

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 24-601**



6 JUNE 2018

Transportation

**RESERVE LOGISTICS READINESS
SQUADRON ANNUAL TOUR
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 24-6, *Distribution and Traffic Management*. It provides guidance for management of Annual Tour operations activities and requirements applicable to Air Force Reserve Command (AFRC) Logistics Readiness units (squadrons and flights). This publication applies to AFRC units that have logistics personnel assigned. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction may be supplemented at any level. All supplements must be routed through the appropriate chain of command, to include Numbered Air Force (NAF), to HQ AFRC/A4RF (mailto:HQ.AFRC.A4RF.ForceManagement@us.af.mil) for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include resequencing of chapters for flow of information, deletion of material covered in other guidance, and subject matter changes in all chapters. All content has been researched for compliance with updated guidance.

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Chapter 1

PROGRAM OVERVIEW AND PURPOSE

1.1. Overview. The goal of this publication is to establish guidance and procedures to ensure continuity for Annual Tour planning and execution in order to provide effective training to support mission requirements.

1.2. Purpose. The primary mission of AFRC Logistics Readiness Squadrons is to train for Unit Type Code requirements and provide qualified personnel to support all logistics operations essential to the deployment, sustainment, and redeployment of Department of Defense operations. This mission includes the capability to expand a logistics readiness support presence at fixed and/or non-fixed locations throughout the world as well as providing support for exercises, contingencies and emergencies. The wartime mission forms the foundation of the organizational structure. Essential peacetime training and support functions are added to allow maximum training for mission readiness.

1.2.1. The Logistics Readiness Flights/Squadrons are organized at a functional level to facilitate the training and deployment of associated Air Force Specialty Codes in support of the combatant commanders.

1.2.2. Annual Tours are used to obtain maximum hands-on experience and upgrade training. Priority will be given to training members to their assigned Unit Type Codes Mission Capability Statement/Mission Essential Task Listings. Team size depends on support capability of the training site and training needs of the unit. An entire unit may be scheduled for Annual Tour to support an exercise.

1.3. Scheduling Guidelines.

1.3.1. Annual Training tours are subject to redirection due to real world events.

1.3.2. The scheduling process begins in the 3rd quarter of each fiscal year. The scheduling process includes HQ AFRC/A4RF, A4RX, Numbered Air Force, requesting LRS, and the Annual Tour host unit.

1.3.3. Each unit should start planning what will be needed for annual tours, dates and locations based on training needs. In addition, units must use the LRS Annual Tour Workbook on AFRC A4RF SharePoint, and coordinate Annual Training tours through AFRC/A4RF in order to be eligible for travel funding through AFRC to include Movement Review Board and commercial travel.

1.3.4. When requesting individual training during Annual Tour, consideration should be given to skill level upgrade requirements, assigned Unit Type Codes/Air Expeditionary Force training requirements, and proficiency. **(T-2)**

1.4. Categories of Training.

1.4.1. Consider planning and scheduling Annual Training Tours in three different categories.

1.4.1.1. High Operational tempo - Training with emphasis on Unit Type Code proficiency.

1.4.1.2. Low Operational tempo - Training with emphasis on upgrade training.

1.4.1.3. Exercises - Combination of proficiency, upgrade and management opportunities.

1.4.1.3.1. In order to maintain Unit Type Code accountability and personnel oversight, all logistics readiness units must notify Logistics Readiness Cell of all off-station exercise involvement via the A4R SharePoint (<https://afrc.eim.us.af.mil/sites/A4/A4R/default.aspx>). (T-2)

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. MAJCOM A4RF will:

- 2.1.1. Initiate the LRS Annual Tour Workbook based on Fiscal Year calendar and forward to Annual Tour host units for limiting factors and approval by April of each year. Additionally, annotate training schedule with priorities and events that may affect training.
- 2.1.2. Monitor the A4RF Organizational email box for Annual Tour Request submissions.
 - 2.1.2.1. Consolidate respective unit inputs and resolve any training location conflicts from the unit's inputs such as exceeding locations size limitations, dates, etc.
 - 2.1.2.2. Respond with confirmation email to the Annual Tour POC and Numbered Air Force when approved.
 - 2.1.2.3. Include Numbered Air Force A4s on Annual Tour statuses for situational awareness. Numbered Air Force A4s are not a part of the approval process but will be aware of scheduled annual tours and expected training completion.
 - 2.1.2.4. Maintain the LRS Annual Tour Workbook and applicable program documents on the HQ A4RF SharePoint.

2.2. MAJCOM A4RX will:

- 2.2.1. Brief HQ AFRC A4R on Single Mobility System requests quarterly for concurrence, prior to Airlift Allocation Council meets. Meetings will be scheduled utilizing AFRCI 10-200, *Air Force Reserve Exercise and Movement Request Process*, Table 3.1.
- 2.2.2. Process approvals in Single Mobility System.
- 2.2.3. Provide copies of Annual Tour Training Plan and After Action Report uploaded to Single Mobility System to A4RF Training Manager.

2.3. NAFs will:

- 2.3.1. Receive a copy of the Annual Tour Request for situational awareness.
- 2.3.2. Monitor, approve, and route Single Mobility System Movement Review Board request to A4RX.
- 2.3.3. Review the After Action Report and coordinate appropriate actions, if any, with A4RF as necessary.

2.4. Logistics Readiness Squadron Commander will:

- 2.4.1. Appoint a Movement Team Chief and an Annual Tour Point of Contact. (T-2)
 - 2.4.1.1. One individual may be appointed to execute both responsibilities. If differentiated, recommend the Annual Tour POC be full-time equivalent.
- 2.4.2. Ensure the Annual Tour POC submits the Annual Tour Request to HQ AFRC A4RF Training Manager at HQ.AFRC.A4RF.Force Management@us.af.mil.

2.4.3. Adhere to AFRCI 10-200, Table 3.1 timelines when preparing Annual Tour Requests for submission.

2.4.4. Ensure that all individuals responsible for managing the Annual Tour program utilize the most current readiness reports, i.e., Air Force Information Tool, Defense Readiness Reporting System, and Air and Space Expeditionary Force Reporting Tool when planning annual training to ensure emphasis is placed on Unit Type Code and Mission Essential Task Listing requirements and deficiencies.

2.4.5. Ensure Logistics Readiness Officers in upgrade training that are scheduled to attend Annual Tour with the unit have a valid training requirement in the Training Business Area and the training received at the Annual Tour host unit would assist in reaching a fully qualified status. Host units maintain approval authority for acceptance of 21Rs at their location during time of Annual Tour. **(T-3)**

2.4.5.1. It is desired that 21R3s perform Annual Tour above wing level locations (i.e. HQ AFRC, NAF, HAF, etc.).

2.4.6. Ensure the budget includes any necessary preparatory training and/or special requirements for Annual Tours.

2.4.6.1. Direct the squadron resource advisor to request assistance through established finance and budget channels, if organic airlift is not provided and unit funds are unavailable for travel. **(T-2)**

2.4.7. Review and approve the Annual Tour Training Plan prior to submission to A4RF, NAF, and Host unit.

2.4.8. Review/approve final draft of After Action Report prior to submission to Single Mobility System. The After Action Report must be completed NLT 30 days after the Annual Tour or the next Unit Training Assembly following tour completion. **(T-2)**

2.5. Deployment and Distribution Flight (LGRD) will:

2.5.1. Input and Monitor Movement Review Board requests through Single Mobility System to determine status, airlift, and obtain Movement Review Working Group approval. Ensure the Commander and all relevant personnel are updated as necessary. **(T-2)**

2.5.1.1. Ensure the Annual Tour Training Plan and After Action Report are identified in Single Mobility System as a required item.

2.5.1.2. The Annual Tour Training Plan should be uploaded in Single Mobility System in conjunction with the airlift request; however, it will be uploaded no later than 90 days prior to the scheduled Annual Tour.

2.5.1.3. Upload the After Action Report in Single Mobility System utilizing the standard format on the HQ AFRC A4RF Annual Tour SharePoint.

2.5.2. Provide assistance to the Movement Team Chief.

2.6. Annual Tour POC will:

2.6.1. Maintain liaison with Numbered Air Force A4R, AFRC/A4RF and Annual Tour host unit POCs. Serve as the liaison between the Movement Team Chief and the section chiefs. Notify the Movement Team Chief of any changes as they occur.

2.6.2. Submit Annual Tour Request to the AFRC/A4RF Organizational Email box (HQ.AFRC.A4RF.Forces Management@us.af.mil), and continue to monitor for updates, changes or cancellations.

2.6.2.1. A confirmation email will be sent from AFRC A4RF when submission is approved.

2.6.2.2. Changes may be requested once the Annual Tour Request has been approved, however, adding or swapping personnel within 45 days prior to the scheduled movement will not be allowed. Change request should be submitted to AFRC A4RF Organizational Email box (HQ.AFRC.A4RF.Forces Management@us.af.mil).

2.6.3. Forward a copy of the approved Annual Tour Request to LGRD/Movement Review Board POC immediately upon receipt in order to ensure timely airlift/transportation requests in Single Mobility System. **(T-2)**

2.6.4. Coordinate the Annual Tour Training Plan, utilizing the standard format located on the HQ AFRC A4RF SharePoint, with the Section Chiefs.

2.6.5. Assist in the analysis of assigned Unit Type Codes with section chiefs to determine nature and type of training required to include AFSC specific qualifications, i.e. flightline driving access, line badge program access.

2.6.6. Validate qualifications of personnel submitted to support requirements.

2.6.7. Submit collated Annual Tour Training Plan to Movement Team Chief and Commander for final review and approval. **(T-3)**

2.6.8. Generate Annual Tour Training checklist ([Table A2.1](#)) for each Annual Training Tour and provide to the Movement Team Chief.

2.6.9. Request Unit Security Manager submit area clearance request according to DOD 4500.54G, *Foreign Clearance Guide*, with an information copy to the appropriate Numbered Air Force, AFRC/A4 and Annual Tour host unit POC.

2.6.9.1. As part of pre-tour verification process, submit a request to Wing IP/Security Manager Office (SMO) in order to gain the SMO Code of the Annual Tour-host location. The coordination will also need to identify the token issuing authority since the SIPR is divided into different operating regions.

2.6.10. Coordinate unit Annual Training Tour activities with the Annual Tour Host Unit POC.

2.6.11. Keep the commander and staff informed of Annual Training Tour status

2.6.12. Review the After Action Report prior to submission. Ensure any transportation and logistics challenges are addressed in the report. **(T-3)**

2.7. Movement Team Chief will:

2.7.1. Coordinate with host unit, Unit Deployment Manager, LGRD, Annual Tour POC, and Commander for training/mission requirements. **(T-2)**

2.7.2. Update and maintain Training Deployment Checklist ([Table A2.1](#)). Brief status updates to the commander and LGRD monthly.

2.7.3. Ensure individual training objectives are identified on the Annual Tour Training Plan for all team members to include: Officers and Senior NCOs. If available, Officers/SNCOs will participate in the host unit's training and orientation program/briefings. Senior NCOs may be assigned to work with a functional area supervisor.

2.7.4. Submit Annual Tour Training Plan to the Annual Tour host unit, HQ AFRC A4RF and LGRD NLT 90 days prior to the Annual Tour.

2.7.5. Ensure coordination of computer access, flightline driving, and/or any other special access with the Annual Tour host unit no later than 45 days before team arrival.

2.7.6. Ensure appropriate travel orders are published in sufficient time to allow team members to prepare for Annual Training Tour.

2.7.6.1. An Annual Tour could be extended up to a total of 20 days, including travel, if transportation difficulties arise, see AFI 36-2254, Volume 1, *Reserve Personnel Participation*.

2.7.7. Keep the Commander and staff informed of training deployment status.

2.7.8. Notify HQ AFRC A4RF, Commander, Annual Tour Host Unit POC and LGRD if any deviations or difficulties arise such as, but not limited to: changes in airlift, seat space, lodging, and ground transportation. **(T-2)**

2.7.9. Ensure commercial travel is coordinated through the applicable travel method.

2.7.10. Provide coordination and guidance for Team Members regarding training/readiness requirements.

2.7.11. Ensure each Team member and each section chief receives a copy of the Individual Team Member Checklist (**Table A3.1**) upon selection to participate in Annual Tour. Monitor completion of **Table A3.1** for each Team Member throughout the Annual Tour process.

2.7.12. Ensure all members use the Government Travel Card, as prescribed by current Government Travel Card policy, for all expenses on all annual training tours. Members not in good standing with his/her Government Travel Card will require a letter from the commander authorizing Electronic Funds Transfer advance pay through the servicing travel pay or Financial Management office.

2.7.13. Prior to departure for overseas locations, request a Force Protection briefing from the appropriate home stations agency. Contact unit security manager to verify completion of Foreign Travel Brief by all deploying members NLT 30 days prior to travel.

2.7.13.1. Ensure all personnel are aware of the requirement to read the Foreign Clearance Guide, specific to their country being visited. Additionally, if Annual Tour is conducted in PACOM AOR, the team is required to submit the PACOM required Individual Anti-Terrorism Plan clearance request, through PACAF at <https://iatp.pacom.mil/>. This is required Per USPACOM Instruction 0536.2 and the DOD Foreign Clearance Guide, U.S. Military, DOD Civilians, and/or Contractors traveling into or within the USPACOM AOR must enter their travel into this system. Additionally, if traveling within PACOM AOR an Aircraft and Personnel Automated Clearance may be required as specified in the Foreign Clearance Guide.

2.7.14. Upon arrival to the host unit, meet with Annual Tour host unit POCs to receive location specific instructions/guidelines and objectives to include work day schedule and transportation requirements. Ensure Force Protection briefing is provided for Outside Continental United States locations.

2.7.15. If host unit is engaged in exercise operations, visiting unit members will integrate into exercise operations to the fullest extent possible, within training limitations, to include extended hours and days as required.

2.7.16. Ensure a work center orientation, to include work and safety hazards, is given to personnel upon assignment to a work area.

2.7.17. Ensure supervisors are reporting in on daily training completion and reporting any issues that are taking away from training needs.

2.7.18. Conduct a mid-tour evaluation with the Annual Tour host unit leadership to provide status of training and/or areas of concern to ensure training needs are being obtained.

2.7.19. Continuously monitor progress of team's requested training according to Annual Tour Request during annual tour.

2.7.20. Initiates and collaborates with the Annual Tour POC and Annual Tour team members on the After Action Report for submission to the commander. **(T-2)**

2.8. Section Chiefs will:

2.8.1. Coordinate with Annual Tour POC for Unit Type Code requirements during Annual Tour.

2.8.2. Provide a list of Team Members to the Movement Team Chief and provide updates as necessary.

2.8.3. Provide detailed training plans for each Team Member to the AT POC. **(T-2)**

2.8.4. Ensure Team Members are briefed on the purpose and goals of the Annual Tour and provided a mechanism to track and ensure goals are met.

2.8.5. Ensure Team Members comply with applicable training and certification requirements identified in [Attachment 3](#) and keep Movement Team Chief informed of statuses.

KATHRYN J. JOHNSON, Maj Gen, USAF
Director of Logistics, Engineering and Force
Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012
AFI 33-360, *Publications and Forms Management*, 1 December 2015
AFI 36-2201, *Air Force Training Program*, 15 September 2010
AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010
AFPD 24-601, *Distribution and Traffic Management*, 23 March 2018
AFRCI 10-200, *Air Force Reserve Exercise and Movement Request Process*, 1 August 2016
DoD 4500.54-G, *Foreign Clearance Guide*, 27 May 2009

Adopted Forms

AF Form 483, *Certificate of Competency*
AF Form 616, *Fund Cite Authorization*
AF Form 847, *Recommendation for Change of Publication*
AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*
AF Form 1199, *USAF Entry Control Card*
AF Form 1199D, *USAF Restricted Area Badge*
AF Form 2293, *US Air Force Motor Vehicle Operators' Identification Card*

Abbreviations and Acronyms

AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
ANG—Air National Guard
AOR—Area of Operational Responsibility
AT—Annual Tour/ Annual Training
CAC—Common Access Card
CED—Contingency Exercise Deployment
GTC—Government Travel Card
HAF—Headquarters Air Force

MTC—Movement Team Chief
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NCO—Noncommissioned Officer
NLT—No Later Than
OPR—Office of Primary Responsibility
PACOM—Pacific Command
POC—Point of Contact
RDS—Records Disposition Schedule
SMO—Security Manager Office
SMS—Single Mobility System
SNCO—Senior Non Commissioned Officer
UDM—Unit Deployment Manager
UTA—Unit Training Assembly
WBT—Web Based Training

Attachment 2

ANNUAL TRAINING TOUR CHECKLIST

Table A2.1. Annual Training Tour Checklist.

This checklist is a guide to assist with required actions prior to a deployment.				
	ACTION ITEM	TIME FRAME	OPR	DATE COMPLETED
1.	Appoint Annual Tour POC and Movement Team Chief (MTC)	NLT 180 days prior	CC	
2.	Submit AT Request	NLT 180 days prior	AT POC	
3.	Identify AT team members	NLT 180 days prior	Section Chief, MTC, CC	
4.	Validate/Approve AT team members prior to Single Mobility System request	NLT 90 days	Section Chief, MTC, CC	
5.	Brief Commander on AT tour status	Monthly	MTC/AT POC	
6.	Submit airlift request in Single Mobility System	Refer to AFRCI 10-200 for suspense	AT POC/LGRD	
7.	Ensure specific training objectives are established and validated for all team members	With SMS request or NLT 90 days prior	Supervisors, MTC, AT POC, LGRD	
8.	Verify military airlift. If no military airlift, arrange commercial air trip port calls with supporting Commercial Travel Office	NLT 90 days prior	LGRD	
9.	Submit commercial transportation funding request (if organic airlift is not available)	NLT 90 days prior	LGRD	
10.	Notify HQ AFRC/A4RX of any changes in airlift	As required	AT POC	

	requirements			
11.	AF Form 1199D, <i>USAF Restricted Area Badge</i> . Identify all newly assigned personnel requiring access to restricted areas.	NLT 90 days prior	Supervisors	
12.	Ensure GTC for all members or Fund Site Authorization has been approved	NLT 90 days prior	Unit Deployment Manager (UDM), 1 ST SGT, Squadron GTC POC	
13.	Check Foreign Clearance Guide for requirements and submit country clearance, if required	90 days prior	MTC, UDM	
14.	Conduct initial team briefing to ensure team members are informed of AT tour procedures	NLT 90 days prior	MTC	
15.	Request/Validate orders	60 days prior (Note 1)	Individual, MTC	
16.	Notify base supply if mobility items are required	60 days	MTC	
17.	Obtain security clearance verification documentation from Unit Security Manager for each member deploying	45 days prior	MTC	
18.	Provide AT host unit POC with travel information	NLT 45 days prior	MTC	
19.	Submit all required documentation to AT host POC	NLT 45 days prior	MTC	
20.	Coordinate computer	NLT 45 days prior	MTC	

	access with AT host unit			
21.	Ensure all team members have completed Individual Checklist	30 days or UTA prior	MTC	
22.	Confirm lodging and ground transportation	30 days	MTC	
23.	Coordinate in-flight meals for organic airlift	30 days	MTC	
24.	Schedule Threat Awareness/Force Protection Briefing	30 days or UTA prior	MTC	
25.	Advise host unit POC of any updated travel info to include separate team member arrival	10 days prior	MTC/AT POC	
26.	Obtain commercial airline itineraries from Commercial Travel Office and distribute to team members	15 day prior or as dictated by the travel office	MTC	
27.	Final deployment team briefing to include Force Protection Briefing	Immediately prior	MTC, SF, OSI	
28.	Accomplish on-site orientation briefing to include work and safety hazards	Day of arrival	MTC, host POC or designate representative	
29.	Ensure transportation is established to support work schedules and meal runs	Day of arrival	MTC	
30.	Conduct mid-tour briefing on all aspects of the tour	Mid-tour	MTC, Host POC or designated representative	
31.	Reconfirm return	Approximately	MTC	

	airlift	seven days before end-of-tour		
32.	Complete After Action Report	Within 30 days following AT tour	MTC	
Note: Failure to comply with timelines may result in the AT tour being cancelled. If the Annual Tour is cancelled the unit will be required to perform the tour at home station.				
Note: IAW AFI 36-2254, Volume 1, all orders will be published by 30 Jun each FY.				

Attachment 3

ANNUAL TOUR INDIVIDUAL TEAM MEMBER CHECKLIST

Table A3.1. Annual Tour Individual Team Member Checklist.

This checklist is a guide to assist individuals with required actions prior to AT tour.				
	ACTION ITEM	TIME FRAME	OPR	DATE COMPLETED
1.	Ensure all Web Based Training (WBTs) are completed at home station prior to departure	NLT 30 days prior	UTM	
2.	Ensure Government Travel Card (GTC) is active, will not expire, and have the P.I.N., or have approved AF 3.Form 616, <i>Fund Cite Authorization</i> .	NLT 60 days prior	GTC POC	
3.	Appropriate AF Form 1199, <i>USAF Entry Control Card</i> (Restricted Area Badge)	NLT 30 days prior	Team Member (if applicable)	
4.	AF Form 2293, <i>US Air Force Motor Vehicle Operator Identification Card</i>	NLT 30 days prior	Team Member (if applicable)	
5.	AF Form 483, <i>Certificate of Competency</i> , (i.e. flight line proficiency cards)	NLT 30 days prior	Team Member (if applicable)	
6.	Identification tags (dog tags) (Includes red medical Tags)	NLT 30 days prior	UDM	
7.	Proper uniforms, safety equipment, and additional clothing/equipment	NLT 30 days prior	Team Member	
8.	AF Form 938, <i>Request And Authorization For Active Duty Training/Active Duty Tour</i> , (Travel order)	NLT 5 days prior	Team Member	
9.	Contingency Exercise Deployment/North Atlantic Treaty Organization (CED/ NATO) orders (if applicable)	NLT 5 days prior	Team Member	
10.	Common Access Card (CAC)	As Required	Team Member	

11.	Valid civilian driver's license	As Required	Team Member	
12.	File Travel Voucher	NLT 5 days after return from tour	Team Member	
13.	Ensure all articles obtained from base supply are returned within 5 days of arrival at home station	NLT 5 days after return from tour	Team Member	