DD MON YY

From: MIDN 1/C Full Name

To: Explosive Ordnance Disposal Officer Community Manager, Bureau of Naval

Personnel (BUPERS) 311E

Via: Commanding Officer, NROTC Unit XXX University

Subj: REQUEST FOR EXPLOSIVE ORDNANCE DISPOSAL (EOD) WARFARE

PROGRAM

Ref: (a) MILPERSMAN 1210-230

 (b) MILPERSMAN 1220-410

 (c) NAVMED P-117, Articles 15-102 and 15-105

Encl: (1) Duty Preference/Designator Request/ Commanding Officer’s First

Endorsement Letter

 (2) Report of Screening (Physical Screening Test Results)

 (3) Personal Motivation Statement

 (4) Resume – optional (highly encouraged)

 (5) Letter of Recommendation: CAPT J. M Doe, Command

 (6) Letter of Recommendation: LT D. A. Jones, OIC EODMU X

 (7) Letter of Recommendation: J. M. Doe,

 Company/University, Job Title

 (8) Official College Transcript

 (9) DD Form 2807

 (10) DD Form 2808

 (11) U.S. Military Diving Medical Screening Questionnaire

 (12) NETC High Risk Medical Screening Questionnaire

1. Per reference (a), I volunteer for the Explosive Ordnance Disposal (EOD) Warfare Officer Program and request assignment to EOD Training.

2. Based on the results of my Physical Screening Test (PST), enclosure (2) and medical examination, enclosures (9) through (12), I submit my eligibility for EOD Warfare Training. [*Include the following if applicable] I request a waiver to the following requirements: [specify entry requirements that require a waiver.]*

3. I understand the nature of EOD Officer duty, and I agree to:

 a. Serve on active duty for a period of at least 4 years from checking-in at my first permanent duty station following Naval EOD School graduation or until completion of previously acquired minimum service obligation, whichever is greater. If I attrite, I will be obligated (month for month) to an extension of my original minimum service requirement equal to the number of months of training completed, to be served concurrently with my original obligation, unless released earlier by Navy Personnel Command.

 b. Serve the minimum obligated service specified, regardless of whether I retain an EOD Warfare qualification for four years.

 c. Change my designator to 1190 (Explosive Ordnance Disposal (EOD) Warfare In Training).

F. M. LAST NAME