

9L1 and 9L2 AQD Experience Request

You can request an experience additional qualifying designator (AQD) by submitting a letter of application to BUPERS-316 via the Supply Corps Career Counselor by email at supplycorpscareercounselor@navy.mil.

Experience request packages must include:

- A cover letter speaking to your experience
- Command endorsement letter
- Fitness reports for experience periods (18 consecutive months minimum)
- Include a return e-mail address or phone number

** The duties of the billet must be closely related to the AQD description in the NOOCS manual. When drafting your cover letter, be sure to reference your direct experience with the respective AQD. Additionally, these duties must be documented in your fitness reports.

Reference:

- NAVPERS 15839I Part D

A sample package can be found on the following pages.

Serial #
XX XXX XX {date}

From: I. M. SUPPO, SC, USN, XXX-XX-XXXX/3100
To: Supply Corps Community Manager (BUPERS-316)
Via: {insert Reporting Senior}

Subj: REQUEST FOR OPLOG AQD 9L1 (or 9L2 if appropriate)

Ref: (a) NAVPERS 15839 Part D

Encl: (1) Command Endorsement Letter
(2) FITREPS dated _____

1. I affirm that I have read the reference
2. {insert experience in line with AQD}

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3. I feel I have gained significant experience in the area of {insert AQD} and request this coding designation. If you have any questions, I can be reached at {insert email address and phone number}.

Very respectfully,

I. M. SUPPO

{R/S Letterhead}

Serial #
XX XXX XX {date}

FIRST ENDORSEMENT ON LT I. M. SUPPO, SC, USN, XXXX/3100

From: {Reporting Senior}

To: Supply Corps Community Manager (BUPERS-316)

Subj: REQUEST FOR OPLOG AQD 9L1 (*or 9L2 if appropriate*) ICO
LT I.M. SUPPO

1. Forwarded, recommending approval.

{R/S}
CAPT, SC, USN

Copy To:
LT I. M. Suppo

Enclosure (1)

{Insert Applicable FITREPS}

Enclosure (2)