DD Mmm YY

From: LCDR First M. Last, USN, 1317
To: Commander, Navy Personnel Command (PERS-46)
Via: Commanding Officer

Subj: TAR AVIATION COMMUNITY TRANSITION REQUEST

Ref: (a) MILPERSMAN 1321-100

1. I respectfully request transition from the Training and Administration of the Reserve (TAR) XX Community to the XX Community upon successful completion of my current assignment. Per reference (a), I agree to remain on active duty for an additional 36 months if approved.

2. I request this transition [state reasons for request]. My current PRD is MMM YYYY but I am willing to detach as early as MMM YYYY for assignment to a XX squadron.

3. I certify that I am fully medically ready and cleared for duties involving flight operations.

 F. M. LAST NAME