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Ser 00/xxx  
[Date]

FIRST ENDORSEMENT on [Rank] [Name], USN, / [Current Designator] ltr of [Date of officer's application]

From: Commanding Officer, [Command]

To: Director, Bureau of Naval Personnel (BUPERS-3)

Subj: REQUEST FOR LATERAL TRANSFER AND REDESIGNATION BOARD

1. *[The commanding officer's endorsement should provide a specific recommendation concerning the request and **MUST** provide a recommendation regarding any waivers requested by the applicant].*
2. *[Discuss the motivation and potential of the application and provide any other information to the board as required]*

[CO's Signature]

**"By Direction" will not be accepted**

**"Acting" is acceptable**