

Sir or Ma'am,

This message serves as a final reminder to submit your Annual Tour (AT) request in AROWS-R NLT 22 June if you have not already done so. All AT orders must be published by Headquarters NLT 30 June. Submit AT orders in AROWS-R at <https://arowsr.afrc.af.mil/arows-r/>.

IMAs must perform 12 AT days each fiscal year (not including travel days). If you cannot complete your required AT, submit a participation waiver to your servicing detachment NLT 22 June (participation waiver can be found at <http://www.arpc.afrc.af.mil/Home/HQRIO/Resources>). If no action is taken, you may have an unsatisfactory year, which may result in discharge actions.

AFI 36-2254, V1, Reserve Personnel Participation, states all AT orders must be published by 30 June. Orders not published by this date will require justification for the late request, with Active Duty commander concurrence and HQ RIO commander approval. Additionally, requests submitted in AROWS-R after 1 June must include justification for the request as instructed in AFI 36-2254, V1.

***If you have not requested orders because you are unsure of your AT dates, the requested order dates can be amended; however the order must be published in order to ensure funding is allocated and available for your tour.

Reminders:

FY participation requirements are not based on the number of points you have earned by your R/R date. It is based on completion of your required AT and Inactive Duty Training for that FY. For example, if you have accrued 200 points on MPA/RPA orders but have not completed your required IDT/AT, you will not have met your FY participation requirements. An unsatisfactory FY may lead to discharge actions.

An "Annual Tour Special Request Form" (found at <http://www.arpc.afrc.af.mil/Home/HQRIO/Resources>) must be completed and submitted to your orders technician when requesting orders that include the following:

- 1) ATs not beginning on a Monday nor ending the following Friday
- 2) ATs performed during federal holidays or down days
- 3) ATs completed at a location other than home station
- 4) Split AT tours (must be for mission/training needs)
- 5) Rental car requests (not authorized on AT unless you receive a non-availability slip and/or provide valid justification)

Please contact your servicing HQ RIO Detachment (<http://www.arpc.afrc.af.mil/Home/HQRIO/About/HQRIODirectory>) with questions or concerns.

HQ Individual Reservist Readiness and Integration Organization

Previous ARCNet messages are located in the [Resources section](#) of our website