

**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 and **MUST** provide a recommendation regarding any waivers requested by the applicant.*

b. *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*

*Not "By Direction"*

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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** [#])

- Encl: (1) Waiver request (if needed. **Command Endorsement must address waiver**)  
(2) Letters of Recommendation (#) (**give number (#) of recommendations**)  
(3) TS/SCI SSO Letter (**required for FAO 1710, OCEANO 1800, CRYPTO 1810, IP 1820, INTEL 1830**)  
(4) Overseas Screening Documents (\* see below. Dated Physical, PHA, and UP-CHIT. **Check with your community of interest to determine if overseas screening is needed**)  
(5) Official College Transcripts (\*\*LDOs see below)  
(6) [**FITREPS/awards/qualifications**] (\*\*\*) see below)  
(7) [**Any other documents required by your requested community**]  
(8) [**Any other documents you wish to present to the board**]

\* Contact the community of interest to determine any specific medical overseas screening requirements.

\*\*LDO applicants must include a copy of any college transcripts and/or a letter with a date of anticipated bachelor's degree completion.

\*\*\*Only submit FITREPS/Awards/Qualifications that are NOT in your official OMPF that need to be submitted with your package.

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 Date**]
- c. (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)

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2. Personal/Military information:

- a. Primary Military Email:
- b. Secondary Email (**can be personal email**)
- c. Primary Phone Number (**work/mobile**)
- d. Secondary Phone Number (**work/mobile**)
- 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. (**paragraph and enclosure (3) required FAO 1710, OCEANO 1800, CRYPTO 1810, IP 1820, INTEL 1830**)

4. Medical Information: 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.

5. Education Information:

- a. Undergraduate Degree: [**School, Degree Type, Major, Cumulative GPA**]
- b. Graduate Degree: [**School, Degree Type, Major, Cumulative GPA**]
- c. Education information required for specific communities:
  1. Academic Profile Code (APC) (**required for HR 1200/ EDO 1460/ FAO 1710/ OCEANO 1800**)
  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**)

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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) either the subject of an ongoing criminal or military investigation of any kind, or pending charges for any improper behavior or misconduct. *(If answered “am aware”, please provide any amplifying information here to help determine your eligibility for the board)*

Very respectfully,

[*APPLICANT'S SIGNATURE*]