SAMPLE COMMAND BILLET APPLICATION FORMAT

From: Applicant’s Grade, Full Name, Full SSN/Designator

To: Cognizant Echelon IV Command

Via: Immediate Superior In Command

Subj: APPLICATION FOR (CNATRA RESERVE COMPONENT COMMANDER / TRAINING WING RESERVE COMPONENT COMMANDER /

 (VFA, VAQ, VP, HSC, HSM ACCLWG, PRIMARY, INTERMEDIATE,

 ADVANCED ROTARY/ MULTI ENGINE/ STRIKE) SQUADRON AUGMENT UNIT COMMANDING OFFICER)

Ref: (a) Naval RC SAU CO and RCC Selection Board Message

 (b) RESPERS M-1001.5

 (c) COMNAVAIRFORESINST 5400.7K

 (d) SECNAVINST 52ll.5F

Encl: (All applicable enclosures)

1. I am applying for assignment as (TYPEWING/FRS/CNATRA SAU CO, TRAWING RCC, or CNATRA RCC) of the following unit(s) announced in reference (a).

a. (fill in unit name and location in order of preference)

b. (fill in unit name and location in order of preference)

2. The following information is provided per references (a) through (d). Per reference (d), I understand that I am not required to submit the requested information protected by the Privacy Act of 1974. I also understand that authority to request this information is derived from Title 5, U.S. Code, Section 301 and failure to provide it could adversely affect my chances for selection.

a. Current unit assignment and Navy Reserve activity.

b. Home address, home/cell phone numbers and e-mail.

c. Work address, work/cell phone numbers and e-mail.

d. Description of current civilian responsibility and amount of time to be devoted to Navy Reserve duties.

e. Results of latest Physical Fitness Assessment.

3. Enclosures (xx)through (xx) of this letter are submitted for consideration.

4. Remarks: Any pertinent information not covered in paragraphs 2 and 3 above.

 Member’s signature