*Date*

From: *Name, Designator*

To: Commander, Naval Personnel Command (PERS-41)

Via: Commanding Officer, *Ship Name*

Subj: SINGLE LONG TOUR (SLT) DIVISION OFFICER REQUEST

Ref: (a) CNSF msg 062155Z MAR 23 SINGLE LONG TOUR DIVO PROGRAM

 (b) NAVADMIN 046/23 SURFACE WARFARE OFFICER DEPARTMENT HEAD RETENTION BONUS

1. I request a PRD extension to *Date* for a 36 month Single Long Division Officer Tour. I understand that this SLT request requires me to submit my DHRB contract upon screening per ref (b) and serves as my letter of intent. I understand I will remain at my current command until all requirements per reference (a) have been met.

 *Name*

1300

 Ser ####/###

 ## Mmm YY

FIRST ENDORSEMENT on ENS First M. Last, USN, 11XX ltr of ## Mmm YY

From: Commanding Officer, *Ship Name*

To: Commander, Naval Personnel Command (PERS 41)

Subj: SINGLE LONG TOUR (SLT) DIVISION OFFICER REQUEST

1. Forwarded, recommending approval.

 Very respectfully,