



**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/CC
18420 E. Silver Creek Ave, Bldg 390
Buckley SFB CO 80011

SUBJECT: Substitution Waiver & Excusal of FY Requirements Guidance Memorandum (HQ RIO/CC, GM #25-08)

References: (a) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*
(b) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023
(c) HQ RIO/CC GM 25-03, *Late Orders, Late AT & VOCOs*, 01 Oct 2025

1. This guidance memorandum is intended to clearly establish policy, guidance, and current HQ RIO processes for requests and approvals of all Substitution Waivers & Excusal of Fiscal Year (FY) requirements for all IMAs.

2. DAFMAN 36-2136, para 1.3. stipulates the responsibility of all members of the Ready Reserve to fulfill directed levels of training and meet statutory active duty for training requirements as identified in 10 USC § 10147, *Ready Reserve: Training Requirements*, and further defined in DoDI 1215.06 *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*. These requirements are further stipulated in Table 1.1, rules 3 & 4 (48 versus 24 IDTs based on Reserve Section Code and 12 days of Annual Training for each fiscal year - FY).

3. IAW para 1.3.1., IMAs must contact their Active Component (AC) unit/organization commander or supervisor upon becoming aware of an inability to attend a scheduled requirement. IMAs must communicate their intent to seek a substitution waiver or excusal of FY requirements.

a. IAW para 1.3.2. the IMA's assigned AC unit/organization will be the first coordinator for all Substitution Waivers & Excusals of FY Requirements. Reference the attachment to this GM. Additionally, centrally-managed IMAs (Legal and Chaplain career fields) must obtain concurrence from their AFRC Career Field or MAJCOM Functional Manager per para 5.9.1.

1) IMAs must obtain approval for *substitution* of IDTs and/or AT from the HQ RIO Readiness Team Business Process Owner (BPO) Detachment CC for the first and second occurrence, and the HQ RIO Commander for subsequent occurrences IAW para 5.9.1.

2) IMAs must obtain *excusals* for AT and/or IDT periods NLT 1 June each FY by coordinating the attachment to this GM through their assigned unit/organization to the Readiness Team BPO Det CC. Excusals DO NOT grant points credit for duties not performed.

3) *Excusal authority* rests with the Readiness Team BPO Det CC for the first four submissions, with subsequent approvals being held with the HQ RIO Commander level IAW DAFMAN 36-2136, para 1.6.2.1. & Table 1.2.

b. The IMA's assigned unit/organization commander or supervisor must consider the impact on training readiness and mission effectiveness when considering requests for excusals and substitutions IAW para 4.14.1.

4. IMAs may request *substitution* of some or all IDT and AT requirements for the FY, provided they are participating in another capacity (i.e. RPA or MPA orders) to ensure a satisfactory year of service, creditable towards retirement (commonly known as the member's Anniversary Year or R/R year). IMAs should monitor their Point Credit Summaries via vMPF to ensure accuracy.

a. IMAs must submit substitution requests for approval or disapproval at least 30 calendar days in advance to allow a determination prior to scheduled participation requirements IAW DAFMAN 36-2136, para.1.3.2. This requirement is also the standard timeline for requesting all AF Form 938 orders for AT, ADOS, RPA, and MPA to HQ RIO/IRW (Orders Writing Cell – OWC) via myFSS IAW DAFMAN 36-2136, para. 6.5.4.

1) If orders requests cannot be submitted within these timelines, IMAs must coordinate an Exception to Policy (ETP) IAW HQ RIO/CC, GM 25-03, and provide the ETP with the orders request in myFSS as soon as practical.

2) If the requested tour is outside the IMA's assigned AC unit/organization, the waiver will not be approved without the concurrence of the IMA's AC unit/organization commander or designee (typically an O-6 or equivalent).

b. Upon submission of a long-tour orders request (RPA or MPA), the OWC will evaluate member's IDT and AT status for the current or next FY (based on the timing of the desired order). Members must submit intent to complete ALL FY requirements by attaching a UTAPS Calendar and order request for AT, even if these dates may change in the future. IDTs must be scheduled NLT 15 Aug for the next FY IAW DAFMAN 36-2136, para 4.2.1.2., and all AT orders requests must be submitted NLT 31 May for the current FY IAW para 5.7.2.

c. Supervisors of IMAs (as determined by the applicable AC commander) will track all training and participation needs in conjunction with the RIO Readiness and Participation Team.

5. DAFMAN 36-2136, para 1.4., stipulates unsatisfactory participation is a failure to meet statutory training requirements as outlined in 10 USC §10147 and further defined in DoDI 1215.06. An IMA may have a satisfactory year for retirement (i.e., 50 points or more in Anniversary Year in accordance with DoDI 1215.07, *Service Credit for Non-Regular Retirement*) and may still be an unsatisfactory participant if they did not satisfy the FY requirement based on Reserve Section Code identifying number of AT and IDT requirements.

a. An IMA who has not completed IDT and AT requirements in a FY as outlined for their

applicable Reserve Section Code in Table 1.1 and who has not otherwise received appropriate command excusal or substitution for those requirements as specified is an unsatisfactory participant.

b. In the case of unsatisfactory participation, the IMA's RIO Detachment Commander is authorized to take the following actions IAW DAFMAN 36-2136, para 1.4.3.:

- 1) Demotion action in accordance with DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*.
- 2) Reassignment in accordance with DAFI 36-2110, *Total Force Assignments*.
- 3) Terminate bonus(es) and/or incentive(s) (e.g., enlistment bonuses or incentives in accordance with DAFI 36-3012, *Military Entitlements*).
- 4) Discharge in accordance with DAFI 36-3211, *Military Separations*.
- 5) Order to active duty in accordance with para 1.5. or 4.15.
- 6) Deny reenlistment in accordance with DAFI 36-2606, *Reenlistment and Extension of Enlistment*.

6. The business process owner (BPO) for all Substitution Waivers and Excusals 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 as alternates for approvals.

7. 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 Participation/Substitution/Excusal request templates are obsolete and will not be accepted after 01 January 2026.

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T.1049165109
NATHAN T. DAY, Colonel, USAF
Commander

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Attachment:

Template – Substitution Waiver & Excusal of FY Requirements.pdf

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 25-08, *Substitution Waiver & Excusal of FY Requirements*, 01 Oct 2025

1. I have read, understand, and acknowledge Guidance Memorandum 25-08 above. _____
2. 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.

3. 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.

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

5. 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.

6. 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.

7. 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.