

## COMMAND LETTER HEAD

1306  
(COMMAND)  
DD Mmm YY

From: Commanding Officer, (Command Name)

To: Director, U.S. Senior Enlisted Academy

Subj: SEA ENDORSEMENT OF (RATE & FULL NAME)

Ref: (a) MILPERSMAN 1306-925

1. (Rate and Full Name) fully meets the requirements to attend the U.S. Navy Senior Enlisted Academy (SEA) as described in MILPERSMAN 1306-925, specifically:

a. Member meets U.S. Navy BCA standards.

b. Member is time in rate eligible for E8. Effective date of rate is (DD FULL MONTH YYYY).

c. Member is recommended for advancement and received an (EP OR #1 OR #2 MP) on most recent competitive evaluation dated (DD FULL MONTH YYYY).

2. I am aware this endorsement only verifies eligibility to attend the SEA and does not guarantee a quota in a specific class.

3. Furthermore, I am aware that the average time commitment for an SEA student is 10-15 hours per week of personal time, and that an academic failure (i.e. failing three assignments) will result in a 12-month penalty to re-enroll in a future SEA class. The chain of command fully supports (Rate and Full Name)'s professional development.

C. O. NAME