

CADET CHANGE OF DUTY REQUEST

(revised 8/20/02)

Purpose: Use this form in the rare instances when you will not be available to stand duty. Do not use exchange of duty to compensate for poor planning or to get out of a weekend watch. Exchanges of duty must be for similar duties such as weekend for weekend, weekday for weekday. Submit this form well in advance to the Operations Officer for initial approval, to Naval Science for final approval, then to the Student Services Office for the record.

I respectfully request to exchange duty assigned on:

_____/_____/_____ _____
(Day) (Month) (Hours) (Print Cadet Name)

My reason for requesting this change is_____

_____.

Cadet _____ will take this duty for me.
(Print Cadet Name)

I will take the duty on: _____/_____/_____.
(Day) (Month) (Hours)

Signed _____.
(Cadet Requesting Change)

Signed _____.
(Cadet Accepting Change)

Submitted: _____
(Battalion Operations Officer)

Approved: _____
(Naval Science Instructor)

Noted: _____
(Student Services Office)