



**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.

NATHAN T. DAY, Colonel, USAF
Commander

Attachment:

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