

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: _____
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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: <input type="checkbox"/> NO <input type="checkbox"/> 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: _____
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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 _____
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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 _____
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