

Special Look Requests

Officers who are out of looks but feel they were disadvantaged and/or unfairly considered during one of their three previous looks may request a 4th 'Special' Look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. **Special Look requests for the FY-17 Major Command Board must be received by PERS-41 NLT Friday, 16 October 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 Major Command Screening Board
Via: Director, Surface Officer Distribution Division (PERS-41)

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

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

1. I respectfully request consideration for Major Command Screening during the FY-17 Surface Major 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, 23 October 2015**. Use the format below for sending correspondence to the board, or for forwarding letters to the board on your behalf.

Sample Cover Letter to the Board

Date

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

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

Subj: INFORMATION FOR CONSIDERATION BY THE FY-17 SURFACE MAJOR 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 Major Command Screening Board.

\\S\\
JOHN P. JONES

Letter of Recommendation to the Board

Date

From: Commander, LASTSTRIKEGROUP

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

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

Subj: LETTER OF RECOMMENDATION ICO John P. Jones