



MCPON RETIREMENT LETTER REQUEST FORM

INSTRUCTIONS: **PLEASE READ CAREFULLY AND ENTIRELY**

- Processing & Delivery Time: **8 Weeks**
- Incorrect submissions/Missing data: **Will Be Returned**
- Letters Will Be Addressed As: **Master Chief/Senior Chief/Chief/Petty Officer/Etc.**
- Email Subject Line: **MCPON Retirement Letter Request**
- Submit Completed Form To: directline@us.navy.mil

RETIREE INFORMATION:

- Name (Last, First, Middle Initial):
- Rank/Rate (E-7/YNC):
- Years of Service:

RETIREMENT INFORMATION:

- Official Retirement Date (DDMMYYYY):
- Retirement Ceremony Date (**Used To Date Letter**):

REQUESTOR INFORMATION:

- Name (Last, First, Middle Initial):
- Title/Rate:
- Phone/Email:
- Command Full Name:
- Command Point of Contact (If Different From Requestor):
- Title/Rate:
- Phone/Email:

MAILING INFORMATION:

Official Command Address (ALL CAPS)

- Official In Charge (Commanding Officer/Commodore):
- ATTN Title First Last:
- Abbreviated Command/Ship:
- Street Address Suite # or Fleet PO Box:
- City State XXXXX or FPO AP XXXXX:

Forwarding Address (Used If Returned By Post Office)

- Title First Last:
- Street Address Apartment #:
- City State XXXXX: