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 NAVY OFFICER BILLET

CLASSIFICATION

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 Navy Officer Billet Classification (NOBC):
2. Military schooling appropriate to this NOBC:

(Provide course title, number, dates, and location, both Active Duty and active points credited.)

1. Military correspondence courses appropriate to this NOBC:

(Provide title, number, date completed, and number of retirement points credited.)

1. Practical experience appropriate to this NOBC (MUST HAVE 5+ months active duty/ 18+ months civilian capacity):
   1. Active Duty: (Provide dates, locations, billets)
   2. Annual Training /Active Duty Training: (Provide dates, locations, and duties)
   3. Inactive Duty experience: (Indicate experience gained during drills, Inactive Duty Training Travel, etc., relating to this NOBC.)
   4. Civilian experience: (Indicate civilian job description/billets, duties, trainings, dates serving in role)
   5. Clearly correlate supporting documentation to **each** NOBC requested.
2. Other information supporting the request, as appropriate.

I. A. SAILOR