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From: LT John Q. Aviator, USN, 1310 **(DESIG ONLY, NO SSN)**

To: Secretary of the Navy

Via: Commander, Navy Personnel Command (PERS-801)

Subj: REQUEST FOR A SPECIAL SELECTION BOARD

Ref: (a) SECNAVINST 1402.1

Encl: (1) If you have enclosures

(2) list them here

1. Per reference (a), I respectfully request a special selection board (SSB) to consider me for the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_. I [was not considered, due to an administrative error, / received unfair consideration] by the FY-\_\_\_\_ [Active-Duty / Reserve] (List Appropriate Grade) [Line / Staff] promotion selection board. **(Detail why an SSB is warranted. Consider citing the specific criterion from reference (a) and providing substantiation. You must detail the steps taken to ensure the completeness and accuracy of your official record prior to the convening of the original board. If you submitted a letter to the board president regarding the issue, you may discuss this as well.)**

2. If you require additional information concerning my request, I can be reached at phone: \_\_\_\_\_\_\_\_\_\_ or by email at \_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_.

Very respectfully,

J. Q. AVIATOR