

COMPANY
MSC
ADDRESS
ADDRESS LINE 2

OFFICE SYMBOL (635)

DD Month YYYY

MEMORANDUM FOR RANK First M. Last, HOR Address

SUBJECT: Memorandum of Instructions – Unexcused Absence

1. Attendance records of this unit shows that you were:

_____ Absent from the scheduled unit training assembly (UTA) or multiple unit training assembly (MUTA) on: _____

_____ Charged with unexcused absence on _____ because;

_____ Improper military appearance

_____ Unsatisfactory performance of assigned duties

2. Under AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.

3. Unless the absences indicated in paragraph 1 are excused, you will have accrued _____ unexcused absences within a 12-month period. The 12-month period begins on the date you incur your first unexcused absence.

4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency or other circumstances beyond your control. If your absence was for one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency or circumstances, requesting that it be excused. Your absence cannot be excused unless your request, and affidavit or certificate, are received within 15 days of the date you receive this memorandum.

5. You will be notified in writing within 10 days after receipt of your request as to whether the absence has been excused.

6. If you have family responsibilities that are causing a hardship or if your civilian job is of critical importance to the national or community health, safety or interest, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.

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7. As you are aware, if you accumulate nine unexcused absences within a 12-month period or failure to report for or complete annual training, you become an unsatisfactory participant and you will be processed for separation from the SELRES either by reassignment or discharge. You should be aware that the separation could result in pay grade reduction and an other than honorable characterization of your military service. In addition, if you are entitled to educational assistance under the Montgomery GI Bill, or to bonus payments or loan repayments, based on SELRES service, this separation will terminate any such entitlement and may require you to repay all or a portion of the incentives you received to the U.S. Government. If you are an officer and a recipient of an ROTC scholarship, elimination from Reserve of the Army status may subject you to recoupment of scholarship funds by the U.S. Government.

8. Accumulation of nine or more unexcused absences in a 12-month period or failure to report for or complete annual training will result in the termination of your Servicemembers Group Life Insurance (SGLI) and may result in a debt to the Government and subsequent recoupment of unpaid SGLI premiums.

9. I hope that as a result of this memorandum you will take immediate steps to improve your attendance.

10. The next scheduled training assembly for this unit is _____
(time and date).

COMMANDER'S FIRST M. LAST
RANK, BRANCH, HIARNG
Commander