

Special Look or List Shift Requests

Officers who are out of looks but feel they were disadvantaged and/or unfairly considered during one of their previous looks may request an additional look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. If the additional look is granted, the officer will be considered with the 2nd Look cohort. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. For list shift requests, use the format below but adjust the Subject line to read "LIST SHIFT REQUEST FOR FY-17 SURFACE COMMANDER COMMAND SCREENING BOARD." Do not include SSNs or last 4 of SSNs on correspondence. **Special Look and List Shift requests for the FY-17 Commander Command Board must be received by PERS-41 NLT Friday, 06 November 2015 to be considered by the Board.**

Special Look Request Sample Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator
To: President, FY-17 Surface Commander Command Screening Board
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY-17 SURFACE COMMANDER
COMMAND SCREENING BOARD

Encl: (1) List any supporting enclosures or letters of recommendation.

1. I respectfully request consideration for Commander Command Screening during the FY-17 Surface Commander Command Screening Board. Enclosure (1) is provided in support of my request.
2. I was disadvantaged during my previous looks due to/by ... or my record was unfairly considered during the normal screening process due to/as a result of ...

\\S\\
JOHN P. JONES

Letters to the Board

The cutoff date for submission of all other correspondence to the board is Friday, 20 November 2015. Use the format below for sending correspondence to the board, or for forwarding letters to the board on your behalf. ****The board cannot accept 3rd party correspondence, so any letters of recommendation must be forwarded using a cover letter from the member.**** Do not include SSNs or last 4 of SSNs on correspondence.

Sample Cover Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator

To: President, FY-17 Surface Commander Command Screening Board

Subj: INFORMATION FOR CONSIDERATION BY THE FY-17 SURFACE COMMANDER
COMMAND SCREENING BOARD

Encl: (1) Commander, LASTSTRIKEGROUP Letter of Recommendation
(2) Award dated XX YYY ZZ.

1. Enclosure (1) and (2) are forwarded for consideration by the FY-17 Surface Commander
Command Screening Board.

\\S\\
JOHN P. JONES

Letter of Recommendation to the Board

Date

From: Commander, LASTSTRIKEGROUP

To: President, FY-17 Surface Commander Command Screening Board

Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones