7220

 [DD MMM YY]

From: [Grade First MI. Last / 113X]

To: Naval Special Warfare Program Manager (OPNAV-N137)

Via: Commanding Officer, [COMMAND]

Subj: REQUEST FOR NAVAL SPECIAL WARFARE OFFICER RETENTION BONUS

Ref: (a) TITLE 37, UNITED STATES CODE

 (b) NAVADMIN 239/24, NSWRB PROGRAM

 (c) DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (FMR), VOLUME 7A, CHAPTER 2

1. I hereby apply for the NSW Officer Retention Bonus (NSWRB) authorized by reference (a), Section 332 and reference (b). I request a contract start date of DD MON YYYY. I have read, understand, and agree to the provisions of reference (b), including all provisions relating to recoupment of payments to be made under this agreement and the circumstances under which recoupment by the Government of sums paid is required in accordance reference (a), Section 373 and reference (c) “Repayment of Unearned Portion of Bonuses and other Benefits”.

2. I certify that I meet all eligibility requirements outlined in reference (b) and [screened / did not screen] positive at an NSW CO/XO Administrative Screening Board for [XO / CO]. I certify that I have completed my minimum obligation incurred through my initial commissioning program and that I am not receiving payments, or under any service obligation, from the Naval Special Warfare Officer continuation or retention bonus program. I further certify I have the opportunity to contribute or completed the NSW Bonus Survey.

[*https://usnavy.gov1.qualtrics.com/jfe/form/SV\_7Uwgxq2YbuOSl2m*]

3. Contingent upon acceptance of my application for this bonus, I agree to remain on active duty as a NSW officer for [three or five] years, and accept the NSWRB payments of [$5,000, $7,500, $12,000, $15,000 or $25,000] per year. I further agree not to voluntarily request re-designation or lateral transfer to another naval or military community, resign or request to retire for [three or five] years from the start date of this contract outlined in paragraph 1.

4. I understand that repayment of the unearned portion of the NSW Officer Retention Bonus is required on a pro-rata basis in accordance with reference (a), Section 373 and reference (c), if I fail to maintain eligibility or fail to complete the full contractual period of obligated military service of this agreement except for the following reasons:

 a. Separation by operation of laws or by operation of military service or Department of Defense policies.

 b. Death or disability not related to combat, which is not the result of misconduct, willful neglect, and not incurred during a period of unauthorized absence.

5. (Option 1) I elect payment in equal installments; or

(Option 2) I elect to receive half of the total amount in the first payment installment, and [contract term minus one] equal installments of the remaining amount annually thereafter.

6. I also understand that my application must be received by the Program Manager prior to my requested contract start date and that I should confirm receipt. I understand that applications received after the requested start date may not be accepted, and payments will not be processed until I meet all eligibility criteria.

7. I understand my accepted application is binding and I will be eligible to receive [$5,000, $7,500, $12,000, $15,000 or $25,000] per year in special pay per reference (b).

 [Signature]

[FIRST MI. LAST]