

From: LT First Name, Last Name, USN, [DoD ID # (10-digit)]/1110

To: President, FY-27 Surface Department Head Screen Board (27430)

Subj: INFORMATION FOR CONSIDERATION BY THE FY-27 SURFACE WARFARE  
DEPARTMENT HEAD SCREEN BOARD

Ref: (a) SECNAVINST 1420.3

Encl: (1) Commander, USS LAST SHIP (DDG XXX) Letter of Recommendation  
(2) Award dtd XX Mon XX

1. I am a Surface Warfare Officer serving on/en route to USS (Ship Name) as the (Billet).
2. I have served a SWO Division Officer tour as (1st Tour DIVO Billet onboard USS XXX).
3. Enclosures (1) and (2) are forwarded for consideration by the FY-27 Surface Department Head Screen Board.

I appreciate your consideration of my record.

(Sign here with ink signature OR CAC Digital Signature)  
FI MI LAST NAME