



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES NOTICE 1420
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7 MAR 2016

NAVSUPPACT NAPLES NOTICE 1420

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: APPLICATION PROCEDURES FOR THE FISCAL YEAR 2018 LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER PROGRAMS

Ref: (a) OPNAVINST 1420.1B

Encl: (1) Plan of Action and Milestones

1. Purpose. To establish guidelines for application procedures for the Fiscal Year 2018 (FY-18) Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs.

2. Discussion. To facilitate a smooth application process, applicants must adhere to deadlines established in enclosure (1). Applicants are required to review and comply with Chapters 1, 2, 7, and Appendix F of reference (a). LCDR Ruben Garza and CW03 Ken Ingle are designated as the Program Coordinators.

3. Responsibilities

a. Program Coordinators shall:

(1) Review all applications.

(2) Coordinate Interview Appraisal Boards. Boards will consist of at least three LDOs or CWOs, or a combination thereof within paygrades of O-3 or W-3 and above. Whenever possible, at least one interviewer will hold the same designator that the applicant has listed as the primary choice on the application.

b. Applicants must:

(1) Ensure LDO or CWO mentor reviews the application prior to submission.

(2) Ensure application is reviewed by the Department Head prior to submission to the Program Coordinator.

(3) Submit the following documents with the application: Performance Summary Report, evaluations for the last five years, and last five Physical Readiness Test Results.

c. Department Heads shall:

(1) Review applications prior to submitting to the Program Coordinators.

(2) Submit a draft Commanding Officer's endorsement including information concerning the applicant's 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.

4. Uniform Requirement. The required uniform for interview appraisal boards will be Navy Service Uniform.



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PLAN OF ACTION AND MILESTONES

DATE	PLAN OF ACTION
15 May	Applicants submit approved special request chits to the Admin Officer.
29 May	Applicants submit a draft copy of application to the Admin Officer along with a completed checklist from Appendix F of reference (a). Note: Ensure application has been reviewed by your mentor and Department Head.
7-10 July	Admin Officer schedules interview appraisal boards. Note: Distribute copies of applications to respective board members.
13-17 July	Conduct interview appraisal boards.
24 July	Interview appraisal board members submit completed interview appraisal sheets to the Program Coordinator.
27-31 July	Coordinators conduct ranking board.
3-7 August	Coordinators will debrief appraisal board results to the TRIAD.
24 August	Admin Officer submits applications to the TRIAD.
1-15 September	Commanding Officer reviews and signs applications.
TBD	Final application returned to applicants.
1 October	Deadline for applications to be postmarked to PERS-803.
1 December	Deadline for submission of addendums to applications.