

15 Oct 2003

APPENDIX C

SPECIAL REQUEST/AUTHORIZATION FORM		
NAME (Last, first, MI)	RANK	Date of Request
FROM (Date & Time)	TO (Date & Time)	
NATURE OF REQUEST		
Drill Excuse	Other (Give Details)	Class Excuse
REASON & EXPLANATION		
SIGNATURE OF REQUESTOR		
APPROVAL RECOMMENDED		
	Signature	Date
Squad Ldr Yes No		
PltCdr Yes No		
MIDN CO Yes No		
Class Adv Yes No		
XO Yes No		
CO Yes No		
DISCUSSION (If Required)		
NOTES:		
A. Submit one copy to go directly up the chain of command.		
B. All requests must be initiated at least 72 hours prior to the time in question. If such notification is not possible, the Midshipman will notify his/her immediate supervisor as soon as possible and walk the request through the chop chain. Additionally, the individual will submit a request form for the company's records.		
C. No chit is valid until approved and signed by the Consortium Commanding Officer.		