



DEPARTMENT OF THE NAVY  
NAME OF ACTIVITY  
ADDRESS  
CITY STATE ZIP-4

SSIC  
Code/Ser 001  
Date

From: Commanding Officer, USS SHIP (DDG ##)  
To: Transaction Support Center/Personnel Support Detachment, \_\_\_\_\_

Subj: COMMAND ADVANCEMENT TO POSITION (CA2P) ICO CS3 JOE A. SMITH, USN

Ref: (a) BUPERSINST 1430.16G

Encl: (1) (Any substantiating documents as needed)

1. Per reference (a), enclosures (1) and (2) are forwarded to effect the advancement of CS3 Joe A. Smith to CS2 effective (date).

2. The following requirements have been met:

PNA previous NVAE (Cycle 255)

PRD extended to (date)

EAOS has been extended or required OBLISERV has been met.

A Manpower Realignment Request (MRR) has been submitted and approved in My Navy Assignments (MNA) by PERS-

4013. CS3 Smith has been aligned to the approved billet.

3. Command point of contact (POC) for this matter is PSC Jane M. Sample who can be reached at COM: (XXX) XXX-XXXX or email: [jane.m.sample@ddg##.navy.mil](mailto:jane.m.sample@ddg##.navy.mil).

I. M. SKIPPER

Copy to:  
As needed

Figure 1-1: Sample CA2P Advancement Letter