

COMMAND LETTER HEAD

1320
CMD
DATE

From: (Commanding Officer/OIC) U.S. Navy Station
To: Commander, Navy Personnel Command (PERS 4)
Via: Immediate Superior in Command (ISIC) or Echelon III
Commanders

Subj: PHYSICAL FITNESS ASSESSMENT TRANSFER WAIVER ICO MMC(SW)
LETS S. NAVY, USN, XXX-XX-1111

Ref: (a) NAVADMIN 073/09
(b) NAVADMIN 277/08
(c) OPNAVINST 6110.1H

1. Per references (a) through (c), it is request that a waiver to allow the Permanent Change of Station (PCS) transfer for (rate/rank last name).

2. The following information is provided to support this waiver request:

- a. Current command (UIC)
- b. Gaining command (UIC) to include any enroute training
- c. Billet or position member will be filling at Gaining Command.
- d. Current PRT status HT/WT/BF% and how (member) did in each element of PRT (taken from PRIMS) from last 5 years.
- e. Is member currently enrolled in command FEP and progress since last official PFA.
- f. Has member had any previous waivers (Progress/Readiness).
- g. Status of mandatory ADSEP processing per reference (a).
- h. Dates of current command next PRT.
- i. Officers only: Has officer previously failed to select for promotion? (If so, indicate years)

3. - Any other information necessary to provide a complete view to support a waiver.

4. Commander/Commanding Officer's comments and recommendation:

U. S. NAVY