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SECNAVINST 1120.1D
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6 September 1990

SECNAV INSTRUCTION 1120.1D

From: Secretary of the Navy

Subj: REGULATIONS TO GOVERN PROCUREMENT AND APPOINTMENT OF LIMITED DUTY OFFICERS (LDOs) AND CHIEF WARRANT OFFICERS (CWOs) FOR INACTIVE DUTY IN THE NAVAL RESERVE

Encl: (1) Regulations to Govern the Procurement and Appointment of Permanent Limited Duty Officers for Inactive Duty in the Naval Reserve under Title 10, U.S.C., Sections 591 and 593
(2) Regulations to Govern the Procurement and Appointment of Permanent Chief Warrant Officers for Inactive Duty in the Naval Reserve under Title 10, U.S.C., Sections 591 and 597

1. Purpose. To revise regulations governing the procurement and appointment of LDOs and CWOs for inactive duty in the Naval Reserve. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1120.1C

3. Discussion. The Naval Reserve has demonstrated mobilization requirements for LDOs who serve and are developed as officer technical managers and CWOs who serve and are developed as officer technical specialists. The Inactive Duty Naval Reserve LDO and CWO Programs within the Naval Reserve do not require a college education.

a. The Inactive Duty Naval Reserve LDO Program provides an opportunity for selected CWOs and senior enlisted personnel to receive appointments as commissioned officers designated for limited duty in the broad occupational field indicated by their former warrant or enlisted rating group.

b. The Inactive Duty Naval Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as CWOs for the performance of duties in the technical field indicated by their former enlisted rating group.

4. Action. The Chief of Naval Operations (CNO) is assigned the responsibility for implementing enclosures (1) and (2). CNO will convene selection boards to consider qualified applicants for LDO and CWO. The Commander Naval Military Personnel Command



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(~~COMNAVMILPERSCOM~~) will prepare selection board precepts with appropriate skill guidance at least ten days before the recommended convening dates for these boards.

5. Reports. The reports contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.



Barbara Spyridon Pope
Secretary of the Navy
Acting

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REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF
PERMANENT LIMITED DUTY OFFICERS FOR INACTIVE DUTY IN THE NAVAL
RESERVE UNDER TITLE 10, UNITED STATES CODE, SECTIONS 591 AND 593

1. General. The Inactive Duty Naval Reserve LDO Program provides an opportunity for selected CWOs and senior enlisted personnel to receive appointments in grades above CW04, for the performance of duties in the broad occupational field indicated by their former warrant or enlisted rating group. LDOs are technically oriented officers who perform duties which: (1) are limited to specific occupational fields, (2) require authority and responsibility greater than that normally expected of a CWO, (3) require strong managerial skills, and (4) are outside the normal development pattern for unrestricted line, restricted line, and staff corps officers or for which no unrestricted line, restricted line, or staff corps officers are available.

2. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. Limited Duty Officer - An officer designated for limited duty in a line technical field or designated for limited duty within a staff corps as indicated by his or her designator.

b. In-Service Procurement Selection Board - A board of commissioned officers convened by CNO to recommend applicants for appointment as an LDO in the Naval Reserve.

c. Qualifying Federal Service - Service as credited per 10 U.S.C. 1332. For the purpose of these regulations, service in a component of the Naval Service (i.e., the Navy, the Marine Corps, or the Coast Guard when it is operating as a service in the Navy) may be credited, as well as qualifying service in the Army, Air Force, or Coast Guard (when not operating as part of the Navy) in a critical skill needed by the Navy as determined by CNO.

3. Eligibility Requirements. To be eligible to apply for the Inactive Duty Naval Reserve LDO Program, and subsequent appointment as a LDO in the U.S. Naval Reserve, applicants must meet the following requirements:

a. Be a citizen of the United States.

b. Except as authorized under paragraph 6, be serving on inactive duty in a Ready Reserve drilling unit in a pay or non-pay status at the time of application and have served satisfactorily in such a unit for at least one year preceding the year application is made. Members who were serving under Regular

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Navy enlistments and enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed one year in the drilling unit.

c. Except as authorized under paragraph 6, continue serving on inactive duty in the Ready Reserve until the appointment is tendered.

d. Be a high school graduate or possess the service-accepted equivalent as prescribed by existing directives.

e. Have no record of conviction by a general, special, or summary court-martial nor have been convicted by a civil court for any offense, other than minor traffic violations, for the two year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, driving under the influence (DUI) violations will be considered major traffic violations.

f. Meet the requisite physical standards for appointment as a LDO prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery and waiver of the standard(s) by ~~COMNAVMI~~PERSCOM, acting for CNO.

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g. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

h. Under the policy set out in current directives, no person who is drug or alcohol dependent, who presently abuses drugs or alcohol, whose preservice abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of any trafficking offenses, shall be appointed as an LDO.

i. Members who reach or exceed established High-Year Tenure (HYT) for their present paygrade within the calendar year the application is submitted are ineligible.

j. Be recommended for appointment by the commanding officer.

4. CWO Eligibility. In addition to the requirements specified in paragraph 3, CWO applicants for the Inactive Duty Naval Reserve LDO Program must also meet the following requirements:

a. Be serving as a CWO.

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b. Have completed at least two years service as a CWO as of 1 October of the year application is made. Such service shall be computed from initial date of rank as a CWO.

5. Enlisted Eligibility. In addition to the requirements specified in paragraph 3, enlisted applicants for the Inactive Duty Naval Reserve LDO Program must also meet the following requirements:

a. Be serving as a petty officer first class (E6) or chief petty officer (E7 or E8). Applicants serving as a petty officer first class must have served in that grade for at least one year computed to 1 October of the year application is made. Such service shall be computed from the time-in-rate date for advancement to petty officer first class.

b. Have completed at least eight but not more than 16 years of qualifying federal service as of 1 October of the year application is made.

c. Petty officer first class applicants must complete all eligibility requirements for E7, except time-in-rate, and must compete in the annual Navy-wide examination for advancement to chief petty officer. An applicant whose final multiple is equal to, or greater than, the minimum final multiple for E7 selection board eligibility will be designated selection board eligible.

6. Active Duty Personnel. Naval Reservists on active duty, including Naval Reservists in the Training and Administration of Reserves (TAR) program, are eligible for appointment to LDO under the Active Duty LDO Program. Reserve canvasser recruiters, members on Active Duty for Special Work (ADSW), One-Year Recall (OYR), and Reservists on annual training are eligible to apply under the Inactive Duty Naval Reserve LDO Program. Reserve canvasser recruiters and members on ADSW and OYR will be released from active duty prior to appointment as LDOs.

7. Application. ^{BUPERS} ~~COMNAVFLPERSCOM~~, acting for CNO, will publish application procedures. Eligible candidates desiring an LDO commission must submit a written application following published procedures requesting appointment as an LDO.

a. Candidates eligible for both programs may be considered in the same fiscal year for both the Inactive Duty Naval Reserve LDO Program and the Inactive Duty Naval Reserve CWO Program.

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b. The designator(s) for which application is made shall be listed in the order of preference. A candidate may apply for appointment in not more than two designators for which qualified. Candidates requesting consideration for both the LDO and CWO Programs may apply for only one designator under each program.

c. All applications must include a statement agreeing to further service, as follows:

"I, (name) if selected for permanent appointment under the Inactive Duty Naval Reserve LDO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of three years after I accept such appointment."

8. Limited Duty Officer Designators

<u>SURFACE</u>	<u>SUBMARINE</u>	<u>AVIATION</u>
611X Deck	621X Deck	631X Deck
612X Operations	623X Engineering/ Repair	632X Operations
613X Engineering/ Repair	626X Ordnance	633X Maintenance
616X Ordnance	628X Electronics	636X Ordnance
618X Electronics	629X Communications	638X Electronics
619X Communications Control		639X Air Traffic
<u>GENERAL SERIES</u>	<u>STAFF</u>	
640X Nuclear Power (Note 1)	651X Supply (SC)	
641X Administration	653X Civil Engineer	
642X Data Processing	655X Law	
644X Cryptology		
645X Intelligence		
646X Meteorology/Oceanography		

647X Photography

648X Explosive Ordnance Disposal

649X Security

Note 1: Only those individuals who possess a Nuclear Power Navy Enlisted Classification Code (NEC 3351-3396) may apply for this designator.

9. Boards To Recommend Applicants for Appointments as Limited Duty Officers

a. Appointment as an LDO shall be made only upon approval of a report submitted by a board of officers appointed by CNO to recommend eligible personnel for such appointments.

b. Selection boards shall be composed of sufficient numbers and kinds of Navy Officers to ensure representation on the board with extensive and broad naval experience. The membership of the board shall include at least one officer with expertise in each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the LDO program. The CNO may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum each such panel shall consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a Reserve officer.

c. Each member of the board shall swear, or affirm, that he or she will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Naval Service, perform the duties imposed upon him or her.

d. Each board may recommend for appointment as an LDO eligible personnel in numbers not to exceed the numbers furnished by the CNO. The board, however, is not obligated to select to the numbers provided.

e. Each board shall consider eligible candidates for appointment in the designator(s) that the candidates have requested. If a candidate requests consideration in more than one designator, the board may recommend the individual for appointment only in the designator for which best qualified.

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R) 10. Board Reports. Each board will submit one or more written reports signed by all acting members. Each report shall certify that in the opinion of at least a majority of the members acting in a given case, the candidates recommended are qualified for appointment as LDOs and are best qualified for appointment in the designators for which recommended of all the candidates under consideration. Each report shall be submitted to the CNO for approval or disapproval, in whole or in part.

R) 11. Disclosure of Board Proceedings and Recommendations. The proceedings of the board and, prior to their approval, the recommendations of the board shall not be divulged by any member of the board or by the recorders except as authorized by the CNO.

12. Appointment. The appointment of each selected, physically qualified candidate will be in the grade indicated below:

a. CWO candidates will be appointed in the permanent grade of lieutenant (junior grade) (O-2) in the Naval Reserve under Title 10 U.S.C. Section 593.

R) b. Enlisted candidates will be appointed in the permanent grade of ensign (O-1) in the Naval Reserve under Title 10 U.S.C. Section 593. Written declination of an appointment is final upon receipt by BUPERS (Pers-912).

13. Date of Rank. Each appointee will be assigned a date of rank in the grade to which appointed as prescribed by CHNAVPERS. No service credit for prior warrant or commissioned service shall be awarded.

14. Waivers of Eligibility Requirements. CNO will consider requests for waiver of any eligibility requirement contained in paragraph 3 of these regulations, except those established by statute, in the following instances:

a. For a definable class of individuals which is rationally distinguishable on grounds related to the needs of the Navy, from those persons for whom no exception is made by regulations or statute.

b. When gross inequity to the applicant would otherwise result.

c. When, in the CNO's judgment extraordinary circumstances cause such a waiver to be in the best interest of the Naval Service.

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c. When, in CNO's judgment extraordinary circumstances cause such a waiver to be in the best interest of the Naval Service.

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REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF PERMANENT CHIEF WARRANT OFFICERS FOR INACTIVE DUTY IN THE NAVAL RESERVE UNDER TITLE 10, UNITED STATES CODE, SECTIONS 591 AND 597

1. General. The Inactive Duty Naval Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as commissioned chief warrant officers for the performance of duties in the technical field indicated by their former enlisted rating group.

a. CWOs are technical officer specialists who perform duties which: (1) require extensive knowledge of a specific occupational field, (2) are technically oriented through experience/specialized training, (3) are repetitive in nature, and (4) whose assignability is not significantly affected by advancement in rank and who are, therefore, amenable to successive tours of duty in the same technical area.

b. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWOs will emphasize increasing their technical competence within their warrant specialities.

2. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. In-Service Procurement Selection Board - A board of commissioned officers convened CNO to recommend applicants for appointment to CWO W2 and CWO W3 in the Naval Reserve.

b. Qualifying Federal Service - Service as credited per 10 U.S.C. 1332. For the purpose of these regulations, service in a component of the Naval Service (i.e., the Navy, the Marine Corps, or the Coast Guard when it is operating as a service in the Navy) may be credited, as well as qualifying service in the Army, Air Force, or Coast Guard (when not operating as part of the Navy) in a critical skill needed by the Navy as determined by CNO.

3. Eligibility Requirements. To be eligible to apply for the Inactive Duty Reserve CWO Program, and subsequent appointment as a CWO in the U.S. Naval Reserve, applicants must meet the following requirements.

a. Be a citizen of the United States.

b. Except as authorized under paragraph 4, be serving on inactive duty in a Ready Reserve drilling unit in a pay or

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non-pay status at the time of application and have served satisfactorily in such a unit for at least one year preceding the year application is made. Members who were serving under Regular Navy enlistments and enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed one year in the drilling unit.

c. Be serving as a chief petty officer in paygrade E7, E8, or E9.

d. Have completed at least 12 but not more than 24 years of qualifying federal service as of 1 October of the year application is made.

e. Personnel in paygrade E9 must have completed at least two years of qualifying federal service in paygrade E9 as of 1 October of the year in which the board convenes in order to be considered for appointment to CWO W3. Such service shall be computed from the time-in-rate date as a master chief petty officer.

f. Except as authorized under paragraph 4, continue serving on inactive duty in the Ready Reserve until the appointment is tendered.

g. Be a high school graduate or possess the service-accepted equivalent as prescribed by existing directives.

h. Have no record of conviction by a general, special, or summary court-martial nor have been convicted by a civil court for any offense, other than minor traffic violations, for the two year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, driving under the influence (DUI) violations will be considered major traffic violations.

i. Meet the requisite physical standards for appointment as a CWO prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of the Chief, Bureau of Medicine and Surgery and waiver of the standard(s) by ~~COMNAVMI~~^{BUPERS}PERSCOM, acting for CNO.

j. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

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k. Under the policy set out in current directives, no person who is drug or alcohol dependent, who presently abuses drugs or alcohol, whose preservice abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of any trafficking offenses, shall be appointed as a CWO.

l. Members who reach or exceed established High-Year Tenure (HYT) for their present paygrade within the calendar year the application is submitted are ineligible.

m. Be recommended for appointment by the commanding officer.

4. Active Duty Personnel. Naval Reservists on active duty, including Naval Reservists in the Training and Administration of Reserves (TAR) program, are eligible for appointment to CWO grade under the Active Duty CWO Program. Reserve canvasser recruiters, members on Active Duty for Special Work (ADSW), One-Year Recall (OYR), and Reservists on annual training are eligible to apply under the Inactive Duty naval Reserve CWO Program. Reserve canvasser recruiters, members on ADSW, and OYR will be released from active duty prior to appointment as CWOs.

5. Application. ^{BUPERS} COMNAVMILPERSCOM acting for CNO, will publish application procedures. Eligible candidates desiring a CWO commission must submit a written application following published procedures requesting appointment as a CWO W2 or CWO W3, as appropriate.

a. Candidates eligible for both programs may be considered in the same fiscal year for both the Inactive Duty Naval Reserve LDO Program and the Inactive Duty Naval Reserve CWO Program.

b. The designator(s) for which application is made shall be listed in order of preference. A candidate may apply for appointment in not more than two designators for which qualified. Candidates requesting consideration for both the LDO and CWO programs may apply for only one designator under each program.

c. All applications must include a statement agreeing to further service as follows:

"I, (name), if selected for permanent appointment under the Inactive Duty Naval Reserve CWO Program agree to accept such appointment and further agree to remain in the Naval Reserve for a period of three years after I accept such appointment."

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6. Chief Warrant Officer Designators

<u>SURFACE</u>	<u>SUBMARINE</u>	<u>AVIATION</u>
711X Boatswain	721X Boatswain	731X Boatswain
712X Operations Technician	723X Engineering Technician	732X Operations Technician
713X Engineering Technician	724X Repair Technician	734X Maintenance Technician
714X Repair Technician	726X Ordnance Technician	736X Ordnance Technician
715X Special Warfare Technician	728X Electronics Technician	738X Electronics Technician
716X Ordnance Technician		
718X Electronics Technician		
719X Communications Technicians		

GENERAL SERIES

STAFF

740X Nuclear Power Technician (Note 1)	752X Food Service Warrant
741X Ship's Clerk	753X Civil Engineer Corps
742X Data Processing Technician	
744X Cryptologic Technician	
745X Intelligence Technician	
747X Photographer	
748X Explosive Ordnance Disposal Technician	
749X Security Technician	

647X Photography

648X Explosive Ordnance Disposal

649X Security

Note 1: Only those individuals who possess a Nuclear Power Navy Enlisted Classification Code (NEC 3351-3396) may apply for this designator.

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a. Appointment as an LDO shall be made only upon approval of a report submitted by a board of officers appointed by CNO to recommend eligible personnel for such appointments.

b. Selection boards shall be composed of sufficient numbers and kinds of Navy Officers to ensure representation on the board with extensive and broad naval experience. The membership of the board shall include at least one officer with expertise in each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the LDO program. The CNO may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum each such panel shall consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a Reserve officer.

c. Each member of the board shall swear, or affirm, that he or she will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Naval Service, perform the duties imposed upon him or her.

d. Each board may recommend for appointment as an LDO eligible personnel in numbers not to exceed the numbers furnished by the CNO. The board, however, is not obligated to select to the numbers provided.

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R) b. Enlisted candidates will be appointed in the permanent grade of ensign (O-1) in the Naval Reserve under Title 10 U.S.C. Section 593. Written declination of an appointment is final upon receipt by BUPERS (Pers-912).

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b. When gross inequity to the applicant would otherwise result.

c. When, in the CNO's judgment extraordinary circumstances cause such a waiver to be in the best interest of the Naval Service.