

SUPERSEDING APPOINTMENT REQUEST FORMAT

SAMPLE LETTER

(Date DD MMM YY)

From: LTJG Jane/John P. Jones, USNR, 123-45-6789/1945
To: Officer In Charge, NRSE Chaplain Student Unit

Subj: SUPERSEDING APPOINTMENT REQUEST TO DESIGNATOR 4105 (Active Duty
OR INACTIVE DUTY)

Encl: (1) Report of Medical History (SF-93)
(2) Report of Medical Examination (SF-88)
(3) Copy of CCPO (Designator 1945) fitness Reports
(4) Amplified resume
(5) Photograph
(6) Educational Transcripts (sealed)

1. I request a superseding appointment to the Chaplain Corps, United States, Naval Reserve, active duty (give date you will be available to begin active duty), or inactive duty.
2. Enclosures (1) through (6) support my request.
3. My endorser has advised me that an ecclesiastical endorsement (DD Form 2088) will be mailed to the Office of the Chief of Chaplains by (specify date).

(Signature)
JANE/JOHN P. JONES
LTJG, USNR

Checklist

MEDICAL: Contact the nearest Naval Reserve activity to request complete physical examination. Obtain completed copies of **SF-93** and **SF-88**.

PHOTOGRAPH: Must be 4x5 full length, black and white, standing slightly turned to the side, in summer white or khaki uniform, without cover.

CCPO FITREPS: Include a copy of each fitness report you have received.

RESUME: There is no set "Navy way." Resume should include:

- a. Personal Information: Name, address, phone number, marital status, number of children, names, ages, etc.
- b. Ministerial Experience: Churches or synagogues served, positions held, responsibilities, etc.
- c. References: List names and addresses of three persons (pastor, friend, seminary professor, etc.) who may be contacted as character references.

Educational Transcripts: Include with superseding package sealed educational transcripts.

Mail Entire Package To: Naval Chaplains School, NETC
NRSE Chaplain Student Unit
114 Porter RD
Newport RI 02841-1210