1420

Ser

date

From: Commanding Officer, (Your Command)

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

Subj: REQUEST TO FROCK RANK (FIRST) MI (LAST), USNR, DESIGNATOR

Ref: (a) SECNAVINST 1420.2B

Encl: (1) IDT Order (SELRES), or PCS Orders (TAR)

1. Per reference (a), request RANK (FIRST) MI (LAST) be frocked to the selected paygrade of Captain, O-6.

1. RANK (Full Name)/Designator
2. Grade to which frocking is desired
3. Date-time group of all Navy messages which announced the officer’s selection.
4. Command name, unit identification code and mailing address.
5. Billet information for higher grade to include title and billet I.D. code.
6. Requested frocking date
7. Justification of how billet fits the frocking eligibility criteria outlined in SECNAVINST 1420.2B.
8. POC, telephone number and e-mail address.

COMMANDING OFFICER