

DEPARTMENT OF THE ARMY  
U.S. Army ROTC Instructor Group (Senior Division)  
University of Scranton  
Scranton, Pennsylvania 18510-4593

ATOA-BPA-US

Date: \_\_\_\_\_

Memorandum for Professor of Military Science; University of Scranton, Scranton, PA

SUBJECT: Request to Miss ROTC Training Event.

1. I request to be excused from the following ROTC Training:

**Training to be missed:** \_\_\_\_\_ **Date(s) / Time(s):** \_\_\_\_\_

**Reason for Request** (be specific – include importance of event and its date(s) / time(s)):

2. I understand that I may be required to make up missed training.

\_\_\_\_\_  
(Signature and printed name)

Cadet MS-\_\_\_\_

University of Scranton ROTC

Co Cdr Recommendation:    Approve    Deny    Initials: \_\_\_\_\_

SGM Recommendation:    Approve    Deny    Initials: \_\_\_\_\_

XO Recommendation:    Approve    Deny    Initials: \_\_\_\_\_

PMS Decision:    Approved    Denied

MARK CARMONDY  
LTC, Infantry  
Professor of Military Science