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From: Commanding Officer, USS ATSEA

To: Director, Military Personnel Plans and Policy Division 9OPNAV N13)

Via: Navy Pay and Compensation Policy Branch (OPNAV N130)

Subj: 35 DAY WAIVER REQUEST FOR PO2 JOHN P. JONES, USN

Ref: (a) OPNAVINST 1160.8, Selective Reenlistment Bonus (SRB) Program

Encl: (1) Reenlistment Request Chit ICO: PO2 John P. Jones *(All waiver requests shall include the approved reenlistment request chit.)*

1. Summary. In accordance with reference (a) PO2 Jones submitted his reenlistment request meeting both internal and external timeline requirements. The SRB precertification request was submitted to the SRB desk via NSIPS 137 days prior to the requested reenlistment date. My command team was unaware of the tools available to check the status of SRB requests and was unfamiliar with the requirements of ref (a); specifically that request could not be submitted greater than 120 days from the requested reenlistment date. Once it was discovered that an SRB request had not been received by the SRB helpdesk the requested reenlistment date was within the 35 day requirement of ref (a). The improper submittal of the SRB request was sole responsibility of my command team. *(This paragraph should provide a detailed description of the events that led to the commands inability to meet the 35 day submittal requirement.)*

2. Causes/Corrective Actions. I conducted a fact finding to determine the following root cause and corrective action. My Command Team failed to verify that my assigned collateral duty Command Career Counselor (CCC) had not attended the CCC training course prior to assigning him these duties. The CCC is scheduled to attend the required school convening on XXXXXXX, I have coordinated with my ISIC CCC to provide additional oversight until the required training has been completed. I have personally scrubbed other collateral duties listed on my 1301 notice to verify that required training has been completed for similar duties. *(This paragraph should clearly identify the cause of the deficiency as well as corrective measures the command has taken to prevent recurrence.)*

3. Contacts. My point of contact for this matter is my Executive Officer, LCDR Smith. She can be reached at (XXX)XXX-XXX or via email at jane.smith@navy.mil.

 D. B. JONES,

 Captain, U. S. Navy

 *(By Direction signatures are not authorized)*