



DON LEOSA Application Checklist

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All Applicants

- *The Department of Navy Law Enforcement Officer's Safety Act (LEOSA) program was created to be able to issue LEOSA cards to qualified active and retired law enforcement officers*
- *The LEOSA application process is an online process and can be accessed at the CNIC LEOSA site at <https://www.cnic.navy.mil/om/leosa.html>.*
- *The CNIC LEOSA site has a link to the Defense Consulting Service (DCS) website (www.leosanavy.com) where the applicant will continue the application process*
- *The DCS website will prompt the applicant to create a username and password in order to ensure the privacy of the applicant*
- *Once logged into the DCS website, the applicant must answer all applicable questions as prompted*
- *All supporting documentation listed in the below slides will need to be scanned and uploaded into the appropriate areas of the application page prior to submission*



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 questions are answered prior to submission**
- **Color copy of state driver's license or government issued identification with photograph (not Common Access Card)**
- **Color picture of the applicant in JPEG, PNG, or PDF format**
- **Payment: either money order, cashiers check or credit card**
 - **926B Applicants: \$140 (or \$145 if paying via credit card)**
 - **926C Applicants: \$160 (or \$165 if paying via credit card)**
- **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 signed by the applicant and the Commanding Officer or first O-6/GS-15 in chain of command (see next slide for additional info)**
 - **Copy of MA graduation certificate (for MAs, 649X, 749X only). If unable to submit certificate, applicant may submit FLT MPS training printout**
 - **Copy of Navy approved law enforcement training certification (either FLETC or Region Training Academy)**
- **926B cards expire 5 years after issuance**



926B Applicants (continued)

- ***The purpose of the Commanding Officer's endorsement memo is to ensure the applicant meets all qualifications outlined in NAVADMIN 272-12, SECNAVINST 5580.3, DODINST 5525.12, and Title 18 USC Section 926B***
- ***The CO endorsement memo does not grant the applicant permission to carry a weapon onto the installation***
- ***The CO is not the approval authority for the LEOSA card. This authority rests with the DoN LEOSA Program Manager***
- ***Installation COs may delegate endorsing authority to their respective security officers***
- ***Recommend submitting the following documentation when routing the LEOSA application package to the CO for signature:***
 - ***Endorsement memo signed by applicant***
 - ***SECNAV 5580/1 – DON LEOSA credential application***
 - ***Copy of the OPNAV Form 3591 showing current firearms qualification***
 - ***Copy of the MA "A" School or FLETC graduation certificate***
 - ***Copy of NAVADMIN 272-12***
 - ***Copy of DD Form 2760 – Qualification to Possess Firearms or Ammunition***



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 have 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 0083/1810/1811 personnel**
 - **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**



926C Applicants (continued)

- ***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***
- ***Personnel who are either retired or separated and qualify for the LEOSA card will be issued the same 926C card***

