

Disenrollment Checklist	
Student Name:	OPMIS ID:
NROTC Unit:	
Document Order and Description	Initial/Date
Triggering Document (related to type of disenrollment) Appx P para	
PRB Convening Order (Example 6-E) Appx P para 2-4.2 <input type="checkbox"/> PNS Signature <input type="checkbox"/> Student Signature and acknowledge date: _____	1. Date of letter:  2. Student ack. date
<b>If Student waives right to PRB and PNS does not conduct PRB:</b>	
Student Waiver of Right To PRB (Example 6-F) Appx P para 2-4.3 <input type="checkbox"/> Student Signature	3. Student ack. date:
PNS Waiver of PRB (Example 6-G) Appx P para 2-4.4 <input type="checkbox"/> PNS Signature <input type="checkbox"/> Student Signature      Student Rebuttal<Select>	4. Student ack. date:
Proceed to NROTC Student Disenrollment Report	
<b>If PRB is conducted:</b>	
PRB Report (Example 6-I) Appx P para 2-4.6 <input type="checkbox"/> Member Signatures <input type="checkbox"/> Student Signature      Student Rebuttal<Select>	3. Student ack. date:
PNS Recommendation (Example 6-J) Appx P para 2-4.7 <input type="checkbox"/> PNS Signature <input type="checkbox"/> Student Signature      Student Rebuttal<Select>	4. Student ack. date:
NROTC Student Disenrollment Report (NSTC 1533/122) Appx P para 3-1.1 <input type="checkbox"/> Student Statement <input type="checkbox"/> Student Signature <input type="checkbox"/> PNS Signature	5. Student ack. date:
NROTC Disenrollment Acknowledgement (NSTC 1533/120) Appx P para 3-1.2 <input type="checkbox"/> Student Signature <input type="checkbox"/> Payback Option	6. Student ack. date:
PNS Summary Letter (Example 6-K) Appx P para 3-1.3 <input type="checkbox"/> PNS Signature	
Supporting Documents	
Memorandum for the Record (address process discrepancy or late submit), as required	
If PRB date was changed, PRB Date Change Letter (Example 6-H) Appx P para 2-4.5	
Enlistment/reenlistment document (DD Form 4 – including full SSN)	
NROTC Contract (NSTC 1533/127 or /135)	
Individual NROTC Education Program Cost (NSTC 1533/113) Sheet(s)	
Student File	
Performance File	
Student Medical/Dental Record	
Other Supporting Documents – These may include, but are not limited to: Summary of PRB Proceeding (if not part of PRB Report) Student Personal statements (if submitted to PRB) Current Student Transcripts (Mandatory) Counseling Notes PNS letters assigning or removing Warning/Probation/LOA Statement of financial hardship or family illness, etc. Urinalysis Report, Police Report, etc. Documentation of refusal of immunization Student statement of conscientious objector Corp of Cadets removal letter MCRC Letter, waiver or Candidate Disenrollment Package	
Sequencing Verification: (Dates 1-7 must be in chronological order ("1" being older)	7. Date of G code LOA:
Unit POC information if follow up is required:	
I have reviewed and verified that all documents are complete, accurate and pertinent to this disenrollment	
PNS Signature:	Date: