***FORMAT FOR REQUESTING ASSIGNMENT OF AN NOBC OR AQD***

CUI

From: Rank First MI. Last, USN, Designator

To: Commander, Navy Personnel Command (PERS-911)

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET

 CLASSIFICATION (NOBC) (OR ADDITIONAL QUALIFICATION

 DESIGNATION (AQD))

Ref: (a) BUPERSINST 1001.39F

 (b) NAVPERS 15839I, Manual of Navy Officer Manpower and

 Personnel Classifications

Encl: (1) Supporting Documentation ***(RUAD, FITREPs, Certifications, etc.)DO NOT LIST ALL ENCLOSURES AS ONE ENCLOSURE TITLED SUPPORTING DOCUMENTATION!***

1. Per references (a) and (b), I request assignment of NOBC or AQD (***specify number and description from reference (b) – and clearly identify supporting documentation) (Note 1).***

***(Example #1: NOBC 9378 – Main Engine Officer (Enclosures 1-3)***

(***Example #2: NOBC 9065 – Staff Operations and Plans Officer (Enclosures 4 and 5)***

2. Military schooling appropriate to this NOBC/AQD: ***(Provide course title, number, dates, and location, both Active Duty and active points credited.)***

3. Military correspondence courses appropriate to this NOBC/AQD: ***(Provide title, number, date completed, and number of retirement points credited.)***

4. Practical experience appropriate to this NOBC/AQD:

 a. Active Duty: ***(Provide dates, locations, billets, or duties that are appropriate to this NOBC/AQD.)***

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 b. Annual Training (AT)/Active Duty Training (ADT): ***(Provide FITREP(s) appropriate to this NOBC/AQD.)***

 c. Inactive Duty experience: ***(Indicate experience gained (FITREPs) during drills, Inactive Duty Training Travel, etc., relating to this NOBC/AQD.)***

 5. Other information supporting the request, as appropriate.

 6. Primary email address:

 Secondary email address:

 Primary phone number:

 Secondary phone number:

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 (Signature of Member)

***Note 1: While the format is identical, NOBCs and AQDs must be requested in separate correspondence. No more than five NOBCs/AQDs should be requested at a time.***

***Note 2: This document is a template. When completing your request remove all verbiage designed to assist in filling out the template. Ex. Notes 1 & 2 and any bold/italicized parts.***