**DEPARTMENT OF THE NAVY**



DD MMM YY

From: LCDR NAME, USN, 1110

To: Commander, Navy Personnel Command (PERS-411)

Via: Commanding Officer,

Subj: REQUEST FOR SURFACE WARFARE OFFICER LIEUTENANT COMMANDER RETENTION BONUS

Ref: (a) NAVADMIN 247/24

 (b) 37 USC 355

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

2. Contingent upon acceptance of my application for this bonus, I agree not to tender a resignation which will be effective prior to the completion of the period obligated to under provisions of SWO LRB payment received. I understand that, upon acceptance, this application is binding, and thereupon I shall be eligible to receive the bonus discussed in reference (a) in accordance with the disbursement schedule delineated in reference (a).

 Very Respectfully,

 NAME

 LCDR USN

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FIRST ENDORSEMENT

From: COMMAND

To: Commander, Navy Personnel Command (PERS-411)

Subj: REQUEST FOR SURFACE WARFARE OFFICER LIEUTENANT COMMANDER RETENTION BONUS (LRB)

1. Forwarded, strongly recommending approval.

NAME

By direction

Copy to:

SVM