

DD Mon YY

From: LT Firstname MI. Lastname, USN, 111X

To: Director, Surface Warfare Officer Distribution (PERS-41)

Ref: (a) COMNAVSURFOR MSG DTG 172053Z FEB 26 (FY-27 Surface Warfare  
Department Head Afloat Screening Board Announcement)

Subj: REQUEST AN EARLY LOOK FOR FY-27 SURFACE WARFARE DEPARTMENT  
HEAD SCREEN BOARD

1. I request consideration for an early first look for the FY-27 Surface Department Head Screen Board.
2. I understand that an early look is considered as my first look and that I will only be afforded three looks for Department Head without a request for a special additional look following my third look.
3. I have been selected, and am executing, Single Long Division Officer Tour onboard XXXXX and my projected rotation date is Mon YYYY.
4. As a component of my Single Longer Tour option I have committed to executing my Department Head tours once screened.

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F. M. LASTNAME