

## EXAMPLE LETTERS

### Example of Applicant's Letter

**From:** Lieutenant John H. Doe, 123-45-6789

**To:** Commander, Navy Personnel Command (PERS 811)

**Via:** (1) Appropriate Chain of Command

(2) Chief, Bureau of Medicine and Surgery

**Subj:** REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM

**Ref:** (a) MILPERSMAN 1210-220

(b) MANMED 15-66

**Encl:** (1) Report of SF 88, Medical Examination and SF 93, Report of Medical History

(2) Report of Screening

(3) Letter of Recommendation

**1.** Per reference (a), I volunteer for Naval Special Warfare duty and request assignment to Basic Underwater Demolition/SEAL (BUD/S) training.

**2.** Based on the results of a medical examination, enclosure (1), and screening results, enclosure (2), I submit my eligibility for BUD/S training. (Include the following if applicable.) I request a waiver to the following requirements: (specify entry requirements that require a waiver).

**3.** I understand the nature of Naval Special Warfare duty, and I agree to:

**a.** Serve on active duty for a period of at least 3 years or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of BUD/S training, unless released earlier by CHNAVPERS.

**b.** Serve the minimum obligated service specified, regardless of whether I retain Naval Special Warfare qualification for 3 years.

**c.** I request change of my designator to 118X (Naval Special Warfare Officer Trainee).

**Example Commanding Officer's Endorsement**

**FIRST ENDORSEMENT on LT John H. Doe, 123-45-6789 ltr of 01 May 1999**

**From: Commanding Officer, Applicant's Command**

**To: Commander, Navy Personnel Command (PERS 811)**

**Via: (1) Appropriate Chain of Command**

**(2) Chief, Bureau of Medicine and Surgery**

**Subj: REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM**

**Ref: (a) SECVANINST 5510.35**

**1. Forwarded, with my strongest recommendation for approval.**

**2. LT Doe is a superior leader, manager, and organizer who exhibits virtually unlimited potential. He has my complete confidence and support. An avid proponent of physical fitness, LT Doe participates in various ship sports teams and maintains a neat, trim physique. His appearance on and off duty is a model to emulate.**

**Faced with overwhelming incoming information and increasingly tense situations, he met all challenges head on, demonstrating versatility and exceptional warfighting skills.**

**3. If selected, LT Doe will be made available for transfer to Special Warfare. LT Doe's PRD .**

**4. The applicant possesses the necessary mental and emotional stability to assume nuclear weapons duties under the criteria set forth in reference (a).**

**A. B. Smith**

**Example Report of Applicant Screening**

**01 Mar 99**

**From: SEAL RECRUITER, NAVSPECWARCEN DET LCREEK**

**To: Commander, Navy Personnel Command (PERS 811)**

**Subj: NAVAL SPECIAL WARFARE PHYSICAL SCREENING RESULTS**

**Ref: (a) MILPERSMAN 1220 Exhibit 3**

**Encl: (1) NAVMED 6150/2, Special Duty Medical Abstract**

**1. LT Doe, currently attached to (Applicant's Parent Command) was screened for an interservice transfer application and possible assignment to BUD/S training following the procedures specified in reference (a).**

**2. The member completed the screening as indicated below:**

**a. Interview conducted by: LT D.E. Able, Detachment XO, NAVSPECWARCEN DET LCREEK, 31 Mar 99.**

**b. Physical Screening Test conducted by: (name, rank, position, command, date).**

**(1) Swim Time: 8 min 30 sec**

**(2) Run Time: 9 min 30 sec**

**(3) Sit-ups: 100**

**(4) Push-ups: 100**

**(5) Pull-ups: 20**

**c. Pressure Test conducted by: HTC R.T. Diver, Diving LCPO, MDSU-2, 15 Mar 99.**

**3. Based on satisfactory completion of this screening the member is recommended for BUD/S.**

**D. R. Teamguy**

**Copy to:**

**(Applicant's Parent Command)**