

DD MMM YY

MEMORANDUM

From: Senior Member, Performance Review Board

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

Subj: PERFORMANCE REVIEW BOARD REPORT ICO CHOOSE A DESIGNATION
FIRST MI LAST, SERVICE

Ref: (a) NSTC M-1533.2D

Encl: (1) PRB Convening Order dtd DD MMM YY
(2) Summary of Testimony (if separate document)
(3) Any other items needed for execution of board (Preliminary Investigation, BUMED letter, etc.)

1. Per reference (a), the PRB directed by enclosure (1) convened on TIME, DATE, LOCATION.

2. Board members present:

LAST, FIRST, RANK, SERVICE, Senior Member (Voting)

LAST, FIRST, RANK, SERVICE, (Voting)

LAST, FIRST, RANK, SERVICE, (Voting)

LAST, FIRST, RANK, SERVICE, (Non-voting, recorder)

3. CHOOSE A DESIGNATION Last was/was not present.

4. CHOOSE A DESIGNATION Data:

College: INFO

Major: INFO

Cumulative GPA: INFO

Credits: INFO

Military Aptitude: INFO

5. Academic History: INFO

6. Disciplinary Problems: INFO

7. Professional Performance History: INFO

8. Board findings: By a vote of NUMBER to NUMBER that INFO.

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9. Board recommendations: By a vote of NUMBER to NUMBER for RECOMMENDATION.

F. M. LAST

Voting Member

Voting Member

Recorder/Non-voting

From: CHOOSE A DESIGNATION First MI Last, SERVICE

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

1. I have received the Board's recommendation.
2. I understand that I have five business days if I choose to submit a written statement in response to the Board's recommendation.
3. I ___ **WILL** / ___ **WILL NOT** submit a written statement in response to the Board's recommendation. (student initials required)

SIGNATURE

DATE