DATE

From: LT John P. Jones, USN, XXXX (designator)

To: Commander, Navy Personnel Command (PERS-92)

Via: Your Commanding Officer or Officer-In-Charge

Subj: TRAINING AND ADMINISTRATION OF THE RESERVE TRANSFER/REDESIGNATION APPLICATION

Ref: (a) MILPERSMAN 1001-20

Encl: (1) Copy of medical requirements: IMR / NAVMED 5410/2 “up-chit” / current physical

(2) Letter of recommendation (recommended but not required, max of 4, each is its own encl)

(X)\* Any information missing from your OSR that you would like to include

\*Note: examples of enclosures are the following (not limited to):

(X) Fitness Report DD MMM YY – DD MMM YY

(X) Professional / Civilian Education Certificate(s)

(X) Personal Award Certificate(s)

(X) Joint Qualification Certificate(s)

(X) Individual Augmentation Documentation

(X) Resignation submission (copy from NSIPS)

(X) Resume (SELRES annotating pertinent civilian skills)

1. Initial

|  |  |
| --- | --- |
| Per reference (a), I respectfully request consideration for selection to the TAR program. Enclosures (1) through (X) are provided for your consideration. |  |

2. Initial the following statement that applies to your current classification (select one).

Initial

|  |  |
| --- | --- |
| I am an **Active Component (or TAR) officer**, and if selected for redesignation into (or within) the TAR program, I agree to serve a minimum of **three years** on active duty in a Reserve Program billet. If selected for redesignation into a TAR aviation community, I understand that I may incur additional service requirements in accordance with MILPERSMAN 1321-100, but no less than the minimum **three-year** commitment. |  |
| I am a **Ready Reserve officer**, and if selected for redesignation into the TAR program, I agree to serve a minimum of **three years** on active duty in a Reserve Program billet. If selected for redesignation into a TAR aviation community, I understand that I may incur additional service requirements in accordance with MILPERSMAN 1321-100, but no less than the minimum **three-year** commitment. |  |

3. Initial and explain, if necessary:  
 YES NO

|  |  |  |
| --- | --- | --- |
| I am presently cleared fit for full duty and medically available for immediate assignment. |  |  |
| If no, explain: | | |
| I am currently applying for another active duty transfer re-designation program or any other active-duty administrative program. |  |  |
| If yes, explain: | | |

4. Community selection. Rank in order the communities you wish to be considered (up to 3):

1-3

|  |  |  |
| --- | --- | --- |
| 1117 | SURFACE WARFARE OFFICER (SWO) |  |
| 1127 | SUBMARINE (SUB) |  |
| 1137 | SPECWAR (SEAL) |  |
| 1147 | EXPOLSIVE ORDNANCE DISPOSAL (EOD) |  |
| 1317 | AVIATION- PILOT |  |
| 1327 | AVIATION- NAVAL FLIGHT OFFICER (NFO) |  |
| 1207 | HUMAN RESOURCES (HR) |  |
| 1287 | PERMANENT PROFESSIONAL RECRUITER |  |
| 1527 | AEROSPACE MAINTENANCE DUTY OFFICER (AMDO) |  |
| 3107 | SUPPLY |  |

5. Pilot/NFO (13X7) applicants only, fill out this section:

a. Put an ‘X’ on the desired aviation community(ies) you wish to be considered (up to 5 for pilot; up to 3 for NFO):

|  |  |  |
| --- | --- | --- |
| HM | HELICOPTER MINE COUNTERMEASURES |  |
| HSC LOG | HELICOPTER SEA COMBAT LOGISTIC SUPPORT |  |
| HSM | HELICOPTER MARITIME STRIKE |  |
| HT | HELICOPTER TRAINING |  |
| VAW | AIRBORNE EARLY WARNING |  |
| VAQ | ELECTRONIC ATTACK |  |
| VFC | FIGHTER SQUADRON COMPOSITE |  |
| VP | PATROL |  |
| VUP | UNMANNED PATROL |  |
| VR | FLEET LOGISTICS |  |
| VRM | FLEET LOGISTICS MULTI-MISSON |  |
| VT(PROP) | FIXED WING PROPELLER TRAINING |  |
| VT(JET) | FIXED WING JET TRAINING |  |
| 13X7\* | AVIATION RESERVE MANAGEMENT |  |

\*NOT Primarily in a Flying Status / NOT eligible for ADHRB

b. Flight hours:

|  |  |
| --- | --- |
| TOTAL MILITARY FLIGHT HOURS |  |
| TOTAL FLIGHT HOURS (MIL/CIV) |  |
| FLEET AVIATION COMMUNITY (e.g. HSM, VFA, VP, ETC.) |  |
| DATE OF LAST MILITARY FLIGHT |  |

c. Aircraft flown:

|  |  |
| --- | --- |
| AIRFRAME |  |
| TIME IN AIRFRAME |  |
| AIRCRAFT COMMANDER TIME |  |
| MISSION COMMANDER TIME (IF APPLICABLE) |  |
| SPECIAL CREW TIME / SIC |  |
| INSTRUCTOR TIME |  |
| SFWT LEVEL |  |
| DATE OF LAST FLIGHT |  |
| QUALIFICATIONS: | |

|  |  |
| --- | --- |
| AIRFRAME |  |
| TIME IN AIRFRAME |  |
| AIRCRAFT COMMANDER TIME |  |
| MISSION COMMANDER TIME (IF APPLICABLE) |  |
| SPECIAL CREW TIME / SIC |  |
| INSTRUCTOR TIME |  |
| SFWT LEVEL |  |
| DATE OF LAST FLIGHT |  |
| QUALIFICATIONS: | |

|  |  |
| --- | --- |
| AIRFRAME |  |
| TIME IN AIRFRAME |  |
| AIRCRAFT COMMANDER TIME |  |
| MISSION COMMANDER TIME (IF APPLICABLE) |  |
| SPECIAL CREW TIME / SIC |  |
| INSTRUCTOR TIME |  |
| SFWT LEVEL |  |
| DATE OF LAST FLIGHT |  |
| QUALIFICATIONS: | |

Add more as necessary

6. Personal statement / clarifying remarks:

Please include a short (no more than 500 words), personal statement that explains why you desire selection as a TAR Officer. You may also offer the board any professional information that may not be readily apparent in your record. Finally, please include your email address and/or phone number in case of any questions (e.g. If any questions on my application, please feel free to contact me at [imapplicant@navy.mil](mailto:imapplicant@navy.mil) or ###-###-#### (please put 2 emails addresses as well as 2 phone numbers)).

(Signature)

J. P. JONES