**COMMAND LETTERHEAD**

 1420

 Ser 00/**[xxx]**

 **[*Date*]**

FIRST ENDORSEMENT on YN1(SW/AW) Sailor Q. Jones, USN, ***[FULL SSN]*** ltr of ***[date]***

From: Commanding Officer, USS SHIP (FFG 99)

To: Commander, Navy Personnel Command (PERS-803)

Subj: APPLICATION FOR CONSIDERATION BY THE FY-**##**LIMITED DUTY

 OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT

 SELECTION BOARD

Ref: (c or d) OPNAVINST 6110.1K [*Per* SECNAV M-5216.5 - *Do not repeat a reference that has already been identified in the reference line of the basic letter (application).*]

1. Forwarded. YN1 Jones meets all requirements outlined in OPNAVINST 1420.2, NAVADMIN XXX/XX, the physical fitness standards of OPNAVINST 6110.1K, and is worldwide assignable.

2. I have verified that YN1 Jones meets Personnel Security Information/Clearance Requirements:

 *\*\*\*ALL OFFICERS MUST POSSESS A SECURITY CLEARANCE\*\*\**

[*Appropriate clearance check (T3 or higher) is required to apply per ref (b) encl (1), Ch 2.* *The security manager is required to obtain verification from the Defense Information System for Security (DISS) or National Background Investigation System (NBIS)* *that the applicant possesses the appropriate clearance. Applications will be rejected if this section is not included.*]

 a. Type of investigation: ***[TYPE]***

 b. Date of Investigation: ***[DD MMM YYYY]***

c. Enrolled in the Continuous Evaluation (CE) Program: ***YES/ NO***

3. Commanding Officer’s Recommendation:

\*\*\*Command rankings are not required\*\*\*

1. *The commanding officer’s endorsement* ***MUST*** *provide a specific recommendation concerning the request and* ***MUST*** *provide a recommendation regarding any waivers requested by the applicant. If applicant has obtained an approved TIS waiver from the OCM, there is no requirement for CO to discuss in the endorsement.*
2. *Discuss the motivation and potential of the applicant to perform in each of the requested designators as outlined in the discrete requirements and provide any other information to the board as deemed pertinent.*

4. I approved the following appraisal board members for YN1 Jones’ application: **CAPT Iam A. Sailor (6410), LCDR John P. Jones (1110), and CWO4 Davey B. Jones (7411).**

5. I certify that the applicant has been provided copies of all enclosures to this application as well as a copy of this endorsement. My command point of contact is john.a.sailor@navy.mil, 901-901-0901.

 ***[CO’s Signature]***

 “Acting” is acceptable

Copy to:

YN1 Jones

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 ***[Date]***

From: YN1(SW/AW) Sailor Q. Jones, USN, ***[FULL SSN]***

To: Commander, Navy Personnel Command (PERS-803)

Via: Commanding Officer, USS SHIP (FFG 99)

Subj: APPLICATION FOR CONSIDERATION BY THE FY-**##**LIMITED DUTY

 OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT

 SELECTION BOARD

Ref: (a) CNO WASHINGTON DC **[*DTG*]** (NAVADMIN XXX/XX)

 (b) OPNAVINST 1420.2

Encl: *If applicable, list all enclosures in the following numerical order*

 (1) NAVPERS 1420/5 LDO/CWO Eligibility Checklist

 (2) Interview Appraisals (3) *Not required for 620X applicants*

 (X) January 20XX E7 Advancement Exam Profile Sheet *E-6 Candidates only*

 (X) Color Vision Test Results *required for designators 6110/7111, 6120/7121,*

 *7151, 7171, 6180/7181, 6200, 6260/7261, 6290, 6360/7361, 6390, 6480 only*

 (X) Proof of citizenship *if required*

(X) Approved waiver *if applicable*

 (X) *Any other documents you wish to present to the board that are NOT already included in your record (OMPF)*

1. Per references (a) and (b), I understand I must complete an operational duty screening and be worldwide assignable. The following information is provided for consideration by the selection board:

 a. Desired Designator(s): **6XXX/7XXX [*Title*]** First Choice/Second Choice *(If applicable)*

 b. Citizenship: *If naturalized, include proof of citizenship as an enclosure per ref (b) encl (1), Ch 2.*

1. Active duty service date: **[*DD MMM YYYY*]** AC/FTS
2. Total Time in Service (TIS) computed as of 1 October 20XX (refer to annual NAVADMIN for computation date): (for example 16 years, 2 months, 11 days ) (https://www.timeanddate.com/date/duration.html)

 e. Time in rate: **[DD *MMM YYYY*]** *If frocked, indicate permanent rate and TIR*

 f. I **[*have/have not*]** been cited, arrested, convicted, or fined over $500 for any violation of any law or ordinance (including the UCMJ) or had any substantiated drug or alcohol abuse incidents in the past 36 months prior to 1 October 20XX (Current year). *If yes, member is disqualified.*

2. Additional Comments (100 words or less): *If none, state* “None”.

***Information you believe important to your application not previously addressed. i.e. absent discrete requirement criteria, qualifications, broken service, eligibility requirements outlined in references (a) and (b), etc.***

1. ***Waivers should be addressed here but not requested here.***
	1. ***Active duty applicants refer to reference (a) for waiver request instructions. [Applicants must be approved for any required waivers prior to submitting application.]***

3. I have reviewed my electronic service record, performance summary record, and official military personnel file and certify that **[*with the inclusion of enclosures (x) through (x)],*** *(numerical listing of enclosures being submitted with application, if applicable)* the information therein is complete and accurate.

4. If you any questions on my application, please feel free to contact me at ***(e.g. imapplicant@navy.mil or 212-555-1234).***

 Very respectfully,

 ***[APPLICANT’S SIGNATURE]***

S. Q. SAILOR

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