



***** READ CAREFULLY AND FILL OUT IN ITS ENTIRETY *****

Allow 8 weeks for processing. Ensure that the information submitted is correct and in the specified format - Incorrect forms with missing data will be returned to sender.

Copy and Paste in a New Email

Email: directline@navy.mil

SUBJ: MCPON Retirement Letter Request

Retiree Information:

Last Name: Doe

First Name: John

Middle Initial: D

Rank: Master Chief/Senior Chief/Chief/Petty Officer (**Not Rate** - YNC, NCC, etc.)

Ceremony Date: DD Month YY (01-Jan-20)

Requestor Information:

Submitted by (RATE AND FULL NAME IN ALL CAPS): YNC KEVIN D. SMITH

Command POC email: kevin.d.smith@navy.mil

POC phone: 123-456-7890

Command Career Counselor email:

Digital copies will be sent via email to expedite processing.

Hard copies are no longer distributed at this time.