*{PRD Change Request}*

Serial #

XX XXX XX {date}

From: LT First M. Last, SC, USN, XXXX/3100

To: Director, Navy Personnel Command (PERS-4412)

Via: {Member’s Reporting Senior)

Subj: REQUEST FOR ADJUSTMENT OF PROJECTED ROTATION DATE

1. My current Projected Rotation Date (PRD) is MMM YYYY. I respectfully request my PRD be adjusted to MMM YYYY.

2. \*\*MANDATORY\*\* Justification. Include the reason you are requesting a PRD Change. In the case of PRD Change Requests shortening a tour, the justification/reasoning will be used in generating a time-on-station (or retainability) waiver and must be sufficiently strong to do so. This will occur when your detailer initiates your next set of orders. \*\*Failure to include this justification will result in an immediate return by your detailer\*\*

3. \*\*MANDATORY FOR SHORTENED PRD CHANGE REQUESTS (ALL REQUESTS)\*\* Acknowledgement of understanding statement by the individual that the PRD Change approval by the Director, PERS 4412, does not guarantee approval of any associated time-on-station waivers by PERS 4. Approval by PERS 4412 only allows the officer to begin negotiations with his/her detailer for another tour at the new PRD. Once initiated, NPC’s orders writing system will automatically generate a waiver that must ultimately be approved by PERS 4 (RDML rank). \*\*Failure to include this acknowledgement will result in an immediate return by your detailer\*\*

Very respectfully,

//s//

F. M. LAST

LT, SC, USN

*{R/S Letterhead}*

Serial #

XX XXX XX {date}

FIRST ENDORSEMENT ON LT FIRST M. LAST, SC, USN, XXXX/3100

From: {Reporting Senior}

To: Director, Navy Personnel Command (PERS-4412)

Subj: REQUEST FOR ADJUSTMENT OF PROJECTED ROTATION DATE ICO LT

FIRST M. LAST

1. Forwarded, recommending approval or disapproval.
2. \*\*MANDATORY FOR SHORTENED PRD CHANGE REQUESTS (FOR TRANSFERRING FROM SHORE DUTY REQUESTS ONLY!)\*\* If the officer is requesting a shortened PRD and the command is recommending approval, the command must include an acknowledgement and understanding that the billet in question could be gapped. PERS 4412 will make every effort to identify a relief to prevent a gap, however, because of the early rotation a contact relief cannot be guaranteed. In the event that a relief cannot be identified, the billet will be gapped up to, and potentially after, the original PRD of the detaching officer. \*\*Failure to include this acknowledgement will result in an immediate return by your detailer\*\*

{R/S}

CAPT, SC, USN

Copy To:

LT First M. Last