

PRD Adjustments

All PRD Adjustments are considered on a case-by-case basis.

- 1) Submit a PRD adjustment letter (sample below) to your CO.
- 2) Obtain a forwarding endorsement from your command.
- 3) Submit a PRD Adjustment Letter and Command Endorsement to your detailer via email

Guidelines for Approval

- 1) The officer is on contract. If the officer is not on contract, PERS-42 will evaluate adjustment based on benefit to the Navy, community, and command.
- 2) The officer has completed 1 year at present duty station.
- 3) Requests must be submitted, with command endorsements, no less than 6 months from existing PRD.
- 4) If extending to complete a Master's degree, the maximum extension will be 6 months.
- 5) If extending to complete a Master's degree, the degree program must have been started within 6 months of reporting to the command.
- 6) Approval of the extension supports SOAC/SCC class loading balance and does not exceed career milestone timing. This will be determined by PERS-42.

PRD Extension Request Sample Letter

DATE

FROM: LT Write A. Name, USN, 1120
TO: Commander, Navy Personnel Command (PERS-42)
VIA: Commanding Officer

SUBJ: REQUEST FOR PROJECTED ROTATION DATE ADJUSTMENT

REF: (a) MILPERSMAN 1301-104

ENCL: (1) Commanding Officer's Endorsement

1. I hereby submit my request for an adjustment of my Projected Rotation Date (PRD)
 - a. Current PRD: MONTH YEAR
 - b. Requested PRD: MONTH YEAR
2. The reason for this request is to *(insert reason for extension request here. BE SPECIFIC)*
3. Graduate Program. *If extending to complete graduate education:*
 - a. Institution (include whether program is local or distance)
 - b. Degree program
 - c. First Semester Start Date (DD MMM YY)
 - d. Planned Graduation Date (DD MMM YY)
 - e. Education Plan (courses by semester, including semester start/end dates)
3. Wardroom Manning. *if extending for wardroom planning purposes/deconflicting reliefs, include responsibility breakdown, pertinent PRDs within command and reason for other officer's PRD*
4. Contact information
 - a. Work Email
 - b. Personal Email
 - c. Work Phone Number
 - d. Personal Phone Number

W. A. NAME