

1001  
Ser  
(date)

From: Commanding Officer, (Your Reserve Unit)  
To: Armed Forces Inaugural Committee Navy Liaison  
Subj: COMMAND ENDORSEMENT FOR ADSW ICO SK2 ANNA J. MURPHY,  
USNR, 000-00-0000  
Ref: (a) OPNAVINST 1001.20B

1. Per reference (a), the following information is provided:
  - a. I recommend and approve of SK2 Murphy's application for Armed Forces Inaugural Committee (AFIC) Active Duty for Special Work (ADSW).
  - b. Justification: SK2 Murphy is a highly motivated Sailor whose skills and experiences qualify her to take on this assignment. SK2 Murphy is very adept at the use of various computer programs to include: MS Word, PowerPoint, Excel, Access and other imaging programs. She meets and exceeds the requirements to work on the Armed Forces Inaugural Committee and is a good choice for the job.
2. This unit, or SK2 Murphy individually, has not been alerted to pending mobilization. Furthermore, mobilization is not anticipated before April 2005.
3. Questions may be directed to me at (phone).

G. I. LUVMONNY  
(Your unit CO)