

DEPARTMENT OF THE NAVY

<Command Name>
<Command address 1>
<Command address 2>

1306

<COMMAND>
DD MM YY

From: Commander, <Command Name>
To: Director, U.S. Navy Senior Enlisted Academy
Subj: 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 and has scored an overall Outstanding or Excellent on their most recent Physical Fitness Assessment.

b. Member is Time in Rate eligible for E8. Effective Date of Rate is <DD MM YYYY>.

c. Members are recommended for advancement and received an Early Promote on their most recent competitive evaluation dated <DD MM YYYY>.

d. Member completed the Chief Petty Officer Leadership Development Course on <DD MM YYYY>.

e. Member completed the Enlisted Joint PMEII (JKO EJPME-US002) or SEJPME II on <DD MM YYYY>.

2. I am aware that this endorsement only verified 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 a 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> professional development.

<CO's Signature>