Date

From: Commanding Officer, (Command Name)

To: Commander, Navy Personnel Command (PERS-833) (AC and FTS)

Via: First Flag in Chain of Command (AC and FTS)

To: Commander, Navy Reserve Forces Command (N1) (SELRES and VTU)

Via: Echelon IV Commander (SELRES and VTU)

Subj: REQUEST FOR OPERATIONAL WAIVER BEYOND 1 SEPTEMBER 2020 ICO (RATE/MEMBER’S NAME)

1. On (date), (RATE/member’s name) was notified of his/her failure to select for continuation beyond 1 September 2020. Request he/she remain in an active status until (date not to exceed 1 December 2020) based on the following operational criteria: (state criteria that command cannot meet affecting its operational mission if member is not retained beyond 1 September 2020). Furthermore, both the command and member understand that if this waiver is approved, this period of extension shall not be served in a separation leave or permissive temporary duty (PTDY) status.

2. Point of contact regarding this matter is (name, e-mail, phone number).

 CO’S SIGNATURE

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 Date

I acknowledge Commanding Officer, (command name) has requested that I remain in an active status beyond 1 September 2020 until (date) based on operational reasons and if approved by Commander, Navy Personnel Command, (AC and FTS)/Commander, Navy Reserve Forces Command (SELRES and VTU), I agree to remain in an active status until (date). I further understand that if this waiver is approved, separation leave or PTDY shall not be performed during this period of extension.

 MEMBER’S SIGNATURE