



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**



DATE

MEMORANDUM FOR HQ RIO/DET 5 COMMANDER

FROM: **Rank First Name Last Name**

SUBJECT: Request for FY18 Participation (**Substitution /Excusal-select one**) Waiver

1. Respectfully request a waiver of **IDT points** and/or **annual tour days** for FY18. This is the **first, second, third, fourth, subsequent** year that I have requested a participation waiver.
2. I am requesting this waiver due to (**justification and substitution/excusal dates**).
3. I (**will/will not**) perform duty at my assigned/attached location. My OPR/EPR close-out date is . I will have performed at least **16 pts (officer/enlisted)** under the direct supervision of my rater during this rating period.

**MEMBER'S SIGNATURE BLOCK &
Signature**

1st Ind, Member's Supervisor Rank First Name Middle initial Last Name

MEMORANDUM FOR HQ RIO DET 5 COMMANDER

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 Supervisor
Signature block and Signature**

