DD Mon YR

From: LCDR First M. Name, last 4 SSN/1130

To: Panel President, NSW Education Screening Panel

Via: Commanding Officer, (Member’s Command)

Subj: LETTER OF INTENT TO APPLY FOR EXCEPTIONAL EDUCATION

 PROGRAM(S)

ENCL: (1) Curriculum Vitae

 (2) Unofficial transcripts

 (3) Commanding Officer’s endorsement

 (4) GRE/GMAT Scores *(optional but highly recommended)*

1. I am submitting this Letter of Intent to apply for the following programs in order of priority. *(include any service schools and each desired civilian institution for FSEP applicants)*

 a. School, Program. Major area of study and potential area

 of research/thesis development (if known)

 b. School, Program. Major area of study and potential area

 of research/thesis development (if known)

 c. School, Program. Major area of study and potential area

 of research/thesis development (if known)

 d. School, Program. Major area of study and potential area

 of research/thesis development (if known)

2. Explain why you are the right person to select? How will you utilize the education? What will you gain from attending and what will the NSW community gain by sending you?

3. Explain each of the options in separate sections, or write one section explaining all of the graduate education options. If you do subsequent sections, put them in the same order as your priority listing. This document is for the Education Screening Panel only. It is up to the member to complete all application requirements for non-NSW programs.

4. *Include verbatim:* “I understand that, if selected, I am obligated to serve on active duty for a period of three times (3x) the length of the graduate or doctoral education opportunity for a maximum of 36 months of obligated service for a Master’s program or 60 months of obligated service for a doctoral program. I have discussed the career impact with my detailer and Officer Community Manager, and understand the implications of pursuing this opportunity.” *(For those applying for the SCRIPPS or JHU-APL programs) “*I understand that the (SCRIPPS/JHU-APL) program(s) require a future payback tour in an Acquisition, Resourcing, or Requirements position.

5. I can be contacted at (phone, e-mail, and mailing address) provide both work and personal contact info.

 F. M. LAST

 LCDR USN