



**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*, 2 April 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 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 – Substitution Waiver & Excusal of FY Requirements.pdf