

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

1210
Ser 00/[xxx]
[Date]

FIRST ENDORSEMENT on [Rank] Sailor Q. Jones, USN, [*Current Designator*] ltr of [*date*]

From: Commanding Officer, NAVY RESERVE UNIT

To: Commander, Navy Personnel Command (PERS-911)

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO FOREIGN AFFAIRS OFFICER

1. Commanding Officer's Recommendation:

*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 the requested designators and provide any other information to the RL community panel as deemed pertinent.

[CO's Signature]

"Acting" is acceptable

"By Direction" is NOT acceptable

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Date

From: **[Rank] [Name]**, USN, 1110
To: Commander, Navy Personnel Command (PERS-911)
Via: Commanding Officer, **[Command]**

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO FOREIGN AFFAIRS OFFICER

Ref: (a) BUPERSINST 1001.39F
(b) MILPERSMAN 1212-010

Encl: (1) Personal Statement of Motivation
(2) Graduate and Undergraduate College Transcripts (unofficial) **(if not reflecting on OSR)**
(3) DLPT Scores
(4) Officer Summary Record (OSR)
(5) Performance Summary Record (PSR)
(6) FITREPS (#) **(give number (#) of reports submitted. Include last 3 observed & any others that show in-theater experience)**
(7) In-Theater Break-down
(8) TS/SCI SSO Letter or JPAS/DISS Verification
(9) Approved Navy Suitability for Global Assignment screening determination **(ePHDRA showing suitability for overseas assignment, NAVPERS 1300/16 Report of Suitability for Overseas Assignment, Suitability Screening Memo, or Memo from Medical Representative)**
(No specific format, can be memo from medical)
(10) Military Biography
(11) Civilian Resume
(12) **Additional supporting documents, awards, certificates, etc.**
(13) Letters of Recommendation (#) **(give number (#) of recommendations)**

1. To 1715. Enclosures (1) through **(13)** are forwarded per reference (b).

2. The following information is provided:

- a. Date and place of birth. : **[DD-MMM-YYYY]**, **[City, State]**
- b. Source of commission **(OCS, ROTC, LDO/CWO, etc.)**. **[Commissioning source]**
- c. Date of commission. **[DD-MMM-YYYY]**
- d. Date of rank. **[DD-MMM-YYYY]**
- e. Date of end of obligated service in parent community. **[DD-MMM-YYYY]**
- f. Date of type of security clearance **(provide certification as required for specific designator)**.

g. Citizenship (if naturalized, include naturalization number).

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h. Academic background (including major fields of study, grade point average, and degrees obtained).

(1) Undergraduate Degree: [School, Degree Type, Major, Cumulative GPA]

(2) Graduate Degree: [School, Degree Type, Major, Cumulative GPA]

i. Related civilian and military experience.

j. NOBCs applied for and held.

k. DLPT Test Scores and Dates:

l. Daytime phone numbers.

m. Email addresses (include NMCI and personal accounts).

Very respectfully,

[APPLICANT'S SIGNATURE]