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NAVADMIN 121/25

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SUBJ/FISCAL YEAR 2027 NAVY SELRES LIMITED DUTY OFFICER AND CHIEF WARRANT
OFFICER IN-SERVICE PROCUREMENT BOARD//

REF/A/DOC/OPNAV/14DEC09//
REF/B/DOC/OPNAV/12APR16//
REF/C/DOC/BUPERS/19SEP18//
REF/D/MSG/CNO WASHINGTON DC/251736ZJAN18//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL.
REF B IS OPNAVINST 1120.12A, APPOINTMENT OF LIMITED DUTY OFFICERS AND CHIEF
WARRANT OFFICERS IN THE NAVY RESERVE.
REF C IS BUPERSINST 1430.16G CH-1, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL
OF THE U.S. NAVY AND U.S.
NAVY RESERVE.
REF D IS NAVADMIN 014/18, UPDATED OFF-RAMP GUIDANCE FOR ACTIVE AND RESERVE
COMPONENT INFORMATION WARFARE AND SUPPLY CORPS LIMITED DUTY OFFICERS.//

RMKS/1. This NAVADMIN announces the solicitation of applications from highly
qualified and motivated E6 through E9 Selected Reserve (SELRES) Sailors for
the Fiscal Year (FY) 2027 Navy SELRES Limited Duty Officer (LDO) and Chief
Warrant Officer (CWO), Warrant Officer (WO) programs. Training and
Administration of the Reserve Sailors are eligible for the FY27 Active Duty
LDO, CWO, and WO In-Service Procurement Board (ISPB). Where conflicts with
reference (a) exist, this NAVADMIN and reference (b) take precedence. The
FY27 Navy SELRES LDO and CWO ISPB number is 27315.

2. The FY27 SELRES LDO and CWO ISPB will consider candidates for the
following officer designators: 6235, 6295, 6335, 6415, 6495, 6535, 7118,
7128, 7138, 7158, 7178, 7188, 7818, 7828 and 7838.
Eligible Sailors are encouraged to apply for the designators for which they
are most qualified, regardless of current rating. Refer to references (a)
through (c) for eligibility criteria. NOTE:
Current Reserve CWOs that desire to transition into the LDO community are no
longer supported and will not be considered if an application is received.
No exceptions will be considered.

3. FY27 guidance.

a. All applicants for the LDO and CWO programs must have a security
clearance prior to commissioning and must be worldwide assignable.

b. Time-in-service (TIS) for the FY27 Navy SELRES LDO and CWO ISPB must be computed to 1 October 2026. In line with references (a) and (b), TIS is synonymous with years of Total Qualifying Service (TQS) toward a non-regular (Reserve) retirement. TQS does not include individual ready reserve service, breaks in service, nor years of service that are non-satisfactory.

c. TIS requirements:

(1) LDO. 8 to 14 years for LDO applicants. All LDO applicants must be able to serve at least 6 years of qualifying service and complete 20 years of qualifying service prior to age 62.

TIS waivers for less than 8 years for LDO will not be considered.

TIS waivers for more than 20 years for LDO will not be considered.

No exceptions will be considered.

(2) CWO. 14 to 20 years for CWO applicants. All CWO applicants must be able to complete 20 years of qualifying service prior to reaching 62 years of age.

(a) CWO2 (E7 and E8 applicants): TIS waivers for less than 12 years for CWO2 will not be considered. TIS waivers for more than 22 years for CWO2 will not be considered. No exceptions will be considered.

(b) CWO3 (E9 applicants): TIS waivers for less than 14 years for CWO3 will not be considered. TIS waivers for more than 25 years for CWO3 will not be considered. No exceptions will be considered.

(3) Applicants must also not reach or exceed high year tenure for their present pay grade within the calendar year the application is submitted.

(4) TIS waiver requests and Navy SELRES LDO and CWO applications are no longer two separate processes with their own respective deadlines. TIS waiver requests must be endorsed by the applicant's commanding officer as a separate enclosure and included in the applicant's package. TIS waivers will be considered on a case-by-case basis by reserve officer community management. The TIS waiver template is available at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/RC-LDO-CWO/>.

d. Designator specific requirements are:

(1) All applicants applying to the 7158 designator must hold Navy Enlisted Classification (NEC) O26A or O23A. No exceptions will be considered.

(2) All applicants applying to the 7178 designator must hold NEC O52A. No exceptions will be considered.

(3) Applicants applying for the 7818 designator are limited to CTT, CTR, and CTI ratings. No exceptions will be considered.

(4) Applicants applying for the 7828 designator are limited to IT, ET, and CWT ratings. No exceptions will be considered.

e. E6 evaluations due 15 November 2025 will be submitted as an addendum in the guidelines of this NAVADMIN.

f. Due to ongoing rating mergers and realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical expertise and leadership experience in their enlisted service records, regardless of the current rating. However, special attention should be given to the guidance in Chapter 7, subparagraph 9.c. of reference (a) and to the designator discrete requirements.

g. In line with reference (b), all LDO applicants must include a statement in the additional comments section (paragraph 2) of the application, agreeing to further service, as follows: "I, [name], if selected for permanent appointment under the Navy Reserve LDO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment."

h. In line with reference (b), all CWO applicants must include a statement in the additional comments section (paragraph 2) of the application, agreeing to further service, as follows: "I, [name], if selected for permanent appointment under the Navy Reserve CWO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 6 years after I accept such appointment."

i. Commanding Officer/Officer-in-Charge (CO/OIC) endorsement must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, NAVADMIN 121/25, and the physical fitness standards of OPNAVINST 6110.1K." The endorsement should also clearly state the command and COs/OICs name and rank.

4. Amplifying guidance and direction to COs and OICs for appraisal boards and interview panel member selection.

a. Interview appraisal boards must be constructed of only three Reserve LDO/CWO officers. The names of the approved appraisal board members must be included in the CO/OIC endorsement.

b. Every effort (including teleconference media) should be made to ensure the board members are from the LDO or CWO designators specialty category for which the applicant is applying. The senior member of the interview panel for LDO applicants must be a lieutenant commander or above. The senior member of the interview panel for CWO applicants must be a CWO4 or above.

c. Minimum grade requirements for board members are lieutenant or CWO3. CWO3 panel members must have at least 3 years time-in-grade. The interviewing board should, whenever possible, be comprised of officers who are not in the applicants command, or at minimum, not directly in the chain of command. Appraisal board members must meet paygrade (not in a select status) eligibility at the time of interview.

d. If it is not possible to assemble a panel of three officers, the interviews may be conducted separately. Only three interview appraisals are required for each applicant.

e. Interview appraisal board member preparation for applicant appraisal boards is an important part of the board process. Review of the application, review of discrete requirements for the applicant designator, having well thought out questions on technical expertise, leadership, and knowledge of the designator for which the candidate is applying, to include future career path if selected, are all great examples of board member preparation.

f. Each appraisal must contain the names of all three-panel members. The LDO/CWO Interviewers Appraisal Sheet (NAVPERS 1420/6) is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

Note: Interviewers Appraisal Sheet (NAVCRUIT 1131/5) will not be accepted.

g. The technical ability and potential blocks on the interview appraisal sheet must be marked for LDO and CWO candidates.

h. The CO of either SEAL Team 17 or 18 are required to endorse applicants for both the 7158 and 7178 designators.

5. Applicants currently serving on mobilization orders may have their application endorsed by their field commander. All applications endorsed by field commanders must have concurrence of their parent command. A sample addendum letter is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

6. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants that are deemed ineligible after the

submission of applications must be declared ineligible by their current CO, field commander (if on a mobilization) or parent command CO. A sample removal of recommendation format is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

7. Application Submission. Applications must be received by MyNavy Career Center (MNCC) no later than 1 October 2025.

a. Communication to the board (e.g., application, addendums, etc.) should originate from the applicant via their CO. However, it is acceptable for the command to submit an applicant package on his or her behalf, provided that the package has been endorsed by the CO and the applicant has been provided a copy of their entire package prior to submission. Information received that is not under the cover letter of the applicant (e.g., third-party correspondence) and endorsed by the command, or not received by MNCC by the established deadline(s) will not be presented to the board.

b. All applications must include a command endorsed NAVPERS 1120/1, Reserve LDO/CWO Eligibility Checklist. The checklist is located at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/>.

c. Each applicant and CO/OIC must ensure applications and addendums are complete and accurate. Incomplete applications could result in non-selection. The application endorsement and any addendum must be signed by the CO/OIC of the applicant or the designated acting CO.

d. Applicants must ensure a copy of their most recent periodic evaluation is included in the application or provided via addendum for board review and continuity if it is not already in the applicants Official Military Personnel File.

e. Applicants must submit sequentially numbered enclosures to the application and addendums, annotated on the bottom right corner of each page with the last name and full social security number of the applicant in the top right corner. Addendums must include a command endorsement.

f. Submit applications via e-mail to cscselboard@navy.mil no later than 1 October 2025. E-mails must be encrypted using a military e-mail account to protect Personally Identifiable Information (PII). For a tutorial on loading certificates required for encrypting e-mails, go to <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>.

g. Applicants who are unable to submit applications as outlined above due to current operational locations may mail their application via the United States Postal Service (USPS) to the address listed below. When mailing PII, individuals must use Privacy Act Data Cover Sheet (DD Form 2923) and double wrap the package. DD Form 2923 may be accessed by using the following web address:

. The inner package must be labeled with the privacy warning "CUI - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." Correspondence mailed via USPS must use the following address: <https://www.disa.mil/-/media/Files/DISA/About/Privacy-Office/dd2923.pdf>

Navy Personnel Command Customer Service Center (BUPERS-074) President, FY27
Reserve LDO/CWO In-service Procurement Board
FY27315
5720 Integrity Drive

Millington TN 38055

h. Mailed applications must be postmarked no later than 1 October 2025. Addendums to applications must be received no later than 15 December 2025.

i. Department of Defense Secure Access File Exchange (DoDSAFE) and Electronic Submission of Selection Board (ESSBD) via BUPERS Online are not supported or authorized means to submit applications or addendums. Applicants who are unable to submit applications as outlined in subparagraph 7.f. through 7.g. of this NAVADMIN must contact the selection board sponsor at npc_ldo-cwo_selbd.fct@navy.mil for alternate delivery methods.

8. Board Convening Dates. The FY27 SELRES LDO and CWO ISPB will convene at dates to be determined in 2026. For the most current board dates, visit <https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/> and select "FY27 Board Schedule" when available. NOTE: The ESSBD paragraph on this web page does not apply to the LDO/CWO ISPB.

9. For the most current information concerning open designator codes and application process, visit the Reserve Limited Duty Officer and Chief Warrant Officer MyNavyHR webpage at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/RC-LDO-CWO/>.

This link contains pertinent OPNAVINSTs, interview appraisal sheet, sample addendum letter, sample letter of abeyance or removal of recommendation memo, application template and current/past board results.

10. Points of contact.

a. For application and eligibility questions, contact the Affiliation and Redesignation Branch (PERS 92) at (901) 874-4456, and pers-92@navy.mil.

b. General LDO/CWO career path and policy, contact LCDR Channell Frongillo, Reserve LDO/CWO Officer Community Manager (BUPERS 351), via Microsoft Teams chat, via phone at (901) 874- 3291/DSN 882, or via e-mail at channell.a.frongillo.mil@us.navy.mil.

11. This NAVADMIN will remain in effect until superseded or 30 September 2026, whichever comes first.

12. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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