

Instructions – Substitution Waiver & Excusals Request Template:

- 1) Members seeking a Substitution Waiver or Excusal for FY requirements must complete the template below by filling in the details of the request with a justification, signature, routing to the appropriate AC senior leader in their assigned unit/organization for concur/non-concur and signature, and then to the HQ RIO Readiness business process owner (BPO) Detachment commander via myFSS for approval/disapproval and signature.
- 2) Option #1: If members complete, sign and obtain the 1st, and 2nd endorsements (Supervisor and AC Org CC) of the Substitution Waiver & Excusals Request Template *prior* to submitting their orders request case in myFSS, they must attach the form when they initiate the orders request case.
 - a. The Orders Writing Cell (OWC) will forward the orders request case with the attached template to the HQ RIO Readiness BPO Detachment commander for consideration.
 - b. The Detachment commander will approve/disapprove and sign, attach the completed template to the orders request case in myFSS, and return the case to the OWC for final processing.
 - c. Once the OWC creates the order in AROWS-R, the member's case will be updated with the AROWS-R tracking number and the myFSS case will be closed.
- 3) Option #2: If members submit their orders request in myFSS *prior* to completing the coordinated Substitution Waiver & Excusals Request Template, the OWC will provide the template to the member to complete and sign, and will instruct the member to obtain the 1st and 2nd endorsements from their assigned unit/organization.
 - a. The member will obtain the 1st and 2nd endorsements and attach the completed template to the orders request case in myFSS.
 - b. The Orders Writing Cell (OWC) will forward the orders request case with the attached template to the HQ RIO Readiness BPO Detachment commander for consideration.
 - c. The Detachment commander will approve/disapprove and sign, attach the completed template to the orders request case in myFSS, and return the case to the OWC for final processing.
 - d. Once the OWC creates the order in AROWS-R, the member's case will be updated with the AROWS-R tracking number and the myFSS case will be closed.
- 4) Members must ensure they have finalized/certified orders in AROWS-R prior to proceeding on travel or duty.



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

MEMORANDUM FOR

FROM:

SUBJECT: Substitution Waiver & Excusal of FY Requirements

References: (a) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023
(b) AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 22 Aug 2025
(c) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*
(d) HQ RIO/CC GM 25-03, *Late Orders, Late AT & VOCOs*, 2 April 2025

1. I am requesting a *Substitution* of the following requirements for FY IAW DAFMAN 36-2136, para 1.3.2. This is my consecutive Substitution Waiver request.

1) # of IDTs:

2) # of AT Days:

Substitution Justification: (Members must initial the applicable request below)

_____ IAW DAFMAN 36-2136, para 1.3.2., I am participating on an Active-Duty (ADOS-RC, RPA or ADOS-AC, MPA) tour my assigned Active Component unit/organization.

_____ IAW DAFMAN 36-2136, para 5.8., I am participating on an Active-Duty (ADOS-RC, RPA) tour to attend a formal school funded by AFRC. I will ensure my training rip and TLN information is attached to my orders request in myFSS.

_____ IAW DAFMAN 36-2136, para 5.9., I am participating on an Active-Duty (ADOS) tour in support of a contingency operation or augmentee for base support operations for an Airman that is forward deployed.

2. I am requesting an *Excusal* of FY requirements IAW DAFMAN 36-2136, para 1.6.2.1. This is my consecutive excusal request.

1) # of IDTs:

2) # of AT Days:

Excusal Justification: Member must provide detailed justification as to their inability to complete their FY requirements per DAFMAN 36-2136.

3. My performance report (OPB/EPB) SCOD is:

4. I _____ performed at least 16 points and have 120 days direct supervision under my current rater during this period IAW AFI 36-2406, para 3.11.2.

_____ (Initial if applicable) Officers only - I understand that if I do NOT achieve at least 16 points during my rating period, my rater must submit an administrative LOE for a gap report.

5. I understand this request may be disapproved, and I will be accountable for performing all FY requirements. I further understand any approved excusal WILL NOT result in any points credit for FY duties not performed and that it is my responsibility to ensure I perform sufficient duties to achieve a satisfactory year of service IAW my individual Anniversary Year (R/R).

_____ (Initial) Acknowledgement of para 5.

6. Upon approval of a Substitution Waiver or Excusal of FY requirements, I understand it is my responsibility to cancel any AT orders and/or delete any scheduled IDTs in UTAPS to remove obligation of funding. _____ (Initial) Acknowledgement of para 6.

1st Ind, _____, _____, Substitution Waiver & Excusal of FY requirements.

MEMORANDUM FOR

SUBJECT: Substitution Waiver & Excusal of FY Requirements

I _____ with this Substitution or Excusal request.

I understand it is my responsibility to ensure member's performance report is completed IAW their SCOD.

2nd Ind, , Substitution Waiver & Excusal of FY Requirements.

MEMORANDUM FOR HQ RIO Readiness Team BPO Det CC

SUBJECT: Substitution Waiver & Excusal of FY Requirements

I with this Substitution Waiver or Excusal request.

3rd Ind, RIO Readiness Team BPO Det CC, , Substitution Waiver & Excusal of FY Requirements.

MEMORANDUM FOR HQ RIO/IRW (Orders Writing Cell)

I this Substitution Waiver or Excusal request.