**Supply Corps Postgraduate Education CIVINS 810/811 Program**

This annual board will select officers to participate in both the Civilian Institutions (CIVINS) 810 and 811 Programs. Officers selected for the 810 Program will receive a Master of Business Administration (MBA) from one of the nation's top business schools and earn the Supply Acquisition/Distribution Management subspecialty code (1301P). Officers selected for the 811 Program will receive an MBA from the University of Kansas with a graduate certificate in petroleum management from the School of Engineering and earn the Petroleum Management subspecialty code (1307P).

Year Group (YG) eligibility for consideration will be announced via an annual FLASH from the Chief of Supply Corps. All officers who desire screening must submit a package to the Board President, in the form of a Letter to the Board, no later than ten days prior to the board convening date, as in scheduled published by Board Supply on MyNavy HR: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/>.

Eligibility requirements include:

* Completed one operational tour (928 AQD on ODC Block 72, OSR Special Qualifications)
* Earned a warfare qualification (ODC Block 72, OSR Special Qualifications)
* Possess an Academic Profile Code (APC) of 245 or better for 810 and 333 or better for 811 (ODC Block 47)

The following must be included in the package to the Board President:

* Letter to the Board stating interest in one or both programs, in priority order
* Sample letters can be found by visiting the Supply Corps Career Counselor website at:

https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Supply-Corps-Officer/Sample-Letters/

* GMAT or GRE Score Report
* APC waiver request (if necessary). Officers who do not meet the minimum Academic Profile Code (APC) requirement should contact the Supply Corps career counselor to discuss waiver eligibility.

Sample packages can be found on the MyNavy HR: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Supply-Corps-Officer/Sample-Letters/>

Packages must be uploaded electronically through Electronic Submission Selection Board Documents (ESSBD) at BUPERS online (BOL) **and** emailed to the Supply Corps Career Counselor. Use the following link for additional info on ESSBD: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/>

Contact the Supply Corps career counselor at 901-874-4621 or supply\_corps\_cc@navy.mil with any questions or concerns.

**"SAMPLE"**

**LETTER TO THE BOARD PRESIDENT**

Date

From: LT First

To: President, FYXX Supply Corps CIVINS Postgraduate Education Screen (Board #302)

Subj: SCREEN REQUEST FOR SUPPLY CORPS 810/811 CIVILIANS INSTITUTION (CIVINS) PROGRAM

Ref: (a) NAVSUPINST 1520.8

Encl: (1) GMAT and/or GRE test score

 (2) APC Waiver Request (if necessary)

 (3) Personal Statement (optional)

 (4) Letters(s) of Recommendation (optional)

1. In accordance with reference, (a), respectfully request screening of my record for selection in the FYXX Supply Corps CIVINS Post Graduate Education Screen Board.

2. Request to be screened for (insert one of the following options: only the 810 Program, only the 811 Program, or both the 810 & 811 Programs).

3. I have/do not have a qualifying APC score for the 81X program.

4. Thank you for your time and consideration.

Very respectfully,

F. M. LAST Rank, SC, USN