DD-MMM-YY

From: RANK First Name MI Last Name, USN, Designator

To: Commander, Navy Personnel Command (PERS-46)

Subj: REQUEST FOR TRAINING AND ADMINISTRATION OF THE RESERVE AVIATION COMMAND Retention bonus

Ref: (a) FY25 Training and Administration of the Reserve Aviation Command Retention Bonus Program Information

 (b) 37 U.S.C § 334 and 373

 (c) DoD Financial Management Regulation, Volume 7A, Chapter 2

 (d) SECNAVINST 7220.88

 (e) OPNAVINST 7220.18A

 (f) MILPERSMAN 1920 Series

1. I have read and understand the provisions of references (a) through (f) including all provisions related to termination of payments to be made under this agreement and circumstances under which repayment of sums paid will be required, to which I agree. I understand that if I fail to fulfill the terms of this contract, I will be subject to Aviation Command Retention Bonus (ACRB) repayment in accordance with references (a) through (f). I hereby apply for the special pay authorized by references (a) and (b).

2. Contingent upon acceptance of my application for this special pay, I agree not to resign, retire, or voluntarily terminate my flight status with an effective date prior to the completion of my three year ACRB obligation, post-command tour projected rotation date (PRD), or completion of my 22nd year of commissioned service, whichever is later. I understand that I am not eligible to apply for programs leading to re-designation until within one year of the end of my ACRB obligated service. I understand that even if my three-year ACRB service obligation expires prior to the end of my post-command tour or 22nd year of commissioned service, that I will not be released from active duty or from my assignment in my 1317 or 1327 designator until my PRD in accordance with reference (f) or completion of my 22nd year of commissioned service, whichever is later.

3. I understand that I will be ineligible for any other Aviation Bonus program until the expiration of my ACRB service obligation. I understand that upon contract approval by PERS-46, this application is binding, and that thereupon I will receive $120K paid out in three installments consisting of an initial installment of $40K and two installments of $40K as described in reference (a).

4. I understand that if I am unable to fulfill my service obligation for any reason, I will become ineligible for ACRB, all scheduled future payments will be cancelled and previous payments received will be subject to repayment in accordance with references (a) through (f).

5. Any questions concerning my application can be directed to:

Commercial number: XXX-XXX-XXXX Email address: X.X@navy.mil

(signature)

First Name MI Last Name

**FY25 TAR ACRB applications must be received by the TAR Aviation Placement Officer LCDR Aaron Howell (PERS-46)** **aaron.d.howell6.mil@us.navy.mil** **no later than close of business on 31 August 2025.**

**If there are any questions on the status of your application, please contact PERS-46 prior to the deadline.**