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SUBJ/FISCAL YEAR 2028 NAVY SELECTED RESERVE LIMITED DUTY OFFICER AND CHIEF
WARRANT OFFICER IN-SERVICE PROCUREMENT BOARD//

REF/A/DOC/OPNAV/12APR16//
REF/B/DOC/BUPERS/21JAN26//
REF/C/MSG/CNO WASHINGTON DC/251736ZJAN18//

NARR/REF A IS OPNAVINST 1120.12A, APPOINTMENT OF LIMITED DUTY OFFICERS AND
CHIEF WARRANT OFFICERS IN THE NAVY RESERVE.
REF B IS BUPERSINST 1430.16H, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF
THE U.S. NAVY AND U.S. NAVY RESERVE.
REF C 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 Sailors for the Fiscal
Year (FY) 2028 Navy Selected Reserve Limited Duty Officer (LDO) and Chief
Warrant Officer (CWO) programs.

Training and Administration of the Reserve (TAR) Sailors are eligible for the
FY28 Active-Duty LDO, CWO, and Warrant Officer (WO) In-Service Procurement
Board (ISPB). Where conflicts with reference (a) exist, this NAVADMIN takes
precedence. The FY28 Navy Selected Reserve LDO and CWO ISPB number is 28315.

2. The FY28 Navy Selected Reserve LDO and CWO ISPB may consider candidates
for the following officer designators: 6235, 6265, 6285, 6295, 6335, 6415,
6495, 7118, 7128, 7138, 7158, 7178, 7188, 7818, 7828 and 7838, pending final
FY28 Officer Programmed Authorization (OPA). As a result of reduced staff
LDO OPA, applications will not be accepted for designator 6535. To ensure
technical qualification, candidates are strongly encouraged to review the
specific discrete requirements for their intended designator. These
requirements outline the professional experience and leadership milestones
the board uses to gauge candidate readiness and are available at:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/LDO-CWO/Previous-IDOCWO-Boards/>.

Eligible Sailors are encouraged to apply for the designators for which they
are most qualified, regardless of current rating. Refer to references (a)
and (b) for eligibility criteria. Transitions from Reserve CWO to LDO will
not be processed or considered for the
FY28 Navy Selected Reserve LDO and CWO ISPB.

3. FY28 guidance

a. All applicants for the LDO and CWO programs must have a security clearance prior to commissioning (1 October 2027 for LDOs, 1 November 2027 for CWOs) and must be worldwide assignable.

b. Time-in-service (TIS) for the FY28 Navy Selected Reserve LDO and CWO ISPB must be computed to 1 October 2027. In line with reference (a), TIS is synonymous with years of Total Qualifying Service (TQS) toward a non-regular (Reserve) retirement. The annual statement of service history serves as the official record for TQS and must be included as an enclosure in the applicant's package.

The primary source to review point capture is to log into Navy Standard Integrated Personnel System (NSIPS) to view the Naval Enlisted/Officer Participation System (NEOPS). TQS does not include Individual Ready Reserve Service, breaks in service, nor years of service that are non-satisfactory. A guide to assist in proper TQS calculation is located at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/RC-LDO-CWO/>.

c. TIS requirements are:

(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 further 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. No exceptions will be considered.

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 further 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 further 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 Selected Reserve 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 (CO) as a separate enclosure and included in the applicant's package. TIS waivers will be considered on a case-by-case basis by the applicant's Reserve Officer Community Manager. 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 further exceptions will be considered.

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

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

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

e. Any evaluation signed after 1 October 2026 must be submitted as an addendum. A sample addendum letter is located at

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>.

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 designator discrete requirements.

g. In line with reference (a), 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 (a), 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. CO/Officer-in-Charge (OIC) endorsement must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1120.12A, NAVADMIN XXX/26 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1L." The endorsement should also clearly state the command and CO's/OIC's name and rank.

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

a. Interview appraisal boards shall be constructed of 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 designator 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 in the community for which the applicant is applying (i.e. 6415 LCDR or above must chair the board for an applicant who is applying for the 6415 designator). If applying for two distinct LDO communities, the panel of three interviewers must contain two lieutenant commanders or above from each community for which the applicant is applying (i.e. 6415 LCDR or above and a 6495 LCDR or above for an applicant who is applying for 6415 and 6495). The senior member of the interview panel for CWO applicants must be a CW04 or above in the community for which the applicant is applying (i.e. 7118 CW04 or above must chair the board for an applicant who is applying for the 7118 designator).

c. Minimum grade requirements for board members are lieutenant or CW03. CW03 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 applicant's 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. Exactly 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 Interviewer's Appraisal Sheet (NAVPERS 1420/6) is located at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>. Note:

Interviewer's Appraisal Sheet (NAVCUIT 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 Sea, Air, Land 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/Community-Management/Officer/Active-OCM/LDO-CWO/Applicant-Information/>.

6. Applicants must maintain eligibility throughout the selection and commissioning process. Applicants who are deemed ineligible after applying 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 the MyNavy Career Center (MNCC) no later than 1 October 2026.

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's 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. Note: Although a late submission may be accepted by MNCC, it will not be presented to the board. Personal letters to the board will not be accepted.

b. All applications must include a command-endorsed Reserve LDO/CWO Eligibility Checklist (NAVPERS 1120/1). The checklist is located at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

c. Each applicant and CO/OIC must ensure applications and addendums are complete and accurate. Incomplete applications could result in non-selection and/or ineligibility. The eligibility checklist, application endorsement, and any addendum must be signed by the CO/OIC of the applicant or the *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 applicant's 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 hrcselboard@us.navy.mil no later than 1 October 2026. 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 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. 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:

Navy Personnel Command Customer Service Center (BUPERS-074)
President, FY28 Reserve LDO/CWO In-service Procurement
Board FY-28315
5720 Integrity Drive
Millington TN 38055

h. Mailed applications must be postmarked no later than 1 October 2026. Addendums to applications must be received no later than 15 December 2026. No further exceptions will be considered.

i. Please note that application and addendum statuses do not update immediately. The BUPERS Online system should update monthly to reflect submission statuses.

8. Board Convene Dates. The FY28 Selected Reserve LDO and CWO ISPB will convene at dates to be determined by January 2027. For the most current board dates, visit <https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/> and select *FY 28 Board* when available. NOTE: The electronic submission of selection board documents 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 LDO and CWO MyNavyHR webpage at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/RC-LDO-CWO/>. This link contains pertinent OPNAV instructions, an interview appraisal sheet, a sample addendum letter, a sample letter of abeyance or removal of recommendation memorandum, an application template, and TQS calculation guide.

10. Points of contact.

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

b. General LDO/CWO career path and policy, contact LCDR Channell Frongillo, Reserve LDO/CWO OCM (BUPERS 3 151), 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 2027, whichever comes first.

12. Released by Vice Admiral Jeffrey J. Czerewko, N1.//

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