

# Instructions for completing Special Request Form

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

**BACKGROUND:** The Detachment Commander will no longer approve split annual tours more than once. Each request will be highly scrutinized based on annual requirements and cost. **NOTE: If within local corporate limits/commuting distance to duty station, split request is not required.**

- AFI 36-2254v1 states in paragraph 5.1, "The primary purpose of AT is to provide individual and/or unit readiness training, but AT **MAY** support active component missions and requirements."
- Paragraph 5.6 places annual tour approval authority for IMAs on the DET Commander. It also states "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 Detachment Commander's and they are held accountable for their misuse."
- Paragraph 5.11 states "Split tours are a management tool allowing DET Commanders 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."
- Table 5.1, Rule 7: and the training requirement is at a location other than the unit of assignment or attachment, then the member may train at the alternate site if approved by the DET Commander.
- Paragraph 5.7.2. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day due to a legal holiday.

Based on this and due to budget constraints, and the fact that many of our IMAs could not perform their annual tour in late FY12 due to lack of funds, the detachment has been tasked to control annual tour spending.

**NOTE: Annual tours are not to be used to attend courses, DT panels, and most conferences**

- 1) Member completes the dates for first (and second annual tour for split AT request) (i.e.; 21-17 March 2014), then selects the requested amount of travel days from the dropdown for each tour. (Normally one travel day is allowed for CONUS). The annual requirement for most is 12 AT days per FY (not including travel days), both tours should cover their requirement.
- 2) Member must enter if IDTs will be in conjunction with either tour, and enter the dates of the IDTs (these must match UTAPS). Members are highly encouraged to do their IDTs in conjunction with the split tour, if approved.
- 3) Member signs this form and then forwards to their unit assigned active duty supervisor for signature.
- 4) The supervisor will select approve/disapprove, then provide full justification. If approved, enter details of mission requirements and duties to be accomplished (If split AT request, provide details for both tours to justify a split).
- 5) Once complete, forward the form to respective detachments's workflow e-mail. The form will be staffed to the DET Commander for review and decision. When decision is made, we will notify the member and orders writer.

**\*\*NOTE\*\* Annual Tours away from home station, over Federal Holidays, and extend over two weekends are discouraged. If the request includes one of the above, select it from the dropdown and ensure proper justification is included.**

**SPLIT ANNUAL TOURS OVERSEAS:** Request for split annual tours overseas require supervisor, DET Commander, and RIO/CC approval. Strong justification from supervisor is required.

**RENTAL CARS:** The DET Commander requires justification for use of a rental car (reference attached worksheet, last page) when requested. Due to budget constraints, all requests will be on a case by case review for approvals. Incomplete requests will not be considered.

# Special Tour Request

Members Rank, Last Name, First Name:

Type of special request (select one)

And (select request (s) if applicable):

## **Member Section (answer all questions):**

(1) From - To date of AT (Do not count travel days in date):

Travel days:

(2) From - To date of second AT (If requesting split AT, do not count travel days in date):

Travel days:

**\*\*NOTE: Normally, only one travel day is authorized if within CONUS, unless justified.**

Justification if requesting more than one travel day (CONUS only):

(3) Are IDT's in conjunction with tour (s)? When are IDTs scheduled and approved by assigned supervisor per AFI 36-2254v1, para 4.2.1.2?

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 12 IDTs and AT (12 working days) per FY to meet satisfactory participation.

Member Signature

## **Assigned Supervisor Section:**

(1) Approve this request(s)?

(2) Detailed justification for this request to include mission requirements/duties to be accomplished during this annual tour/holiday/2nd weekend and/or away from home station (and the second annual tour period to justify a split annual tour): Continue on next page if needed.

Supervisor Signature

I

this request.

Detachment Commander

# Rental Car Justification Worksheet

PRINT PLEASE: Rank \_\_\_\_\_ Last Name, First \_\_\_\_\_ Tour Date(s) \_\_\_\_\_

Note: Rental cars are for official government business only and must be justified on that basis. For availability of government or commercial shuttles to/from airport and for on-base lodging, meals and shuttle services; refer to your local unit. Submitted justifications may be subject to audit.

Lodging reservations were made a minimum of 30 days prior to travel date, and reconfirmed 1-2 days prior to travel?      YES      NO

If yes, clerks name and phone number you spoke with:

If no, please provide justification below:

**NOTE: Lodging reservations must be reconfirmed in anticipation of potential cancellation allowing opportunity to lodge on base. Orders will be amended if approved for rental car authorization after confirmation. This will be verified by Detachment.**

Rental car will be used at:

(Include X where applicable)

Gov't Transportation available from airport:      YES      NO

On-base lodging will be available:      YES      NO

If NO, supply clerk name and phone number or (Notification of Non-avail must be within 30 days of duty start date)  
 Non-availability number:

Base taxi/shuttle is available:      YES      NO

U-drive base vehicle available:      YES      NO

If NO to above, provide clerk name and phone number of transportation office:

Commercial taxi allowed on base:      YES      NO

**Cost Analysis: Fill out all blocks that apply.**

**Commercial/public transportation. Underline applicable method(s) (metro, bus, shuttle, limo, subway, or taxi) cost to/from: If more than one method applies, cut and paste blocks to a second page and fill in for the other modes of transportation.**

Helpful Website:  
<http://www.taxifarefinder.com/>  
<http://www.defensetravel.dod.mil/>

	Amount		Trips			Total
*Airport and duty location/lodging	\$		x		=	
*Lodging & duty Locations	\$		x		=	
*Lodging/duty location & meals	\$		x		=	
*Primary & alternate duty locations	\$		x		=	
*Do not include IDT days	\$		x		=	
				Total	=	

**Rental Car:**

	Amount		Days/Weeks			Total
Basic Daily/weekly rate	\$		x		=	
GSA Admin fee	\$	5.00	x		=	
Estimated taxes, concession fee, etc	\$				=	
Estimated Gas Charges	\$				=	
				Total	=	
				Savings	=	

Other mission requirements or factors (explain):