**COMMAND’S LETTERHEAD**

1000

Code/Serial

 DD MMM YY

From: Supported Command

To: Director, Military Personnel Plans and Policy Division (N13)

Via: (1) First Flag in the Supported Command’s Chain of Command

 (2) Commander, Navy Personnel Command (PERS-4G or PERS-92, as appropriate)

Subj: REQUEST FOR WAIVER OF OVER 1,095 DAYS OF CUMULATIVE ACTIVE DUTY SERVICE IN THE LAST 1,460 DAYS FOR MPN RECALL TO ACTIVE DUTY ORDERS FOR RANK/RATE FIRST MI. LAST NAME, USN

Ref: (a) OPNAVINST 1320.6

Encl: (1) ASOSH or Point Capture Sheet

1. Per reference (a), request waiver of the limit on Ready Reserve personnel exceeding 1,095 cumulative days of active duty in the last 1,460 days.

2. Requirement information:

 a. Requirement name and reference number:

 (1) Requested start date and end date: (Must be exact dates)

 (2) Total number of days:

 b. How was the requirement filled previously?

 c. Funding source data (MPN, RPN, reimbursable or overseas contingency operations):

3. Member information:

 a. Is member currently on orders? If so, what type (ADSW, voluntary or involuntary

mobilization, MPN or RPN recall), which command, and the start and end dates?

 b. Total number of days member has been on ADSW (MPN funded), definite MPN recall and volunteer mobilization (under Title 10, U.S. Code, section 12301(d), in the last 1,460 days).

 c. What active duty orders (including annual training or ADT) has member been on in the previous 6 years? Please give start and end dates and type of orders.

 d. Member’s age at time of request.

 e. Is member fully medically ready?

4. Justification: (Be Specific. What has been done by the Command to get a new hire, etc)

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 a. What unique and critical skill sets does this member have which make this Selected Reservist the only member eligible to fill this requirement (Note: an incumbent with experience is not considered a unique or critical skill set)?

 b. What actions have been taken to solicit other candidates for the requirement who would not require a 1,095-day waiver? Examples: Department of Defense product e-mail subscription service, Navy Reserve advertisement portal (through COMNAVRESFORCOM), local human resource office, command bulletin board, plan of the week, etc.

 c. How long have solicitation requests been advertised? Please provide copies of the solicitation(s).

 d. What is the mission impact if this waiver is not approved?

5. Requesting command point of contact:

//CO’s SIGNATURE//

(If CO signs the request, a First Flag in the Chain of Command First Endorsement will need to be submitted as additional documentation. Some Commands may choose to have the request itself signed by the First Flag Officer.)