**COMMAND LETTERHEAD**

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FIRST ENDORSEMENT on YN1(SW/AW) Sailor Q. Jones, USN, ltr of ***[date]***

From: Commanding Officer, USS SHIP (FFG 99)

To: Director, Military Community Management (BUPERS-319)

Subj: TIME IN SERVICE WAIVER REQUEST

1. Forwarded, recommending approval.

2. Petty Officer Jones is best and fully qualified for the FY-XX LDO/CWO program. He has my recommendation for a time in service waiver.

3. My command point of contact is LT Sailor, john.a.sailor@navy.mil, 901-901-0901.

 ***[CO’s Signature]***

 “Acting” is acceptable

Copy to:

YN1 Jones

 ***[Date]***

From: YN1(SW/AW) Sailor Q. Jones, USN

To: Director, Military Community Management (BUPERS-319)

Via: Commanding Officer, USS SHIP (FFG 99)

Subj: TIME IN SERVICE WAIVER REQUEST

Ref: (a) CNO WASHINGTON DC **[*DTG*]** (NAVADMIN XXX/XX)

1. Per reference (a), I request a **XXX** day Time in Service waiver. (shall not exceed 180 days) The following information is provided for consideration by the selection board:

 a. Desired Designator(s): **6XXX/7XXX [*Title*]**

 b. Active duty service date: **[*DD MMM YYYY*]**

c. Time in Service computed to 1 October 20XX (refer to annual NAVADMIN for computation date): **[*YY MM DD*]**

2. My contact information is [imapplicant@navy.mil; 212-555-1234].

 Very respectfully,

 ***[APPLICANT’S SIGNATURE]***