



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

MEMORANDUM FOR

FROM:

SUBJECT: Request for voluntary reassignment to the Individual Ready reserve (IRR)

1. I am requesting reassignment to Individual Reserve Status (IRR) due to:

- |  |  |
|--|--|
| <input type="checkbox"/> Career dissatisfaction            | <input type="checkbox"/> Lack of civilian employer support                   |
| <input type="checkbox"/> Change of residence               | <input type="checkbox"/> Lack of hands on skill training                     |
| <input type="checkbox"/> Conflict with civilian employment | <input type="checkbox"/> Lack of recognition or awards                       |
| <input type="checkbox"/> Conflict with civilian school     | <input type="checkbox"/> Military skills not utilized                        |
| <input type="checkbox"/> Conflict with family              | <input type="checkbox"/> Mislead about AFSC responsibilities                 |
| <input type="checkbox"/> Conflict within unit              | <input type="checkbox"/> Pregnant member requests reassignment               |
| <input type="checkbox"/> Excessive ancillary training      | <input type="checkbox"/> Promotion Stagnation                                |
| <input type="checkbox"/> Excessive mission demands         | <input type="checkbox"/> Quality of life in AF Reserve not what was expected |
| <input type="checkbox"/> Excessive outside demands         |  |

Please provide any documentation that will support/explain the reassignment reason selected above.

2. Provide a brief explanation for this request:

3. I \_\_\_\_\_ have a **Palace Chase** commitment. If yes, a Palace Chase Release Memo will have to be submitted along with a personal letter. Do not reassign a PALACE CHASE obligated member from the Selected Reserve to ARPC without approval from AFRC/A1KK, who will send this to the AFPC PC Office. This will need to be approved by RIO CC if member has contract.

4. I \_\_\_\_\_ completed my initial 8 year commitment (*circle one*). If not, how much time do you have remaining? \_\_\_ Years \_\_\_ Months

5. I \_\_\_\_\_ completed all readiness and ASIMS requirements.

6. In accordance with AFI 36-2110, Assignments within the Reserve Components, para 10.6.1, I understand that my effective date to transfer to IRR must be not earlier than 6 months from the date requests are approved. I understand that I will remain assigned to my current unit of assignment for this six-month period. \_\_\_\_\_ (Initials)

7. Please contact me at  
if there are any questions.

Attachments:  
ARCNET Printout  
GTC Statement - 0 Balance

1st Ind, UNIT/CC, Request for Reassignment to IRR for

MEMORANDUM FOR HQ RIO DET 7/CC

1. I personally spoken with the member and I have reminded the member of their service commitment.
2. I discussed with the member any alternatives that may allow the member to continue their service.
3. We able to find an acceptable alternative.
4. I of members request for reassignment to IRR status.

If disapproved, reasons why:

5. I have thanked the member for their service and have encouraged the member to return to active reserve duty should the circumstances change.

2d Ind, HQ RIO DET 7/CC

MEMORANDUM FOR

I \_\_\_\_\_ of members request for reassignment to IRR status and a waiver of Reserve Service Commitment (if applicable). Effective date will be 6 months from signature below.

KIRA C COOPER, Colonel, USAF  
Commander