

Date

From: Commanding Officer, (Command Name)  
To: Chief of Naval Personnel  
Via: Administrative Chain of Command to the Type Commander (AC and FTS)  
\*\* Type Commander may disapprove without further routing \*\*  
Via: Administrative Chain of Command to Commander, Navy Reserve Forces  
Command (N1) to the Type Commander (SELRES)  
\*\* Type Commander may disapprove without further routing \*\*  
Via: Administrative Chain of Command to Commander, Navy Reserve Forces  
Command (N1) (VTU)  
\*\* CNRFC N1 may disapprove without further routing \*\*  
Via: Commander, Navy Personnel Command (PERS-833) (AC/FTS/SELRES/VTU)  
Subj: REQUEST FOR READINESS APPEAL BEYOND 1 SEPTEMBER 2016 ICO  
(RATE/MEMBER'S NAME)

1. On (date), (RATE/member's name) was notified of his/her failure to select for continuation beyond 1 September 2016. Request his/her failure to select for continuation be removed based on the following severe readiness impact: (state criteria that command cannot meet affecting its operational mission if member is not retained).
2. Point of contact regarding this matter is (name, e-mail, phone number).

CO'S SIGNATURE

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Date

I acknowledge Commanding Officer, (command name) has requested that my failure to select for continuation be removed based on severe readiness impact. If approved, I understand that I will remain eligible for a later SECB as well as standard Navy administrative separation processes. I concur with this request.

MEMBER'S SIGNATURE