



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: Midshipman First MI Last, SERVICE

Subj: PNS PERFORMANCE REVIEW BOARD WAIVER

Ref: (a) NSTC M-1533.2D
(b) PRB Convening Order 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 performance review board (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: Midshipman First MI Last, 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)

SIGNATURE

DATE