



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

09 December 2025

MEMORANDUM FOR HQ RIO Detachments & Individual Mobilization Augmentees (IMAs)

FROM: HQ RIO  
18420 E. Silver Creek Ave, Bldg 390  
Buckley SFB CO 80011

SUBJECT: Annual Tour Special Request Form (ATSRF) Guidance Memorandum (HQ RIO/CC, GM #25-09)

References: (a) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023  
(b) HQ RIO/CC GM 25-03, *Late Orders & AT Requests*, 01 Oct 2025  
(c) DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 10 July 2015

1. This guidance memorandum is intended to clearly establish policy, guidance, and current HQ RIO processes for requests, authorizations, and approvals of all ATSRFs for IMAs.
2. Annual Tour (AT) is a category of active duty for training, is used to provide structured individual and/or unit training to reservists, and is the minimal period of training a reservist must perform each fiscal year (FY) to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training and may support Active Component (AC) missions and requirements but may not be performed in an imminent danger area. IMAs must perform a minimum of 12 calendar days of AT each FY.
3. Split AT is an option for RIO Detachment Commanders when it is in the best interest of the Air Force. Detachment Commanders have the authority to authorize split AT *once* as it incurs additional costs, only to accommodate special mission or training requirements, and NOT for personal convenience. NOTE: The ATSRF is not required for members performing Split AT at the member's assigned duty location.
  - a. Split AT in conjunction with IDTs will not be utilized for the sole purpose of funding IMA travel to and from the member's assigned duty location. IDTs will only be performed in conjunction with AT a maximum of two times per FY when travel is involved. DAFMAN 36-2136, para 5.5 authorizes a maximum of 4 travel days each FY. IMA supervisors must provide justification outlining requirements for split AT requests in the attached template.
  - b. IMAs must not split AT when travel overseas is involved (except Hawaii, Alaska, and US territories and possessions). The IMA's assigned/attached unit commander must request an exception by submitting justification to the IMA's Detachment Commander for approval. For centrally managed IMAs, the member's AC or RIO Detachment Commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager.
  - c. The attached template is not required for Split AT within local corporate limits as defined by the Joint Travel Regulation or when IMAs are commuting to their assigned duty station. AT is not to be used to perform duties at alternate locations; attend centrally-funded or unit-funded courses; attend HQ ARPC-hosted Promotion boards or Force Development panels (i.e., DTs and School Boards); and most

conferences. Additionally, AT is not to be used to support large-force exercises, where MPA is appropriate/available.

1) IMAs assigned to OCONUS locations do not require an ATSRF to travel to their assigned duty station. However, split AT requests at member's assigned OCONUS location require an ATSRF.

2) IMAs not assigned to OCONUS locations must obtain justification from the unit/organization requesting their support for consideration by the Detachment Commander. Justifications include unique nature of training and reasons why similar training cannot be provided at the IMA's assigned unit/organization or without incurring overseas travel.

d. HQ RIO will maintain a written method for tracking all such requests by utilizing the attached template to this guidance memorandum.

4. All IMAs must submit orders at least 30-days in advance of order start date, to include initial travel. Additionally, AT orders requests must be submitted not later than 31 May each year for the current fiscal year (FY).

a. HQ RIO requires all IMAs seeking a Late Orders Request (within 30 days of order start) or an AT orders request after 31 May will complete an exception to policy request outlining justification for the late request with completed coordination through the member's AC unit/organization to HQ RIO. See HQ RIO/CC GM 25-03 and the attached template for submitting an ETP for late orders or AT requests.

b. IMAs must attach the completed ETP referenced above to their orders request in myFSS as soon as practical. Orders will NOT be approved, and members are NOT authorized to proceed on travel, until this action is complete. *This action will not be delayed for the sole purpose of obtaining a VOCO.*

5. The business process owner (BPO) for approving all ATSRFs is the Commander, HQ RIO Readiness Team (Det 5). In absence of the BPO Detachment Commander, the HQ RIO/CD or HQ RIO IMA to the Commander are designated as alternates for approvals of the attached ATSRF template.

6. My POC for this guidance memorandum and the attachment is Colonel Dixie A. Duke, IMA to the HQ RIO/CC, 720-847-3696, or [dixie.duke.1@us.af.mil](mailto:dixie.duke.1@us.af.mil). All previous guidance and ATSRF templates are obsolete and will not be accepted after 01 January 2026.

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NATHAN T. DAY, Colonel, USAF  
Commander

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Attachment:  
Template – Annual Tour Special Request Form.pdf

### 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 AND 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)*, 09 Dec 2025

1. I have reviewed, understand, and acknowledge Guidance Memorandum 25-09 above. \_\_\_\_\_

2. I am requesting a Special Tour for FY \_\_\_\_\_ for Annual Tour (AT).

a. Special Tour Type:

b. Location:

c. myFSS Orders Request Case #:

d. Dates: \_\_\_\_\_ 2nd Split Dates (if applicable): \_\_\_\_\_

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.

3. 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.)

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

5. \_\_\_\_\_ 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.

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

7. \_\_\_\_\_ 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.