to have an interviewer with the designator for which you are applying for represented.

2. Interviewers are required to mark and annotate the "POTENTIAL" block on the interview form.

303. SELECTING AN OFFICER DESIGNATOR

1. LDO and CWO "designators" are similar to enlisted ratings. They describe the officer's technical specialty and will usually be directly related to the former enlisted rating.

2. Applicants for the LDO and CWO programs should normally request consideration only in the category of their normal path of advancement. Although candidates may apply for any category for which they are qualified, even stronger competition will be encountered when applying outside the normal path of advancement. Ask yourself how you would compare with an individual in a rating that is in his or her normal path. For example, how would a typical boatswain mate do when competing with a Master-at-Arms for a security quota, even though the boatswain has been temporary additional duty for several months to the security department? Bottom line: Apply for only the designator(s) for which you are well-qualified, and then take the time to ensure that your application fully supports that request.

3. Eligible candidates requesting consideration for **both** LDO and CWO may apply for only one designator under each program.

4. CWOs in the nuclear occupational field and nuclear trained enlisted personnel may apply only for nuclear power designators

304. DESCRIPTION OF DESIGNATOR SERIES

1. Designators 61XX/71XX are officers designated for duty indicated by their specialty in operation, maintenance, training or support of Naval Surface Warfare.
2. Designators 62XX/72XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of Naval Submarine Warfare.
3. Designators 63XX/73XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Aviation Warfare.
4. Designators 64XX/74XX are officers designated for duty indicated by their specialty in the operation, maintenance, training or support of any element of Naval Warfare.
5. Designators 65XX/75XX are officers designated for duty within the respective staff corps of the Navy indicated by their specialty.

305. NORMAL PATH OF ADVANCEMENT TO LDO AND CWO

GENERAL

ENLISTED RATING	LDO CATEGORY/DESIGNATOR	CWO CATEGORY/DESIGNATOR
BM, QM	Surface Deck (611X)	Surface Boatswain (711X)
OS, STG	Surface Operations (612X)	Surface Operations Technician (712X)
EM, EN, GS, IC, MM	Surface Engineering (613X)	Surface Engineering Technician (713X)
Any Rating Qualified in Special Warfare	Special Warfare (615X)	Special Warfare Technician (715X/717X)

ENLISTED RATING	LDO CATEGORY/DESIGNATOR	CWO CATEGORY/DESIGNATOR
FC, FT, GM, MN, MT, TM, MM "W"	Surface Ordnance (616X)	Surface Ordnance Technician (716X)
ET, FC, FT, ST (Note 1)	Surface Electronics (618X)	Surface Electronics Technician (718X)
ND	N/A	Diver (720X) (Note 10)
BM, QM	Submarine Deck (621X) (Note 8)	Submarine Boatswain (721X) (Note 8)
EM, EN, GS, IC, MM (Note 2)	Submarine Engineering (623X)	Submarine Engineering Technician (723X)
FC, FT, GM, MT, MN, TM, MM "W"	Submarine Ordnance (626X)	Submarine Ordnance Technician (726X)
ET, FC, FT, ST	Submarine Electronics (628X)	Submarine Electronics Technician (728X)
IT, ET	Submarine Communications (629X) (Note 9)	N/A
ABE/ABF/ABH/AB	Aviation Deck (631X)	Aviation Boatswain (731X)
AW	Aviation Operations (632X)	Aviation Operations Technician (732X)
AD/AE/AME/AM/AS/ AT/AZ/PR	Aviation Maintenance (633X)	Aviation Maintenance Technician (734X)
AO	Aviation Ordnance (636X)	Aviation Ordnance Technician (736X)
AE/AT	N/A	Aviation Electronics Technician (738X)

ENLISTED RATING	LDO CATEGORY/DESIGNATOR	CWO CATEGORY/DESIGNATOR
AC	Air Traffic Control (639X)	N/A
ANY RATING QUALIFIED IN NUCLEAR POWER	Nuclear Power (640X)	Nuclear Power Technician (740X)
LN/NC/PS/RP/YN	Administration (641X)	Ship's Clerk (741X)
ET/IT (Notes 1, 3, 4, 5)	Information Systems (642X)	Information Systems Technician (742X)
MU	Bandmaster (643X)	N/A
CTN (CWO APPLICANTS MUST POSSESS NEC 9308)	N/A	CYBER (743X)
CT/IS (Notes 6)	Cryptology (644X)	Cryptology Technician (744X)
IS	Intelligence (645X)	Intelligence Technician (745X)
AG	Oceanography (646X)	N/A
EOD LDO APPLICANTS MUST POSSESS NEC 5334, 5337. 5335, 5336 OR 5337) (CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337	Explosive Ordnance Disposal (648X)	Explosive Ordnance Disposal Technician (748X)
MA (Note 7)	Security (649X)	Security Technician (749X)

STAFF

ENLISTED RATING	LDO CATEGORY/DESIGNATOR	CWO CATEGORY/DESIGNATOR
LS/SH	Supply (651X)	Supply (751X) (Note 8)
CS	Supply (651X)	Food Service (SC) (752X)
BU/CE/CM/EA/EO/SW /UT	Civil Engineer Corps (CEC) (653X)	Civil Engineer Corps (CEC) (753X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING
- 2 - MM (4232 AND 4233)
- 3 - ET (NM), ET (SM) AND ET (EM)
- 4 - IT AND ET (14CM) MUST HAVE COMMUNICATIONS EXPERIENCE
ET (14CM) MAY ONLY APPLY FOR 629X
- 5 - ET/IS former CTO, now IT, MUST HAVE IT MAINTENANCE EXPERIENCE
- 6 - ONLY CT/IS PERSONNEL MAY APPLY
- 7 - OPEN TO ALL RATINGS WITH SIGNIFICANT EXPERIENCE IN
LAW ENFORCEMENT/ANTI-TERRORISM FORCE PROTECTION
- 8 - DESIGNATOR BEING PHASED OUT. NO NEW ACCESSIONS
- 9 - BEING INCORPORATED INTO INFORMATION DOMINANCE
- 10 - TECHNICAL SPECIALIST WITH EXTENSIVE KNOWLEDGE IN THE FIELD OF
DIVING AND HAVE EARNED NEC 5311 AND 5342 MAY APPLY.
NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR WITH
SIGNIFICANT EXPERIENCE IN SOURCE RATINGS.

306. THE APPLICATION

1. The application is actually a resume. The format is standardized because selection board members must read hundreds of them, and it's easier if the applications are in the same format. Think of your package as one of many applications for the same great job -- you have to beat out the competition.

2. You won't get extra points for thickness. Do not include information that is in your service record unless required by [OPNAVINST 1420.1B](#).

3. Make sure your application is complete, in the proper format, and that spelling and grammar are correct.

4. Your personal statement at the end of your application is very important. This is your chance to tell the board why you want to be an LDO or CWO. But be brief -- no more than 250 words.

5. There are no "required" or "right" mixes of correspondence courses. A good blend of technical/non-technical courses will help, especially if done over a number of years and not just since you decided to apply. Consider taking enlisted rating courses of the other source ratings that are also in the normal path of advancement for the designator for which you are applying.

6. Candidates may submit certified copies of additional correspondence, but it must reach the NAVPERSCOM, [CSC](#) not later than the date announced in relevant [NAVADMIN](#). Only commendatory correspondence (degrees, qualifications, awards and FITREPS/EVALS) received by the applicant after submission of the application or enlisted EVALS not on the enlisted record will be accepted.

7. Finally, ask at least one LDO or CWO (in the designator you are applying for) to go over your application with you. Listen to what they have to say -- they've been there.

307. POTENTIAL TIE-BREAKERS

1. As mentioned earlier, the most important selection criterion has been, and will continue to be, sustained superior performance in a variety of challenging assignments. Identify those assignments early in your career and go for them.

2. The board recognizes that arduous sea duty is not always available and will give due consideration. However, the board is also aware of comparable billets and will be looking for the candidate who has gone that extra mile. Go operational. Think about going overseas. The closer you are to the Fleet the better your chances are of getting selected.

3. A college degree is not required. Generally, off-duty education is a plus; however, it should not interfere with your job. Full-time schooling that detracts from performance will hurt, not help.

308. COMMANDING OFFICER'S ENDORSEMENT

1. The CO's endorsement is critical. It must be specific as to why an applicant is better than the competition -- hard to do if not true. Weak praise will seriously hurt the candidate. If the CO does not recommend a candidate for commissioning, the application should not be forwarded.
2. An applicant must be recommended by the CO to be eligible for consideration. If the application is for two designators, the CO's endorsement must address qualifications for both.
3. If the candidate is not competitive, he or she should be told so and counseled on ways to improve.
4. The endorsement must include a specific statement noting that the applicant meets physical fitness and percent body fat standards. If it doesn't, the application will be returned.
5. The endorsement and FITREP/EVAL must be consistent. An extremely strong endorsement with weak FITREP/EVAL from the signer raises doubts in the reviewer's mind.
6. The CO or drafter should read the interview sheets before writing the endorsement -- they should also be consistent or the board will get mixed signals.
7. Whenever possible, the endorsement should be personally signed by the CO, not "By direction" or "Acting".
8. The CO's endorsement verifies the accuracy of the application, as well as all enclosures.

309. LIST OF COMMON ERRORS

1. The following are common errors made in the applicant's package:
 - a. The CO's recommendation should fit in the space provided on the [OPNAV 1420/1](#) Officer's Programs Application. Anything longer tends to detract from the applicant's overall qualifications;
 - b. Candidates percent body fat and physical readiness criteria not included in the CO's endorsement;

c. Grade and designator of interviewer not included on the interview appraisal sheet. (CDR/USN/6330 is the proper format);

d. "Potential" block on interview sheets not completed;

e. If any errors are discovered in items a through d of your application, notify your chain of command immediately.

f. Current Farnsworth Lantern Test (when required for color perception) not received. Test should be within 18 months of 1 October of calendar year of application;

g. Too many enclosures. Review your OMPF and submit copies of only those documents not on file;

h. Candidates not qualified for second choice designator;

i. Numerous typos and enclosures out of order; and

j. Application not signed.

310. IN-SERVICE PROCUREMENT SELECTION BOARD

1. LDOs and CWOs are selected for appointment by [In-Service Procurement Selection Boards](#). A board is convened each January for approximately 3 weeks. The results are normally released to the Fleet by [NAVADMIN](#) message in early March.

2. In addition to senior LDOs and CWOs, board membership includes officers of the line and various staff corps to allow the senior member of the board to establish internal panels with a good knowledge of the requirements of each occupational specialty. Each member of the board is sworn to select the best qualified candidates without prejudice or partiality.

3. In-service procurement selection boards consider applicants for appointment in the designator(s) they have requested. If a candidate requests consideration in more than one designator (the maximum that can be requested is two), the board recommends the individual for appointment only in the designator for which he or she is considered best qualified.

4. The board recommends candidates for appointment in numbers not to exceed the quotas furnished by CHNAVPERS. However, the

board is not obligated to select to the numbers provided, if in its opinion, sufficient numbers of applicants are not qualified for appointment in a particular designator.

5. Selectees are commissioned monthly over the fiscal year, beginning 1 October. Details are included in the message.

6. The successful candidate will have a well-documented record of sustained superior performance, very positive local interviews and an outstanding CO's endorsement.

CHAPTER 4

WHAT HAPPENS AFTER SELECTION

401. DISCHARGE FROM ENLISTED STATUS

1. Appointees serving in enlisted status and appointees serving in temporary commissioned or warrant grades whose permanent status is enlisted shall be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade per [MILPERSMAN 1910-102](#). The appointing officer shall affect such discharges for selected changes in service obligation as of the day immediately preceding the date of acceptance of the permanent appointment.

2. The DD 214 Certificate of Release or Discharge from Active Duty shall be prepared and the enlisted service record closed for members discharged while on active duty.

3. Before signing your DD 214 separating you from enlisted status, there are some common errors you can prevent. If you wait until after your record has been closed out, it will be much more difficult to make the necessary corrections. Ensure that:

a. The period of service on the DD 214 runs from the date of your last enlistment to the day before you accept your permanent appointment;

b. You have been advanced to the highest enlisted grade authorized by the [BUPERSINST 1430.16F](#); and

c. All Good Conduct Awards earned during your temporary service as an officer have been approved/authorized, as outlined in [SECNAVINST 1650.1H](#).

4. All Navy Officer Billet Classifications and Navy Enlisted Classifications earned are properly documented. Provide your admin/personnel office or personnel support detachment (PERSUPPDET) with an up-to-date copy of your latest officer data card. It is strongly recommended that a copy of all previous DD 214s be placed in your officer record.

402. ACCEPTING A PERMANENT APPOINTMENT

Temporary LDOs shall be offered permanent officer status following their selection to lieutenant. Accepting permanent appointment protects an officer from any sudden, involuntary reversion, while providing the Navy with a stable, "all-Regular force". All CWOs receive permanent officer appointments upon acceptance to CWO2/3 from their prior enlisted status.

403. DELIVERING ORIGINAL COMMISSIONS

1. The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a selectee is administered the oath of office. If there are any questions regarding the restrictions involved, administration of the oath shall be delayed until all questions have been resolved.

2. Alterations of names, designators, grades, or dates of rank, shall not be made on appointment papers before or after execution. Pen and ink changes to birth dates and social security numbers may be made upon receipt of authority from Commander, Navy Recruiting Command (COMNAVCRUITCOM). Appointment papers will be reissued by COMNAVCRUITCOM upon notification of an error.

3. Original commissions shall not be delivered if the appointee is:

- a. Under disciplinary action or awaiting such action;
- b. Awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board;
- c. Assigned limited duty following the approved recommendation of a Board of Medical Survey; or
- d. On sick leave.

4. An appointee who is found physically qualified shall execute the acceptance and oath of office for appointment. The appointment is effective from the date of acceptance.

5. Declination of appointment to LDO or CWO status is irrevocable. Once an appointment is declined, Secretary of the Navy orders the removal of the individual's name from the list of selectees. The applicant must reapply for consideration by

a later in - service procurement board, should he or she again seek a commission. Declinations will be permanent part of your official record.

404. APPOINTMENT PROCEDURES

1. Selectees for appointment to LDO or CWO are assigned an effective date of appointment by CHNAVPERS. Appointments are tendered in increments throughout the fiscal year.
2. Prior to the effective date of appointment, the selectee will receive a package containing the NAVCRUIT 1000/20 Certificate of Appointment and Letter of Acceptance/Oath of Office from NAVPERSCOM. The package also contains specific instructions for acceptance or declination of the appointment.
3. Per [MILPERSMAN 1070-030](#), the activity that delivers the officer appointment will forward documents to NAVPERSCOM, Officer Career Progression Division (PERS-80) with the "original" NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office (or an equivalent certificate) after it has been signed and witnessed. After receiving and validating NAVPERS 1000/4, NAVPERSCOM (PERS-80) will forward the documents to NAVPERSCOM, Records Management Policy Branch (PERS-313) to create the officer permanent personnel record.
4. A copy of each document will be provided to newly commissioned officers. They will be advised to maintain copies of service record documents in their personal files and to hand carry to their first duty station in case there are problems establishing new accounts.

Send documents to:

Navy Personnel Command (PERS-80)
5720 Integrity Drive
Millington, TN 38055

5. Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container. Mark the mailing envelope "OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM".

405. INITIAL APPOINTMENT TO LDO

1. All enlisted personnel selected for LDO are initially appointed as temporary officers in the grade of ensign in the Regular Navy under the authority of [10 U.S.C., section 5596](#). Individuals holding temporary officer appointments retain their permanent enlisted status and continue to advance in their enlisted rating through procedures contained in BUPERSINST 1430.16F.

2. Note that **in addition to** 3 years time in grade required for temporary officers to automatically advance in their permanent enlisted status, temporary officers must meet minimum Total Active Federal Military Service (TAFMS) standards of 11, 16, and 19 years total active service for advancement to E7, E8, and E9, respectively.

3. LDOs may remain temporary officers only until selected for and promoted to lieutenant. Once Senate confirmation of the promotion list is received, permanent appointments to lieutenant will be offered by NAVPERSCOM, normally within 120 days after the officer's lieutenant date of rank. Once offered, the permanent appointment must be accepted or declined, as indicated on the cover letter forwarding NAVCRUIT 1000/20. Those who decline such permanent appointment will be involuntarily reverted to their permanent enlisted status, usually prior to completing 6 months service as a temporary lieutenant.

4. Permanent CWOs selected for LDO are tendered permanent appointments in the grade of lieutenant (junior grade).

406. INITIAL APPOINTMENT TO CWO

1. All CWO appointees are discharged from their enlisted status upon acceptance of commission. Authority for permanent appointments is [10 U.S.C., section 571](#).

2. CWO selectees serving as a chief or senior chief petty officers are tendered permanent CWO2 appointments in the Regular Navy. Master chief petty officers are tendered permanent CWO3 appointments in the regular Navy.

407. LDO AND CWO INDOCTRINATION SCHOOL

1. Newly appointed LDOs and CWOs are ordered to duty via Officer Development School at Officer Training Command,

Newport, Rhode Island to assist them in smoothly transitioning into their new role as commissioned officers. Personnel selected for designators 651X/751X/752X will be ordered to duty via Navy Supply Corps School, Newport, Rhode Island and those selected for 653X/753X will be ordered to duty via Civil Engineer Corps Officer School, Port Hueneme, CA.

2. Visit <http://www.ocs.navy.mil/ldo.asp> for an overview of the LDO/CWO Indoctrination Program, uniform requirements, academics, and the required paperwork and items to bring during your stay.

408. SAVED PAY

1. It is a common misconception that accepting an officer appointment will result in a pay reduction. To the contrary, under Federal law, your active duty pay and allowances are protected (Saved), which means that when you accept an officer appointment you will not incur any reduction in the pay and allowances to which you were entitled in your former permanent status. If entitled, you will remain on Saved Pay until your current entitlements exceed that of your former grade.

2. Officers entitled to Saved Pay receive the greater of the pay and allowances to which entitled as an officer, or the pay and allowances to which entitled in the last warrant officer or enlisted grade held prior to appointment as a commissioned officer. When computing the amount of pay and allowances of a grade you formerly held, you should include:

a. The rates of pay and allowances of a grade which you formerly held and to which you would have been entitled had you remained in that grade and continued to receive the increases in pay and allowances authorized for that grade.

b. Consider all incentive pay for hazardous duty, special pay for diving duty, foreign duty pay, career sea pay, and special duty assignment pay of a grade which you formerly held. However, they may be considered only so long as you continue to perform the duty which created the entitlement or eligibility.

c. The annual clothing replacement allowance is the one exception that may not be considered in determining the amount of pay and allowances of a grade formerly held by you since, upon appointment, you are entitled to an initial uniform allowance.

3. Your local PERSUPPDET will determine your eligibility and or entitlement to Saved Pay per the DoD Military Pay and Allowances Entitlements Manual to the convening date of the applicable selection board.

409. YEAR GROUPS (YG)

1. YG is the fiscal year (FY) in which the officer was commissioned. A common misperception is that year groups have a direct bearing on promotions. Many LDOs expect year groups to go into promotion zones as a whole, but that has not been the case for several years. A year group is simply a convenient way to refer to officers with original dates of rank in the same fiscal year.

2. As indicated above, officers are placed in promotion zones based on vacancies and their relative seniority, instead of by YG. One of the community manager's top priorities is to maintain flow points and percent of opportunity within certain guidelines.

410. OFFICER PRECEDENCE NUMBERS

1. CHNAVPERS schedules appointments of all newly selected LDOs and CWOs. Selectees are appointed according to this schedule and a "constructive percentile number" based on the rank order of selection by the board recommending their appointment.

2. Approximately 1 year after commissioning, precedence numbers (commonly referred to as "lineal numbers") are assigned to all ensigns. CWOs are normally assigned precedence numbers within a few months after appointment. CWOs selected for lieutenant junior grade are promoted on 1 October of the year selected and assigned new precedence numbers. LDO and CWO precedence numbers are based on the following criteria, in descending order:

- a. Grade;
- b. Date of rank;
- c. Percentile number;
- d. Acceptance date (if other than date of rank);
- e. Date of birth; and

f. Alphabetically

411. ELEMENTS OF THE LDO/CWO DESIGNATOR

1. An officer designator consists of four digits, each successively providing more precise identification of the officer's status. The primary source of information is [NAVPERS 15839I](#), Manual of Navy Officer Manpower and Personnel Classifications.

a. The first digit of an officer designator identifies the officer category. All Navy LDOs and CWOs are identified as follows:

<u>First Digit</u>	<u>Officer</u>
6	Limited Duty Officer
7	Chief Warrant Officer

b. The second digit designates the general category within the LDO/CWO community:

<u>Second Digit</u>	<u>Category</u>
1	Surface
2	Submarine
3	Aviation
4	General
5	Staff

c. The third digit designates the LDO or CWO technical specialty or occupational field. For example, if the third digit of a LDOs designator is "1", that denotes a technical specialty of Deck for Surface, Submarine and Aviation LDO categories, Administration in the General Series LDO category, and Supply in the staff LDO category. A complete listing of these specialties can be found in NAVPERS 15018, chapter II, Register of Commissioned and Warrant Officers of the Active Duty ("The Blue Book").

d. The fourth digit further describes the officer's status within the Navy or Navy Reserve.

Fourth Digit

Status

0	An officer of the Regular Navy whose permanent grade is ensign or above.
1	An officer of the Regular Navy whose permanent status is warrant officer.
2	A temporary officer of the Regular Navy whose permanent status is enlisted.
3	An officer of the Regular Navy who is on the retired list.
4	A restricted line or staff corps officer of the Regular Navy who is Material.
5	An officer of the Navy Reserve, other than those described in categories 6-9 below.
6	A restricted line or staff corps officer of the Navy Reserve who is MP designated.
7	An officer of the Navy Reserve on active duty in the Full-Time Support (FTS) program. Includes officers of the FTS program rotated to other than FTS billets.
8	An officer of the Navy Reserve who was appointed in the Navy Reserve Integration Program from enlisted status, or whose permanent status is warrant officer or enlisted.

Fourth Digit

Status

9

An officer of the Navy Reserve who is on the retired list.

412. ENLISTED ADVANCEMENT OF TEMPORARY LDO

1. [BUPERSINST 1430.16F](#), chapter 7, section 723, contains authority and administrative procedures for effecting enlisted advancement of temporary LDOs. These advancements do not count against enlisted advancement quotas unless the officer later reverts or is reverted to his or her permanent enlisted status.

2. All prerequisites for advancement, except for time in rate (TIR) and TAFMS, are waived for temporary officers advanced to permanent enlisted rates.

3. Personnel appointed to or serving in dual status whose permanent enlisted rate is E6 on the date of appointment to temporary officer status may be advanced to E7, provided member meets:

a. Three years TIR in pay grade E6, computed to 1 January prior to the date of appointment to temporary officer status.

b. Eleven years TAFMS in the fiscal year of appointment.

4. Members whose permanent enlisted rate is E7 or E8 on the date of appointment to temporary officer status may be advanced to E8 or E9, respectively, concurrent with the temporary officer appointment, provided they meet:

a. Three years TIR in present enlisted rate when computed to 1 September of the year appointed; and

b. Appropriate TAFMS requirements (16 years for E8 and 19 years for E9) prior to 1 October of the year appointed.

5. Members selected by the E8 and E9 selection board for advancement to E8 or E9, and who are later selected for temporary officer status, may be advanced on the date authorized, if the E8/9 advancement date is earlier than the projected temporary officer appointment commissioning date.

6. After commissioning, temporary officers are advanced to pay grades E8 and E9 on 1 July of the current year if both TIR and TAFMS requirements are satisfied that year. TIR for E8 and E9 is 1 July.

CHAPTER 5

CAREER MANAGEMENT

501. OVERVIEW

1. Subjects in this chapter cover general and specific knowledge on career management. All officers should be familiar with and have a good working knowledge of these subjects. Included is a brief synopsis of duties, responsibilities and general career planning for each LDO and CWO designator is provided.

2. It is important to understand that general career planning for particular designators is only a guide, and that there are often many variables affecting the assignment process. The key is to be aware of a reasonable career pattern for your designator and plan accordingly. Be flexible as changes occur and keep in communication with your detailee. Call/write him or her with particular questions affecting your next assignment to determine career options available.

3. Something that must be kept in mind is that an ideal career pattern will not offset weak performance, or vice-versa. To be successful throughout your career, sustained superior performance is critical, regardless of the type job to which you are assigned. In an up-or-out, highly competitive professions like ours, nothing less than excellence will suffice.

502. GENERAL KNOWLEDGE

1. All LDOs and CWOs, regardless of designator or grade, must become familiar with the organization and functions of the various major components of the Department of Defense (DoD), and the assigned missions of the various military services, with specific emphasis on the mission and functions of the Navy.

2. You should have a good working knowledge of every professional publication. To include: [Navy Regulations](#); [Uniform Code of Military Justice](#); [Manual for Courts-Martial](#); Manual of the Judge Advocate General, [JAGINST 5800.7E](#); DoD Information Security Program, [DoD 5200.1-R](#) of January 1997; and Department of the Navy Information Security Program, [SECNAV M-5510.36](#) of June 2006. Review procedures for preparing, revising and applying a Watch, Quarter and Station Bill; understand damage

control procedures as well as nuclear, biological and chemical warfare defense. Have a good knowledge of emergency first aid procedures. Learn more about Navy officer and enlisted manpower systems, correspondence and directives, and become an expert in agencies and services available to assist enlisted personnel.

3. Watchstanding duties and collateral/additional duty assignments, which are a command prerogative, vary according to the specific requirements of individual ships and stations. Although qualifications pertaining to these duties are not included in this manual, LDOs and CWOs are responsible for carrying out such assignments as required.

503. CAREER PLANNING

1. The complexity of LDO/CWO programs and the many individual, highly specialized designators make it impractical to provide detailed career planning/guidance in this publication. It is not possible to define "career enhancing billets" or a single career pattern that will fit all LDOs or CWOs.

2. Some designators are sea-intensive, while others have limited or no sea duty billets. Not all will have the opportunity to serve as OIC, XO or CO. In short, the nature/diversity of their duties makes it impossible for LDOs or CWOs to have established career paths. However, at the end of this publication, a list of your designator with benchmarked assignments, additional qualification designators and education.

504. CAREER GUIDANCE

1. A key part of managing your officer career will be the counseling you receive. However, the quality of the counseling you receive is only as good as its source. No matter what the advice or the source, the career decisions you make affect your career. The primary source for career information is your detailer. General career information can also be obtained from the LDO/CWO Officer Community Manager.

2. Detailers are knowledgeable and experienced counselors and able to address specific requirements for your career path, including qualifications, career needs, personal preferences and which billets are available. An experienced LDO or CWO can help with general career guidance.

505. THE ASSIGNMENT CYCLE

1. Your detailer is your representative in the assignment process at NAVPERSCOM. He or she is usually a member of your community, often having completed the kind of tour that will be your next assignment. As you draw closer to your projected rotation date (PRD), you will probably need to work with your detailer to secure a set of transfer orders. The first time you talk to your detailer, you will learn some basics about the assignment cycle. Assignments are made with three considerations in mind:

- a. The needs of the Navy;
- b. Your career needs; and
- c. Your personal desires.

2. The first side of the detailing triangle -- the needs of the Navy -- is represented by the placement officer. As detailers represent you, placement officers represent the Navy and the receiving command. Placement officers identify billets for detailers to fill and seek the most qualified replacement for each billet. Available billets and officers are normally looked at 9 to 12 months before their PRD. Placement officers (representing commands) and detailers (representing officers) negotiate billet assignments.

3. Talk with your detailer to learn your career needs and current career options. He or she can tell you what your career path looks like, which professional qualifications you need, how you compare with your contemporaries and any alternatives.

4. The key to constructive negotiations with your detailer is flexibility. Avoid demanding a specific preference. The more flexible you are, the more options that may become available. You are more likely to be happy with your second or third choice than with none at all. Work with your detailer to develop realistic priorities in your negotiations.

5. Other factors can enter into the process. Requirements for an onboard relief in a particular billet can make timing critical. Changes in one officer's school or deployment schedule can change the orders/timing of several other officers in the assignment chain. The orders you receive from NAVPERSCOM specify a detaching month and a reporting month. The detailer

and placement officer negotiate specific detaching and reporting dates, travel and proceed time and enroute leave with your current and new commands.

506. YOUR OFFICIAL RECORD

Every officer has his or her master [OMPF](#) maintained by NAVPERSCOM. All administrative functions, such as assignment to a new billet, advancement and promotion boards, command screening, and retirement are dependent on a complete and accurate record of your naval service, which is your responsibility to keep current.

507. OFFICER SUMMARY RECORD (OSR)

1. Navigating the officer promotion path is challenging since the pathway is subject to change. Many of these changes are based upon shortages in certain billets, as well as, the most recent needs of the Navy.

2. Strong performance in tough jobs is said to be a proven way to get ahead. Strong performance is always an important factor. You need to make sure your records are up-to-date so that your training and awards are there to back you up.

3. Think of your OSR and performance summary report (PSR) as your resume. Like any resume, it needs to be updated to highlight your latest skills. The OSR summarizes an officer's professional and performance history. It was designed for use by selection boards and should be reviewed at least 6 months before a board meets.

4. Your OSR and PSR are presented to the screeners at the selection board. Because you are not there to defend it, updating and correcting mistakes is your responsibility. You want the best possible representation since you will be competing with other talented officers for a limited number of promotions.

a. Officer Data Card (ODC) - Contains officer qualifications, promotion history, education, specialties, billet information, and personal data that is used as a basis for officer career development.

b. Performance Summary Record (PSR) - A three-part report that summarizes the officer/enlisted professional, performance history, and personal decorations information.

c. [Official Military Personnel File \(OMPF\)](#) - Routinely updated for all personnel actions concerning an officer during their career. Officers no longer have a field service record. The servicing PERSUPPDET or personnel office that supports the officer's duty station is responsible for forwarding documents for inclusion into the OMPF. The CO and the individual officer are jointly responsible for ensuring that the OMPF is complete and contains information pertinent to the officer's career.

d. To view your OSR, PSR, or ODC, simply log on to [BUPERS On-Line](#) and select the appropriate link.

508. WRITING FITREPS

1. The opening sentence sets the tone for the entire report. If it doesn't get the reader's attention, the entire report is weakened. It should be brief and laudatory, but doesn't have to be specific. The specifics come in the bullets.

2. Capitalize sparingly. Excessive capitalizing negates the intended emphasis. The report should be clear and concise, and should focus on:

- a. specific performance and accomplishments;
- b. personal traits; and
- c. recommendations.

3. Grades and narrative are equally important, and must agree. A report with a weak narrative that does not justify strong grades will be perceived as a weak report.

4. Avoid stereotyped and vague comments. List specific accomplishments and demonstrated performance. Use bullets to point out specific characteristics and achievements, and support general comments with specific actions.

5. The final paragraph should be almost as strong as the opening sentence. Recommendations for increased responsibility, command, special programs, or promotion should come in the last paragraph.

6. For Fitness report (FITREP)/Evaluation (EVAL) report policy assistance, please call (901) 874-4881, 4883, 3313/DSN 882

7. You can download the current version of NAVFIT 98A at:
<http://www.public.navy.mil/BUPERS-NPC/CAREER/PERFORMANCEEVALUATION/Pages/SoftwareForms.aspx>

8. For technical support for NAVFIT 98A you can call (901) 874-3319/DSN 882

509. PERFORMANCE EVALUATIONS

1. If there is one thing reporting seniors can do to recognize achievers, it's substantiation in FITREPS/EVALS. If the individual is truly a superstar, the evaluator should break the person out with statements such as "Top performer, ranked 2 of 21", or "My strongest officer, number 1 of 15 in the division".

2. Don't bury credentials in a six-line paragraph and don't try to stretch three significant accomplishments into several bullets.

510. CONTINUING EDUCATION

1. Although there are no requirements for LDOs/CWOs to have college degrees, many currently have bachelor's degrees and postgraduate degrees. Once commissioned, it is possible to continue education through non-resident training courses, off duty education, College Level Examination Program and Defense Activity for Non-Traditional Education Support testing. It may also be possible to attend Navy Postgraduate School in Monterey for specialized master degrees.

2. NAVPERSCOM, Subspecialty Management Branch (PERS-45E) updates officer records with formal education from civilian colleges and universities and Navy-sponsored postgraduate education. To have your formal education entered into your record, send your official unopened transcript for any formal education degree not listed or improperly listed on your ODC to:

Navy Personnel Command (PERS-45E)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

The school may also send an official electronic transcript to MILL_PERS45E@navy.mil

3. Only transcripts where a degree has been achieved will be placed into the OMPF. Diploma/certificates will not be accepted. NAVPERSCOM (PERS-45E) will assign a subspecialty

code, enter the school/degree into the electronic record and then forward the transcript to NAVPERSCOM, Records Support Division (PERS-31) for scanning to the permanent record. Transcripts must be received at least 120 days prior to board commencement.

4. To have service schools documented in your ODC, you must submit a request, with supporting documents, to Navy Standard Integrated Personnel System at nsipshelpdesk@navy.mil or (504) 697-3007.

To access to your SMART transcript, visit:
<https://smart.navy.mil/smart/dodMandatoryBannerForm/submit.do>

You may also contact the Virtual Education Center by e-mail at vec@navy.mil for questions you may have concerning your SMART.

To access Navy Knowledge Online for general military training and other educational Web sites, visit:
<https://wwa.nko.navy.mil>

You may also access Credentialing Opportunities On-Line at <https://www.cool.navy.mil/index.htm>. COOL explains how Navy Service members can meet civilian certification and license requirements related to their ratings, jobs, designators and occupations.

511. CAREER PATHS

LIMITED DUTY OFFICER (LDO)

Surface Deck (611X)	Surface Operations (612X)	Surface Engineering (613X)	**Special Warfare (615X)	Surface Ordnance (616X)
Surface Electronics (618X)	**Submarine Deck (621X)	Submarine Engineering (623X)	Submarine Ordnance (626X)	Submarine Electronics (628X)
Submarine Communications (629X)	Aviation Deck (631X)	Aviation Operations (632X)	Aviation Maintenance (633X)	Aviation Ordnance (636X)
Air Traffic Control (639X)	*Nuclear Power (640X)	Administrati on (641X)	*Information Systems (642X)	*Bandmaster (643X)

LIMITED DUTY OFFICER (LDO)

*Information Warfare (644X)	*Intelligence (645X)	Oceanography (646X)	*Explosive Ordnance Disposal (648X)	Security (649X)
Supply (651X)	Civil Engineer Corps (653X)	*Under Revision; ** No New Accessions		

CHIEF WARRANT OFFICER (CWO)

Surface Boatswain (711X)	Surface Operations Tech (712X)	Surface Engineering Tech (713X)	*Special Warfare Tech (715X/717X)	Surface Ordnance Tech (716X)
Surface Electronics Tech (718X)	*Diver (720X)	**Submarine Boatswain (721X)	**Submarine Engineering Tech (723X)	*Submarine Ordnance Tech (726X)
**Submarine Electronics Tech (728X)	*Aviation Boatswain (731X)	Aviation Operations Tech (732X)	Aviation Maintenance Tech (734X)	Aviation Ordnance Tech (736X)
Aviation Electronics Tech (738X)	*Nuclear Power (740X)	Ship's Clerk (741X)	*Information Systems Tech (742X)	*Cyber (743X)
*Information Warfare Tech (744X)	*Intelligence Tech (745X)	**Explosive Ordnance Disposal Tech (748X)	Security Tech (749X)	**Supply (751X)
Food Service (752X)	Civil Engineer Corps (753X)	* Under Revision; ** No New Accessions		

512. POINTS OF CONTACT

Surface Warfare and General LDO/CWO Assignments (PERS 414)

611X/711X: 612X/712X: 882-3906
 613X/713X: 882-3887
 615X/715X: 882-2259
 616X/716X: 618X/718X: 882-3907
 641X/741X: 649X/749X: 882-2329

Submarine Warfare/NUC LDO/CWO Assignments (PERS 422)

62XX/72XX: 640X/740X: 882-3945

Air Warfare LDO/CWO Assignments (PERS 434)

63XX/73XX: 882-3968

General and Staff Corps LDO Assignments (PERS 44)

642X/742X: 882-4208
643X: 882-4312
644X/744X: 882-4113
645X/745X: 882-3993
646X: 882-4110
647X: 882-3397
648X/748X: 882-3910
651X/751X/752X: 882-4613
653X/753X: 882-4035
655X: 882-4083

NPC Customer Service Center (PERS 1)

1-866-U-ASK-NPC (1-866-827-5672)
E-mail: CSCMailbox@navy.mil

Officer Eligibility and Promotion Branch (PERS 802)

882-4537

HEAD, LDO/CWO PROCUREMENT & LATERAL TRANSFER (PERS 803)

882-3170

All numbers listed are DSN. Prefix for commercial numbers are 901-874-XXXX.

CHAPTER 6

RECORD MAINTENANCE

601. REVIEWING YOUR RECORD

1. Every officer should review his or her record, including the OSR, on an annual basis, but at least 6 months before being considered by any selection board for which they are eligible.

2. To check your OMPF, log on to BUPERS Online (BOL) at any time, at <https://www.bol.navy.mil>. Select the "Official Military Personnel File (OMPF) - My Record" link. Navy performance evaluation continuity, awards, training and qualifications are the significant areas to focus on when checking your record for accuracy. Selection boards only review the member's OMPF, not the ESR. The ESR is only a record of the Sailors' data. The OMPF contains the permanent documents, such as FITREPs, with remarks. [BUPERSINST 1070.27C](#) outlines all items that should be submitted to the OMPF on officer and enlisted personnel. To view your electronic enlisted/officer service record, log on to <https://nsips.nmci.navy.mil/>.

3. Recently submitted documents to update your OMPF may not yet appear in your record. If a document was sent to NAVPERSCOM within the past 60 days, they may still be in processing, so do not resend. After 60 days, if the document still has not appeared in your official record, contact NAVPERSCOM, Records Management Policy Branch (PERS-313) by e-mail to the organizational mailbox at mill_ompf_chg@navy.mil. Remember, a document will not be placed in your official record that was submitted directly by you. The servicing PERSUPPDET or personnel office is the primary source for submitting documents (officer and enlisted) to NAVPERSCOM for updating your official record.

4. For one stop shopping for access to your personnel records, self support and training - visit <http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx>

602. RECORD MAINTENANCE

1. Once you have logged on to BOL (<https://www.bol.navy.mil>) use OMPF - My Record to view/get copies of your OMPF. Ordering a CD should only be done for retaining a copy. If you wish to order a CD for safe keeping, you can order online through BOL. Select "Request Record on CD" from the top menu bar and you will be taken to the official Web site to order your CD.
2. If you wish to have your CD sent to you at the listed command address, verify that the mailing address is correct, and select "Order Online". You cannot modify the listed mailing address.
3. If the listed address is not correct, or you want your record to be mailed to your home or some other address, select "OMPF Request Form" from the BOL Web site or download the form from the Helpful Links. Print the [NAVPERS 1070/882](#) Official Military Personnel File (OMPF) Record Request, complete the form, sign it, and mail or fax the request to (901) 874-2664/DSN 882. Expect to receive your CD within 2-3 weeks. You may also mail your request to:

Navy Personnel Command (PERS-312E)
5720 Integrity Drive
Millington TN 38055-3120

603. UPDATING AND CORRECTING YOUR RECORD

1. If, after screening your record, you determine that there are documents missing, you will need to contact NAVPERSCOM (PERS-313). If the missing document is an EVAL or FITREP, you must contact NAVPERSCOM, Performance Evaluation Division (PERS-32) at CSEMAIL@NAVY.MIL or (901) 874-4881/ 4882/DSN 882. All others submit an e-mail to NAVPERSCOM (PERS-313) at mill ompf-chg@navy.mil to request administrative corrections to your record. Fax: Comm: (901) 874-2764/DSN 882.
2. For ODC corrections, refer to the points of contact listing in NAVPERS 15839I, volume II, appendix E, Manual of Navy Officer Manpower and Personnel Classifications.
3. **All officers are required to have a full-length color photograph with their current rank in the OMPF.** Per [MILPERSMAN 1070-180](#), photographs should be taken within 3 months after acceptance of each promotion. The preferred uniform shall be Service Khaki, uncovered. When Service Khaki is unavailable,

any regulation uniform is acceptable. Visit [MILPERSMAN 1070-180](#) for additional procedures for submitting your photograph to NAVPERSCOM.

4. Complete [NAVPERS 1070/884](#) Officer Photograph, and attach the unaltered photograph to the form. The preferred method of attachment is to print the photograph directly on the form. Taping or stapling the photograph to the form is acceptable should printing directly on the form not be available. Ensure the form contains your complete social security number for OMPF identification. You must sign the form and forward it to NAVPERSCOM (PERS-312) for inclusion in the OMPF.

5. You can verify whether your photo is current by accessing your record on [BUPERS Online](#). Send completed document to:

Navy Personnel Command (PERS-312C)
5720 Integrity Drive
Millington, TN 38055-3120

604. ADDING PERSONAL AWARDS TO YOUR RECORD

1. Information and regulations concerning awards is contained in [SECNAVINST 1650.1H](#). The Director Navy Staff (DNS), Awards and Decorations Branch establish and maintain Navy awards as the single authoritative database for all military decorations as specified by the Secretary of the Navy (SECNAV). All awards submitted to the Navy Awards Branch are exported to the Bureau of Naval Personnel mainframe for updating pertinent personnel records.

2. To perform a query of your awards on the U.S. Navy Awards (NDAWS) Web site, you will need to access <https://awards.navy.mil>. There are several different courses of action you may need to take depending on your situation, including:

a. Your award is missing in NDAWS. A copy of the award must be sent to your NDAWS Authority/Administrator in your chain of command. If you do not know your Authority/Administrator, go to the NDAWS Web site and it will be listed under the Approval Authorities tab.

b. Award on OSR, but missing on OMPF. Should this happen, forward a copy of the award to NAVPERSCOM (PERS-312).

c. Award in NDAWS, but not on OSR. Forward a copy of the award to NAVPERSCOM (PERS-312).

d. Award on OSR but not in NDAWS. A copy of the award must be sent to your NDAWS Authority/Administrator for inclusion in your record.

2. Commands without NDAWS Authority can submit requests directly to NAVPERSCOM (PERS-312) to include awards in the NDAWS database. If you are having problems with your NDAWS Authority please contact the DNS Awards Office at NavyAwards@navy.mil.

605. FITNESS REPORTS

1. Navy Regulations requires that records be maintained on officers "which reflect their fitness for the service and performance of duties". FITREPS form a primary basis for selecting officers for promotion, duty assignment, command and advanced training - they tell the board about your career and your performance. FITREPs on officers, EVALs on CPOs, and EVALs on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

2. The submission of FITREPS is governed by [BUPERSINST 1610.10C](#), Navy Performance Evaluation System. Reviewing this instruction in its entirety prior to submitting reports will assist the command or individual Service member in their preparation of these documents. For detailed guidance, including block by block instructions on completing reports, refer to [BUPERSINST 1610.10C](#). Regular reporting seniors, concurrent reporting seniors, and members should review and utilize chapter 4 of this instruction regarding the proper preparation of concurrent and concurrent/regular reports.

3. When your CO debriefs your FITREP, pay close attention. If it's your first "observed" FITREP, ask to have the whole process explained. It's important to know exactly what your FITREPS are saying about you, and what the board is gleaning from them.

4. For questions or concerns about FITREPS or related documents, please feel free to send an e-mail to NAVPERSCOM FITREP/EVAL help desk at CSCEMAIL@NAVY.MIL.

606. CORRECTIONS TO FITREPS

1. Generally, FITREPS should be submitted by the command who issued the report to the member. The command's administrative officer should be contacted to ensure proper and timely submission of FITREPS. For simple administrative errors, the reporting senior submits a corrected copy to NAVPERSCOM (PERS-32). To fix FITREP report dates, submit an administrative change which corrects entries. For missing reports, send a copy to NAVPERSCOM (PERS-32). The copy must display all required signatures, initials, dates, and social security numbers. If member is part of a summary group, all reports in the summary group must be received in order to process the reports.

2. For submission of supplementary material to clarify, amend or correct a report, the reporting senior must submit a supplemental report to NAVPERSCOM (PERS-323). Supplementary material concerning reports more than 2 years old will be accepted only if the reporting senior demonstrates in a cover letter why the

a. comparison;

b. desirability and progression toward command and greater responsibility; or

c. material could not be submitted in a timelier manner.

3. Two status reports are located on BUPERS Online that will help you track FITREPS. Reporting seniors can use the Reporting Senior's Performance Evaluation Submission Report, while other Sailors can view the Performance Evaluation Continuity Report.

CHAPTER 7

PROMOTIONS

701. DEFINITIONS

1. "Promotion zone", or "in zone", consists of those officers who have not previously been considered for promotion for the next higher grade and who are eligible for promotion by virtue of their relative seniority within their competitive category, based on lineal number. The senior officer in the promotion zone is the "senior in zone", and the junior officer in that zone is the "junior in zone". The promotion zone is the foundation of the promotion plan described above.

2. "Above zone" refers to those officers who have previously been considered for promotion to the next higher grade by a selection board, but were not selected. Above zone selection opportunity is not limited by policy or law; however, each selection from above zone reduces the number that may be selected from in zone or below zone. "Senior eligible" refers to the senior officer eligible above zone.

3. "Below zone" refers to those officers who are junior to the junior officer listed in zone, but who have been determined to be eligible for promotion. Whenever possible, each officer is given two below zone or "early looks" before going "in zone" for promotion. Promotions from below zone are restricted to no more than 10 percent of the total authorized promotions. As in the case of above zone selections, each selection from below zone reduces the number that may be selected from the in zone or above zone eligible's.

4. "Control grades" include CW05, lieutenant commander, commander, and captain. The number that the Navy can have in each of these grades is set by law and cannot be exceeded. As such, promotions into these grades are driven solely by requirements --the fewer vacancies, the fewer promotions. Control grade limitations directly affect flow points, described below in detail.

702. PERFORMANCE - THE KEY TO SUCCESS

1. The key to success on the job and when being considered by promotion boards is sustained superior performance in a variety

of challenging assignments. The same criteria that got the LDO or CWO selected. The officer who continually strives for, and achieves, outstanding performance in all assignments can expect to have a satisfying and rewarding career.

2. This chapter provides useful technical information on the promotion system. Read it carefully and refer to it often as you progress in your officer career. For basic career planning, refer to chapter 7, which describes the scope and general career path for each designator. Use it only as a starting point. Discuss your career with your CO and other officers, including senior LDOs or CWOs, and with your detailer. You must then make your own decisions based on all of these inputs and your personal considerations.

703. ESTABLISHING PROMOTION ZONES

1. Planning for the next fiscal year promotion plan begins in September and finalizes in mid-November. Promotion zones for the upcoming fiscal year are announced annually (early December) in an [ALNAV](#) with the subject of "NOTICE OF CONVENING FY-XX PROMOTION SELECTION BOARDS". Officers approaching selection board eligibility should make it a point to read this message to see whether or not they are in the promotion zone.

2. The promotion plan is initiated by the LDO/CWO Community Manager and is forwarded through the chain of command to the Chief of Naval Operations, and ultimately to SECNAV for approval. At each level, the plan is carefully reviewed to ensure that promotions meet the needs of the service and that, whenever possible, promotion opportunity and flow points conform to Defense Officer Personnel Management Act (DOPMA)/DoD guidelines.

3. Three principle factors determine the number of authorized promotions and the number of officers that may be placed in zone:

a. The number of officers authorized for that grade within a given competitive category. Officer authorizations are adjusted yearly to reflect changes in the size and shape of the Navy.

b. Projected vacancies are determined by taking the number of officers currently filling authorized billets (or selected for and awaiting promotion to that grade), minus projected losses (retirements, redesignations).

c. Promotion opportunity. Expressed in percent, is applied to the number of authorized promotions, to determine the size of the promotion zone. For example: If there are 63 vacancies for lieutenant commander and opportunity is 70 percent, the 90 most senior lieutenants in the same competitive category (regardless of designator) who have not yet been considered for promotion will be placed in zone (70 percent of 90 equals 63).

704. COMPETITIVE CATEGORIES

1. All officers compete for promotions with all other officers in the same competitive category, regardless of designator. LDOs are grouped into two separate competitive categories:

a. LDO line, consisting of all Surface (61XX), Submarine (62XX), Aviation (63XX), and General (64XX) series LDOs.

b. LDO staff, consisting of all Supply (651X), CEC (653X), and Law (655X) LDOs.

2. All CWOs are in the same competitive category and compete together for promotions, regardless of designator.

3. In practice, this means that all line LDOs, whether they are surface engineers, submarine communicators, cryptologists, air traffic controllers, bandmasters, explosive ordnance disposal, nuclear power, administration, etc., will compete for the available promotions. No quotas are assigned by individual designator. Selections may be made even though a designator is overmanned in that grade, or even if there are no billets in that grade for a particular designator.

4. In short, it is the selection board's responsibility to select the "best qualified" from among all eligible officers, regardless of designator.

705. PROMOTION GUIDELINES

One purpose of the DOPMA Act of 1981 was to establish a uniform promotion system within DoD. To comply, DoD developed certain guidelines regarding promotion "flow points." This guidance, combined with Navy policy regarding promotion opportunity (percent opportunity for selection), form the basis for annual promotion plans. Actual selection opportunity and flow points may vary in the annual promotion plan.

RECOMMENDED GUIDELINES

TO GRADE	PERCENT OPPORTUNITY	FLOW POINT (YRS COMM SVC)
O6	40-60%	21-23
O5	60-80%	15-17
O4	70-90%	9-11
O3	ALL FULLY QUALIFIED	4
O2	ALL FULLY QUALIFIED	2
CW05	40-50%*	11-13 (Per NAVADMIN)
CW04	70-90%	7
CW03	ALL FULLY QUALIFIED	3

* CW05 opportunity is estimated, not directed.

706. PROMOTION FLOW POINTS

1. Understanding promotion flow points and how they are derived are critical to LDO and CWO career planning. Changes in promotion flow points can very easily determine what an officer's "terminal grade" might be at retirement. As indicated above, control grade limitations dictate actual flow points. The individual has no control over flow point fluctuation.

2. A flow point is the point at which an officer is promoted to the next higher grade and is calculated from ensign date of rank for LDOs, and from the first warrant officer promotion for CWOs. Under current law, all lieutenant commanders and below, and all CWOs must retire after 30 years combined enlisted and commissioned service. However, once promoted to commander, the maximum tenure allowed by law is 35 years total active naval service, or twice failing of selection for promotion to captain, whichever occurs first. An LDO captain can serve to 38 years total active naval service.

3. The following illustrates how a change in flow points can affect an LDO's career progression. The example illustrated is that of an LDO with 13 years enlisted service at time of commissioning, which has been the Navy average since 1977.

CASE #1

Grade	ENS	LCDR	CDR		CAPT
Flow Point (From ENS)	0	9	15		21
Total Years of Service	13	22	28	**30	34

****** Mandatory retirement point for LDO lieutenant commanders and below.

In this case, the LDO has an opportunity to make commander before reaching 30 years total active service. If selected and promoted to commander, it is possible for the individual to remain on active duty to 35 years total active naval service, with an opportunity for selection to captain prior to statutory retirement after 38 years total active naval service.

CASE #2

Grade	ENS	LCDR		CDR	CAPT
Flow Point (From ENS)	0	11		17	23
Total Years of Service	13	24	**30		

**** Mandatory retirement point for LDO lieutenant commanders and below.**

In case #2, the flow points were increased by 2 years, making it likely that the LDO will reach the 30 year mandatory retirement point before being considered for commander. As a result, and assuming selection to each higher grade, the terminal grade changes from captain to lieutenant commander. The above examples are based on an LDO being commissioned with 13 years enlisted service and flow points within DOPMA/DoD guidelines.

707. CWO PROMOTIONS

1. The promotion of CWOs is governed by [10 U.S.C., 578](#).
2. Time in grade required for promotion is outlined in [SECNAVINST 1412.8B](#).
3. The Warrant Officer Management Act, ([WOMA](#)) also authorized, but did not require, the grade of CWO5 at Service Secretary discretion. At that time, the Navy had no valid requirements for CWO5 as we continued to rightsize. Although not implemented for several years due to force shaping measures, Secretary of the Navy decided to implement CWO5 in 2002. In October of 2003 (FY-04), 17 warrant officers were promoted to CWO5. We currently have approximately 60 CWO5s.
4. Temporary LDOs who are permanent warrant officers (designator ends in 1) are considered for CWO promotions as if they were still serving as CWOs.

708. CWO PROMOTION SELECTION BOARDS

Title 10 U.S.C., sections [573](#) and [574](#) states that whenever SECNAV determines that the needs of the service so require, he shall convene a selection board to recommend warrant officers on the active-duty list for promotion to the next higher grade. The law also states that CWO may not be considered for promotion to the next higher grade until the officer has completed 3 years of service on active duty in the grade in which the officer is serving.

709. LDO PROMOTION SELECTION BOARDS

LDO selection boards are convened under the authority of [10 U.S.C., section 611\(a\)](#).

710. PROMOTION SELECTION BOARDS

1. Promotion selection boards are composed of senior officers of experience, maturity and varied backgrounds from each competitive category being considered by that particular promotion selection board. Their task is to recommend for promotion the best qualified from among all eligible officers, above, below, ,and in-zone. The number of officers recommended for promotion may not exceed the number of officers approved by SECNAV in the annual promotion plan.

2. Through a letter called a "precept", SECNAV instructs the board president regarding Navy requirements and stipulates that the proceedings shall not be disclosed, except as authorized by the Secretary. The promotion selection board is required only to submit its findings and recommendations and not the reasons for its decisions. SECNAV also directs that promotion selection board members will not be assigned to counsel those officers who fail selection before the board in which they were members.

3. While no record of the board's deliberations is retained, detailed records of the eligibility lists are retained. These lists are meticulously checked and rechecked to avoid errors. The fact that the records of the deliberations are not retained is also of interest to those individuals not selected, in that nothing enters their records indicating why they were not recommended for promotion. Recommendations of the board are then forwarded, in order, to:

- a. Chief of Naval Personnel;
- b. Judge Advocate General of the Navy (for legal review);
- c. Chief of Naval Operations;
- d. Secretary of the Navy; and
- e. Secretary of Defense.

4. Promotion selection board recommendations for the promotion of officers to LDO and CWO grades are normally approved or disapproved by the Secretary of the Defense (SECDEF), acting for the President of the United States. Recommendations for promotion to permanent grades are approved and announced by SECNAV, then forwarded to SECDEF for transmittal to the

President. CWOs are approved by SECDEF, while LDOs are approved by the President. The President forwards the approved list to the Senate for confirmation.

711. COMMUNICATION WITH A SELECTION BOARD

1. Each officer eligible for consideration for promotion by a selection board may communicate in writing with the selection board. Individuals may not appear in person before a promotion selection board. The written communication may call the board's attention to any matter that the officer considers important. Material submitted must be received prior to the board's convening date.

2. Only the officer being considered for promotion may communicate directly with the selection board. Everyone else must submit information via the officer concerned. Visit the [NAVPERSCOM Web site](#) for procedures for corresponding to the selection board.

3. To confirm receipt of your package, members may call the NAVPERSCOM CSC at 1-866-U-ASK-NPC (1-866-827-5672) to confirm receipt of your package for Statutory Promotion Selection Boards. Phone 1-866-297-1971 (TDD for hearing impaired). You may also contact the CSC online at:
https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html

4. Make sure you include the board number on your letter and envelope. Use either a binder clip or paper clip (no staples) to fasten your documents together. It is unnecessary, and a waste of your time and money, to place your letter in special covers, folders, or notebooks (they must be removed to scan your correspondence into your record).

712. IF NOT SELECTED FOR PROMOTION

1. The statutory procedures for promotion selection constitutes a competitive system that requires the selection of the best qualified from a group of generally outstanding officers. Any selection board, thus, considers a group of highly capable officers. This results in a certain number of individuals failing selection. If you did not select for promotion, you will be considered for promotion as an above zone eligible each year until promoted or your status in the Navy changes (e.g., retirement, resignation, release from active duty, lateral transfer, or two times fail to select, etc.) This applies to both in zone and above zone officers that do not select for

promotion. Proper and timely counseling of these officers, if initiated by their own request, is required. The counseling officer will prepare a record for file indicating when and how the request was made (e-mail, telephone, personally, etc.), when and how the counseling was provided and the specific nature of the counseling. The counseling shall also consist of review the officer's record and indicating factors that may account for the officer not being competitive. Officers receiving counseling should be aware that no one actually on a selection board can state with certainty why one particular officer was not selected for promotion. The proceedings of selection boards are confidential, and as a matter of policy, record of the deliberations is not maintained.

2. Additional information on failure of selection (FOS) can be found in [MILPERSMAN 1420-050](#).

CHAPTER 8

LAWS AND POLICIES OF SIGNIFICANCE TO LDOs AND CWOs

801. GENERAL

1. This chapter provides a general description of DOPMA and related laws and policies that should answer many questions and clear up misunderstandings. Also included is a listing of the specific sections of 10 U.S.C., and various instructions and manual articles that are applicable LDOs and CWOs. You should be aware of their existence and may wish to refer to them for more details.

802. DOPMA AND THE LDO/CWO

1. When you hear "by law" or "under Title 10", chances are it is in reference to some provision of DOPMA --The Defense Officer Personnel Management Act of 15 September 1981. DOPMA was the first major revision to statutes governing officer personnel management since the Officer Personnel Act of 1947.

2. DOPMA provides a uniform system of laws within DoD concerning the appointment, promotion, separation and retirement of Regular officers, allows SECDEF and the Service Secretaries substantial authority in regulating those actions, equalizes the treatment of male and female Regular officers, and establishes an all Regular permanent officer career force by the 04 grade.

3. While DOPMA may appear to be complex and confusing, it really isn't. What makes it appear confusing for LDOs/CWOs is that many have dual status (e.g., temporary LDO/permanent enlisted (6XX2), temporary LDO/permanent CWO (6XX1) and, since some were commissioned before DOPMA and others after DOPMA, different laws and regulations apply. Rather than trying to cover every aspect of DOPMA, answers to the most frequently asked questions are provided below.

4. A few words of caution: These are general answers to general questions; your specific situation may vary. If you have questions regarding your personal situation, you should contact the BUPERS, LDO/CWO Community Manager (BUPERS-319), Commercial: (901) 874-4174/3044/3042/6484/DSN 882.

803. SOME BASICS

1. DOPMA is a series of changes and additions to laws that enlisted in 1981 and that are now an integral part of current statutes (principally 10 U.S.C., "Armed Forces"). Under DOPMA transition provisions, LDOs and CWOs who were commissioned prior to 15 September 1981 were allowed to retain their temporary officer status to retirement.

2. It should be noted that under 10 U.S.C., lieutenant commanders who remained temporary no longer have the option to become permanent officers.

3. Temporary LDOs may not be promoted above the grade of commander.

4. Temporary officers (designator ending in "2"), regardless of grade, must retire after 30 years total active service. They may not be continued past 30 years total active service, even if selected for promotion to the next higher grade (including commander).

5. By law, LDOs, regardless of original commissioning date, who are subsequently selected for promotion to lieutenant commander, must accept permanent appointment before accepting lieutenant commander (paid, not frocked) or lose that option.

6. Under current SECNAV policy, enlisted selectees for LDO are initially appointed as temporary ensign and must become permanent LDOs after promotion to lieutenant, or they will be involuntarily reverted to their permanent enlisted grade. Additional details are provided in sections 210 and 516 of this guidebook.

7. Under current SECNAV policy, all CWOs are initially appointed as permanent warrant officers and are discharged from their enlisted status.

8. Permanent officers may not revert to their former status; they must retire under officer retirement laws.

804. STATUS VERSUS PROMOTIONS

1. It's easy to confuse officer status (permanent or temporary) with type of promotion (permanent or temporary; however, they are totally different).

2. Prior to DOPMA, most officers held both permanent and temporary grades. For example, an LDO lieutenant commander was probably a temporary lieutenant commander/permanent lieutenant.

3. An officer promoted to and serving in a temporary grade draws the pay and allowances of that grade.

4. If your designator ends in "1", you are considered for both LDO promotions (when eligible) and for CWO promotions (when eligible) as if still serving as a CWO. This protects the temporary LDO from reversion at a grade lower than would have been achieved had he or she remained a CWO. It is not uncommon for a temporary LDO to be selected for LDO and CWO promotions in the same year. However, you can also fail to select in either one and be retired as a two time FOS.

5. Temporary LDOs who are permanent enlisted will continue to advance in their enlisted rating. (See BUPERSINST 1430.16F).

805. REFERENCE MATERIAL. In addition to the information provided in this guidebook, the following listing of instructions and pertinent manual articles is provided to assist the individual LDO/CWO in making career decisions.

REFERENCE

SUBJECT

<u>SECNAVINST 1412.8B</u>	Regulations to Govern the Promotion and Continuation of LDOs and CWOs Serving on Active Duty in the U.S. Navy
<u>SECNAVINST 1421.3K</u>	Temporary (SPOT) Promotion of Officers
<u>SECNAVINST 1650.1H</u>	Navy and Marine Corps Awards Manual
<u>SECNAVINST 1920.6C</u>	Administrative Separation of Officers
<u>SECNAVINST 1920.7B</u>	Continuation on Active Duty of Regular Commissioned Officers in the Navy and Marine Corps
<u>BUPERSINST 1430.16F</u>	Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

REFERENCE

SUBJECT

[BUPERSINST 1610.10C](#)

Navy Performance Evaluation System

[BUPERSINST 1900.8D](#)

Certificate of Release or Discharge
From Active DUTY (DD 214/DD 214C/DD
214WS AND DD 215

NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

ARTICLE

SUBJECT

[1210-280](#)

Designation of LDOs or CWOs as Eligible
to Succeed Command

[1212-020](#)

Redesignation Procedures for LDOs and
CWOs Within Their Respective Community

[1212-030](#)

Redesignation of Regular Permanent and
Temporary LDOs

[1301-219](#)

Officer Special Assignments - Limited
Duty Officer (LDO) and Chief Warrant
Officer (CWO) Assignments

[1420-010](#)

Communication with Officer Promotion
and Continuation Selection Boards

[1420-030](#)

Regulations Governing Physical
Examinations for Promotions of
Commissioned Officers and CWOs

[1420-040](#)

Promotion of Warrant Officers

[1420-050](#)

Counseling of Officers Who Fail of
Select for Promotion

[1426-010](#)

Permanent Appointment to CWO and LDO
Status

[1800-020](#)

Effective Date of Retirement, Issuance
of Retirement Orders and Authorization

[1810-020](#)

Submission of Application for Voluntary
Retirement from Active Duty

<u>ARTICLE</u>	<u>SUBJECT</u>
<u>1830-030</u>	Physical Examination in Connection with Retirement, Transfers to Fleet Reserve, and as a Fleet Reservist
<u>1850-010</u>	General Information Regarding Physical Disability Retirement
<u>1850-020</u>	Action Following Approved Disability Retirement
<u>1850-030</u>	Temporary Disability Retired List
<u>1920-120</u>	Voluntary Termination of Temporary Appointment of LDOs and CWOs
<u>1920-130</u>	Officer Separations, General
<u>1920-200</u>	Officer Resignation Procedures

**DoD FINANCIAL MANAGEMENT REGULATION
(DoD 7000.14-R)**

[Volume 7A Chapter 1](#) Saved Pay Entitlement and Computation

**REFERENCE GUIDE TO POST-GOVERNMENT SERVICE EMPLOYMENT
ACTIVITIES TO NAVAL PERSONNEL (NAVSO P-1778)**

[Dual Compensation Laws](#)

TITLE 10, UNITED STATES CODE, "ARMED FORCES"

The following is a list of sections within 10 U.S.C., those apply to LDOs and or CWOs. Most were covered briefly in the earlier section on DOPMA. However, there may be times that you will need to refer to a specific section for more detail. In that case, contact your command legal office or the nearest Navy Legal Service Office for assistance.

<u>SECTION</u>	<u>SUBJECT</u>
<u>571</u>	Warrant Officers: Grades
<u>572</u>	Warrant Officers: Original Appointment; Service Credit

SECTION**SUBJECT**

<u>573</u>	Convening of selection boards
<u>574</u>	Warrant officers active duty lists; competitive categories; number to be recommended for promotion; promotion zones
<u>575</u>	Recommendations for promotion by selection boards
<u>576</u>	Information furnished to selection boards; selection procedures
<u>577</u>	Promotions: effect of failure of selection for
<u>578</u>	Promotions; how made; effective date
<u>579</u>	Removal from a promotion list
<u>580</u>	Regular warrant officers twice failing of selection for promotion: involuntary retirement or separation
<u>581</u>	Selective retirement
<u>582</u>	Warrant officer active duty list; exclusions
<u>583</u>	Definitions
<u>611</u>	Convening of selection boards
<u>612</u>	Composition of selection boards
<u>613</u>	Oath of members of selection boards
<u>614</u>	Notice of convening of selection boards; communications with boards
<u>615</u>	Information furnished to selection boards

SECTION**SUBJECT**

<u>616</u>	Recommendations for promotion by selection boards
<u>617</u>	Reports of selection boards
<u>618</u>	Action on reports of selection boards
<u>619</u>	Eligibility for consideration for promotion
<u>620</u>	Active-duty lists
<u>621</u>	Competitive categories for promotion
<u>622</u>	Numbers to be recommended for promotion
<u>623</u>	Establishment of promotion zones
<u>624</u>	Promotions: How made
<u>626</u>	Acceptance of promotions; oaths of office
<u>627</u>	Failure of selection for promotion
<u>628</u>	Special selection boards
<u>629</u>	Removal from a list of officers recommended for promotion
<u>637</u>	Selection of regular officers for continuation on active duty
<u>638</u>	Selective early retirement
<u>742</u>	Rank: warrant officers
<u>1164</u>	Warrant officers; separation for age
<u>1165</u>	Regular warrant officers; separation during three-year probationary period

SECTION**SUBJECT**

<u>1166</u>	Regular warrant officers; elimination for unfitness or unsatisfactory service
<u>1251</u>	Age 62: Regular commissioned officers; exceptions
<u>1263</u>	Age 62: Warrant officers
<u>1293</u>	Retirement for length of service; 20 years or more; warrant officers
<u>1305</u>	Retirement for length of service; 30 years or more; regular warrant officers
<u>1370</u>	Retired grade: commissioned officers
<u>1371</u>	Retired grade: Warrant officers
<u>5589</u>	Regular Navy: Officers designated for limited duty (original appointments)
<u>5596</u>	Navy: Temporary appointments of officers designated for limited duty
<u>5721</u>	Temporary promotion of certain Navy lieutenants (spot promotions)
<u>6151</u>	Higher retired grade and pay for members who serve satisfactorily under temporary appointments
<u>6322</u>	Voluntary retirement: Officers; 30 years
<u>6323</u>	Voluntary retirement: Officers; 20 years
<u>6326</u>	Voluntary retirement: Enlisted members; 30 years

CHAPTER 9

RETIREMENT

901. MINIMUM SERVICE REQUIREMENTS

1. By law, an LDO must complete 10 years of commissioned service to retire as an LDO.
2. CWOs must serve the initial 3 year obligation before being eligible for voluntary retirement.
3. All officers must fulfill obligated service requirements for education programs, and comply with DoD area tour requirements.
4. If an officer is involuntarily retired before meeting minimum time in-grade requirements, SECNAV may authorize retirement in the highest grade held. In this case, LDOs must serve a minimum of 5 months in grade and CWOs a minimum of 31 days in grade. This only applies to involuntary retirements.

902. WHEN CAN YOU RETIRE

1. Once promoted there are certain in-grade service requirements that must be met to be eligible for retirement. The following minimum time in grade requirements are prescribed for voluntary and involuntary (statutory) retirements:

GRADE	VOLUNTARY	INVOLUNTARY
ENS	*6 months	6 months
LTJG	*6 months	6 months
LT	*2 years	6 months
LCDR	*2 years	6 months
CDR	*3 years	6 months
CAPT	*3 years	6 months
CWO2	*2 years	31 days
CWO3/4/5	*2 years	31 days

* Must complete initial 3 year service obligation

903. RETIREMENT

1. Voluntary Retirements. Voluntary active duty retirement requests are submitted to NAVPERSCOM, Officer Retirement Division (PERS-83). Officers desiring voluntary retirement shall submit an official written request to SECNAV via their CO and NAVPERSCOM (PERS-83). If requested retirement date does not coincide with PRD, submit request 9 to 12 months in advance of the requested retirement date to allow ample time to identify a relief for the retiring officer. Retirement requests submitted more than 12 months in advance will not be accepted. Guidelines for submitting applications for retirement can be found in [MILPERSMAN 1810-020](#).

2. Involuntary (statutory) Retirements. Involuntary retirements are determined by an officer's grade, total active service, age, and number of FOS for promotion. It is important to know your statutory retirement date, especially since the Selective Early Retirement (SER) law exempts from SER consideration those whose statutory retirement date falls within a certain time frame.

3. Selected Early Retirement (SER). Personnel selected for SER fall under the involuntary retirement statutes of 10 U.S.C. SERs are currently necessary to meet end-strength decreases and to reduce grade imbalances. Those selected for SER face statutory retirement no later than the 1st day of the 7th month after approval of the board's proceedings.

4. Most veterans and their next-of-kin can obtain free copies of their [DD 214 \(Report of Separation\)](#) and other military and medical records several ways after retirement. If you've been discharged from military service, your personnel files are stored at the National Archives and Records Administration. They are the official repository for records of military personnel who have been discharged from the U.S. Air Force, Army, Marine Corps, Navy and Coast Guard.

To request a copy of your DD 214 visit:

<http://www.archives.gov/veterans/military-service-records/>

904. REVERT AND RETIRE

1. Active duty lieutenant and lieutenant junior grade officers with prior enlisted service that have twice FOS for promotion to lieutenant commander or lieutenant may be eligible to resign and re-enlist (informally called "reversion") in order to reach retirement eligibility. These officers must have at least 16 years, but less than 18 years of active military service on the date they would be separated, to be eligible for reversion. To verify your eligibility contact NAVPERSCOM, [Retirements and Disability Branch](#) (PERS-835), Officer Separations, at (901) 874-2085/DSN 882.

2. Temporary LDOs/permanent CWOs are retired with the pay of the highest grade held, unless they revert before retirement.

3. A temporary LDO lieutenant/permanent CW04 should consider reverting before retiring, since a CW04 with 26 or more years service (for pay) receives higher active and retirement pay than a lieutenant.

905. CONTINUATION

1. It is possible for permanent LDOs and CWOs to be continued beyond their statutory retirement date under unusual circumstances. Temporary officers may not be continued.

2. SECNAV may continue permanent officers beyond their statutory retirement dates when shortages exist that cannot be filled through normal accession or promotion processes. LDOs and CWOs may be continued if:

a. Selected for promotion to the next higher grade, but subject to involuntary retirement for completion of 30 years total active service before their promotion date; or

b. Critical skill shortages exist that cannot be filled by selecting new LDOs or CWOs. This option is seldom required.

3. Individual officers may not apply for continuation. Officers who fall into one of the above categories may be considered for continuation and, if selected, will be notified.

906. DUAL COMPENSATION. Prior to 1 October, 1999, 5 U.S.C., section 5532 operated to reduce the retired or retainer pay of retired and former members of the Armed Forces. This law contained complicated provisions involving several reductions

and an overall limit on Federal compensation. The National Defense Authorization Act for Fiscal Year 2000, section 651 repealed 5 U.S.C., section 5532 in its entirety. Accordingly, there are no reductions in retired or retainer pay for former or retired member of the Armed Forces who are employed in Federal civilian positions.