



***** READ CAREFULLY AND FILL OUT IN ITS ENTIRETY *****

Allow 8 weeks for processing and delivery. Ensure that the information submitted is correct and in the specified format - Incorrect forms/missing data will be returned to sender.

Download form and Email

Email: directline@us.navy.mil

SUBJ: MCPON Retirement Letter Request

RETIREE INFORMATION:

Last Name:

First Name:

Middle Initial:

Rank:

CEREMONY:

Date:

REQUESTOR INFORMATION:

Submitted by (RATE AND FULL NAME IN ALL CAPS):

Command POC (email):

(Phone):

MAILING ADDRESS:

Command mailing address:

Forwarding address: