**FORMAT FOR REQUESTING TRANSFER TO THE RETIRED RESERVE**

**FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE**

 Date

From: Rating/Rank, Full Name, Designator

To: Commander, Navy Personnel Command (PERS-912)

Via: (1) Commanding Officer, Navy Reserve Unit (**Note 1)**

 (2) Commanding Officer, Navy Reserve Activity

Subj: REQUEST TO TRANSFER TO THE RETIRED RESERVE (**Note 2)**

Ref: (a) BUPERSINST 1001.39F

 (b) DTM 09-003

1. Per reference (a), I request transfer to the Retired Reserve and understand per reference (b) I must elect to transfer Post-9/11 GI Bill education benefits prior to my approved retirement date.

2. The following information is provided:

1. Current mailing address, including zip code.
2. Current telephone numbers.
3. E-mail address.
4. Desired transfer date. **(Note 3)**
5. Date of birth.
6. Date of expiration of enlistment or valid extension (enlisted only).
7. Ceremony date requested. **(Note 4)**
8. Reason transfer is requested.
9. Unit’s facsimile and telephone numbers.
10. NRA’s facsimile and telephone numbers.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member's signature

**FORMAT FOR REQUESTING TRANSFER TO THE RETIRED RESERVE (CONT'D)**

**Note 1**: Members not assigned to a drilling Reserve unit will not have "via" addresses. Their request should be submitted directly to NAVPERSCOM (PERS-912).

**Note 2**: Transfer to the Retired Reserve will be without pay if the member is not yet eligible to start receiving retired pay. Member will be notified by NAVPERSCOM (PERS-912) approximately 6 months before reaching eligibility for pay.

**Note 3**: Per the Uniform Retirement Date Act, 5 U.S.C., 8301, the effective date of retirement must be the first day of a month desired by the member. Requests should be submitted not earlier than 6 months and not later than 3 months prior to the requested retirement date. Personnel will not be transferred to the Retired Reserve without written authorization from NAVPERSCOM (PERS-912). The effective date of transfer must be a date within the term of an enlistment contract or extension. Requests to cancel previously submitted applications for retirement without pay should be sent to NAVPERSCOM (PERS-912) and be endorsed by the same chain-of-command through which the original request was submitted.

Mail to:

NAVY PERSONNEL COMMAND (PERS-912)

5720 INTEGRITY DRIVE

MILLINGTON, TN 38055

**Note 4**: See section 2022 for more information.