

Instructions & Process – Annual Tour Special Request Form (ATSRF):

- 1) Members seeking an Annual Tour Special Request must complete the template below by filling in the details of the request with a justification, signature, routing to the appropriate AC senior leader in their assigned unit/organization for concur/non-concur and signature, and then to the HQ RIO Readiness business process owner (BPO) via myFSS case for approval/disapproval and signature.
- 2) Option #1: If members complete, sign and obtain the first two endorsements (AC Org Supervisor and O-6 or Equiv) of the ATSRF *prior* to submitting their orders request case in myFSS, they must attach the form when they initiate the orders request case.
 - a. The Orders Writing Cell (OWC) will forward the orders request case with the attached template to the HQ RIO Readiness BPO Detachment commander for consideration.
 - b. The BPO Detachment commander will approve/disapprove and sign the third endorsement, attach the completed template to the orders request case in myFSS, and forward the case back to the OWC for final processing.
 - c. Once the OWC creates the order in AROWS-R, they will receive a tracking number from the OWC in the communication thread in their orders request case in myFSS. Upon sending the AROWS-R tracking number, the OWC will close the myFSS case.
- 3) Option #2: If members submit their orders request in myFSS *prior* to completing the coordinated ATSRF, the OWC will provide the ATSRF to the member to complete and sign, and will instruct the member to obtain the first two endorsements from their AC Org Supervisor and the first O-6 or Equivalent in their chain of command.
 - a. The member will complete and sign the request, obtain the first two endorsements, and attach the form to the orders request case in myFSS.
 - b. The OWC will then forward the orders request case to the BPO Detachment commander for consideration.
 - c. The BPO Detachment commander will attach the completed template to the orders request case and forward it back to the OWC for final processing.
 - d. Once the OWC creates the order in AROWS-R, the member's case will be updated with the AROWS-R tracking number and the case will be closed.
- 4) Members must ensure they have finalized/certified orders in AROWS-R prior to proceeding on travel or duty.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS & INTEGRATION ORGANIZATION**

MEMORANDUM FOR

FROM:

SUBJECT: Annual Tour Special Request Form (ATSRF)

References: (a) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023
(b) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*
(c) HQ RIO/CC GM 25-03, *ETP Late Orders & AT Requests*, 01 Oct 2025
(d) HQ RIO/CC GM 25-09, *Annual Tour Special Request Form (ATSRF)*, 01 Oct 2025

1. I am requesting a Special Tour for FY Annual Tour (AT).

a. Special Tour Type:

b. Location:

c. myFSS Orders Request Case #:

d. Dates:

e. # Travel Days Requested:

f. I intend to perform IDTs in conjunction with this Special Tour.

g. My IDT dates scheduled and approved in UTAPS.

h. _____ I understand that if my IDTs are not scheduled and approved in UTAPS, I must attach an updated UTAPS calendar to my orders request prior to my orders being approved.

2. Justification: (Member must provide detailed justification based on *mission-driven operational need* for their Special Tour request. Special Tours for member convenience, courses, conferences, or Force Development Boards, i.e. DT or School boards, will not be considered.)

3. My High-Year Tenure (HYT)/Mandatory Separation Date (MSD) is:

4. _____ I understand that if my HYT/MSD expires in the next 12 months it is my responsibility to seek any desired extensions in coordination with my assigned active component organization for AFRC/CD consideration.

5. _____ I understand it is my responsibility to ensure all overdue readiness items are addressed during this period of duty.

6. _____ I understand this request may be disapproved and I will be expected to perform my AT and IDTs according to the needs of my assigned unit/organization's mission requirements or within HQ RIO AT funding constraints.

1st Ind, _____, _____, AT Special Request Form.

MEMORANDUM FOR

SUBJECT: AT Special Request

I _____ with this ATSRF as written based upon the mission driven operational need as outlined in the member's justification.

2d Ind, , AT Special Request Form.

MEMORANDUM FOR HQ RIO Detachment 5 Commander

SUBJECT: AT Special Request

I with this AT Special Request as written.

3rd Ind, RIO Readiness Team BPO Det CC, , AT Special Request Form.

MEMORANDUM FOR HQ RIO/IRW (OWC)

I this AT Special Request as written.

Member is hereby ordered to provide this MFR to HQ RIO/IRW (Orders Writing Cell) as an attachment to the associated myFSS Orders Request case as soon as possible.