Recall Application:

 dd mmm yy

From: RANK First M. Last, USNR, 123-45-6789/xxx5

To: Commander, Navy Personnel Command (PERS-921A)

Via: 1) Commanding Officer, [Naval Reserve Unit xxxx]

2) Commanding Officer, [Navy Operation Support Center (NOSC)]

Subj: APPLICATION FOR RECALL

Ref: a) MILPERSMAN 1132-010

Encl: 1) Military/Civilian Resume' [1-3 pages max]

2) Last Three FITREPS,

3) Pertinent Quals/Training

4) Last PRT Results (PRIMS Print Out)

5) Service Member Information

1. Per reference (a), I hereby apply for a two year recall to active duty into a Reserve Program billet. Enclosures (1) through (5) are provided in support of this application.

2. [Statements about your qualifications for the position].

3. [Additional statements, if needed].

4. I certify I have a current Navy Physical Examination in my medical record and that I have no medical condition or legal status that would otherwise preclude my recall to active duty.

5. I understand this is an application for voluntary, temporary recall to active duty for the length of the advertised billet, which will not normally be extended. If selected for recall, I agree to initiate my separation physical examination 80 to 90 days prior to my separation date.

 [signature]

Service Member's Information:

1.. Full Name:

2. Rank/Rate:

3. Phone:

4. Email:

5. Designator (officers):

6. Last 4 of SSN:

7. Home Address (No PO Box):

8. Special Pay required?

 a. If Yes, Type and Justification:

9. Will member be on another set of orders immediately prior? (Back to Back)

 a. If YES, please explain and provide dates:

10. Members Supporting NOSC:

11. NOSC UIC:

12. NOSC Name:

13. Address:

14. NOSC POC:

15. Phone:

16. Email:

17. NOSC Supporting PSD:

18. Supporting PSD UIC: