

Request for Authorization for Rescheduled Training (RST) / Equivalent TNG (ET) / Excuse Absence / Readiness Management Assembly (RMAs) and Additional Training Assembly (ATA) (Reference AR 140-1 and AR 135-91)									
Procedure: Submit request for RST/ET to the Unit Commander/1SG for approval. If approved and performed, requested soldier will ensure that attendance certification (DA Form 1380) is submitted to unit NLT 72 hours after completion of duty.									
SECTION I - Requestor Information (To Be Completed by Service Member)									
1. Soldier's Name (Last, First MI)		2. Last 4	3. Rank	<div style="display: flex; justify-content: space-between;"> 4. Request Type Rescheduled Training (RST) Equivalent Training (ET) Excuse Absence (No Make-up) </div> <div style="display: flex; justify-content: space-between;"> Readiness Management Assembly (RMA) Additional Training Assembly (ATA) </div>					
5. Reason for Absence									
6. Missed BA Date(s) (dd-mmm-yyyy)		7. Duty Dates / Make-up Dates		8. Work Hours	9. Location				
From	To	From (dd-mmm-yyyy)	To						
10. Soldier Signature (Required if RST is Requested by Service Member)									11. Date (dd-mmm-yyyy)
SECTION II Work Plan, Medical Readiness Status & Approval Recomendations (To Be completed by Platoon SGT/ Section NCOIC / OIC)									
1. Date(s) (dd-mmm-yyyy)		2. Work Hours		3. Work Plan			4. Location	5. Reference	
From	To	In	Out						
6. Medical Readiness Clasiffication (MRC) Status									
Is the SM MRC 4?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Note: IAW Army Reserve Policy For Medical Readiness Classification 4 (MRC 4) Effective 21 July 2017,TPU Soldiers who are MRC 4 are not authorized to attend Inactive Duty Training (IDT) or Annual TNG until they produce verification of being compliant with medical and dental assesments and have resolved their MRC 4 status						
7. Approval Recomendations									
a. Recommendor Print Name			b. Rank		c. Position Title				
			d. Recommend		(N/A if RST is requested by the CDR to support units needs or if RST is requested for himself) <div style="display: flex; justify-content: space-around; width: 100%;"> Approval Disapproval </div>				
e. Reason for Disapproval									
f. Signature						g. Date (dd-mmm-yyyy)			
SECTION III Special Request and Approval Authority									
1. Special Request for Mobilizations									
IAW Command Training Guidance (CTG) "CDRs of units sourced for deployment may authorize condensed inactive duty training (IDT) for pre-mobilization training." Special Missions ONLY / RST is requested by the CDR/1SG on behalf of the SM to suport units needs due to mobilization status)									
(Complete if Applicable, If Not, Proceed to Approving Authority Section)									
a. Special Request / RST Requested by						b. Reason of Request			
CDR 1SG									
c. Print Name			d. Signature						
2. Approving Authority / CDR or Representative									
(Representative must have a delegation of Authority from the CDR authorizing the Approval of RST, otherwise ONLY the CDR will be the Approving Official) (RMAs/ATAs will be approved ONLY by BDE Fund manager or Representative (Representative must have a Delegation of Authority for this action)									
ONLY BN/BDE CDRs or Representative will be the Approving Officials when RST is requested by CO/HHC CDRs									
a. Approving Official or Representative Print Name			b. Rank		c. Position Title				
			d. Approval Determination			e. Reason for Disapproval			
			Approved Disapproved						
f. Signature						g. Date (dd-mmm-yyyy)			