

SAMPLE REQUEST FOR THE SWO LEATHER JACKET LETTER

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

N41
SER

From: Commanding Officer, (Command Name)
To: Commanding Officer, NAVSUP Fleet Logistics Center, Jacksonville

Subj: REQUEST FOR SURFACE WARFARE OFFICER LEATHER JACKET IN
CONCERN OF {INSERT NAME}

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. At Sea Billet: Y/N
 - f. SWO LEATHER JACKET SIZE: : (32-60, Long or Regular)
 - g. COMMAND UIC:
 - h. COMMAND MAILING ADDRESS: (No Personal Addresses Authorized)
- If transferring July/August, please provide next command mailing address
 - i. OFFICIAL MILITARY EMAIL ADDRESS:
 - j. COMMANDING OFFICERS MILITARY EMAIL ADDRESS:
 - k. COMMAND'S COMMERCIAL/DSN PHONE NUMBER:

2. I certify that member is authorized IAW ref (a).

J. P. JONES