



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNANOTE 1420  
28/Pers Off  
17 MAY 2012

USNA NOTICE 1420

From: Superintendent, United States Naval Academy

Subj: FY-14 NAVY ACTIVE DUTY LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAM

Ref: (a) OPNAVINST 1420.1B

Encl: (1) FY-14 LDO/CWO Programs POA&M

1. Purpose. To establish application guidelines and submission procedures for the FY-14 LDO/CWO Program for the U.S. Naval Academy.

2. Discussion. LDO and CWO application procedures are outlined in reference (a). Applicants should review Chapters 1, 2, and 7 and Appendix F of reference (a), and use OPNAV 1420/1, Officer Program Application, to apply for the program. The timeline in enclosure (1) applies.

3. Action

a. Military Personnel Officer (PersO)

(1) Act as the command LDO/CWO Program Coordinator.

(2) Coordinate application processing and schedules required interviews/appraisals.

(3) Brief prospective candidates when the LDO/CWO Program NAVADMIN is released.

(4) Mail approved applications to Commander, Navy Personnel Command (PERS-811D) postmarked no later than 17 September 2012.

b. Cost Center Heads

(1) Screen applicant's initial request chit, verify individual qualifies per reference (a), and forward special request chit to the LDO/CWO Program Coordinator.

(2) Review applicant's Officer Program Application, OPNAV 1420/1, and complete Commanding Officer's endorsement (page 8 of the application). Submit original to the LDO/CWO Program Coordinator for screening board use. Include individual's Personnel Summary Record.

Note: The endorsement should include comments on military and professional performance, degree and scope of technical competence, supervisory ability in present rating, potential to perform as a commissioned officer, and ability to accomplish officer technical management and specialist functions for the program(s) and category(s).

(3) Submit completed and signed application packages for each candidate to the LDO/CWO Program Coordinator for final review and signature.

c. LDO and CWO Applicants

(1) Submit Special Request Chit, via chain of command, to the LDO/CWO Program Coordinator. Order Microfiche and Personnel Summary Record.

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(2) Provide a draft copy of the Officer Program Application, OPNAV 1420/1 (1-08), to Chain of Command for initial review.

(3) Submit completed and signed Officer Programs Application, OPNAV 1420/1 (with cd-rom), to Chain of Command for review in a red portfolio folder. Inside the red folder, include a PLAIN BROWN LETTER SIZE FILE FOLDER labeled (white and affixed on left side) with following information:

NAME (LAST, FIRST MI)	DESIGNATOR(s) APPLIED FOR
RATE	(in preferred order)
SSN (Last 4 ONLY)	

(a) Submit a completed checklist (Appendix F of reference (a)) with your application. Include a copy of the approved Special Request Chit (place both in the left side of the red folder) and place the application and enclosures in the right side of the folder.

(b) Submit a cd-rom along with a paper copy of the application. Retain a backup copy of your application package; do not submit your only electronic copy.

(c) First Class Petty Officers – When applying for LDO, include a copy of your last Examination Profile Information Letter, NARDACPNCLA 10461/94, as an enclosure to your application package.

(4) Provide Department Head the Personnel Summary Record.

(5) Be available for interview appraisal board in Dress White uniform.

d. Interview Appraisal Board Members

(1) Review completed Officer Programs Applications, OPNAV 1420/1 (1-08), of assigned LDO and CWO applicants.

(2) Conduct interview appraisal boards.

(3) Chairman submit Interview Appraisal Sheets, NAVCRUIT 1100/13 (REV. 3-81), to the LDO/CWO Program Coordinator and provide relative ranking of LDO and CWO applicants. Ensure "potential block" is completed, and that grade and designator of the interviewer are entered in appropriate blocks.

(4) Chairman meet with the LDO/CWO Program Coordinator to determine overall rankings of LDO and CWO applicants.

4. Additional Information

a. Only commendatory correspondence and enlisted evaluations/fitness reports received by the applicant, after submission of the application, will be accepted. All Senior Chiefs/Chiefs should forward a copy of their September evaluations, and Petty Officers First Class should forward a copy of their November evaluations.

b. All request chits will be routed through the Command Master Chief for endorsement and tracking.

c. For application process, visit the LDO/CWO website at <http://www.npc.navy.mil/Boards/Administrative/LDOCWO.htm>

5. Cancellation. This notice remains in effect until superseded.

/S/  
S. S. VAHSEN  
Chief of Staff

Distribution:  
All Non Mids (electronically)

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**FY-14 LDO/CWO PROGRAM POA&M**

<u>DUE DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
12 Jun 12	Request chit submitted to LDO/CWO Program Coordinator via Chain of Command	Applicant
22 Jun 12	Submit application package to Chain of Command	Applicant
13 Jul 12	Submit packages to LDO/CWO Program Coordinator	Cost Center Head
23 Jul 12	Assign Officer Interview Appraisal Board Members and interview schedules	LDO/CWO Program Coordinator
25 Jul 12	Notify applicants of interview schedule	LDO/CWO Program Coordinator
25-31 Jul 12	Review packages in preparation for applicant interviews	Board Members
6-10 Aug 12	Conduct Officer Appraisal Interview Boards	Board Members
16 Aug 12	Submit Interview Appraisal Sheets	Board Members
21 Aug 12	Conduct ranking of applicants	LDO/CWO Program Coord/Board Members
24 Aug 12	Brief COS on ranking results	LDO/CWO Program Coordinator
30 Aug 12	Deliver smooth packages to COS	LDO/CWO Program Coordinator
6 Sep 12	Deliver smooth packages to Superintendent	COS
TBD	Mail packages	LDO/CWO Program Coordinator