



**NEW HAMPSHIRE AIR NATIONAL GUARD**  
**260<sup>TH</sup> AIR TRAFFIC CONTROL SQUADRON (ACC)**  
**PEASE AIR NATIONAL GUARD BASE NH 03803-0157**



\_\_\_\_\_  
Date

MEMORANDUM FOR 260 ATCS/CC

FROM:

SUBJECT: Request for UTA Excusal/ Make-Up

1. \_\_\_\_\_ has notified me that they will not be able to attend the UTA on \_\_\_\_\_. The reason is \_\_\_\_\_.

2. I recommend the following:

\_\_\_\_\_ Excusal from UTA without make-up.

\_\_\_\_\_ Allowed to perform RUTA/BUTA on \_\_\_\_\_ .

\_\_\_\_\_ Not excused or allowed to perform make-up. The individual should perform the UTA or have the non-attendance counted as an unexcused absence.

\_\_\_\_\_ Member on Active Duty or AGR Status. Leave Number \_\_\_\_\_ has been issued.

\_\_\_\_\_  
NCOIC/Section Technician

1st Ind, ATCS/CC

\_\_\_\_\_  
Date

Concur/Do not concur with the above recommendation. Reason: \_\_\_\_\_

\_\_\_\_\_.

BRIAN C. ELBERT, Major, NHANG  
Commander

cc:  
Individual