

**FISCAL YEAR 2014  
COMMANDING OFFICER/EXECUTIVE OFFICER  
SCREENING APPLICATION**

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penalties.

Name: \_\_\_\_\_  
Last
First
MI

\_\_\_\_\_
 Rank
Designator
PRD (MM/YYYY)

Command: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Submission of an application for Commanding Officer (CO) and Executive Officer (XO) screening implies that you are world-wide assignable and willing to accept any assignment, unless otherwise listed below.

Applicants must have documented experience in the category they request to screen for.

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 statutory age of 62 or mandatory retirement.

Applicants for XO must have at least 5 years of active duty remaining before reaching the statutory age limit of 62 or statutory retirement date at the time the board convenes.

All applicants must be within Body Composition Assessment (BCA) standards and have no PFA failures in the last four cycles.

Commanding Officer Screening Categories (Check only the category/categories that your experience supports. If you select more than one, rank in preference order.)	
<input type="checkbox"/> MTF (Hospitals, Healthcare Clinics, T-AHs) _____	<input type="checkbox"/> Research Activities _____
<input type="checkbox"/> Support Activities _____	<input type="checkbox"/> Operational (MEDBN, DEN BN/NDC, FMTB) _____

Executive Officer Screening Categories (Check only the category/categories that your experience supports. If you select more than one, rank in preference order.)	
<input type="checkbox"/> MTF (Hospitals, Healthcare Clinics, T-AHs) _____	<input type="checkbox"/> Research Activities _____
<input type="checkbox"/> Support Activities _____	<input type="checkbox"/> Operational (MEDBN, DEN BN/NDC, FMTB) _____

List any constraints to world-wide assignability:

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

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ADMINISTRATIVE GUIDANCE:

- Update your record. Your official record will be the primary screening tool used by the CO/XO Screening Board.
- Send your signed/dated application with the following documents directly to NAVY PERSONNEL COMMAND:
  - CO's Recommendation Letter (Required for CO and XO Screening)
  - Regional Commander or ISIC endorsement (required for CO/XO Screening)
  - Most recent FITREP (Can be submitted separately, but no later than 1 September 2013)
  - Curriculum Vitae (CV) and Bio
  - Official Military Photo (Only if photo in official record is older than 1 year from board date)
- Send screening packages to NAVY PERSONNEL COMMAND via one of the following methods:
  - E-MAIL: michael.chutich@navy.mil (Encrypt e-mail to protect PII information)
  - FAX: (901) 874-2682 DSN: 882-2682
  - MAIL: CAPT Michael Chutich  
Navy Personnel Command  
PERS 4415  
5720 Integrity Drive  
Millington, TN 38055-4415

\* For FED EX/UPS/DHL Include on Address: Bldg 791, Room B104
- All packages must be received by Navy Personnel Command NLT 1 August 2013 to be eligible for board consideration. Incomplete packages will not be submitted to the screening board.
- If you have questions on the application process, contact CAPT Chutich at (901) 874-4053.
- If you have questions about screening suitability, contact your detailer or your Deputy Corps Chief.

Deputy Corps Chief Offices	
<u>Nurse Corps</u> BUMED-M00C3 (703) 681-8926	<u>Medical Service Corps</u> BUMED-M00C4 (703) 681-8447
<u>Medical Corps</u> BUMED-M00C1 (703) 681-8917	<u>Dental Corps</u> BUMED-M00C2 (703) 681-8939