

NPS 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).
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 over 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 should 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 office of the DOS and NPS Command Admin are always 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 websites, pertinent MILPERSMAN and 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, as applicable), and Detailer (as needed/desired). Discuss your overall plan and career implications, especially with regard to bonuses and obligated service. It may also be prudent to discuss major career decisions (inter-service transfer, for example) with the DOS or Deputy DOS.
 - c. **Compile the Package**. Follow the administrative guidance and any templates provided to compile your package. Many packages begin with a request or application letter from the member. See enclosures (1) and (2) below for tips on correspondence standards.
 - d. **LOR versus Endorsement**. If you are requesting a LOR to include as an enclosure in a package you are assembling, 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 his/her recommendation. You may provide recommended verbiage or other inputs to personalize the LOR, but the information should be verifiable or previously known to the DOS. The DOS/CO may incorporate the inputs 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. DOS/CO endorsement is for the entire package, and the DOS/CO must be provided everything the board will see, including all enclosures.

f. **Submit Package to the DOS/CO.** Submit the LOR or package for endorsement via your PO (include your local NPS senior community liaison, as applicable) either in hardcopy form or digitally via email * (preferred). Depending on the complexity, the DOS office can turn around a standard endorsement package in a couple of days. More complex packages and requests requiring research or interviews/discussions between the requestor and the DOS/CO may take additional time. The more research you do and the more complete the package, the shorter the turnaround time. 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 Global Address List (GAL), encrypting emails may be problematic. Try sending a digitally signed and encrypted email to the recipient first, so the intended addressee can save your digital certificates. If encrypted email is not an option, the AMRDEC safe file exchange website is a good alternative: <https://safe.amrdec.army.mil/SAFE/>

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 is responsible to forward the package to the board/POC. This removes the command section as an extraneous intermediary and decreases the likelihood of errors or delays in submitting the package to the board/POC. 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 on the requestor, the DOS Executive Assistant and NPS Command Admin can assist with general correspondence formatting and technical administrative matters.

Enclosure (1) – GENERAL CORRESPONDENCE STANDARDS

Ref: (a) SECNAV M-5216.5 (June 2015) 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 (Courier New may be used for informal correspondence).
3. Leave out the SSN (or last 4), unless the template requires it. This is part of the Social Security Number Reduction Program to reduce the amount of PII in circulation.
4. The DOS/CO will draft a “**FIRST ENDORSEMENT on...**” your “***ltr of DD Mmm YY***” based on the date at the top of your request letter. The DOS/CO cannot backdate or forward date an endorsement.
5. See reference (a) and the template in enclosure (2) below for standard letter format. Contact the DOS Executive Assistant or Command Admin with any questions regarding formatting, routing, etc.

Enclosure (2) - Standard Letter Format Template

DD Mmm YY

From: RANK First MI Last, USN, XXXX (Note 1)

To: Secretary of the Navy

Via: (1) Commanding Officer, Student Military Element, Naval Postgraduate School (Note 2)

(2) Commander, Navy Personnel Command (PERS-000Z) (Note 3)

Subj: STANDARD LETTER FORMAT

Ref: (a) SECNAV M5216.5 (Note 4)

Encl: (1) Dean of Students endorsement gouge of 7 Nov 17 (Note 5)

1. Text

a. Text (subparagraphs as needed, shown here only for formatting of outline)

(1) Text

(a) Text

(b) Text

(2) Text

b. Text

2. Text

(signature)

U. S. NAVYPERSON (Note 6)

Copy to:
NPS AO (Note 7)

NOTES:

1 – Designator.

2 – As appropriate, use “Commanding Officer, Student Military Element” (for NPS Navy students submitting career packages) or “Dean of Students, Naval Postgraduate School” (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 and in order. Stamp “**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 at the bottom center.

6 – First initial, middle initial, and last name in ALL CAPS 4 lines below the last line of text.

7 – “Copy to” addressees only as needed

8 – Number page 2 and higher (not page 1) at the bottom center of each successive page.

Enclosure (2)