

1920
Ser
DATE

FIRST ENDORSEMENT on RANK First MI. Last Name, USN, SSN/DESIG
ltr of Date

From: Commanding Officer, (Member's Command)
To: Commander, Navy Personnel Command (Pers-822A1C)

Subj: REQUEST TO REVERT TO PERMANENT ENLISTED GRADE AND
TRANSFER TO FLEET RESERVE

1. Forwarded, recommending approval or disapproval.

FI MI LAST NAME

Copy to:
Member

DATE

From: RANK FIRST MI. LAST NAME, USN, SSN/DESIG
To: Commander, Navy Personnel Command (PERS-822A1C)
Via: Commanding Officer, (Member's Command)

Subj: REQUEST TO REVERT TO PERMANENT ENLISTED GRADE AND
TRANSFER TO FLEET RESERVE

Ref: (a) MILPERSMAN 1100-060, 1830-040
(b) SECNAVINST 1920.6B
(c) BUPERSINST 1430.16E Section 723
(d) Title 10 USC 5596

1. Per references (a) through (d), I hereby request to revert to my permanent enlisted status of _____ effective DD/MM/YR and transfer to the Fleet Reserve effective DD/MM/YR (members must revert on the 1st of the month and transfer to the fleet reserve the last day of the same month). I certify that my permanent enlisted time in rate date is _____.

2. (If applicable), I request a _____ month time in grade waiver. This is required if your time in rate is less than 24 months)

FI. MI. LAST NAME