



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):

RETIREMENT INFORMATION:

- Official Retirement Date (DDMMYY):
- 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:
 - ATTN Title First Last:
 - Abbreviated Command/Ship:
 - Street Address Suite #/Fleet PO Box:
 - City State XXXXX/FPO AP XXXXX:
- Forwarding Address (Used If Returned By Post Office)
- Title First Last:
 - Street Address Apartment #:
 - City State XXXXX: