dd Mmm YY

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

To: NCCM(AW/SW) IM D. TYCOM, (NAVAIRHQ, SURFLANT/SURFPACT, etc)

Via: (1) NCC(AW/SW) IM A. ISIC, (COMMAND)

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 NC1 New C. Counselor, and they can be reached via phone at: (999)999-9999, or via e-mail: ccc@cvn99.navy.mil.

 I. D. CO