####  DEPARTMENT OF THE AIR FORCE

#### HEADQUARTERS IR READINESS & INTEGRATION ORGANIZATION



Date

MEMORANDUM FOR RIO/DET 6

FROM: RANK/FULL NAME

SUBJECT: Request for FY18 Participation (**Excusal** or **Substitution**) Waiver

1. Respectfully request a waiver of **\_\_\_\_\_IDT points** and/or **\_\_\_\_\_Annual Tour days** for FY 2018. This is the **first, second, third, fourth**, **subsequent** year that I have requested a participation waiver.

2. I am requesting **(Select one of the following)**:

 \_\_\_\_\_\_ **a. Excusal (Provide justification for personal hardship or extraordinary**

 **circumstances below):**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_ b. Substitution** (**Must be approved prior to the tour start date. If submitted after**

 **the start date, then must request an “Excusal”).** Select one of the following:

 **\_\_\_\_\_** I will be attending formal school training that is the same consecutive length of time as my AT requirement. See copy of Training RIP attached. **Note that only AT may be waived.**

 \_\_\_\_\_ I will be on an MPA tour in support of an AEF mission, and will deploy in support of a contingency operation or support operation for an assigned AD member that is forward deployed on an AEF. See copy of order attached. **Note that only AT may be waived.**

\_\_\_\_\_ I will be on an MPA tour in support of a code name Contingency Operation/Exercise, with a plan ID associated with it. See copy of order and additional documentation attached. **Note that Annual Training and IDT requirements may be waived.**

3. I (**will / will not**) perform duty at my assigned/attached unit. My OPR/EPR close-out date is \_**\_\_\_\_\_\_\_**\_. I will have performed at least 16 points AND have 120 daysdirect supervision under my current rater during this rating period.

 Member’s signature block and signature

**1st Ind, Member’s Supervisor**

MEMORANDUM FOR RIO/DET 6

1. I understand that it is my responsibility to write the OPR/EPR that closes out on \_\_\_\_\_\_\_\_\_ and will ensure this reservist performs the minimum number of points (16 points AND 120 daysdirect supervision) to warrant an evaluation.
2. I **concur / do not concur** with this request

 Unit of assignment supervisor

 Signature block and signature

**2nd Ind, Member’s Commander**

MEMORANDUM FOR RIO/DET 6

I **concur / do not concur** with this request

 Unit of assignment commander

 Signature block and signature

**2nd Ind, RIO/DET 6**

MEMORANDUM FOR MEMBER

1. Waiver request is **approved / disapproved**
2. Subsequent participation waivers will not be granted. Please plan to complete your mandatory requirements for FY 19 and beyond.

PAUL R. DELANO JR., Colonel, USAF

 Commander