**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 REDESIGNATION THROUGH TAILORED COMMUNITY TRANSITION

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 the requested designators and provide any other information to the RL community panel as deemed pertinent.*

***[CO’s Signature]***

“Acting” is acceptable

“By Direction” is NOT acceptable

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Date

From: **[Rank] [Name],** USN, 1110

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

Via: Commanding Officer, **[Command]**

Subj: REQUEST FOR REDESIGNATION THROUGH TAILORED COMMUNITY TRANSITION

Ref: (a) CNSP ALNAVSURF **[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 and MSO 1870)

(4) Official College Transcripts

(5) [FITREPS/awards/qualifications] (\*\* see below)

(6) [Any other documents required by your requested community] (\*see below)

(7) [Any other documents you wish to present to the RL panel]

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

\*\* 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 through Tailored Community Transition (TCT). The following information is provided:

a. Designator requested: **Engineering Duty Officer (1440)/ Foreign Area Officer (1710)/** **Maritime Space Officer (1870)** (select one)

b. (If applicable) In support of this request, I am including a waiver request for (Type of waiver – i.e. APC, DLAB, GPA, etc)

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Subj: REQUEST FOR REDESIGNATION THROUGH TAILORED COMMUNITY TRANSITION

2. Personal/Military information:

 a. Primary Military Email: (.mil)

 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 for FAO 1710 and MSO 1870)

4. Medical Information: I understand that I (“and my family” - if applicable) will need to be medically and physically qualified to accept world-wide assignment within the community 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)

2. Foreign Languages **[Language, DLAB Score]** (DLPT Scores, OPI Scores if available)

 (required for FAO 1710 – provide for each foreign language)

3. Additional information: (Use this area for additional information which you feel

 should be brought to the attention of the requested RL community.)

6. I (am / am not) aware that I 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]*