DD Mon YR

From: {Rank} First M. Last, SC, USN, XXX-XX-####/3100

To: Director, Supply Corps Office of Personnel (PERS-4412)

Via: Reporting Senior

Subj: SUPPLY CORPS INTERNSHIP PROGRAM PERSONAL STATEMENT

1. Maximum one-page expressing your interest in the internship program.

Very respectfully,

F. M. LAST

*{R/S Letterhead}*

Serial #

DD Mon YR

FIRST ENDORSEMENT ON{RANK} FIRST M. LAST, SC, USN, XXXX/3100

From: {Reporting Senior}

To: Director, Supply Corps Personnel (PERS-4412)

Subj: SUPPLY CORPS INTERNSHIP PROGRAM APPLICATION ICO {RANK} FIRST M. LAST

1. Forwarded, recommending selection.
2. Any additional comments on why the officer should be competitively selected for the Supply Corps Internship Program.

{R/S}

F. M. LAST

Copy To:

{RANK} First M. Last