

**BY ORDER OF THE COMMANDER  
910 AIRLIFT WING**

**910 AIRLIFT WING INSTRUCTION 65-114**

**2 APRIL 2013**



**Financial Management**

**COMMUTE AREA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 910 AW/CC  
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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It defines a local commute area as mandated by the Joint Federal Travel Regulation (JFTR) and applies to military personnel assigned to the 910 Airlift Wing (910AW). Refer all recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF) 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **NOTE:** Any document, form, or record created using Personal Identification Information (PII), must do so within the scope, limitations, and protection of Air Force Instruction (AFI) 33-332 "*Air Force Privacy Act Program*" and United States Code (U.S.C.) 552a, "*Privacy Act of 1974*".

**1. Purpose.** Establishment of a local commute area is necessary for proper determination of entitlements when reserve personnel are on active duty orders or while on inactive duty status (UTA, RMP, AFTP, AGTP). Requests for waivers must be submitted to the OPR listed above for consideration and approval.

**2. Responsibilities.** Squadron Commanders have the responsibility to ensure that all Reserve Orders (RO), AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*, or equivalent computer generated orders accurately reflect the commute status of the individual while performing a tour of active duty.

**3. Procedures.** Localities classified as being within the commute area of the 910 Airlift Wing, located at Youngstown Air Reserve Station, Vienna, Ohio, have been determined solely by zip code and are reflected in Attachment 2. Only the identified zip codes are within the commute area. City name cannot be used to determine eligibility. Unit orders clerks must utilize this publication during preparation of AF Form 938 to determine the correct status for reserve personnel performing active duty.

**4. Corporate Limits.** The 910 Airlift Wing, Youngstown Air Reserve Station, is located within Vienna Township, Trumbull County, Ohio, but not within the legal corporate limits of any city.

BRIAN E. DOMINGUEZ, Brig Gen, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

**AFI 33-332**, *Air Force Privacy Act Program*, 16 May 2011

**AFMAN 33-363**, *Management of Records*, 1 Mar 2008

**AFPD 65-1**, *Management of Financial Services*, 1 Jul 1996

**Joint Federal Travel Regulation**

**Title 5 USC 552a**, as amended, *Privacy Act of 1974*

*Adopted Forms*

**AF847** – *Request for Change to Publication*

**AF938** - *Request and Authorization for Active Duty Training/Active Duty Tour*

*Abbreviations and Acronyms*

**AF**—Air Force Form

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AWI**—Airlift Wing Instruction

**JFTR**—Joint Federal Travel Regulation

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**U.S.C.**—United States Code

## Attachment 2

## OHIO AND PENNSYLVANIA ZIP CODES WITHIN COMMUTE DISTANCE

Table A2.1. OHIO AND PENNSYLVANIA ZIP CODES WITHIN COMMUTE DISTANCE.

| Zip   | City             | State |
|-------|------------------|-------|
| 44003 | Andover          | OH    |
| 44004 | Ashtabula        | OH    |
| 44005 | Ashtabula        | OH    |
| 44010 | Austinburg       | OH    |
| 44021 | Burton           | OH    |
| 44023 | Chagrin Falls    | OH    |
| 44032 | Dorset           | OH    |
| 44033 | East Claridon    | OH    |
| 44046 | Huntsburg        | OH    |
| 44047 | Jefferson        | OH    |
| 44062 | Middlefield      | OH    |
| 44064 | Montville        | OH    |
| 44065 | Newbury          | OH    |
| 44068 | North Kingsville | OH    |
| 44076 | Orwell           | OH    |
| 44080 | Parkman          | OH    |
| 44082 | Pierpont         | OH    |
| 44084 | Rock Creek       | OH    |
| 44085 | Rome             | OH    |
| 44086 | Thompson         | OH    |
| 44087 | Twinsburg        | OH    |
| 44093 | Williamsfield    | OH    |
| 44099 | Windsor          | OH    |
| 44201 | Atwater          | OH    |
| 44202 | Aurora           | OH    |
| 44211 | Brady Lake       | OH    |
| 44231 | Garrettsville    | OH    |
| 44234 | Hiram            | OH    |
| 44237 | Hudson           | OH    |
| 44238 | Hudson           | OH    |
| 44240 | Kent             | OH    |
| 44241 | Streetsboro      | OH    |
| 44242 | Kent             | OH    |

| Zip   | City           | State |
|-------|----------------|-------|
| 44272 | Rootstown      | OH    |
| 44285 | Wayland        | OH    |
| 44288 | Windham        | OH    |
| 44401 | Berlin Center  | OH    |
| 44402 | Bristolville   | OH    |
| 44403 | Brookfield     | OH    |
| 44404 | Burghill       | OH    |
| 44405 | Campbell       | OH    |
| 44406 | Canfield       | OH    |
| 44408 | Columbiana     | OH    |
| 44410 | Cortland       | OH    |
| 44411 | Deerfield      | OH    |
| 44412 | Diamond        | OH    |
| 44413 | East Palestine | OH    |
| 44415 | Elkton         | OH    |
| 44416 | Ellsworth      | OH    |
| 44417 | Farmdale       | OH    |
| 44418 | Fowler         | OH    |
| 44420 | Girard         | OH    |
| 44422 | Greenford      | OH    |
| 44423 | Hanoverton     | OH    |
| 44424 | Hartford       | OH    |
| 44425 | Hubbard        | OH    |
| 44428 | Kinsman        | OH    |
| 44429 | Lake Milton    | OH    |
| 44430 | Leavittsburg   | OH    |
| 44431 | Leetonia       | OH    |
| 44432 | Lisbon         | OH    |
| 44436 | Lowellville    | OH    |
| 44437 | McDonald       | OH    |
| 44438 | Masury         | OH    |
| 44439 | Mesopotamia    | OH    |
| 44440 | Mineral Ridge  | OH    |

|       |                  |    |  |       |                 |    |
|-------|------------------|----|--|-------|-----------------|----|
| 44255 | Mantua           | OH |  | 44441 | Negley          | OH |
| 44265 | Randolph         | OH |  | 44442 | New Middletown  | OH |
| 44266 | Ravenna          | OH |  | 44443 | New Springfield | OH |
| 44444 | Newton Falls     | OH |  | 44512 | Youngstown      | OH |
| 44445 | New Waterford    | OH |  | 44513 | Boardman        | OH |
| 44446 | Niles            | OH |  | 44514 | Boardman        | OH |
| 44449 | North Benton     | OH |  | 44515 | Austintown      | OH |
| 44450 | North Bloomfield | OH |  | 44555 | Youngstown      | OH |
| 44451 | North Jackson    | OH |  | 44598 | Youngstown      | OH |
| 44452 | North Lima       | OH |  | 44599 | Youngstown      | OH |
| 44453 | Orangeville      | OH |  | 44601 | Alliance        | OH |
| 44454 | Petersburg       | OH |  | 44609 | Beloit          | OH |
| 44455 | Rogers           | OH |  | 44619 | Damascus        | OH |
| 44460 | Salem            | OH |  | 44634 | Homeworth       | OH |
| 44470 | Southington      | OH |  | 44640 | Limaville       | OH |
| 44471 | Struthers        | OH |  | 44665 | N. Georgetown   | OH |
| 44473 | Vienna           | OH |  | 44672 | Sebring         | OH |
| 44481 | Warren           | OH |  | 16101 | New Castle      | PA |
| 44482 | Lordstown        | OH |  | 16102 | New Castle      | PA |
| 44483 | Warren           | OH |  | 16103 | New Castle      | PA |
| 44484 | Howland          | OH |  | 16105 | New Castle      | PA |
| 44485 | Warren           | OH |  | 16107 | New Castle      | PA |
| 44486 | Champion Hts     | OH |  | 16108 | New Castle      | PA |
| 44487 | Warren           | OH |  | 16110 | Adamsville      | PA |
| 44488 | Warren           | OH |  | 16111 | Atlantic        | PA |
| 44490 | Washingtonville  | OH |  | 16112 | Bessemer        | PA |
| 44491 | West Farmington  | OH |  | 16113 | Clark           | PA |
| 44492 | West Point       | OH |  | 16114 | Clarks Mills    | PA |
| 44493 | Winona           | OH |  | 16115 | Darlington      | PA |
| 44501 | Youngstown       | OH |  | 16116 | Edinburg        | PA |
| 44502 | Youngstown       | OH |  | 16120 | Enon Valley     | PA |
| 44503 | Youngstown       | OH |  | 16121 | Farrell         | PA |
| 44504 | Youngstown       | OH |  | 16124 | Fredonia        | PA |
| 44505 | Youngstown       | OH |  | 16125 | Greenville      | PA |
| 44506 | Youngstown       | OH |  | 16127 | Grove City      | PA |
| 44507 | Youngstown       | OH |  | 16130 | Hadley          | PA |
| 44509 | Youngstown       | OH |  | 16131 | Hartstown       | PA |
| 44510 | Youngstown       | OH |  | 16132 | Hillsville      | PA |

|       |            |    |  |  |       |                |    |
|-------|------------|----|--|--|-------|----------------|----|
| 44511 | Youngstown | OH |  |  | 16133 | Jackson Center | PA |
|       |            |    |  |  | 16134 | Jamestown      | PA |
|       |            |    |  |  | 16136 | Koppell        | PA |
|       |            |    |  |  | 16137 | Mercer         | PA |
|       |            |    |  |  | 16140 | New Bedford    | PA |
|       |            |    |  |  | 16141 | New Galilee    | PA |
|       |            |    |  |  | 16142 | New Wilmington | PA |
|       |            |    |  |  | 16143 | Pulaski        | PA |
|       |            |    |  |  | 16146 | Sharon         | PA |
|       |            |    |  |  | 16148 | Hermitage      | PA |
|       |            |    |  |  | 16150 | Sharpsville    | PA |
|       |            |    |  |  | 16151 | Sheakleyville  | PA |
|       |            |    |  |  | 16153 | Stoneboro      | PA |
|       |            |    |  |  | 16154 | Transfer       | PA |
|       |            |    |  |  | 16155 | Villa Maria    | PA |
|       |            |    |  |  | 16156 | Volant         | PA |
|       |            |    |  |  | 16157 | Wampum         | PA |
|       |            |    |  |  | 16159 | West Middlesex | PA |
|       |            |    |  |  | 16160 | West Pittsburg | PA |
|       |            |    |  |  | 16161 | Wheatland      | PA |
|       |            |    |  |  | 16172 | New Wilmington | PA |
|       |            |    |  |  | 16316 | Conneaut Lake  | PA |
|       |            |    |  |  | 16424 | Linesville     | PA |
|       |            |    |  |  |       |                |    |
|       |            |    |  |  |       |                |    |