An officer selected for continuation on active duty is assumed to accept continuation unless the officer specifically declines.

The officer must decline continuation in writing to Commander, Navy Personnel Command (PERS-801) and include the officer’s handwritten signature. This declination letter may be sent via postal mail to:

Commander, Navy Personnel Command (PERS-801)

5720 Integrity Drive

Millington, TN 38055

Officers have 90 days from the promotion selection board results release date to decline continuation.

An example of this declination letter is provided below.

(DATE)

From: (RANK) (FIRST NAME, MI, LAST NAME), USN, (DODID)/(DESIG)

To: Commander, Navy Personnel Command (PERS-801)

 5720 Integrity Drive

 Millington, TN 38055

Ref: (a) Title 10, U.S. Code

 (b) SECNAVINST 1920.7 Series

Subj: DECLINATION OF CONTINUATION ON ACTIVE-DUTY

1. Per reference (a) and (b), I was offered continuation on active duty by the FY-XX Active Duty (Line or Staff) (Rank) Continuation Selection Board. However, I respectfully decline continuation on active duty.

2. Respectfully request confirmation of receipt of this letter. I appreciate your time and consideration. If you have any questions or concerns, please contact me at (EMAIL)/(PHONE NUMBER).

 (Signature Line)