

Job Aid: Participation Waiver Letter

Overview

An Individual Reservist (IR) must submit a Participation Waiver Letter (see sample on page 2) to request the waiver of their mandatory Fiscal Year (FY) participation requirements. The requirements include Annual Tour (AT) and Inactive Duty Training (IDT). IRs may need them waived for the reasons below:

- **School Tour Substitution of AT**
 - It is not recommended to substitute school tours for AT, however, there are times when it may be warranted (e.g., if IR is not able to take time off from their civilian job to do both an annual tour and a school tour)
 - To replace the entire AT (excluding travel days), the Active Duty for Training (ADT) tour must be at least for the same consecutive length of time as the IR's AT requirement
 - Partial AT replacements are allowed, however, the rest of the AT must still be performed
- **Military Personnel Appropriations (MPA)/Air Force Expeditionary (AEF) Tours**
 - MPA tours in support of AEF missions may be substituted for the AT requirement if approved in advance.
 - IRs may request their AT be switched with their Active Duty (AD) MPA tour participation
 - MPA tour must support a code name contingency operation/exercise, for example, Enduring Freedom, Noble Eagle, etc.
 - IRs may request their MPA tours in support of Aerospace Expeditionary Force (AEF) missions to substitute their AT
- **Deployments** – applies if IR was deployed during the FY

Once an IR fills out the Participation Waiver Letter, they route it as follows:

1. IR submits letter to the Unit Reserve Coordinator (URC)
2. URC routes the letter to the Squadron Commander (CC)
3. CC signs (pen/ink signature) the letter and hand delivers it to the URC
4. URC sends the letter via email to the respective Det workflow box for further processing and filing.

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Sample Participation Waiver Letter (page 1 of 2) (For Training Purposes Only)

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(USE YOUR UNIT'S LETTERHEAD)



Please use the AIR FORCE HANDBOOK 33-337: The Tongue and Quill when drafting this letter.

MEMORANDUM FOR: (RIO/CC)

FROM: Name/Rank/SSAN

SUBJECT: Request for FY15 Participation (Substitution/Excusal) Waiver

1. Respectfully request a waiver of _____ IDT points and/or _____ annual tour days for FY 2015. This is the **first, second, third, fourth, subsequent** year that I have requested a participation waiver.
2. I am requesting this waiver due to **(reason for request)**.
3. I **(will/will not)** perform duty at my assigned/attached location. My OPR/EPR closeout date is _____. I have performed at least **16pts (officer) / 16 pts (enlisted)** and 120 days under the direct supervision of my rater during this rating period.

MEMBERS SIGNATURE

Sample Participation Waiver Letter (page 2 of 2) (For Training Purposes Only)

1st Ind, Members Commander

MEMORANDUM FOR RIO DET ___CC

1. If performing duty away from home station, I have confirmed that the supervisor is aware of his/her responsibility for writing the OPR/EPR when required.
2. I concur / do not concur with this request.

Unit of Assignment/Attachment Cmdr
Signature block and Signature