**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-46 or PERS-9, as appropriate)

Subj: REQUEST FOR A WAIVER OF OVER 16 YEARS CUMULATIVE ACTIVE DUTY SERVICE FOR [ACTIVE DUTY FOR OPERATIONAL SUPPORT, MOBILIZATION or DEFINITE RECALL (select as appropriate)] ORDERS ICO (RANK, NAME, SERVICE, DESIG)

Ref: (a) OPNAVINST 1001.27A

Encl: (1) Member’s Active Statement of Service History (ASOSH)

1. Per reference (a), enclosures (1) through ( ) forwarded requesting waiver of the 16 years cumulative active duty service limitation to active duty orders.

2. Waiver requested as follows:

a. Requirement name and reference number:

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

(2) Total number of days:

b. Justification and description of duties and critical or unique skill sets: (Be Specific. What has been done by the Command to get a new hire, etc)

c. Funding source data (MPN, RPN or Reimbursable):

d. Is member currently on active duty orders? If so, what type (ADOS, Voluntary or Involuntary MOB, MPN or RPN Definite Recall, AT or ADT), which command and the start and end dates?

e. Is it expected that this requirement will continue beyond the end date of this request? If so, will the command be requesting an extension?

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f. What active duty orders has member been on for the last five years, to include AT, ADT, ADOS, Recall and Mobilization? Please give start and end dates and type of orders (refer to question 2d).

g. Member’s age at time of request.

h. Is member fully medically ready?

i. Requesting command point of contact.

//CO’s SIGNATURE//

Copy to:

Commander, Navy Reserve Forces Command (N3)

(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.)