**BOLDED TEXT IS INFORMATION REQUIRED TO BE INCLUDED IN THE APPLICATION.**

**RED TEXT IS AMPLIFYING GUIDANCE AND SHOULD NOT BE INCLUDED IN THE APPLICATION**

Date

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

To: Community Sponsor, Foreign Area Officer Community

Via: Commanding Officer, **[Command]**

Subj: REQUEST FOR GRADUATE EDUCATION CONSTRUCTIVE CREDIT WAIVER

Ref: (a) DODD 1315.17 of 28 April 2005

 (b) SECNAVINST 1301.7B of 06 April 2023

 (c) OPNAVINST 1301.10C of 30 June 2016

Encl: (1) Fitness Reports **(#)** (give number (#) of reports submitted to support type and length of

 experience cited as justification for the CCW; include all reports that cover the experience

 timeframe)

 (2) JPME I completion documentation (as applicable)

 (3) Transcript from **XYZ** University (as applicable)

 (4) Language Proficiency Verification (i.e., DLPT scores, as applicable)

 (5) Letter of Recommendation (#) (as applicable, give number (#) of recommendations)

1. In accordance with references (a) through (c), I respectfully request a constructive credit waiver of the regionally focused graduate degree requirement for the **[USXXXCOM]** area of responsibility.

2. EDUCATION: **[School, Degree Type, Major, Cumulative GPA]** [Purpose: List any/all graduate degrees earned, previous academic accomplishments, or current enrollments. Highlight any coursework contributing to regional expertise. Provide JPME I completion date. Ensure enclosures match justification listed here.]

3. LANGUAGE: [Purpose: List relevant DLPT/OPI/DLAB scores with dates for each exam. Ensure enclosures match justification listed here.]

4. EXPERIENCE: **Documented experience (FITREPs, awards, etc.) that shows**: [indicate which one you’re requesting (a), (b) or (c).]

**(a) 3 or more years (aggregate) in-region experience that results in expertise equivalent to the ESRs, or**

**(b) 3 or more years (aggregate) working in regionally-focused assignment(s) (CONUS or OCONUS) that leads to regional expertise equivalent to the ESRs, or**

**(c) Combination of 3 or more years of in-region experience and regionally-focused assignments that leads to regional expertise equivalent to the ESRs**

[Purpose: Substantiate specifics of expertise gained through experience that meets or exceeds the educational skills requirements established by the Naval Postgraduate School. Ensure enclosures match justification listed here, i.e., FITREPS].

 **W. T. DOOR**

 **LCDR USN**

 **Job Title**