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

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