

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE MANUAL 65-114

27 AUGUST 2019

910TH AIRLIFT WING

Supplement

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Financial Management

**TRAVEL– PROCEDURES FOR
FINANCIAL MANAGEMNT FLIGHTS,
FINANCE OFFICES-RESERVE
COMPONENTS, AIR FORCE
INSTALLATION AND MISSION
SUPPORT CENTER-FINANCE
COMPONENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Michael S. Maloney, USAF)

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This instruction implements Air Force Policy Directive (AFPD) 65-1, Management of Financial Services. It defines a local commute area as mandated by the Joint Federal Travel Regulation (JFTR) and applies to military personnel assigned to the 910 Airlift Wing (910AW). Refer all recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF) 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). NOTE: Any document, form, or record created using Personal Identifiable Information (PII), must do so within the scope, limitations, and protection of Air Force Instruction (AFI) 33-332 "Air Force Privacy and Civil Liberties Program" and United States Code (U.S.C.) 552a, "Privacy Act of 1974".

SUMMARY OF CHANGES

This Revision incorporates procedures specific to the 910AW regarding AFMAN 65-144 Commute Area.

1.1.2. (Added-910AW) Purpose. Establishment of a local commute area is necessary for proper determination of entitlements when reserve personnel are on active duty orders or while on inactive duty status (UTA, RMP, AFTP, AGTP). Requests for waivers must be submitted to the OPR listed above for consideration and approval.

1.1.3. (Added-910AW) Responsibilities. Squadron Commanders have the responsibility to ensure that all Reserve Orders (RO), AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, or equivalent computer generated orders accurately reflect the commute status of the individual while performing a tour of active duty.

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

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

MICHAEL S. MALONEY, Colonel, USAF
Commander

Attachment 3 (Added-910AW)

OHIO AND PENNSYLVANIA ZIP CODES WITHIN COMMUTE DISTANCE

Zip	City	State
44003	Andover	OH
44004	Ashtabula	OH
44005	Ashtabula	OH
44010	Austinburg	OH
44021	Burton	OH
44023	Chagrin Falls	OH
44032	Dorset	OH
44033	East Claridon	OH
44046	Huntsburg	OH
44047	Jefferson	OH
44062	Middlefield	OH
44064	Montville	OH
44065	Newbury	OH
44068	North Kingsville	OH
44076	Orwell	OH
44080	Parkman	OH
44082	Pierpont	OH
44084	Rock Creek	OH
44085	Rome	OH
44086	Thompson	OH
44087	Twinsburg	OH
44093	Williamsfield	OH
44099	Windsor	OH
44201	Atwater	OH
44202	Aurora	OH
44211	Brady Lake	OH
44231	Garrettsville	OH
44234	Hiram	OH
44237	Hudson	OH
44238	Hudson	OH
44240	Kent	OH
44241	Streetsboro	OH
44242	Kent	OH
44255	Mantua	OH
44265	Randolph	OH
44266	Ravenna	OH

Zip	City	State
44272	Rootstown	OH
44285	Wayland	OH
44288	Windham	OH
44401	Berlin Center	OH
44402	Bristolville	OH
44403	Brookfield	OH
44404	Burghill	OH
44405	Campbell	OH
44406	Canfield	OH
44408	Columbiana	OH
44410	Cortland	OH
44411	Deerfield	OH
44412	Diamond	OH
44413	East Palestine	OH
44415	Elkton	OH
44416	Ellsworth	OH
44417	Farmdale	OH
44418	Fowler	OH
44420	Girard	OH
44422	Greenford	OH
44423	Hanoverton	OH
44424	Hartford	OH
44425	Hubbard	OH
44428	Kinsman	OH
44429	Lake Milton	OH
44430	Leavittsburg	OH
44431	Leetonia	OH
44432	Lisbon	OH
44436	Lowellville	OH
44437	McDonald	OH
44438	Masury	OH
44439	Mesopotamia	OH
44440	Mineral Ridge	OH
44441	Negley	OH
44442	New Middletown	OH
44443	New Springfield	OH

Zip	City	State
44444	Newton Falls	OH
44445	New Waterford	OH
44446	Niles	OH
44449	North Benton	OH
44450	North Bloomfield	OH
44451	North Jackson	OH
44452	North Lima	OH
44453	Orangeville	OH
44454	Petersburg	OH
44455	Rogers	OH
44460	Salem	OH
44470	Southington	OH
44471	Struthers	OH
44473	Vienna	OH
44481	Warren	OH
44482	Lordstown	OH
44483	Warren	OH
44484	Howland	OH
44485	Warren	OH
44486	Champion Hts	OH
44487	Warren	OH
44488	Warren	OH
44490	Washingtonville	OH
44491	West Farmington	OH
44492	West Point	OH
44493	Winona	OH
44501	Youngstown	OH
44502	Youngstown	OH
44503	Youngstown	OH
44504	Youngstown	OH
44505	Youngstown	OH
44506	Youngstown	OH
44507	Youngstown	OH
44509	Youngstown	OH
44510	Youngstown	OH
44511	Youngstown	OH
44512	Youngstown	OH

Zip	City	State
44513	Boardman	OH
44514	Boardman	OH
44515	Austintown	OH
44555	Youngstown	OH
44598	Youngstown	OH
44599	Youngstown	OH
44601	Alliance	OH
44609	Beloit	OH
44619	Damascus	OH
44634	Homeworth	OH
44640	Limaville	OH
44665	N. Georgetown	OH
44672	Sebring	OH
16101	New Castle	PA
16102	New Castle	PA
16103	New Castle	PA
16105	New Castle	PA
16107	New Castle	PA
16108	New Castle	PA
16110	Adamsville	PA
16111	Atlantic	PA
16112	Bessemer	PA
16113	Clark	PA
16114	Clarks Mills	PA
16115	Darlington	PA
16116	Edinburg	PA
16120	Enon Valley	PA
16121	Farrell	PA
16124	Fredonia	PA
16125	Greenville	PA
16127	Grove City	PA
16130	Hadley	PA
16131	Hartstown	PA
16132	Hillsville	PA
16133	Jackson Center	PA
16134	Jamestown	PA
16136	Koppell	PA

Zip	City	State
16137	Mercer	PA
16140	New Bedford	PA
16141	New Galilee	PA
16142	New Wilmington	PA
16143	Pulaski	PA
16146	Sharon	PA
16148	Hermitage	PA
16150	Sharpsville	PA
16151	Sheakleyville	PA
16153	Stoneboro	PA
16154	Transfer	PA
16155	Villa Maria	PA
16156	Volant	PA
16157	Wampum	PA
16159	West Middlesex	PA
16160	West Pittsburg	PA
16161	Wheatland	PA
16172	New Wilmington	PA
16316	Conneaut Lake	PA
16424	Linesville	PA