DD Mmm YY

From: Rank Full Name USN, 1665

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

Via: Commander, Navy Reserve Forces Command (N14)

Subj: APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION

DESIGNATION

Ref: (a) BUPERSINST 1001.39F

(b) NAVPERS 15839I, Manual of Navy Officer Manpower/Personnel Classifications

Encl: (1) Supporting Documentation

1. Per references (a) and (b), I request assignment of Additional Qualification Designation (AQD):
2. Military schooling appropriate to this AQD:
3. Military correspondence courses appropriate to this AQD:
4. Practical experience appropriate to this AQD
   1. Active Duty:
   2. Annual Training/Active Duty Training:
   3. Inactive Duty experience:
   4. Civilian experience:
5. Other information supporting the request, as appropriate.

I. A. SAILOR