**COMMAND LETTERHEAD**

 1420

 Ser 00/**[xxx]**

 **[*Date*]**

FIRST ENDORSEMENT on YN1(SW/AW) Sailor Q. Jones, USN, ***[FULL SSN]*** ltr of ***[date]***

From: Commanding Officer, USS SHIP (FFG 99)

To: Commander, Navy Personnel Command (PERS-803)

Subj: APPLICATION FOR CONSIDERATION BY THE FY-**## [*ACTIVE or RESERVE*]**LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT SELECTION BOARD

Ref: (c) OPNAVINST 6110.1J [*Per* SECNAV M-5216.5 - *Do not repeat a reference that has already been identified in the reference line of the basic letter (application).*]

1. Forwarded. YN1 Jones meets all requirements outlined in references (a) through (c). Member is ranked number **X** of **X** **[*Competitive Category* *LDO* or *CWO*]** applicants at my command. [*Refer to reference (a) for available designators.*]

2. I have verified that YN1 Jones meets Personnel Security Information/Clearance Requirements.[*Appropriate entrance agency check (ENTNAC/NAC) is required to apply per ref (b) encl (1), Ch 2.* *The security manager must verify that the applicant possesses the appropriate entrance agency check from the Department of Defense Consolidated Adjudication Facility (DoD CAF). Applications will be rejected if this section is not included.*]

 a. Type of investigation: ***[TYPE]***

 b. Date of Investigation: ***[DD MMM YYYY]***

3. Commanding Officer’s Recommendation:

1. *The commanding officer’s endorsement* ***MUST*** *provide a specific recommendation concerning the request and* ***MUST*** *provide a recommendation regarding any waivers/ETPs requested by the applicant (Waivers and/or ETPs must be requested and approved separately prior to submitting application and not through the application itself).*

b. *Discuss the motivation and potential of the applicant to perform in each of the requested designators as outlined in the discrete requirements and provide any other information to the board as deemed pertinent.*

4. I certify that the applicant has been provided copies of all enclosures to this application as well as a copy of this endorsement.

 ***[CO’s Signature]***

 “Acting” is acceptable; Not “By Direction”

Copy to:

YN1 Jones

 ***[Date]***

From: YN1(SW/AW) Sailor Q. Jones, USN, ***[FULL SSN]***

To: Commander, Navy Personnel Command (PERS-803)

Via: Commanding Officer, USS SHIP (FFG 99)

Subj: APPLICATION FOR CONSIDERATION BY THE FY-**## [*ACTIVE or RESERVE*]**LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT SELECTION BOARD

Ref: (a) CNO WASHINGTON DC **[*DTG*]** (NAVADMIN **[*#*]**)

 (b) OPNAVINST 1420.1B

 (c) OPNAVINST 1120.12A *(Reserve Applicants Only)*

Encl: *If applicable, list all enclosures in the following numerical order*

 (1) NAVPERS 1420/5 LDO/CWO Eligibility Checklist

 (2) Interview Appraisals (*3 ONLY. Additional appraisals will be discarded)* *Not required for 620X applicants*

 (X) January 2020 E7 Advancement Exam Profile Sheet *E-6 Candidates only*

 (X) PIP or Ishihara Color Vision Test Results *Required for designators 611X/711X, 612X/712X, 715X, 618X/718X, 717X, 626X/726X, 629X, 636X/736X, 639X, 648X only*

 (X) Proof of citizenship *If required*

 (X) *Any other documents you wish to present to the board that are NOT already included in your record*

1. Per references (a) and (b), the following information is provided for consideration by the selection board:

 a. Desired Designator: **6XXX/7XXX [*Title*]** First Choice

 **6XXX/7XXX [*Title*]** Second Choice *(Two Max)*

 b. Date and Place of birth: **[*DD MMM YYYY*]**, **[*City, State*]**

 c. Citizenship Status: *If born abroad or* *naturalized, include proof of citizenship as an enclosure per ref (b) encl (1), Ch 2.*

 d. Active duty service date: **[*DD MMM YYYY*]** AC/FTS

**OR**

 Pay entry base date: **[DD *MMM YYYY*]/**Total qualifying yrs of service: **[YY]** SELRES

 e. Time in rate: **[DD *MMM YYYY*]** *If frocked, indicate permanent rate and TIR*

 f. High school graduation: **[*DD MMM YYYY*]**, **[*School, City, State*]** *(Not College)*

**OR**

 General education degree (GED): **[*DD MMM YYYY*]**, **[*Awarding authority*]**

 g. I **[*have/have not*]** been cited, arrested, convicted, or fined for any violation of any law or ordinance (including the UCMJ) in the last three years. *If yes, provide the offense, place of offense, disposition of the offense and the date of the conviction.*

 h. I **[*have/have not*]** had any substantiated drug or alcohol abuse incidents in the last three years. *If yes, member is disqualified.*

2. **[*Personal statement (250 words or less)*]***. Tell your story:*

 *- Reason you are applying for a commission*

 *- Strengths/personal characteristics that makes you the candidate to select.*

 *- Personal and professional goals: How do you and the Navy benefit from your selection?*

3. **[*Waivers of eligibility requirements outlined in references (a) and (b) should be addressed here but not requested here. Waivers or ETPs must be requested and approved prior to submitting application.*]** *If none, state* “None”.

4. I have reviewed my electronic service record, performance summary record, and official military personnel file and certify that **[*with the inclusion of enclosures (x) through (x),*** *(numerical listing of enclosures being submitted with application, if applicable)* the information therein is complete and accurate.

5. If you have any questions concerning the content of my application, please feel free to contact me at ***(e.g.*** ***imapplicant@navy.mil******,*** ***imapplicant@yahoo.com*** ***or Work: (212) 555-1234, Cell: (212) 555-1234)****.*

 Very respectfully,

 ***[APPLICANT’S SIGNATURE]***

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