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Operations

**AFRC RECRUITING SERVICE (AFRC/RS)
PLANS AND RESOURCES MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes responsibilities and procedures for managing resources and funds required to support Air Force Reserve Command Recruiting Service (AFRC/RS). It is used in conjunction with Air Force Instructions (AFI), Air Force Manuals (AFMAN) and host base or command directives. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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This document is substantially revised and must be completely reviewed.

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Chapter 1

ADMINISTRATIVE PROCEDURES

1.1. Objectives:

1.1.1. Provide effective and efficient resources and budget management throughout AFRC/RS.

1.1.2. Provide a uniform method of resources and budget management throughout AFRC/RS.

1.2. Instructions and Directive Requirements. Each AFRC/RS office may keep any active directives and instructions applicable for mission operations. Each chapter provides the publications, instructions and references that govern or are used in conjunction with that chapter.

1.3. Acronyms. [Attachment 1](#) explains the most commonly used acronyms used in this Instruction.

1.4. File Maintenance. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW AFRIMS Records Disposition Schedule (RDS).

Chapter 2

GENERAL SERVICE ADMINISTRATION VEHICLES

2.1. Purpose. General Service Administration (GSA) Vehicles are a major resource for recruiters. Each office should be equipped with the authorized number of GSA Vehicles to meet mission requirements. AFRC/RSX procures all GSA vehicles and the Squadron Resource Managers (SQ RMs) manage the fleet. This chapter provides the guidance and processes to be used by AFRC/RSXX, Squadron (SQ), Flight Chiefs (FCs) and recruiters assigned to Recruiting Service and the responsibilities to procure, maintain and pay for GSA Vehicles. The processes and guidance provided in this chapter are used in conjunction with AFI 24-101, *Passenger Movement*; AFI 24-301, *Vehicle Operations*; AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*; AFMAN 23-110, *USAF Supply Manual*; AFI 24-302, *Vehicle Management*; AFMAN 33-363, *Management of Records*; AFMAN 23-220, *Reports of Survey for Air Force Property*.

2.2. HQ AFRC Responsibilities. The Chief, Plans & Resources Division (RSX), is responsible for the GSA fleet of vehicles assigned to AFRC/RS. The Chief, Support Branch (RSXX) is responsible for managing the fleet. This person will:

- 2.2.1. Appoint a primary and alternate Vehicle Control Officer (VCO) in writing.
- 2.2.2. Ensure the VCOs are familiar with policies, instructions and local base supplements governing government leased vehicles.
- 2.2.3. Establish and control the vehicle fleet authorizations assigned to AFRC/RS.
- 2.2.4. Request funds during the annual budget submission.
- 2.2.5. Establish and maintain (increase/decrease) Miscellaneous Obligation Reimbursement Documents (MORDs) for payment of monthly GSA vehicle bills.
- 2.2.6. Ensure monthly bill amounts charged to AFRC/RS through Vendor & Customer Self Service (VCSS) are correct and discrepancies resolved.

2.3. HQ Vehicle Control Officer (VCO) Responsibilities. The HQ VCO acts as the liaison between AFRC/RS and the GSA Fleet Management Center (FMC). This person will:

- 2.3.1. Request increases/decreases in vehicle authorizations based on manpower changes.
- 2.3.2. Analyze underutilized vehicle (9600 miles annually/4800 miles semiannually) in order to project required vehicle authorizations.
- 2.3.3. Ensure changes in Recruiting Facilities Management Information System Redesign (RFMIS-RD) are updated for increases and decreases of vehicles assigned to leased offices.
- 2.3.4. Verify all charges on the General Service Administration Statement, Voucher and Schedule of Withdrawals and Credits, before signing and submitting for payment.
- 2.3.5. Download monthly billing statements from Fleet Drive-Thru for the HQ Resource Advisor (RA) to maintain.
- 2.3.6. Keep squadron and unit personnel current on changes in GSA vehicle policies and processes.

2.3.7. Maintain in file a copy of vehicle accident reports for six years following repairs of vehicle IAW RDS, table 24-03 rule 13, kept on file until case is closed.

2.4. Squadron Responsibilities. Squadron Commanders (SQ/CCs) will:

2.4.1. Appoint an alternate VCO.

2.4.2. Be familiar with policies and instructions governing GSA vehicles.

2.5. Squadron Resource Manager (SQ RM) Responsibilities. RM acts as liaison between AFRC/RS, assigned SQ and Flights. The RM will ensure:

2.5.1. Appropriate SQ and FCs have the required GSA vehicles as authorized.

2.5.2. A vehicle mishap control number is issued by HQ to each vehicle incident or accident.

2.5.3. GSA vehicles are being used for official recruiting purposes only.

2.5.4. Only authorized personnel drive GSA vehicles.

2.5.5. Act as the Report of Survey administrator.

2.5.6. All vehicles have highway warning signal devices and that they are removed from the vehicle when returned to GSA. Highway warning signal devices may be procured through normal supply channels.

2.5.7. Each vehicle contains a motor vehicle accident reporting kit. These kits are obtained through GSA Fleet Service Representative (FSR).

2.6. Unit Responsibilities. FCs are appointed as unit VCOs in writing by the appropriate SQ/CC. The unit VCO will ensure:

2.6.1. Drivers annotate on the AF Form 1800, **Operator's Inspection Guide and Trouble Report**, any discrepancies on page two of the AF Form 1800 and notify the VCO, or alternate, of these discrepancies before driving the vehicle IAW AFI 24-302.

2.6.2. Monthly tire pressure checks are completed and annotated on the AF Form 1800 within the first seven days of each month.

2.6.3. If applicable, ensures any discrepancies noted on page two of AF Form 1800 are corrected.

2.6.4. Preventive maintenance is performed on vehicles upon receipt of the motor vehicle service authorization from the appropriate FSR. Destroy authorization after two years, IAW AFMAN 33-363.

2.6.5. Input monthly vehicle mileage via the FLEET DRIVE THRU by the fifth of each month.

2.6.6. Report all vehicle incidents and accidents, by telephone, to appropriate RM within 24 hours, or as soon as duty hours permit.

2.6.7. The vehicle mishap control number from HQ is included on all data relating to the mishap or accident.

2.6.8. Required GSA vehicle maintenance is performed upon notification from GSA.

2.6.9. All vehicles have highway warning signal devices and that they are removed from the vehicle when returned to GSA. Highway warning signal devices may be procured through normal supply channels.

2.6.10. Each vehicle contains a motor vehicle accident report kit. These kits may be obtained through GSA FSR.

2.6.11. Submit written requests with justification to the appropriate SQ RM to park vehicles at a location different than assigned (see 2.20).

2.6.12. Forward a copy of any vehicle accident and incident report to the appropriate SQ RM.

2.7. Valid State Driver's License. All recruiters and personnel assigned to AFRC/RS must possess a current valid state driver's license in order to drive a GSA and/or military vehicle IAW AFI 24-301. If a recruiter's license is suspended or revoked, notify appropriate HQ RM in writing (indicate offense, date suspended and/or revoked and length of time of suspension or revocation). The VCO should spot check for current valid state driver's license. During staff assistance visits, all licenses will be checked.

2.8. GSA Vehicle Authorized Use. GSA vehicles assigned to AFRC/RS are for personnel (including civil service employees) assigned to Functional Account Code (FAC) 1690 performing recruiting duties. Personnel on AFRC/RS mandays are also authorized to use GSA vehicles. In addition, personnel supporting the recruiting mission are authorized to ride in GSA vehicles (example: a reservist who volunteers to help a recruiter at a high school, air show, etc., is authorized transportation to and from that location in the GSA vehicle). GSA vehicles are not loaned to personnel outside of recruiting unless approved, in writing, by the Commander, Recruiting Service (RS/CC), or the RSX Division Chief.

2.9. GSA Vehicles for Domicile-to-Duty/Fieldwork. Annual MAJCOM approval from the SECAF is required prior to any Government Motor Vehicle (GMV) being used for Domicile-to-duty/Fieldwork. Once the MAJCOM has an approved letter, then SQ CC's may occasionally authorize recruiters to use a GSA vehicle to proceed directly from their domicile to conduct official recruiting matters. All of the following conditions should be considered in order to justify a request for Domicile-to-duty/Fieldwork vehicle use:

2.9.1. The mission, not personal convenience, requires the member to go directly to the field location before first reporting to the regular duty station.

2.9.2. The individual normally commutes to a fixed location, however far from his or her official duty station.

2.9.3. When it would be more advantageous to the government to provide the member a vehicle for home-to-work transportation rather than have the member travel a long distance to pick up a vehicle and drive back toward or beyond his/her residence to perform his/her job.

2.9.4. The member has after-duty appointments and late return of the vehicle to the office creates a safety risk.

2.9.5. If time and/or distance can be saved and substantiated on AFRS Form 1400, Domicile-to-Duty Transportation Record.

2.9.6. All instances of Domicile-to-Duty/Fieldwork transportation will be documented on AFRS Form 1400. AFRC/RSXX delegates approval authority to the requestor's supervisor for domicile-to-duty or duty-to-domicile requests. Before approval the supervisor will ensure the conditions in paragraphs 2.9.1 through 2.9.5 are met and he or she will document the approval on AFRS Form 1400.

2.9.7. The full-time use or blanket approval of domicile-to-duty transportation is not authorized.

2.9.8. Approved domicile-to-duty transportation must be entered on AFRS Form 1400. Detailed justification citing the specific purpose is required. After-the-fact approval is not authorized.

2.9.9. The FC will sign the AFRS Form 1400 at the end of each month, certify the accuracy of the entries, the essential mission of the domicile-to-duty requirements and forward the original copy to the SQ RM for review.

2.9.10. The SQ RM will review the information on the form to ensure all domicile-to-duty transportation was essential and properly documented. The SQ RM should advise the SQ Commander of suspected misuse or abuse and recommend corrective action.

2.9.11. The SQ/CC will review and sign all AFRS Forms 1400.

2.9.12. Completed AFRS Forms 1400 will be filed by SQ RM for three years. The FC retains a copy of the AFRS Form 1400 for three years for inspection/validation purposes. For further instructions, reference AFRIMS RDS.

2.10. Turn-In or Exchanging a GSA Vehicle. GSA vehicles are turned in based on years and/or mileage. The appropriate GSA FMC will notify VCOs regarding exchange (except if prior approval for an upgraded vehicle has been reviewed by AFRC/RSXX). The exchange must be of equal or lower value (example: do not exchange a sedan for a van, etc. A request for a four wheel drive, SUV, or pick-up truck must be justified prior to making the request). Justifications for the request are as follows; a recruiting area that is continually experiencing hazardous weather conditions (i.e. snow, flooding, etc.), a recruiting zone that the majority of travel is conducted in off-road areas, or an area that the DOT has directed specific vehicle requirements for travel. All upgrades must be approved by the AFRC/RSXX. The FC must submit letter to appropriate SQ RM with justification for upgrade. The SQ RM will verify justification and forward to the SQ/CC for approval. After being routed to SQ/CC, requests will be sent to the Lead VCO to verify and finally AFRC/RSXX for final approval authority.

2.10.1. Vehicle upgrade requests for all four wheel drive vehicles, SUV's and pick-up trucks must include:

2.10.1.1. Staff Summary coordination sheet

2.10.1.2. Written justification for request to include:

2.10.1.2.1. Number of AFRC Recruiter's within the requested vehicle upgrade AOR. (Include: OA/HP/Flights etc.)

2.10.1.2.2. Geographical area to include population, terrain, square mileage, unique weather/climate issues and local DOT requirements.

2.10.1.2.3. Approximate mileage driven per FY.

2.10.1.2.4. Significant impact on mission/lost man hours if not provided.

2.11. Vehicle Transfers. Temporary and permanent transfers of vehicles between fleet management centers must have the approval of appropriate GSA fleet managers. The FC must request a vehicle transfer in writing to the SQ RM. The SQ RM will determine appropriate measures for the requested transfer through the appropriate GSA Fleet Service Representative. When transfers have been approved and the parking location, operating location, or assigned operator has SQ changed, the SQ RM will keep record of change on file and inform/forward to HQ VCO.

2.12. GSA Vehicle Misuse. Misuse is defined as any unauthorized vehicle use. For example, driving the vehicle while under the influence of alcoholic beverages, smoking in the vehicle, or using the vehicle for unofficial business (example: going to a friend's home of residence). For further guidance, reference AFI 24-301, *Vehicle Operations*.

2.13. GSA Vehicle Abuse. Mechanical failures not resulting from fair wear and tear or defective material or workmanship are considered evidence of vehicle abuse. Vehicle abuse includes but is not limited to the following:

2.13.1. Running engine at excessive speeds.

2.13.2. Operating vehicle with insufficient oil or coolants.

2.13.3. Failing to report malfunctions, defects and damage affecting mechanical condition and/or safe operation. *NOTE: For further guidance, reference AFI 24-301, Vehicle Operations.*

2.14. GSA Credit Card. This card is used to purchase fuel, oil, washes and required/approved maintenance services. Items less than \$100 do not require prior approval from the GSA Maintenance Control Center (MCC).

2.14.1. Items such as batteries, snow chains, or tires may be purchased with the GSA Credit Card once approved by the local Maintenance Control Center (MCC).

2.14.1.1. Contact must be made prior to purchase. The MCC telephone number can be found on the back of the GSA Credit Card.

2.14.2. Credit cards must be safeguarded. Cards are not to be left unattended in vehicles, with maintenance garages, on desktops, or in other unsecured locations.

2.14.3. Vehicle operators must ensure the GSA Credit Card is accepted for payment before fueling and servicing the GSA vehicle.

2.15. Private Owned Vehicles (POV). The use of POVs in the performance of official recruiting duties may be authorized. Recruiters may be reimbursed by completing SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**. The following must apply before reimbursement of POV is authorized:

2.15.1. When being used for official business, POVs may not have partisan political bumpers stickers, bumper stickers endorsing causes, or offensive statements. These bumpers stickers must be covered while POV is in official use.

2.15.2. When mission dictates the use of a POV due to non-availability of government vehicle.

2.15.3. Use must be kept to the absolute minimum necessary to accomplish official duties.

2.15.4. Individual adequate insurance coverage as required by law.

2.15.5. POVs are safe and present favorable appearance. **NOTE:** *Do not transport applicants in your POV.*

2.16. Vehicle Mishap Control Number. The HQ VCO assigns a vehicle mishap control number to each GSA vehicle accident or incident reported to headquarters.

2.17. Reporting a GSA Vehicle Incident. All GSA vehicle incidents should be reported to the appropriate SQ RM within 24 hours, or as soon as duty hours permit. All reports should include, at a minimum; date and time of incident, tag number, location of vehicle at time of incident, circumstances involved, estimated cost and the vehicle mishap control number (obtained from HQ VCO).

2.17.1. The unit VCO will follow up with the GSA FMC for directions about repairing the vehicle.

2.17.2. Keep a copy of this report in the Flight Office and maintain IAW RDS.

2.18. Reporting a GSA Vehicle Accident. All GSA vehicle accidents must be reported to local law enforcement immediately. The appropriate SQ RM must be notified within 24 hours, or as soon as duty hours permit. The following information is required when reporting an accident and before the vehicle mishap control number is provided: date and time of accident, vehicle tag number and driver, location of accident, circumstance and injuries. In addition, the VCO will:

2.18.1. Call the appropriate GSA FSR within 24 hours, or as soon as duty hours permit. Telephone information can be found on the Accident Reporting Kits (located in all GSA vehicles).

2.18.2. Complete the information in the motor vehicle accident reporting kit, within seven workdays of accident and send the originals to the local FSR, one copy to HQ AFRC/RSXX, one copy to the appropriate unit Judge Advocate (JA) office and keep one file copy IAW RDS for six years following completion of repairs. Each mishap report must contain the following forms as required:

2.18.2.1. Standard Form 91, **Motor Vehicle Accident Report**

2.18.2.2. CA Form 1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, if applicable.

2.18.2.3. Police report if applicable.

2.18.2.4. Three vehicle repair estimates.

2.18.2.5. An SF-94 witness report(s), pictures, etc. if applicable.

2.18.2.6. DD Form 518, **Accident Identification Card**

2.18.3. The SQ RM will follow up with the local FSR concerning disposition of the vehicle and report findings to HQ.

2.18.4. Refer all calls from other parties to the local JA.

2.19. Cell Phones in GSA Vehicles. Do not use a cell phone while driving a GSA vehicle unless using a hands free device to make calls. Texting is never authorized while driving a GSA vehicle.

2.20. Parking GSA Vehicles in Locations Other Than at the Leased Office. There may be times when it is necessary to park the GSA vehicle at another location other than at the leased office. This situation may be temporary or permanent due to vandalism, threats, etc. When this situation is necessary, the VCO will:

2.20.1. Request in writing to the appropriate SQ RM. Letter must include the following:

2.20.1.1. Justification.

2.20.1.2. New location temporary or permanent.

2.20.1.3. Distance from the leased office to the new location and any police reports showing vandalism.

2.20.2. The SQ RM will forward a completed request to the HQ VCO.

2.20.3. The SQ RM will send new garaged address information to GSA FSR and update in Fleet Drive-Thru.

2.20.4. Do not request to park the vehicle at the recruiter's home or at a location closest to the recruiter's home when better options are available.

2.21. Report of Survey (ROS). The ROS system is designed to gather and present facts pertaining to the loss, damage, or destruction of Air Force property so designated officers can determine responsibility (financial or otherwise). AFRC/RSXX designates a ROS officer to complete the ROS within 30 days of the vehicle mishap. (ref. AFMAN 23-220)

2.21.1. A ROS is processed when there is evidence of gross neglect, willful misconduct, and deliberate unauthorized use or if property records must be adjusted.

Chapter 3

REAL ESTATE LEASED OFFICES

3.1. Purpose. For recruiters to reach more non-prior service applicants, it is important to have a presence outside the base. AFRC/RS has procured leased offices through the Joint Recruiting Facilities Committee (JRFC) and the U.S. Army Corps of Engineers (USACE). Once leased offices are procured, there is a responsibility to maintain these offices. This chapter provides the guidance and processes to be used by AFRC/RSXX, SQs, FCs and recruiters assigned to AFRC/RS and their responsibilities to procure and maintain these leases. The processes and guidance provided in this chapter are used in conjunction with USACE *Policy Guidance Book and Space Management Guide* and AETCI 32-9001, *Real Estate Management*. **NOTE:** *The terms satellite office, leased office and real estate office will be used interchangeably throughout this chapter.*

3.2. AFRC/RS Responsibilities. AFRC/RSX is responsible to the RS/CC, for the overall operation of the real estate program. The AFRC/RSXX is responsible for managing this program and performs the following:

- 3.2.1. Delegates HQ RM as HQ Real Estate Program Manager.
- 3.2.2. Submits appropriate data to the JRFC Chairperson to ensure funds are provided for out years.
- 3.2.3. Ensures JRFC is notified of changes in manning that may increase or decrease square footage and costs in leased offices.
- 3.2.4. Briefs Chief, Plans and Resources Division on status of actions.
- 3.2.5. Submits current and projected manpower changes via 804 Report to the JRFC Chairperson as required.
- 3.2.6. Ensures closure and relocation office data is maintained on file for five years after closure IAW AFRIMS RDS.

3.3. HQ Real Estate Program Manager. AFRC/RSXX, will delegate the HQ RMs as the HQ Real Estate Program Manager. This person will:

- 3.3.1. Act as liaison between AFRC/RS and Headquarters, Divisions, District USACE and the JRFC.
- 3.3.2. Represent AFRC/RS at JRFC meetings.
- 3.3.3. Be familiar with the USACE *Policy Guidance Book and Space Management Guide* and AETCI 32-9001, *Real Estate Management*.
- 3.3.4. Have usable knowledge of Recruiting Facilities Management Information System Redesign (RFMIS-RD).
- 3.3.5. Ensure real estate requests from HQ, SQ and FCs are input into RFMIS-RD as required by the JRFC Chairperson, IAW USACE *Policy Guidance Book and Space Management Guide*.
- 3.3.6. Ensure taskings assigned by JRFC Chairperson are completed in a timely manner.

- 3.3.7. Review RFMIS-RD daily and delegate taskings to other HQ and SQ RMs, if applicable.
- 3.3.8. Ensure all HQ and SQ RMs maintain real estate lease records according to [paragraph 3.12](#)
- 3.3.9. Ensure SQ RMs conduct annual office inspections on each leased office and input into RFMIS-RD by required date.
- 3.3.10. Keep real estate manning documents current.
- 3.3.11. Ensure the Zone Modification Sheet (ZMS), **Request for Leased Office Space**, is routed through appropriate personnel for coordination and approval/disapproval.
- 3.3.12. Notify requester of the ZMS if action has been approved or disapproved.
- 3.3.13. Act as liaison between USACE and the HQ and SQ RMs when problems are elevated to this level.
- 3.3.14. Ensure all HQ and SQ RM has the proper training to work real estate processes.
- 3.3.15. Send out FY real estate call letters to each SQ and FC during required timeframes assigned by the JRFC Chairperson.

3.4. HQ RM Responsibilities. The HQ RM assists the SQ RMs, Commanders and FCs on obtaining office space and resources to meet mission requirements. The HQ RM will:

- 3.4.1. Be familiar with the USACE *Policy Guidance Book and Space Management Guide* and AETCI 32-9001, *Real Estate Management*.
- 3.4.2. Have usable knowledge of RFMIS-RD.
- 3.4.3. Act as the liaison between the USACE, the SQ RMs, commanders and FCs.
- 3.4.4. Coordinate on ZMS received by SQ/CC before forwarding to the Lead Real Estate Program Manager for routing.
- 3.4.5. Input data from approved ZMS into RFMIS-RD for JRFC Chairperson's approval.
- 3.4.6. Keep HQ Real Estate Program Manager informed of changes in approved FY Real Estate Program.
- 3.4.7. Elevate any real estate problems not corrected in a timely manner to the HQ Real Estate Program Manager.
- 3.4.8. Coordinate and approve floor plans for new and relocated offices under assigned SQ.

3.5. SQ RM Responsibilities. SQ RMs will act as liaisons between HQ RMs, SQ/CCs, and their FCs for leased offices assigned under their SQ. This responsibility may be directed at a lower level. SQ RMs will:

- 3.5.1. Be familiar with AFRC/RS Real Estate Leased Process.
- 3.5.2. Coordinate on the ZMS from FCs before submitting to HQ RM for processing.
- 3.5.3. Ensure recruiters do not call USACE without approval.

3.5.4. Ensure HQ RM is notified in writing of any emergencies (fire, flooding, etc.) or problems (vandalism, janitorial, parking) within 24 hours of occurrence, or when duty hours permit.

3.5.5. Ensure ZMS is completed, approved by the SQ/CC and forwarded to the HQ RM for routing.

3.5.6. Not commit (or appear to commit) AFRC/RS to lease or occupy real estate.

3.5.7. Conduct all satellite office inspections and input into RFMIS-RD by 28 Feb each FY.

3.6. Unit Responsibilities. FC is responsible for leased offices assigned to their flights and will:

3.6.1. Be familiar with the Real Estate Process.

3.6.2. Complete and submit ZMS, to the appropriate SQ RM, for coordination on new, relocation, upgrade and closure actions for their satellite offices.

3.6.3. Forward any office floor plans received by USACE to appropriate SQ RM to route to HQ RM.

3.6.4. Assist USACE during site selection for new and relocated offices (reference [paragraph 3.10](#)).

3.6.5. Ensure recruiters do not occupy or vacate satellite offices without proper authorization from HQs and SQ RMs.

3.6.6. Ensure recruiters located at satellite offices assist SQ RMs when conducting annual office inspections.

3.6.7. Ensure appropriate HQ and SQ RMs are notified of any emergencies (fire, flooding, etc.) within 24 hours of occurrences, or when duty hours permit.

3.6.8. Ensure appropriate HQ and SQ RMs are notified in writing of any janitorial, parking or vandalism problems at satellite offices within five workdays.

3.6.9. Ensure ZMS is completed and forwarded to their SQ RM for HQ and SQ approval for increases and decreases in personnel at satellite offices.

3.6.10. Not commit or appear to commit AFRC/RS to lease or occupy real estate.

3.6.11. Do not contact USACE without prior approval from SQ RM.

3.6.12. Ensure good housekeeping is practiced at satellite offices.

3.6.13. Work with SQ RM in establishing telecommunication service in leased offices (Reference [paragraph 3.13](#)).

3.7. Leased Office Requests. There are several types of real estate office actions that may be requested; new office, office relocation, office closure, office expansion/reduction and office upgrades. Requests must be submitted to SQ RM for final approval.

3.8. Leased Office Submission. Once the FY Real Estate Call Letter has been sent out by the JRFC Chairperson, HQ, SQ RMs, CCs and FCs may submit their real estate action requests. Real estate actions will be requested by completing required information on the ZMS, to open, close, relocate, reduce, expand or upgrade offices. When completing the ZMS, the action, justification

and the delineated area blocks must be completed before sending to the HQ RM. The HQ RM will review, coordinate and forward to the Lead Real Estate Program Manager for suspense and routing. Upon coordination and approval from the Commander, Recruiting Service, the HQ RM will notify the SQ RM to input the data into RFMIS-RD. The JRFC Chairperson will either approve and fund, approve and non-fund or non-approve and non-fund in RFMIS-RD. Only if the action has been marked as approved and funded, the USACE will begin to work the action.

3.9. Leased Office Action Approval. Once the action has been approved in RFMIS-RD, the HQ RM will notify the appropriate headquarters personnel, SQ/CC, SQ RM, and FC. The SQ RM will act as liaison between the USACE and requestor once the action begins and continue throughout completion.

3.10. Leased Office Site Selection. The USACE will select several potential sites for services to look at and rate as possible offices. The SQ RM will ask the FC or recruiter to meet with the USACE and other service members to physically view and rate these locations. Ratings should be based on what is best for AFRC/RS and not based on personal choices (office is located close to recruiter's home or child day care center, etc.). The FC will fax the site rating worksheet to the SQ RM to be input into RFMIS-RD for the site selection process.

3.11. Leased Office Annual Inspections. An annual office inspection is completed on each leased office either in person, by telephone conversation, or via email between the SQ RM and the FC or recruiter. The SQ RM will complete the AFRC Form 37, **Real Estate Annual Inspection**, and input the information recorded on the AF Form 37 into RFMIS-RD. Any problems identified at this time may be input into RFMIS-RD as an upgrade. Upon request by the FC, the SQ RM will forward a copy of the completed inspection. The SQ RM and FC will maintain the AF Form 37 IAW the Record Disposition Schedule in AFRIMS.

3.11.1. If this is a new or relocated office, an inspection is to be done within 30 days of occupancy. If the date of occupancy is within 60 days of the normal inspection, the inspection may be delayed and completed at that time.

3.12. Leased Office Records. HQ and SQ are the only offices required to maintain real estate files for each leased office IAW AFRIMS RDS. Each record will include at a minimum:

- 3.12.1. Office lease, floor plan and janitorial contract (obtained from RFMIS-RD).
- 3.12.2. Copy of the most current AFRC Form 37 and photos of the office.
- 3.12.3. Historical data, including janitorial problems, vandalism, etc.
- 3.12.4. Copy of the approved ZMS and any data supporting the request.
- 3.12.5. Approved letter from HQ VCO authorizing GSA vehicles to be parked at another location other than the leased office. Letter should include tag number and new location.
- 3.12.6. Telecommunications information to include AF Form 1218, SF 1449 and Telephone Service Request (TSR) for NETWORKX service.
- 3.12.7. Phone numbers for local USACE and other points of contact (FC, building owner, janitorial service, etc).

3.13. Telecommunications for Leased Offices. Once the USACE begin work and an address is known for a new or relocated office, the FC will provide the name, address and phone number of the local phone company in the area to the SQ RM. (Reference para.4.8. in this instruction for

additional guidance.) Upon receipt, the SQ RM initiates the AF Form 1218 to establish/change a Communication Service Authorization (CSA). Telecommunication service is installed at the leased office ONLY after a CSA has been established between AFRC/RS and the local phone company. The Telephone Communication Officer (TCO) will:

3.13.1. Contact the local telephone company to install the telecommunications services as authorized on the CSA.

3.13.2. Indicate to the local telephone company that the long distance carrier for that office is NETWORKX.

3.13.3. Provide telephone numbers to the SQ RM to set up NETWORKX for long distance service.

3.14. Furniture for Leased Offices.

3.14.1. AFRC/RSXX will be responsible for procurement and payment of furniture for each leased office.

3.14.2. The SQ RMs will ensure furniture requests are submitted to the Lead Furniture RM for approval and procurement.

3.14.3. A list of prioritized requirements will be maintained by AFRC/RSXX and based on available funding, an attempt will be made to replace 10% of the leased offices furniture each fiscal year.

3.14.4. When a leased office closes and the furniture is still in good condition, coordinate any available furniture with your SQ RM. If the squadron cannot utilize the furniture, the SQ RM needs to contact the Lead Furniture RM for final disposition of the furniture.

3.15. GSA Vehicle for New Leased Offices. HQ VCO will initiate the paperwork for a GSA vehicle at a new leased office. Once the local FMC has a vehicle, the HQ VCO will notify the SQ RM to contact the FC to make arrangements to pick up the vehicle.

Chapter 4

COMMUNICATIONS

4.1. Purpose. Telecommunications is a major resource for recruiters. Each office must be equipped with the correct telecommunication service so the recruiters can perform their duties. This chapter provides guidance and processes to be used by HQ AFRC/RSXX, SQs, FCs and recruiters assigned to AFRC/RS and their responsibilities to procure, maintain and pay for telecommunication service. The processes and guidance provided in this chapter are used in conjunction with AFI 33-322, *Records Management Program* and AFI 33-111, *Voice Systems Management*; AFMAN 23-220, *Reports of Survey for Air Force Property*.

4.2. HQ AFRC/RS Responsibilities. AFRC/RSX is responsible for the telecommunication service and equipment assigned to AFRC/RS. AFRC/RSXX is responsible for managing these items. AFRC/RSXX will:

- 4.2.1. Request funds through annual budget submission to support telecommunications assigned to AFRC/RS.
- 4.2.2. Initiate proper paperwork to pay for telecommunications assigned.

4.3. Telephone Control Officer (TCO) Responsibilities. TCO will:

- 4.3.1. Ensure HQ and SQ RMs are familiar with policies and instructions governing communication service and equipment.
- 4.3.2. Ensure all equipment and services being requested with RS funds are authorized, necessary and the most cost-effective communication service to support AFRC/RS mission requirements.
- 4.3.3. Approve and coordinate on a SF 1449, **IT/NSS Requirements Document**.
- 4.3.4. Sign and forward the AF Form 1218 to 38 CEG/PKK at Tinker AFB to award final CSA.
- 4.3.5. Ensure telecommunications monthly bills are forwarded to the appropriate RA for payment monthly or within five days of receipt.
- 4.3.6. Ensure telecommunication monthly bills paid with the GPC are reviewed by RSXX before payment is made.
- 4.3.7. Ensure a SF 1449, **Communication Service Authorization (CSA)**, is completed before establishing telecommunication service.
- 4.3.8. Attend TCO meetings and keep current on changes in policies and instructions.

4.4. HQ AFRC/RS RA Responsibilities. HQ AFRC/RS RA is appointed in writing by HQ AFRC/RS Commander, Recruiting Service, as the Telephone Control Officer (TCO). This responsibility may be delegated to a lower level. The TCO will:

- 4.4.1. Appoint an alternate TCO from their office.
- 4.4.2. Be familiar with local policies and instructions governing communication service and equipment. The preference for payment is use of the GPC card.

4.4.3. If GPC is not accepted, coordinate with local budget office to obtain fund cite/MORD information for payment of monthly telecommunication bills.

4.5. SQ RM Responsibilities. The SQ RM will:

4.5.1. Assist the SQ/CC and FCs with establishing communication lines in their leased recruiting offices.

4.5.2. If required by the local base, assist the SQ or unit TCO in completing a SF 1449 for telephone communication services and equipment.

4.5.3. Complete and forward the original AF Form 1218, **Request for Communications Service**, requesting funds to the SQ/CC and FC for coordination and signatures prior to forwarding to the HQ RM for approval.

4.5.4. Ensure a SF 1449 is established before any telephone service is completed at any leased offices assigned to RS.

4.5.5. Ensure Federal Telecommunication Service NETWORKX is established at all new and relocated satellite offices assigned to AFRC/RS.

4.5.6. Ensure NETWORKX is disconnected at offices that have been relocated or closed.

4.5.7. Verify that calls on the NETWORKX billing statements are official.

4.5.8. Ensure NETWORKX billing statements with discrepancies are forwarded to the FC for verification and necessary corrections are made. Ensure HQ TCO stays informed of situations.

4.6. Flight Chief Responsibilities. FCs are appointed in writing as the Flight TCO by their SQ/CC. The responsibility as the Flight TCO may be delegated to a lower level. The Flight TCO will:

4.6.1. Be familiar with local policies and instructions governing the establishment of communication services and equipment. The GPC card is used for payment.

4.6.2. If GPC is not accepted, coordinate with local budget office to obtain fund cite/MORD information for payment of monthly telecommunication bills.

4.6.3. Assist their SQ RM in completing a SF 1449 and AF Form 1218 when establishing telecommunication services at leased offices.

4.6.4. Ensure a contract on a SF 1449 is established before telephone service is completed at any leased office.

4.6.5. Ensure only authorized equipment and service is purchased with RS funds.

4.6.6. Ensure recurring telephone charges authorized on the CSA and maximum limits are not exceeded prior to payment.

4.6.7. Provide SQ RM with required data to establish SF 1449 for leased offices.

4.6.8. Assist SQ RM in verifying any discrepancies on SF 1449.

4.7. Telecommunications Service and Equipment for On Base Offices. The SQ and unit TCOs will follow the guidance and directives of the host base. This will also include the guidance used to pay monthly telephone services and local, regional or toll calls.

4.8. Communication Service Authorizations (CSA). A CSA is a contract between the Air Force Reserve and the appropriate telephone company. An approved CSA must be established before telecommunication services are installed at a leased recruiting office. A CSA is established by completing and submitting an AF Form 1218 and SF 1449 (if applicable) to the 38 CEG/PKK, Tinker AFB, OK. Unless otherwise directed, the HQ RM has full responsibility to ensure the AF Form 3215 and AF Form 1218 are initiated and forwarded to 38 CEG, Tinker AFB, OK.

4.8.1. Upon notification of an address for a new or relocated leased office, the SQ RM will be responsible for obtaining quotes from the local phone company for monthly service costs for a business line, fax line, voice mail, DSL and miscellaneous service charges for the leased office.

4.8.2. Based on quotes received by the SQ RM and the authorized number of telecommunication services for the leased office, the SQ RM will complete AF Form 1218 and forward it to the FC/Administrative Assistant with routing instructions, number assignment and required signatures needed from the local unit personnel. The original signed and coordinated AF Form 1218 will be mailed back to the HQ TCO.

4.8.3. The HQ TCO will log the AF Form 1218 in the internal CSA Log, make a copy and mail the original to 38 CEG, Tinker AFB, OK.

4.8.4. Upon receipt of the CSA, the HQ RM will:

4.8.4.1. Forward a copy of the contract to the SQ RM along with written approval to order and have telecommunication services installed at the leased office. HQ and SQ RMs must maintain a copy of the CSA in the appropriate real estate folder until expiration/renewal.

4.8.4.2. The SQ RMs must re-accomplish the Annual Funds Certification Letter at the beginning of each FY. Letters must be faxed to the HQ TCO NLT 31 Oct of current FY.

NOTE: *The process will take approximately 60-90 days to award the contract.*

4.9. Telecommunications Service and Equipment for Leased Offices. The HQ TCO will ensure local unit policies and AFRC/RSXX internal policies are followed before authorizing the TCO to contact the local telephone company to install phones in leased offices.

4.9.1. The FC is responsible for contacting the local phone company to install the authorized telephone equipment and service at the leased office, the FC will coordinate actions with the SQ RM.

4.9.1.1. Indicate to the local phone company that the long distance phone carrier will be NETWORKX.

4.9.1.2. Each office is authorized one:

4.9.1.2.1. Fax line.

4.9.1.2.2. Internet/DSL/equivalent type line.

4.9.1.3. Each recruiter is authorized one voice line.

4.9.1.4. Flights excluding Officer Accessions/Health Professional (OA/HP) offices, will not use O&M funds to pay for any 1-800 phone services (normally the 1-800 service is paid by the local Wing).

4.9.1.5. Each OA/HP recruiting office is authorized one 1-800 to be paid with their O&M funds.

4.10. Federal Telecommunications Service NETWORKX for Satellite Offices. NETWORKX is the only long distance carrier authorized for phone lines installed in leased offices. AFRC/RSXX is responsible for paying all long distance charges at these offices. In the interim, between when the NETWORKX is established and phones are connected, any long distance charges will be paid by the Flight.

4.11. Establishing NETWORKX through MCI. The HQs and SQ RMs are the only persons authorized to establish NETWORKX with MCI. The FC, recruiter or Administrative Assistant will provide the SQ RM with the office location, address, primary user and the phone number(s) to be switched to NETWORKX.

4.11.1. Complete the required information through Navy Air Force Interface (NAFI) via internet for NETWORKX.

4.11.2. NAFI will reply back via e-mail and indicate the day NETWORKX service will begin.

4.11.3. The SQ RM will inform the FC/Administrative Assistant that a request for NETWORKX service has been established and the estimated date the service will be turned on.

4.12. Verifying NETWORKX has been connected. Upon notification from NAFI, the SQ RM will:

4.12.1. Contact the FC, Administrative Assistant or recruiter at the new or relocated office and ask that they verify NETWORKX service has been connected.

4.12.2. The FC, Administrative Assistant, or recruiter needs to contact their SQ RM if NETWORKX service has not been connected by the date indicated. *NOTE: If a satellite office is relocated and the telephone number does not change, an address change is still required. The SQ RM is responsible for making this change.*

4.13. Verification of NETWORKX Telephone Billing Statements. All monthly NETWORKX telephone bills are received by AFRC/RSXX for verification and then paid with HQ funds. The HQ TCO will review NETWORKX bills for discrepancies. Discrepancies include calls exceeding 30 minutes, calls made after 2200 hours, calls appearing repeatedly and for a lengthy time and calls continually being made out of the recruiting zone. If discrepancies appear on the phone bills, the HQ TCO will:

4.13.1. Forward a copy of the bill to the SQ RM to verify the call(s) in question are official.

4.13.2. Ensure the SQ RM seeks reimbursement from the person who made unofficial calls. The check will be made payable to the U.S. Treasury for the cost.

4.13.2.1. Ensure the SQ RM returns the discrepancy bill with a personal check made out to the U.S. Treasury Department to the HQ TCO within two weeks of receipt and an explanation from the SQ RM of what action was taken to ensure this doesn't happen again. If call(s) were official, TCO may reply via e-mail stating such.

4.13.2.2. Ensure the personal check is forwarded to AFRC/RSXR for processing.

4.14. Cellular Devices/MiFi's. The Air Force established Blanket Purchase Agreements (BPAs) with all of the major cellular carriers.

4.14.1. Each flight will choose the provider of their choice in their local area and establish an account using the pre-approved BPA government negotiated discount pricing.

4.14.2. The program will be funded by each flight and will be paid with the GPC.

4.14.3. Each flight will assign a cell phone/MiFi TCO that will contract, monitor and pay the bills. The RM will designate eligible recipients of both cell phone/MiFi. The ISRs are not authorized cell phones.

4.14.4. Cell phones purchased and paid for with RS funds will be for official use and limited personal calls (Won't exceed 10% of monthly minute usage). Misuse of the government cell phone could result in forfeiture of cell phone and repayment by the individual to the U.S. Treasury Department.

4.15. AFRC/RS (Cell) TCO Responsibilities. This person will:

4.15.1. Ensure HQ RMs are familiar with policies and instructions governing the cell phone program BPA pricing and equipment.

4.15.2. Ensure all equipment and services being requested with RS funds are authorized, necessary and the most cost-effective communication service to support AFRC/RS mission requirements.

4.15.3. Ensure the Chief, Advertising and Information Systems Division (AFRC/RSA) approves cell phones assigned to HQ personnel.

4.15.4. Ensure cellular monthly bills are reviewed prior to payment.

4.15.5. Cell phone TCO will keep current on changes in policies and instructions.

4.15.6. Ensure a ROS is completed for any lost, stolen, or damaged cellular devices assigned to HQ to determine if abuse was involved and if repayment is required.

4.16. Squadron Responsibilities. The SQ/CCs are appointed in writing by the AFRC/RS CC, as the cell phone TCO for cellular devices for their SQ. This responsibility may be delegated to a lower level. The cell phone TCO will:

4.16.1. Appoint an alternate TCO.

4.16.2. Ensure all equipment and services being requested with RS funds are authorized, necessary and the most cost-effective communication service to support AFRC/RS mission requirements.

4.16.3. Ensure cellular monthly bills are reviewed before payment.

4.16.4. Be familiar with local policies and instructions governing BPA pricing, cellular communication service and equipment.

4.16.5. Ensure a ROS is completed for any lost, stolen, or damaged cellular devices assigned to their squadron to determine if abuse was involved and if repayment is required, IAW AFMAN 23-220.

4.16.6. Ensure Consent to Monitor Form and Acceptance/Declination Letter is on file for each assigned cellular device.

4.17. Unit Responsibilities. FCs are appointed, in writing, as the unit cell phone TCO by their SQ/CC. The responsibility as the unit TCO may be delegated to a lower level. The unit cell phone TCO will:

4.17.1. Ensure all equipment and services being requested with RS funds are authorized, necessary and the most cost-effective communication service to support mission requirements.

4.17.2. Approve any authorized request for cell phones.

4.17.3. Ensure an AF Form 1297 is signed and on file for each assigned cellular device.

4.17.4. Ensure cellular monthly bills are reviewed before payment.

4.17.5. Be familiar with local policies and instructions governing BPA pricing, cellular communication service, and equipment.

4.17.6. A ROS will be turned into the SQ/CC for any lost, stolen, or damaged cellular devices to determine if abuse was involved and repayment if required.

4.17.7. Do not purchase cell phones for Administrative Assistants.

Chapter 5

SUPPLIES AND EQUIPMENT

5.1. Purpose. Funds are provided to each unit to equip each recruiting office with supplies and office equipment. This chapter provides the guidance and processes to be used by AFRC/RSXX, SQ, FCs and recruiters assigned to AFRC/RS, and their responsibilities to procure, maintain and pay for these items. The processes and guidance provided in this chapter are to be used in conjunction with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*; AFRC Pamphlet 10-105, *Air Force Reserve Command Recruiting Badge*; AFRCI 36-2809, *Awards, Ceremonies and Honors, Air Force Reserve Recruiting Awards Program*; AFI 65-601, Vol 1, *Budget Guidance and Procedures*; and AFMAN 23-220, *Reports of Survey for Air Force Property*; JFTR appendix R; Title 37 U.S.C. § 488 Allowance for Recruiting Expenses, 5 U.S.C. 4110.

5.2. HQ AFRC/RS Responsibilities. AFRC/RSXX is responsible for supplies and equipment purchased and assigned to AFRC/RS. This person will delegate one person from AFRC/RSXX to act as the primary supply and equipment custodian. The supply and equipment custodian will:

5.2.1. Appoint one alternate supply and equipment custodian.

5.2.2. Maintain an inventory/equipment list of all equipment on hand to ensure items are physically clean and serviceable. The equipment list should have the following information: item, serial number (if applicable), quantity and location of each item.

5.2.3. Ensure by spot checks and annual inventories that all property is physically on hand, if discrepancies exist then the appropriate action has been taken, such as Report of Survey.

5.2.4. Ensure affixed labels are placed on personal items identifying them as such (i.e., radios, coffee pots, microwaves, clocks, etc.).

5.2.5. Ensure recruiting storage offices are kept neat. Dispose of waste or refuse materials. Turn in excess furniture and equipment (unserviceable or items no longer needed). In areas where collocated storage is used, segregate and identify as AFRC/RS property.

5.2.6. Ensure government property is used correctly and not abused by personnel.

5.2.7. Ensure only authorized commodities and services are purchased with RS funds.

5.2.7.1. Authorized funds may be used to procure major kitchen appliances, such as refrigerators, microwaves, and commercial quality coffee makers, that would be placed in common areas for the use of personnel at the site (Ref. U.S. General Accounting Office Case B-302993 - 25 Jun 04).

5.2.7.2. The GPC card can be used to make necessary and approved purchases IAW AFI 64-117.

5.3. Squadron Custodians. The SQ/CCs will act as custodian for their SQ. This responsibility may be delegated to a lower level. The custodian will follow the guidance outlined in [paragraph 5.2.1](#) through [paragraph 5.2.7](#)

5.4. Unit Custodians. FCs act as custodians for the flight and leased office(s). This responsibility may be delegated to a lower level. In addition to the guidance in [paragraph 5.2.1](#) through [paragraph 5.2.7](#), the unit custodian will:

5.4.1. Complete and maintain AF Form 1297, **Temporary Issue Receipt**, for equipment and furniture used in satellite and ISR offices.

5.5. Satellite and ISR Office Supply Custodian. The FC delegates the recruiter assigned to the satellite or ISR office as the supply custodian. This person will:

5.5.1. Assume custodian responsibility for all equipment and furniture issued to that office by signing the AF Form 1297. A copy of the signed AF Form 1297 is maintained at the satellite or ISR office for review as needed.

5.5.2. Submit, in writing, to the FC any unserviceable equipment to be repaired, turned in, or replaced.

5.6. Government Purchase Cards (GPC). The GPC may be used to pay for supplies and non-personal service purchases according to AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program* and local applicable directives. Billing statements and receipts are maintained according to RS internal log and Access On-Line (AXOL) billing statement.

5.6.1. To become a GPC approving official or cardholder, individuals must attend the GPC and AXOL training at the base they are assigned and complete the required tests. Contact local contracting office for specific requirements.

5.6.1.1. Cardholders and approving officials cannot be the same person.

5.6.1.2. Do not exceed the Single Purchase Limit (SPL) without using the proper GPC procedures for purchasing items over the SPL.

5.6.1.3. Do not purchase unauthorized or questionable items, IAW AFI 64-117.

5.6.1.3.1. Some unauthorized charges with the GPC include airline tickets, retirement gifts, thank you gifts, etc.

5.6.1.3.2. Do not purchase IT hardware in excess of \$500.00 and do not purchase any IT “software”. Reference Procedural Information Message (PIM) 12-011 Attachment 2.

5.6.1.3.3. Do not use RS funds to purchase trophies, plaques, or mission accomplishment awards, unless authorized. Reference [paragraph 5.14](#).

5.7. Office Supplies for Recruiting Offices. The SQ or unit custodian may use the GPC to purchase office supplies for their recruiting offices. All recruiting offices should maintain an adequate stock of supplies to support their needs, normally a 30-day supply. Ensure excess supply stock is not generated and stock on hand is neatly stored. *NOTE: Ensure supplies are purchased from GSA vendor or reliable and approved vendors and do not exceed the SPL without using proper procedures.*

5.8. Postage and Parcel Service. If the local Wing cannot support the flight and leased offices with postage stamps, Federal Express (FedEx) and United Parcel Services, the GPC may be used to purchase the postage stamps.

5.8.1. For postage stamps, all flights will keep a log of stamps purchased. At a minimum, the log will include: date stamps were purchased, total purchased, number of each quantity purchased and recruiter who is responsible for using the stamps.

5.9. Federal Express.

5.9.1. A FedEx account number will be established for HQ, SQ and Flight personnel to use for the following reasons:

5.9.1.1. All time sensitive case files that must be delivered to appropriate office.

5.9.1.2. Fingerprint cards sent to OPM by designated appointee.

5.9.1.3. Training records sent to AFRC/RSOT for recruiters attending the Recruiter Development Workshop.

5.9.1.4. HQ Command Section; career status bonus documentation, awards/decorations/certificates, computer shipments, medical and dental records.

5.9.1.5. For additional shipping requirements not listed above, contact HQ/ RSXX for assistance.

5.9.2. Once the account number is received, one representative from each Flight will go onto www.fedex.com to establish a user ID and password for usage.

5.9.3. Each Flight will give their account number to each required recruiting office.

5.9.4. Flights will use the FedEx tracking log to track each package shipped to and from all locations. The Administrative Assistant will be required to e-mail the flight tracking sheet to their appropriate SQ RM. SQ RM(s) will validate the FedEx tracking log and forward to HQ/RSXX no later than the 1st and 3rd Monday each month.

5.9.5. On the 1st and 3rd Monday of each month, AFRC/RSXX will pay the HQ FedEx bill after validation of the flight tracking log.

5.9.6. Packages sent through a Federal Express shipping center/terminal are required to provide a tax exempt letter to the FedEx attendant. Failure to provide a tax exempt letter will result in a sales tax charge assessed to the government. The member will be liable for any sales tax charges and will be required to reimburse the government.

5.9.7. The Administrative Assistant may order blank FedEx forms to give to their satellite offices. Upon request, the form would include the account number only. The other alternative is the Satellite Recruiters may go on-line to create a shipping label at their location. This will require the Flight login and password.

5.9.8. FedEx is not intended to use to send late EPR's etc. to the SQ or HQ.

5.9.9. Ensure that account information is accessible to new FCs or Administrative Assistants, to include addition/deletion of user ID and passwords for that location.

5.9.10. Authorized methods for sending packages are as follows: FedEx Priority Overnight, FedEx Standard Overnight (morning or afternoon), Fed Ex 2 Day, FedEx Express Saver, and FedEx Ground. At **no time** will personnel ship packages via **FedEx First Overnight** or same day delivery services.

5.10. Toll, Bridge and Ferry Tokens/Passes. Toll, bridge and ferry tokens/passes may be purchased with the GPC. Do not purchase tokens that must be paid for in advance unless unused tokens can be returned upon expiration or year-end.

5.11. Job Fairs. A job fair provides the recruiters an opportunity to be in front of a large group of potential prospects to receive AFRC/RS leads.

5.11.1. SQ/CC will approve and fund all job fairs for their squadron.

5.11.1.1. The FCs will complete the application and forward to their SQ/CC for approval and funding.

5.11.1.2. Maintain the data according to the type of payment used IAW AFI 64-117.

5.11.2. Payment will be made by using one of the following methods: the GPC or Government Check (if the GPC card is not accepted).

5.12. Light Refreshments at Conferences. Light refreshments are authorized for official conferences. All conferences must be approved in accordance with DoD, USAF, and MAJCOM policy guidance.

5.12.1. During Breaks. The unit hosting a conference that does not fall under the authority of formal training guidance may be authorized the ability to purchase light refreshments for attendees in TDY status using funds from their O&M budget. By definition from the 5 U.S.C., a conference is a formal conference with registration, a published and substantive agenda, and scheduled speakers. Reference, 5 U.S.C. 4110 and JFTR appendix R.

5.12.1.1. Payment will be made using one of the following methods: the GPC card or a Government Check (if the GPC card is not accepted). The amount of light refreshments purchased would be for the total of attendees in TDY status. Do not use funds for “ice breakers.”

5.12.2. Icebreakers/Farewell Socials. The serving of light refreshments during an “ice breaker” before the conference or “farewell socials” after the conference are a personal expense. Do not fund such events with appropriated dollars. The unit may levy a “hospitality” fee to cover purely social functions. **Note:** *Payment of such a hospitality fee is voluntary and is not reimbursable from appropriated funds. Do not authorize such a fee in travel orders.*

5.13. Reserve Recruiting Badge. Recruiting personnel assigned to AFRC/RS are authorized to wear the AFRC Recruiting Badge. The type of badge worn by each recruiter depends on the position and the award received (Reference AFRC Pamphlet 10-105, *Air Force Reserve Command Recruiting Badge*; and AFRCI 36-2809, *Awards, Ceremonies and Honors, Air Force Reserve Recruiting Awards Program*, for the type and wear of the recruiting badge).

5.13.1. Procurement and Payment of AFRC Recruiting Badges will be done through AFRC/RSOA. This division is the only office authorized to purchase AFRC/RS badges.

5.13.1.1. Use the GPC to purchase badges IAW AFI 64-117.

5.13.1.2. Badges are replaced as needed based on wear or change in badge type (i.e. Century Club, Top 50, 110% etc...).

5.13.1.3. The AFRC/RSXX, SQ and Flights are the only offices authorized to purchase recruiting and mission accomplishment awards with recruiting funds.

5.14. Procuring and Engraving Recruiting Awards. Awards (plaques, trophies, clothing items, etc) must be procured IAW AFI 65-601, Vol 1, *Budget Guidance and Procedures*. The GPC card may be used to purchase and engrave annual, quarterly, incentive and mission accomplishment awards IAW AFRCI 36-2809.

5.14.1. The HQ Annual, Quarterly and Mission Accomplishment Awards. AFRC/RSOA is responsible for selecting, requesting the purchase, engraving and delivering annual, quarterly and mission accomplishment awards IAW AFRCI 36-2809.

5.14.2. The SQ Annual, Quarterly and Mission Accomplishment Awards. SQ CCs will be responsible to determine award type (plaque, trophy, certificate, etc.) and cost of each authorized quarterly and annual award. The SQ RMs will procure, engrave and obtain awards IAW AFRCI 36-2809.

5.14.3. The purchase of mission accomplishment awards must be consistent with the limitations described in AFI 65-601, V1, Para 4.31.2.

5.15. Property Losses. Property loss may occur as a result of personnel disregarding instructions relating to proper safeguarding of items. All persons assigned to AFRC/RS are responsible for ensuring government property is properly stored and secured to prevent loss and abuse.

5.16. Loss, Damage, or Destruction of Air Force Property. Other than fair wear and tear, the ROS system is designed to gather and present facts pertaining to loss, damage or destruction of Air Force property so designated officers can determine responsibility (financial or otherwise). Procedures for processing reports of survey are described in, AFMAN 23-220, *Report of Survey for Air Force Property*.

Chapter 6

CENTER OF INFLUENCE PROGRAM

6.1. Purpose. The purpose of Center of Influence (COI) events is to generate leads and gain support of civilian influencers by informing them of Air Force Reserve opportunities. The COI program is not a protocol-funded program to reward people for past support. It is a planned event where meals or snacks appropriate for the occasion are served to provide a setting for Air Force Reserve personnel to talk to prospective applicants and influencers. The processes and guidance provided in this chapter are to be used in conjunction with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*; Title 37 U.S.C. § 488, DOD 5500.7-R, *Joint Ethics Regulation*. **EXCEPTION:** At HP residency events, there may not be time for a complete presentation due to time constraints of the residents. The purpose of this type event is to obtain leads. Although a COI is conducted in a social environment, its purpose is recruiting business. **NOTE:** *The word recruiter will be interchangeable with requester in this chapter.*

6.2. Squadrons Responsibilities The SQ/CC will appoint in writing one individual as a COI event program manager and one individual to pay for COI events, IAW AFI 64-117.

6.3. Center of Influence (COI) Event Program Manager (PM) Responsibilities. The COI PM will act as the liaison between the recruiter, FC and SQ/CC. In addition, the COI event program manager will review and approve funding.

6.4. GPC Cardholder Responsibilities:

6.4.1. Forward signed approved AFRC Form 21 to the requester within 48 hours of receipt.

6.4.2. Input COI event number, estimated cost, requester and brief description in US Bank/Citibank, IAW AFI 64-117.

6.4.3. Verify each request in US Bank/Citibank against the receipts and supporting documents received from the recruiter after the event.

6.4.4. Maintain a log of each event to ensure cost does not exceed the amount on the AF Form 4009.

6.4.5. Request the AF Form 4009 to be increased if needed.

6.5. Flight Chief Responsibilities. The FC is responsible for completing and submitting the AFRC Form 21 to the appointed SQ COI PM for approval of funds to conduct a COI. The FC will:

6.5.1. Ensure the set-up is initiated for the COI event with a local vendor.

6.5.1.1. Ensure vendor accepts the GPC for payment. A Government Purchase Check is used ONLY if the vendor does not accept the GPC card.

6.5.1.2. Ensure vendor provides a detailed, itemized receipt for payment and will not charge tax.

6.5.1.3. Ensure vendor will not exceed the gratuity of 15%. A waiver may be submitted up to 20%.

6.5.2. Prepare and forward the AFRC Form 21 a minimum of two weeks before the COI event is to be held so the SQ PM can assign an event number to each COI.

6.5.3. Ensure COI does not exceed the approved amount on the AFRC Form 21.

6.5.4. Ensure the COI program manager is notified **within 24 hours** if the COI event has been **cancelled**.

6.5.5. Ensure COI PM receives an original receipt, itemized bill and a copy of the approved AFRC Form 21 (signed) within seven days from the completion of the COI event. All original receipts and signed AFRC Form 21 will be mailed or sent via the contracted shipping vendor to the SQ RM.

6.5.6. Ensure a copy of the COI event receipt, AFRC Form 21 is kept on file at the flight for the current FY.

6.6. Authorized COI Attendees. Attendees should consist of qualified influencers and prospective applicants for a bona fide recruiting program and recruiters. Other attendees may include other military members, spouses, family members and the following:

6.6.1. Prospective Applicant. A prospective applicant is a person who is tentatively qualified for a recruiting program being worked by the recruiter. **EXCEPTIONS:** This prospective applicant must not have been listed as a prospective applicant at a previous COI event. Additionally, this prospective applicant must not currently hold military status (active or ready reserve to include members currently in the Individual Ready Reserve (IRR)). Individual Ready Reserve is part of the Ready Reserve and is not authorized for COIs. Further guidance use Reference, Title 37, and U.S.C. 428.

6.6.1.1. High school seniors and other Non-Prior Service (NPS) applicants. Do not invite persons under age 17 to an event. The exception is a 16-year-old high school senior.

6.6.1.2. Prospective prior service applicants who currently have no military status (active or reserve).

6.6.1.3. A prospective applicant who attended another event for a different program. For example, a HP applicant who did not qualify for commissioning and decides to enlist as a NPS applicant then later attends a COI event as a NPS applicant may be listed as a prospective applicant for that program.

6.6.2. Influencers are persons who, by their position, have strong and obvious influence on prospective applicants. These are normally educators, parents, or guardians of prospective applicants, civic leaders, business persons and radio and television representatives. **NOTE:** *A prospective applicant who enters the Air Force Reserve and later attends a second COI is listed as an influencer.*

6.7. Funding Per Attendee at COI Events. The AFRC/RS receives authority to incur expenses supporting recruiting objectives. Funds are available for events involving groups and individuals.

6.7.1. Refreshments at Recruiting Functions. Appropriated funds may be used for small meals and refreshments during recruiting functions for certain individuals (FY 97 NDAA, Sec. 361 (P.L. 104-201), as amended by the FY 02 NDAA, Sec. 545 (P.L. 107-107); Codified in 10 U.S.C. 520c).

6.7.2. Enlisted program events, not to exceed \$10 per person.

6.7.3. Influencer and officer program events, not to exceed \$20 per person.

6.7.4. Critical officer specialty prospective applicants on a one-on-one basis, not to exceed \$40 per person.

6.8. One-On-One Events. A one-on-one event is an arranged meeting with one applicant and the recruiter. It may also include the applicant's and the recruiter's spouse or significant other.

6.8.1. Normally, only a single one-on-one event is authorized per authorized applicant. A SQ/CC may approve additional one-on-one events as needed for physician or other critical officer prospective applicants to overcome objections or resolve other issues delaying the recruiting process.

6.8.2. Only the military member and/or participating spouse/significant other may attend an event at Air Force Reserve expense. Other family members may attend only if he or she is an age-qualified prospective applicant or a bona fide influencer.

6.8.3. A one-on-one COI event is restricted to the following categories of individuals:

6.8.3.1. Critical officer specialty prospective applicants, (Medical and Dental Corp, Doctors and Oral Surgeons). HQ AFRC or higher authority identifies these specialties at the beginning of the fiscal year, makes changes as required and sends updates through distribution. *NOTE: With SQ CC approval, another military member may help with the sales presentation; for example, an Air Force Reserve physician or nurse or someone whose profession or background is related to the prospective applicant's and would further enhance the sale.*

6.8.3.2. Radio and television station owners, outdoor company owners, managers, public service directors, program directors, or other persons in media decision-making positions.

6.8.3.3. Civic leaders, business persons and educators with FC's approval.

6.9. Ratio of Military-to-Civilian Attendees. Refers to the number of military-to-civilian persons attending a COI event. The ratio will not exceed one military to three civilians unless waived by the SQ/CC. Spouses/significant others of military members attending a COI event count as military representatives in the one-to-three ratio.

6.9.1. Ratio waivers. In special circumstances, the SQ/CC, may authorize a ratio of one military to two civilians.

6.9.2. This waiver must be approved in advance and annotated on AFRC Form 21.

6.10. Participation in a COI by a Military Person. Military personnel required to participate in a COI function are furnished the COI meal at no cost as long as they meet the military-to-civilian ratio requirement. If personnel in TDY status are furnished the COI meal at no cost, they must declare the meal on their travel claim as a government-deductible meal. The COI host will brief TDY personnel of this requirement. For further guidance refer to DODD 5500.7-R.

6.11. Short-notice (other than residency events). COI funds may be expended to support events that occur on short notice. An event is considered short-notice when it is scheduled within seven days from the date of the event. EXCEPTION: One-on-one COI events are usually scheduled within the seven day requirement and are exempt from short-notice status.

6.11.1. A pre-approved AFRC Form 21 for a one-on-one event with a critical officer specialty may be issued to OA/HP Recruiters. The AFRC Form 21 has an assigned event number and is monitored by the COI PM.

6.12. Signing in at COI Events. An organized guest sign-in procedure must be followed at COI events using AFRC Form 118, **COI Guest List - Prospective Applicant**, for prospective applicants and AFRC Form 119, **COI Guest List –Influencer**, for influencers and all other attendees. Provisions of the Privacy Act apply only in lead-generating prospective applicant events. After the event and after leads have been distributed, the AFRC Form 118 and AFRC Form 119 are attached to the flights office file copy of the AFRC Form 21, along with a copy of the GPC card receipt and any other supporting documents.

6.13. No-Shows at COI Events. A no-show refers to individuals invited to COI events that accepted the invitation but did not attend and the recruiter did not know in advance to adjust the number. Recruiters negotiate COI events with vendors, agreeing not to charge for no-shows. If a vendor does not agree to this and the recruiter believes it is still the best available offer, proceed with the offer. If the number of no-shows paid exceeds 10 percent of the expected or guaranteed attendance, explain in a separate memo to accompany the AFRC Form 21 and detailed receipt.

6.13.1. Buffet and bulk purchase type events, such as HP residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain fully in a separate memo (to the COI Program Manager) to accompany the receipt and AFRC Form 21.

6.14. Unauthorized Expenditures. Do not use COI funds for any of the following expenditures:

6.14.1. Taxes

6.14.2. Lavish or extravagant events.

6.14.3. Personal expenses of attendees.

6.14.4. Purchase of alcoholic beverages or the appearance of same. Do not accept complimentary alcoholic beverages.

6.14.5. Commercial transportation of guests.

6.14.6. Rental of facilities or hiring personnel.

6.14.7. Participation in public or special events where admission, seating or other accommodations connected with the event are restricted as to race, creed, color, sex, or national origin.

6.14.8. Incidental out-of-pocket expenses incurred by recruiters in day-to-day contacts.

6.14.9. Events (such as sporting events, job fairs, etc.) without a planned, quality Air Force Reserve presentation (speech, film, question and answer session, etc.). EXCEPTION: HP/OA residency and one-on-one events.

6.15. Payment Methods and Event Control Numbers for COI Events. The COI PM will assign an event number to each COI. The control number will be annotated on the AFRC Form 21 and in the remarks block of AXOL. Control numbers are issued by the SQ COI PM by using

the last two numbers of the FY and a numerical sequence beginning with 001 (example C07-001, C07-002, etc). Since COI events may be paid by two methods, GPC and Government Purchase Check, the two different payments will be identified as follows:

6.15.1. GPC payments will begin with a P (example P07-001).

6.15.2. Government Purchase Check payments will begin with a C (example C07-001).

6.16. Payment Reimbursement to the Recruiter. There are circumstances where the recruiter may pay for a COI Event; this normally occurs for a one-on-one. Once the COI event has been approved, the recruiter is authorized to use their Government Travel Card (GTC) for payment (do not use a personal credit card). Recruiter will submit a **SF 1164, Claim for Reimbursement for Expenditures on Official Business**, and submit to the COI PM. For further guidance reference DoD Financial Management Regulation (FMR) Volume 10 Chapter 11 Para 110201.

Chapter 7

TRAVEL FOR AIR FORCE RESERVE APPLICANTS

7.1. Purpose. Each applicant is entitled to transportation as needed, from the place where he or she makes application or from home of record (HOR) to the Military Entrance Processing Station (MEPS) or place of physical examination, testing, processing and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or rejected for enlistment, return travel to place of application or HOR is provided. This chapter provides the guidance and processes to be used by AFRC/RS FCs and recruiters to procure, maintain and pay for Government Transportation Tickets for applicants sent to MEPS. This chapter is used in conjunction with Defense Transportation Regulation (DTR), DoD Regulation 4500.9R, Part 1, Passenger Movement.

7.2. Flight Chief Responsibilities. The FC should be familiar with the modes of transportation outlined in [paragraph 7.5](#) and is responsible for managing Commercial Transportation Tickets (CTT) as described in [paragraph 7.6](#). In addition the FC will:

- 7.2.1. Appoint one person as the unit's CTT manager.
- 7.2.2. Contract with a reliable vendor who is familiar with this type of service (reference [paragraph 7.6](#)).
- 7.2.3. Ensure CTTs are not misused.
- 7.2.4. Establish internal controls to ensure accountability.

7.3. Unit CTT Manager Responsibilities. In addition to acting as liaison between recruiters and the vendor, this person will:

- 7.3.1. Request CTT through the appropriate vendor as needed.
- 7.3.2. Ensure request includes number of tickets needed, from each location to each MEPS or hotel.
- 7.3.3. Not request more than a normal 60-day requirement.
- 7.3.4. Ensure each ticket has "Property of the US Government-Not Redeemable for Cash except by the US Government" printed on it. If not, the statement must be typed or rubber-stamped on the ticket.
- 7.3.5. Ensure each ticket serial number is logged upon receipt by vendor on a computer generated tracking sheet.
- 7.3.6. Ensure adequate security is provided for all tickets.
- 7.3.7. File each log with any monthly GPC receipts and AXOL data.

7.4. Recruiter Responsibilities. The recruiter issuing CTTs to applicants is responsible for ensuring tickets are safeguarded and not misused. In addition, the recruiter will:

- 7.4.1. Create and use a computer generated log to record each ticket. At a minimum, the log will include:
 - 7.4.1.1. Serial number of each ticket.

7.4.1.2. Date ticket was issued to applicant.

7.4.1.3. Applicant's printed name and signature.

7.4.1.4. Balance of tickets on hand.

7.4.1.5. Re-enter unused tickets at the bottom of the last log entry so they may be reissued. Lineout original entry and annotate that the ticket was returned unused. Date and cross-reference the new entry.

7.5. Mode of Transportation. When motor vehicle transportation is necessary in performing official business, the following methods are considered (in the order shown) if they are available and meet mission requirements:

7.5.1. Voluntary use of applicant's privately owned motor vehicle.

7.5.2. Applicants who have access to local public or private transportation, or who reside within commuting distance to MEPS or unit, should use private transportation before government transportation is provided. Recruiters may offer to fund the cost of local public or private transportation. Reimbursement for these charges may be claimed on an SF 1164, **Claim for Reimbursement for Expenditures on Official Business.**

7.5.3. Recruiters may use GSA vehicles to transport applicants to MEPS or Reserve units for tests and physicals.

7.5.4. Applicants residing outside local MEPS area may be issued a CTT to and from the local recruiting satellite office and MEPS (reference [paragraph 7.6](#)).

7.6. Commercial Transportation Tickets. When one of the modes of transportation listed in [paragraph 7.5](#) cannot be met, the FC may purchase CTT to transport applicants to and from the HOR or recruiting office to the closest MEPS. The CTTs are purchased from a DOT approved vendor familiar with the needs of AFRC/RS.

7.7. Procurement and Payment of Commercial Transportation Tickets. FCs or designated Reserve Recruiting personnel use the HQ centrally managed account to obtain tickets for applicants traveling to and from MEPS. This person will:

7.7.1. Contract with a DOT approved vendor familiar with this type of service.

7.7.2. Ensure CTTs are not misused.

7.7.3. Establish internal controls to prevent loss of or misuse of CTTs.

7.7.4. Ensure funds are available via AF Form 4009 before purchasing tickets.

Chapter 8

MEALS AND LODGING FOR AIR FORCE RESERVE APPLICANTS

8.1. Purpose. Each applicant is entitled to meals and lodging at MEPS for physical examinations, testing, processing and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or rejected for enlistment, Air Force Reserve will pay for meals and lodging incurred by the applicant at the MEPS. This chapter provides the guidance and processes to procure, maintain and pay for meals and lodging for applicants sent to MEPS. The processes and guidance provided in this chapter are to be used in conjunction with USMEPCOM Regulation 715-4, Applicant Meals and Lodging Program.

8.2. AFRC/RSXR Responsibilities. AFRC/RSX is responsible for the MEPS Program. AFRC/RSXR is responsible for managing this process. This person will:

- 8.2.1. Appoint one primary and one alternate person in AFRC/RSXR as the HQ/RS MEPS Program Manager.
- 8.2.2. Ensure funds needed for the MEPS program are submitted in writing to the appropriate budget officer upon request.
- 8.2.3. Ensure funding is properly managed on AF Form 406, Misc. Obligation/Reimbursement Document.
- 8.2.4. Ensure MEPS PM and alternate are familiar with processes used to procure, maintain and pay for MEPS meals and lodging.
- 8.2.5. Ensure funds are available before approving and paying monthly bills.
- 8.2.6. Ensure the CBA card is used to pay MEPS.
- 8.2.7. Ensure expenses are kept current and an audit is done annually on cardholder's accounts.

8.3. HQ Military Entrance Processing Station Program Manager Meals and Lodging Responsibilities. This person is appointed by AFRC/RSXR. This person will:

- 8.3.1. Be knowledgeable of processes used by AFRC/RS to procure, maintain and pay for meals and lodging for applicants.
- 8.3.2. Ensure daily transactions in payment management system are reviewed for discrepancies.
- 8.3.3. Keep units current on processes and policy changes regarding MEPS program.
- 8.3.4. Ensure all MEPS liaisons and SQ RMs are notified of any HQAFRC/RS changes regarding CBA accounts.
- 8.3.5. Acts as MEPS liaison between all MEPS and appointed field personnel.

8.4. Flight Chief Responsibilities. The FCs are responsible for managing the MEPS process at their unit. The FC will:

- 8.4.1. Appoint one primary and alternate to act as the Flight MEPS liaison. If the flight uses more than one MEPS location to process applicant then one alternate may be appointed.

8.4.1.1. Flight MEPS liaison will:

8.4.1.1.1. Coordinate with the Senior MEPS Liaison NCO (SLNCO)/ MEPS Liaison NCO (LNCO) on meals and lodging reservations for Air Force Reserve applicants.

8.4.1.1.2. Ensure all prospective applicants sent to MEPS are recorded on the appropriate log (Reference [paragraph 8.6](#)).

8.4.1.1.3. Ensure monthly MEPS logs are reviewed for accuracy before forwarding to SQ RM for payment no later than the 12th of each month.

8.4.1.1.4. Ensure all charges are validated on USMEPCOM Form 727/728-E and authorize vendor or merchant to charge CBA account.

8.4.1.1.5. Ensure all receipts (“Daily Worksheets for Meals and Lodging” and “Verification of Monthly Charges” letter) are maintained at the flight, IAW current file plan.

8.4.2. Ensure MEPS meals and lodging are not misused and no shows are accounted for.

8.4.3. Ensure each unit MEPS liaison meets all requirements to HQ MEPS Program Manager.

8.4.4. Ensure all recruiters are familiar with MEPS processes.

8.4.5. Ensure all charges are validated on USMEPCOM Form 727/728-E.

8.5. Monthly Military Entrance Processing Station Log. Each unit MEPS liaison will develop a monthly MEPS log to be used by recruiters at their unit. The log will track all applicants sent to MEPS for physicals and testing. This log will include at a minimum:

8.5.1. Applicants printed name and signature.

8.5.2. Date applicant was sent to MEPS.

8.5.3. Estimated cost of lodging used and meals consumed (if applicable). *NOTE: The Government is responsible for lodging and meals only. The applicant is responsible for all other expenses incurred (example, in room movies, room service, phone calls, etc).*

Chapter 9

FINANCIAL MANAGEMENT

9.1. Purpose. Along with AFRC/RS, SQ/CCs and FCs are responsible for maintaining an O&M budget to pay for daily operation requirements such as travel, supplies, equipment, telecommunication service and miscellaneous contracts at their SQ and flight. This chapter provides the guidance and processes to be used by AFRC/RSXR, Squadron, FCs and recruiters assigned to AFRC/RS (PEC 58160F) and their responsibilities. The processes and guidance provided in this chapter are used in conjunction with AFI 65-601, *Budget Programming and Financial Management* and Joint Forces Travel Regulation, Part C; *Reimbursement for Members Performing Official Recruiting Duty*; AFI 65-103, *Temporary Duty Orders*.

9.2. AFRC/RS Plans and Budget Officer's Responsibilities. AFRC/RSX is responsible for ensuring the formulation and execution of the budget and ensuring the objectives of sound financial management are reached. AFRC/RSXR appoints a RA and is responsible for oversight of these funds. The RA will:

9.2.1. Be knowledgeable of expenses involved with operation and maintenance of AFRC/RS functions.

9.2.2. Prepare and submit the AFRC/RS budget estimates for the coming fiscal year to AFRC/FM.

9.2.3. Coordinate, formulate and submit AFRC/RS fiscal year requirements for the following:

9.2.3.1. GSA Vehicles.

9.2.3.2. Recruiting Advertising.

9.2.3.3. Supplies/Commodities.

9.2.3.4. Centers of Influence.

9.2.3.5. Training

9.2.3.6. MEPS Lodging, Meals, and Shuttle

9.2.3.7. Travel

9.2.3.8. Communication/Phones

9.2.3.9. ADPE (AFRISS-R)

9.2.4. Establish internal procedures to manage TDY travel funds.

9.2.5. Coordinate on all HQ staff travel requests.

9.2.6. Conduct an internal financial working group to allocate funds to appropriate AFRC/RS Divisions.

9.2.7. Conduct quarterly funds reviews on all accounts.

9.2.8. Review SQ budgets quarterly to ensure funds are committed and obligated proportionately throughout the FY.

9.2.9. Ensure SQ annual budget submissions are coordinated and approved by the AFRCRS/CC before authorizing AFRC/FM to load money against each flight's OBAN.

9.3. Squadron Responsibilities. The SQ RMs act as RAs responsible for AFRC/RS funds allocated to their cost centers. The SQ/CC appoints the SQ RA in writing. The SQ RA will:

- 9.3.1. Monitor funds issued to assure sound financial management.
- 9.3.2. Establish and maintain an accountability ledger by Elements of Expenses/Investment Codes (EEIC). File accountability ledgers IAW AFRIMS RDS.
- 9.3.3. Review Commander Resources Integration System (CRIS) report monthly (at a minimum) to ensure funds have been committed and obligated accordingly.
- 9.3.4. Coordinate on all matters pertaining to AFRC/RS funds with the unit budget office.
- 9.3.5. Ensure funds are obligated and committed proportionately throughout the FY.
- 9.3.6. Attend and maintain minutes of financial working group and/or financial management board meetings.
- 9.3.7. Ensure only authorized commodities and services are purchased with RS funds.
- 9.3.8. Ensure only the approving official approves the SF 1164.

9.4. Flight Responsibilities. The FCs act as unit funds' managers and are responsible for AFRC/RS funds allocated to their cost centers. The appropriate SQ/CC appoints the unit funds manager in writing. In addition to the responsibilities listed in [paragraph 9.3.1](#) through [paragraph 9.3.8](#), the unit funds manager will:

- 9.4.1. Forward a copy of their annual budget submission to their SQ RM and to AFRC/RSXR.
- 9.4.2. Forward a copy of any unfunded requirement submissions to their SQ RM and a copy to AFRC/RSXR.
- 9.4.3. Request man-day support through AFRC/RSXR.
- 9.4.4. Request PME funds from AFRC/RSXR.
 - 9.4.4.1. Units will cut orders for PME and track paid travel vouchers. *NOTE: Student hires may only be utilized if funded by the Wing or unit.*

9.5. Servicing Budget Office. Funding for AFRC/RS locations is included in the Operating Budget Authorization Number (OBAN) of the nearest AFRC unit. The unit budget officer is responsible for providing normal support and guidance on budgetary and fiscal matters to the unit funds manager.

9.6. Financial Plan. The financial planning system is a financial blueprint of a projected organizational plan of action for a specific period of time. Financial activity is always planned and funding requirements are stated in terms of support for the assigned mission. Maintain file IAW AFRIMS RDS.

9.7. Fund Cite. The SQ RMs and FCs should be familiar with the whole fund cite, the Program Element Code (PEC), Operating Budget Account Number (OBAN), Responsibility Center/Cost Center (RC/CC) and Element of Expense/Investment Code (EEIC).

9.8. Management Controls. Each fiscal year, organizations review management controls which are necessary to prevent the waste of resources (funds). These controls should be directive in nature. The most common form of management controls include those established for TDY travel, GPC items and telecommunications equipment. Funds, as issued by HQ AFRC, represent unit apportionments after consideration of total mission requirements and command fund availability.

9.9. Budget Call. Upon receipt of the budget call, the SQ RM will formulate and submit requirements to AFRC/RSXR for the coming fiscal year in the following areas: Travel; Communications; Government Purchase Card; and Claim for Reimbursement for Expenditures on Official Business (SF 1164s) to HQ AFRC/RSXR for submission. Maintain file IAW AFRIMS RDS.

9.10. Unfunded Requirements Submission. The call letter for Unfunded Requirements (UFR) is normally sent by AFRC/RSXR during mid-year and at the end-of-year. The UFRs are created by the lack of financial resources to fund valid, possibly un-programmed, requirements that can be created by a mission change, or other unforeseen event, to include initial under-funding. Flights submit a UFR to their SQ RM. A copy of each UFR is forwarded to AFRC/RSXR and a copy is kept on file at the requester's office IAW AFRIMS RDS

9.11. Temporary Duty Limitations. All TDYs must be managed within budget parameters and every effort made to conserve travel funds.

9.11.1. Simultaneous travel to the same place by two or more persons should be minimized based on mission requirements.

9.11.2. A GSA vehicle must be used before POVs or rental vehicles are authorized.

9.11.3. Military transportation is used when available, feasible and does not cause detriment to meeting mission requirements.

9.11.4. For proposed training meetings outside the flight's area of responsibility, the requesting POC will:

9.11.4.1. Use a Reserve or active duty base that can billet attendees before contracting with commercial lodging if available.

9.11.4.2. The FC will submit a training meeting request (letter or e-mail) to the appropriate SQ/CC at least 15 days in advance for coordination and approval (SQ/CCs will forward this correspondence to AFRC/RS/CC). The letter must include, at a minimum, an outline of the meeting agenda, proposed location and justification for the training meeting.

9.11.5. For all other TDYs outside the flight's area, use the following guidance:

9.11.5.1. Submit a letter or e-mail to the appropriate SQ/CC for coordination and approval. The letter must include, at a minimum, location, number of people performing the TDY, estimated cost and justification for the TDY.

9.12. Temporary Duty Orders. Coordinate DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, to be published on AFRC/RS personnel through the appropriate office for accounting classification (this may or may not be the unit budget office). Approving

officials, as indicated in AFI 65-103, *Temporary Duty Orders*, sign block 18 of DD Form 1610 for personnel assigned to FAC 1690.

9.13. Approving Authority for Performance of Travel. The following individuals are approving authorities for TDYs within the flight. An AO appointment letter signed by SQ/CC will be maintained in the file plan IAW AFRIMS RDS.

9.13.1. Commander, Recruiting Service is the approving authority for AFRC/RS assigned personnel and SQ/CCs.

9.13.2. The SQ/CC or designated approving officials are the approving authority for SQ personnel and FCs assigned to their squadron.

9.13.3. The FC is the approving official for recruiters and civilians assigned to their flight.

9.13.4. The SQ/CCs are the approving officials for FCs performing TDYs outside their recruiting area. *NOTE: Subordinates will not be approving officials for superiors.*

9.14. Travel Voucher Submission. A DD Form 1351-2, **Travel Voucher or Sub-voucher**, is completed and submitted through the appropriate financial system (i.e. DTS or E-Finance) within five work days of completing TDY IAW JFTR.

9.15. Miscellaneous Expenses Incurred in AFRC/RS. Recruiters may be entitled to reimbursement for out-of-pocket recruiting duty expenses via SF 1164, **Claim for Reimbursement for Expenditures on Official Business**. Potential expenses include:

9.15.1. Occasional snacks, non-alcoholic beverages and meals, when purchased by the recruiter for prospective applicants

9.15.2. Parking fees incurred by recruiters at itinerary stops.

9.15.3. Official telephone calls. A copy of the telephone bill verifying the calls as official must be submitted for reimbursement.

9.15.4. Cost for copies of vital documents for prospective recruits, including birth certificates, school transcripts, diplomas, registration certificates, etc.

9.15.5. Refreshments such as pizza and soda for Delay Entry Program (DEP) during required meetings. There is no such thing as "DEP" defined above. Check on funding requirements for "DEP Calls".

9.15.6. Parking for applicants at the recruiting office who are processing into the Air Force Reserve.

9.15.7. Turnpike, toll bridge and ferry costs (if standard options are not available for use--reference [paragraph 5.10](#) of this instruction).

9.15.8. Reimbursement for POV mileage when used for official business (reference [paragraph 2.15](#) for clarification of POV authorization/reimbursement).

9.16. Claim For Reimbursement. Members entitled to reimbursement must complete a SF 1164. Claims must contain an itemized list of expenses. A receipt must support a claim for any item in excess of \$75.00. Missing receipts must be claimed on a Certification of Missing or Lost Receipt form.

9.16.1. Must be signed by the SQ RM and be certified by the authorized certifying official.

9.16.2. The SQ RMs will maintain a list of certifying officials.

9.17. Manday Request For Traditional Reservists. AFRC/RSXR, will request annual manday budget through HQ AFRC/FM.

9.17.1. The AFRC/RSXR, Budget NCOIC, will monitor and process manday requests to ensure adequate funding is available.

9.18. Funding Professional Military Education. For personnel assigned outside of HQ RS, PME is centrally funded at AFRC/RSXR. For personnel assigned to HQ RS, PME will be funded through HQ AFRC/A1K.

9.18.1. AFRC/RSXR RA will provide a fund cite authorization letter to the flight order specialist. The flight will process the order for the member to attend PME.

Chapter 10

TRAVEL AND SPECIAL PHYSICAL EXAMINATION FOR OFFICER ACCESSION AND HEALTH PROFESSION APPLICANTS

10.1. Purpose. The OA/HP FCs may authorize invitational orders and special physical examinations for officer applicants, when needed, from the place of application or from HOR, to the place of physical examination, interview processing and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or not, return travel to place of application or HOR is provided. This chapter provides the guidance and processes used by OA/HP Recruiters to procure and pay for invitational orders and special physical examinations.

10.2. Travel Authority for OA/HP Applicants. Travel authority may be provided to officer applicants for physical examinations and interviews required for Air Force Reserve appointment. Invitational travel orders are authorized by the OA/HP FC and are issued before departure. Applicants are issued Government Transportation Requests (GTR).

10.3. Contract Physical Examinations for OA/HP Applicants. OA/HP FCs are authorized to pay for contract physical examinations for officer applicants. This authorization is granted only when the following conditions exist:

10.3.1. Required physical exam is not available at government medical facilities or there will be a substantial delay (30-45 days) in scheduling or processing the physical examination.

10.3.2. Applicant resides or works a substantial distance from the nearest government medical facility.

10.3.3. Physical examination cannot be performed in conjunction with the Reserve Unit Commander interview.

10.3.4. Provider is a reliable vendor.

10.3.5. Cost does not exceed \$500. The SQ/CCs are the approving authority for costs exceeding this amount.

10.4. Special Medical Tests for OA/HP Applicants. The OA/HP FCs are authorized to pay for special medical tests only when the following conditions exist:

10.4.1. Special medical tests are required that cannot be provided by the government medical facility, or a substantial delay (30-45 days) in scheduling or processing will result.

10.4.2. Repeated tests are required and it is inconvenient for the applicant to return to the government medical facility.

10.4.3. Cost does not exceed \$500. The SQ/CCs are the approving authority for costs exceeding this amount.

10.5. Procedures for Contract Physical Examinations and Special Medical Tests. The OA/HP Recruiters will submit a letter to their FC requesting payment for contract physical examinations and special medical tests. The letter will include:

10.5.1. Name, Social Security Number (SSN), and mailing address of applicant (ensure information is protected according to the Privacy Act of 1974).

10.5.2. Unit to which the applicant will be assigned or attached.

10.5.3. Circumstances preventing the physical examination or special medical tests from being conducted in a government medical facility.

10.5.4. The OA/HP FC sends a letter with the name of the authorized provider or medical facility to the applicant with information copy to the recruiter. This letter authorizes the facility to conduct the required physical examination or special medical tests and bill the Air Force Reserve for reimbursement. In addition, the letter requests the facility to include their identification number if it is not on the bill.

10.6. Payment for Contract Physical and Special Medical Examinations. There are three payment methods used for these examinations. Each method requires a copy of the bill, letter requesting the examination and any other supporting documents be kept on file:

10.6.1. GPC may be used to pay for these examinations (do not exceed the SPL of \$3,000).

10.6.2. Government Purchase Check is issued only if the GPC is not accepted. The check must be made out to the vendor not the applicant or recruiter.

10.6.3. Complete SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, certifying services rendered. The completed SF 1034 with identification number is forwarded to the local finance office for payment.

JAMES F. JACKSON, Lt General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODD 5500.7-R, *Joint Ethics Regulation*

DoD Regulation 4500.9R, Part 1, *Passenger Movement*

USACE *Policy Guidance Book and Space Management Guide*

AFI 23-302, *Vehicle Management*

AFI 24-101, *Passenger Movement*

AFI 24-301, *Vehicle Operations*

AFI 32-6001, *Family Housing Management*

AFI 33-111, *Voice Systems Management*

AFI 33-322, *Records Management Program*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

AFI 65-103, *Temporary Duty Orders*

AFI 65-106, *Appropriated Fund Support of Moral, Welfare and Recreation and Non-appropriated Funds Instrumentalities.*

AFI 65-601, Vol 1, *Budget Guidance and Procedures*

AFPD 10-3, *Air Reserve Component Forces*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-220, *Report of Survey for Air Force Property*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 33-363, *Management of Records*

AFRCI 36-2809, *Awards, Ceremonies and Honors, Air Force Reserve Command Recruiting Awards Program.*

AFRC PAMPHLET 10-105, *Air Force Reserve Command Recruiting Badge*

AETCI 32-9001, *Real Estate Management.*

JFTR appendix R

Title 37 U.S.C. § 488

USMEPCOM Regulation 715-4, *Applicant Meals and Lodging Program*

Abbreviations and Acronyms

ABSS—Automated Business Service System

ABU—Airman Battle Uniform

AETCI—Air Education and Training Command Instruction
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRC—Air Force Reserve Command
AFRC/RS—Air Force Reserve Command Recruiting Service
AFRCI—Air Force Reserve Command Instruction
AFRCPAM—Air Force Reserve Command Pamphlet
AFRIMS-RD—Air Force Records Information Management System - Records Disposition
AFRISS-R—Air Force Recruiting Information Support System-Reserve
AFRS—Air Force Recruiting Service
AO—Approving Official
AROWS-R—Air Force Reserve Order Writing System – Reserves
AXOL—Access on-line
BAH—Basic Allowance for Housing
BPA—Blanket Purchase Agreement
CC—Commander
COI—Center of Influence
CRIS—Commander’s Resource Integration System
CSA—Communications Service Authorization
CTT—Commercial Transportation Tickets
DEP—Delay Entry Program
DoD—Department of Defense
DOT—Department of Transportation
DTR—Defense Travel Regulation
DTS—Defense Travel System
EEIC—Elements of Expenses/Investment Codes
EME—Equipment Management Element
FAC—Functional Account Code
FC—Flight Chief
FM—Financial Manager
FMC—Fleet Management Center
FOUO—For Official Use Only

FSR—Fleet Service Representative

FY—Fiscal Year

GPC—Government Purchase Card

GPO—Government Printing Office

GSA—General Service Administration

GTC—Government Travel Card

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GTR—Government Transportation Request

HP—Health Professions

HOR—Home of Record

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFRC/RS—Headquarters Air Force Reserve Command Recruiting Service

HQ AFRC/RSX—Headquarters Air Force Reserve Command Recruiting Service Plans and Resources Division

IAW—In Accordance With

IEU—Individual Equipment Unit

IRR—Individual Ready Reserve

ISR—In Service Recruiter

JRFC—Joint Recruiting Facility Committee

JTR—Joint Travel Regulation

LGH—Leased Government Housing

LNCO—Liaison Non-Commissioned Officer

MCC—Maintenance Control Center

MCP—Management Control Plan

MEPS—Military Entrance Processing Station

MORDS—Miscellaneous Obligation/Reimbursement Document

NAFI—Navy Air Force Interface

NCOIC—Non-Commissioned Officer in Charge

NPS—Non Prior Service

OBAN—Operating Budget Account Number

OA—Officer Accession

OPM—Office of Personnel Management

O&M—Operations & Maintenance
PCS—Permanent Change of Station
PEC—Program Element Code
PM—Program Manager
PME—Professional Military Education
POV—Private Owned Vehicle
RA—Resource Advisor
RC/CC—Responsibility Center/Cost Center
RDS—Records Disposition Schedule
RFMIS-RD—Recruiting Facilities Management Information System Re-Design
RM—Resource Manager
ROS—Report of Survey
RS—Recruiting Service
RSOA—Recruiting Service Analysis Branch
RSOT—Recruiting Service Operations Training
RSXR—Recruiting Support Squadron Plans and Budget Branch
RSXX—Recruiting Service Resources Branch
SAV—Staff Assistance Visit
SF—Standard Form
SNLNCO—Senior Liaison Non-Commissioned Officer
SOU—Statement of Understanding
SPL—Single Purchase Limit
SQ—Squadron
TCO—Telephone Communication Officer
TDY—Temporary Duty
TSR—Telephone Service Request
USACE—United States Army Corps of Engineers
USMEPCOM—United States Military Entrance Processing Command Source
VCO—Vehicle Control Officer
VCSS—Vendor & Control Self Service
ZMS—Zone Modification Sheet