

DD Mmm YY

From: Commanding Officer, USS UNDERWAY (DDG ##)
To: Commander, Navy Personnel Command (PERS-4)

Subj: SPOT PROMOTION NOMINATION ICO LT IAN M. READY

Ref: (a) SECNAVINST 1421.3N
(b) FY-27 Eligible Spot Promotion Billet List

1. Per reference (a), I recommend LT Ready for temporary (spot) promotion to [Lieutenant/Lieutenant Commander/Commander/Captain].
2. LT Ready meets the criteria outlined in reference (a).
3. LT Ready is ready to successfully perform the duties required of a [Lieutenant/Lieutenant Commander/Commander/Captain]. I have complete confidence in his performance potential as [Chief Engineer, Engineering Officer, Troop Commander, etc].

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J. P. JONES