

**BUREAU OF MEDICINE AND SURGERY
COMMANDING OFFICER/EXECUTIVE OFFICER SCREENING APPLICATION**

Applicant: _____
 Last Name First Name MI

 Rank Designator PRD (MM/YY)

Command: _____

Address: _____

Phone: _____ Email: _____

Categories: Medical Treatment Facilities: Research Commands:
 (Check all that applies) Operational Commands: Support Commands:

Submission of an application for Commanding Officer (CO) or Executive Officer (XO) screening implies that you are worldwide assignable and willing to accept any assignment, unless otherwise listed below. Applicants for CO must have served as an XO or XO-equivalent assignment for 1 year and must be able to complete a full 24-month tour prior to reaching the statutory age of 62 or mandatory retirement. Applicants for XO must have at least 5 years of active duty time at the time the board convenes. All applicants must be with Body Composition Assessment standards and have no Physical Fitness Assessment failures in the last four cycles.

List any constraints to worldwide assignability:

 Signature Date

ADMINISTRATIVE GUIDANCE

- Update your record. Your BUPERS record will be the primary screening tool used for the CO/XO Screening Board.
- Send your signed/dated application with the following documents directly to Navy Personnel Command:
 - CO's recommendation letter
 - Regional Commander or ISIC endorsement
 - Most recent FITREP (can be submitted separately but no later than 15 August 2016)
 - Curriculum Vitae and Biography
 - Official Military Photo (only if photo in official record is older than 1 year from board date)
- Send completed package to Navy Personnel Command via one of the following methods (email preferred):
 - EMAIL: pers-4415_alpha.fct@navy.mil (please encrypt email to protect PII)
 - FAX: (901) 874-4097/DSN: 882-4097
 - MAIL: Commander
 Navy Personnel Command
 PERS 4415
 5720 Integrity Drive
 Millington, TN 38055-4415
**For FEDEX/UPS/DHL, please include Bldg 791, Room B104*
- All packages must be received by Navy Personnel Command NLT 1 July 2016 to be eligible for board consideration. **Incomplete and/or late packages WILL NOT be submitted to the screening board.** If you have questions with the application process, please contact Navy Personnel Command (PERS 4415) at (901) 874-4053. If you have questions about screening suitability, please contact your detailee or your Deputy Corps Chief.

Deputy Corps Chief Offices
(703) 681-8548

Medical Corps Code M00C1: (703) 681-8917	Dental Corps Code M00C2: (703) 681-8917	Nurse Corps Code M00C3: (703) 681-8926	Medical Service Corps Code M00C4: (703) 681-8547
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Note. The documents attached are protected under 5 U.S.C. §552a, The Privacy Act. Disclosure of the attached documents, without following the provisions of 5 U.S.C. §552a may result in Civil and Criminal penalties.