

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

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

COMMAND LETTERHEAD

1420
Ser 00/[xxx]
[Date]

FIRST ENDORSEMENT on YN1(SW/AW) Sailor Q. Jones, USN, **[FULL SSN]** ltr of **[date]**

From: Commanding Officer, Unit Name or NRC Name
To: Commander, Navy Personnel Command (PERS-92)

Subj: APPLICATION FOR CONSIDERATION BY THE FY-27 RESERVE LIMITED DUTY
OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT SELECTION
BOARD

Ref: (d) OPNAVINST 6110.1K *[Per SECNAV M-5216.5 - Do not repeat a reference that has already been identified in the reference line of the basic letter (application).]*

1. Forwarded. YN1 Jones meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.2A, NAVADMIN 121/25, the physical fitness standards of OPNAVINST 6110.1J, and is worldwide assignable.

2. I have verified that YN1 Jones meets Personnel Security Information/Clearance Requirements.

*****ALL OFFICERS MUST POSSESS A SECURITY CLEARANCE*****

[Appropriate entrance agency check (ENTNAC/NAC) is required to apply per ref (b) encl (1), Ch 2. The security manager is required to obtain verification from the Defense Information System for Security (DISS) that the applicant possesses the appropriate entrance agency check. Applications will be rejected if this section is not included.]

a. Type of investigation: **[TYPE]**

b. Date of Investigation: **[DD MMM YYYY]**

3. Commanding Officer's Recommendation:

*****Command rankings are not required, nor desired for program applicants*****

*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 each of the requested designators as outlined in the discrete requirements and provide any other information to the board as deemed pertinent.

c. Comment on how the applicant supports Navy ethos. It is recommended to use the exact words "Navy Ethos" in the endorsement.

4. The following appraisal board members were used for YN1 Jones' application: **CAPT Iam A. Sailor (6415), LCDR John P. Jones (1115), and CWO4 Davey B. Jones (7818).**

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5. I certify that the applicant has been provided copies of all enclosures to this application as well as a copy of this endorsement. My command point of contact is john.a.sailor@navy.mil or 901-901-0901.

[Unit CO's Signature]
"Acting" is acceptable

Copy to:
YN1 Jones

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[Date]

From: YN1(SW/AW) Sailor Q. Jones, USN, **[FULL SSN]**

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

Via: Commanding Officer, Unit Name and NRC Name

Subj: APPLICATION FOR CONSIDERATION BY THE FY-27 RESERVE LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT SELECTION BOARD

Ref: (a) CNO WASHINGTON DC 021806z JUN 25 (NAVADMIN 121/25)

(b) OPNAVINST 1120.12A

Encl: *If applicable, list all enclosures in the following numerical order*

(1) NAVPERS 1120/1 Reserve LDO/CWO Eligibility Checklist

(2) LDO/CWO Interviewer's Appraisal Sheets, NAVPERS 1420/6 (3)

(X) Time in Service waiver *if applicable*

(X) January or February 2025 E7 Advancement Exam Profile Sheet *E-6 Candidates only*

(X) Color Vision Test Results *required for designators 7118, /7128, 7188, 7178, 6265, 6295 only*

(X) Proof of citizenship *if required*

(X) Civilian Resume *optional*

(X) *Any other documents you wish to present to the board that are NOT already included in your record (OMPF)*

1. Per references (a) and (b), I understand I must complete an operational duty screening and be worldwide assignable. The following information is provided for consideration by the selection board:

a. Desired Designator(s): **6XX5/7XX8 [Title]** First Choice/Second Choice *(If applicable)*

b. Citizenship: *If naturalized, include proof of citizenship as an enclosure per ref (b) encl (1), Ch 2.*

c. Pay entry base date: **[DD MMM YYYY]**/Total qualifying yrs of service: **[YY]**

d. Time in rate: **[DD MMM YYYY]** *If frocked, indicate permanent rate and TIR*

e. I **[have/have not]** been cited, arrested, convicted, or fined over \$500 for any violation of any law or ordinance (including the UCMJ) or had any substantiated drug or alcohol abuse incidents in the past 36 months prior to 01 October 2022. *If yes, member is disqualified.*

2. Additional Comments (100 words or less):

LDO Applicants must include the following statement:

"I, [name], if selected for permanent appointment under the Navy Reserve LDO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment."

CWO Applicants must include the following statement:

: "I, [name], if selected for permanent appointment under the Navy Reserve CWO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 6 years after I accept such appointment."

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Include information you believe important to your application not previously addressed. i.e. absent discrete requirement criteria, qualifications, broken service, eligibility requirements outlined in references (a) and (b), etc.

Waivers should be addressed here but not requested here, refer to reference (a) and (c) for waiver request instructions.

3. I have reviewed my electronic service record, performance summary record, and official military personnel file and certify that **[with the inclusion of enclosures (x) through (x)]**, *(numerical listing of enclosures being submitted with application, if applicable)* the information therein is complete and accurate.

4. If you any questions on my application, please feel free to contact me at **e.g. imapplicant@navy.mil or 212-555-1234**). *(include military email, preferred email if applicable, and telephone number)*

Very respectfully,

[APPLICANT'S SIGNATURE]