

**THE LIMITED DUTY OFFICER, CHIEF WARRANT OFFICER
AND WARRANT OFFICER PROFESSIONAL GUIDEBOOK**

2022 EDITION

PREFACE

Present and future naval officers face a rapidly changing environment requiring more complex career management decisions. This Guidebook is intended to assist Limited Duty Officers (LDOs), Chief Warrant Officers (CWOs) and Warrant Officers (WO1s) in planning their professional development and managing their careers.

This publication provides excellent guidance and information resources regarding policies, laws, and regulations governing the LDO, CWO and WO1 Programs, including in-service procurement of these officers from the enlisted ranks, career planning, promotion, retirement, rights and benefits. It also lists general and professional occupational standards for each specific designator and provides answers to the most frequently asked questions.

The Guidebook contains information intended for LDOs, CWOs, WO1s, senior enlisted supervisors, and others in positions of leadership throughout the Navy. It is a good source of career management and guidance for career counselors and potential LDO/CWO/WO1 candidates. For up to date information on the programs and policies included in this publication refer to the MyNavyHR LDO/CWO/WO1 webpage: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/>

This publication supersedes the Limited Duty Officer and Chief Warrant Officer Professional Guidebook - 2011 edition and will be updated periodically to provide the latest career information. Comments and recommendations for future topics are encouraged and may be made directly to BUPERS-319 via email at ldocwoocm.fct@navy.mil, or by mail to BUPERS-319, 5720 Integrity Drive, Millington, TN 38055.

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LDO/CWO/WO1 Community Mission and Vision

Mission:

The Limited Duty Officer, Chief Warrant Officer and Warrant Officer Community **supports** the war-fighting capability and readiness of Naval Forces through leadership, technical proficiency, and experience. We are the **primary manpower source** for **technically specific billets** not best suited for traditional Unrestricted Line, Restricted Line or Staff Corps career path Officers. We are committed to the continuous leadership, improvement, training and mentoring of Sailors.

Vision:

We will achieve and maintain the highest degree of technical excellence within our specialties in order to ensure we are poised to continuously contribute to the war-fighting capability and readiness of Naval Forces.

Fundamental to this vision is our ability to constantly strive for improvement through training, education, qualifications, and being fully integrated with our fellow wardroom members. We will seek out the toughest challenges in our command and do our utmost to positively influence them.

We will at all times maintain the highest standards of personal integrity, setting the example for those with whom we work and those who we lead. We will always be personally and professionally prepared to support the manning requirements of the Navy and ask for the most challenging assignments commensurate with our rank.

We are a community with great pride and history. We will honor those who paved the way for us by remaining humble through our actions and actively searching for and mentoring those Sailors who possess the technical expertise and leadership traits required in a wardroom in order to groom them to one day relieve us. Our success will be known to those who follow us by the reverence in which our community is held by the Navy.

As a reminder, it should not be "hard to be humble" as that motto is out dated and no longer used. The term 'Mustang' is defined in our language as a creature of mixed and multiple breeding. When applied as a label to sea service personnel, it is a fitting one, because they have come from every ethnic and educational walk of life. The tie that binds them in unity is their love of naval science, their proficiency and dedication to excellence in the performance of their duties, and their genuine concern for the welfare of their shipmates. Each is a professional who has come up through the ranks and 'knows the ropes!' May our nation be eternally grateful for those men and women who have served it so well for generations. Their honorable past has been served with an infectious spirit, which will continue throughout their ranks today and long into the generations that follow them in the future.

A USER'S GUIDE

The following is a summary of the contents of the Limited Duty Officer, Chief Warrant Officer and Warrant Officer Professional Guidebook, 2022 Edition:

CHAPTER 1: **"From Proud Beginnings - The History of The LDO, CWO and WO1 Program"** A brief history of the evolvement of Navy limited duty officers, chief warrant officers, and warrant officers.

CHAPTER 2: **"Expertise through Experience"** Detailed information on the LDO/CWO/WO1 Programs, including eligibility requirements and appointment procedures.

CHAPTER 3: **"In Pursuit of a Career as an LDO, CWO or WO1"** Information on the LDO/CWO/WO1 application process, including helpful hints compiled from previous selection boards.

CHAPTER 4: **"So you are Selected...What's Next?"** Useful information on procedures and points of contact once selected for the LDO/CWO/WO1 program.

CHAPTER 5: **"Making the System Work for You"** Useful information on the detailing process, officer fitness reports, and how to review and correct personnel records.

CHAPTER 6: **"Promotions"** Emphasizes performance as the key to success. Discusses officer precedence numbers, competitive categories, promotion opportunity, flow points, and obligated service requirements.

CHAPTER 7: **"Laws and Policies of Significance to LDOs/CWOs/WO1s"** Provides a general description of the Defense Officer Personnel Management Act (DOPMA) and related laws and policies that pertain to LDOs/CWOs/WO1s. Includes a listing of DOPMA sections, various instructions and manual articles that are applicable to LDOs/CWOs.

CHAPTER 8: **"Career Planning"** Outlines the duties and responsibilities of each designator and provides a basic career planning guide for each.