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Description automatically generatedDEPARTMENT OF THE AIR FORCE

[Use Approved Organizational Letterhead]

[DATE]

MEMORANDUM FOR HQ Readiness & Integration Organization (RIO)   
  
FROM: [RANK, MEMBER NAME AND UNIT OF ASSIGNMENT]  
  
SUBJECT: Coronavirus Disease 2021 Statutory Relief of Computation of Years of Service Request

1. In accordance with the Chief, Air Force Reserve delegation memo, Further Delegation of Authority to Grant Retirement Points during National Emergency Declared in Proclamation 9994, dated 18 March 2022, I request to be credited with ## points to achieve a satisfactory year of service, creditable towards a reserve retirement from XXXX to XXXX.

2. This request is due to the cancellation of approved or scheduled duty (i.e. active service, IDT, or AT) which occurred after 1 March 2020. The cancelled date(s) of duty include: *(list separately, if necessary)*

# of points: Type of duty (i.e. RPA, MPA, IDT, AT): Dates of duty: Due to travel restrictions? (yes/no)

3. If you have any questions, I can be reached at: (member’s contact number) or (member’s email).

FIRST MI LAST, Rank, USAF  
Duty Title

[DATE]

1st Ind, [Unit, Office symbol for 1st Endorsement, Member’s AC Supervisor]

MEMORANDUM FOR [RIO Det # Commander]

I (concur/non-concur) with this request, and certify the member meets all of the qualifying restrictions as stated below.

(1)  The member is in good standing, as defined by the Secretary of the Air Force.

(2)  The member will not be credited more than 35 retirement points in a 1-year period (based upon the member’s R/R year) to achieve a satisfactory year of service, creditable toward a reserve retirement.

(3)  The dates of duty specified above were previously scheduled to be performed on or after 1 March 2020, and prior to the date upon which the national emergency declared in Proclamation 9994 is lifted.

(4)  The dates of duty specified above were cancelled or rescheduled outside the member’s R/R year due to travel or duty restrictions in place due to Proclamation 9994.

(5)  The dates of duty specified above were not rescheduled and performed by the member within the member’s R/R year.

(6)  The number of retirement points specified above are required by the member to reach the minimum number of points creditable toward retirement for their R/R year, not to exceed 35 points.

(7)  No inactive duty pay or basic pay was, or will be, paid to the member for the period(s) for which these retirement points will be granted.

FIRST MI LAST, Rank, USAF  
Duty Title

[DATE]

2nd Ind, [RIO Det # Commander]

I (concur/non-concur) this request.

FIRST MI LAST, Rank, USAF   
Commander