# APPLYING FOR ADT WAIVERS

A 12-day Active Duty for Training (ADT) period is required each fiscal year. If you are unable to perform an ADT, you must request a waiver for that fiscal year.

ADT waivers can be requested if you are unable to perform ADT, using the below format. The Strategic Sealift Officer Program Manager will give final determination on all requests. Because each waiver is read and responded to, based on its own individual merits, determination response time ranges. Points that are considered when reviewing ADT waivers are:

- Previous ADT history

- Hardship employment status (accompanied by letter from employer explaining why you could not be released for 2 weeks during the year)

- Sailing schedule (accompanied by proof of sea service)

- Illness or unexpected injury (accompanied by doctor evaluation)

- Pregnancy

**\*NOTE\*** Employers are legally obligated to allow 2 weeks of training with the Guard/Reserve

Reasons that will result in disapproval are:

- Insufficient/inadequate grounds for waiver request

- Currently in a non-compliant status (e.g. expired license)

- Graduate school

- Shore Side employment conflict

You are required to apply for ADT between 1 October and 31 March each year. You do not need to perform your ADT during this period, but you must schedule and submit your orders application to the MSC detailers. Consecutive waivers are not allowed. There may be circumstances beyond your control, however be advised that ADT Waivers may be detrimental to your promotion path, so please use proper planning to prevent last minute problems.

**\*NOTE\*** Shore Side employment conflict or graduate school waivers in most cases will not be approved. The SSO Program is designed for sailing officers, extended sea service is usually the only employment conflict waiver approved. Extended sea service for an ADT wavier is defined as 6 months or 180 days of sea time in the fiscal year.

**WAIVER REQUEST FORMATS**

 DD MMM YYYY

From: LT First MI. Last, USN, 1665

To: Commander, Navy Reserve Forces Command (N14)

Subj: ADT WAIVER REQUEST

Ref: (a) RESPERSMAN 1534-020

Encl: (1) Copies of Discharge Certificates (for extensive sailing requests only)

 (2) Copy of Current USCG License (for extensive sailing requests only)

 (3) Doctor’s Evaluation/Note (for Medical Waiver requests only)

 (4) Letter signed by employer/Supporting documentation for request (Other requests only)

1. Per ref (a) I am requesting a waiver of my Active Duty for Training requirements for fiscal year XXXX based on the following (circle one):

 a. Per enclosure (1), I have sailed for 180 days or greater.

 b. Per enclosure (X), I have been/am medically/physically incapable of performing an ADT this fiscal year.

 c. Per enclosure (X), I am unable to perform ADT this fiscal year based on (describe other conflict):

***(Signature required)***

RANK LAST, FIRST M.