**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, UNIT NAME

To: Rank Last, First, Middle, SERVICE

Subj: PNS PERFORMANCE REVIEW BOARD (PRB) WAIVER

Ref: (a) NSTC M-1533.2 (Series)

(b) PRB Notification Letter dtd DD MMM YY

(c) Waiver of Right to PRB dtd DD MMM YY

1. Per references (a) through (c), I have reviewed all related documents in regards to your REASON. I accept your waiver of your right to the PRB and have deemed it not necessary to convene.
2. I recommend you be DISENROLLED from the NROTC program without the requirement of recoupment. You will be placed on Leave of Absence pending final decision from the appropriate authority.
3. You have five full business days from receipt of this letter to submit a written response.

F. M. LAST

From: Rank Last, First, Middle, SERVICE

To: Commanding Officer, Naval Reserve Officers Training Corps Unit, UNIT NAME

1. I have received your recommendation.
2. I understand that I have five business days if I choose to submit a written response.

3. I \_\_\_\_**WILL** /\_\_\_\_**WILL NOT** submit a written response to your recommendation. (student initials required)

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SIGNATURE DATE