

DD MMM YY

From: RATE First Name Last Name, USN
To: COMMANDER, NAVY RECRUITING COMMAND
Via: COMMANDING OFFICER, PARENT COMMAND

Subj: (TYPE OF WAIVER) WAIVER REQUEST FOR COMMUNITY (#####)

Ref: (a) OPNAVINST 1420.1 (Series)
(b) (COMMUNITY) PROGRAM AUTHORIZATION ###

1. Per reference (a), I hereby request a wavier for the (OAR score/age/GPA) as part of my application for Officer Candidate School. I meet all other qualifications of reference (b).

2. Amplifying info:

(a) Date of Birth: DD MMM YY

(b) OAR: ##

(c) GPA: X.XX

2. I am confident in my leadership potential. My competence, motivation, and adherence to the Navy Core Values of Honor, Courage, and Commitment would be an asset to the Surface Warfare community. This waiver would give the selection board an opportunity to review and evaluate my full package. I appreciate the opportunity to submit this request.

3. My points of contact are ([work email](#)), ([personal email](#)), and (###) ###-####.

I. A. SAILOR, USN

xxxx
Ser
DD MMM YY

FIRST ENDORSEMENT on RATE First Name Last Name, USN, date of ltr

From: COMMANDING OFFICER, PARENT COMMAND

To: COMMANDER, NAVY RECRUITING COMMAND

Subj: (TYPE OF WAIVER) WAIVER REQUEST FOR COMMUNITY (#####)

1. Forwarded, recommending my strongest possible approval and endorsement.
2. I want (RATE Last Name) in my Wardroom. If this waiver is approved, it will give me the authority, per references (a) and (b) to endorse and submit his OCS package. It will also include my strongest possible recommendation. I have verified that he meets all other requirements of reference (a) and (b) and intend to forward his package for consideration in accordance with the board schedule.

FI. MI. LAST NAME

Copy to:
Member