DD-MMM-YY

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

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

Via: Commanding Officer, SQUADRON

Subj: REQUEST FOR FISCAL YEAR 2025 TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) AVIATION DEPARTMENT HEAD Retention bonus

Ref: (a) FY25 Training and Administration of the Reserve Aviation Department Head 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 Training and Administration of the Reserve (TAR) Aviation Department Head Retention Bonus (ADHRB) 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 15th year of commissioned service, three-year post-DH tour, or the terms of the contract as approved by PERS-46, whichever is later. I understand that I am not eligible for re-designation prior to completion of my TAR ADHRB service agreement and that I am not eligible to apply for programs that would lead to re-designation until within one year of the end of my TAR ADHRB obligation.

3. I understand that I will be ineligible for any other Aviation Bonus (AvB) program until the expiration of my TAR ADHRB service obligation. I understand that upon contract approval by PERS-46, this application is binding, and that thereupon I will receive (*Note 1*) in the (*Note 2*) community under the terms of (*Note 3*), paid out over the length of this agreement as described in reference (a).

4. I understand that in the event of two-time failure of selection for promotion to Lieutenant Commander (O-4), I will become ineligible for TAR ADHRB and future installments will be cancelled. I understand that if I do not accept orders to, do not complete, or am unable to complete my three-year post-department head obligated tour for any reason, I will become ineligible for the TAR ADHRB and 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:

DSN/commercial number: xxx-xxxx /(xxx)xxx-xxxx Email address: X.X@us.navy.mil

(signature)

First Name MI Last Name

FY25 TAR AVIATION DEPARTMENT HEAD RETENTION BONUS CONTRACT INSTRUCTIONS

Fill in the underlined data in the contract above with the appropriate information. The notes are to be filled in from the notes below. The contract must be positively endorsed by your squadron commanding officer.

*Note 1*: TAR ADHRB eligible aviators must enter the maximum contract amount for which they are eligible based on their designator and initial TAR DH community. Enter contract value as follows:

HM $40,000/year

HSC $25,000/year

HSM $35,000/year

HT $20,000/year

VAQ Pilot $40,000/year

VAQ NFO $20,000/year

VAW Pilot $30,000/year

VAW NFO $10,000/year

VRM Pilot $40,000/year

VFC Pilot $35,000/year

VFC NFO $30,000/year

VP/VUP Pilot $35,000/year

VP/VUP NFO $35,000/year

VR $35,000/year

VT(J) $40,000/year

VT(P) $30,000/year

*Note 2*: Enter your applicable community:

HM/HSC/HSM/HT/VAQ Pilot/VAQ NFO/VAW Pilot/VAW NFO/VRM Pilot/VFC Pilot/VFC NFO/VP/VUP Pilot/VP/VUP NFO/VR/VT(J)/VT(P)

*Note 3*: Enter your applicable term option:

7-year early commit

5-year standard

3-year standard

**FY25 TAR AvB applications must be received by the TAR Aviation Placement Officer LCDR Aaron Howell (PERS-46)** [**aaron.d.howell6.mil@us.navy.mil**](mailto:aaron.d.howell6.mil@us.navy.mil) **no later than close of business on 12 September 2025.**

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