

Below is the general format a retention request:

From: CDR Iwana Stay, USNR, 123-45-6789/11XX
To: Commander, Navy Personnel Command (P4801C)

Subj: REQUEST FOR RETENTION ON ACTIVE DUTY

Ref: (a) SECNAVINST 1920.6B, encl (3), Sec 3(b)(1)(c)

1. Per reference (a), I respectfully request retention on active duty until DD MMM YY. (list any other supporting arguments for retention)

2. If you require additional information concerning my request I can be reached at DSN: _____ - _____ Comm: _____ - _____ or by email at _____.

Very Respectfully,

I. W. STAY

Mail to: Navy Personnel Command (PERS-4801C)
5720 Integrity Drive
Millington, TN 38055-8010

E-mail: p801c@persnet.navy.mil
Phone: Comm (901) 874-2322/4636 DSN 882-
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