



DEPARTMENT OF THE AIR FORCE  
USE YOUR UNITS LETTERHEAD

(DATE)

MEMORANDUM FOR HQ RIO/ DET X

FROM: RANK/ FULL NAME

SUBJECT: Request for FYXX Participation (**Excusal** or **Substitution**) Waiver

1. Respectfully request a waiver of \_\_\_\_\_ **IDT points** and/or \_\_\_\_\_ **annual training days** for **FYXX**. This is the **first, second, third, fourth, subsequent** year that I have requested a participation waiver.

2. Select one:

\_\_\_\_\_ a. Excusal – IAW AFMAN 36-2136 1.6.2.1. Provide justification of personal hardship or extraordinary circumstances NLT 1 Jun. (**Attach MFR or Insert justification**)

\_\_\_\_\_ b. Substitution – IAW AFMAN 36-2136 1.3.2. Submit for approval/disapproval 30 calendar days prior to order request. Select one:

\_\_\_ IAW AFMAN 36-2136 5.8. I will be attending a formal school the same consecutive length of time or longer. (Attach training RIP)

\_\_\_ IAW AFMAN 36-2136 5.8. I will be attending a formal school and wish to request a partial substitution as indicated above in 1. (Attach training RIP)

\_\_\_ IAW AFMAN 36-2136 5.9. Air and Space Expeditionary Force substitution in support of a contingency operation or augmentee for base support operations for an Airman that is forward deployed. (Centrally managed must obtain concurrence from AFRC CFM or MFM)

\_\_\_ IAW AFMAN 36-2136 1.3.2. I will be participating on an active duty long tour (**within/outside**) my assigned PAS code i.e. unit, division (A long tour within assigned PAS code does not require unit coordination, submit to Det.)

3. I (**will/will not**) perform duty at my assigned/attached location. My OPR/EPR close-out date is \_\_\_\_\_. I (**will/will not**) have performed at least 16 points and have 120 days of direct supervision under my current rater during this rating period.

MEMBER  
SIGNATURE BLOCK & SIG

1st Ind, (AD UNIT), (DATE), FY XX Participation Waiver, (MEMBER)

MEMORANDUM FOR HQ RIO/ Det X

1. I understand that it is my responsibility to write the OPR/EPR or LOE that closes out on \_\_\_\_\_.

2. I **concur/ do not concur** with this request.

**Unit of Assignment Supervisor  
SIGNATURE BLOCK AND SIG**

2nd Ind, (AD UNIT), (DATE), FY XX Participation Waiver, (MEMBER)

MEMORANDUM FOR HQ RIO/ Det X

1. I **concur/ do not concur** with this request.

**Unit of Assignment Commander  
SIGNATURE BLOCK AND SIG**

3rd Ind, HQ RIO/ Det (X), (DATE), FY XX Participation Waiver, (MEMBER)

MEMORANDUM FOR MEMBER

1. Waiver request is **approved/ disapproved**.

**Det Commander  
SIGNATURE BLOCK AND SIG**

[Type here]