



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: MIDN/OC (Last, First, Middle, Last 4, USNR/USMCR/USN/USMC)
Subj: NOTIFICATION OF PERFORMANCE REVIEW BOARD ICO
MIDSHIPMAN/OFFICER CANDIDATE NAME (LAST, FIRST, MIDDLE,
LAST 4), USNR/USMCR/USN/USMC
Ref: (a) NSTC M-1533.2
(b) Appointment Letter

1. Pursuant to references (a) and (b), a Performance Review Board (PRB) will be convened at [Time], [Date] in the Department of Naval Science Office to investigate and make recommendations on your unsatisfactory aptitude.

2. You may request to waive your right to a PRB if the reason for your board is Drop on Request, physical disqualification as documented by BUMED, or if the host institution has denied your continuation at the institution (not applicable for STA-21 Students). The Professor of Naval Science may deny this request if a board is deemed necessary.

3. You have the following rights with regard to these proceedings:

- a. The right to appear before the board.
- b. You may challenge a member of this panel for cause. The Senior Member of the board will make the final determination of a member's suitability to serve on this board. If you wish to challenge for cause the Senior Member of the board, I will determine the suitability.
- c. The right to submit a statement on your behalf.
- d. The right to present documents or witnesses on your behalf.
- e. The right to review, with your advisor, your personnel record.

Enclosure (1)

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4. The PRB may recommend that any of the following actions be taken. Ramifications of these actions are described in reference (a).

a. No action.

b. Warning.

c. Probation.

d. Leave of Absence.

e. Disenrollment with Interim Leave of Absence pending final disenrollment from the Naval Reserve Officers Training Corps (NROTC) Program.

5. Contact your NROTC Class Advisor for a required counseling session prior to the board.

6. Your attendance at the PRB is strongly recommended, but not mandatory. If you elect not to appear at the hearing, you must notify the PRB in accordance with reference (a). The uniform for the hearing is [uniform].

7. You will be provided with a copy of the PRB Report of Proceedings with an endorsement. If you choose to dispute or respond to the findings of the PRB, you must do so within five business days of receipt of the Report of Proceedings.

A. B. CAPTAIN

Copy to:
File

I, _____ Midshipman/Officer Candidate's Full Name _____, acknowledge receipt of the PRB Notification and all documents that may be presented against me at the PRB.

MIDN/OC's Signature and Date