



DEPARTMENT OF THE NAVY

**YOUR UNIVERSITY
NAVAL RESERVE OFFICERS TRAINING CORPS
123 FUTURE GRADUATE DRIVE
SOMEWHERE, FLORIDA 12345-6789**

1533
Ser XXX/XX
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: PERFORMANCE REVIEW BOARD RECOMMENDATION ICO
MIDSHIPMAN/OFFICER CANDIDATE NAME (LAST, FIRST, MIDDLE,
LAST 4), USNR/USMCR/USN/USMC
Ref: (a) NSTC M-1533.2A
(b) Performance Review Board Report ICO MIDN/OC (Last,
First, Middle, Last 4), USNR/USMCR/USN/USMC
(c) Student's Statement (if applicable)

1. Per references (a) through (c), I have reviewed all related documentation. I [concur/do not concur] with the recommendation of the Board
2. You have five business days from receipt of this letter to submit a written response to this recommendation.

A. B. CAPTAIN

FIRST ENDORSEMENT

DATE:

From: MIDN/OC (Last, First, Middle, Last 4), USNR/USMCR/USN/USMC
To: Commanding Officer, Naval Reserve Officers Training Corps
Unit, Local University or Consortium

1. I have received your recommendation dated _____.
2. I understand that I have five (5) business days to submit a written response.

___ I wish to submit a written response to the PNS.

___ I do not wish to submit a written response to the PNS.

MIDN/OC SIGNATURE

DATE

Enclosure (1)