

SAMPLE REQUEST FOR THE SWO LEATHER JACKET LETTER

**Command Letterhead**  
**(For Official Use Only, when filled in)**

N41  
SER

From: {ADM, VADM, RADM, RDML}, (Command Name)  
To: Commanding Officer, NAVSUP Fleet Logistics Center, Jacksonville

Subj: REQUEST FOR SURFACE WARFARE OFFICER LEATHER JACKET

Ref: (a) OPNAVINST 10126.5

1. Per reference (a), initial issue of a SWO Leather Jacket is requested for:
  - a. NAME: (Last, First MI)
  - b. RANK: 0-1 through 0-10
  - c. DESIGNATOR: 11XX
  - d. DOD ID NUMBER: (# on CAC ID, not SSN)
  - e. SWO LEATHER JACKET SIZE: (36-60, Long or Regular)
  - f. COMMAND MAILING ADDRESS: (No Personal Addresses Authorized)
    - If transferring prior to June/July, please use next command address
  - g. MEMBER'S OFFICIAL MILITARY EMAIL ADDRESS:
  - h. ADMIRAL'S AIDE MILITARY EMAIL ADDRESS:
  - i. COMMAND COMMERCIAL/DSN PHONE NUMBER:

ADM .....