

11 JULY 2007



Personnel

**RECRUITING GOAL DEVELOPMENT,
ALLOCATION AND ACCESSION REPORTING
PROCEDURES FOR THE AIR FORCE
RESERVE**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFRC/RSOA
Supersedes AFRCI36-2002, 26 June 1998

Certified by: HQ AFRC/RSO (Major Michael Farr)
Pages: 7

This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It provides procedures for developing and allocating recruiting goals and accession reporting. It applies to all Air Force Reserve Command (AFRC) recruiting personnel. AFRC/RSOA must approve supplements to this instruction before publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records* (will become AFMAN 33-363), and disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afirms.amc.af.mil/rds_series.cfm.

SUMMARY OF CHANGES

This supplement is substantially revised and must be completely reviewed. This revision changes Numbered Air Force (NAF) to Flight, health profession recruiter to medical officer recruiter, line recruiter to line enlisted recruiter, adds line officer recruiter, and adds clarification to the goal determination and allocation process. HQ AFRC/RSOA no longer assigns separate IMA and Unit goals to the flights. Changes Recruiter Automated Management System (RAMS) to Air Force Recruiting Information Support System-Reserve (AFRISS-R.)

1. Annual Goal for Air Force Reserve Command Recruiting Service (HQ AFRC/RS.) The annual recruiting goal is developed to support the Air Force Reserve Command programmed end strength for each fiscal year (FY). This goal is based on combined beginning strength of unit and IMA requirements on 1 October, programmed end-strength for 30 September, and historical attrition. The annual goal is distributed by zone classification to line enlisted recruiters (LER), in-service recruiters (ISR), line officer recruiters (LOR), and medical officer recruiters (MOR) based on their zone classifications. An annual goal revision/review must be accomplished as Air Force Reserve force structure changes; planning, pro-

gram, and budgeting system adjustments occur; or other unscheduled end strength modifications alter the initial fiscal year goal calculations.

2. Unit and IMA Combined Goal. HQ AFRC/RSOA determines the overall HQ AFRC/RS goal required and the starting position on the Zone Classification Table needed to meet the required annual goal. (See **Table 1.**, **Table 2.**, **Table 3.**, and **Table 4.**) The recruiters’ zone classification goals are added together to determine the Main Operating Locations’ (MOL) recruiting goals. The MOLs’ recruiting goals are combined to determine the Flights’ goals. The Flights’ goals are combined and compared to HQ AFRC/RS goal to ensure combined flight goals meet HQ AFRC/RS annual goal requirements.

3. Annual Goal Distribution. The goals assigned to each category of recruiters are carefully scrutinized on a continuous basis to ensure fairness and equality is consistent throughout HQ AFRC/RS. Each Senior Recruiter (SR) must maintain a goal letter on file. Once assigned to the OL, the SR assigns a goal to each recruiter in writing. Each recruiter acknowledges receipt of this goal by signature. (Note: goals may change at Commander’s discretion to meet mission requirements.)

Table 1. Zone Classification Table (Line Enlisted Recruiters.)

		A	B	C	D	E
Line Enlisted Recruiter	Lucrative	44	45	46	47	48
Line Enlisted Recruiter	Above Average	40	41	42	43	44
Line Enlisted Recruiter	Average	36	37	38	39	40
Line Enlisted Recruiter	Below Average	32	33	34	35	36
Line Enlisted Recruiter	Difficult	29	30	30	31	32

Table 2. Zone Classification Table (In-Service Recruiters.)

		A	B	C
In Service Recruiter	Lucrative	22%	23%	24%
In Service Recruiter	Average	20%	21%	22%
In Service Recruiter	Difficult	18%	19%	20%

Table 3. Zone Classification Table (Line Officer Recruiters.)

		A	B	C	D	E
Line Officer Recruiter	Lucrative	28	29	30	31	32
Line Officer Recruiter	Average	26	27	28	29	30
Line Officer Recruiter	Difficult	24	25	26	27	28

Table 4. Zone Classification Table (Medical Officer Recruiters.)

		A	B	C
Medical Officer Recruiter	Lucrative	16	17	18
Medical Officer Recruiter	Average	14	15	16
Medical Officer Recruiter	Difficult	12	13	14

4. Accession Credit. Accession credit is awarded when the enlistment, appointment, or assignment is a gain to the drill pay floor which raises Sel Res. Credit is not awarded for individuals being assigned into the Participating Individual Ready Reserve (PIRR), Category E, or for those going from one pay category into another pay category. EXCEPTIONS: Recruiters are given accession credit for gains to the Air Force Ready Reserve Stipend Program and Chaplain Candidacy Program. Recruiters never receive accession credit for transfers from Category "A" or Category "B" to another Category "A" or "B." Any accessions that are gained more than one time in the same FY must be reviewed by RSO for final determination.

5. Submitting Reserve Accessions for Gain.

5.1. Recruiting managers must ensure all enlistments, appointments, and assignments are gained into the Air Force Recruiting Information Support System-Reserve (AFRISS-R) on the gain date or the next business day. Assignments are not to be gained into AFRISS-R until the effective date of change of strength accountability (EDCSA) occurs and the written documentation to support the accession claim is on hand. (Recruiters may not use a signed AF 1288 as verification of gain.) A printed Applicant Data Worksheet (ADR) must be maintained, with all required supporting documents, at the MOL central file on all accessions.

5.2. In order to claim accession credit, the recruiter must have one or more of the following properly completed documents:

Table 5. Documentation for Claiming Accessions.

Item	Documentation
1	DD Form 4-1 and 4-2, Enlistment/Reenlistment--Armed Forces of the United States
2	AF Form 133, Oath of Office
3	Assignment Orders
4	Single Unit Retrieval Format (SURF)
5	Print screen from MPF showing gain date

6. Goal Reductions. Recruiting goals are reduced under certain circumstances to ensure fairness to the recruiter and to maintain high morale.

6.1. Rookie Recruiters are graduates from Air Force Reserve Recruiting School who have 9 or more months left in the recruiting FY. Their first year as a recruiter will be: first 2 months no-goal, next 3 months 1/3 of zone classification goal, next 3 months 2/3 of zone classification goal, full zone classification goal thereafter.

6.2. Rising Stars are graduates from Air Force Reserve Recruiting School assigned with less than 9 months left in the current FY and goaled the same as above; but, fall under their own category for awards.

6.3. In Service Recruiters (ISR) leaving a position are responsible for 2 months goal after departing from the position. The new ISR will have a goal of zero for the first 2 months on station and resume normal ISR zone classification recruiting goal thereafter.

6.4. Recruiters transferring from Active Duty Air Force Recruiting or Air National Guard Recruiting will have first 2 months with no goal and be on full zone classification recruiting goal thereafter.

6.5. Recruiters who PCS will receive a 10% goal reduction from the new MOL goal. The goal at the departing location will be adjusted based on recruiter's arrival date at the recruiter's new location. (This does not apply to ISRs.) (Recruiters do not get a goal reduction for PCA.)

6.6. New Medical Officer Recruiter (MOR) in training will have the first 4 months with no goal, next 3 months 1/3 of zone classification goal, next three months 2/3 of zone classification goal, full zone classification goal thereafter. (A MOR transferring from MOR to LOR does not get a goal reduction.)

6.7. Line Officer Recruiter (LOR)- new LOR in training first 3 months no goal, next 3 months 1/3 of zone classification goal, next 3 months 2/3 zone classification goal, full zone classification goal thereafter. (An LOR transferring to MOR is granted the usual goal reduction for a new MOR.)

6.8. Lead LER/LOR/MOR recruiters, except ISR lead recruiters, receive a 10% goal reduction from their zone classification goal. Lead LER/LOR/MOR recruiters may receive a greater than 10% goal reduction on a case by case basis. (Under certain circumstances an ISR lead recruiter may also receive a goal reduction and will be determined on a case-by-case basis and approved by HQ AFRCRS/CC or appointed representative.)

6.9. Recruiters attending PME in-residence receive a 10% goal reduction. Recruiters will not receive a reduction for correspondence courses.

6.10. Recruiter on convalescent/sick leave for 30 days to less than ten weeks will receive a 10% goal reduction. The recruiter must be on convalescent/sick leave for ten weeks or more in order to receive an additional 10%. Recruiter on convalescent/sick leave more than 16 weeks will be reviewed on a case by case basis and HQ AFRC/RSOA will determine the goal reduction.

6.11. Retiring recruiter's goal will be reduced by 1/2 the last 3 months they were on production. The reduction will be based on the recruiter's first day of permissive/ terminal leave.

7. Accession Credit Suspension and Removal. If an applicant is found to have a disqualifying factor which existed at the time of accession, a non-prior service applicant does not ship to initial training, or a non-prior service applicant does not complete BMT; the accession credit will be suspended and HQ AFRC/RSO or HQ AFRC/RSM will notify the flight responsible for the accession. The flight is responsible for providing all necessary information and a one-page executive summary to HQ AFRC/RSO for review by the Accession Credit Board to confirm the recruiter was in compliance with all regulations and procedural guidance messages relating to accessions and the Delayed Entry Program. **The flight needs to provide this information to HQ AFRC/RSO (for review by the Accession Credit Board) within fifteen business days of the loss. If the information is not provided within fifteen working days the credit will be removed.** If the recruiter was in compliance with all regulations and procedural guidance messages, the credit will be returned to the recruiter and remarks will be annotated in AFRISS-R by HQ

AFRC/RSO or HQ AFRC/RSM. If the recruiter was not in compliance with all regulations and procedural guidance messages, the credit will be removed from the recruiter and reassigned to HQ AFRC/RSOA and remarks will be annotated in AFRISS-R by HQ AFRC/RSO or HQ AFRC/RSM. If the accession occurred in the previous FY the non-compliant recruiter will have one more added to their current FY goal.

8. PIRR Accessions. It is in the best interest of the Air Force Reserve to have recruiter assistance with this non-paid category. These applicants are usually referred to as “Cat E” or Participating Individual Ready Reserve (PIRR.) Recruiters must achieve annual goal to be eligible for any awards.

8.1. If a recruiter places an applicant into a non-paid or Cat-E position, the recruiter and the senior recruiter will receive award credit, not accession credit, for all applicable awards and the accession will count towards the recruiter and senior recruiter’s “Base Ball Card.” (Neither the recruiter nor the senior recruiter receive accession credit toward their annual goal for any non-Sel Res accessions except for those identified in paragraph 4.) Recruiters must achieve annual goal to be eligible for any awards. Note: If an overseas recruiter places a Palace Front or a Palace Chase applicant into an OCO-NUS non-Sel Res position and the recruiter does not achieve annual goal due to the large amount of CAT-E applicants processed, then the senior recruiter may request a goal reduction through their flight to the Recruiting Service Commander.

8.2. If a recruiter processes an applicant who resides in their zone and is transferring from a non-paid or Cat E position into a position that raises the SELRES, the processing recruiter receives accession credit that counts towards their annual goal and awards. The recruiter that initially processed the applicant into the non-paid position does not receive any further credit. (Note: Dual credit will not be granted for the same gain during the same FY; in rare cases when this may occur, forward documentation and justification to RSO for determination.)

8.3. If no recruiter is involved when the applicant transfers from a non-paid position to the position that raises the Sel Res Floor, RSOI will validate the increase to the Sel Res and notify RSOA. RSOA will then coordinate with the senior recruiter where each gained individual resides to ensure the correct recruiter and senior recruiter receive credit for the accession. These gains are usually referred to as “Quad 7s.”

8.4. It is the responsibility of all AFRC/RS personnel to know and comply with this guidance. Any questions should be directed to RSOA.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ADAF—Active Duty Air Force

AF—Air Force

AFRISS-R—Air Force Recruiting Information Support System-Reserve

BMT—Basic Military Training

EDCSA—Effective Date of Change of Strength Accountability

FY—Fiscal Year

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

HQ AFRC/RSM—Headquarters Air Force Reserve Command Recruiting Service Manager

HQ AFRC/RSO—Headquarters Air Force Reserve Command Recruiting Service Operations Division

HQ AFRC/RSOA—Headquarters Air Force Reserve Command Recruiting Service Operations, Analysis Branch

HQ AFRC/RSOO—Headquarters Air Force Reserve Command Recruiting Service Operations, Operations Branch

IMA—Individual Mobilization Augmentee

ISR—In-Service Recruiter

LER—Line Enlisted Recruiter

LOR—Line Officer Recruiter

MOL—Main Operating Location

MOR—Medical Officer Recruiter

RAMS—Recruiter Automated Management System

USAFR—United States Air Force Reserve (includes all Reserve categories)

Terms

Accession—Individual enlisted, appointed, or assigned into a pay category of the Air Force Reserve, the Air Force Ready Reserve Stipend Program, appointment of enlisted personnel from the Air National Guard or Individual Ready Reserve into medical officer programs, and gains to the chaplain candidacy program.

Air Force Ready Reserve Stipend Program—A program in which selected health professionals may receive a monthly stipend while in training or pursuing higher education, when they agree to participate in the Air Force Reserve upon completion of training.

Eligible Separatees—Those individuals leaving the active duty Air Force who, according to AFI 36-3205, Applying For The Palace Chase And Palace Front Programs or AFRESI 36-2001, Recruiting

Enlistment, Appointment And Assignment Procedures for the United States Air Force Reserve are tentatively qualified for enlistment/assignment/appointment into the Air Force Reserve.

End Strength—The total number of congressionally funded positions programmed for the United States Air Force Selected Reserve for each fiscal year.

Goal—The projected number of accessions needed to meet AFRC end strength requirements to include accessions required from each recruiter.

In-Service Recruiter—recruiter whose primary responsibility is to recruit individuals separating from the active duty Air Force; except for the medical officer AFSCs 44XX-medicine, 45XX-surgery, 47XX-dental, and 48XX-aerospace medicine; these, will be worked by the medical officer recruiters.

Individual Mobilization Augmentee—individual reservist pre-assigned to an active component organization or Selective Service billet that must be filled upon, or shortly after, mobilization.

Line Enlisted Recruiter—recruiter whose primary responsibility is to recruit individuals from the local community for AFRC unit and IMA programs with entry grade of E1-E9.

Line Officer Recruiter—recruiter whose primary responsibility is to recruit individuals from the local community for AFRC unit and IMA programs with entry grade of a commissioned officer other than medical officers.

Medical Officer Applicants—applicants who will be gained into the AFSCs: 40XX-medical commander, 41XX-health services, 42XX-biomedical clinicians, 43XX-biomedical specialists, 44XX-medicine, 45XX-surgery, 46XX-nurses, 47XX-dental, and 48XX-aerospace medicine. (Exception: applicants separating from Active Duty Air Force with the AFSCs of 41XX-health services, 42XX-biomedical clinicians, 43XX-biomedical specialists, or 46XX-nurses will be processed by the in-service recruiters.)

Medical Officer Recruiter—recruiter whose primary responsibility is to recruit individuals from the local community for AFRC unit and IMA programs with entry grade of commissioned medical office.

MAPPER—The computer software that managed the database system used by recruiting to organize and maintain historical accession data before AFRISS-R.

QUAD 7—Assignment actions without recruiter involvement

SURF—Single Unit Retrieval Format, report containing assignment, decoration, education, AFSC information on an individual