

Command Letterhead

N41
SER
DATE

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

Subj: REQUISITION FOR SURFACE WARFARE OFFICER LEATHER JACKET IN
CONCERN OF {INSERT MULTIPLE NAMES}

Ref: (a) OPNAVINST 10126.5

1. Per reference (a), initial issue of a SWO Leather Jacket is requested for the following personnel:

a. (FIRST) NAME: (Last, First MI)

(1) RANK: 0-1 through 0-10

(2) DESIGNATOR: 11XX

(3) DOD ID NUMBER: (do not provide SSN)

(4) OFFICIAL MILITARY EMAIL ADDRESS:

(5) SWO LEATHER JACKET SIZE: (32-60, Long or Regular)

(6) At Sea Billet: Y/N

(7) COMMAND UIC:

(8) COMMAND MAILING ADDRESS: (No Personal Addresses Authorized)

(If transferring within a year, also provide next command mailing address)

(9) COMMANDING OFFICERS MILITARY EMAIL ADDRESS:

(10) COMMAND'S COMMERCIAL/DSN PHONE NUMBER:

b. (SECOND) NAME: (Last, First MI)

(1) RANK: 0-1 through 0-10

(2) DESIGNATOR: 11XX

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(3) DOD ID NUMBER: (do not provide SSN)

(4) OFFICIAL MILITARY EMAIL ADDRESS:

(5) SWO LEATHER JACKET SIZE: (32-60, Long or Regular)

(6) At Sea Billet: Y/N

(7) COMMAND UIC:

(8) COMMAND MAILING ADDRESS: (No Personal Addresses Authorized)

(If transferring within a year, also provide next command mailing address)

(9) COMMANDING OFFICERS MILITARY EMAIL ADDRESS:

(10) COMMAND'S COMMERCIAL/DSN PHONE NUMBER:

c. ETC...

2. I certify that members are authorized IAW ref (a).

J. P. JONES