



Surface Limited Duty Officer Command Qualification Program for Command Ashore

COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 1412.3B

Purpose

This checklist has been created to provide comprehensive guidance for the submission of your completed Surface Limited Duty Officer (LDO) Command Qualification Program for Command Ashore package. Adherence to these instructions is the final step in earning the 2D1 Additional Qualification Designation (AQD) and is essential for ensuring a smooth and timely review. A complete, accurate, and professionally compiled package reflects the high standards expected of our future commanding officers. Please review each requirement carefully to prevent administrative delays in the processing of your qualification.

Required Documents for Submission

Before forwarding your package, verify that each of the following mandatory items is included and fully compliant with the requirements outlined below. The complete package must be submitted to your respective detailer for official review and processing.

1. Completed Personal Qualification Standard (PQS) (COMNAVSURFPAC/COMNAVSURFLANT 1412.3B)

This is the foundational document of your qualification, representing months of dedicated effort, study, and mentorship. Its completeness is paramount.

- All Line Items Signed and Dated: Conduct a thorough page-by-page review to ensure every line item has been individually signed and dated by an authorized qualifier. There should be no blank signature or date fields within the main body of the PQS. Incomplete sections will result in the immediate return of your package.
- 301 Final Qualification Coversheet: This is the capstone page of your PQS. It must be properly filled out and contain the required signatures, which serve as the final endorsements of your readiness.
 - Signature of Oral Board President: The senior officer who presided over your command qualification oral board must sign and date the coversheet, attesting to the board's successful outcome.



- Signature of Your Commanding Officer: Your current Commanding Officer's signature is required as a final endorsement, signifying their confidence in your character, knowledge, and leadership potential for command.

2. Oral Board Completion Letter

This official letter serves as the formal record of your successful appearance before the command qualification oral board.

- The letter should be drafted on official command letterhead, if applicable, and signed by the Oral Board President.
- It must clearly state the date the board was convened, the names and ranks of all board members, and a definitive statement that you have passed the board and are recommended for command qualification and the awarding of the 2D1 AQD.

3. ADCON ISIC (or equivalent) Nomination and/or Endorsement Letter

This document serves as the formal endorsement from your chain of command, validating your candidacy for command qualification.

- The letter must originate from your Administrative Control (ADCON) Immediate Superior in Command (ISIC), or an equivalent authority.
- This endorsement confirms that your leadership has vetted your performance and potential, and formally supports your nomination for the Command Ashore program. This step ensures awareness and formality throughout the process.

Final Steps and Official Record Update

Once you have meticulously compiled and reviewed all the documents listed above, submit the complete package to your respective detailer.

Upon receipt and a thorough review, if all requirements have been satisfactorily met, you will be approved for the 2D1 Additional Qualification Designation (AQD). Please be advised that you should expect a processing time of approximately 2 to 3 weeks for the AQD to be reflected in your official record. This timeframe allows for final administrative processing and system updates within Navy personnel databases.

Congratulations on reaching this significant milestone in your professional career!



Contact Information

For any further questions or clarification regarding the Surface LDO Command Qualification Program, please do not hesitate to contact:

Surface LDO/CWO Assignments (PERS-414)

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