



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(USE YOUR UNIT'S LETTERHEAD)

MEMORANDUM FOR: **(RIO Det/CC)**

FROM: Name/Rank/SSAN

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

1. Respectfully request a waiver of _____ **IDT points** and/or _____ **annual tour days** for FYXX. 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 close-out date is _____. I will have performed at least **12 pts (officer) / 16 pts (enlisted)** under the direct supervision of my rater during this rating period.

MEMBERS SIGNATURE

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**

2nd Ind, RIO DET /CC

MEMORANDUM FOR RIO/CC

1. I concur / do not concur with this request. (Third and beyond)
2. I approve/disapprove (1st & 2nd time waivers)

(RIO DET/CC Signature Block)

3rd Ind RIO/CC (only required for subsequent waivers)

Approved / Disapproved.

KELLI B. SMILEY, Colonel, USAF
Commander

Members last name/first name/MI/SSAN