

Attachment 1

HQ RIO Split Annual Tour Process

1. The Member can find the Annual Tour Special request form at the following myFSS RIO website: [Knowledge Detail \(af.mil\)](#)
2. The member will complete the form then forward to their Active-Duty Unit for approval and signature.
3. The RIO Det technician processes the request and forwards to RIO Det/CC.
4. The RIO/Det CC will approve/disapprove the request.
5. The RIO Det technician will return the signed memo to the member and closes the myFSS case.
6. The member will create a new myFSS case to the OWC for processing (all requests must be submitted before 31 May). [Knowledge Detail \(af.mil\)](#)
7. The HQ RIO OWC will process the request and close after the orders have been generated.
8. The Members may contact their servicing detachment for assistance by submitting a myFSS ticket. [Knowledge Detail \(af.mil\)](#)

Annual Tour Special Request Form

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

BACKGROUND: Based on enterprise-wide budget constraints, all HQ RIO Detachments have been tasked to manage annual training spending. The RIO Detachment Commander (DET CC = ADCON) will approve or deny split Annual Training (AT) away from home station and only at the request of the IMAs Active Component Unit Commander/Director (AC CC = OPCON). The Detachment Commander will consider approving split annual training and annual training away from home station on a case-by-case basis. This request is subject to audit by HQ RIO.

- NOTE 1: Split AT within local corporate limits while commuting to duty station, this form is not required. Special
NOTE 2: AT requests require AC CC, and DET CC final approval. Strong justification required.
NOTE 3: AT is not to be used to attend courses, DT panels, and most conferences.
NOTE 4: AT can only be split into two events. Example 6 & 6 days fine. 3 & 9 days, fine. Not 3 & 3 & 9 days.

1. This acknowledgement certifies that the IMA must complete the following before DET CC Split AT approval:

- The first AND second half (12 AT Days) of AT MUST be scheduled with the intent that either half will not be rescheduled. NOTE: (i.e., 21-27 MAR 2014/15-22 JUN, 2014)
- Travel days MUST be requested for each tour. NOTE: (Normally one day per CONUS two OCONUS). NOTE: The annual requirement is 12 AT days per FY not including travel days)
- IDTs in conjunction with either tour MUST be entered and match in UTAPS. NOTE: IMAs are encouraged to do IDTs in conjunction with the split tour, if approved.

Requesting IMA

2. This acknowledgment certifies that this request meets the following directive instruction, and that this request is subject to HQ RIO auditing.

- AT split tour is not being requested solely for the IMA's convenience. NOTE: Extra funding is required for split.
- 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."
- 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 DET CC's and they are held accountable for their misuse."
- "Split tours are a management tool allowing DET CC's 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 CC. The tour should conform with the duty hours of the unit involved and be scheduled to avoid loss of a productive day.
- AFMAN 36-2136 RESERVE PERSONNEL PARTICIPATION 6 SEPTEMBER 2019 Pages 63 -65
 - 5.4. Travel Restrictions.
 - Table 5.1. Other Training Duty, Active Duty for Operational Support, and AT Travel Restrictions.
Note 4. Waiver Authority: IRs assigned/attached to overseas locations do not require a waiver to travel to their unit. For AT at a location other than the assigned/attached unit, a waiver is required. (T-2) For Individual Reservists not assigned to overseas locations, the applicable commander must provide justification to HQ RIO/CC for approval, unless the agency requesting overseas training uses military air space available travel or otherwise funds the overseas travel and per diem. (T-2). Justifications include unique nature of training and reasons why similar training cannot be provided at unit of assignment/attachment or without incurring overseas travel.

IMA's AC CC/Director First Signature

Special Tour Request

Members Rank, Last Name, First Name:

Type of Special Request (select one):

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

Travel days:

(2) Second AT Dates (start to finish) 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 for Split AT or additional travel days (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.

IMA Signature

Add Full location address if AT will be away from home station / Additional comments or justifications:

I _____ this request.

IMA's AC CC/Director Second Signature

I _____ this request.

DET CC Signature