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 XXXXXXCOMNOTE 1420

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 31 Jan XX

XXXXXXCOM (LOCATION) NOTICE 1420

From: Commanding Officer, XXXXX XXXXX, XXXXX

Subj: FY-XX LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) APPLICATION PROCESS

Ref: (a) OPNAVINST 1420.2

 (b) NAVADMIN XXX/XX (Announcing ISPB)

 (c) NAVPERS 1420/5

 (d) FY-XX Limited Duty Officer/Chief Warrant Officer Application Template

 (e) FY-XX Limited Duty Officer/Chief Warrant Officer Discrete Requirements

 (f) SECNAV M-5210.1 of September 2019

 (g) LDO/CWO Career Pattern Sheets (applicable designator)

 (h) Mustang Lariats (previous 2 years)

Encl: (1) LDO/CWO Program Coordinator Timeline

(2) LDO/CWO Applicant Timeline

1. Purpose. To promulgate application procedures for the FY-XX Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) program, in accordance with references (a) through (d).

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/.

This notice is issued to provide specific guidelines for applicants. References (b) through (d) will be used until the newest or FY-XX 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 personnel shall adhere to the timeline in enclosure (1) and complete the checklist outlined in reference (c).

4. Records Management. Records created, as a result of this notice, regardless of media and format, shall be managed per reference (f).

5. Cancellation Contingency. This notice is cancelled upon completion of all required actions.

6. Responsibilities

 a. The LDO/CWO Program Coordinator, as designated by the Commanding Officer (CO), will advertise the program, track the status of applications, and coordinate with respective candidates. In addition, the LDO/CWO Program Coordinator is responsible for:

 (1) Ensuring only qualified applicants are recommended for approval to submit an

application.

 (2) Ensuring completion and accuracy of packages prior to submission to the CO.

 (3) Coordinating all interview appraisal boards.

 (4) Collecting all interview appraisal board sheets and include them with the respective

applications prior to routing final packages to the CO.

 (5) Verifying all applications for completeness and accuracy prior to the applicant’s submission (via encrypted email).

 b. Applicants are responsible for the accuracy, completeness, and timeliness of their application. Enclosure (1) provides the detailed timeline for the entire process.

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Distribution:

All Hands

**COMMAND COORDINATOR TIMELINE**

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| **DUE DATES** | **COMMAND COORDINATOR ACTIONS** |
| When designated as Command Coordinator | * Route annual command LDO/CWO Program notice for signature and distribution to your command.
* Make yourself familiar with references (a) through (h), as well as the LDO/CWO Community Manager and LDO/CWO In-Service Procurement Board pages on MyNavy HR.
* Download the most recent LDO/CWO Recruiting Brief on the LDO/CWO Community Manager’s page on MyNavy HR.
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| March/April | * 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.
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| May | * Collect draft applications from the LDO/CWO applicants.
* Conduct an application and record review with each applicant. Ensure you are verifying discrete requirements.
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| 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.
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| May/June | * Re-verify applicant eligibility with the FY-XX NAVADMIN and NAVPERS 1420/5.
* Have Candidates requiring TIS Waivers submit PRIOR to 15 July
* Identify Appraisal Board members for Commanding Officer approval.
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| July | * Conduct package review for progress and guidance
* Schedule Appraisal Boards with Commanding Officer approved members.
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| 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.
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| 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.
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| September | * Collect final packages and appraisals for routing to the Commanding Officer.
* Submit packages to the FY-XX 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.
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| 1 October | * Deadline to submit applications via MNCC. If using USPS, applications must be postmarked no later than 1 October.
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| 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.
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| 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.
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| 15 December | * Deadline for addendums to be submitted via MNCC email address. If using USPS, must be **received** by this date.
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| December | * Conduct lessons learned, make adjustments and draft next year’s notice.
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| January | * Active/FTS Enlisted to LDO/CWO ISPB convenes.
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| February-March | * Active/FTS Enlisted to LDO/CWO ISPB results published in NAVADMIN.
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**KEYS TO BE A SUCCESSFUL COMMAND COORDINATOR**

1. Read and follow applicable references verbatim.
2. Set up interview appraisal board membership early.
3. Read and know information and requirements about the program and designators your applicants are applying for.
4. Communicate with fellow LDO/CWOs for assistance. If you don’t know, ask. Utilize your command/area’s Mustang Association and your Community Managers.
5. Own your program. Be knowledgeable and honest with your Command and applicants. You are the first line of defense for our program.

**APPLICANT TIMELINE**

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| **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).
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| 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 reference (f).
* The command’s LDO/CWO Program Coordinator re-verifies eligibility (including Discrete Requirements) for application recommendations.
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| April | * Identify, contact, and have at least five Naval Officers to review your draft application including CO’s endorsement statement (preferably at least three LDO/CWO reviewers from the applicable designator).
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| 22 May | * 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.

Note 1: Name files; FY-XX LDO APPLICATION ICO *YN1 SMITH*, ENCL 1 FY-XX LDO-CWO ELIGIBILITY CHECKLIST ICO *YN1 SMITH*, etc, etc…Note 2: Annotate each page per reference (b). |
| May/June | * Update your applications for final draft per release of the FY-XX 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.
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| 17 June | * Submit your final draft application to the command LDO/CWO Program Coordinator.
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| July | * The command LDO/CWO Program Coordinator makes preparations and schedules interview appraisal boards.
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| 15 July | * Command approved Time in Service waivers are due to the LDO/CWO Community Managers. (late waivers will not be considered)
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| August | * Interview appraisal boards are conducted. Interview Appraisal Sheets will be returned the command LDO/CWO Program Coordinator.
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| 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 1 October 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.
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| January | * Active/FTS Enlisted to LDO/CWO ISPB convenes.
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 |

**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. Exceed deadline due dates; the application process is designed to flow together.