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From: COMMANDING OFFICER, USS NAVY COUNSELOR (CVN 99)

To: NCCS (AW/EXW/SW) IM D, DETAILER, NC/LN DETAILER (PERS 405)

Via: (1) NCCM(AW/SW) IM D. TYCOM, (NAVAIRHQ, SURFLANT/SURFPACT)

Subj: COMMAND CAREER COUNSELOR (CCC) COURSE REQUEST (AND WAIVER

REQUEST) ICO AS1(AW/SW) JOE N. SAILOR, (DODID#123456789)

Ref: (a) MILPERSMAN 1306-905

(b) NAVADMIN 344/06

(c) CANTRAC Requirements for CIN: A-501-0011 / CDP: 32DT & 477B

Encl: (1) NAVPERS 1306/92 (Special Programs Screening)

(2) Electronic Service Record (ESR) Member Data Summary

(3) PRIMS Data Sheet

1. Respectfully request AS1(AW/SW) Joe N. Sailor to attend the Career Counselor Course during the following dates:
   1. Primary Dates: 17 MAR 2025 to 11 APR 2025 Location: San Diego, CA

* 1. Alternate Dates: 14 APR 2025 to 09 MAY 2025 Location: Norfolk, VA

1. I certify that the above-mentioned Sailor meets all requirements for attendance per Ref (a) through (c) as follows (or) with the exception of (**ASVAB or Rotation only**):

* 1. ASVAB (VE + MK + GS = 156) VE: (58) + MK (50) + GS (50) = 158 (**9 point max**)

* 1. Remaining Enlistment (12 months required): JUL 2030 (**not waiverable**)
  2. Remaining Rotation (24 months required): JUL 2030 (**6-month max**)

1. Justification for request:

* + 1. Approved for conversion to the Navy Counselor (NC) rating
    2. Ordered by BUPERS to a Command Career Counselor Assignment by NEC 806R
    3. Prospective Full-time Command Career Counselor for UIC: XXXXX. Command has currently XX amount of Enlisted Personnel.

1. For further assistance, my point of contact is NCCM(AW/SW) Im D. Tycom, and they can be reached via phone at: (999)999-9999, or via e-mail: ccc@cvn99.navy.mil.

I. D. CO