**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

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.* *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.*

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

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

 (1) Interview Appraisals (3) *Not required for 620X applicants*

 (X) January 2018 E7 Advancement Exam Profile Sheet *E-6 Candidates only*

 (X) Color Vision Test Results *If required by the designator*

 (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

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

 c. Citizenship: *If naturalized, include proof of citizenship as an enclosure.*  *See the FY-21 LDO/CWO Application Instructions and Helpful Hints for guidance.*

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

**OR**

 Pay entry base date: **[DD *MMM YYYY*]** 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*]**

**OR**

 General education degree: **[*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. See the FY-21 LDO/CWO Application Instructions and Helpful Hints for examples.*

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

3. **[*Personal statement (250 words or less)*]***. See the FY-21 LDO/CWO Application Instructions and Helpful Hints for guidance.*

4. **[*Waivers of eligibility requirements outlined in references (a) and (b) should be addressed here. Time in service requests greater than 6 months will not be considered.*]** *If none, state* “None”. *See the FY-21 LDO/CWO Application Instructions and Helpful Hints for additional guidance.*

5. 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.

 Very respectfully,

 ***[APPLICANT’S SIGNATURE]***

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