[DATE]

MEMORANDUM FOR HQ RIO/DO

FROM: **[IMA Name and Unit Here]**

SUBJECT: Request for Exception to Policy Regarding Annual Tour Orders Suspense

1. I am requesting an Exception to Policy (ETP) regarding the suspense for Annual Tour (AT) orders to be submitted in AROWS-R. In accordance with AFI 36-2254, Volume 1, paragraph 5.7.1, all reservists must have AT orders published by 30 June of each fiscal year. Paragraph 5.7.2 requires a justification/explanation for requests input after 1 June, to be approved by the HQ RIO Commander or designated representative. The HQ RIO designated representative is the Director of Operations, Ms. Dianne Ferrarini. The justification for this request follows:

 a. Date(s) of AT being requested :

 b. Reference number of order:

 c. Date AT Submitted in AROWS-R:

 d. Justification for late submission:

 e. Impact if AT is not approved:

2. I understand that this ETP may be disapproved due to end of year funding constraints.

 [Requestor’s Signature Block]

I concur/non-concur with [IMA’s Name] ETP request for scheduling of AT.

 [IMA’s Supervisor Signature Block]

I concur/non-concur with [IMA’s Name] ETP request for scheduling of AT.

 [RIO Detachment Commander’s Signature Block]