

## LDO 641X (ADMINISTRATION)

### DESIGNATOR DESCRIPTION

Administration Limited Duty Officers serve as officer technical managers and perform duties in the areas of administration , manpower planning, pay and personnel management, organization planning, protocol, personnel assignments, training, postal functions, and printed materials; they display a broad knowledge of Navy personnel and administrative procedures, regulations, and directives; write technical reports and personnel evaluations on both enlisted and officers. Manage front office and staff operations and oversight of flag secretariats. Provide broad scope of technical administrative expertise to all warfare communities.

<b>YRS COMM SVC</b>	<b>SEA</b>	<b>CAREER PATTERN</b>	<b>SHORE</b>
<b>CAPT</b> 30 — — AQDs: 2D2, 2D3, CE6	Shore Major Command 4 Star Flag Secretary / Chief of Staff / Executive Assistant Personnel Distribution and Management  <b>* Screen Major Command*</b>		
<b>CDR</b> 22 — — AQDs: CE5, CA5, CB4, CD5, CC5, 2D1, 2D2	Commander Command XO / TSC XO to CO Fleet Up 4 Star Flag Secretary / Exec Asst Branch Head / ECM / Division Director / Manning/Personnel Distribution <b>* Screen Commander Command*</b>		
<b>LCDR</b> 16 — — AQDs: CC4, CA4, CB4, CD4, LB2, 2D1	CVN / LHD / LHA / AS AO CCSG Flag Secretary DEVGRU Admin Dir	OIC / OPNAV / XO / Chief of Staff Major and Joint Staff Exec Asst/ 3 Star Flag Secretary / NPC Detailer, Branch Head or ECM Staff Admin / Manning/Personnel Dist / <b>* Complete Commander Command Qualification*</b>	
<b>LT</b> 10 — — AQDs: CA3, CB3, CD3, LB2	IA / EODGRU / SPECRECON/ NSWG / SEVENTHFLT	OIC or AOIC / XO 1-2 Star Flag Secretary / Exec Asst Major Staff / Region Admin Officer Personnel / Manpower Management / RAO ATG / CNSWG / ECM / LCSRON/ NAS / NSA / NIOC	
<b>LTJG</b> 4 AQDs: CA2, CB2, CD2, LB2	CVN / DESRON / EOD / HSC / HSM / VQ		ATG / AFTG / CNATTU / CNSWCEN / COMOMAG / CYBERCOM / DIA / JIOC / NAS / NSA / NPS / OPNAV / OTC / PSD / SPECRECON / TPU / UWDC / VRC
<b>ENS</b> 2 AQDs: CA1, CB1, CD1, LB2			

**Note:** The AQDs listed are the basic ones that can be earned. There are other AQDs that can be earned due to additional duties at a command.