# DDMMMYY

From: JOHN P. JONES, 1110

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

Via: Commanding Officer, USS ARLEIGH BURKE (DDG-51)

Subj: REQUEST FOR SURFACE WARFARE DEPARTMENT HEAD RETENTION BONUS

Ref: (a) NAVADMIN 149/24

1. I have read and understand the provisions of reference (a), including all provisions relating to the termination of payments to be made under this agreement and the circumstances under which recoupment of the government sums paid may be required, to which I agree. I hereby apply for the Department Head Retention Bonus.

2. Contingent upon my acceptance of my application for this bonus, I agree not to tender a resignation that will be effective prior to the completion of two Department Head tours or one fleet-up tour as determined by PERS-41. I understand that, upon acceptance, this application is binding, and thereupon shall be eligible to receive the bonus discussed in ref (a).

*Signature*

LTJG John P. Jones

7220

Ser ####/109

## Mmm YY

FIRST ENDORSEMENT on LTJG JOHN P. JONES, USN, XXX-XX-9999/1110 ltr of DD Mmm YY

From: Commanding Officer, USS ARLEIGH BURKE (DDG-51)

To: Commander, Naval Personnel Command (PERS 41)

Subj: REQUEST FOR SURFACE WARFARE DEPARTMENT HEAD RETENTION BONUS ICO LTJG JOHN P. JONES

Ref: (a) NAVADMIN 149/24

1. Forwarded, recommending approval.

DAVE E. JONES

CAPT USN