



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESNOTE 1420

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NAVSUPPACT NAPLES NOTICE 1420

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: FY-25 LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER
APPLICATION PROCESS

Ref: (a) OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs
(b) CNO WASHINGTON DC 151902Z May 23 (NAVADMIN 111/23)
(c) NAVPERS 1420/5 (07-2022)
(d) FY-25 Limited Duty Officer/Chief Warrant Officer Application Template
(e) FY-24 Limited Duty Officer/Chief Warrant Officer Discrete Requirements
(f) LDO/CWO Career Pattern Sheets (applicable designator)
(g) Mustang Lariats (previous two years)

Encl: (1) LDO/CWO Program Coordinator Timeline
(2) LDO/CWO Applicant Timeline

1. Purpose. To establish guidelines for application procedures for the Fiscal Year 2025 (FY-25) Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs per references (a) through (g).

2. Discussion. The LDO/CWO program provides commissioning opportunities to qualified senior enlisted personnel based on documented superior performance, leadership, technical expertise, and experience. Additional information and forms are available online at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/> and <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

a. This notice is issued to provide specific guidelines for applicants. References (b) through (d) will be used until the newest or FY-25 documents are released. Completed applications and addendums must be sent to MyNavy Career Center (MNCC) via encrypted e-mail using a military e-mail account per reference (b).

3. Action. All parties will adhere to the timelines in enclosures (1) and (2) and complete all checklist items outlined in reference (c).

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4. Responsibilities

a. Program Coordinators must:

(1) Review all applications to ensure compliance and guidance provided by Navy Personnel Command.

(2) Coordinate interview appraisal boards upon request. Appraisal boards will consist of at least three LDOs or CWOs, or a combination thereof, within paygrades of O-3 or W-3 and above. The senior member of the board will be a LCDR or above. For CWO applicants, the senior member must be a CWO4 or above if a LCDR or above is not available. Whenever possible, at least one interviewer will hold the same designator the applicant has listed as the primary choice on the application. Per reference (b), only three interview appraisals are authorized to be submitted for each applicant.

(3) Coordinate and conduct a ranking board of all applicants and provide a recommendation to the Commanding Officer (CO).

(4) Ensure NAVCRUIT 1131/5 (Rev 2-2022) is the only form used to document interviewer's appraisals.

b. Applicants must:

(1) Be able to successfully complete sea duty screening and be worldwide assignable

(2) Review the LDO/CWO discrete requirements for the applicable designator prior to applying for the program.

(2) Ensure LDO or CWO mentor reviews their application prior to submission.

(3) Ensure their Department Head (DH) reviews application prior to submission to the Program Coordinators.

(4) Submit the following as part of their application package:

(a) New FY-25 LDO/CWO application template with enclosures as found on https://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx.

(b) Reference (c) filled out.

(c) Member's performance summary report.

(d) Performance evaluations for the previous five years.

(e) Physical readiness test results for the previous three years (from PRIMS).

(f) Member's history of assignments (from NSIPS).

c. DHs must:

(1) Review applications prior to submitting to the Program Coordinator.

(2) Submit a draft CO's endorsement including information concerning the applicant's military and professional performance, degree and scope of technical competence, supervisory ability in present rating, potential to perform as a commissioned officer, and ability to accomplish officer technical management and specialist functions. Address the specifics of the member's discrete requirements.

5. Due to the phased schedule outlined by reference (c), advancement eligible First Class Petty Officers awaiting CPO results to apply for CWO are encouraged to apply and submit their application by the 1 October 2023 deadline with the following guidelines:

(1) Proceed with the application process as outlined in reference (b).

(2) Add the following statement at the top of the CO's endorsement: "Member is awaiting CPO results."

(3) Navy Personnel Command will set aside these applications until CPO results are announced.

(4) Submit First Class Petty Officer evaluations due on 15 November 2023 as an addendum. If selected for CPO, the close-out evaluation is not be required if the end of the report period is past 15 November 2023.

(5) Once all the CPO results are in, Navy Personnel Command will integrate or remove those records/applications accordingly.

6. The FY-25 LDO/CWO Program Coordinator is CWO3 Brian Curran. He can be reached at e-mail: brian.s.curran.mil@us.navy.mil, DSN 314-626-5397, or commercial: +39 081-568-5397.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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S.W.1160963766
J. W. STEWART

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Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcen.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Notices/>

LDO/CWO PROGRAM COORDINATOR TIMELINE

DUE DATES	COMMAND COORDINATOR ACTIONS
March/April	Download and disseminate the most recent LDO/CWO Recruiting Brief on the LDO/CWO Community Manager's page on MyNavy HR.
	Conduct a LDO/CWO Applicant Brief for all eligible and interested applicants, and spouses, if able.
	Collect special request chits for all interested applicants, with chain of command recommendations, verify eligibility (including Discrete Requirements).
	Route special request chits to the Commanding Officer for approval.
	Identify the designators being applied for and begin to coordinate with area and other command coordinators to identify potential Appraisal Board members.
May	Collect draft applications from the LDO/CWO applicants.
	Conduct an application and record review with each applicant. Ensure you are verifying discrete requirements.
May/June	Update references (b) and (c) upon release of the annual NAVADMIN
	Review the annual NAVADMIN and adjust timeline and requirements to adhere to the guidance within the NAVADMIN.
	Re-verify applicant eligibility with the FY-25 NAVADMIN and NAVPERS 1420/5.
	Have Candidates requiring TIS Waivers submit PRIOR to 15 July
	Identify Appraisal Board members for Commanding Officer approval

July	Conduct package reviews for progress and guidance
	Schedule Appraisal Boards with Commanding Officer approved members upon request
15 July	Ensure all TIS waivers have been submitted to the LDO/CWO Community Manager for adjudication. Email approved requests to: ldocwoocm.fct@navy.mil.
August	Conduct final application review prior to appraisal board(s).
	Send applications to Appraisal Board members prior to scheduled boards.
	Conduct Appraisal Boards.
	Collect Interviewer's Appraisal Sheets from each board member. Ensure each appraisal sheet contains the Name, Grade, and Designator for each Appraisal Board member.
	Download the certificates and test encryption with MNCC email address, cscselboard@navy.mil, for package submission.
September	Collect final packages and appraisals for routing to the Commanding Officer
	Submit packages to the FY-25 LDO/CWO ISPB via the MNCC email address cscselboard@navy.mil or USPS. No other means of electronic submission (DoD SAFE and ESSBD) will be accepted. Commands can and are encouraged to submit packages on behalf of the applicants.
1 October	Deadline to submit applications via MNCC. If using USPS, applications must be postmarked no later than 1 October 22.
October/November	Review BOL for package acceptance
	If there is an "A" next to the applicant's name, their package is accepted, if there is an "NE" contact PERS-803 for resolution of an error.

	Coordinate with admin to ensure applicants who are awaiting to sign their most recent periodic or closeout evals are prioritized in order to meet the 15 Dec addendum deadline.
December	Review applicants OMPF for acceptance of their most recent periodic eval (SCPO/CPO/PO1) or PO1 closeout eval.
	Submit addendum to MNCC with most recent periodic eval, PO1 close out eval, or additional information as necessary.
15 December	Deadline for addendums to be submitted via MNCC email address. If using USPS, must be received by this date.
December	Conduct lessons learned, make adjustments and draft next year's notice.
January	Active/FTS Enlisted to LDO/CWO ISP Board convenes.
February-March	Active/FTS Enlisted to LDO/CWO ISP Board results published in NAVADMIN.

LDO/CWO APPLICANT TIMELINE

DUE DATES	APPLICANT ACTIONS
4 March	Obtain references (b) through (h), and read thoroughly to ensure program eligibility. Note LDO/CWO discrete requirements in reference (e).
	Review the following for accuracy: Your Performance Evaluation Continuity Report, Enlisted Summary Record, Performance Summary Report, Official Military Personnel File, Physical Readiness Information Management System (PRIMS), Navy Standard Integrated Personnel System, and Fleet Management and Planning System (FLTMPS) Electronic Training Jacket (ETJ).
17 March	Submit your Special Request (NAVPERS 1336/3 (Rev 10-2011)) to the Commanding Officer via your Directorate chain of command and the LDO/CWO Program Coordinator. Enclose proof of eligibility; Performance Summary Report, all E5 and above evaluations, last two physical fitness assessments showing physical readiness test results from PRIMS, board eligibility (for E6), FLTMPS electronic training jacket (print the entire jacket), and ref (f).
	The command's LDO/CWO Program Coordinator can help re-verify eligibility (including Discrete Requirements) for application recommendations.
April	Identify, contact, and have at least two Naval Officers to review your draft application including CO's endorsement statement (preferably at least one LDO/CWO reviewers from the applicable designator).

29 May	<p>Submit your draft application to the command LDO/CWO Program Coordinator via your Directorate chain of command include all applicable enclosures (e.g. awards, designation letters, E7 exam profile sheet, Color Vision Test Results, etc.). E-mail (encrypted) your completed application (Microsoft Word) and all enclosures (PDF) directly to the command LDO/CWO Program Coordinator.</p> <p>Note 1: Name files: FY-25 LDO APPLICATION ICO YN1 SMITH, ENCL 1 FY-25 LDO-CWO ELIGIBILITY CHECKLIST ICO YN1 SMITH, etc.</p> <p>Note 2: Annotate each page per ref (b).</p>
May/June	Update your applications for final draft per release of the FY-25 Active-Duty Limited Duty Officer and Chief Warrant Officer In-Service Procurement Board NAVADMIN.
	If you require a TIS Waiver, write your request letter and get the command endorsement in time for submission prior to the 15 July deadline. Email approved requests to: ldocwoocm.fct@navy.mil.
17 June	Submit your final draft application to the command LDO/CWO Program Coordinator.
July	The command LDO/CWO Program Coordinator can help make preparations and schedule interview appraisal boards, upon request.
15 July	Command approved time-in-service waivers are due to the LDO/CWO Community Managers. (late waivers will not be considered)
August	Interview appraisal boards are conducted. Interview Appraisal Sheets will be returned the command LDO/CWO Program Coordinator.
2 September	Final/complete applications are due to the Command Coordinator to be routed to the Commanding Officer via the Administration Department (for command letterhead and signatures)

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September	Approved applications will be submitted via encrypted e-mail to MNCC at cscselboard@navy.mil (preferred method). Communication to the board (application, addendums, etc.) should originate from the individual Service Member via their CO. However, it is acceptable for the command to submit an applicant's package due by 01 October 2022 in lieu of the Service Member, if the CO has endorsed the package and the Service Member has been provided a copy of their entire package prior to sending.
1 October	Deadline to submit applications for LDO/CWO to MNCC.
October-November	Applicants will review their BUPERS Online account for weekly for Approval, Error Codes. An "A" means your package was accepted, an "NE" means there is an error in your package, contact the Command Coordinator and PERS-803 for resolution of the error.
December	Review your OMPF for your most recent eval (SCPO/CPO/PO1 or PO1 Closeout) being uploaded into your record. If it is not there, submit an addendum before the deadline.
15 December	Deadline for addendums to be submitted via MNCC. If using USPS, they must be received by this date.
January	Active/FTS Enlisted to LDO/CWO ISP Board convenes.
February - March	Active/FTS Enlisted to LDO/CWO ISP Board results published in NAVADMIN.

KEYS TO A SUCCESSFUL APPLICATION PROCESS

1. Read and follow applicable references verbatim.
2. Applicants will not "appraisal shop" – command coordinator will set up interview appraisal board membership.
3. Read and know information and requirements about the program.
4. Communicate with LDO/CWO for the designator(s) you are applying.
5. Do not exceed deadline due dates; the application process is designed to flow together.