

MILPERSMAN 1212-020

REDESIGNATION PROCEDURES FOR LIMITED DUTY OFFICERS (LDO) AND CHIEF WARRANT OFFICERS (CWO) WITHIN THEIR RESPECTIVE COMMUNITIES

Responsible Office	BUPERS-319	Phone:	DSN COM	882-3044 (901) 874-3044
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmncc@navy.mil	
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Reference	(a) OPNAVINST 1210.5B
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1. Policy

a. This article is applicable to all limited duty officers (LDO) and chief warrant officers (CWO) of the Regular Navy and Navy Reserve on active and inactive duty.

b. Requests for redesignation will not normally be approved until after the initial 4-year obligation has been served in the designator in which originally appointed. LDOs may request redesignation to the unrestricted line, restricted line, or Staff Corps per reference (a) and [MILPERSMAN 1212-030](#).

2. Procedures

a. Applications. Applications for redesignation within LDO or CWO designators must be submitted in proper letter format to the Bureau of Naval Personnel (BUPERS) LDO/CWO Officer Community Management Branch (BUPERS-319) for all officers on active duty and to Navy Personnel Command (NAVPERSCOM) Reserve Officer Status Branch (PERS-911C) for reservists. Requests for change of designator should contain the following:

- (1) Designator for which application is made,
- (2) Qualification for requested designator,
- (3) Date of original commission or appointment,

(4) Date of rank (current grade),

(5) Agreement to remain on active duty for a period of 3 years following redesignation, or, for reserve officers, an agreement to remain in the Ready Reserve for a minimum of 2 years, and

(6) Any additional information that the applicant feels should be brought to the attention of the selection board.

b. Commanding Officer (CO) Endorsement. Upon receiving applications from LDOs and CWOs, COs must initiate a review of the applicants' health record by competent medical authority. Based on this review, the CO must state in the forwarding endorsement whether the officer is physically qualified. A statement identifying overweight applicants and indicating their height and weight must be included. The request should be submitted with supporting medical documentation if the officer is in a limited duty status or is considered in any other way physically unfit for unrestricted duty. The CO's forwarding endorsement must contain comments relative to the applicant's motivation and qualifications for redesignation.

c. Reservists. Change of designator requests for reservists should be sent via e-mail to pers-911c.fct@navy.mil. All packages should contain the following:

(1) Letter from member (see exhibit 1 for example),

(2) Command and immediate superior in command (ISIC) endorsement and or recommendation. **If the member is in the Individual Ready Reserve, no endorsements will be included,**

(3) Resume,

(4) Fitness reports (**last three, but no less than two**),

(5) Copy of college transcripts (**original not required**),
and,

(6) All other documentation (**any additional schools or information that the member feels is beneficial to the package**).

EXHIBIT 1
REQUEST FOR REDESIGNATION FOR INACTIVE DUTY OFFICERS

Date:

From: Rank, Name, USNR-R, Current Designator
To: Commander, Navy Personnel Command (PERS-911C)
Via: (1) Commanding Officer, Navy Reserve Unit
(2) ISIC
(3) as required

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

Ref: (a) BUPERSINST 1001.39F
(b) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)

Encl: (1) Resume
(2) Letters of recommendation
(2) Last 3 FITREPS
(3) College transcripts
(4) (As required by MILPERSMAN)

1. Per reference (a), I request a change of designator to (identify designator). Enclosures (1) through (4) are forwarded per reference (b), [MILPERSMAN 1212-020](#).

2. The following information is provided:

- a. Date and place of birth
- b. Source of commissioning (Officer Candidate School, Reserve Officer Training Corps, etc.)
- c. Date of commission
- d. Date of rank
- e. Date of end of obligated service in parent community
- f. Date and type of security clearance (provide certification as required for specific designator)
- g. Citizenship (if naturalized, include naturalization number)

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

- h. Academic background, including major fields of study, grade point average, and degree(s) obtained
- i. Related civilian and military experience
- j. Navy officer billet codes applied for and held
- k. Other information required for specific designator (see appropriate sections in chapter 9 of reference (a))
- l. Daytime phone number
- m. E-mail address

MEMBER'S SIGNATURE