

## ***CONSIDERATION FOR ADVANCEMENT ON THE RETIRED LIST***

1. Pursuant to 10 U.S.C. 8334, a warrant officer or enlisted member on the retired list of the naval service or in the Fleet Reserve may be eligible for advancement to the highest grade held (HGH) satisfactorily while serving on active duty. If you served satisfactorily in a higher grade in any component of the Armed Forces and meet the requirements below, complete and submit the request in the lower portion of this notice. Keep a copy for your records.
2. Submit request to:  
NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
ATTN: PERS-835/836  
MILLINGTON, TN 38055-0000  
  
or  
  
pers\_835\_retirements@navy.mil (if requested HGH is a commissioned grade)  
Enlisted\_Active\_Duty\_Retirements@navy.mil (if requested HGH is an enlisted grade)
3. Minimum eligibility for advancement on the retired list is active service plus your service on the retired list and/or in the Fleet Reserve totaling 30 years. In order to be advanced, all service at the higher grade **must have been performed satisfactorily**, as determined by the Secretary of the Navy. A "Frocked" or "Selected" status to a higher grade does not meet the requirement of having served in the higher grade. In determining whether a member served satisfactorily in current grade and in the higher grade held, the considered criteria include:
  - Time served in current and higher grade.
  - If a member voluntarily requested retirement or transfer to the Fleet Reserve in the next lower grade and did not fulfill the required service-in-grade requirements to retire at the higher grade.
  - Any report of misconduct, moral or professional dereliction, conduct not in the interest of national security, or conviction by court-martial.
  - The nature and severity of any misconduct.
4. Inclusion of supporting documentation, that is not already in your official military personnel file (OMPF) of the navy, with your request is permitted.

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### **Request for Advancement on Retired List**

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Commander, Navy Personnel Command (PERS-835/836)

1. I satisfactorily performed active-duty service in the grade of \_\_\_\_\_.  
(Higher Grade Held and Branch of Service)

2. Approximate dates of this service were from \_\_\_\_\_ to \_\_\_\_\_.  
(Month, Year) (Month, Year)

Current mailing address: \_\_\_\_\_

Current phone number: \_\_\_\_\_

\_\_\_\_\_  
Signature