

BOLDED TEXT IS INFORMATION REQUIRED TO BE INCLUDED IN THE APPLICATION.

RED TEXT IS AMPLIFYING GUIDANCE AND SHOULD NOT BE INCLUDED IN THE APPLICATION

COMMAND LETTERHEAD

1210
Ser 00/[xxx]
[Date]

FIRST ENDORSEMENT on [Rank] Sailor Q. Jones, USN, [Current Designator] ltr of [date]

From: Commanding Officer, USS SHIP (FFG 99)

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

Subj: REQUEST FOR LATERAL TRANSFER AND REDESIGNATION BOARD

1. Commanding Officer's Recommendation:

a. The commanding officer's endorsement must provide a specific recommendation concerning the request.

b. The CO must provide a recommendation regarding any waivers requested by the applicant.

c. If the member's PRD is greater than 12 months, the CO must indicate whether the command is willing to experience a possible gapped billet until the member's PRD if the member is selected for lateral transfer. (e.g. 'I acknowledge that the lateral transfer of (Rank Name) may result in a gap within my command in advance of (his/her) PRD' or words to the effect.)

d. Discuss the motivation and potential of the applicant to perform in each of the requested designators and provide any other information to the board as deemed pertinent.

[CO's Signature]

"Acting" is acceptable

"By Direction" NOT acceptable

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Date

From: [**Rank**] [**Name**], USN, [**Current Designator**]
To: Director, Bureau of Naval Personnel (BUPERS-3)
Via: Commanding Officer, [**Command**]

Subj: REQUEST FOR LATERAL TRANSFER AND REDESIGNATION BOARD

Ref: (a) CNO WASHINGTON DC [**DTG**] (**NAVADMIN** [#])

If applicable, list all enclosures in the following order

Encl: (1) Waiver request (#) (# = number of waivers, Command Endorsement must address waiver(s))

(X) Letters of Recommendation (#) (# equals number of recommendations) (* see below)

(X) TS/SCI SSO Letter (** see below)

(X) Overseas Screening Documents (** see below)

(X) Official College Transcripts (*** see below)

(X) FITREPS/Awards/Qualifications (**** see below)

(X) [*Any other documents required by your requested community*]

(X) [*Any other documents you wish to present to the board*]

(Do NOT list enclosures that are not submitted with your package)

NOTE: CO Endorsement is NOT an LOR or Enclosure. CO Endorsement should be the first page in your package.

* LORs: LORs can be used for no more than two consecutive boards. LORs must be dated within the past 12 months. Do NOT list each LOR separately.

** TS/SCI and Overseas Screening Documents: Review the LOI for the community of interest to determine any specific security and/or medical requirements.

*** Official College Transcripts: Required for all applicants. (For LDOs, if bachelor degree is not completed, enclose a letter with anticipated bachelor's degree information and completion date)

**** Only submit FITREPS/Awards/Qualifications that are NOT already in your official OMPF.

1. Per reference (a), I respectfully request redesignation. The following information is provided:

- a. Designator(s) requested: First choice: [**First choice designator**]
Second choice: [**Second choice designator**]
Third choice: [**Third choice designator**]

- b. I [**am / am not**] currently receiving a Bonus. (if yes) [**Bonus Type, Bonus End Date**]

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- c. If not selected by my requested designator(s), I [**do / do not**] wish to be considered by other communities during this Lateral Transfer Board.
- d. **(If applicable)** In support of this request, I am including a waiver request for [**Type of waiver**] (i.e. APC, DLAB, GPA, PRD, TIG, TIS, Warfare Qual, etc) as enclosure (1).

2. Personal/Military information:

- a. Primary Email (**military**)
- b. Secondary Email (**personal**)
- c. Work Phone Number
- d. Secondary Phone Number (**type**)
- e. Date and place of birth: [**DD-MMM-YYYY**], [**City, State**]
- f. Citizenship: (*If naturalized, include naturalization number, date, and place*)
- g. Source of Commissioning: [**Commissioning source**]
- h. Date of original commission: [**DD-MMM-YYYY**]
- i. Date of rank: [**DD-MMM-YYYY**]
- j. Date of end of obligated service in the parent community: [**DD-MMM-YYYY**]
- k. Warfare qualification(s): [**Qualification, unit, date, designating official**].
- l. (*Any additional information required by your requested community*).

3. As an applicant for [**Community designator**], my TS/SCI SSO letter [**is included as an Enclosure / is not required**]. **Review the LOI for the community of interest to determine any specific security requirements. If clearance is current or if date has lapsed but you are under the ‘continuous evaluation’ (CE) protocol, your TS/SCI SSO Letter should state that.**

4. Medical Information:

- a. I (“**and my family**” - if applicable) [**am/are**] medically and physically qualified to accept world-wide assignment within the communities to which I am applying.
- b. As an applicant for [**Community, designator**], my Overseas Screening Documents [**are included as an Enclosure / are not required**]. **Review the LOI for the community of interest to determine any specific medical screening requirements.**

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5. Education Information:

- a. Undergraduate Degree: **[School, Degree Type, Major, Cumulative GPA]**
- b. Graduate Degree: **[School, Degree Type, Major, Cumulative GPA]**
- c. **(If Applicable)** Education information required for specific communities:
 1. Academic Profile Code (APC) **(required for HR 1200/ EDO 1460/ FAO 1710/ OCEANO 1800/ CW 1810/ IP 1820 (without Master's Degree)/ CWE 1840/ MSC 2300 (without qualifying Master's Degree)**
 2. ASTB Scores **(required for Pilot or NFO)**
 3. ABET Accredited Undergrad Degree info **(required for CEC 5100)**
 4. Foreign Languages **[Language, DLAB Score]** **(DLPT Scores, OPI Scores if available) (required for FAO 1710 – provide for each foreign language)**
 5. Legal Special License/ABA JD Degree Information **(required for JAG 2500)**

6. Additional information: *(Use this area for additional information which you feel should be brought to the attention of the board.)*

7. I **[am / am not]** the subject of an ongoing criminal or military investigation of any kind or pending charges for any improper behavior or misconduct. *(If answered "I am", please provide any amplifying information here to help determine your eligibility for the board)*

Very respectfully,

[APPLICANT'S SIGNATURE]