

**Individual/Section Request/Authorization to Perform Rescheduled Training (RST),  
Equivalent Training (ET), Excused Absence, or Exception of an Unexcused Absence**  
(FOR USE OF THIS FORM, SEE 90TH RSC PAM 140-1)

**SECTION I**

TO: (Section Chief/First Line Supervisor)

FROM: (Soldier(s) Concerned)

DATE:

1. I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Rank and Full Name) (SSN) (Section)  
request my absence from the regular scheduled assembly(ies)(RSUTA)/ rescheduled training (RST) on \_\_\_\_\_  
for the following periods (1 2 3 4 5 ) be considered:

- ( ) a. Excused, Authorized Absence, IAW Para 4-2, AR 135-91.
- ( ) b. Excused and RST authorized for dates and times indicated below, IAW Para 3-12, AR 140-1.
- ( ) c. Excused and ET authorized to be performed within 60 days, IAW Para 3-11, AR 140-1.
- ( ) d. An exception of an unexcused absence (ET mandatory on approval), IAW Para 4-10, AR 135-91, to be performed on \_\_\_\_\_.

2. The reason for absence: \_\_\_\_\_  
(The reason for the duty must support unit/section mission)

SIGNATURE OF RESERVE MEMBER

**SECTION II**

TO: (Commander)

FROM: (Section Chief/First Line Supervisor)

DATE:

Recommend: ( ) Approval ( ) Disapproval

Signature of Section Chief/First Line Supervisor \_\_\_\_\_

**SECTION III**

3. Your request for excused absence/RST/ET for the periods listed in Para 1 and the performance of RST as scheduled below is: ( ) Approved ( ) Disapproved

4. The training periods and duty are directed as shown below. A copy of this document will be attached as ANNEX \_\_\_\_ to the \_\_\_\_\_ 19\_\_ monthly training schedule.

5. Non-attendance to perform scheduled RST/ET will result in being charged with unexcused absence(s) for the training period, which could result in your being declared an unsatisfactory participant.

SIGNATURE OF APPROPRIATE COMMANDER

DATE

**RST/ET TRAINING SCHEDULE**

INCLUSIVE DATES: FROM \_\_\_\_\_ TO: \_\_\_\_\_ WHERE: \_\_\_\_\_

| DATE/<br>TIME | WHAT | TRAINER | REFERENCE | UNIFORM/REMARKS |
|---------------|------|---------|-----------|-----------------|
|               |      |         |           |                 |
|               |      |         |           |                 |
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PRIVACY ACT STATEMENT

AUTHORITY: TITLE 10 U.S. CODE ANNOTATED, SECTION 3012.  
PRINCIPAL PURPOSE: TO GATHER INFORMATION ESSENTIAL TO APPROVE THE PERFORMANCE OF DRILL DUTY AT AN ALTERNATIVE TIME, WHETHER BEFORE OR AFTER THE ORIGINALLY SCHEDULED DATE OF THE DRILL.  
ROUTINE USES: THIS INFORMATION WILL BE USED TO PROCESS REQUESTS TO MAKE UP OR RESCHEDULE DUTY THAT WAS TO HAVE BEEN PERFORMED WHEN THE ORGANIZATION DRILLED AS A WHOLE.  
EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: FURNISHING THE INFORMATION OF THIS FORM, INCLUDING YOUR SOCIAL SECURITY NUMBER, IS VOLUNTARY, BUT FAILURE TO DO SO WILL OBSTRUCT THE AUTHORIZATION OF DUTY FOR PERFORMANCE AT A TIME OTHER THAN THAT SPECIFIED IN THE PUBLISHED DRILL SCHEDULE.