**DEAN OF STUDENTS / COMMANDING OFFICER ENDORSEMENT GOUGE**

1. **PURPOSE**. This guidance ensures the consistency and quality of packages for endorsement and requests for Letters of Recommendation (LOR) submitted by NPS students to the Dean of Students (DOS) / Commanding Officer (CO) NPS Student Military Element.

2. **BACKGROUND**.  The DOS oversees the support needs of approximately 1,500 multi-service and civilian students.  Of that number, the DOS serves as Commanding Officer, NPS Student Military Element, for approximately 600 US Navy officers.  Because of this large population, combined with the fact that the DOS/CO has minimal staffing and less day-to-day interaction with students than there would be in a traditional command, requests for endorsement must follow standardized, streamlined procedures.

3. **ACTION**.  Personnel requesting endorsement or a LOR will follow the guidelines provided herein.  These guidelines should not create barriers, but rather ensure the student's best chances of having a request approved.  The DOS Executive Assistant (cabrowni@nps.edu or DOSEA@nps.edu) is available to assist and provide administrative expertise while the student is compiling the package.

   a. **Start Early**.  Start well in advance of the submission deadline.  Be aware of submission requirements and deadlines by reviewing appropriate NPC/BUPERS guidance, pertinent directives, MILPERSMAN, NAVADMIN information, and any other administrative guidance.

   b. **Consult with your Chain of Command**.  Consult initially with your Program Officer (always required), senior community liaison at NPS (SWO Chair, FAO Chair, IW Chair, Air Chair, as applicable), and Detailer as needed.  Discuss your overall plan and career implications, especially with regard to bonuses and obligated service.  It is also prudent to discuss major career decisions (inter-service transfer, for example) initially with the DOS or Deputy DOS.

   c. **Compile the Package**.  Follow the administrative guidance and any templates provided to compile your package.  Many packages originate with a request or application letter from the member.  See enclosure (1) of this guide tips on basic correspondence standards, and enclosures (2) and (3) for samples of a request letter and accompanying endorsement.

   d. **LOR versus Endorsement**.  If you are requesting a LOR to include as its own "stand-alon" enclosure in a package you are assembling that doesn't require DOS/CO endorsement, the process is easier.  The DOS/CO will need copies of your last 3-5 evaluations/FITREPs and any other information or documentation that will inform the recommendation and provide verification of claims.  You may provide recommended verbiage or other inputs to personalize the LOR, but the information must be verifiable.  The DOS/CO may incorporate the recommend verbiage, partially or wholly, into the final product.

   e. "**Board-Ready" Endorsement Packages**.  Packages submitted for endorsement by the DOS/CO should be *board-ready*, signed by the member, and include all enclosures required for submission to the board.  Endorsement is for the entire package, and the DOS/CO must be provided everything the board or program office will see, including all enclosures, with the

possible exception of non-pertinent medical information protected by the Health Insurance Portability and Accountability Act (HIPPA) that has no bearing on the endorsement.

    f. **Submit Package to the DOS/CO**.  Submit the LOR or package for endorsement via your PO and local NPS senior community liaison, as applicable, either in hardcopy form or digitally via email * (preferred) to the DOS Executive Assistant (cabrowni@nps.edu or DOSEA@nps.edu).  Depending on the complexity of the package, the DOS office can turn around a standard endorsement package in a couple of days.  More complex packages and requests requiring research, interviews, or discussions between the requestor and the DOS/CO may take additional time.  The more research you do and the more complete the package you submit, the shorter the turnaround time will be.  Incomplete or poorly assembled packages and last-minute submissions may either receive a simple "Forwarded" endorsement or risk not receiving endorsement at all.

* NOTE: When emailing, protect your own Personally Identifiable Information (PII) by using encryption.  If there are no digital certificates associated with your NPS account and/or published to the NPS Global Address List (GAL), encrypting emails may be problematic.  If encrypted email is not an option, the DOD Secure Access File Exchange (DOD SAFE) website is a good alternative: https://safe.apps.mil/

    g. **Forward the Package to the Upstream POC**.  After the DOS office returns the LOR or endorsement to the requestor, as a default, the requestor will forward the package to the board or recipient program office.  This removes the command section as an extraneous intermediary and decreases the likelihood of errors or delays in submitting the package to the upstream recipient(s).  If you want assistance in forwarding the package, please say so and we will assist.

    h. **Seek Assistance**.  While the primary responsibility for assembling and submitting a board-ready package is borne by the requestor, the DOS Executive Assistant can assist with general correspondence guidance and formatting.

Enclosure (1) – General Correspondence Standards

Ref:  (a) SECNAV M-5216.5 CH-1 of 16 May 18, DON CORRESPONDENCE MANUAL

1.  Use any templates provided by the board or POC.  Draft the request letter without letterhead (letterhead is only for activity heads), using 1 inch margins.  Per reference (a), the recommended font is Times New Roman 12.

3.  Omit the SSN (or last 4) and any other unnecessary Personally Identifiable Information, unless the template or guidance specifically requires it.

4.  For endorsements, the DOS/CO will draft a "***FIRST ENDORSEMENT on***…" your "***ltr of DD Mmm YY***" based on the date at the top of your signed request letter.  The DOS/CO cannot backdate or forward date an endorsement.

5.  See reference (a) and the templates in enclosures (2) and (3) of this guide for standard letter format.  Contact the DOS Executive Assistant with any questions regarding formatting, routing, etc.

D Mmm YY

From: RANK First MI Last, USN, #### <sup>(Note 1)</sup>

From: RANK First MI Last, USN, #### **(Note 1)**
To:   Chief of Naval Operations
Via:  (1) Commanding Officer, Naval Postgraduate School, Student Military Element **(Note 2)**
      (2) Commander, Navy Personnel Command (PERS-000Z) **(Note 3)**

Subj:  STANDARD LETTER FORMAT

Ref:   (a) SECNAV M-5216.5 CH-1 **(Note 4)**

Encl:  (1) Dean of Students endorsement gouge of 5 Apr 22 **(Note 5)**

1.  Text

    a.  Text **(subparagraphs as needed, shown here only for outline)**.  If there is an "a," there should be a "b."

        (1)  Text.  If there is a (1), there should be a (2).

             (a)  Text.  If there is an "(a)" there should be a (b).

             (b)  Text

        (2)  Text

    b.  Text

2.  Text

(signature)
U. S. NAVYPERSON **(Note 6)**

Copy to:
 **(Note 7)**

NOTES:
1 – Designator, not SSN.
2 – As appropriate, use "Commanding Officer, Naval Postgraduate School, Student Military Element" (for NPS Navy students submitting career packages) or "President, Naval Postgraduate School" (by-direction as Dean of Students) (depending on recipient and nature of the correspondence).
3 – "To" and "Via" addressees, as needed.
4 – References only as needed or required by the template, and must be cited in text of letter if listed.
5 – Enclosures, as required, cited in text of letter in order listed. Stamp/type "**Enclosure (X)**" ½ inch from the bottom of the first page of the enclosure at the right-hand margin, and number pages 2 and higher of each enclosure ½ inch from the bottom and centered.  The first page of letters and enclosures is not numbered.
6 – First initial, middle initial, and last name in ALL CAPS 4 lines below the last line of text, tabbed to center of page (3.25").
7 – "Copy to" addressees only as needed.
8 – Number page 2 and higher (not first page) at the bottom center of each successive pag

FIRST ENDORSEMENT on RANK First MI Last, USN, #### (Note 3) ltr of DD Mmm YY

From:  Commanding Officer, Naval Postgraduate School, Student Military Element
To:     Chief of Naval Operations
Via:    Commander, Navy Personnel Command (PERS-000Z)

1.  Per SECNAV M-5216.5 CH-1, significant endorsements include "forwarded, recommending disapproval," "readdressed and forwarded," and those with substantive comments.  Routine endorsements include "forwarded," "forwarded for consideration," and "forwarded, recommending approval."

2.  If substantive comments are required or desired, provide suggested content with information that is verifiable.


                                         I. M. COMMANDING


Copy to:
(**Note 4**)


                                    NOTES:

1 – DOS will serialize.
2 – Insert Standard Subject Identifier Code (SSIC) from template provided by the board or program office, or DOS will apply SSIC per SECNAV M-5210.2.
3 – Designator (not SSN).
4 - If the endorsement is significant and not routine, each activity that endorsed the basic letter previously and the originator of the basic letter shall be included as a copy to addressee on the endorsement. Additionally, all copy to addressees from the basic letter and previous endorsements shall be included as a copy to addressee