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Personnel

CAREER RECRUITER FORCE

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This instruction implements Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*. Use this instruction and the applicable criteria in AFI 36-2110, *Assignments*. This instruction establishes the Air Force career recruiter force (CRF). It provides guidance and procedures pertaining to manning critical recruiting positions within Air Force Recruiting Service (AFRS). It prescribes the general guidelines regarding eligibility criteria, application procedures, and the selection process. It assigns responsibilities for managing and implementing the CRF. This instruction addresses career recruiter path opportunities within special duty identifier (SDI) 8R300. It applies to all active duty military 8RX00s assigned to AFRS and to organizations involved in manning CRF positions. It does not apply to the Air National Guard or the Air Force Reserve Command. See **Attachment 1** for a glossary of references and supporting information.

The Privacy Act of 1974 applies. The authority to collect and maintain the records prescribed in this Air Force Instruction (AFI) is Title 10, United States Code (U.S.C.) Section 8013. The Privacy Act System number F036 AFPC I, Airmen Utilization Records System, covers required information.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://afirms.amc.af.mil/rds_series.cfm.

1. Career Recruiter Force (CRF). A CRF is a cadre of experienced recruiting managers qualified to provide consistency in leadership and training to the recruiting effort. This instruction and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, direct the basic duties, responsibilities, and qualifications for the CRF. The CRF objectives are to develop and maintain a group of experienced recruiters to:

- 1.1. Provide leadership and continuity within the recruiting command.
- 1.2. Ensure the effective execution of the recruiting mission.
- 1.3. Lead, train, and support production recruiters.

1.4. Advise command elements.

2. Career Recruiter SDI 8R300. The CRF recruiters (referred to as career recruiters) are designated with the SDI 8R300. A career recruiter manages and oversees all programs implemented to recruit sufficient personnel to satisfy Air Force manning requirements. Career recruiters fill billets throughout AFRS commensurate with their pay grade and qualifications. Required duties are identified in AFI 36-2101.

3. Responsibilities for Managing the CRF:

3.1. The Chief, Enlisted Accessions Policy (AF/A1PTS), AFRS Recruiting Career Field Manager:

- 3.1.1. Serves as advisor to the Commander (AFRS/CC).
- 3.1.2. Ensures career field initiatives are incorporated into the career recruiter curriculum.
- 3.1.3. As the readiness functional manager:
 - 3.1.3.1. Develops wartime utilization policy.
 - 3.1.3.2. Validates unit type code utilization of SDIs 8R300 and updates the war plan.
 - 3.1.3.3. Determines and publishes mobility training requirements.

3.2. The Director of Assignments (HQ AFPC/DPA):

- 3.2.1. Sets assignment policy and is the final approval authority for reassignment actions according to AFI 36-2110.
- 3.2.2. Is the final approval authority for all medical evaluation board and physical evaluation board recommendations.
- 3.2.3. Ensures the Airman Assignments Division (HQ AFPC/DPAA) releases qualified Airmen from their control Air Force specialty code (CAFSC). **Note:** HQ AFPC/DPAA provides special consideration for release of Operation BLUE SUIT winners and master recruiters on a case-by-case basis.

3.3. The Chief of AETC Assignments (HQ AETC/A1K):

- 3.3.1. Establishes assignment procedures and assignment selection criteria.
- 3.3.2. Coordinates with HQ AFRS/RXS and HQ AFPC/DPAA concerning career recruiter manning levels, assignments, policies, classifications, and training requirements.
- 3.3.3. Processes CRF packages.
- 3.3.4. Advertises projected career recruiter vacancies and works with HQ AFRS/RXS to prioritize vacancies and identify eligible applicants.
- 3.3.5. Provides HQ AFPC all information required to finalize assignments.

3.4. AFRS/CC:

- 3.4.1. Establishes eligibility criteria for entry into the CRF.
- 3.4.2. Identifies CRF applicants to HQ AETC for release consideration.

3.4.3. Is the approval authority for all career recruiter relief actions as found in paragraph 11. However, HQ AFPC determines the future utilization of relieved personnel.

3.5. The Chief of Plans and Resources Division (HQ AFRS/RSX):

3.5.1. Coordinates with the Enlisted Assignments Branch (HQ AETC/A1KA) concerning the overall management of career recruiters.

3.5.2. Develops and publishes guidelines relevant to the CRF.

3.5.3. Reviews and validates career recruiter manning entitlements and authorizations. Works with Air Staff and major commands (MAJCOM) manpower offices to ensure the unit manpower document (UMD) correctly reflects recruiter requirements.

3.5.4. Coordinates exception to policy requests as prescribed by this AFI.

3.5.5. Maintains the recruiting screening team (HQ AFRS/RSXPR) for selection of previous recruiters interested in returning to the CRF.

3.5.6. Serves as the coordinating and approving authority on career recruiting personnel actions.

3.5.7. Identifies permanent change of station (PCS)-eligible recruiters for CRF consideration prior to every assignment cycle.

3.5.8. Coordinates with commanders of recruiting groups (RCG/CC) and recruiting squadrons (RCS/CC), and recruiting squadron support personnel on all assignment actions.

3.6. RCG/CC:

3.6.1. Identifies career recruiter requirements.

3.6.2. Coordinates and validates production statistics. **Note:** The RCG operations will validate statistics and authenticity of applicants' records; that is, production numbers, numbers of silver and gold badges, awards.

3.6.3. Validates career recruiting application (AF Form 4351, *Career Recruiter Force (CRF) Application*).

3.6.4. Recommends approval or disapproval for CRF applicant.

3.6.5. Serves as requesting authority for removal of SDI 8R300.

3.7. **RCS/CC.** The RCS/CC recommends approval or disapproval of CRF applicant to the appropriate RCG.

4. Eligibility Criteria:

4.1. **Minimum Requirements.** Applicants are required to have, as a minimum, 5 years of recruiting experience (8RX00) and hold the rank of technical sergeant. In addition, qualified master sergeants (MSgt) or MSgt-selects, who have served 24 months as an SDI 8RX00 at the time of application may apply.

4.2. **Prior Recruiters.** Airmen with prior recruiting experience are eligible to apply for 8R300 special duty via the current recruiter screening process. Additionally:

4.2.1. Applicants must have a minimum of 6 successful years of recruiting experience.

4.2.2. Applicants must receive a favorable recommendation from a squadron production superintendent (CCY) or designated CRF individual. The CCY conducts a face-to-face interview with the applicant and reviews all prior enlisted performance reports (EPR) the Airman received while assigned to recruiting as well as the three most current EPRs.

4.2.3. All prior recruiter applications are reviewed by the HQ AFRS Operations Division and HQ AFRS Inspector General (HQ AFRS/IG).

4.2.4. Approval authority rests with HQ AFRS/RSX.

4.3. **Release from CAFSC.** All applicants must be released from their CAFSC by HQ AFPC.

5. Application Procedures. Airmen desiring to acquire SDI 8R300 will submit an AF Form 4351. Typically, this occurs at the 5-year point as an SDI 8RX00. **Table 1.** shows the timeline for submitting the AF Form 4351.

5.1. The applicant submits an application package to his or her immediate supervisor which includes:

5.1.1. AF Form 4351.

5.1.2. All EPRs while assigned to AFRS.

5.1.3. A copy of his or her career brief.

Table 1. AF Form 4351 Submission Timeline.

C Y C L E	A	B	C
	Submit to AFRS (Note)	Advertisement Month	Date of Availability
1	Mar	Apr	Apr - Jun
2	Jun	Jul	Jul - Aug
3	Sep	Oct	Oct - Dec
4	Dec	Jan	Jan - Mar

NOTE: PCS eligibility is based upon reaching 9 to 11 months prior to date of availability.

5.2. The immediate supervisor:

5.2.1. Assesses the applicant’s motivation, understanding of responsibilities, attitude, and potential for future leadership positions within HQ AFRS.

5.2.2. Assesses the accuracy of the application, to include but not limited to past production, significant awards, and professional accomplishments.

5.2.3. Recommends or nonrecommends applicant for CRF consideration and forwards application package to the CCY. **Note:** In the event an applicant is applying from recruiting school, forward the package to the school superintendent; if applying from a headquarters position, forward the package to the division superintendent (CCU).

- 5.2.4. Schedules applicant for a face-to-face interview with the CCY, CCU, or division chief, as appropriate.
- 5.3. The CCYs and CCUs conduct interviews with their applicants, determine suitability, and make recommendations to the appropriate commander or division chief.
- 5.4. RCS/CCs and division chiefs recommend or do not recommend applicants by endorsing AF Form 4351.
- 5.5. RCG/CCs and division chiefs are the decision authorities for recommending or not recommending applicants for CRF. Completed AF Forms 4351 are forwarded to HQ AFRS/RSXP.
- 5.6. HQ AFRS/RSXP:
- 5.6.1. Notifies applicants and HQ AETC/A1K when not recommended for CRF.
- 5.6.2. Submits names of applicants selected by AFRS/CC for the CRF to HQ AETC/A1K for release consideration. **Note:** HQ AFPC retains final approval and disapproval authority.
- 5.6.3. Notifies units within 30 days of release decisions by HQ AFPC.
- 5.7. Applicants selected by AFRS/CC and released by HQ AFPC/DPAA from their CAFSCs are permanently assigned to the CRF.

6. Career Recruiter Assignments:

- 6.1. Career recruiters are assigned within AFRS according to AFI 36-2110 and subject to HQ AFPC/DPAA approval. The SDI 8R300s complete AFRS Form 4, *Recruiter Reassignment Request*, following the reassignment process as outlined in AFRSI 36-2101, *Air Force Recruiting Service (AFRS) Military Personnel Programs*, Chapter 3. (AFRSI 36-2101 prescribes AFRS Form 4. Refer to that publication for guidance on filling out the form.)
- 6.2. HQ AETC/A1KA posts advertisements quarterly (January, April, July, and October) on the assignments Web site for a minimum of 2 weeks. Career recruiters may (and are encouraged to) volunteer for as many SDI 8R300 positions as they are qualified to perform. For a list of CRF locations go to <https://xtranet.rs.af.mil/library/HQ%20AFRS/RSX/RSXP/RSXPP/CRF/CRF%20POSITIONS.doc>. **Note:** Locations may change due to office closures or relocations.
- 6.3. Career recruiters volunteer for available assignments and compete against their peers for requirements. However, reassigning career recruiters may be necessary to meet mission requirements, improve the recruiting market, and replace personnel losses. HQ AFRS/RSX attempts to fill 100 percent of all CRF requirements with volunteers. If there are no volunteers, HQ AFRS/RSX fills requirements with qualified SDIs 8R300 based on eligibility criteria (see paragraph 4.).
- 6.4. HQ AETC/A1KA confirms eligibility requirements and requests final approval.
- 6.5. HQ AETC/A1KA loads assignments in the Military Personnel Data System (MilPDS) and AFPC approves and updates the assignment.

- ## 7. Qualifications for SDI 8R300 Duties.
- See AFI 36-2101 for comprehensive descriptions of required qualifications for each position.

8. Overseas (OS) Assignments. Enlisted accessions (EA) recruiters serving in OS positions are considered priority fills. EAs serving in these positions must be in the grade of technical sergeant (TSgt) with prior military entrance processing station (MEPS) experience in Europe, Japan, Guam, and Caribbean. For all OS locations, go to following Web site: <https://xtranet.rs.af.mil/library/HQ%20AFRS/RSX/RSXP/RSXPP/CRF/CRF%20POSITIONS.doc>.

9. Out-of-Cycle Assignments. For those unusual circumstances where a critical 8R300 vacancy must be filled outside of the normal assignment cycle, HQ AFRS/RSX, through coordination with RCGs and division chiefs, works with HQ AETC to expedite a qualified replacement. HQ AETC/A1KA solicits volunteers via the Enlisted Quarterly Assignment Listing (EQUAL) advertisement process.

10. Temporary Duty (TDY) Pending Administrative or Disciplinary Action. When a career recruiter becomes involved in an incident or activity that may result in, or that could potentially result in, unfavorable publicity, the RCS/CC or RCG/CC is authorized to place the Airman in TDY status (if no other duty alternative exists in the recruiter's local area). Commanders must exercise caution to ensure the least expensive duty option is used. Approval of this TDY is contingent upon the concurrence of the gaining activity, if applicable, and the recruiting unit's ability to fund the action.

11. Relief Action. Prior to requesting relief and reassignment of a career recruiter, commanders must consider whether discharge action under AFI 36-3208, *Administrative Separation of Airmen*, or a demotion action under AFI 36-2503, *Administrative Demotion of Airmen*, is warranted. AFI 36-2909, *Professional and Unprofessional Relationships*, and AETCI 36-2909, *Professional Conduct and Relationships*, include specific prohibitions on the formation of personal relationships in the recruiting environment. AFRSI 36-2001, *Recruiting Procedures for the Air Force*, identifies recruiting personnel standards for professionalism and integrity in the conduct of day-to-day business. The RCG/CCs and division chiefs must notify HQ AFRS/RSX of any pending 8R300 relief action. Refer to AFRSI 36-2101 for specific guidelines. AFRS/CC holds final approval authority for all recruiter relief actions. HQ AFPC has final approval authority for AFSC removal, utilization, and reassignment actions.

12. Assignment Deferment Programs. Career recruiters applying for an assignment deferment program; for example, high school senior deferment, humanitarian, exceptional family member request, education, or commissioning will notify their RCS/CC, CCU, CCY, and first sergeant within 24 hours of application submission. HQ AFPC is the final approval for all deferment requests.

13. Other Special Duty Assignments. A career recruiter can apply for other special duty assignments or retraining out of recruiting provided he or she is released by RCG/CC.

14. CRF Badge. Career recruiters wear a distinctive CRF badge in place of the standard recruiter badge. The CRF badge is presented to recruiters selected for SDI 8R300 duty. The CRF badge with a certificate is presented to the recruiter at commander's call, annual training conference, or any other appropriate recognition ceremony.

15. CRF Development. Progression for career recruiters is important for the individual and HQ AFRS. SDI 8R300 progression within the CRF consists of Tier 3A, 3B, 3C, and 3D positions (see [Figure 1](#)). **Note:** Only master sergeant (MSgt) and MSgt-selects can career progress to Tier 3B positions.

15.1. Tier 3A Positions:

15.1.1. **Overseas (OS) Recruiter.** These are selective positions in Europe, Japan, Guam, and the Caribbean. With rare exceptions, entry level is TSgt with MEPS liaison supervisor experience mandatory.

15.1.2. **EA Flight Chief.** Entry level for EA flight chief is TSgt or MSgt. The SDIs 8R300 may request (or be nominated for) a lateral move within Tier 3A. MSgts are given assignment prioritization.

15.1.3. **Officer Accessions (OA) Flight Chief.** Entry level for OA flight chief is TSgt or MSgt with OA experience. The SDIs 8R300 may request (or be nominated for) a lateral move within Tier 3A. The MSgts are given assignment prioritization.

15.2. Tier 3B Positions:

15.2.1. These positions must be selectively manned MSgt or senior master sergeant (SMSgt) positions with flight chief experience.

15.2.2. Positions are filled based on RCG/CC or division chief recommendation on the AFRS Form 4.

15.2.3. Recruiters who are not selected for career progression to Tier 3C may be submitted for lateral moves based on RCG/CC or division chief recommendations on an AFRS Form 4.

15.2.4. Recruiters who are not recommended for lateral moves have the option to:

15.2.4.1. Volunteer for Tier 3A assignments if recommended by RCG/CC or division chief.

15.2.4.2. Apply for a special duty assignment or retraining.

15.2.4.3. Separate or retire.

15.3. Tier 3C Positions:

15.3.1. **Production Superintendent (CCY).** AFRS depends upon highly qualified experienced SMSgts and SMSgt-selectees as CCYs to successfully accomplish its mission. Qualified recruiters in SDI 8R300 are eligible to volunteer. In assessing a recruiter's qualifications for selection as a candidate, duty performance as reflected in evaluation reports, breadth of recruiting experience, professional military education (PME), and civilian education are considered. Although the above factors are not all inclusive, they do form the foundation for recommendation as a candidate for a CCY position. Selection as a qualified candidate does not guarantee the recruiter will fill a CCY vacancy. Projected vacancies are advertised by the EQUAL process.

15.3.1.1. Responsibilities:

15.3.1.1.1. AFRS/CC provides guidance on the CCY nomination process and approves CCY board results.

15.3.1.1.2. Division chiefs and RCG/CCs identify and recommend SDI 8R300 SMSgts (or SMSgt-selectees) for CCY candidate list.

15.3.1.1.3. CCUs will personally notify each eligible SDI 8R300 if recommended or not recommended for CCY consideration.

15.3.1.1.4. HQ AFRS/RXS publishes guidance on the CCY selection process and notifies HQ AETC/A1KA to advertise CCY positions that need to be advertised.

15.3.1.2. **Nomination and Selection Procedures.** Division chiefs and RCG/CCs should encourage all 8R300 SMSgts (or SMSgt-selectees) to vie for consideration; however, they should only identify and endorse those who currently possess the capability, leadership, and desire to *immediately* assume this key senior enlisted leadership position.

15.3.1.2.1. Each eligible recruiter declares his or her intent on an AFRS Form 4. The RCS/CC endorses and forwards the form to the RCG/CC for concurrence or nonconcurrence. The appropriate CCU notifies the eligible candidate if recommended or not recommended.

15.3.1.2.2. The division chief's or RCG/CC's endorsement completes the CCY intent process. The AFRS Form 4 is forwarded to HQ AFRS/R SXU and a copy is given to the RCS/CC. **Note:** The RCGs and division chiefs may submit a nonvolunteer, career recruiter for CCY duties.

15.3.1.2.3. The CCY selection panel convenes each November (as needed) to recommend qualified candidates for AFRS/CC approval. The command chief (AFRS/CCC) chairs this panel with division CCUs, RCG/CCUs, and the AFRS Recruiting Career Field Manager seated as voting members (and any others as directed by AFRS/CC). A recorder is provided by HQ AFRS/R SX.

15.3.1.2.4. AFRS/CCC provides HQ AETC/A1KA, HQ AFPC/DPAA, and selected SDIs 8R300 a copy of the current CCY candidate's list.

15.3.1.2.5. If required, selected candidates will be extended for 12 months in their current assignment.

15.3.1.3. **Matching Assignments:**

15.3.1.3.1. Projected vacancies are advertised by the EQUAL process. Only PCS-eligible, CCY-qualified recruiters (nominated by the AFRS selection panel) may compete. If there is no volunteer for an advertised vacancy, the CCY candidate with the most time on station (TOS) is selected. This ensures these critical positions are filled in an expeditious manner.

15.3.1.3.2. All assignment matches are tentative pending AETC and AFPC approval. Under no circumstances will a recruiter matched for possible reassignment take any personal actions until notified by the servicing military personnel flight.

15.3.2. **Completion of Tier 3C Tour:**

15.3.2.1. CCYs volunteer for Tier 3D assignments.

15.3.2.2. Recruiters without retainability must either take a Tier 3B position in the unit or reassignment outside of recruiting.

15.4. **Tier 3D Positions:**

15.4.1. The positions must be selectively manned SMSgt positions with prior CCY experience.

15.4.2. Positions filled based on RCG or division chief recommendations on AFRS Form 4.

Figure 1. Tier Positions.

<u>Tier 3A</u>	<u>Tier 3B</u>	<u>Tier 3C</u>	<u>Tier 3D</u>
OS Recruiter	HQ AFRS:	HQ AFRS:	HQ AFRS:
EA Flt Chief	- RST	- Chief, Marketing	- Chief, IGQ
OA Flt Chief	- AFRS Trainer	and Training	- Chief, Special Events
	- Chief, Line OA	- Chief, OA Ops	- Chief, Enlisted
	- Chief, Prior Service	Production Superintendent	Accessions Branch
	Program	Chief, Skills Management	- Chief, Standardization
	- Chief, IG Liaison	Branch (HQ AFPC)	and Training
	(OL-Lackland AFB)	Chief, IG Liaison	Chief, RST
	HQ AETC/IG	(OL-Lackland AFB)	GP Senior Trainer
	GP Ops Flt Chief		Chief, Classifications
	SQ Senior Trainer		Superintendent, School
	SQ Ops Flt Chief		House

16. Prescribed Form. AF Form 4351, *Career Recruiter Force (CRF) Application*.

17. Adopted Form. AFRS Form 4, *Recruiter Reassignment Request*.

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

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 March 2006
AFI 36-2110, *Assignments*, 20 April 2005
AFI 36-2503, *Administrative Demotion of Airmen*, 20 July 1994
AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999
AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004
AFMAN 37-123, *Management of Records*, 31 August 1994
AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 March 2007
AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 1 April 2005
AFRSI 36-2101, *Air Force Recruiting Service (AFRS) Military Personnel Programs*, 26 May 2004

Abbreviations and Acronyms

AAC—assignment availability code
AFPC—Air Force Personnel Center
AFSC—Air Force specialty code
CCC—command chief
CCU—superintendent
CCY—production superintendent
CRF—career recruiter force
EA—enlisted accessions
EPR—enlisted performance report
MEPS—military entrance processing station
MLS—MEPS liaison supervisor
OA—officer accessions
PME—professional military education
RCG—recruiting group
RCS—recruiting squadron
SDI—special duty identifier
TDY—temporary duty

TOS—time on station

UMD—unit manpower document

Terms

Authorization—A funded and validated manpower requirement.

Career recruiter positions—Airmen positions authorized on the UMD as SDI 8R300.

Enlisted Quarterly Assignment Listings (EQUAL)—Assignment OPRs advertise assignments that require unique qualifications such as joint, departmental, and chief master sergeant requirements.

Exception—A request involving a policy, procedure, or other action which (1) is prohibited; (2) is not addressed; (3) does not meet a criterion and is not met and there are no waiver provisions established; or (4) there are waiver provision, but that criterion is not met. An exception is a circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

Military Personnel Data System (MilPDS)—MilPDS is a collective term encompassing the total vertical computerized personnel data system. The system provides capability for equitable, response, uniformly administered and cost effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel.

Overseas (OS)—OS is all locations (including Alaska and Hawaii) outside the continental United States (CONUS) (the 48 contiguous states and Washington DC).

Recruiter—Any commissioned officer, noncommissioned officer (NCO), or Airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

Volunteer—A volunteer is a member who formally states the desire to accept a defined assignment.