

LDO 641X (ADMINISTRATION)

DESIGNATOR DESCRIPTION

Administration Limited Duty Officers serve as officer technical managers and perform duties in the areas of administration , manpower planning, pay and personnel management, organization planning, protocol, personnel assignments, training, postal functions, and printed materials; they display a broad knowledge of Navy personnel and administrative procedures, regulations, and directives; write technical reports and personnel evaluations on both enlisted and officers. Manage front office and staff operations and oversight of flag secretariats. Provide broad scope of technical administrative expertise to all warfare communities.

YRS COMM SVC		<u>SEA</u>	CAREER PATTERN	<u>SHORE</u>
CAPT	— —		Shore Major Command Four Star Flag Secretary/Chief of Staff Chief of Staff/Executive Assistant Personnel Distribution Screen Major Command	
CDR	22 — —		Commander Command XO / Chief of Staff / NPC Branch Head or ECM Exec Asst/ Flag Secretary / Aide Div Director / Manpower Pln / Personnel Dist Screen CO	
LCDR	16 — —		CVN Admin Officer / CSG Flag Secretary DEVGRU Admin Dir	OIC / OPNAV / XO / Chief of Staff Major and Joint Staff Exec Asst/ Flag Secretary / Aide NPC Detailer, Branch Head or ECM Staff Admin / Manpower Management
LT	10 — —		AS / LHA / LHD / LCC / CCSG	OIC/AOIC PSD / XO Flag Secretary OPNAV / CNSWG / LCS / NPC Staff Admin / Admin Officer / ECM Legal Officer Personnel / Manpower Management
LTJG	4		CVN / AS / DESRON	JIOC XO / Exec Asst/ ASN Flag Sec Attaché / NAS / ATG / NOPF / NIOC / TPU FACSFAC / PMO / NPTU / OTC Instructor
ENS	2			

Note: The AQDs listed are the basic ones that can be earned. There are other AQDs that can be earned due to additional duties at a command.