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

Subj: NOTIFICATION OF DATE CHANGE FOR PERFORMANCE REVIEW BOARD

Ref: (a) PRB Convening Order dtd DD MMM YY

1. The performance review board (PRB) originally scheduled to convene per reference (a) has been rescheduled for TIME, DD MMM YYYY.

2. The PRB is being rescheduled due to ENTER REASON.

3. The five full business day notification requirement has CHOOSE AN OPTION.

F. M. LAST

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

1. I acknowledge the new date for the PRB.

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SIGNATURE DATE