

Date

From: **Rank, Name, CHC, USN, SSN,/41xx**  
To: Secretary of the Navy  
Via: (1) **Commander/Commanding Officer, Command**  
(2) Commander, Navy Personnel Command (PERS-82)

Subj: VOLUNTARY RETIREMENT

Ref: (a) MILPERSMAN 1810-020

1. In accordance with reference (a) , the following information is provided:

a. Having completed **(number of years)** years and **(number of months)** months of active service, I request transfer to the Retired List to be effective on the 1<sup>st</sup> day of **(month and year)**. I hereby certify that upon requested retirement date, I have served all training and special pays service obligations. I further understand that if I have any active duty obligation remaining in my contract, my request for retirement may be denied or I shall be required to reimburse the government, if request is approved.

b. I intend to request **(number of days)** days permissive TDY and **(number of days)** days separation leave.

2. I have read and thoroughly examined DOD 5500.7R specifically Chapter 8 and 9, concerning pre- and post-retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13).

3. My military email address and phone number are as follows:

(signed)

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Copy to:  
NAVPERSCOM (PERS-4414)