



DEPARTMENT OF THE NAVY

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

1533
Ser XX/XXX
DD MMM YY

From: Commanding Officer, Naval Reserve Officers Training Corps Unit, UNIT NAME
To: CHOOSE A DESIGNATION First MI Last, SERVICE

Subj: PERFORMANCE REVIEW BOARD PNS RECOMMENDATION

Ref: (a) NSTC M-1533.2D
(b) PRB Report dtd DD MMM YY
(c) Student's written statement in response to PRB Report (if applicable)

1. Per references (a) through (c), I have reviewed all related documentation. I concur/do not concur with the Board's recommendation of BOARD RECOMMENDATION. ADD PNS RECOMMENDATION IF PNS DOES NOT CONCUR WITH BOARD

2. You have five business days from receipt of this letter to submit a written statement in response to this recommendation.

F. M. LAST

From: CHOOSE A DESIGNATION 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 statement in response to your recommendation.
3. I ___ WILL / ___ WILL NOT submit a written statement in response to your recommendation. (student initials required)

SIGNATURE DATE