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)							
INING	FISCAL YEAR:	NO. OF UNEXCUSED ABSENSES PAST 12 MONTHS:		PREVIOUSLY APPROVED ANNUAL TRAINING WAIVER: NO YES:			
R AT TA				(YEARS AND REASONS)			
ANNUAL TRAINING INFORMATION	DATES AND LOCATIONS OF ANNUAL TRAINING PERFORME 1 2 3						NMENT WITH CURRENT UNIT:
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							