DON LEOSA Application Checklist

Program Manager
Jim Callahan, CNIC N3AT
202-433-9567
Leosa.fct@navy.mil
All Applicants

• All applicants must submit the following documentation when applying for the LEOSA card
  • SECNAV 5580/1, DON LEOSA Application
    • Ensure all applicable blocks are initialed and/or signed
    • Do not submit pages 3 or 4
  • Defense Consulting Services online application
    • Ensure all applicable blocks are dated, initialed and/or signed
    • Ensure it is notarized
  • Color copy of state driver’s license or government issued identification with photograph (not Common Access Card)
  • Color passport photograph that meets State Department requirements
  • Payment: either money order, cashier’s check or PayPal
    • 926B Applicants: $140 (or $145 if paying via PayPal)
    • 926C Applicants: $160 (or $165 if paying via PayPal)

• In addition to these items, please submit additional items listed in slides 3 and 4 based on which card you are applying for
926B Applicants

• 926B applicants refer to the following individuals
  • Active duty and Reserve Master-At-Arms (MA)
  • Active 649X Limited Duty Officers
  • Active 749X Warrant Officers
  • Active 0083 Police Officers
  • Active 1810 General Investigators
  • Active 1811 Criminal Investigators

• Applicants with a rating other than those listed above but has earned a 9545 NEC (Law Enforcement Specialist) do not qualify for a LEOSA card

• All 926B applicants must submit the following supporting documentation with their application
  • Endorsement Memo from Commanding Officer (or first O-6/GS-15 in chain of command)
  • Copy of MA graduation certificate (for MAs, 649X, 749X only)
  • Copy of Navy approved law enforcement training certification (either FLETC or Region Training Academy)

• 926B cards expire 5 years after issuance
926C Applicants

- 926C applicants refer to the following individuals
  - Retired and Separated Master-At-Arms (MA)
  - Retired and Separated 649X Limited Duty Officers
  - Retired and Separated 749X Warrant Officers
  - Retired and Separated GS employee with a 0083, 1810, or 1811 job series
- Applicants with a rating other than those listed above but has earned a 9545 NEC (Law Enforcement Specialist) DO NOT qualify for a LEOSA card
- All 926C applicants must submit the following supporting documentation with their application
  - FBI Background check letter (see links on CNIC page)
  - DD-214 Member Copy 2, 3 or 4 for retired/separated military personnel (please provide DD-214s for all years of service)
  - SF-50s for retired/separated 0083 police officers
    - SF-50s must reflect at least 10 years of police officer duties
    - Pay attention to position numbers in blocks 7 and 15 of SF-50
- All separated applicants must have performed 10 years of police duties
- Applicants medically separated/retired are exempt from 10 year requirement
- 926C cards do not expire and are valid indefinitely
• Retired means: Retired from the Navy in a Law Enforcement Career Field

• Separated refers to two things:
  • Still actively serving in the Navy but no longer in a Law Enforcement Career Field (i.e. Cross-Trained), but after serving 10 years as a LEO
  • Separated from the Navy but after serving 10 years as a LEO