

Annual Tour Special Request Form

Please follow instructions closely, incomplete forms will be returned without action.

BACKGROUND: The Detachment Commander will consider approving split annual training and annual training away from home station on a case-by-case basis. Each request will be highly scrutinized based on annual requirements and cost. **NOTE: If splitting your AT within local corporate limits/commuting distance to duty station, this form is not required.**

- AFMAN 36-2136 states, "The primary purpose of AT is to provide individual and/or unit readiness training, but AT MAY support active component missions and requirements."
- Annual training approval authority for IMAs is the DET Commander. It also states "routine ATs are limited to NORMAL expenses incurred to send the IMA to their authorized training location. AT funding management is still the responsibility of the Detachment Commander's and they are held accountable for their misuse."
- "Split tours are a management tool allowing DET Commanders to split members AT when it is in the best interest of the Air Force. Use split AT only to accommodate special missions or training requirements."
- If the training requirement is at a location other than the unit of assignment/attachment, then the member may train at the alternate site if approved by the DET Commander. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day.

Based on this and due to budget constraints, the detachment has been tasked to manage annual training

spending. **NOTE: Annual Training is not to be used to attend courses, DT panels, and most conferences.**

1. Member will complete the dates for the first and second annual training: (for split AT request) (i.e.; 21-27 March 2014 and 15-22 June, 2014), then select the requested number of travel days for each tour. (Normally one travel day is allowed for CONUS). The annual requirement is 12 AT days per FY (not including travel days); both tours added together should equal their requirement.
2. Member must enter if IDTs will be in conjunction with either tour, and enter the dates of the IDTs (these must match UTAPS). Members are highly encouraged to do their IDTs in conjunction with the split tour, if approved.
3. Member must sign this form and provide their Active Component's Supervisor information along with full justification for this request, including details of mission requirements and duties to be accomplished (If split AT request, provide details for both tours to justify the split).
4. Once complete, upload the form to your myPers Orders request. The form will be staffed to the Det Commander for review and decision. When a decision is made, we will notify the member and orders writer.

ANNUAL TRAINING SPECIAL REQUEST NOTIFICATION AND APPROVAL: Special Annual Tour requests require supervisor notification and coordination and Det Commander, and (in some cases) RIO/CC, approval. Strong justification is required.

RENTAL CARS: The Det Commander requires justification for use of a rental car (reference rental car worksheet, which is on the last page of this document) when requested. Due to budget constraints, all requests will be on a case-by-case review for approvals. Incomplete requests will not be considered.

Special Tour Request

Members Rank, Last Name, First Name:

Type of Special Request (select one):

(1) AT Dates (start to finish - do not include travel days)

Travel days:

(2) AT Dates, If requesting split AT - do not count travel days

Travel days:

NOTE: Only 1 travel day is normally authorized within CONUS, unless otherwise authorized/justified.

Justification if requesting more than one travel day (CONUS only):

(3) Are IDTs being performed in conjunction with tour(s)?

(4) Are IDTs scheduled/approved in UTAPS by AC supervisor per AFMAN 36-2136?

(5) What are the dates of scheduled IDTs?

I understand that I only have a maximum of 4 travel days (but may be entitled to less), if justified for AT and I will complete the required 24 or 48 IDTs and AT (12 working days) per FY to meet satisfactory participation.

Supervisor Approval - I have notified and received approval from my Active Duty Supervisor to request a Split Annual Training and/or perform my Annual Training at a location other than my assigned unit.

All other comments/justification:

Member Signature

I _____ this request.

RENTAL CAR REQUEST FORM

Printed Name: _____ Rank: _____
(Last, First)

Tour Start Date: _____ Tour End Date: _____

Type of Tour: (ADOS, MPA, School, AT, Routine TDY, etc.) _____

Do you reside within commuting distance of your duty station? _____

**Members residing within 400 miles of their duty station may not be eligible for a rental car

Justification for Rental car:

****Please annotate in the box below**

Please mark *yes* or *no* to the following questions:

	Yes	No
Is gov't transportation available from the airport:	<input type="checkbox"/>	<input type="checkbox"/>
Will on-base lodging be available:	<input type="checkbox"/>	<input type="checkbox"/>
Is a base taxi/shuttle available:	<input type="checkbox"/>	<input type="checkbox"/>
Is a U-drive base vehicle available:	<input type="checkbox"/>	<input type="checkbox"/>

Estimated cost of Rental Car: ****Compact**

Daily: \$ _____ or Weekly: \$ _____

Total: \$ _____

"I have performed a thorough cost analysis of available public trans, taxi/shuttle services and conclude a rental vehicle is more cost effective."

Please acknowledge the statement above with your signature:

(Member signature)

Additional Comments/Concerns:

****Request should be sent to your detachment orders writers to be routed for approval****