

## Organizational Letterhead

MEMORANDUM FOR [Active Component CC/ Unit Colonel (0-6)]

FROM: [IMA's Name and Unit Here]

SUBJECT: Requesting ADOS-AC and/or AGR Tour Over 180 days/Eligible Sanctuary Election

1. I am requesting to be placed on an order for more than 180 days, and while on the order, I will reach sanctuary status (over 18 years but less than 20 years TAFMSD) and have the right to invoke sanctuary. By invoking sanctuary during this time, this would allow me to obtain 20 years TAFMSD and be eligible for an active-duty retirement.

2. If I invoke sanctuary, I would be entitled to continue serving until I reach 20 years TAFMSD. I request that your organization fund orders or extend my current orders to allow me to serve until I reach 20 years TAFMSD based on my eligibility for sanctuary during this tour. I will reach 20 years TAFMSD on \_\_\_\_\_.

[IMA's Signature Block]

1st Ind, [Active Component CC/ Unit Colonel (0-6)]

MEMORANDUM FOR [Unit Funding Approval Authority]

I concur/non-concur-that the member should be allowed to be put on an order of over 180 days, which will put the member in a sanctuary status. If sanctuary is invoked our organization will fund orders or extend member so they can reach 20 years TAFMSD.

Active Component CC/ Unit Colonel (0-6)

2nd Ind, [Unit Funding Approval Authority]

MEMORANDUM FOR HQ RIO/IRW

I concur/non concur that if the member invokes sanctuary our unit will agree to extend the member's orders and fund those orders to get him/her to 20 years TAFMSD, if within this FY. If the member's assignment to reach 20 years TAFMSD will extend into future FY(s), our unit will budget to fund the orders and fund them, if able.

Unit Funding Approval Authority