*Date*

From: *Name, Designator*

To: Commander, Naval Personnel Command (PERS-41)

Via: Commanding Officer, *Ship Name*

Subj: DIVISION OFFICER SEQUENCING PLAN FLEET-UP OPTION REQUEST

1. I request a PRD modification to *date* for a XX month first Division Officer tour in order to fleet up to the \_\_\_\_\_\_\_\_ billet for a XX month second Division Officer tour. I understand that time spent attending school required for the second Division Officer tour assignment will not count towards the 48 months minimum total Division Officer time, and that my XX month tour will not commence until the PRD of the incumbent has been reached.

 *Name*

7220

 Ser ####/109

 ## Mmm YY

FIRST ENDORSEMENT on LTJG First M. Last, USN, 1110 ltr of ## Mmm YY

From: Commanding Officer, USS Underway (CG ##)

To: Commander, Naval Personnel Command (PERS 41)

Subj: DIVISION OFFICER SEQUENCING PLAN FLEET-UP REQUEST

1. Forwarded, recommending approval.

 Very respectfully,