



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

01 October 2025

MEMORANDUM FOR HQ RIO Detachments & Individual Mobilization Augmentees (IMAs)

FROM: HQ RIO
18420 E. Silver Creek Ave, Bldg 390
Buckley SFB CO 80011

SUBJECT: Exception to Policy - Late Orders & Annual Training Requests Guidance
Memorandum (HQ RIO, GM #25-03)

References: (a) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*
(b) DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021
(c) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023

1. This guidance memorandum is intended to clearly establish policy, guidance, and current HQ RIO processes for requests, authorizations, and production of all ADOS and Annual Training (AT) Orders for Individual Reserve (IR) members. It also addresses policy, guidance, and processes for Exceptions to Policy (ETP) regarding all Late Orders and Late AT Orders requests.

a. HQ RIO will publish active-duty orders using the AF Form 938. All 938 orders for IR members will be created in the Air Reserve Orders Writing System-Reserve (AROWS-R) and will be approved by the Air Reserve Personnel Center Financial Analysis Division (ARPC/FMA).

b. The current system of record in which IR members will submit orders requests is myFSS. The HQ RIO orders writing authority for all such orders requests is HQ RIO/IRW (Orders Writing Cell - OWC).

c. All members can access the HQ RIO orders request process via the myIMA Management tile on the main page of myFSS.

2. All IR members must submit orders at least 30-days in advance of order start date, to include initial travel.

a. HQ RIO requires all IR members seeking a Late Orders Request (within 30 days of order start) will complete an ETP outlining justification for the late request with completed coordination through the member's Active Component (AC) organization to HQ RIO.

b. Members seeking Late Orders Requests must attach this completed ETP to their orders request in myFSS as soon as practical. Orders will NOT be approved, and members are NOT authorized to proceed on travel, until this action is complete.

3. All IR members must submit AT orders requests not later than 31 May each year for the current fiscal year (FY).

a. HQ RIO established processes require all members seeking Late AT Orders Requests (after 31 May) will complete an ETP outlining justification for the late request with completed coordination through the member's AC organization to HQ RIO.

b. Members seeking Late AT Orders Requests after 31 May for the current FY must attach this completed ETP to their orders request in myFSS as soon as practical. Orders will NOT be approved, and members are NOT authorized to proceed on travel, until this action is complete.

4. The attached ETP template serves as a standardized method for all IR members to use in the case of Late Orders & Late AT requests for the purposes defined above.

a. The ETP is designed to allow members and their respective coordination chain to digitally initial, sign, and complete the required justifications outlined. Altered or previous versions of any Late orders or Late AT request forms produced by HQ RIO or any other entity *will not be accepted*.

b. Furthermore, IR members completing this ETP for coordination to obtain 938 orders must acknowledge all stipulations contained therein based on the member's unique situation driving the requirement for this ETP. Failure to do so, or to properly coordinate this ETP, will result in it being returned without action and disapproval of any related order request.

c. Finally, the business process owner (BPO) for approving this ETP IAW DAFMAN 36-2136, para 5.7.2. is the Commander, HQ RIO Readiness Team (Det 5). In absence of the Detachment Commander for this BPO, the HQ RIO/CD or HQ RIO IMA to the Commander are designated alternates for approvals.

5. My POC for this guidance memorandum and the attachment is Colonel Dixie A. Duke, IMA to the HQ RIO/CC, 720-847-3696, or dixie.duke.1@us.af.mil. All previous guidance and Late Orders or Late AT request templates are obsolete and will not be accepted after 01 January 2026.

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DAY.NATHAN.T.1049165109
Date: 2025.09.25 12:14:03
-06'00'
NATHAN T. DAY, Colonel, USAF
Commander

Attachment:

Template – Exception to Policy - Late Orders & Annual Training Requests.pdf

Instructions – Exception to Policy (ETP) for Late Orders & Late AT requests:

- 1) Members seeking a Late Orders Request (request submitted in myFSS less than 30 days prior to orders start date) or a Late AT Request (AT orders request submitted for the current FY after 31 May) for 938 orders 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 case for approval/disapproval and signature.
- 2) NOTE - More than one ETP may apply:
 - a. A member may be submitting an orders request with less than 30 days' notice prior to start date of the order AND it may also be an AT request submitted after the 31 May deadline.
 - b. In that case, the member will complete both sections for a Late Orders Request AND a Late AT Request.
- 3) Option #1: If members complete, sign and obtain the 1st endorsement of the ETP *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 BPO 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.
- 4) Option #2: If members submit their orders request in myFSS *prior* to completing the coordinated ETP, the OWC will provide the ETP to the member to complete and sign, and will instruct the member to obtain the 1st endorsement from the first O-6 or Equivalent in their AC org chain of command.
 - a. The member will complete and sign the request, obtain the first endorsement, and attach the template to the orders request case in myFSS.
 - b. The OWC will then forward the orders request case to the BPO Detachment commander for consideration.
 - c. The BPO Detachment commander will attach the completed template to the orders request case and return it 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 case will be closed.
- 5) 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 AND INTEGRATION ORGANIZATION

MEMORANDUM FOR

FROM:

SUBJECT: Exception to Policy - Late Orders & Annual Training Requests

References: (a) *DAFMAN 36-2136, 15 Dec 2023, Reserve Personnel Participation*
(b) *DAFI 36-2619, 15 Jan 2025, Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*
(c) *HQ RIO/CC GM 25-03, Late Orders and Late AT Requests, 01 Oct 2025*

1. I have read, understand, and acknowledge Guidance Memorandum 25-03 above. _____

2. I am requesting an Exception to Policy (ETP) for the following reason(s) (**member MUST initial or indicate N/A for all applicable ETPs and acknowledgements**):

_____ [Orders requested *less than 30-days* prior to start] ETP to DAFMAN 36-2136, para 6.5.4., stipulates all Individual Reserve members must submit 938 orders requests *at least 30-days in advance of order start date*, to include initial travel. I acknowledge all orders requests must be submitted to HQ RIO/IRW (Orders Writing Cell) via myFSS case.

_____ [AT Orders requested *after 31 May* for the current FY] ETP to DAFMAN 36-2136, para 5.7.2., stipulates all Individual Reserve members must submit Annual Tour (AT) 938 orders requests NLT 31 May each year for the current fiscal year (FY). I acknowledge all orders requests must be submitted to HQ RIO/IRW (Orders Writing Cell) via myFSS case and any order request submitted after 31 May may not be funded.

_____ I acknowledge my responsibility to ensure I retrieve my finalized 938 order from AROWS-R in order to certify for pay and to include as a substantiating document in DTS for travel reimbursement.

2. Justification for this ETP request is as follows:

- a. Date(s) of order (include initial and return travel):
- b. Type of order:
- c. myFSS Orders Request Case #:
- d. Justification for Late Submission (See next page): 1) reasons member could not accommodate DAFMAN 36-2136 requirements for submitting a timely 938 order request (i.e. specified urgent operational needs, etc); 2) critical mission impact to member's assigned organization if the order request is denied and acknowledgment of the member's assigned unit/org. NOTE: Personal inconvenience will not be considered.

3. I understand any aspect of this ETP request may be disapproved for the following reasons, that I will be required to adjust the dates of my requested 938 order, and that I am NOT approved to travel or perform duties until I have an approved 938 order published in AROWS-R:

- a. Current FY funding constraints due to late submission. (Typical scenario regarding Late AT.)
- b. Member's failure to meet readiness requirements IAW DAFMAN 36-2136, para 1.2.
- c. Member's HYT or MSD will expire during this tour and there is no approved extension on file.
- d. Member is in Sanctuary and does not have a Sanctuary Waiver on file.
- e. Member will exceed the 1,825 limit during this tour and does not have an AFRC/CD approved waiver on file.

1st Ind, _____, _____, ETP for Late Orders & Annual Training

MEMORANDUM FOR HQ RIO Detachment 5 CC

SUBJECT: Exception to Policy for Late Orders & Annual Training Requests

For Late Orders Requests (inside 30 days from start): I _____ with this ETP request as written.

For Late AT Requests: I _____ with this ETP request as written.

2nd Ind, RIO Readiness Team BPO Det CC,
Training Requests

, ETP for Late Orders & Annual

MEMORANDUM FOR HQ RIO/IRW (OWC)

For Late Orders Requests (inside 30 days from start): I this ETP request as written.

For Late AT Requests: I this ETP request as written.

Member is hereby ordered to provide this MFR to HQ RIO/IRW (Orders Writing Cell) as an attachment to your myFSS Orders Request Case as soon as possible.