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 FLTMPS training printout
  - Copy of Navy approved law enforcement training certification (either FLETC or Region Training Academy)
- 926B cards expire 5 years after issuance
• The purpose of the Commanding Officer’s endorsement memo is to ensure the applicant meets all qualifications outlined in NAVADMIN 272/17, 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.
• Ensure both sections of memo are included (applicant and CO signatures).
• 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 272/17.
  • 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