01 JAN 2024

From: RANK FIRST MI. LAST

To: Commander, Navy Reserve Forces Command (N14)

Subj: REQUEST FOR RETIREMENT POINT CREDIT FOR APPROVED Correspondence COURSES (Anniversary Year 6/18/2022 – 6/17/2023)

Ref: (a) OPNAVINST 1534.1

 (b) RESPERSMAN 1534-030

Encl: (1) NAVPERS 1070-613

 (2) CERTIFICATES of approved correspondence courses

 (3) Merchant Mariner Credential

 (4) ADT Orders from AY 22-23

1. Per reference (a), (b), (2), (3) documents showing the completion of approved courses, requesting the approval of the following points:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE COMPLETED** | **COURSE CODE** | **COURSE NAME** | **HOURS** | **POINT VALUE** |
| 12/20/2022 | LICREN22-00 | License Renewal 2022 | 140 | 35 |
| 05/15/2023 | CRSE000307 | BASIC TRANING REVALIDATION  | 8 | 2 |
| 06/07/2023 | Z1MIS08N17 | MISC PROFESSIONAL TRAINING 2017 | 4 | 1 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

TOTAL HRS 152 hrs.

TOTAL POINTS: 38 pts

2. I attest that I was not on ADT or any other Navy orders while completing these courses.

Very Respectfully,

RANK FIRST MI LAST

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