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-35)

Via: Officer Community Manager(s), <Desired Community or Communities>

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

1. Forwarded, recommending <approval/disapproval/partial approval>.
2. <Justification for the time in service waiver recommendation(s) in paragraph 1.>
3. 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

<Date>

From: <Rate> <Name>, USN

To: Head, Reserve Community Manager (BUPERS-35)

Via: (1) Commanding Officer, <Unit>

(2) Reserve Officer Community Manager, BUPERS-351

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*]**

1. <Concluding statement (optional).>
2. If you any questions, my contact information is ***(e.g. imapplicant@navy.mil or 212-555-1234).***

F. M. LAST