Admin Officer Guide:  Officer Frocking

INTRODUCTION

Frocking is the administrative authority to grant officers, selected for promotion but not yet promoted, the authority to assume the title and wear the uniform of the next higher paygrade without entitlement to the pay and allowances of that paygrade.  As the Admin Officer, you are responsible for providing guidance and the procedures for officer frocking to the Wardroom.

OVERVIEW

The Chief of Naval Personnel (CNP) administers the Navy's frocking program.  CNP approves, disapproves, or delegates the authority to approve or disapprove, all naval officer requests for frocking to grades O-6 and below.  CNP submits all Flag Officer frocking requests via Assistant Secretary of the Navy (Manpower and Reserve Affairs) to the Secretary of the Navy for endorsement.  Flag Officer requests are approved by the Secretary of Defense or Under Secretary of Defense (Personnel and Readiness).

Frocking is only permitted when it is essential to an officer's effectiveness in the assigned billet.  Criteria for billets supporting this determination are listed in enclosure (3) of SECNAVINST 1420.2 (Series).

Frocking requests from individual officers are not accepted.  Commands are responsible for submitting the frocking requests as required by the applicable instruction.

Commander, Navy Personnel Command (NPC) (PERS-80) will deliver authority to frock Active Duty Officers to grade O-6 and below via letter.  NPC (PERS-92) will deliver authority to frock Full Time Support and Selected Reserve Officers to grades O-6 and below via letter.

ADMIN OFFICER ACTIONS

- Ensure the officer is serving in a higher-grade position, or has Permanent Change of Station (PCS) orders to serve in a higher-grade position and has detached from the previous position.  An officer with PCS orders must begin serving in the position of the higher grade within 60 days of the requested frocking date.

- Ensure the Senate has approved/confirmed the board results and select lists prior to submitting the frocking request (NAVADMIN must be released as it is referenced on the request).

- Ensure the frocked officer understands the entitlements and guidelines with respect to wearing the uniform and assuming the title of the next higher grade.

- Ensure the requesting officer meets the frocking criteria, as described in the applicable instruction.

- Ensure the frocking request includes all required information.

*This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD's collective recommendations.*

1420
Ser XX/XX
DD Mmm YY

From:  Command
To:    Commander, Navy Personnel Command (PERS-806/PERS-92)

Subj:  REQUEST TO FROCK RANK FULL NAME

Ref:   (a) SECNAVINST 1420.2B

1.  Per reference (a), member stated below is selected and requested to be frocked.

    a.  Name/Designator:

    b.  Grade to which frocking is desired:

    c.  ALNAV Number and Date Time Group (DTG) of ALNAV which announced the officer's selection for promotion:

    d.  NAVADMIN Number and Date Time Group (DTG) of NAVADMIN which announced Senate confirmation for promotion:

    e.  Command name, Unit Identification Code, and mailing address:

    f.  Billet for the higher grade which the officer occupies, or to which the member is ordered which may qualify for frocking:

    f.  Requested effective date of frocking:

    g.  Justification:

2.  My point of contact for this matter is XXXXXX, who may be reached via email: XXXX@XXXX.navy.mil or phone:  (XXX)-XXX-XXXX.


                               I. M. CAPTAIN

REFERENCES

SECNAVINST 1420.2B:  Frocking of Commissioned Officers
https://www.secnav.navy.mil/doni/Directives/01000%20Military%20Personnel%20Support/01-400%20Promotion%20and%20Advancement%20Programs/1420.2B.pdf

DODI 1334.02:  Frocking of Commissioned Officers
https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/133402p.pdf

Active Duty Frocking Requests
https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer-Career-Prog/Frocking/

Reserve Officer Frocking
https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Officers/Frocking/#:~:text=Reserve%20Officer%20Frocking&text=Officers%20selected%20for%20the%20next,the%20Senate%20prior%20to%20frocking

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