

MEMORANDUM

Date: _____

From: (Members Name)

_____ Rate/Rank: _____ SSN: _____ UIC: _____

Workspace: _____ Work Phone: _____

To: Educational Services Officer, Customer Service Desk, Portsmouth, VA

Subj: REQUEST FOR SUBSTITUTE EXAMINATION

Ref: (a) BUPERSINST 1430.16F (ADVMAN)

1. In accordance with reference (a), request approval to take the Navy-wide substitute examination due to:

- A. _____ **Emergency Leave** - *(Copy of leave papers must be attached)*
- B. _____ **Illness or Hospitalization verified by Medical Officer's statement that participation would have been deleterious to the candidate's health** - *(Copy of statement must be attached, i.e. con leave, SIQ, etc.)*
- C. _____ **TAD status** - *(Copy of TAD orders must be attached that shows the member's assignment would not allow for member to take the exam at the schedule date due to the task assigned and location thereof)*
- D. _____ **OTHER** - *(The reason and full justification must be provided when exam candidate does not fall under the above A thru C categories)*

Explain:

(CONTINUE ON BACK IF NECESSARY)

SIGNATURE OF THE MEMBER: _____

2. **STATEMENT OF THE MEMBER'S DIRECT LEADING CPO.** It is requested that the above listed member be allowed to take the late exam for the reason/s stated above that he or she was unable to attend the regularly scheduled examination due to no fault of his / her own.

(Circle One) **Approve / Disapprove**

(Circle One) **Approve / Disapprove**

3. **ESO** has verified the above member (was/was not) eligible for Cycle _____ Navy Wide examination.

Comments:

ESO Signature / Date: _____

COMMAND LEVEL FOR APPROVAL

LCPO: Approval _____ **Disapproval** _____

SIGNATURE / DATE _____

CMC's RECOMMENDATION: Approval _____ **Disapproval** _____

SIGNATURE / DATE _____

COMMANDING OFFICER ENDORSEMENT: Approval _____ **Disapproval** _____

SIGNATURE / DATE _____

CUSTOMER SERVICE DESK LEVEL FOR FINAL APPROVAL

ESO RECOMMENDATION: Approval _____ **Disapproval** _____

CSD SCPOIC FINAL ENDORSEMENT: Approval _____ **Disapproval** _____