

**BY ORDER OF THE COMMANDER  
AIR FORCE RECRUITING SERVICE**

**AIR FORCE RECRUITING SERVICE  
INSTRUCTION 36-2101**



**18 MARCH 2014**

**Personnel**

**AIR FORCE RECRUITING SERVICE (AFRS)  
ASSIGNMENT, REASSIGNMENT AND  
CLASSIFICATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*.** Use this instruction and the applicable criteria in AFI 36-2110, *Assignments*; the Special Category (SPECAT) Assignments Guide (located at [https://gum.crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/SPECAT/r\\_id/100169/search/1](https://gum.crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/SPECAT/r_id/100169/search/1)); AFI 36-2909, *Professional and Unprofessional Relations*; AFRSI 36-2001, *Recruiting Procedures for the Air Force*; AETCI 36-2909, *Professional Conduct and Relationships*, and the Classification Enlisted AFSC Disqualification Personnel Services Delivery (PSD) Guide. It provides guidance and procedures pertaining to manning of recruiter and recruiting support authorizations within AFRS. It explains how enlisted accessions (EA) recruiters are selected and how current recruiters are reassigned within AFRS. It addresses recruiter opportunities as an instructor at the Air Force Recruiting School and recruiter inspector duty (AFRS/IG). It applies to all active duty military assigned to AFRS and to organizations involved in manning recruiter and recruiter-support positions.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.) 503. System of records notice F036 AETC G, Status of Ineffective Recruiter, applies.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records

Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This publication was revised to incorporate changes to the basic directives and AETC supplements and should be completely reviewed. Revisions include clarification of responsibilities and more clearly defined guidance on Air Force Recruiting Service Military Personnel Programs.

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## Chapter 1

### RECRUITER TOURS

**1.1. Stabilized Tours of Duty.** Recruiters are assigned to, from, and within AFRS IAW AFI 36-2110 and the SPECAT Assignments Guide; and are subject to AFPC/DPAA approval. The 8R stabilized tour of duty begins upon in-processing. Recruiters serve the AETC/CC's established tour length which is currently 4 years. Upon in-processing, recruiters receive an assignment availability code (AAC) 50 which is computed 4 years from the member's date arrived station (DAS) or in-processing date, if the member enters recruiting duty within local area. AAC 50 defers members from reassignment, including overseas (OS), unless otherwise determined by AFPC/DPAA. Those reassigned overseas will serve the standard prescribed OS tour, if they did not volunteer for the extended long tour. Overseas recruiters do not receive an AAC 50, since their date eligible for return from overseas (DEROS) serves the same purpose. Recruiters reassigned on a local or fully-funded PCS, to include those returning from OS, receive a new AAC 50 computed from DAS/inprocessing.

**1.2. Assignment Diversion.** AETC/A1KA is the requesting authority, and AFPC/DPAA is the approval authority for all assignment diversions. Neither recruiting squadrons (RCS), nor recruiting group (RCG) personnel will contact affected members concerning a diversion. AETC/A1KAS will coordinate all diversions, which will be held to an absolute minimum. Some reasons for diversions are out-of-cycle losses; deletion of unit manning document (UMD) authorization, unit movement, and unit deactivation.

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

#### **1.4. Reassignment of Recruiters on Completion of Tour.**

1.4.1. Recruiters receive assignment instructions through their servicing military personnel section (MPS) or virtual Military Personnel Flight (vMPF), at the completion of their tour of duty, if returning to their AFSC. Recruiters approved and released for another 8R tour are reassigned based on the MOI cycle, according to their AAC 50 expiration date. For normal PCS actions, Continental United States (CONUS) time-on-station (TOS) minimum requirements are 24 months for an OS assignment and 48 months for a stateside assignment, IAW AFI 36-2110. AFPC/DPAA considers an Airman's OS vulnerability, CONUS requirements, and assignment preferences in the Military Personnel Data System (MilPDS) when determining reassignments.

1.4.2. OS recruiters may apply for extension of their OS tour IAW AFI 36-2110. They will complete an AFRS IMT 4, *Recruiter Reassignment Intent* Memorandum of Intent (MOI), at the same time they complete their date eligible to return from overseas (DEROS) election. [Attachment 2](#) presents instructions on how to complete the memorandum of intent (MOI) application process. Recruiters serving in OS tour areas, whose recruiting tour is not being

extended, will be reassigned in their primary Air Force specialty code (PAFSC) and be subject to the same rules as other OS returnees. However, depending on requirements, recruiters completing OS tours maybe reassigned to recruiting duties in the CONUS. Reassignment, if approved, is effective upon completion of the OS tour, unless DEROS curtailment is requested and approved by AFPC.

1.4.3. Intergroup or intragroup reassignments will not be made without prior approval from HQ AFRS/R SX, AETC/A1KA, and AFPC/DPAA. Chapter 3 explains the policy and procedures for evaluating and reassigning recruiters (8R) within AFRS.

## Chapter 2

### ENLISTED ACCESSIONS (EA) RECRUITER PROCUREMENT PROCESS

**2.1. Recruiter Screening Team (RST).** An AETC special duty briefing team schedules visits to all major Air Force installations to provide guidance and information to interested Air Force members, installation commanders, first sergeants, and supervisors regarding special duty opportunities in AETC. The RST (HQ AFRS/RXPR) are part of this briefing team. RST promotes recruiting duty, explains the recruiter selection process, benefits of recruiting duty, and screens/hires potential applicants for special duty tours in recruiting.

**2.2. Procedures.** Volunteers for recruiting duty will complete and send a recruiter application package, (located on <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC134BF10FB5E044080020E329A9>), to the RST. The RST will screen and interview all volunteers in the grades of E-4 through E-7 to fill EA recruiter vacancies. Potential EA recruiters will be hired based on eligibility and recommendation from the RST.

### **2.3. Responsibilities.**

2.3.1. IAW AFI 36-2110, AFPC maintains listing of Air Force-wide recruiter candidates in order to fill current and projected vacancies, and serves as final approval authority for all assignment actions.

2.3.2. IAW Air Force personnel policy, AETC manages and oversees all assignment actions, Advertises EA vacancies, selects candidates for assignment based on AFI 36-2110, secures release from current AFSC on potential candidates, and provides assignment instructions/policy. AETC conducts quarterly assignment cycles for 8R000 candidates. 8R000 candidates must be eligible for recruiting, be “tentatively hired” by HQ AFRS, released from their AFSC for an 8R tour, and matched to one of their assignment preferences they submit during the assignment cycle to become an 8R000.

2.3.3. The RST interviews and screens qualified volunteers and EA recruiter candidates to fill current and projected vacancies and submits recommendations to AETC/A1KAS,

2.3.4. RCSs maintain a system for identifying EA recruiter vacancies and projected vacancies, and provide their respective RCG with validated vacancies needing to be advertised during the quarterly assignment cycle.

2.3.5. RCGs maintain a system for identifying EA recruiter vacancies and projected vacancies, and provide HQ AFRS/RXPR (Personnel) validated vacancies needing to be advertised during the quarterly assignment cycle.

## Chapter 3

### REASSIGNMENT OF RECRUITERS WITHIN AFRS

**3.1. Recruiter Progression.** Progression of recruiters is important for the individual and AFRS; however, moving recruiters may be necessary to meet mission requirements, improve the recruiting market, and replace personnel losses.

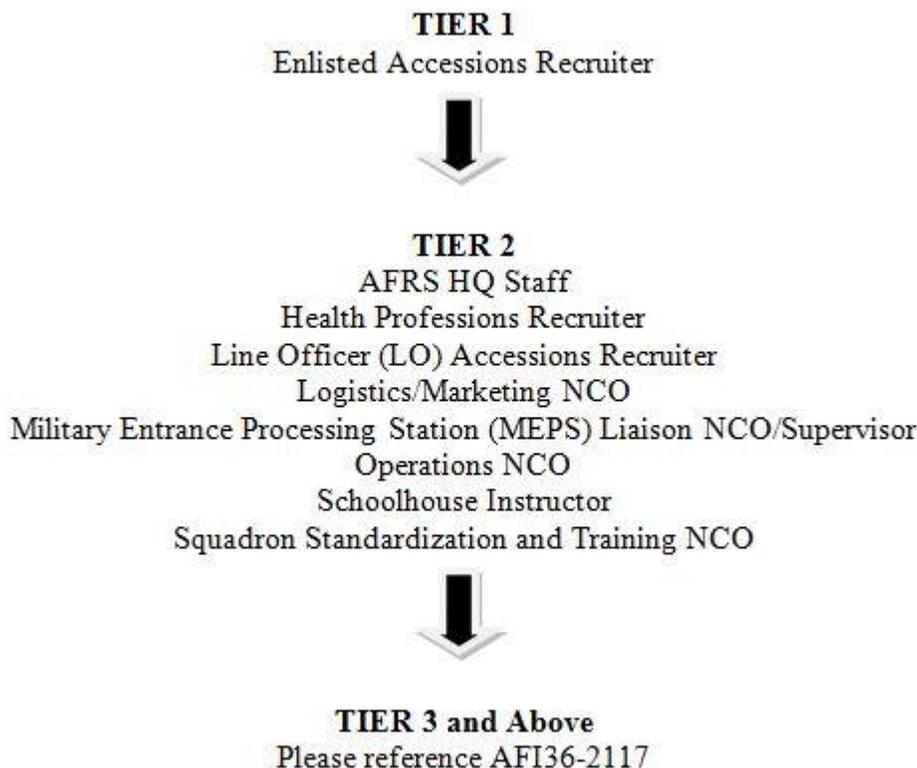
**3.2. Normal Recruiter Progression.** There are three tiers to the recruiter progression pyramid, as indicated in **Figure 3.1** and below:

3.2.1. Tier 1 (8R000). Recruiter positions in this tier are manned by Airmen (SrA - MSgt) who have volunteered or have been selected for their initial 8R000 stabilized recruiting tour of duty. These recruiters are typically identified as EA (entry-level) recruiters.

3.2.2. Tier 2 (8R200). Recruiter positions in this tier are manned by Airmen (SSgt - MSgt) from current recruiters requesting another tour in recruiting or from the Air Force pool of qualified former recruiters.

3.2.3. Tier 3 (8R300). Recruiter positions in this tier are manned by Airmen (TSgt – CMSgt) from current recruiters requesting another tour in recruiting or from the Air Force pool of qualified former recruiters. Please reference AFI36-2117, *Career Recruiter Force*.

**Figure 3.1. Recruiter Progression Pyramid.**



**3.3. Assignment Selection.** Recruiter retention and reassignment will follow a four-step process: (1) completion of the MOI, (2) validation of requirements (advertisements), (3) matching eligible recruiters with known requirements (advertisements), and (4) loading of assignments, as follows:

3.3.1. Step 1, Completion of the MOI:

3.3.1.1. AETC/A1KAS and AFRS identify all PCS-eligible recruiters for a specific assignment cycle using their AAC 50 expiration date. Individuals identified must complete AFRS IMT 4 (MOI), indicating a desire to return to their PAFSC or requesting another tour in recruiting. **Attachment 2** provides guidelines for the MOI process.

3.3.1.2. A recruiter who indicates a desire to be released from recruiter duty, or who has not been recommended for retention by their RCG commander, will be considered for assignment back to his/her AFSC during AFPC's CONUS Mandatory Mover (CMM)/Overseas Returnee cycle and will have a RNLTD on or after AAC 50 expiration date.

3.3.1.3. A recruiter released from his or her career field by AFPC who has an approved MOI on file for retention in recruiting will be identified to AETC/A1KAS as a candidate for reassignment during their MOI (8R) assignment cycle. Their RCG commander is the approving authority on the MOI.

3.3.1.4. A recruiter whose PAFSC has been withdrawn and who desires reassignment from recruiting duty must request to return to a previously held AFSC IAW AFI 36-2101, or apply for retraining in conjunction with his or her DOA. If the member's AFSC Functional Manager does not approve reinstatement of the AFSC or if retraining is not approved, the member remains an 8R resource.

3.3.2. Step 2, Validation of Requirements (Advertisements). AETC/A1KAS suspenses AFRS to identify and forward all valid requirements for each quarterly assignment cycle.

3.3.3. Step 3, Matching Eligible Recruiters With Known Requirements (Advertisements):

3.3.3.1. AETC/A1KAS conducts 8R assignment cycles quarterly. AETC will contact each eligible candidate and provide validated vacancies they can volunteer for. Normally candidates are provided 2 weeks to send their assignment preferences directly back to AETC. A recruiter with an approved MOI who is released by AFPC from their PAFSC, and has been approved for another 8R tour, may (and is encouraged to) volunteer for as many positions as he or she is qualified to perform.

3.3.3.2. After the advertisements closeout, AETC/A1KAS matches recruiters to advertised vacancies IAW AFI 36-2110. Individuals are racked/stacked IAW AF assignment policy. Preferences are reviewed and considered within the recommended MOI category according to highest to lowest mission vacancy priority. The highest priority position will be filled first by the most eligible and qualified volunteer. If AETC is unable to match an assignment based on a recruiter's desires, the recruiter may be matched for reassignment based on AFRS needs.

3.3.3.3. When a vacancy goes unfilled, it will be advertised the following cycle. **NOTE:** If the requirement is critical and has been advertised at least once, AFRS may request an

exception to policy (paragraph 3.4.) for AETC to openly advertise to the next eligible recruiter pool.

3.3.3.4. AFRS/CC has by name request selection authority to identify all Production Superintendent candidates. Production Superintendent candidates are reassigned IAW AFI 36-2110, by AETC/A1KAAS.

3.3.3.5. Chief Master Sergeants (or selectees) in SDI 8R000 will not be reassigned within AFRS without the approval of the AFRS/CC and the Air Force Senior Leadership Management Office Chief's Group (AFSLMO/CG).

#### 3.3.4. Step 4, Updating Assignment Requests:

3.3.4.1. AETC/A1KAS updates tentative reassignments in MilPDS, which flows to AFPC for final approval.

3.3.4.2. Once AFPC approves the assignment match (including waivers), AETC will provide AFRS a spreadsheet identifying locations and inbounds.

3.3.4.2.1. If a recruiter receives a non-volunteer 8R assignment and desires to decline the assignment, he or she can request reclama of the assignment and return to their AFSC. This only applies to current 8R000 and 8R200 personnel that still have a valid AFSC. The member requests reclama through AFRS chain of command to AETC. If approved, the request is sent to AFPC for approval/disapproval and the member's original AAC 50 is reinstated to identify him or her to return to their AFSC. Reclama requests are not processed through the military personnel section (MPS) and an AF Form 964, *PCS, TDY Deployments, or Training Declination Statement*, should not be accomplished. Reclama of assignment is different than declining retainability for an assignment (AF Form 964) which has career-impacting results.

3.3.4.2.2. If a recruiter volunteers for a specific position and subsequently does not desire the reassignment, he or she must decline retainability (if eligible) for the assignment by signing an AF Form 964, which is processed through the MPS. Once AFPC receives the AF Form 964 from the MPS, the member's AAC 50 may be reinstated or the member may remain on assignment if he or she has the minimum retainability required. Member will be notified of their disposition.

3.3.4.2.3. All assignment matches are tentative, pending AFPC approval. Under no circumstances will a recruiter tentatively selected for possible reassignment take any personal actions until notified by the servicing MPS or vMPF. Once AFPC approves the assignment, an assignment notification RIP flows to the member's vMPF, which is the member's official notification.

### 3.4. Reassigning Recruiters Not Eligible for PCS or MOI.

3.4.1. At times, the assignment system is unable to meet the needs of the mission. After a quarterly assignment cycle is conducted, AFRS may identify critical unfilled advertised positions from the cycle and entertain Exception to Policy (ETP) requests. ETPs should only be done for critical mission reasons. ETP candidates are identified and selected by AETC and forwarded to AFPC for approval. All vacancies must be advertised to all PCS and MOI eligibles. By-name requests are not accepted for consideration.

3.4.2. RCG commanders have approval authority for RCS requests for valid duty moves to positions within the same duty location code (DLOC) and tier. RCSs will submit an AFRS IMT 2, *Duty Title Change Without Change of Duty Location*, verifying there is no change to the current DLOC or SDI tier. The AAC 50 does not change with employment flexibility moves. AFRS, AETC, and AFPC must approve reassignment to positions in a different DLOC/tier as an ETP. In this instance, the recruiter does not accrue PCS entitlements.

3.4.3. Requests must be completed prior to the next advertisement cycle. The RCG commander will identify through HQ AFRS/RSXP to AETC/A1KAS the recruiter he or she desires to fill the critical vacancy.

3.4.4. For military entrance processing station (MEPS) liaison supervisor (MLS) vacancies, the RCG commander may approve a valid duty title move of a qualified liaison noncommissioned officer (LNCO) to MLS without having to advertise a minimum of one cycle. In this case, the RCG must ask AETC to advertise an LNCO requirement in place of the MLS. The AAC 50 does not change with these employment flexibility moves.

3.4.5. Tier 1 recruiters must complete 24 months as an EA Recruiter before consideration for a higher tier (8R200 or 8R300).

**3.5. Request for Exception to Policy.** Please see paragraph 3.4 for guidance.

**3.6. Responsibilities.**

3.6.1. IAW AFI 36-2110, AFPC is the final approval authority for all assignment actions.

3.6.2. IAW Air Force personnel policy, AETC:

3.6.2.1. Manages and oversees all assignment actions.

3.6.2.2. Advertises vacancies and projected vacancies.

3.6.2.3. Contacts AFPC to secure release from AFSC on individuals approved for another 8R tour.

3.6.2.4. Contacts assignment eligibles.

3.6.2.5. Selects qualified volunteers or assigns qualified non-volunteers to fill current and projected vacancies.

3.6.2.6. Submits assignment requests to AFPC for final approval and submits TOS waivers in conjunction with assignment cycles.

3.6.3. AFRS:

3.6.3.1. Assists AETC/A1KAS to identify and validate current and projected recruiter vacancies for the quarterly recruiter assignment cycle.

3.6.3.2. Provides a listing of assignment-eligible recruiters to the RCGs and establishes suspense prior to each assignment cycle for eligible recruiters to complete a MOI.

3.6.3.3. Submits a MOI spreadsheet to AETC/A1KAS prior to each cycle's assignment selections.

3.6.3.4. Submits TOS waiver requests to AETC, when required outside of normal assignment cycles.

#### 3.6.4. RCGs:

3.6.4.1. Maintain a system for identifying recruiter vacancies and projected vacancies.

3.6.4.2. Assist HQ AFRS/R SXPP with advertisement validations prior to each advertisement cycle.

3.6.4.3. Maintain a system for identifying MOI-eligible recruiters prior to each cycle.

#### 3.6.5. RCSs:

3.6.5.1. Maintain a system for identifying recruiter vacancies and projected vacancies.

3.6.5.2. Assist their respective RCG with advertisement validation prior to each advertisement cycle.

3.6.5.3. Maintain a system for identifying MOI-eligible recruiters prior to each cycle.

### **3.7. Recruiter Instructor Duty.**

3.7.1. Vacancies are advertised during the normal quarterly assignment cycle.

3.7.2. At a minimum, instructors must have an associate's degree. If there are no fully-qualified eligibles during the cycle, waivers may be considered if within 1 year of completion (minimum of 52 credit hours).

### **3.8. AFRS Inspector Duty:**

3.8.1.1. The position of AFRS Inspection Branch Superintendent requires a Chief Master Sergeant (or selectee), graduated recruiting Production Superintendent. They must meet all quality force indicators as outlined in AFI 90-201, *The Air Force Inspection System*, para 8.1. thru 8.1.8. (to include fitness standards). Previous AFRS or RCG staff experience is highly desirable.

3.8.1.2. The position of Command Inspector, Training/Marketing Program Management, requires a Master Sergeant or Senior Master Sergeant, graduated flight chief, with previous training or marketing experience (at any level). Additionally, they must hold the designation of Senior Recruiter and meet all requirements for Master Recruiter eligibility. Must meet all quality force indicators as outlined in AFI 90-201, para 8.1. thru 8.1.8. (to include fitness standards). Previous AFRS or RCG staff experience is desirable.

3.8.1.3. The position of Command Inspector, Operations/Military Entrance Processing Station (MEPS) Program Management, requires a Master Sergeant or Senior Master Sergeant, graduated flight chief; with previous operations (any level) or MEPS experience (MEPS Liaison Supervisor experience is desired). Additionally, they must hold the designation of Senior Recruiter, meet all requirements for Master Recruiter eligibility, and meet all quality force indicators as outlined in AFI 90-201, para 8.1. thru 8.1.8. (to include fitness standards). Previous AFRS or RCG staff experience is desirable.

3.8.1.4. The position of Command Inspector, Enlisted/Health Professions Program Management, requires a Master Sergeant or Senior Master Sergeant, graduated flight chief. Previous Health Professions recruiting experience is highly desirable. Additionally, they must hold the designation of Senior Recruiter and meet all

requirements for Master Recruiter eligibility, and meet all quality force indicators as outlined in AFI 90-201, para 8.1. thru 8.1.8. (to include fitness standards). Previous AFRS or RCG staff experience is desirable.

3.8.2. AFRS requirements for the Recruiting Complaints Resolution Branch positions are as follows:

3.8.2.1. The position of AFRS Complaints Resolution Branch Superintendent requires a Senior Master Sergeant (or selectee), graduated Flight Chief. Additionally, must hold the designation of Senior Recruiter and meet all quality force indicators as outlined in AFI 90-201, para 8.1. thru 8.1.8. (to include fitness standards). Previous AFRS or RCG staff experience is highly desirable. The superintendent will be required to attend Installation Inspector General Training Course (IIGTC) upon arrival to duty location, if they have not attended the course in the past 5 years.

3.8.2.2. The position of NCOIC, AFRS Complaints Resolution requires a Master Sergeant (or selectee), graduated flight chief. Additionally, they must hold the designation of Senior Recruiter, meet all requirements for Master Recruiter eligibility, and meet all quality force indicators as outlined in AFI 90-201, para 8.1. thru 8.1.8. (to include fitness standards). AFRS or RCG staff experience is highly desirable. The NCOIC will be required to attend Installation Inspector General Training Course (IIGTC) upon arrival to duty location, if they have not attended the course in the past 5 years.

**3.9. Other Special Duty Identifier (SDI) 8R000 Positions.** These positions include assignment to the 319th Training Squadron (319 TRS), Classifications, NASCAR Team, and AFPC Enlisted Accessions. Vacancies and mandatory qualifications are advertised during the quarterly 8R assignment cycle.

## Chapter 4

### MANNING RECRUITING SUPPORT POSITIONS

#### 4.1. Guidance.

4.1.1. AETC/A1KAS selects Airmen from applications submitted under SPECAT guidance. Reassignments must meet current assignment rules and policies and are subject to AFPC approval. After assignment selection and prior to departure, Airmen will not be removed from an assignment unless they are promoted, reclassified, or otherwise become ineligible for reassignment.

4.1.2. Recruiting support personnel will not normally be reassigned to another recruiting support position until they have completed their initial 4-year tour. Any request for reassignment is subject to approval by AETC/A1KAS and AFPC/DPAA, and base residency requirements apply.

#### 4.2. Stabilized Tours of Duty.

4.2.1. Officer personnel with the duty Air Force specialty codes (DAFSC) 35PX, 83R0, and 30C0 will be assigned to a 3-year stabilized tour (AAC 50) unless otherwise specified. RCS commanders (C83R0) will be assigned to 2-year stabilized tours.

4.2.2. Enlisted personnel will be assigned to a 4-year stabilized tour (AAC 43), with the exception of first sergeants (8F000).

4.2.3. Requests for extension of the minimum tour are not appropriate because reassignment does not necessarily occur on the AAC's expiration date. After expiration of the AAC, incumbents remain in place until reassigned due to OS selection, CONUS selection for another special duty assignment, exercise of voluntary assignment options, or other reassignment actions outlined in AFI 36-2110.

#### 4.3. Procedures.

4.3.1. On completion of the minimum tour, recruiting support personnel will remain in the special duty until reassigned or selected for another special duty. RCGs will notify HQ AFRS/RSXP of any projected vacancy at RCG or a subordinate RCS. Once a loss is projected, AETC/A1KAS will advertise the vacancy via the AFPC's EQUAL-Plus system. Application is made in accordance with the SPECAT Assignment Guide and AFI 36-2110.

4.3.2. Recruiting support personnel may pursue voluntary reassignment options, such as volunteering for OS or another special duty, to be effective on or after completing their 4-year minimum tour.

4.3.3. If recruiting support personnel are selected for involuntary reassignment with RNLTD less than 6 months from assignment selection date, HQ AFRS/RSXP will inform AETC/A1KAS. AETC/A1KAS will contact AFPC to discuss backfill actions or delay of RNLTD. AFPC/DPAA is the final approval authority for recruiting support assignment actions.

#### 4.4. Responsibilities.

4.4.1. IAW AFI 36-2110, AFPC is the final approval authority for all assignment actions.

4.4.2. IAW Air Force personnel policy, AETC manages and oversees all vacancies, submits recommendations to AFPC, and has disapproval authority.

4.4.3. AFRS coordinates all vacancies and advertisements with AETC/A1KAS to ensure advertisements are posted to EQUAL-Plus for AFRS recruiting support positions.

4.4.4. RCGs coordinate all vacancies and advertisements with HQ AFRS/RXPP to ensure advertisements are posted to EQUAL-Plus for the RCG and respective subordinate RCS recruiting support positions.

4.4.5. RCSs identify all vacancies to their respective RCG for submission.

## Chapter 5

### RECRUITER RELIEF ACTIONS

**5.1. Guidance.** Prior to initiating a relief action, commanders and supervisors must make every attempt to bring a recruiter's performance up to an acceptable level through indoctrination, training, supervision, performance feedback, and counseling. AFI 36-2909 and AETCI 36-2909 include specific prohibitions on the formation of personal relationships in the recruiting environment. AFRSI 36-2001 identifies recruiting personnel standards for professionalism and integrity in the conduct of day-to-day business.

#### **5.2. Types of Relief Actions.**

5.2.1. Relief for Cause. Prior to requesting relief and reassignment of a recruiter, his or her immediate commander must consider whether discharge action under AFI 36-3208, *Administrative Separation of Airmen*, or a demotion action under AFI 36-2502, *Airman Promotion/Demotion Programs*, is warranted. AFRS/JA will review relief (for cause) actions involving misconduct, malpractice, or other recruiting infractions (irregularities) that cannot be classified as misconduct or malpractice. Refer to AFRSI 36-2001, Chapter 1, for detailed definitions and additional information. Immediate relief action (for cause) is appropriate for any of the following reasons:

5.2.1.1. Attempting to develop or maintain an intimate personal relationship with applicants, such as making sexual advances toward applicants and/or seeking or accepting sexual advances or favors from applicants.

5.2.1.2. Dating an applicant whose processing has begun and has not been terminated due to the applicant's own withdrawal or on the grounds of unacceptability.

5.2.1.3. Using grade, position, threat, pressure, or promise of return favors or favorable treatment in attempts to gain sexual favors from applicants.

5.2.1.4. Using personal resources to provide applicants with lodging or transportation.

5.2.1.5. Concealing (or conspiring to conceal) disqualifying factors or attempting to qualify an ineligible applicant in violation of directives.

5.2.1.6. Intentionally misleading and/or misinforming a prospect or applicant regarding any aspect of recruiting policy, procedures, entitlements, or benefits or intentionally misinforming a prospect or applicant to induce him or her to apply for or accept enlistment, commissioning, or appointment.

5.2.1.7. Attempting to influence lawyers, attorneys, law enforcement officials, or judicial authorities to release, dismiss, or drop charges or otherwise mitigating dispositions in order to qualify an individual for Air Force enlistment, commissioning, or appointment.

5.2.1.8. Being deliberately involved in unfavorable incidents not related to recruiting.

5.2.1.9. Committing acts in violation of the Uniform Code of Military Justice (UCMJ).

5.2.1.10. Failing to maintain Air Force standards of conduct, performance, or appearance.

5.2.2. Relief Without Cause. Reassignment action may be necessary for one of four reasons (medical, training, family, and financial hardship) as follows:

5.2.2.1. Medical—unable to perform duties due to medical limitations, such as changes in physical profile or stress specifically job related, which prevents the individual from performing his or her required duties.

5.2.2.2. Training—failure to attain or maintain standards of duty performance due to an inability to absorb initial or specialized follow-on training and to demonstrate the motivation to be successful once training is received. The recruiter will remain in training status, and the training will continue until the relief action is approved by AFRS/CC.

5.2.2.3. Family—family problems that could cause, or have caused, the individual's performance to deteriorate or that call into question the individual's ability to perform the required duties for an undetermined period.

5.2.2.4. Financial Hardship:

5.2.2.4.1. Financial problems directly or indirectly caused by the location, which would not exist or could be prevented if the individual were stationed on a military installation. For example, the recruiter's dependent is required to receive extensive medical attention.

5.2.2.4.2. Financial difficulties not related to recruiting duties or those related to mismanagement, neglect, or irresponsibility. Examples include (1) a recruiter owns a home in another location and the tenant vacates, causing a financial loss; (2) a financial loss caused by a natural disaster (hurricane, tornado, flood, etc.); or (3) court-ordered increases in alimony or child support.

**5.3. Processing Procedures for Relief Actions (for Cause).** The recruiter will be removed from recruiting duties immediately and the recruiter's special duty assignment pay (SDAP) will be terminated. Under no circumstances will a relieved recruiter work in a recruiting (8R000) capacity once AFRS Form 1321 and AF IMT 2096, *Classification/On-the-Job Training Action*, have been initiated. The complete relief case file (original documentation with one copy) will be forwarded to HQ AFRS/RXPP no later than 30 days after member is notified. Each case file will include:

5.3.1. A completed AFRS Form 1321 with appropriate signatures and dates. Each allegation must be summarized in detail. A continuation sheet may be used.

5.3.2. A notification memorandum to the recruiter, indicating relief action has been initiated. The member must acknowledge receipt by a signed endorsement.

5.3.3. Letters of counseling, admonishment, or reprimand, unfavorable information file (UIF), Article 15, and courts-martial results related to the cause.

5.3.4. A completed AF IMT 2096, changing/removing the recruiter's SDAP and DAFSC. The TDY assignment will be indicated in the remarks, stating the exact location in which the member will temporarily perform his or her duties. NOTE: While temporarily performing duties at a different location, relieved recruiters will NOT be reassigned or updated to different position numbers.

5.3.5. The RCS's memorandum, stating the reason(s) for recommending relief action and, if a discharge action, demotion, or courts-martial is recommended by the staff judge advocate, clearly articulating why relief action is appropriate.

5.3.6. The AFRS staff judge advocate's memorandum of legal review of the case, including recommendation as to whether to pursue demotion, courts-martial action, and/or discharge.

5.3.7. A copy of all EPRs received while assigned to recruiting. If a commander-directed EPR is appropriate IAW AFI 36-2406, the closeout date will be the same day the AFRS Form 1321 was initiated.

5.3.8. A career brief.

5.3.9. Copy of vMPF assignment preference printout.

5.3.10. Applicable memorandums for record (MFR) or other supportive documents. Submitted documents should detail and help clarify the case history.

5.3.11. A relief action checklist (for cause). To access this checklist, go to HQ AFRS/R SX SharePoint site.

#### **5.4. Processing Procedures for Relief Actions (Without Cause).**

5.4.1. The complete relief case file (original documentation and one copy) will be forwarded to HQ AFRS/R SXPP no later than 30 days after notification/initiation. HQ AFRS/R SXPP will send medical relief case files through AETC/SG. Cases approved by AFRS/CC will be forwarded to AFPC/DPSIDC by the RCS CSS via the Case Management System (CMS). CMS cases flow to AFPC Classification for action regarding removal of the 8R SDI. If approved, Classification will send the case to AFPC Assignments for assignment disposition.

5.4.2. Each case file will include the following documents, as appropriate.

5.4.2.1. A completed AFRS IMT 1374, *Recruiter Evaluation*, with appropriate signatures and dates. Ensure each allegation is summarized in detail. If needed, use a continuation sheet.

5.4.2.2. The RCS's memorandum, stating the reason for recommending relief action.

5.4.2.3. A notification memorandum, informing the recruiter that relief action has been initiated. He or she must acknowledge receipt by endorsement.

5.4.2.4. Letters of counseling, admonishment, or reprimand, UIF, Article 15, and courts-martial results related to the cause.

5.4.2.5. A completed AF IMT 2096, changing/removing the recruiter's SDAP and DAFSC. The TDY assignment will be indicated in the remarks, stating the exact location in which the member will temporarily perform his or her duties. NOTE: While temporarily performing duties at a different location, relieved recruiters will NOT be reassigned or updated to different position numbers.

5.4.2.6. A copy of all EPRs received while assigned to recruiting. If an EPR is due, the closeout date will be the same day the AFRS IMT 1374 was initiated.

5.4.2.7. A career brief.

5.4.2.8. Copy of vMPF assignment preference printout.

- 5.4.2.9. MFRs or other supportive documents, detailing and clarifying the case history.
- 5.4.2.10. A relief action checklist (for cause). To access this checklist, go to HQ AFRS/RSX SharePoint site.
- 5.4.2.11. If the relief action is for medical reasons, also include:
- 5.4.2.11.1. All documentation, including letters, MFRs from the supervisor, flight chief, superintendent, first sergeant, and/or commander stating situations, and conversations leading up to recommendation of an evaluation by the mental health clinic. The member must complete a memorandum authorizing release of medical documentation. A statement by the member must be included if the clinic refuses to release his or her records. Also include an AF Form 422 that states member is permanently disqualified from recruiter duties.
  - 5.4.2.11.2. An evaluation memorandum from the mental health provider, to include Diagnosis Statistical Manual - IV (DSM-IV) categories and/or other diagnostic indicators, as appropriate.
  - 5.4.2.11.3. If a medical evaluation board (MEB) or a physical evaluation board (PEB) is performed, fax or email a copy of the finding to HQ AFRS/RSXPP.
- 5.4.2.12. If relief action is for training, also include:
- 5.4.2.12.1. AF IMT 1098, Special Task Certification and Recurring Training.
  - 5.4.2.12.2. AF IMT 623A, *On-the-Job Training Record Continuation Sheet*, including training evaluations.
  - 5.4.2.12.3. All letters of counseling, reprimand, and admonishment related to training.
  - 5.4.2.12.4. A zone history or market survey.
  - 5.4.2.12.5. A review of training records and documentation, and a memorandum of recommendation completed by the RCS commander or the senior trainer.
  - 5.4.2.12.6. The flight chief's memorandum, summarizing actions taken to assist member in the training process.
  - 5.4.2.12.7. Memorandums from the supervisor and/or first sergeant, explaining any other contributing factors and what actions were taken to assist and/or correct those factors.
  - 5.4.2.12.8. AFRS IMT 1351, *Visitor's Log*.
  - 5.4.2.12.9. A flow trend for entire period of assignment.
- 5.4.2.13. If the relief action is for family reasons, also include:
- 5.4.2.13.1. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.
  - 5.4.2.13.2. All counseling, medical, etc., documentation.
- 5.4.2.14. If the relief action is for financial reasons, also include:
- 5.4.2.14.1. Financial statements certified by a financial counselor.

5.4.2.14.2. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.

### **5.5. Program Responsibilities.**

5.5.1. IAW AFI 36-2110, AFPC has final approval authority for reassignment actions.

5.5.2. AFPC/DP has final approval authority for all MEB and PEB recommendations.

5.5.3. AETC/SG has recommending authority to AFPC for all PEB and MEB actions.

5.5.4. AETC/DP has recommending authority to AFPC for retraining actions.

5.5.5. AFRS/CC has approval authority for all recruiter relief actions.

5.5.6. RCG and RCS commanders recommend recruiter relief actions to the approval authority (AFRS/CC).

5.5.7. RCG and RCS personnel sections (RSSP) notify HQ AFRS/RXPP via email when a relief case is initiated. The original package and an additional copy should also be submitted, regardless of the type of relief case and of the anticipated outcome.

5.5.8. HQ AFRS/RXPP routes the package to the AFRS/CC for approval and provides AETC/AIKAS a copy of the relief case.

## Chapter 6

### DIRECTING PERSONNEL TO AN ALTERNATE WORK SITE.

**6.1. Purpose.** A member may be directed by their unit commander to perform work at an alternate work site (other than their permanent duty station).

**6.2. Guidance.** Unit commanders and orders issuing authorities must ensure the appropriate levels or per diem, lodging, and travel reimbursements are made to the member. Please refer to the Joint Federal Travel Regulation paragraphs U3500, U305, U4101, and U4102 for guidance concerning travel entitlements. Use of government vehicles (GOV) should be maximized, and if possible, trips should be completed within a 12-hour period. Below is information and examples of trips for your consideration:

6.2.1. No entitlements are accrued on any trip by GOV if round trip travel is performed within a 12-hour period, and an overnight stay is not required. If the trip takes longer than 12 hours, or an overnight stay is required, appropriate per diem and lodging reimbursements are authorized.

6.2.1.1. If an enlisted accessions recruiter is required to cover a vacant zone (50 miles away), round trip travel by GOV is performed within 12 hours and an overnight stay was not required, a funded TDY is not authorized.

6.2.1.2. Whenever a member is directed to perform duty at an alternate work site outside of their normal recruiting zone, commanders have the discretion to authorize occasional meals (up to the proportional per diem rate). Occasional meal reimbursement is not authorized for member performing normal recruiting duties within their zone.

6.2.1.3. If a member (assigned as an interim Flight Chief—not selected for a PCS fill) travels to a vacant flight office (by GOV) and their travel requires an overnight stay, or the trip takes longer than 12 hours, a funded TDY is appropriate.

6.2.1.4. Unit commanders or orders issuing authorities can never direct members to use their personal vehicle (POV) for official travel, but they may authorize POV use. Whenever a member is authorized to travel by POV, they should be reimbursed the appropriate amount for mileage (miles in excess of their normal daily commute for non-TDY trips, and actual miles not to exceed the local authorized travel office estimate for airfare for funded TDYs).

**6.3. Special Duty Pay.** If the temporary duty is more than 90 days, member can receive the SDAP for those specific duties while performing per unit commander's discretion. SDAP rate change should be accomplished as soon as member returns back to permanent duty to avoid recoupment. If the duty is less than 90 days, the current SDAP should continue and not increase. For more information on SDAP guidance refer to current AFRS policy letter.

JOHN P. HORNER, Brigadier General, USAF  
Commander

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

Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

AFI 36-2110, *Assignments*, 22 September 2009

AFI36-2117, *Career Recruiter Force*, 4 October 2007

AFI 36-2502, *Airman Promotion/Demotion Program*, 31 December 2009

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

SPECAT Assignments Guide (located at [https://gum-crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/SPECAT/r\\_id/100169/search/1](https://gum-crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/SPECAT/r_id/100169/search/1))

AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 1 August 2012

AETCI 36-2909, *Professional and Unprofessional Relationship*, 1 May 1999

AFI 90-201, *The Air Force Inspection System*, 23 March 2012

***Prescribed Forms***

AFRS IMT 2, *Duty Title Change Without Change of Duty Location*, 1 July 2003

AFRS IMT 4, *Recruiter Reassignment Intent*, 1 July 2005

AFRS FORM 1321, *Recruiter Evaluation for Cause*, 1 June 2003

AFRS IMT 1374, *Recruiter Evaluation*, 30 October 2006

AFRS IMT 1351, *Visitor's Log*, 1 March 2004

***Adopted Forms***

AF Form 964, *PCS, TDY Deployments, or Training Declination Statement*, 24 June 2010

AF IMT 2096, *Classification/On-The-Job-Training Action*, 1 February 1985

AF IMT 392, *Airman Assignment Preference Statement*, 1 October 1997

***Abbreviations and Acronyms***

**AAC**—assignment availability code

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force specialty code

**CAFSC**—control Air Force specialty code

**DAFSC**—duty Air Force specialty code

**DAS**—date arrived station  
**DEROS**—date eligible to return from overseas  
**DOA**—date of availability  
**EA**—enlisted accessions  
**EPR**—enlisted performance report  
**IAW**—in accordance with  
**JFTR**—Joint Federal Travel Regulation  
**LNCO**—liaison noncommissioned officer  
**MEB**—medical evaluation board  
**MEPS**—military entrance processing station  
**MFR**—memorandum for record  
**MiPDS**—Military Personnel Data System  
**MLS**—MEPS liaison supervisor  
**MOI**—memorandum of intent  
**MPS**—military personnel section  
**PAFSC**—primary Air Force specialty code  
**PEB**—physical evaluation board  
**RCG**—recruiting group  
**RCS**—recruiting squadron  
**RIP**—report of individual personnel  
**RNLTD**—report not later than date  
**RSS**—support flight  
**RSSP**—personnel section  
**RST**—recruiter screening team  
**RTF**—returned to force  
**SDAP**—special duty assignment pay  
**SDE**—senior development education  
**SDI**—special duty identifier  
**SNCO**—senior noncommissioned officer  
**SPECAT**—special category  
**SSN**—Social Security number  
**TDY**—temporary duty

**TOS**—time on station

**vMPF**—virtual military personnel flight

**UIF**—unfavorable information file

**UMD**—unit manpower document

### *Terms*

**Authorization**—A funded and validated manpower requirement.

**Code 50**—The DOA for assignment, which is determined by adding the maximum tour length to the DAS for all recruiters (8R000s), 30C0s, 83R0s, and 35PXs.

**Continental United States (CONUS)**—The 48 contiguous states and the District of Columbia, including, for assignment purposes, the adjacent territorial waters.

**Diversión**—A change of end-assignment location that occurs after a member signs out from the losing base of assignment and before they arrive at the gaining base upon completion of their

**Duty location**—Air Force name for geographical locations (GELOCs).

**Duty location code (DLOC)**—Four-digit alpha code identifying the confines of the same installation. DLOCs are contained in AFRS UMD.

**Duty title moves**—Reassignment with same duty location code and within the same 8R tier; no PCS entitlements.

**Enlisted Quarterly Assignment Listings- Plus (EQUAL-Plus)**—Utilized by assignment OPRs to advertise assignments that require unique qualifications such as joint, departmental, and chief master sergeant.

**Entitlement**—Conditions under which the U.S. government provides services or reimburses members for expenses incident to a permanent change of station. The JFTR determines entitlements associated with reassignment of military members.

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

**Geographic location (GELOC)**—Unique four-digit codes used to identify cities or towns. The GELOC is given to the city or town by the Defense Mapping Agency, which records the latitude and longitude of the city.

**Low-cost moves**—Reassignment with a different DLOC within “normal commute”; and without HHG relocation. Move is directed under competent orders from AFPC and requires a formal request from the member.

**No-Cost PCS (No Entitlements)**—A PCS in which no entitlements accrue to the member. This is a PCS to a new duty station within the same DLOC.

**Overseas (OS)**—All locations (including Alaska and Hawaii) outside CONUS (the 48 contiguous states and Washington DC).

**Permanent change of station (PCS)**—The assignment, detail, or transfer of a member or unit to a different station under competent orders from AFPC.

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

**Reclama**—A request to a duly-constituted authority to reconsider its decisions or proposed action.

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

**Recruiter positions**—Airmen positions authorized on the UMD in SDI 8R.

**Recruiting support positions**—Military positions authorized on the UMD in AFSCs other than SDI 8R.

**Stabilized tour**—An Air Force duty assignment with a prescribed tour of duty.

**Tier 1**—Recruiter positions (SDI 8R000) manned by Airmen (SrA – MSgt) who have volunteered or been selected for their initial stabilized recruiting tour of duty. These recruiters are typically identified as EA recruiters.

**Tier 2**—Recruiter positions (SDI 8R200) (SSgt – MSgt) manned from the Air Force pool of qualified ex-recruiters or from eligible Tier 1 EA recruiters requesting reassignment in recruiting at the completion of their current recruiting tour.

**Tier 3**—Recruiter positions (SDI 8R300) (TSgt – CMSgt) manned from the Air Force pool of qualified ex-Tier 2 and 3 recruiters or from eligible Tier 2 recruiters requesting reassignment in recruiting at the completion of their current tour.

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

**Vulnerability**—The relative standing of a member among his or her contemporaries for assignment selection.

**Attachment 2****RECRUITER MEMORANDUM OF INTENT (MOI) PROCESS****A2.1. Part I (Pre-MOI):**

A2.1.1. AETC and AFRS identify MOI-eligible recruiters.

A2.1.2. AFRS forwards the MOI-eligibility roster to RCG CSSs who, in turn, disperse the roster to RCS CSSs with a return suspense for completed MOIs.

**A2.2. Part II (MOI Processing Procedures):**

A2.2.1. Each eligible recruiter declares his or her intent on an MOI.

A2.2.1.1. "Return-to-Force" at expiration of current tour.

A2.2.1.2. Desire to remain in AFRS and compete for reassignment.

A2.2.2. If retention is recommended, the recruiter automatically qualifies for any position commensurate with his or her grade and recommended tier group.

**A2.3. Part III (MOI Endorsement):**

A2.3.1. The member will state his or her intent on the MOI and forward to the RCS commander for recommendation.

A2.3.2. The RCS commander's recommendation will be sent to the RCG commander for concurrence or non-concurrence.

A2.3.3. The RCG commander forwards the MOI back to the RCS commander.

A2.3.4. The RCS commander forwards the signed MOI to the member and member must sign.

A2.3.5. The RCG CSS forwards the completed MOI to HQ AFRS/RXPP no later than the suspense date.

A2.3.6. HQ AFRS/RXPP maintains all MOIs and forwards an MOI spreadsheet to AETC/A1KAS.

A2.3.7. AETC/A1KAS forwards part of the MOI roster to AFPC and requests release from their PAFSC for those recommended for retention in AFRS. Individuals returning to their AFSC are also provided to AFPC.

## Attachment 3

## SAMPLE LOW COST OR NO-COST PCA OR PCS STATEMENT OF INTENT

## Figure A3.1. Sample Memorandum.

MEMORANDUM FOR AFPC/DPA

FROM: (RANK, NAME)

SUBJECT: Low Cost PCS Reassignment

1. I, (rank, name, ssn) have been selected for reassignment from \_\_\_\_\_ to \_\_\_\_\_ which may be considered a low cost PCS IAW AFI 36-2110, Paragraph 2.50.
2. I certify that the commuting distance from my current residence at \_\_\_\_\_ to present duty station at \_\_\_\_\_ is \_\_\_\_\_ miles and takes approximately \_\_\_\_\_ minutes to commute. The expected commuting distance and time from my current residence to the new duty station is approximately \_\_\_\_\_ miles and will take \_\_\_\_\_ minutes.
3. I certify that I will not relocate my household as a result of this low cost PCS reassignment.
4. I certify by initialing below that I understand the provisions of a low cost PCS:
  - a. I will not be reimbursed for any expenditure with the exception of the \_\_\_\_\_ transportation of professional books, papers and equipment (PBP&E) as \_\_\_\_\_ described in AFMAN 65-604.
  - b. Date Arrived Station (DAS) will not be adjusted. \_\_\_\_\_
  - c. Date Departed Last Duty Station (DDLDS) will not be adjusted. \_\_\_\_\_
  - d. A PCS ADSC will not be incurred. \_\_\_\_\_
  - e. Curtailment of OS tour and COT leave/travel are not authorized. \_\_\_\_\_
  - f. No enroute training or TDYs are authorized. \_\_\_\_\_
  - g. I understand I am not authorized mileage and per diem allowances. \_\_\_\_\_
  - h. I understand I am not authorized HHG transportation and DLA. \_\_\_\_\_
  - i. I understand by accepting this low cost PCS, I can request a BAH waiver to retain my current rate for BAH based on my old PDS rather than my new PDS. \_\_\_\_\_

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 (SIGNATURE BLOCK OF AIRMAN)

Attachment 4  
RECRUITING GROUPS

**A4.1. Recruiting Group Standardized Duty Titles.**

**Figure A4.1. Recruiting Group Standardized Duty Titles.**

<b>CC</b>	<b>Commander</b>
<b>CD</b>	<b>Deputy Commander</b>
<b>CCF</b>	<b>First Sergeant</b>
<b>CCN</b>	<b>Group Superintendent</b>
<b>RSO</b>	<b>Flight Chief, Group Operations Flight Group Operations NCO</b>
<b>RST</b>	<b>Superintendent, Group Operational Programs Flight Chief, Group Standardization and Training Flight</b> (This is an optional title that may be used on the EPR at the discretion of the CC and CCN. This individual may be the rater for the other NCOs assigned RST.) <b>Group Enlisted Accessions (EA) Standardization Trainer/Marketing NCO</b>
<b>RSS</b>	<b>Flight Commander, Group Support Flight</b>
<b>RSSF</b>	<b>NCOIC, Group Financial Management (FM) Group Financial Management (FM) NCO</b>
<b>RSSI</b>	<b>Supt, Group Cyber Systems Operations</b> (SNCOs hold this position only. Title authorized IAW AFI 36-2618). <b>NCOIC, Group Cyber Systems Operations Group Cyber Systems Operations NCO</b>
<b>RSSP</b>	<b>Supt, Group Personnel Section</b> (SNCOs hold this position only. Title authorized IAW AFI 36-2618. If member is undeserving of such a title, have it reflect in EPR and not the duty title. This is a promotable position therefore, it needs to be reflected in the duty title). <b>NCOIC, Group Personnel Section</b> (Appropriate title for a TSgt holding this position. This title may be assigned to the senior ranking Support Flight NCO for the purpose of senior NCO leadership in the Support Flight).
<b>RSSS</b>	<b>Supt, Group Knowledge Operations</b> (SNCOs hold this position only. Title authorization IAW AFI 36-2618). <b>NCOIC, Group Knowledge Operations Management (KOM)</b>

**A4.2. RECRUITING GROUP MISSION & JOB DESCRIPTIONS.**

**Figure A4.2. Recruiting Group Mission & Job Descriptions.**

**NOTE:** Overseas AOR information should be incorporated as applicable.

Plans, executes, and analyzes operations focused on recruiting the high-quality candidates necessary to meet AF requirements in terms of quantity, mental aptitude, skills mix, moral suitability, and physical capability for enlisted members, line officers, health professionals and chaplains. Responsible for accessing from a worldwide geographical area of operations. This is a selectively manned command.

**CC**

30C0

**Commander**

- Commands # squadrons/### people throughout ## states in the xxxxxxxx U. S. between xxxxx and xxxxxxxx
- Partners with military, civic, educational, and community leaders to generate awareness for AF accessions
- Responsible for accession of quality recruits to meet AF enlistment, health profession, and line officer needs
- Manages \$## M budget, ## vehicles, and ## recruiting offices supporting the annual accession of #. #K Amn

**CD**

30C0

**Deputy Commander**

- Principle advisor to commander for # squadrons/### people dispersed throughout ## states in the xxxxxx U.S.
- Partners w/military, civic, educational, and community to generate AF opportunities awareness for accessions
- Responsible for accession of high-quality recruits to meet enlistments, health professions, and line officer needs
- Manages \$##M budget, ### vehicles, and ### recruiting offices supporting the annual accession of #, ###

**CCF**

8F000

**First Sergeant**

- CC's key advisor on unit activities; advocate on morale, health, welfare, & quality force issues for ### personnel
- Sets/enforces standards; primary liaison w/host base & local agencies; effectively resolves unit QOL issues
- Mentors and counsels unit personnel; fosters a force-development and team-building approach at all levels
- Conducts field visits with ## recruiters at ## offices, # MEPS, & # military installations covering ###K sq miles

**CCN**

8R300

**Group Superintendent**

- Responsible for enlisted and officer accessions production management encompassing # squadrons in ## states
- Technical advisor to the commander and primary trainer for squadron superintendents and all key SNCOs
- Provides guidance for decisions regarding personnel actions, resources, goal allocation, and marketing plans
- Advises commander on \$\$\$M budget, ### vehicles, and ### offices supporting ##### accessions each year

**RSO**

8R300

**Flight Chief, Group Operations Flight**

- Assists the group leadership in overseeing production; responsible for ### personnel, # squadrons, ## states
- Provides group leadership with production data and recommendations to make accurate management decisions
- Develops product data and analysis for recruiters and Military Entrance Processing Station (MEPS) personnel
- Key consultant on waivers, flow & trend analysis, competition and goaling OIs; oversees all for accuracy

**Group Operations NCO**

8R200

- Reviews group, AFRS, Air Staff-level waivers and exceptions to policy to ensure accuracy of documentation
- Monitors group awards program and validates all documentation for senior recruiter badges for # squadrons
- Assists the operations flight chief in collecting and monitoring production reports on ## EA flts, # OA flts
- Tracks production data, analysis, and makes suggestions to squadrons, group, and AFRS for timely decisions

**RST**

8R300

**Superintendent, Group Operational Programs**

- Develops and coordinates policies & procedures for gauging trng progress of ## flight chiefs## recruiters
- Uses latest trng techniques and supervises the development/administration of trng prgms to meet accessions needs
- Responsible for trng workshops for all recruiting activities; ensures ### recruiters develop prof selling skills
- Maintains/validates group trng database to identify trng needs, certifications, and follow-ups for # squadrons

8R300

**Flight Chief, Group Standardization and Training Flight (optional title)**

- Develops and coordinates policies & procedures for gauging trng progress of ## flight chiefs##

recruiters

- Uses latest trng techniques and supervises the development/administration of trng prgms to meet accessions needs
- Responsible for training workshops for all recruiting activities; ensures ### recruiters develop prof selling skills
- Maintains/validates group training database to identify training needs, certifications, and follow-ups for # squadrons

## 8R300

**Group Enlisted Accessions (EA) Standardization Trainer/Marketing NCO**

- Uses latest training techniques, and supervises the development/administration of training programs to meet accessions needs
- Responsible for training workshops for all recruiting activities; ensures ### recruiters develop prof selling skills
- Maintains/validates group training database to identify training needs, certifications, and follow-ups for # squadrons
- Interfaces with higher headquarters to coordinate the need for workshops/seminars and supplemental training

**SUPPORT FLIGHT****RSS**

## 83R0

**Flight Commander, Group Support Flight**

- Directs policy and procedures for ### assigned personnel in geographically separated squadrons in ## states
- Supervises # military personnel that manage multimillion-dollar logistics, finance, personnel, and office systems
- Leads database management of all personnel assignment actions, performance reports, awards, and decorations
- Programs, budgets, manages an annual financial plan and its accounting for an \$##M annual operating budget

**RSSF**

## 6F0X1

**NCOIC, Group Financial Management (FM)**

- Supervises # NCOs, and provides financial support to # recruiting squadron GSUs for a budget of \$##M
- Leads Financial Management Board & advises commander on funding, forecasting, and programming actions
- Performs monthly execution analysis and certifies financial systems input for valid and accurate accounting
- Facilitates training to squadron and group financial management personnel; administers funds control for group

## 6F0X1

**Group Financial Management (FM) NCO**

- Provides financial support to ### personnel covering ##K square miles with an annual budget

of over \$##M

- Develops/manages execution of annual spend plan and monitors financial systems for valid and accurate input
- Analyzes financial requirements and provides decision support to squadron leadership on current funding status
- Leads Financial Management Board and advises commander on funding, forecasting, and programming actions

#### **RSSI**

3D0X1

**Supt, Group Knowledge Operations** (Optional; adjust duty description to reflect leadership/management)

#### **NCOIC, Group Knowledge Operations Management (KOM)**

- Manages process of planning/coordination/managing/sharing/controlling org's information assets & functions
- Manages databases storage/modification & retrieval; produces reports, answers queries, and record transactions
- Operates & manages pubs/records/mgt system; complies w/Privacy Act & Freedom of Info Act procedures
- Performs subordinate sq staff assistance visits; manages suspense tracking system; operates official mail center

#### **RSSP**

3S0X1

#### **Supt, Group Personnel Section**

- Manages mil personnel programs/functions; responsible for ### personnel, # squadrons, ## states, and respective OS area
- Liaison between squadron, group, AFRS, AETC, and # MPFs on manning actions and requisition requirements
- Responsible for the overall effectiveness of support functions, including special duty pay and extension programs
- Provides training and performs staff assistance visits for # squadron personnel NCOs and supervises # NCO(s)

3S0X1

#### **NCOIC, Group Personnel Section**

- Manages mil personnel programs/functions; responsible for ### personnel, # squadrons, ## states, and respective OS area
- Liaison between sq, group, AFRS, AETC and ## MPFs on unit manning actions and requisition requirements
- Responsible for overall effectiveness of support functions, including EPR, special duty pay, and extension programs
- Provides MilPDS utilization & database accuracy training for # squadron personnel NCOs covering ##M square miles

#### **RSSS**

3D0X2

**Supt, Cyber Systems Operations** (Optional; adjust duty description to reflect

leadership/management)

**NCOIC, Group Cyber Systems Operations** (if multiple NCOs assigned, this position is given to ranking member)

**Group Cyber Systems Operations NCO**

- Provides technical assistance to ## squadron Client Systems Techs (CST) supporting #K users across # states
- Provides frontline network/computer support for health professions (HP) flights spread across 7 states
- Installs hardware/software, tracks problems, and provides system configuration management control across # squadrons
- Responsible for system security management to include establishing, deleting, and controlling security levels

## Attachment 5

## RECRUITING SQUADRON STANDARDIZED DUTY TITLES

Figure A5.1. Recruiting Squadron Standardized Duty Titles.

CC	Commander
CCF	First Sergeant
CCN	Squadron Superintendent
CCY	Production Superintendent, Enlisted Accessions (EA) Production Superintendent, Health Professions (HP)
LO	Line Officer (LO) Accessions Recruiter
RSC	Flight Chief, Health Professions (HP) Health Professions (HP) Recruiter
RSML	Logistics/Marketing NCO
RST	Flight Chief, Standardization and Training/Line Officer Accessions (This is an optional title that may be used on the EPR at the discretion of the CC and CCU. This individual may be the rater for the other NCO assigned RST.) Standardization and Training NCO Health Professions (HP) Standardization Trainer
EA Flight	Flight Chief, Enlisted Accessions (EA) Enlisted Accessions (EA) Recruiter Flight Chief, Alaskan Operations Flight Chief, European Operations Flight Chief, Caribbean Operations Flight Chief, Pacific Operations
RSO	Flight Commander, Operations Flight Flight Chief, Operations Flight Operations NCO Military Entrance Processing Station (MEPS) Liaison Supervisor Military Entrance Processing Station (MEPS) Liaison NCO
RSS	Flight Commander, Support Flight Flight Chief, Support Flight (This is an optional title which may be used as the duty title on the EPR at the discretion of the CC. This title may be assigned to the senior ranking Support Flight NCO for the purpose of senior NCO leadership in the Support Flight).
RSSP	NCOIC, Personnel Section

**RSSS**      **Section Chief, Client Systems and Knowledge Operations Support** (given only to SNCO 3D1X1s that supervise both Knowledge Operations and Client Systems Sections)  
**NCOIC, Client Systems Management**  
**Client Systems Management NCO**  
**Client Systems Management** (If SrA assigned)

## RECRUITING SQUADRON UNIT MISSION & JOB DESCRIPTIONS

### FIGURE A5.2. RECRUITING SQUADRON UNIT MISSION & JOB DESCRIPTIONS

**NOTE:** Overseas AOR information should be incorporated as applicable.

Plans, executes, and analyzes operations focused on recruiting the high-quality candidates necessary to meet AF requirements in terms of quantity, mental aptitude, skills mix, moral suitability, and physical capability for enlisted members, line officers, health professionals and chaplains. Responsible for accessing from a worldwide geographical area of operations. This is a selectively manned command.

#### **CC**

C83R0

#### **Commander**

- Commands ## flights/### people throughout # states in the xxxxxx U. S. between xxxxxx and xxxxxx
- Partners with military, civic, educational, and community leaders to generate awareness for AF accessions
- Responsible for accession of high-quality recruits to meet enlistments, health professions (as applicable), and line officer needs
- Manages \$##M budget, ## vehicles, ## recruiting offices supporting the annual accession of ### each year

#### **CCF**

8F000

#### **First Sergeant**

- CC's key advisor on unit activities; advocate on morale, health, welfare, and quality force issues for ## personnel
- Sets/enforces standards; primary liaison w/host base & local agencies; affectively resolves unit QOL issues
- Mentors and counsels unit personnel; fosters a force-development and team-building approach at all levels
- Conducts field visits with recruiters at ## offices, # MEPS, and # military installations covering ###K sq miles

#### **CCN**

8R300

#### **Squadron Superintendent**

- | Develops, plans, and coordinates policies/procedures to support all assigned recruiters and support personnel
- Maintains discipline, sets/enforces standards, and fosters teamwork among squadron enlisted team members
- Advises commander on \$\$\$M budget, ## vehicles, and ## offices supporting ### accessions each year

**CCY**

8R300

**Production Superintendent**

- Senior squadron recruiter responsible for professional development and mentoring of all sq recruiting personnel
- Directly supervises ## flight chiefs--primary advisor to commander on all production, operational, and personnel matters
- Conducts training visits to ## recruiters in ## offices covering ## states for effective utilization of all resources
- Attends recruiting events to promote AF opportunities, generate awareness, and enhance community relations

8R300

**Production Superintendent, Health Professions (HP)**

- Primary advisor to commander on all HP production/training; directly supervises ## flight chiefs & sq HP trainer
- Responsible for the accession of fully-qualified and student-based candidates to meet AF HP requirements
- Conducts training visits to ## recruiters/# flight chiefs/# flight administrators covering ## states
- Attends recruiting events to promote AF opportunities, generate awareness, and enhance community relations

**LO**

8R200

**Line Officer (LO) Accessions Recruiter** (Supervisory responsibilities may be delegated to a certified flight chief)

- Responsible for accession of high-quality recruits to meet annual AF line officer (LO) accession requirements
- Executes LO recruiting programs encompassing a #-state region and ## collegiate educational institutions
- Guides candidates through application/physical processes; ensures they are prepared for basic officer training
- Partners with military, civic, educational, and community orgs to generate AF awareness to enhance relations

**RSC**

8R300

**Flight Chief, Health Professions (HP)**

- Leads ## military personnel/# civilians in the annual health professions & line officer accession

of ## recruits

- Directs officer recruiting programs in an #-state region/## educational institutions, and ## medical facilities
- Conducts market analysis, establishes recruiting zones, identifies trends, and allocates goals to each recruiter
- Assesses recruiters performance/provides training; ensures proper development of assigned enlisted force

8R200

**Health Professions (HP) Recruiter**

- Responsible for accession of high-quality recruits to meet AF health professions (HP) accession requirements
- Conducts recruiting activities in a #-state region; visits ## educational institutions and ## medical facilities
- Guides candidates through application and physical processes; ensures preparation for basic military training
- Partners w/mil, civic, educational, and community orgs to generate awareness opportunities and enhance relations

**RSML**

8R200

**Logistics/Marketing NCO**

- Initiates/processes/manages Communication Services Authorizations (CSA); maintains accounting records
- Supports real estate program; inspects facilities annually; Report of Survey/Support Agreement Manager
- Maintains records and provides support on applicant travel, GSA purchases, and equipment assets
- Assists w/management of vehicular assets; maintains convention/marketing/literature/sales promotional items

**RST**

8R300

**Flight Chief, Standardization and Training Flight**

- Directly responsible for the standardization, development, and management of all squadron training programs
- Assists squadron leadership with the training and development of flight chiefs/recruiters and support personnel
- Interfaces with higher headquarters to coordinate the need for workshops/seminars and supplemental training
- Briefs the commander and production superintendent on the current training status for all assigned personnel

8R200

**Standardization and Training NCO**

- Develops, plans, and coordinates policies/procedures for gauging the progress of the squadron's recruiting force

- Performs field-training visits ensuring adequacy of training in the enlisted accessions (EA) service program
- Conducts thorough supplemental enlisted accessions service training at squadron and annual training meetings
- Briefs the commander and production superintendent on the current training status of all assigned personnel

8R200

**Health Professions (HP) Accessions Standardization Trainer**

- Performs field-training visits ensuring adequacy of training in the health professions (HP) service program
- Develops, plans, and coordinates policies/procedures for gauging the progress of the group recruiting force
- Conducts thorough supplemental health professions service training at Group and annual training meetings
- Partners w/mil, civic, educational, & community orgs to generate awareness of opportunities for marketing HP

**EA FLIGHT**

8R300

**Flight Chief, Enlisted Accessions (EA)**

- Meets all assigned recruiting goals through effective management, training, and motivation of # AF recruiters
- Validates and maintains market/production analysis to provide training and guidance based on specific data
- Conducts monthly office visits to ensure recruiters are productive, compliant, and safe during daily operations
- Manages applicant lead resources, a ##-government-vehicle fleet, and \$\$\$K annual supply and operating budget

**Flight Chief, Alaskan Operations**

8R300

- Senior recruiter responsible for professional development of all recruiting personnel within a vast AOR
- Motivates and trains # recruiters, delineates zones, allocates goals, and assists in all procurement programs
- Ensures quality enlistments in required specialties and proper distribution/utilization of marketing materials
- Conducts/manages market production analysis and develops/conduct training programs; supervises # personnel

**Flight Chief, European Operations**

8R300

- Senior recruiter responsible for professional development of all recruiting personnel within a vast AOR
- Motivates and trains # recruiters, delineates zones, allocates goals, and assists in all

procurement programs

- Ensures quality enlistments in required specialties and proper distribution/utilization of marketing materials
- Conducts/manages market production analysis and develops/conduct training programs; supervises # personnel

**Flight Chief, Caribbean Operations**

8R300

- Senior recruiter responsible for professional development of all recruiting personnel within a vast AOR
- Motivates and trains # recruiters, delineates zones, allocates goals, and assists in all procurement programs
- Ensures quality enlistments in required specialties and proper distribution/utilization of marketing materials
- Conducts/manages market production analysis and develops/conduct training programs; supervises # personnel

**Flight Chief, Pacific Operations**

8R300

- Senior recruiter responsible for professional development of all recruiting personnel within a vast AOR
- Motivates and trains # recruiters, delineates zones, allocates goals, and assists in all procurement programs
- Ensures quality enlistments in required specialties and proper distribution/utilization of marketing materials
- Conducts/manages market production analysis and develops/conduct training programs; supervises # personnel

**Enlisted Accessions (EA) Recruiter**

8R000

- Responsible for filling annual Air Force manpower requirements by accessing qualified civilian applicants
- Establishes an effective advertising, promotion, and public relations program within local area & high schools
- Effectively prepares applicants for enlistment with required academic testing, physical, & case file documents
- Supervises Delayed Entry Program (DEP) enlistees by providing training, mentoring, and qualification review

**OPERATIONS FLIGHT**

**RSO**

83R0

**Flight Commander, Operations Flight**

- Advises the sq CC on recruiting production/effectiveness of ## recruiters in # flights over ####K square miles
- Directs the implementation of recruiting plans, programs, goal allocation, quality enlistments, and sq comp system

- Liaison between Military Entrance Processing Station (MEPS) and the unit; validates school accreditation
- Provides expert leadership and guidance for ## personnel in sq operations flight and # MEPS liaison teams

**Flight Chief, Operations Flight**

8R300

- Key consultant to squadron leadership; advises all key members on progress on squadron production programs
- Develops, monitors, and interprets competition, goaling, waiver process, and production flow/trend products
- Responsible for # operations NCOs and # Military Entrance Processing Stations (MEPS) Liaison Supervisors
- Provides control of all MEPS activity and ensures processing is conducted in accordance with AF instructions

**Operations NCO**

8R200

- Assists the operations flight chief in developing, collecting, and monitoring production reports on all sq flights
- Implements plans/procedures to manage operational issues and interprets recruiting activities for sq personnel
- Performs and tracks cancellations, credit checks, waivers, and courtesy enlistments, and maintains the lead program
- Provides analysis of credit checks, leads, waivers, and Armed Services Vocational Aptitude Battery (ASVAB)

**Military Entrance Processing Station (MEPS) Liaison Supervisor**

8R200

- Manages all aspects of scheduling/applicant processing in accordance with USAF and MEPCOM directives
- Reviews all pertinent applicant records prior to job reservation, enlistment, and entrance onto active duty
- Supervises and trains assigned MEPS liaisons; provides timely training for new and seasoned field recruiters
- Resolve issues--coordinate with Interservice Recruitment Committee, assigned personnel, and MEPS CC/staff

**Military Entrance Processing Station (MEPS) Liaison NCO**

8R200

- Coordinates processing and enlistment actions on Air Force, Air National Guard, and Air Reserve personnel
- Performs quality control checks on enlistment documents and performs job screening for over 150 specialties
- Acts as a liaison between recruiters and MEPCOM; resolves enlistment qualifications and eligibility issues
- Re-validates qualifications for enlistment and Air Force specialties before entering Basic Military Training

**SUPPORT FLIGHT****RSS**

83R0

**Flight Commander, Support Flight**

- Leads logistics, computer system admin, personnel, and information mgt for a geographically separated unit
- Oversees the support of ### personnel across ##K square miles at ## government-leased facilities
- Responsible for spend plan execution and monitors financial systems for valid and accurate expenditures
- Coordinates base support agreements; liaisons w/Government Services Agency and U.S Army Corps of Engineers

**Flight Chief, Support Flight**

- Supervises logistics, client systems, personnel, and knowledge operations for a geographically separated unit
- Oversees the support of ### personnel across ##K square miles at ## government-leased facilities
- Responsible for spend plan execution and monitors financial systems for valid and accurate expenditures
- Coordinates base support agreements; liaisons w/Government Services Agency and U.S. Army Corps of Engineers

**RSSP**

3S0X1

**NCOIC, Personnel Section**

- Responsible for military personnel programs, ## personnel, and ## recruiting offices across ##, ### square miles
- Manages retirements, selective reenlistments, special duty pay, and officer and enlisted performances reports
- Process updates utilizing MILPDS to ensure a current database; reviews and updates daily transaction registers
- Liaison between squadron and group for assignments, promotions, manning reports, training, and decorations

**RSSS**

3D1X1

**Section Chief, Client Systems and Knowledge Operations Support** (See note above; adjust duty description to reflect leadership/management)

**NCOIC, Client Systems Management****Client Systems Management NCO****Client Systems Management** (If SrA assigned)

- Directs all client-level info tech support functions supporting squadron of ## mil/civ personnel in multiple states
- Performs configuration management & initial diagnostics of info systems; installs/configures operating system & apps
- Ensures compliance with Air Force and DoD standards; reports incidents and executes

corrective procedures

- Oversees personal wireless communication system; asset management, voice services, and network services programs