



DEPARTMENT OF THE NAVY

YOUR UNIVERSITY

NAVAL RESERVE OFFICERS TRAINING CORPS

123 FUTURE GRADUATE DRIVE

SOMEWHERE, FLORIDA 12345-6789

1533

Ser XX/XXX

DD MMM YY

From: Commanding Officer, Naval Reserve Officers Training Corps Unit, Local University or Consortium

To: Senior Member, Performance Review Board

Subj: APPOINTING OF PERFORMANCE REVIEW BOARD ICO MIDSHIPMAN/OFFICER CANDIDATE NAME (LAST, FIRST, MIDDLE, LAST 4), USNR/USMCR/USN/USMC

Ref: (a) NSTC M-1533.2A

1. Pursuant to reference (a), you are appointed as Senior Member of a Performance Review Board (PRB) that will consider the status of _____.

2. Additional members of the boards will be:

- _____ USN/USMC, (Voting)
- _____ USN/USMC, (Voting)
- _____ USN/USMC, (Non-voting, recorder)

3. The PRB will be convened at (TIME, DATE, and LOCATION)

4. Prior to the PRB, ensure that all board members are familiar with the applicable portions of reference (a).

5. Upon completion, submit the report of the PRB to me for endorsement and copy of the report to the student no later than five business days after the PRB.

A. B. CAPTAIN

Copy to:

- _____ Midshipman/Officer Candidate
- _____ Board Members