

**Appendix N**

**Checklist for LDO/CWO Applicants**

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation.  
(Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- \_\_\_ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application. The Interviewer's Appraisal Sheets shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.)
- \_\_\_ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).)
- \_\_\_ 5. Provide copy of GED Certificate if not a High School Graduate.
- \_\_\_ 6. Award Citations (Attach one copy of each award citation as discussed in block 27 on the Officer Programs Application Form OPNAV 1420/1.)
- \_\_\_ 7. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)
- \_\_\_ 8. Sailor Marine Ace Registry Transcript (SMART) (Attach one copy of your transcript for service schools attended, if applicable.)
- \_\_\_ 9. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in paragraph 5k of Chapter 14.)
- \_\_\_ 10. Time in Service (TIS): As addressed in Chapter 14, paragraph 6.

**Paygrade Eligibility:** Be serving in paygrades E6, E7, E8 or E9 (E9 CWO applicants Selected for W3).

OPNAVINST 1420.1

**E-6 applicants:** Must have served as a PO1 for one year as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E7. Ensure Copy of Examination Profile Information letter is attached.

\_\_\_11. Designator(s) applied for (dual designators not acceptable):

	<b>Preference**</b>	<b><u>Program</u></b>	<b><u>Category</u></b>	<b><u>Designator</u></b>
<b>Right:</b>	1	LDO	Deck(Surface)	611X
	2	CWO	Boatswain (Surface)	711X
<b>Wrong:</b>	1	LDO/CWO	Deck/Boatswain	611X/711X
	2	LDO/CWO	Operations	612X/712X

\_\_\_12. Civilian resume (Inactive duty only)

\*\* Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.