

b. Following is an example of a request for transfer to the Regular Navy. Applications for transfer Without Board Action (WOBA) are prepared the same as applications for transfer board action, with exception of the subject line. Subject line should read: **APPLICATION FOR TRANSFER TO THE REGULAR NAVY (WITHOUT BOARD ACTION)**.

From: LCDR First Middle Last, CHC, USNR, 123-45-6789/4105
TO: Commander, Navy Personnel Command (PERS-801G),
5720 Integrity Drive, Millington, TN 38055-8010
Via: Commanding Officer, (Your command)

Subj: APPLICATION FOR TRANSFER TO THE REGULAR NAVY

Ref: (a) MILPERSMAN 1131-020

1. I respectfully request consideration for transfer to Regular Navy in accordance with reference (a). The following information is provided:

- a. Designator requested: 4100

- b. Date and place of birth: Day/Month/Year, City/State

- c. Inclusive dates of all prior active service: (if applicable) Day/Month/Year, Navy (Enlisted)

- d. Arrival date at current duty station: Day/Month/Year e. Source of commissioning: (e.g., Direct)

- f. Type of agreement serving under: (i.e., 3-year, Indefinite, etc.)

- g. Field of study and degree awarded: Bachelor of Science Degree in XXXX, Masters of XXXX, etc.

- h. Date of original commissioning: Day/Month/Year

- i. Date of rank: Day/Month/Year

j. Failed of selection (FOS): ___Once ___Twice ___More
than twice ___Indicate FOS paygrade

k. Date and type of security clearance granted: (if
required)

l. Citizenship: U.S. (If. naturalized, submit
naturalization certificate number, date, and place of
naturalization.)

m. Date of end of obligated service in parent community:
Day/Month/Year or Indefinite

n. If a naval (pilot) or naval flight officer (NFO), date
reported to first permanent duty station following completion of
flight training.

o. Verification of warfare qualification, if applicable.
(Indicate date and title of qualifying officer or reasons for
non-qualification; aviation officers need only indicate date
designated a pilot or NFO.)

p. If you are a Civil Engineer Corps officer, provide status
of registration as a Professional Engineer/Registered
Architect/Engineer-in-Training.

q. Provide acquisition certification, if applicable.

r. Health care practitioners are required to have an active state
license and must provide a copy of their current license to practice.

s. Any additional information which applicant feels should be
brought t.o the attention of the selection board. Request for waiver
of any of the eligibility requirements specified in this article
shall ntl thoroughly substantiated.

MEMBER'S SIGNATURE