**COMMAND LETTERHEAD**

1210

Ser 00**/[xxx]**

**[Date]**

FIRST ENDORSEMENT on [Rank] Sailor Q. Jones, USN, ***[Current Designator]*** ltr of ***[date]***

From: Commanding Officer, NAVY RESERVE UNIT

To: Bureau of Naval Personnel THREE (BUPERS-3)

Via: (1) Commanding Officer, [**Naval Reserve Activity**]

 -or- (2) Reserve Component FAO Community Lead

Subj: APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY

1. Commanding Officer’s Recommendation:

 *a. The commanding officer’s endorsement* ***MUST*** *provide a specific recommendation concerning the request and* ***MUST*** *provide a recommendation regarding any waivers requested by the applicant.*

 *b. Discuss the motivation and potential of the applicant to perform in the requested designators and provide any other information to the RL community panel as deemed pertinent.*

***[CO’s Signature]***

“Acting” is acceptable

“By Direction” is NOT acceptable

*Commanding officer’s endorsement should comment on suitability for designation and assignment as a FAO. It can also include information that would traditionally be in a letter of recommendation. Additionally, your CO’s endorsement must specifically comment on your overseas assignability IAW Part I and II of the NAVPERS 1300-16 (Report of Suitability for Overseas Assignment). Part I and II of the NAVPERS 1300/16 must be completed with your XO (or equivalent) acting as an interviewer and your MTF representative signing Part II and enclosed in your application package. Your CO should complete part IV of the NAVPERS 1300/16. The NAVPERS 1300/16 Block 6. “Overseas Location” must state “NSA Bahrain” to ensure you are screened to NAVCENT/Bahrain standards regardless of your regional assignment desires. Dependents must be listed in Part II, and the provider must comment on the overseas suitability of your dependents. Overseas screenings are valid for one year. As such, if you are not selected for FAO on your first attempt and reapply on the next scheduled board (boards are held twice a year in February and August), you might not need to do an overseas screening again for the next consecutive board.*

*Waiver Requests must be endorsed by your CO, either as a stand-alone endorsement or as part of the CO endorsement letter. Academic waivers for candidates that do not have a GPA of 2.60 or higher will be considered on a case-by-case basis. There are no waivers available to TS-SCI eligibility or overseas screening to NAVCENT/Bahrain standards for the member and all their dependents (if applicable). Applicants that do not meet the FAO Community’s security clearance eligibility requirements and overseas screening requirements will not be referred to the lateral transfer board.*

Date

From: **[Rank] [Name],** USN, 1110

To: Bureau of Naval Personnel THREE (BUPERS-3)

Via: (1) Commanding Officer, [**Commnad or Naval Reserve Unit XXX**]

 -or- (2) Commanding Officer, [**Naval Reserve Activity**]

 -or- (3) Reserve Component FAO Community Lead

Subj: APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY

Ref: (a) MILPERSMAN 1321-105

Encl: (1) NAVPERS 1331/5 – Application for Recall to Extended Active Duty

 (2) Applicant’s Statement of Service (ASOSH in BOL for SELRES)

 (3) Applicant’s Cumulative Active Duty Service Statement (Enclosure 1 of SECNAVINST 1800.2)

(4) Last Four FITREPS (give number (#) of reports submitted. Include last 3 observed & any

 others that show in-theater experience)

 (5) Last PRT Results (PRIMS Print Out)

 (6) Personal Statement of Motivation

 (7) Military Biography (as desired, 1-3 pages max)

 (8) Civilian Resume (as desired, 1-3 pages max)

 (9) Letters of Recommendation (#) (give number (#) of recommendations)

 (10) DLAB Scores

 (11) DLPT Scores (as applicable)

 (12) TS/SCI SSO Letter or JPAS/DISS Verification

(13) Suitability for Overseas Duty (No specific format, can be memo from medical)

(14) Graduate and Undergraduate College Transcripts

(15) Include any linguistic courses/certification

1. Per reference (a), I hereby apply for extended recall to active duty into an active duty (MPN) billet. Enclosures (1) through (**8/9/10**) are provided in support of this application and the following notes apply:

 a. Will you exceed 16 years of active duty service (not just commissioned service) at the end of these orders? **Yes / No** (Note: if answered yes to this question, then refer to SECNAVINST 1800.2 and submit a sanctuary waiver as enclosure 9 with this application)

 b. Have you had any back-to-back orders within the last five years that have less than a thirty-one day break between them? If so, please clarify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c. Are you up for promotion on next year’s board? **Yes / No / Don’t know**

 d. Is a household goods (HHG) move desired with this recall? **Yes / No**

 e. If a HHG is not desired or required, please list the location (**name and address**) were you will have your orders endorsed prior to the actual start date; for example, the local NOSC or PSD.

 f. Are you a member of the Individual Ready Reserve(IRR)? **Yes / No**

 g. Will you reach the age of 62 before completion of these orders? **Yes / No**

 h. Do you have a request or application pending for any transfer or re-designation boards? If so, please clarify. \_\_\_\_\_\_\_\_

2. “I certify that I (and my family, if applicable) am (are) worldwide assignable, and that I will immediately notify the Foreign Area Officer (FAO) Community Manager if this situation changes. I understand that if selected for transfer to the FAO Community that I will participate in graduate level education and language training as needed. In the case of graduate education, I agree to remain on active duty for a period equal to three times the number of months of education up to a maximum of three years. In the case of language training, I agree to remain on active duty for one overseas tour. This obligation may be discharged concurrently. If no training or education are required, I agree to remain on active duty in the FAO community for at least one complete FAO tour. I understand that as a FAO I shall be detailed to tours in all three lines of FAO work including Policy, Plans, and Strategy staffs; Security Cooperation Office; and Defense Attaché Service positions. I acknowledge that I must safeguard U.S. information, report security violations, report foreign contacts, and report intimate foreign relationship (including marriage and proposals of marriage) to my Security Systems Office. I understand that I may be required to complete a counter-intelligence polygraph at any time, and I must successfully pass a CI Polygraph to serve in the Defense Attache Service. I understand that marrying a foreign national who does not attain U.S. citizenship and/or is not willing to renounce his or her foreign citizenship may impede my ability to be assigned to all lines of work in the FAO community. These agreements do not obligate the Navy to retain me on active duty. However, if I fail to complete the agreed upon active duty (voluntarily or through misconduct), I agree to reimburse the United States for the cost of the education/training received prorated for the obligated time served.”

3. FAO Specific Information.

 a. Date of type of security clearance (provide certification as required for specific designator).

 b. Citizenship (if naturalized, include naturalization number).

 c. Academic background (including major fields of study, grade point average, and degrees obtained).

 (1) Undergraduate Degree: **[School, Degree Type, Major, Cumulative GPA]**

 (2) Graduate Degree: **[School, Degree Type, Major, Cumulative GPA]**

 d. DLPT Test Scores and Dates:

 e. AOR preference clearly numbered (1-5). [**“My AOR preferences are: (1) AFRICOM, (2) EUCOM, (3) SOUTHCOM, (4) INDOPACOM, (5) CENTCOM]** If you are seeking to be assigned to a specific region, it is recommended that you describe your experiences and qualifications that warrant this consideration.

 f. Daytime phone numbers.

 g. Email addresses (include NMCI and personal accounts).

4. I certify I have a current Navy Physical Examination in my medical record and that I have no medical condition or legal status that would otherwise preclude my recall to active duty.

5. I understand that if I am requesting or get selected for an INDEFINITE/PERMANENT (3+ year) active duty recall that this selection will result in a shift from the Reserve Active Status List (RASL) to the Active Duty List (ADL) and a change in designator from my reserve designator to my new active duty designator. I also understand that with this change that I will then compete for promotion on the ADL and will no longer compete for promotion on the RASL.

Very respectfully,

*[APPLICANT’S SIGNATURE]*