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dd mmm yyyy

MEMORANDUM

From: I. M. MEMBER, rate, emplid
CG Unit

To: CG PSC (epm-1)
Thru: M. Y. CO, rating
CG Unit

Subj: REQUEST FOR CRSP EARLY RETIREMENT

Ref: (a) COMCOGARD PSC Arlington VA 252008Z Mar 11/ALCGENL 048/11
(b) Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2

1. In accordance with references (a) and (b), I request retirement on the first day of (Month) 2012, instead of the default CRSP retirement date of 1 December 2012.

2. I understand if this is a voluntary retirement request and it is approved, I will no longer be eligible for advancement and servicewide competition, or my name will be removed from present eligibility lists, as appropriate.

3. I understand that only members selected for involuntary retirement who elect to remain involuntarily retired will remain on the eligibility list and may advance up to the day prior to retirement. In accordance with article 3.A.13.f of the Enlisted Accessions, Evaluations, and Advancement Manual, an approved voluntary retirement immediately removes a member from the enlisted advancement eligibility list.

4. I further understand that if I am being processed under the Physical Disability Evaluation System, my selection for Involuntary Retirement will be held in abeyance pending the adjudication of my medical board.

5. The zip code of my intended home of selection is (enter zip code).

6. The 2011 Career Retention Screening Panel has selected you for involuntary retirement, which will result in a separation program designator (SPD) code of LBD on your DD-214 indication sufficient service for retirement, involuntary retirement. Should you desire a voluntary retirement, which will result in a SPD code of RBD indicating sufficient service for retirement, voluntary retirement, you may do so by circling the appropriate response below. If you do not make a selection below, the default code will be LBD.

Yes. I desire voluntary retirement.

No. I do not desire voluntary retirement.