

ANNUAL TRAINING WAIVER REQUEST

PRIVACY ACT STATEMENT: Authority to request this information is contained in 10 U.S.C. Chapter 1005. Purpose of the information is to process Navy Reserve annual training waiver request. Information is used to evaluate individual requests, and transmit member notifications. Upon approval the information will be entered into the Navy Standard Integrated Personnel System and Individual Inactive Duty Training folder. Completion of this form is mandatory; failure to provide requested information may result in a failure to process request.

FROM: (Name – Last, First, Middle) _____

SOCIAL SECURITY NO: _____

GRADE/RATE: _____

TO: Commanding Officer, (Navy Reserve Activity) _____

VIA: Commanding Officer, (Navy Reserve Unit and RUIC) _____

ANNUAL TRAINING INFORMATION	FISCAL YEAR:	NO. OF UNEXCUSED ABSENCES PAST 12 MONTHS:	PREVIOUSLY APPROVED ANNUAL TRAINING WAIVER: NO YES: _____ (YEARS AND REASONS)
	DATES AND LOCATIONS OF ANNUAL TRAINING PERFORMED LAST THREE YEARS:		DATE OF ASSIGNMENT WITH CURRENT UNIT:
	1. _____		
	2. _____		
	3. _____		

DETAILED REASON FOR REQUEST:

DATE:

SIGNATURE:

FIRST ENDORSEMENT

FROM: Commanding Officer, (Navy Reserve Unit and RUIC) _____

TO: (Grade/Rank, Member's Name) _____

VIA: Commanding Officer, (Navy Reserve Activity) _____

1. Your request has been reviewed and forwarded recommending:

APPROVAL

DISAPPROVAL for the following reasons:

DATE:

SIGNATURE

SECOND ENDORSEMENT

FROM: Commanding Officer, (Navy Reserve Activity) _____

TO: (Grade/Rank, Member's Name) _____

VIA: Commanding Officer, (Navy Reserve Unit and RUIC) _____

1. Returned:

APPROVED

DISAPPROVED for the following reasons:

DATE

SIGNATURE