REQUEST FOR EXCUSE OF MISSED DRILL

From:		Rate:
SSN:	Unit:	Date:
To: Commanding Officer.		

Subj: Request for Excuse of Missed Regularly Scheduled Drill

Ref: (a) BUPERSINST 5400.42E
(b) CNAVRESINST 1001.1C

1. In accordance with references (a) and (b), it is requested that I be granted an excuse for absence at regularly scheduled drills on _____

I was unable to attend the aforementioned drill(s) because of _____.
(Attach substantiating documentation)

2. If this request is approved, I desire to perform equivalent training drill(s) on _____.
(Dates)

with _____.
(UNIT/W/C, DET, OFFICE, SHOP, NAS/NARU/NAF/NRC, NRF SHIP, ETC.)

3. I understand that if I have not received official notification concerning the disposition of this request, I am required to contact the personnel office having custody of my service record for information concerning disposition of this request.

4. I understand that only four equivalent training pay drills are authorized per fiscal year. Excess equivalent training drills will be in a non pay status.

5. Number of previous equivalent training drills performed this fiscal year. _____.

Signature:	Home Phone Number:	Business Phone Number:

FIRST ENDORSEMENT

From: Commanding Officer	Date:	To: ORIGINATOR

1. Your request has been reviewed with the following results:

( ) Excuse approved, equivalent training date and duty location acceptable and scheduled accordingly.

( ) Excuse approved, however the equivalent training request is not acceptable. You are to perform the equivalent training drill as follows:
Date _____ Location/Unit/Shop/Lab, etc. _____

( ) Disapproved for the following reasons: _____

2. You are required to have a copy of this letter in your possession when reporting for equivalent training drills. Report to the personnel office having custody of your service and drill muster records, 15 minutes prior to reporting a to assigned duty location.

Signature:	Title:

SECOND ENDORSEMENT

From: (Shop, office or W/C Supervisor)	Date	To: Commanding Officer

1. The originator of this request reported for duty as indicated below:

Date & Time In	Date & Time Out	Initials
AM		
PM		

Describe briefly task, function, mission or project accomplished.