**COMMAND LETTERHEAD**

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

From: Commanding Officer, USS SHIP (FFG 99)

To: Director, Military Community Management (BUPERS-319)

Subj: TIME IN SERVICE WAIVER REQUEST

1. Forwarded, recommending approval.

2. Petty Officer Jones is best and fully qualified for the XXXX LDO/CWO program. He

has my recommendation for a time in service waiver.

3. My command point of contact is LT Sailor, john.a.sailor@navy.mil , 901-901-0901.

***[CO’s Signature]***

“Acting” is acceptable

Not “By Direction”

Copy to:

YN1 Jones

***[Date]***

From: YN1(SW/AW) Sailor Q. Jones, USN

To: Director, Military Community Management (BUPERS-319)

Via: Commanding Officer, USS SHIP (FFG 99)

Subj: TIME IN SERVICE WAIVER REQUEST

Ref: (a) CNO WASHINGTON DC 032039Z JUN 21 (NAVADMIN 116/21)

1. Per references (a), I request a **XXX** day Time in Service waiver. The following information is provided for consideration by the selection board:

a. Desired Designator(s): **6XXX/7XXX [*Title*]**

b. Active duty service date: **[*DD MMM YYYY*]**

c. Time in Service computed to 1 Oct 2022: **[*YY MM DD*]**

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

Very respectfully,

***[APPLICANT’S SIGNATURE]***