

1306
<COMMAND>

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From: Commander, <Command Name>

To: Director, U.S. Navy Senior Enlisted Academy

Subj: ACKNOWLEDGEMENT OF <RATE & FULL NAME> ATTENDING THE NAVY SENIOR ENLISTED ACADEMY (SEA)

Ref: (a) MILPERSMAN 1306-925

1. <RATE & FULL NAME> fully meets the requirements to attend the U.S. Navy Senior Enlisted Academy as stated in reference (a).

2. <RATE & FULL NAME> has been counseled on the unlawfulness of plagiarism and is aware that committing plagiarism at any time during the SEA curriculum will result in appearance before an Academic Integrity Review Committee. Substantiated plagiarism will result in disenrollment with a 12 to 36-month penalty to reenroll and may result in disciplinary action under the Uniform Code of Military Justice.

3. We acknowledge that failure to meet Navy BCA standards on the first day of the in-residence period will result in automatic disenrollment with a 12-month penalty to reenroll. Furthermore, if travel to Newport, RI was originally funded by the SEA, we acknowledge assuming responsibility for travel returning from the SEA, which will default to our Command’s Line of Accounting (LOA)on the travel voucher.

4. We acknowledge travel orders to the SEA will not be modified within 10 days of starting travel without SEA approval. Also, the SEA will not authorize or reimburse the cost of rental cars. If our command is willing, we can fund a rental car (and associated fees) under our LOA.

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 STUDENT SIGNATURE PRINTED NAME DATE

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 CMC/CSEL SIGNATURE PRINTED NAME DATE

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CO SIGNATURE PRINTED NAME DATE