

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 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: (do not provide SSN)
 - e. OFFICIAL MILITARY EMAIL ADDRESS:
 - f. SWO LEATHER JACKET SIZE: (32-60, Long or Regular)
 - g. At Sea Billet: Y/N
 - h. COMMAND UIC:
 - i. COMMAND MAILING ADDRESS: (No Personal Addresses Authorized)
(If transferring within a year, also provide next command mailing 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