



The process to fill out the 104-r relies solely on the cadet. Their advisor is NOT to fill out the form. They are only to validate that their plan is accurate.

Steps for completing the 104-r:

1. Bring a completed (typed) copy to your instructor.
2. Fix any issues identified by your instructor.
3. Once G2G, instructor brings to Mr. Kellogg for validation.
4. Once Mr. Kellogg approves, the student then takes to academic advisor for signatures.
5. Cadet gives signed copy back to instructor.
6. Instructor gives to Mr. Kellogg for final endorsement.
7. Mr. Kellogg gives document to XO for PMS signature.