



DEPARTMENT OF THE NAVY

1301
Ser 335
22 Jul 14

From: [REDACTED]
To: Director, Supply Corps Personnel PERS 4412

Subj: FLAG AIDE RECOMMENDATION ICO LTJG [REDACTED]

1. Lieutenant Junior Grade [REDACTED] has my strongest possible personal recommendation for selection as a Flag Aide. An exceptional Naval Officer possessing unquestionable integrity, LTJG [REDACTED] has the maturity and possesses all the skills to excel in this very challenging assignment.
2. Since reporting to [REDACTED] LTJG [REDACTED] made an immediate impact and continues to impress. Reporting shortly after our standup as a Command, [REDACTED] relieved a senior Lieutenant as Department Head and was directly responsible for the efficient establishment of many Command specific functions. [REDACTED] led the restructuring of the entire Business Office resulting in improved effectiveness, efficiency and tracking for our internal customers. Able to juggle numerous complex duties simultaneously, LTJG [REDACTED] also took charge of seven major collateral duties improving each to a top tier program. As Command Fitness Leader [REDACTED] increased participation and effectiveness of bi-weekly PT resulting in a significant increase in PRT scores. [REDACTED] established the Command Public Affairs Office and, as the current acting PAO, [REDACTED] flawlessly manages the Command Facebook page as well as ensuring quality photos and stories are forwarded to higher headquarters and Navy public affairs. As Facilities Manager, [REDACTED] planned and managed a complete realignment of 140 personnel within existing workspaces in order to align services. Finally, [REDACTED] flawlessly planned, coordinated, and executed 2 Flag Officer visits.
3. LTJG [REDACTED] communicates exceptionally well with seniors and subordinates alike and is a model officer in appearance and conduct. [REDACTED] continuously strives to develop her professional skills most recently completing all classes for Business Financial Management Level 1 as well as Contracting Officer Representative, both of which are in addition to [REDACTED] assigned duties.
4. LTJG [REDACTED] is an extremely talented and highly capable officer. Without hesitation, [REDACTED] has my strongest recommendation for selection as a Flag Aide. If you have any questions, please contact me at DSN 318-439-4624 or [REDACTED] navy.mil.

// Signed //