

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commander, Naval Personnel Command (PERS-454)
Via: Commanding Officer, (COMMAND)

Subj: REQUEST PERMANENT LIMITED DUTY (PLD)

Ref: (a) SECNAVINST 1850.4F

Encl: (1) CO's Endorsement letter
(2) Informal/Formal Findings of Physical Evaluation Board
(3) Personal Statement (Optional)

1. Per reference (a), and upon receipt and review of enclosure (1) through (3), I hereby request PLD:

(a) ___ TO complete a tour of duty based on hardship, extraordinary circumstances, or needs of the Service.

(b) ___ To provide continuity in key, mission-essential billet pending relief.

(c) ___ To allow completion of obligation service for a funded training or education program.

(d) ___ To allow completion of treatment regimen.

(e) ___ To reach retirement eligibility.

2. (a) Active Duty Start Date: _____

(b) Retirement Eligibility Date: _____

(c) PLD Date Requested: _____

3. I understand Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will take inconsideration all information provided. I acknowledge at any time I may elect to withdraw my request in writing to PERS-454 via my chain of command.

4. I may be contacted via e-mail: _____,
commercial telephone: (111) 123-4567 or DSN: 123-4567.

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commander, Navy Personnel Command (PERS-454)

Subj: PERMANENT LIMITED DUTY (PLD) REQUEST PERSONAL STATEMENT

Ref: (a) SECNAVINST 1850.4F

Encl: (1) CO's Endorsement letter
(2) Informal/Formal Findings of Physical Evaluation Board

1. Per reference (a), I hereby request Permanent Limited Duty (PLD) for reasons specified below. Enclosures (1) and (2) and information below are submitted for review. I understand the final determination will be made by the appropriate service headquarters and that the decision is made on a case-by-case basis.

2. Personal Statement: (Written statement from service member detailing reason for request)

SIGNATURE