

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

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

1420
Ser 00/###
<Date>

FIRST ENDORSEMENT ON <Rate>< Name>, USN ltr of <DD MMM YY>

From: Commanding Officer, <Unit>

To: Head, Reserve Community Manager (BUPERS-315)

Subj: TIME IN SERVICE WAIVER REQUEST ICO <Rate> <FULL NAME>, USN

1. Forwarded, recommending **<approval/disapproval/partial approval>**.
2. **Time in Service (TIS) eligibility is calculated as of 1 October 2026.**
3. **Total Qualifying Service (TQS) calculations do not include IRR Service.**
4. **This applicant meets the following waiver requirements LDO: 8.0 – 20.0 TQS, CWO2 (E7/8): 12 – 22.0 TQS, or CWO3 (E9): 14 – 25.0 TQS and understand that no further exceptions will be entertained.**
5. <Justification for the time in service waiver recommendation(s) in paragraph 1.>
6. My Command point of contact is LT Sailor, john.a.sailor@navy.mil , 901-901-0901 <Unit POC>.

[CO's Signature]
"Acting" is acceptable
Not "By Direction"

Copy to:
YN1 Jones

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<Date>

From: <Rate> <Name>, USN

To: Head, Reserve Community Manager (BUPERS-315)

Via: (1) Commanding Officer, <Unit>

Subj: TIME IN SERVICE WAIVER REQUEST

Ref: (a) CURRENT FISCAL YEAR NAVY SELECTED RESERVE LIMITED DUTY
OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT
BOARD NAVADMIN

(b) OPNAVINST 1120.12A

(c) OPNAVINST 1420.1B

Encl: (1) <Supporting Docs as required>

1. Per references (a) and (b), I request a time in service waiver. The following information is provided for consideration by the selection board:

a. Desired Designator(s): **6XXX/7XXX [Title]**

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

c. Total qualifying years of service computed to 1 Oct 20xx (LDO) or 1 Nov 20xx (CWO):
[YY MM DD]

2. <Concluding statement (optional).>

3. If you any questions, my contact information is (*e.g. imapplicant@navy.mil or 212-555-1234*).

F. M. LAST