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

Date

From: **[Rank] [Name],** USN, 1110

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

Via: Commanding Officer, **[Command]**

Subj: REQUEST FOR REDESIGNATION THROUGH TAILORED COMMUNITY TRANSITION

Ref: (a) BUPERSINST 1001.39F

(b) MILPERSMAN 1212-010

Encl: (1) Letters of Recommendation (#) (give number (#) of recommendations)

(2) Personal Statement of Motivation

(4) Military Biography

(5) Civilian Resume

(6) In-Theater Break-down

(7) DLPT Scores

(8) Graduate and Undergraduate College Transcripts

(9) TS/SCI SSO Letter or JPAS/DISS Verification

(4) FITREPS (#) (give number (#) of reports submitted. Include last 3 observed & any others that

show in-theater experience)

(6) Suitability for Overseas Duty (No specific format, can be memo from medical)

(7) Additional supporting documents, awards, certificates, etc.

1. To 1715. Enclosures (1) through (**8**) 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).

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

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO FOREIGN AFFAIRS OFFICER

(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]*