BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND

AIR FORCE RESERVE COMMAND
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Logistics Staff

RESERVE LOGISTICS READINESS SQUADRON ANNUAL TOUR PROGRAM

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This instruction provides guidance for management of annual tour (AT) operations activities and requirements applicable to Reserve Logistic Readiness units (both squadrons and flights). This instruction may be supplemented at any level, but all supplements must be routed through the unit's NAF to HQ AFRC/A4RX for coordination before certification and approval. This publication applies to Air Force Reserve Command (AFRC) units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. All waiver requests concerning this instruction must be routed from the unit through the NAF to HQ AFRC/A4RX for approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

1. General. This instruction identifies preparation and general actions necessary for LRS units deploying for Annual Tours and outlines references, guidelines, and responsibilities (NOT all-inclusive). A sample preparation checklist is provided in **Table 2**

2. Guidelines:

2.1. The yearly annual tour scheduling process is started by the 3rd QTR of each fiscal year for the following fiscal year. The scheduling process includes members from HQ AFRC/A4RX, each Numbered Air Force (NAF), and the affected unit.

2.2. HQ AFRC/A4RX will initiate a planning schedule and coordinate it through the process outlined in **Table 1** All tasked agencies must complete their actions by the indicated suspense date to ensure a viable product.

2.3. Annual tours are used to obtain maximum hands-on and upgrade training. Priority will be given to training members to their assigned UTC position. Additional training may then be given to increase member's skill sets in other UTCs. Team size depends on support capability of the training site and training needs of the deploying unit. An entire unit may be scheduled for an AT to support an exercise.

2.4. To facilitate effective scheduling, the following priority list is provided for unit commanders to consider during their planning:

2.4.1. Aerospace Expeditionary Forces (AEF) obligations. Commanders need to consider AEF commitment time lines.

2.4.2. MAJCOM Command Inspection Calendars (CIC).

2.4.3. ORE scheduling by assigned wing for upcoming ORI.

2.4.4. ATs are primarily for training Airmen. If quality training can be obtained and the LRS is assisted in a surge period, this is a plus for the supported LRS. However, first consideration must be training not workload.

2.4.5. Consider planning and scheduling your annual tours in two different categories, (1) high OPS tempo locations which are better for proficiency training, (2) a lower OPS tempo so more time is available for upgrade and task training.

Table 1. Annual Tour Planning Time Line.

Action Office	Action	Suspense
Units	**Start planning training requirements for the fiscal year scheduling process.** Each unit should start planning what will be needed for annual tours, dates and locations based on training needs as suggested in 1.2.4.5. Until a master training schedule is received, time frames should be approximate i.e. January or February etc for planning purposes.	15 April
AFRC/A4RX	**Create Annual Tour (AT) planning schedule based on FY calendar and forward to MAJCOMs for priority input and requesting host unit POCs.**	20 April
MAJCOMs	**Annotate schedule with priorities and provide POCs.** MAJCOMs will annotate the schedule with Priority Code 1, 2 or 3. Priority 1 indicating greatest need for assistance, priority 3 least need for assistance.	7 May
AFRC/A4RX	**Write MAJCOM POCs requesting them to host AFRC units.**	14 May

Units	**Select locations/time frames. Coordinate input with Wing IDRC and forward Wing/CC approved requests to AFRC/A4RX** Unit Commanders determine their most urgent training needs and personnel availability for ATs throughout the fiscal year. Contact MAJCOM POCs (they provide information such as team size limits, available training, AFSC limits and other pertinent information crucial to planning tours). Schedule annual tours for 2-week segments, normally beginning/ending on a weekend, unless the unit commander specifically requests otherwise.	28 May
AFRC/A4RX	AFRC will consolidate respective unit's inputs and resolve any training location conflicts from the unit's inputs such as exceeding location size limitations etc.	4 June
AFRC/A4RX	Consolidate all inputs onto a master schedule and identifies any conflicts. A master schedule will be sent back to the units with all conflicts identified to be resolved.	18 June
AFRC/A4RX	**Input schedule into SMS and obtain DRWG/DRB approval** Deployments not approved by the DRWG/DRB process will be returned to the unit for resolution.	25 June
AFRC/A4RX	**Provide approved AT schedule to units.**	30 June

3. Deployment Approval Process (Annual Tour) - Overview.

3.1. All training deployments must be approved by the Deployment Review Working Group (DRWG) chaired by the AFRC/A3 prior to being presented to the Deployment Review Board (DRB) chaired by AFRC/CV.

3.2. All training deployments are entered into the Single Mobility System (SMS) as a pending deployment, coded "P". The DRWG and DRB meet quarterly to review and consider "P" deployments for approval. Approved deployments will be recoded in SMS from "P" to "A" (Approved). "A" deployments will be sent electronically to the AFRC/A3 to solicit organic airlift and the units notified of approval.

3.3. The Airlift Allocations Conference (AAC) convenes approximately two weeks after the DRB to determine the availability of organic airlift.

3.4. If organic airlift is unavailable, and the deployment was approved for commercial travel funds, units will forward a request for funding to AFRC/A4RX FAM. The FAM will utilize AT allocated funds to finance the commercial air costs.

3.5. The Deployment Review Board (DRB) consists of HQ AFRC directors and heads of special staff agencies and is chaired by the AFRC/CV. The DRB meets before the AAC to approve/disapprove deployments.

3.5.1. Changes or cancellation of scheduled deployments must be coordinated through the NAF and training location to prevent adverse affects on host base (training location)

facilities, airlift requirements and funding allocations. Ensure justification is provided for cancellation/deviation from scheduled deployment.

4. Deployments Not Scheduled Through The Normal Scheduling Process:

4.1. Units must submit non-scheduled deployment requests to their appropriate NAF. Once the NAF POC validates these requests, they are forwarded to AFRC/A4RX for submission into SMS and presentation to the DRWG/DRB.

5. Unit Responsibilities for all Deployments:

5.1. Units must follow the guidance for all deployments (Annual Tour, base exercises, etc) as outlined in AFI 10-403. Deployment of personnel as required in AFI 10-403 or other applicable instructions/supplements can be satisfied, when applicable, through an AT deployment if personnel actually process through a personnel processing line set up by a host unit.

5.2. **Unit LRS will**:

5.2.1. Establish an SMS account (view only) through USTRANSCOM.

5.2.2. Review unit deployments through SMS to determine status, airlift, etc.

5.2.3. Initiate checklist (Table 1.2 Checklist for Deployment Actions) for each deployment and provide to the deployment Team Chief (TC).

5.2.4. Obtain commercial reservations for annual tour teams as appropriate.

5.2.5. Submit area clearance request according to DoD 4500.54G, *Foreign Clearance Guide*, with an information copy to the appropriate NAF/POC.

5.2.6. Ensure appropriate travel orders are published in sufficient time to allow team members to prepare for their tour of duty. ***NOTE:*** An AT could be extended up to a total of 20 days, including travel, if transportation difficulties arise (See AFMAN 36-2254, Volume 1, *Reserve Personnel Participation*).

5.2.7. All members must use the Government Travel Card (GTC) issued to them, as prescribed by current GTC policy, for incurred expenses on all authorized deployments including annual tours. Any member not in good standing with his/her Government Travel Card will need a letter from their Commander authorizing advance pay through the base FM.

5.2.8. Keep the commander and staff informed of deployment status.

5.3. **Deployment Team Chief will**:

5.3.1. Confirm deployment information with the UDM.

5.3.2. Maintain and update a checklist of required actions (Table 2.).

5.3.3. Prepare the Annual Tour Training Plan

5.3.3.1. The Annual Tour Training Plan (ATTP) is used to communicate pertinent information to the host unit. It includes lodging requests, travel information, work assignments, type training required etc. Prepare this document in memorandum format according to figure 1.1.

5.3.3.2. Ensure specific training objectives are established for all team members including officers and senior NCOs. Senior NCOs may be assigned to work with a functional area supervisor.

5.3.3.3. Submit the ATTP to the host unit NLT 45 days before team arrival. Coordinate computer access with host unit.

5.3.3.4. Request Assistance from Senior ART and/or Log Plans office when:

5.3.3.4.1. A unit deployment requirement is in conflict with that of the airlifter.

5.3.3.4.2. There is a change in the support capability of the airlifter; i.e., lack of seating, arrival/departure dates or maintenance delay. ***NOTE:*** An AT could be extended up to a total of 20 days, including travel, if transportation difficulties arise (See AFMAN 36-8001 AFRC SUP1).

5.3.3.4.3. Commercial funding is required for travel to/from deployment site. (See 3.4.)

5.3.3.5. Prior to departure for overseas locations, request a security orientation and threat awareness briefing from the appropriate home station agency.

5.3.3.6. Ensure team members deploy with:

5.3.3.6.1. Proper uniforms, safety equipment, and additional clothing/equipment.

5.3.3.6.2. Immunization record updated with immunizations required for the area of deployment

5.3.3.6.3. Identification tags (dog tags).

5.3.3.6.4. Valid *Armed Forces of the United States Geneva Conventions Identification Card*/Common Access Card (CAC).

5.3.3.6.5. Training documentation folder for each individual and any other documentation necessary to aid or accomplish training at the deployed location or as required by local policy.

5.3.3.6.6. AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*.

5.3.3.6.7. Appropriate AF Form 1199, *USAF Entry Control Card*. (Restricted Area Badge)

5.3.3.6.8. Valid civilian driver's license.

5.3.3.7. Upon arrival, validate and confirm work schedules and transportation requirements with the host unit. Ensure an on-site orientation briefing, to include work and safety hazards, is given to personnel prior to final assignment to a work area. Ensure a Force Protection briefing is provided for OCONUS locations.

5.3.3.8. Conduct a mid-tour evaluation with the host unit to identify problems, or areas of concern. Resolve areas of concern with the host unit wherever possible before elevating through the chain of command. If problems persist, the team chief must immediately notify the appropriate NAF/POC office, i.e. "agreed training not

available". Use the end-of-tour report to identify problems or areas of concern not resolved prior to departure.

5.3.3.9. Upon return to home station, ensure articles obtained from mobility stocks are returned to base supply.

5.3.3.10. End of Tour Report (EOT). An EOT report is required for all annual tours. The EOT must be completed NLT 30 days after the deployment or the next UTA following tour completion and forwarded to HQ AFRC/A4RX.

Table 2. Checklist for Deployment Actions.

ACTION ITEM	REFERENCE	TIME FRAME	OPR	DATE COMPLETED
1. Select deployment team chief.	General info	NLT 120 days prior	CC	
2. Select/approve deployment team members.	General info	NLT 120 days prior	CC/UDM	
3. Arrange round trip with supporting TMO	Gen Info	NLT 90 days prior	UDM	
4. Arrange commercial air transportation.	2.3.2.4.	90 days *if* required	UDM/ART Will assist	
5. Notify HQ AFRC/A4RX and NAF of any changes in airlift requirements.	2.1.5.1.	As required	NAF/POC	
6. Confirm overseas deployment air reservations.	General info	60 days prior	UDM/ART Will assist	
7. Conduct an initial team briefing to ensure team members are informed of deployment procedures.	General info	NLT 60 days prior	TC	
8. Submit area clearance if	2.3.2.5.	60 days prior	UDM	

required.				
9. Determine any special clothing requirements from host base.	General info	60 days prior	TC	
10. Ensure specific training objectives are established for all team members.	2.3.3.3.	60 days prior	Supervisors/TC	
11. Submit a copy of the Training Request to NAF/POC for review	General Info	60 days prior	TC/ LRS ART review	
12. Ensure the active duty training orders are published.	2.3.2.6.	60 days prior	UDM	
13. Complete PHA Medical Questionnaire.	General info	60 days prior	Individual/ UDM	
14. Obtain proof of Security Clearance.	General info	60 days prior	Security/UDM	
15. Provide host unit reserve coordinator with Training Request and travel information.	2.3.3.3.3.	NLT 45 days prior	TC	
16. Coordinate/ Computer Access with host	General info	45 days prior	Supervisors/TC	
17. Brief commander on deployment status.	General info	45 days prior	UDM	
18. Submit commercial transportation	2.1.4.	NLT 45 days prior	TC/ Transportation	

funding request (if organic airlift is not available).			ART will assist	
19. Distribute orders to individuals.	General info	30 days or UTA prior	TC	
20. Notify base supply if mobility items are required.	General info	30 days or UTA prior	TC	
21. Ensure all team members have necessary training records.	2.3.3.6.5.	30 days or UTA prior	TC	
22. Ensure all team members have proper safety equipment and appropriate clothing.	2.3.3.6.1.	30 days or UTA prior	TC	
23. Confirm lodging.	General Info	30 days	TC	
24. Coordinate Threat Awareness/Force Protection Briefing	2.3.3.5.	30 days or UTA prior	TC	
25. Brief commander on deployment status.	2.3.2.8.	15 days	UDM	
26. Obtain commercial airline itineraries from TMO and distribute to team members.	General info	15 days prior or as dictated by discount terms	TC	
27. Advise the host unit of any updated travel info to include separate team member travel.	General info	10 days prior	TC/ Transportation ART will assist	

28. Final deployment team briefing to include Force Protection Briefing.	General info	Immediately prior	TC/SF/OSI	
29. Accomplish on-site orientation briefing to include work and safety hazards.	2.3.3.7.	Day of arrival	TC/RC	
30. Ensure work schedules and meal runs are supported by base transportation.	General info	Day of arrival	TC	
31. Reconfirm return airlift.	General info	Approx 7 days before end-of-tour	TC	
32. Conduct mid-tour evaluation on all aspects of tour.	2.3.3.8.	Mid-tour	TC	
33. Return mobility items to base supply.	2.3.3.9.	NLT 5 days after return	TC	
34. File Travel Voucher	General info	NLT 5 days after return	Individual/TC	
35. Complete Team Deployment Report (end-of-tour report.)	2.3.3.10.	Within 30 days following deployment	TC	

Figure 1. Sample Annual Tour Training Plan.

DATE
MEMORANDUM FOR MAJCOM Unit Supporting
Unit Address
ATTENTION: Unit POC

FROM: Reserve Logistics Readiness Squadron
Unit Address

SUBJECT: Annual Tour Training Plan – Deployment dates

1. Team Chief name and contact information

DSN: Commercial: Military e-mail

FAX: Commercial: Civilian e-mail

2. Number of personnel: XX people (Females: X / Males: X)

AFSC's 21R3 = X 2F0X1= X 2S0X1 = X 2T151 = X 2T371 = X, etc.

3. Transportation to/from deployed location information:

4. Section Request listing, see figure 2.

5. Request assistance in setting up billeting/messing/local transportation arrangements. Please let us know if there are any problems (i.e. limited vehicles available, etc). See sample billeting list figure 3.

6. AF Form 1199 (Line Badge) number/Driver Qualifications

7. Vehicle training request:

8. Unique training requests:

9. Information needed by the supported unit concerning Orders.

10. Unit POC:

Signature block

Attachments:
1. Section Assignment Request
2. Billeting Request

Cc:
HQ AFRC/A4RX
HQ NAF/POC

Figure 2. Sample Request.

Name/Rank	**Section Request**	**Assigned UTC**	**UTC qualified?**	**Training required**				**Shift Request**
				UTC	**Upgrade**	**Duty Position**	**Proficiency**	
SMSgt Bob	Supply	JFBMR	Yes				X	Days
SMSgt Jones	Fuels	JFABA	No	X		X		Swings
SSgt Smith	Log Plans	XFHB7	No	X	X	X		Graves
Capt Hines (TC)	LRO	9LRFG	Yes				X	Days

Figure 3. Sample Billeting Request.

RANK	NAME	GENDER	Type Room	Date Required
Capt	Doe, John	M	Single	02 – 16 Dec 09
CMSgt	Smith, Bill	M	Single	02 – 16 Dec 09
MSgt	Jones, Sarah	F	Single	02 – 16 Dec 09
MSgt	Bens, Paul	M	Single	02 – 16 Dec 09

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, Management of Records

AFMAN 36-2254, Vol. 1, Reserve Personnel Participation

DOD 4500.54G, Foreign Clearance Guide

Adopted Form

Air Force (AF) IMT Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AAC—Airlift Allocation Conference

AEF—Aerospace Expeditionary Force

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

ART—Air Reserve Technician

AT—Annual Tour

ATTP—Annual Tour Training Plan

CAC—Common Access Card

CIC—Command Inspection Calendar

DOD—Department of Defense

DRB—Deployment Review Board

DRWG—Deployment Review Working Group

EOT—End of Tour

FAM—Functional Area Manager

GTC—Government Travel Card

NAF—Numbered Air Force

OPS—Operations

ORI—Operational Readiness Inspection

RDS—Records Disposition Schedule

SMS—Single Mobility System

TC—Team Chief

UDM—Unit Deployment Manager

USTRANSCOM—United States Transportation Command

UTC—Unit Type Code