

# REQUEST FOR ABSENCE AND RESCHEDULED TRAINING

## Privacy Act Statement

**Authority:** 10 USC § 3012 and 44 USC § 3101.  
**Principle Purpose:** To obtain prior approval for rescheduled training or excused absence to comply with unit training schedule and Army Regulatory requirements.  
**Routine Uses:** For purposes set above. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies.  
**Disclosure:** Mandatory. Failure to provide all information may subject the individual to disciplinary actions or result in not being paid.

(Do not write in this space.)  
**Control Number(s)/Pay Data:**  
 \_\_\_\_\_

<b>TO:</b>	<b>FROM:</b>	<b>DATE:</b>
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**EMAIL COMPLETED FORMS TO YOUR SUPERVISOR AND RST@301MI.COM**

**\*Note: rst@301mi.com is not a mailbox, it simply forwards emails to the command team's military email.**

Under the provisions of AR 140-1 and/or AR 135-91, it is requested the following soldier:

- Be allowed to perform rescheduled training (RST) in lieu of scheduled battle assembly(ies).
- Be excused from scheduled battle assembly(ies).
- Be granted exception to unexcused absences (Equivalent Training (ET) is mandatory if approved; limited to 4 UTA's per year).

- a. Name: \_\_\_\_\_ Rank: \_\_\_\_\_ DODID: \_\_\_\_\_  
 b. Date(s) of scheduled assembly(ies): \_\_\_\_\_  
 c. Reason(s) for absence or RST: \_\_\_\_\_  
 d. RST date(s), location(s), and completed outline for training tasks is(are) as follows:

Date	Time	Activity	Location	Supervision

2. Documentation supporting this request  is  is not attached. This request  is  is not being submitted 60 or more days out, in accordance with unit policy, or  is excused because of an emergency.

*I understand if my request for absence or rescheduled training is denied, I am required to attend normally scheduled battle assembly(ies). I understand failure to perform rescheduled training as prescribed, or not attending battle assembly(ies) if my request is denied, may result in an unexcused absence, which could result in my being declared an unsatisfactory participant. I understand that if excused without rescheduled training I can not make-up this absence. I understand I am not excused from battle assembly until I have received an approved version of this form signed by the Commander.*

**Recommendation of Supervisor:**

- Recommend approval as requested.
- Recommend alternative approval: \_\_\_\_\_.
- Recommend disapproval.

**Signature of requesting soldier:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## SECTION II

Your request for rescheduled training (RST), excused absence, or exception to unexcused absence is:

**Approved.** You are excused or directed to complete rescheduled or equivalent training (ET). Performance of RST and ET must be recorded on a DA Form 1380 and verified by proper authority and submitted with a copy of this approval for pay. You are advised that failure to complete RST or ET as directed may result in being charged with an unexcused absence which may result in your being declared an unsatisfactory participant. If your absence is excused, you may not make-up the missed training.

If checked, alternate or conditional approval, as follows: \_\_\_\_\_.

**Disapproved**, for the following reason(s):

- Training takes precedence / Insufficient justification IAW AR 140-1;
- Outline for training tasks is inadequate or improperly completed;
- Not submitted 60 days out from scheduled training event IAW Company Policy;
- Outside authorized RST window of scheduled training event;
- Other: \_\_\_\_\_.

**Distribution:** 2 — File (1 - UA; 1 - Training Record)  
 1 — OIC/NCOIC  
 1 — Individual

**Commander's Signature:** \_\_\_\_\_