

Individual/Section Request/Authorization to Perform Rescheduled Training (RST),
Equivalent Training (ET), Excused Absence, or Exception of an Unexcused Absence

SECTION I

TO: (Section Chief/First Line Supervisor

FROM: (Soldier(s) Concerned)

DATE:

1. I _____, _____, _____
(Rank and Full Name) (SSAN) (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 60days, 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 II

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/ TIME	WHAT	TRAINER	REFERENCE	UNIFORM/REMARKS