To:	Rank/Rate First MI Last Name, USN(R) Commander, Naval Personnel Command (PERS-454) Commanding Officer, (COMMAND)
Subj:	REQUEST PERMANENT LIMITED DUTY (PLD)
Ref:	(a) SECNAVINST 1850.4F
	(1) CO's Endorsement letter(2) Informal/Formal Findings of Physical Evaluation Board(3) Personal Statement (Optional)
	reference (a), and upon receipt and review of enclosure ough (3), I hereby request PLD:
	TO complete a tour of duty based on hardship, dinary circumstances, or needs of the Service.
	To provide continuity in key, mission-essential pending relief.
	To allow completion of obligation service for a 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:
Deploya inconsi time I	understand Navy Personnel Command (NAVPERSCOM), bility Assessment Branch (PERS-454) will take deration all information provided. I acknowledge at any may elect to withdraw my request in writing to PERS-454 chain of command.
4. I m	may be contacted via e-mail:, rial telephone: (111) 123-4567 or DSN: 123-4567.

Fron	: Commanding Officer, (COMMAND) Commander, Navy Personnel Command (PERS-454)
Subj	: REQUEST FOR PERMANENT LIMITED DUTY ICO RANK/RATE FIRST, MI, LAST NAME, USN(R)
Encl	: (1) Permanent Limited Duty Request ICO SMN of (day month year) (2) Informal/Formal Findings of Physical Evaluation Board
1.	Command Endorsement: (Provide written approval or disapproval recommendation Commanding Officer indicating member's potential for continued service)
2.	Valid Billet Service Member would be assigned to Funded: YES/ NO BSC:RATE:
via	My point of contact,, may be contacted e-mail:, commercial telephone:) 123-4567 or DSN: 123-4567.

SIGNATURE

Copy to: Service member PEBLO 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