MEMORANDUM FOR Active Component CC/ Unit Colonel (O-6)

FROM: **[IR Member’s Name and Assigned Unit]**

SUBJECT: Request for Late Submission Regarding Annual Training Orders Suspense

1. I am requesting approval for late submission of Annual Tour (AT) orders to be submitted via myFSS. In accordance with AFMAN 36-2136, paragraph 5.7.1, all reservists must have AT orders published by 30 June of each fiscal year. Paragraph 5.7.2 requires a justification/explanation for requests submitted after 31 May, to be approved by the HQ RIO Commander or a designated representative. The HQ RIO designated representative for FY25 is the IR member’s RIO Detachment Commander. The justification for this request is as follows:

 a. Date(s) of AT being requested:

 b. myFSS incident number (if already submitted):

 c. Date AT Submitted in myFSS (if already submitted):

 d. Justification for late submission:

 e. Impact if AT is not approved:

2. I understand that this request may be disapproved due to missing the 31 May suspense date and end of year funding constraints.

 [IMA’s Signature Block]

1st Ind, Active Duty Commander or unit Colonel (O-6) , date from 1st Ind, Request for Late Submission Regarding Annual Training Orders Suspense

MEMORANDUM FOR Det # /CC

I concur/non-concur with [IMA Name] request for late scheduling of AT.

 [Commander/Unit O-6 Signature Block]

2nd Ind, Active Component/CC or Unit Colonel (O-6), date from 1st Ind, Request for Late Submission Regarding Annual Training Orders Suspense

MEMORANDUM FOR HQ RIO/IRW

I approve/disapprove [IMA’s Name] request for late scheduling of AT.

 [Det Commander Signature Block]