

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

**AIR FORCE RECRUITING SERVICE
INSTRUCTION 65-601**

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FINANCIAL MANAGEMENT

**AIR FORCE RECRUITING SERVICE
BUDGET AND FINANCIAL
MANAGEMENT**

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This instruction implements AFPD 65-6, *Budget*. It establishes Air Force Recruiting Service budget management requirements and procedures prescribed in AFI 65-601V1, *Budget Guidance and Procedures*, and AFI 65-601V2, *Budget Management for Operations*. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. The reporting requirements in this instruction are exempt from licensing according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. **Attachment 1** provides a glossary of references and supporting information used in this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication cannot be supplemented at any level.

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Chapter 1

GENERAL

1.1. Overview. Financial management (FM) is the process of determining requirements, obtaining resources, and efficiently applying those resources to meet the AFRS direct mission and support responsibilities. Group and squadron commanders are responsible for the FM program.

1.2. Applying This Instruction. All activities that prepare, justify and execute Air Force appropriations must follow this guidance. Use this guidance in conjunction with Air Force financial guidance, policies and directives. Make liberal use of every financial or resource management product made available from your host Comptroller Squadron, Defense Finance and Accounting Service – Operating Location (DFAS-OPLOC) or other support agencies.

1.3. Management Internal Control Toolset (MICT). The MICT self- assessment is the guide to a successful financial management program. It identifies minimum duty requirements from financial management boards (FMB) to reconciliation of accounting records; if used properly, it helps identify areas that need extra attention.

Chapter 2

GROUP RESOURCE ADVISOR (RA) & SQUADRON COST CENTER MANAGER (CCM) RESPONSIBILITIES

2.1. Group Financial Management Flight General Responsibilities. Operates as a mini-comptroller squadron, requires functional knowledge of all areas of FM and comptroller career field; responsible for daily budget execution and resource consumption of the group. The group RA has FM oversight of assigned squadrons and primary responsibility of decision support to group and/or squadrons and accountability of all documents processed for squadron requirements. The squadron CCM must maintain a document control log of all billing statements and documents forwarded to group RA. The group RA must initiate weekly reconciliation of bills and/or documents received and provide follow-up and/or feedback to group and squadron commanders. To minimize document flow, government purchase card (GPC) use is directed to the highest extent possible. **Note:** Applicant travel tickets, vehicle repair estimates, communications bills (bills that cannot be paid via GPC) and meals & lodging (M&L) require monthly unit level validation. Squadron CCM will certify and forward all billing statements to group RA within 5 duty days of receipt of bill. Once bills and/or documents are certified at squadron level, group RA will forward payment documents to Defense Finance and Accounting Service (DFAS) for processing.

2.2. Group Resource Advisor: Resource Advisors are the primary Financial Analysts for the Group financial management (FM) program. The following responsibilities listed are not all-inclusive, but provide a foundation for a solid FM program:

2.2.1. Provide decision support and assist group CC's in establishing spending priorities and set policies that achieve desired results at an acceptable cost. Brief group and squadron commanders on the status of funds and include reasons for variances between actual and planned performance at least monthly.

2.2.2. Recommend policies that achieve desired results at an acceptable cost and obtain required resources (fiscal and logistical).

2.2.3. Develop obligation and expense targets and monitor the use of resources in daily operations.

2.2.3.1. Focal point for overall group continuing resolution authority (CRA) distribution.

2.2.3.2. Focal point for overall group spend plan development and submission.

2.2.3.3. Focal point for overall group execution plan development and submission.

2.2.4. Serve as the primary focal point for budget execution during continuing resolution authority (CRA), initial distribution and fiscal year-end closeout.

2.2.5. Know the details of the organization's cost, program and fiscal requirements; understand the relationship between output and cost.

2.2.6. Maintain active communication with key group and squadron personnel such as; commanders, resource advisors, logisticians and flight chiefs.

2.2.7. Maintain vigilant awareness of current group and squadron financial operations and provide continuous follow-up to achieve a timely resolution on all financial problems.

2.2.8. Understand financial management reports produced by the accounting system for operations and materiel management. Interpret the management reports and recommend necessary actions to the commander. The host Comptroller Squadron (CPTS) will provide access to accounting systems and provide training as applicable.

2.2.9. Conduct analysis; determine how changes, additions or revisions to programs affect requirements and advise the staff.

2.2.10. Read and apply AFIs and directives pertaining to management of the responsibility center or cost center (RC or CC).

2.2.11. Receive and review annual and quarterly budget authority.

2.2.11.1. Determine proposed distribution of the budget authority.

2.2.11.2. Receive FMB approval of final funds distribution.

2.2.11.3. Load targets and limitations directly into the accounting database and balance to current funding documents daily and/or ensure approved program is loaded correctly by local host CPTS.

2.2.11.4. Establish a plan to ensure highest priority requirements are funded within authority received.

2.2.11.5. Institute controls to prevent fraud, waste, abuse (FWA), in accordance with (IAW) AFPD 65-2, *Managers' Internal Control Program* and AFI 65-201, *Managers' Internal Control Program Procedures*.

2.2.11.6. Institute controls to stay within the group's annual funding authority.

2.2.11.7. Perform monthly execution analysis

2.2.11.7.1. Compare actual expenses with targets.

2.2.11.7.2. Analyze target deviations and determine causes.

2.2.11.7.3. Reprogram funds (if necessary) with FMB approval.

2.2.11.7.4. Execute spend plan to stay within annual funding.

2.2.11.7.5. Submit unfunded requirements to HQ AFRS/FM.

2.2.11.7.6. Provide justification narrative for program delineations +/- 5% of straight line.

2.2.11.7.7. Take immediate corrective actions when errors are found.

2.2.11.7.8. Process Journal Vouchers Quarterly to ensure all GPC charges not categorized as supply & equipment are reported in the appropriate commodity/EEIC.

2.3. Accounting Responsibilities. Accounting responsibilities are listed as: (**Note:** Other tasks may be required by group, host base CPTS or DFAS-Operation Location (OPLOC)).

2.3.1. Is the focal point with the host base Comptroller Squadron (CPTS) and DFAS-OPLOC.

2.3.2. Be proficient with the accounting system for operations and acquire necessary training within 90 days of assignment from host base CPTS.

2.3.3. Ensure adequate fiscal controls are maintained and accounting techniques are employed to properly account for appropriated funds.

2.3.4. Be familiar with and/or have access to the operating system to accomplish FM mission. To include but not limited to:

2.3.4.1. Defense Enterprise Accounting and Management System (DEAMS)

2.3.4.2. Commanders Resource Integration System (CRIS)

2.3.4.3. Financial Management Suite (FM Suite)

2.3.4.4. Speed Pay Web bill

2.3.4.5. Electronic Document Management (EDM)

2.3.4.6. Electronic Data Access (EDA)

2.3.4.7. Electronic file room

2.3.4.8. General Accounting and Finance System (BQ)

2.3.4.9. Automated Business Services System (ABSS)

2.3.4.10. Standard Base Supply System (SBSS)

2.3.5. Be the group's focal point for inputting financial documents into the accounting system.

2.3.6. Ensure adequacy and correctness of all document and reports, with a 98% accuracy rate.

2.3.7. Correct system errors and resolve problems for all fiscal years.

2.3.8. Ensure host base CPTS records and OPLOC records are accurate. **Note:** These are the official Air Force accounting records and the source of the official status of funds received.

2.3.9. Process all accounting documents promptly and conduct daily follow-up.

2.3.10. Perform monthly reconciliation and validation of all group and squadron accounts.

2.3.11. Continually prepare for end-of-month, end-of-quarter and end-of-year closeouts.

2.4. Reconciliation and Validation Requirements. The group RA has primary responsibility of managing group and squadron funds effectively and ensuring accounting records are accurate. The following reconciliation and validation requirements must be met:

2.4.1. The annual obligation authority reflected on the operation budget ledger (OBL) must agree with the operating budget allowance document (OBAD). **Note:** all new OBADs must be balanced immediately but no later than 24 hours of receipt.

2.4.1.1. Research discrepancies immediately. Use reports available in DEAMS/CRIS to locate posting errors and out-of-balances through selective transaction history queries. Contact host base CPTS for training on DEAMS/CRIS.

2.4.1.2. Coordinate with host base CPTS to validate OBAD.

2.4.1.3. Document and correct errors immediately.

2.4.1.4. Notify HQ AFRS/FM immediately of accounting problems that are jeopardizing mission accomplishment; especially when problem resolution is significantly slowed.

- 2.4.1.5. Ensure current and prior year targets are loaded properly.
- 2.4.2. Refer to HQ AFRS/FM funding guidance to determine appropriate element or expense identification code (EEIC) level.
 - 2.4.2.1. Ensure RC/CC and EEICs are authorized for use with program element code (PEC).
 - 2.4.2.2. Critically review and adhere to specific “allowances and fences” stated in OBAD.
- 2.4.3. Maintain manual and/or electronic documentation files for all open items with a balance identifier of “C”, “O”, or “U”.
 - 2.4.3.1. Maintain hard copy documentation in files and ensure files are listed on the group RSSF official records file plan.
 - 2.4.3.2. Reconcile host base CPTS open document listing (ODL) to unit files at least monthly. Keep electronic or manual records as mandated in AFRIMS.
 - 2.4.3.3. Document discrepancies and follow-up actions.
 - 2.4.3.4. Transfer documentation to permanent reference files following finalization of the transaction and a balance ID “E” is reflected on the OBL/ODL. Beware of straight pay transactions and irregularities in host accounting system.
- 2.4.4. Update miscellaneous obligation reimbursement documents (MORDS) and record only current and/or validated obligation data.
 - 2.4.4.1. Update estimates when actual costs are known.
 - 2.4.4.2. Ensure current estimates are input timely to reflect accurate status of obligations.
- 2.4.5. Complete monthly Status of Funds (SOF). Details found in paragraph [5.1](#) – [5.1.4.3](#).

2.5. Squadron Cost Center Manager (CCM) General Responsibilities. The commander will appoint primary and alternate squadron CCM in writing. Alternate CCM must be fully capable of accomplishing essential duties during the absence of the primary CCM. The squadron CCM is the focal point for squadron level FM requirements and the liaison to the group RA and host base CPTS for DTS. The squadron CCM will have a general knowledge of FM in order to manage the daily budget execution and resource consumption at the squadron. Group RA will provide initial training for squadron CCMs within 30 days of assignment to position.

- 2.5.1. Squadron CCM:
 - 2.5.1.1. Assist commanders in establishing spending priorities, enforce policies that will achieve desired results at an acceptable cost, obtain required resources (fiscal and logistical) and assist group RA with financial plans.
 - 2.5.1.2. Monitor and assist preparation of budget estimates for inclusion into the group execution plan.
 - 2.5.1.3. Ensure squadron does not exceed established obligation and expense targets, monitors the use of resources in daily operations. (i.e. quarterly temporary duty (TDY) projection list, GPC program execution rates and reconciliation, marketing and applicant travel, etc.)
 - 2.5.1.4. Is the primary focal point for the group during fiscal year-end closeout.

2.5.1.5. Determine proposed distribution of the budget authority with commander's approval.

2.5.1.6. Institute internal controls to prevent FWA.

2.5.1.7. Enforce controls to stay within the squadron's annual funding.

2.5.1.8. Assist group RA analyze target deviations and determine cause.

2.5.1.9. Submit unfunded requirements to group RA.

2.5.2. Accounting or Reconciliation Responsibilities:

2.5.2.1. Ensure adequate fiscal controls are maintained and accounting techniques are employed to properly account for appropriated funds.

2.5.2.2. Ensure adequacy and correctness of reports.

2.5.2.3. Validate all accounting documents, billing statements and GPC purchases promptly and forward to group RA as needed for payment processing.

2.5.2.4. Perform monthly reconciliation and validation of all accounts with group RA and squadron program managers.

2.5.2.4.1. Government Purchase Card (GPC) use is directed to the highest extent possible in order to simplify programs and the payment process.

2.5.2.4.2. GPC Cardholders and approving officials are required to maintain accurate and current GPC logs.

2.5.2.4.3. All accounts must be reconciled monthly by cardholders, approving officials and group RA.

2.5.2.4.4. Maintain a document control log of all financial documents and support material upon receipt and forward to group RA.

2.5.2.4.4.1. Squadron RSSL will keep a control log of all billing statements to include but not limited to: communications, meals and lodging (M&L), vehicle and utility statements and supporting documentation.

2.5.2.4.4.2. All RSSL control logs will be reconciled with the Squadron CCM at least monthly.

2.5.2.4.5. The Squadron CCM will reconcile document control log with group RA at least monthly; ensure all documents and materials are received and processed through the accounting system in a timely manner.

2.5.2.4.6. To minimize document flow, GPC use is directed to the highest extent possible.

2.5.2.4.6.1. Defense Travel System (DTS), Government Travel Card (GTC) individual billing accounts, out of pockets, centers of influence (COI), and GPC programs are managed at squadron level.

2.5.2.4.6.2. Applicant travel tickets, vehicle repair estimates, communication bills (bills that could not be transferred to GPC), M&L require squadron level validation. Once billing statements and support documents are validated at the squadron,

forward immediately to group RA for payment processing at DFAS. Reconcile all programs not paid by GPC at least monthly.

2.5.2.4.6.3. Complete monthly Status of Funds (SOF). Details found in paragraph [5.1](#) – [5.1.4.3](#).

2.6. Group and Squadron Participatory Financial Management. FM is a function of command, decentralized to the maximum extent possible. As a rule, financial responsibility is delegated to managers who have control and knowledge of daily operations of functional areas. The primary goal of participatory FM is to ensure effective use of Air Force resources. Key command staff and functional area managers are included in attaining this goal.

2.7. Financial Management Board (FMB). The FMB is a vital part of the overall management process. It is a means for organizational personnel to voice financial needs and assist in managing squadron's financial resources. More importantly, through the FMB, the commander can make decisions concerning competing interests for limited financial resources. The group CC may appoint additional FMB members by a memorandum.

2.7.1. FMB Members. Each group FMB is made up of the following:

- 2.7.1.1. Commander – chairman.
- 2.7.1.2. Operations flight commander – member.
- 2.7.1.3. Superintendent – member.
- 2.7.1.4. Production superintendent – member.
- 2.7.1.5. Support flight commander – member.
- 2.7.1.6. First sergeant – member.
- 2.7.1.7. Squadron commanders – member.
- 2.7.1.8. Group financial analyst – advisor / recorder.

2.7.2. FMB Responsibilities. Principal duties and responsibilities of the FMB are listed below. This list is not all-inclusive. All members must be aware of the responsibilities as an FMB member.

- 2.7.2.1. Develop, review, and approve requirements for inclusion in annual Execution Plan and/or spend plans identified by EEIC.
- 2.7.2.2. Review fund distributions received from higher levels and make distribution of funds to lower organizational levels. Identify programs deferred, reduced, eliminated, or moved to the unfunded portion of the operating budget until additional funding is received.
- 2.7.2.3. Review and approve status of financial programs funds constantly relating these funds to remaining requirements.
- 2.7.2.4. Identify and brief planned versus unplanned obligations.
- 2.7.2.5. Approve target adjustments and reprogramming actions. **Note:** Emergency reprogramming can be approved by FMB chairman as needed between FMB meetings. Keep written approval on file and brief at the next FMB meeting.
- 2.7.2.6. Ensure financial data is in appropriate detail to permit effective oversight.

2.7.2.7. Maintain program balance among all activities competing for available resources.

2.7.2.8. Fund programs on a sound priority basis to permit accomplishment of mission objectives.

2.7.2.9. Maintain an up-to-date prioritized list of unfunded requirements.

2.7.2.10. Conduct FMB meetings once each quarter at a minimum. Provide agendas to FMB members prior to the meeting.

2.7.2.10.1. Depending on the financial situation of the squadron, additional frequent meetings may be required.

2.7.2.10.2. Maintain meeting minutes of all FMB meetings. **Note:** Any out-of-cycle or mini FMB actions (CC approved reprogramming, CC approved emergency equipment purchase, etc.) must be formally briefed at the next FMB meeting.

2.8. Commander. Group and squadron commanders are responsible for the development of financial plans and executing in the most cost efficient manner. The commander also will:

2.8.1. Appoint primary resource advisors, cost center managers and alternates in writing.

2.8.2. Set the tone through demonstration and encourage efficient use of resources in daily activities and decisions. Direct and provide applicable training to perform assigned duties.

2.8.3. Support the participatory FM philosophy, and encourage all assigned personnel to be actively involved in the resource management process.

2.8.4. Consider all resource demands, and ensure the financial programs are balanced and prioritized.

2.8.5. Ensure valid unfunded requirements are communicated to the AFRS via group. This is a monthly status of funds requirement.

2.9. Flight Commander, Recruiting Support Division (RSS) Responsibilities. RSS is responsible for RSSF and ensures the FM continuity in the absence of the RA or CCM. Maintain current appointment letters for Group RA and Squadron CCM personnel. Ensure initial and refresher training requirements are met. Validation will occur during the inspection process.

2.10. Finance Liaison Responsibilities. An important task is acting as a liaison between the various support agencies and the group. Ensuring and providing top quality customer service to our customers.

2.11. Customer Service. Squadron personnel must contact their local Comptroller Squadron Financial Services Office (FSO) to coordinate pay and allowances.

Chapter 3

FUNDS MANAGEMENT

3.1. Funding Procedures. HQ AFRS/FM issues annual funding guidance to group CCs. Each group is issued a fund authorization on an Operating Budget Authority document (OBAD). HQ AFRS/FM authorizes funds for current quarter and fiscal year and identifies any specific allowances and/or fences.

3.1.1. The OBAD lists authority for all fiscal quarters. Documents only need to list current quarter cumulative and annual authority. **Note:** Quarterly targets are not effective until the first day of the applicable quarter.

3.1.1.1. The total operating budget allowance authority (OBA) each quarter is a limitation. The limitation must not exceed the bottom line (total OBA) of the funding document, and targets must be reconciled monthly with the hard copy source document.

3.1.1.2. Ensure all funding authority is loaded into the general accounting system immediately but no later than 24 business hours after receipt of the OBAD.

3.1.1.3. Approved funding must be continually analyzed to ensure the proper program execution and alignment.

3.1.1.4. All target loads after CRA, initial and incremental distribution much match AFRS distribution as noted on the OBAD. FMB approval can redistribute and realign funding as needed to cover mission requirements.

3.1.2. Authorizations are based on annual execution plans, historical data, approved programs and available funding authority.

3.1.2.1. If funding is inadequate to accomplish the mission, an unfunded requirement must be identified to the FMB (see paragraph 2.7 for FMB details), approved, prioritized, and submitted to AFRS on the monthly SOF's.

3.1.2.2. Explore reprogramming as a first option. The lowest priority items may have to be deferred into the following fiscal years.

3.1.3. Each funding document issued by HQ AFRS/FM to the group will either be supported by a list of specific and/or cumulative targets or an explicatory statement in the remarks column when there are only a few changes.

3.2. Forecasting. A critical task of resource management is forecasting financial requirements and updating those forecasts monthly as the fiscal year progresses. This regulation covers specific rationale for tracking and forecasting execution and funding requirements in the programs. Make liberal use of every financial or resource management product made available from your host CPTS, DFAS-OPLOC, or other support agencies.

3.3. Budget Execution. After initial distribution is performed, budget execution (the systematic consumption of approved programs) begins. Financial managers have a key role in ensuring approved programs are used for intended purposes.

3.4. Reprogramming. A liberal reprogramming policy is necessary to allow units to meet changing mission requirements or emergencies. Groups may transfer funds among EEICs, unless

specifically prohibited in the funding document. Recruiting groups are allowed maximum flexibility within certain administrative constraints in reprogramming actions; however, these actions must be logical, defensible, FMB approved and reported accurately on the monthly SOF's.

3.4.1. Significant reprogramming actions may signal a change in the way the group is doing business or may be the result of a major price change in a critical squadron program.

3.4.2. If reprogramming generates an unfunded requirement, cite the circumstances causing the reprogramming in your narrative statement supporting the unfunded requirement.

3.5. Program Element Codes. PECs listed below are authorized for use within Recruiting Service. Financial Improvement Audit Readiness (FIAR) dictates our accounting records must be detailed and auditable to the lowest level of use.

3.5.1. PEC 81711F. Use PEC 81711F (Recruiting Activities) with the following EEICs:

3.5.1.1. EEIC 11101, Civilian Pay.

3.5.1.2. EEIC 40924, TDY Travel.

3.5.1.3. EEIC 40962, Applicant Travel.

3.5.1.4. EEIC 40983, Road Tolls.

3.5.1.5. EEIC 409CT, GMV Sponsored Conferences.

3.5.1.6. EEIC 409NS, NON-GMV Sponsored Conferences.

3.5.1.7. EEIC 43503, Vehicle Repairs.

3.5.1.8. EEIC 43504, Vehicle Leases.

3.5.1.9. EEIC 43910, Contract IT Service Support-AFRISS.

3.5.1.10. EEIC 43920, Contract IT Training.

3.5.1.11. EEIC 44200, Voice COMM Office Lines FTS 2001.

3.5.1.12. EEIC 44250, Voice COMM Office Lines FTS 2002.

3.5.1.13. EEIC 44320, Wireless COMM-Cell Service.

3.5.1.14. EEIC 44330, Wireless COMM-Blackberries/PDA's.

3.5.1.15. EEIC 44340, Wireless COMM Pagers.

3.5.1.16. EEIC 44600, Postal.

3.5.1.17. EEIC 48000, GMVCOMM-All DISN/DISA SVCS (DITCO).

3.5.1.18. EEIC 44910, COMM Cable TV Service.

3.5.1.19. EEIC 46201, Transportation Commercial Freight.

3.5.1.20. EEIC 46203, Transportation DITY moving costs.

3.5.1.21. EEIC 47102, Leased Space-Unaccompanied Housing (LUH).

3.5.1.22. EEIC 50301, Printing Procurement-Copier Services (non-advertising).

3.5.1.23. EEIC 50506, Subsistence/Lodging—PA Educator Tours.

- 3.5.1.24. EEIC 55891, Training—AFTR File Services.
 - 3.5.1.25. EEIC 55897, Tech Training School House Instructors.
 - 3.5.1.26. EEIC 55906, Conference Registration Fees.
 - 3.5.1.27. EEIC 55907, Conference Support Costs.
 - 3.5.1.28. EEIC 55920, Center of Influence.
 - 3.5.1.29. EEIC 55921, Out-of-Pocket Reimbursable Expenses.
 - 3.5.1.30. EEIC 55929, Recruiting Costs not otherwise categorized.
 - 3.5.1.31. EEIC 55936, Physical Fitness Services.
 - 3.5.1.32. EEIC 56800, Maintenance of Computer Equipment.
 - 3.5.1.33. EEIC 56900, Maintenance of all other Equipment.
 - 3.5.1.34. EEIC 60900, GSD Supplies & Equipment (Base Supply).
 - 3.5.1.35. EEIC 61900, Contract Supplies & Equipment.
 - 3.5.1.36. EEIC 61950, GPC Supplies & Equipment.
 - 3.5.1.37. EEIC 628, Equipment (non-ADPE).
 - 3.5.1.38. EEIC 63720, IT Equipment-Software Purchases.
 - 3.5.1.39. EEIC 63730, IT Equipment-Small Computers.
 - 3.5.1.40. EEIC 63760, IT VTC Equipment Purchase/Install.
 - 3.5.1.41. EEIC 63772, IT Telecommunication Equipment.
 - 3.5.1.42. EEIC 63783, IT Cell Phone Equipment.
 - 3.5.1.43. EEIC 63784, IT Blackberry/PDA Equipment.
 - 3.5.1.44. EEIC 6390A, Office Furniture-Existing Facility.
 - 3.5.1.45. EEIC 6390B, Office Furniture-New Facility.
 - 3.5.1.46. EEIC 64100, Ground Fuels-Europe.
 - 3.5.1.47. EEIC 75633, Army COE Support.
 - 3.5.1.48. EEIC 75637, Meals and Lodging.
 - 3.5.1.49. EEIC 75638, Base Support Costs.
 - 3.5.1.50. EEIC 75671, Print-DAPS printing services.
 - 3.5.1.51. EEIC 75672, Print-DAPS printing services paid with GPC.
- 3.5.2. PEC 81712F. Use PEC 81712F (Advertising and Promotion) with the following EEICs:
- 3.5.2.1. EEIC 50401, Advertising and Printing.
 - 3.5.2.2. EEIC 61950, GPC Card Utility Payments.
- 3.5.3. Leased Family Housing (LFH), use the following EEIC's. **Note:** There is no PEC associated with this program.

- 3.5.3.1. EEIC 47102/3, Lease Family Housing (LFH) Lease Payments.
- 3.5.3.2. EEIC 47146, LFH Damages.
- 3.5.3.3. EEIC 48016, LFH Utilities-Water.
- 3.5.3.4. EEIC 48020, LFH Utilities-Electricity.
- 3.5.3.5. EEIC 48030, LFH Utilities-Gas.
- 3.5.3.6. EEIC 48040, LFH Utilities-Sewage.
- 3.5.3.7. EEIC 48090, LFH Utilities-Trash.

3.6. Fund Code (FC) 30 – Operations and Maintenance (O&M), Air Force. Funding for the recruiting mission falls under FC 30, Budget Activity Code 03 (Training and Recruiting), and appropriation 3400. HQ AFRS/FM manages all programs that fall under O&M, with the exception of FC 3Y.

3.7. Fund Code 3Y – Family Housing Operation and Maintenance. For military leased family housing (MLFH) payments use, Project Code 725, FC 3Y, and appropriation 0745. For repairs, with specific approval from HQ AFRS/FM, use Project Code 726

3.8. Obligation of Quarterly and Annual Budget Authority. The group budget is provided with both annual and cumulative quarterly authority. Recruiting groups must plan to operate throughout the fiscal year on the annual program and manage the quarterly program as rigidly as the annual program.

- 3.8.1. It is important to understand quarterly authority. Units are required to close out the quarter with no more than a \$3,500 balance in the uncommitted balance. Follow the methods listed to accomplish the closeout:
- 3.8.2. Review data and re-accomplish forecasts for each EEIC.
- 3.8.3. If expenses are projected larger than the authority, contact AFRS, who may be able to provide additional quarterly authority.
- 3.8.4. If additional quarterly authority cannot be obtained, reduce expenses. Fixed costs must be covered; identify variable or discretionary expense areas for these reductions.
- 3.8.5. Fixed costs are those items necessary for accomplishing the basic mission, such as, vehicle rental, recurring communication services, travel (TDY necessary to produce a set level of production) and miscellaneous front loaded contracts.
- 3.8.6. Variable costs are items that are affected by changes in levels of production, such as, increases in vehicle mileage, telephone prospecting and miscellaneous front-loaded contracts.
- 3.8.7. Discretionary expenses are items that can be controlled by management actions, for example supply and equipment expenditures and certain types of contracts.
- 3.8.8. Monitoring funds is an ongoing process; forecasts must be updated frequently. At the end of each month, reevaluate progress towards both quarterly and annual targets. Forecast requirements from present position through the end of the quarter and continue the forecast through the end of the fiscal year.

3.9. Commitments. A commitment is a specific amount of current available funds reserved for funding specific obligations.

- 3.9.1. The primary commitment documents utilized in AFRS are:
- 3.9.2. AF Form 9, *Request for Purchase*.
- 3.9.3. AF Form 4009, *Government Purchase Card Fund Cite Authorization*.
- 3.9.4. All commitments must be obligated in the accounting system prior to the end of the fiscal year. Public law prohibits carrying committed funds forward and unobligated funds of this nature will be withdrawn by HQ AFRS/FM.
- 3.9.5. Submit purchase request (PR) for annual requirements early enough to be effective 1 October of the upcoming fiscal year. In preparation for EOY, contact the host CPTS office no-later-than 15 May annually for document processing deadlines and/or cut-offs.
- 3.9.6. Contact contracting office early enough to be effective for document processing deadlines and/or cutoffs. Coordinate requirements and submission with host base CPTS.
- 3.9.7. Closely monitor commitments to prevent over obligation of your budget authority.

3.10. Obligations. Obligations are orders placed, contracts awarded, services received and similar transactions during a given period requiring payments during the same or a future period. A general review of obligation processing at a recruiting group is:

- 3.10.1. The basic forms of obligations within a recruiting group are materiel (supply and equipment) interfaces, travel orders, toll tickets, contracts, MORDS and GPC billing statements. Detailed information will be explained later when discussing each EEIC.
- 3.10.2. MORDS are established in the host base CPTS accounting system for estimates of obligation on commodities, such as leased vehicles and telephone fixed and/or recurring charges.
- 3.10.3. Mandatory: Utilize the standardized HQ AFRS/FM spreadsheets to track costs. Copies of the spreadsheet can be obtained from HQ AFRS/FM. Groups can add additional information to the standardized spreadsheet to track costs but cannot delete required data elements.
 - 3.10.3.1. When a known obligation cannot be entered into the host accounting system prior to the end of the month, establish a MORD to reserve the funds.
 - 3.10.3.2. Enter all known reductions and/or refunds in obligations as identified to the group by the squadron prior to the end-of-month in which it was received.
- 3.10.4. Verify all obligations against the ODL at least monthly and adjust all incorrect amounts. Ensure all adjustments submitted are completed in a timely manner. Elevate any process that is significantly slowed to HQ AFRS/FM for assistance. Higher level management decisions are made based on information contained in the accounting system, therefore accuracy is imperative to a sound financial management.

3.11. Prior Year. Review all prior year obligations at least monthly to verify their validity. Supporting documentation must be on hand to substantiate prior year obligations. If the gross obligations exceed prior year program, request additional funds from HQ AFRS/FM. (specifically, do not reduce a valid obligation to free up funds).

- 3.11.1. Ensure bottom line prior year targets are in agreement with the latest funding OBAD.

3.11.2. Take note of specific allowances and/or fences as stated on the OBAD. Operation within guidance is Mandatory.

3.11.3. Accomplish follow-up on outstanding obligations on a recurring basis to ensure outstanding obligations are closed out in a timely manner.

Chapter 4

PROFESSIONAL REFERENCES

4.1. Required Directives. Ensure adherence to the following directives, instructions, and regulations; ensure they are accessible at all times (or users have reasonable access to them). They can be found on E-pubs:

- 4.1.1. AFI 32-6001, *Family Housing Management*.
- 4.1.2. AFI 65-601V1, *Budget Guidance and Procedures*.
- 4.1.3. AFI 65-601V2, *Budget Management for Operations*.
- 4.1.4. DODFMR Volume 9, *Travel Policy and Procedures*.
- 4.1.5. DODFMR Volume 10, *Contract Payment Policy and Procedures*.
- 4.1.6. DODFMR Volume 14, *Administrative Control of Funds and Anti-deficiency Act Violations*.
- 4.1.7. JTR, Joint Travel Regulations – Uniformed Service Members & Civilian Personnel

4.2. Continuity Folders. An excellent source of job information is a continuity folder: Include an updated list of important telephone numbers in all continuity folders; all group FMs and RAs are required to maintain a collective source of references outlining basic duties and listing examples of routine and recurring documentations. Continuity folders are living documents requiring continued updating to ensure currency and effectiveness.

Chapter 5

REPORTS

5.1. Status of Funds (SOF). To streamline the reporting process, one report was developed to consolidate the EOM financial position for HQ AFRS/FM. The SOF spreadsheet consists of financial data elements, established targets, obligations, actual expense tracking, unfunded requirement and commander's analysis. It also includes program analysis for military leased family housing, prior year fall-in/fall-out analysis and expired year fund availability.

5.1.1. The standardized SOF spreadsheet is used to submit the EOM financial position of the organization. Step-by-step instructions on how to complete the SOF is found on the last worksheet tab within the spreadsheet.

5.1.2. Collect and track actual expense program data on the standardized program tracking spreadsheets.

5.1.2.1. Date elements can be added to the spreadsheet as needed to track expenses, but do not delete data elements.

5.1.2.2. These spreadsheets provide accounting continuity between organizations and are used for higher level decision support. Accuracy is imperative for timely data gathering when the organization is tasked to provide data.

5.1.3. Compare all actual spend rate plus or minus five percent (+/- 5%) of straight line (S/L).

5.1.3.1. Straight line (S/L) is the percentage of the execution year that has lapsed, in relation to the month being analyzed.

5.1.3.1.1. For example: Oct S/L is 8%, (Oct is the 1st month in the Fiscal Year / divided by 12 months total in the Fiscal year (1 divided by 12 is 8%); Nov S/L is 16% (2 divided by 12 is 16%) and so forth.

5.1.3.2. Actual expenses are funds that are paid and reflect as Accrued Expenditures Paid (AEP) in DEAMS/CRIS. Compare these amounts with known expenditures awaiting payment at DFAS and use the most accurate amount for completion of the SOF. These amounts are pulled from your manual tracking spreadsheets.

5.1.4. Squadron CCMs:

5.1.4.1. Review and analyze financial data that compare actual expenses and obligations with established spend plan, at least monthly.

5.1.4.2. Assist Group RA with reconciliation and validation of the SOF.

5.1.4.3. Brief squadron commander on the status of funds (SOF), including reasons for variances between actual and planned performance, at least monthly. Retain signed copy of the unit SOF in the Electronic Record Management (ERM) file folders. Validation will occur during the inspection process. Squadron Commander will sign SOF statement before sending to Group FM.

5.1.5. Group FM:

5.1.5.1. Review and analyze financial data for accuracy and ensure obligations are in line with their quarterly and annual operating budget authority totals.

5.1.5.2. Compare actual expenses and obligations by program versus their established spend plan, at least monthly. Closely monitor lags and accelerations from the planned spending rate.

5.1.5.3. Maintain actual expenses on the standardized tracking spreadsheet for the SOF. **Note:** only through the availability of up to date expensed data, can valid decision support be accomplished.

5.1.5.4. Retrieve obligations and targets from the final end of month report in DEAMS/CRIS for the SOF.

5.1.5.5. Provide written narrative clarifying variances plus or minus five percent (+/- 5%) between actual expenses versus projected spend plan. Consolidate squadron findings and provide one narrative on the Commander's Analysis for the group.

5.1.5.6. Include all unfunded requirements for the group, as identified by the FMB. This eliminates a separate tasking for unit unfunded requirements throughout the year.

5.1.5.7. Brief group commander on SOF, include reasons for variances between actual and planned performance and have group commander sign prior to submission to HQ AFRS/FM.

5.1.5.8. The status of funds report is due to HQ AFRS/FM, via e-mail and/or fax, no later than the 8th workday of each month; populate spreadsheet with data from the preceding month. If the 8th workday falls on a weekend it is due the following Monday

5.2. Execution Plan (EP). Each fiscal year between December and January, groups are tasked to develop an operations and maintenance (O&M) execution plan. A "Call" will be issued by HQ AFRS/FM for the next fiscal year requirements. The Execution Plan (EP) is used to identify all projected requirements. Early identification of requirements will assist HQ AFRS/FM in developing a comprehensive EP for submission to AETC. Later in the fiscal year, July - August time frame, an additional tasking for fact-of-life (FOL) updates will be requested. The FOL is a review of the EP submission and identifies known changes that have a financial impact.

5.2.1. EP Overview. Provide a look ahead at the requirements for the next fiscal year.

5.2.2. Specific Preparation Guidance. HQ AFRS/FM will provide specific preparation guidance each fiscal year. The following are some general characteristics of an EP:

5.2.2.1. HQ AFRS/FM will provide call memorandums to each group requesting submission of EPs. The call out to recruiting groups after initial distribution and will include guidelines, detailed instructions, assumptions and samples for preparing the EP, provide due dates, specific formats and exhibits in the call. The groups will then send a call their respective squadrons. The group will determine the validity of requirements submitted by squadrons as well as conformity to HQ AFRS/FM instructions; once complete groups will forward their respective EP's to HQ AFRS/FM.

5.2.2.2. Commander's Statement. Summarize mission objectives, addresses unique problems and discusses the impact of funding limitations. This statement gives the commander an opportunity to address concerns about proposed funding, mission changes or any other factors affecting unit financial requirements.

5.2.2.3. Computation and Narrative Justification. Provide sufficient information for reviewers to draw conclusions and make decisions concerning the budget request. The narrative is the heart of the EP. Provide concise, informative and factual justifications.

5.2.2.4. Effective EP Preparation. Prepare the EP as a primary spending plan for the upcoming fiscal year: The EP contains 3 years of operating plans and supporting financial data; the EP year, current fiscal year, and prior fiscal year. Develop plans for each successive year to ensure mission accomplishment in constantly changing recruiting and funding environments. The plan must be represented in the EP.

5.3. GTC Delinquency Reporting. Submit the GTC delinquency report monthly to HQ AFRS/FM. Conduct a 10 percent squadron audit quarterly of all accounts using the transaction activity report.

5.3.1. Individually Billed Accounts (IBA). Delinquency reports are due to HQ AFRS/FM by 1400 CST on the last workday of the month.

5.3.1.1. Past Due Accounts. Reference all past due accounts with an explanation listed on the spreadsheet.

5.3.2. Centrally Billed Accounts (CBA). Pay CBAs upon receipt of the bill. Inform HQ AFRS/FM of account payment status of all accounts listed on the CBA delinquency report, forwarded from HQ AFRS/FM.

5.3.2.1. Suspended Accounts. If the account is suspended, the unit must complete the FACT sheet and return to HQ AFRS/FM before account can be reinstated. Regardless if the CBA has received an extension, forward a new updated FACT sheet to HQ AFRS/FM indicating actions taken to bring the account current.

Chapter 6

EEIC DESCRIPTION AND ACCOUNT MAINTENANCE

6.1. Establishing and Maintaining Targets: The group RA considers EEIC amounts within an RCCC as targets and distributes the budget authority in this manner. Targets translate mission requirements into the dollar value required to do the recruiting mission. See Interim Guidance on Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force for targets, limitations and processing targets.

6.1.1. Target purpose:

6.1.2. Serve as guides for consuming resources stated in the dollar value terms of the targets established.

6.1.3. Provide the measure to determine planning effectiveness.

6.1.4. Provide the control mechanism to meet alternatives specified in execution plans.

6.1.5. Establish the process of periodic reviews to identify resource overages and shortages. This permits resource redistribution to greatest need areas.

6.2. Targets apply at:

6.2.1. Headquarter, group and squadron levels

6.2.2. The squadron level has the most significant impact on resource consumption and should be monitored daily.

6.3. Target movement:

6.3.1. Targets should remain stable for at least one quarter, unless modified by mission changes. Brief all realignments at the next FMB.

6.3.2. EEIC amounts are execution planning guides. They aren't statutory or administrative limitations on obligations. Don't use amounts as mandatory goals. EEIC's may be subject to limitations, such as ceilings, floors, fences, etc.

6.3.3. Do not chase obligations with associated targets; do not increase a target solely to prevent exceeding that target. Monitor obligations and make target changes based on known programmatic burn rate.

6.4. EEIC 11X – Civilian Pay. Centrally track this EEIC at HQ AFRS/FM. Costs do not go through the group budget

6.5. EEIC – 40924 Mission Support Travel. Account for mission support TDY travel expenses under EEIC 40924. All TDY travel should follow guidance in the Joint Travel Regulations (JTR) and the DoDFMR, Volume 9.

6.5.1. Guidance and Procedures. AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, provides guidance on supplemental procedures for processing travel orders and claims for the Air Force as authorized in the DoDFMR, Volume 9, Chapter 1.

6.5.2. Authorized Expenses. JTR, Chapter 2, Standard Travel and Transportation Allowances, regulates expenses authorized for TDY travel.

6.5.3. TDY Program Administration. All reviewing and approving officials must verify itinerary, travel, expenses, estimates and validate the Lines of accounting (LOA) prior to stamping the TDY authorization and/or order. To accurately verify estimates review the following:

6.5.3.1. Travel Days. Include the total number of TDY and travel days.

6.5.3.2. Appropriate TDY Locations. TDY locations are appropriate on bases in the city they are conducting official business or training. Servicing airports or closest major cities are not appropriate TDY locations.

6.5.3.3. Government Facilities. Use gov't facilities are directed and are mandatory for all military members when available. Orders approving official will base meal allowance on availability and mission requirements for all on-base TDY's. **Note:** The DTS approving official will make a determination if proportional Per Diem (government messing - all, some or none) is applicable. See AFI 65-103, *Temporary Duty Orders*, Attachment 2, for additional information.

6.5.3.4. Government Transportation. Use government transportation is directed whenever possible.

6.5.3.4.1. Privately Owned Vehicle (POV). The use of POVs for TDYs must be limited to the government travel request (GTR) constructive cost comparison for trips over 800 miles round trip only. TDY's less than 800 miles round trip authorized as advantageous to the government eliminating the need for a cost comparison.

6.5.3.4.2. The servicing commercial travel office (CTO) must be used to arrange airfare.

6.5.3.4.2.1. It is mandatory to use the travel module in DTS to arrange airfare under the U.S. General Services Administration (GSA) contract schedule.

6.5.3.4.2.2. The servicing CTO should be contacted only when the itinerary changes while traveling, arranging airfare for invitational travel orders ITO or during fiscal year crossover when travel starts on or a short period after 1 October.

6.5.3.4.2.3. Tickets purchased directly from a non-contract travel agent or common carriers are not reimbursable when the trip is cancelled. Use of unit funds is not authorized to reimburse travelers under these circumstances.

6.5.3.5. Special Authorizations. Authorizations must have a valid cost comparison and approval by the DTS approving official.

6.5.3.5.1. Include the appropriate authorization statement DTS under Additional Authorizations. Examples of special authorizations are: rental car, non-compact rental car and POV limited to constructive GTR costs.

6.5.3.5.2. Actual expense allowance (AEA) for lodging. The JTR allows the approving official to authorize up to 300 percent AEA prior to TDY departure.

6.5.3.6. Nurse and/or Doctor Tours. Tours are funded at the discretion of the squadron commander. Commanders may authorize all or part of expenses (such as, per diem, travel, billeting, etc.). If authorized, issue the applicant ITOs. Refer to the JTR. These are manual

orders and not processed through DTS. Follow-up on unresolved orders with host base CPTS and document all actions.

6.5.3.7. Health Professions Applicant Travel (HPAT). Applicant travel is funded with unit funds to tour their first permanent change of station assignment. Squadrons issue ITO's for travelers after following coordination procedures with HQ AFRS/RSO. Contact your officer accessions team members for additional information on this program.

6.5.3.8. Travel to Medical Appointments. Personnel that must travel to a base for medical and/or dental appointments or physicals are funded by the servicing medical treatment facility (MTF). Coordinate with the MTF's resource management flight for current guidance on obtaining orders and/or DTS funding authorization and LOA.

6.5.4. Defense Travel System Administration. Administer and maintain the DTS program as follows:

6.5.4.1. DoD FMR 7000.14-R, Volume 9, Chapter 2 and all DTS governing regulations and DTS business rules are applicable. All appointed Certifying Officers (CO), Authorizing Officials (AO) and Reviewing Officials will be appointed in writing on a DD Form 577, *Appointment/Termination Record – Authorized Signature*. Self-Authorizing and Non-DTS Entry Agents are not authorized in AFRS organizations.

6.5.4.2. The Commander designates key officials to approve and manage the DTS program.

6.5.4.3. Organizational DTS Administrator (ODTA). The ODTA should be someone not responsible for certifying or approving official duties. The primary responsibility of the ODTA is to maintain administrative records in the defense travel administrator maintenance tool and provide training and assistance to all travelers and other DTS users.

6.5.4.3.1. Establish an appropriate approval level for approving travel authorization and vouchers and ensure the AO/RO is appointed on a DD Form 577.

6.5.4.3.2. Maintain copies of all AO and RO training certificates and corresponding DD Form 577.

6.5.4.3.3. Ensure revocation of DD Form 577 upon termination of assigned DTS duties. **Note:** Revocation is accomplished at the bottom right corner of the DD Form 577 and must be kept on file.

6.5.4.3.4. Detach and/or receive all individuals upon PCS in and out. Allowed permission levels for an ODTA are 0, 1 and 5. Exception to this rule is at the discretion of the commander and must be justified on the individual's DD Form 577.

6.5.4.4. Approving Official (AO). The AO is limited to a three letter office symbol, such as the RSS, RSO, etc. The primary responsibility of the AO is to approve all orders and vouchers submitted for payment.

6.5.4.4.1. Ensure travel requests include written justification that alternate means are not sufficiently able to accomplish the travel objectives.

6.5.4.4.2. Address this requirement by adding the following statement on all orders along with the specific justification related to the TDY, "Alternate means, such as

Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives.”

6.5.4.4.3. This statement will be added to the “Other Authorizations” DTS module within each travel authorization/order. Additionally, any exceptions must be assigned by the servicing comptroller office.

6.5.4.4.4. Review all receipts to ensure mandatory receipts are electronically attached prior to approving the voucher.

6.5.4.4.5. Allowable permission levels for an AO are 0, 1 and 2. Exception to this rule is at the discretion of the commander and must be justified on the individual’s DD Form 577.

6.5.4.5. Reviewer. The primary responsibility of the reviewer is to ensure that the claims are valid for payment before it is forwarded to the approving official.

6.5.4.5.1. Review documents in DTS for validity of claim. Assign each unit different reviewers for each type of claim. Examples would be the marketing NCO reviews COI local vouchers; flight chiefs review field recruiters TDY’s and out-of-pocket expenses (OPE), etc.

6.5.4.5.2. Allowable permission levels for an RO are 0, 1 and 2. **Note:** The reviewer step is optional. Exception to this rule is at the discretion of the commander and must be justified on the individual’s DD 577.

6.5.4.6. Certifier. Certifiers review documents for propriety of funds. The primary responsibility of the certifier is to ensure that correct funds are used for payment of vouchers. The AO may complete this function making this level unnecessary. Permission levels allowed for certifiers are 0, 1 and 3. **Note:** The certifier step is optional.

6.5.4.7. Contractors are prohibited from receiving permission levels 2-7.

6.5.5. Travel Budget Authority. Assign budget authority and oversight of outstanding orders to the squadron CCM. Do not exceed the quarterly or annual authority granted for the TDY program. Maintenance of travel accounting records is vital to group RA and the squadron CCM operations, and is necessary for the success of the travel program. There are several steps that must be taken into account to ensure proper program management.

6.5.5.1. All units will develop a projected TDY plan. The plan is reviewed and approved by the FMB on a quarterly basis. Planned vs. unplanned must be analyzed to ensure a sound program.

6.5.5.2. Ensure vouchers are stamped Signed within 5 days after completion of TDY. In the event the voucher is not signed by the 5th day, the squadron CCM will contact the member for completion of voucher or cancellation, if TDY was not performed. The squadron CCM will then annotate their spreadsheet accordingly.

6.5.5.3. Maintain a daily tracking system of outstanding orders and follow-up with traveler, if vouchers are not filed within 5 duty days.

6.5.5.4. Reconcile overdue outstanding orders/authorizations in DEAMS/CRIS and compare to those outstanding in DTS. Track voucher statuses, and follow-up with traveler until order/authorization is closed and voucher is complete.

6.5.5.5. Contact the local host FMA office for assistance with errors that cannot be corrected within DTS. Follow-up and track until resolution is complete.

6.5.5.6. Notify Group RA immediately of significant delays in DTS authorization and/or voucher processing, for guidance. Group RA will elevate any significant delay to AFRS/FM as needed.

6.5.5.7. Review vouchers to ensure that meals provided by COI events have been claimed as a deductible meal expense while TDY.

6.5.5.8. The marketing NCO must provide the approving official with a list of military members with a deductible meal for COI's, before travel voucher is filed.

6.5.5.9. The AO will verify deductible meals are claimed properly on the travel voucher and ensure corrective action is taken by traveler, if necessary.

6.5.6. Group RA. The group RA will reconcile the travel program on a monthly basis. Group RA will suspense the squadron CCM for resolution of overdue travel orders and/or vouchers. Perform the following to reconcile the travel program:

6.5.6.1. Query the order by travel authorization number or social security account number in DTS. The daily spreadsheet of outstanding orders may also be used for status.

6.5.6.2. An order in the accounting system not reflected in DTS is called an unmatched record. If the record is invalid, contact the host FMA and have the order removed from the accounting system.

6.5.6.3. Ensure no individual has the combination of DTS permission level 2 and level 5 at any time. Exception: Level 2 can only be used for review authority in combination with level 5.

6.5.6.4. Group RSSF/NCOIC will ensure these permission levels are tracked and monitored for appropriate usage throughout the group and squadrons.

6.5.6.5. Group RA will reconcile permission levels with Squadron CCM at least quarterly. **Note:** Combination of permission level 2 (approval authority) and level 5 allows one individual to manipulate a document for payment from beginning to end without additional oversight.

6.5.6.6. Use permission level 6 minimally for mission accomplishment, regardless of local host finance business rules. This level allows access to individual GOVCC and checking account numbers and should be limited to an as needed basis. Group and squadron personnel assigned level 6 will have DD 577 on file locally, with detailed justification prior to receiving access. **Note:** Group and squadron personnel must also meet local host finance requirements for permission level 6.

6.5.7. Group RA will request read-only-access (ROA) for all 6FOX1 members through AFRS/FM within 30 days upon arrival on station. ROA improves document tracking /processing and provides efficient customer service for all personnel.

6.5.8. DTS set-up for all group and squadron personnel is requested through the members' local host financial services office.

6.5.9. All local host DTS business rules apply for gaining access.

6.6. Squadron CCM. The Squadron CCM is required to forecast mission travel requirements. Squadron leadership and flight chiefs generally require travel by squadron personnel; they are the major points of contact when creating travel requirements. Historical data and known mission changes are essential when identifying requirements. If there are no known major mission changes in the current year and future years, the expenses should remain relatively stable. Consider:

6.6.1. Need for TDY travel

6.6.2. Screening requests for travel by privately owned automobile and other critical authorizations.

6.6.3. Using military transportation when available.

6.6.4. Requiring military personnel and encouraging civilian personnel to use available government or contract quarters.

6.6.5. Reviewing the number of people involved and length of TDY.

6.6.6. Utilizing video teleconferencing, teleconferences, and other electronic resources in lieu of TDY.

6.6.7. **EEIC 409CT** – Conference Travel Expenses (Government Sponsored). The Unit Commander has approval authority for conferences, workshops, and annual training meetings conducted in government facilities at no cost. All conferences and/or meetings held in government or non-government facilities are routed through the group CC and approved by HQ AFRS/CC, if any costs are incurred. Conference or Registration Fees in conjunction with AFRS conferences, meetings, or squadron annuals are not authorized. AFRS conferences and/or workshops do not meet the criteria established for authorized conference or registration fee reimbursement.

6.6.8. **EEIC 409NS** – Conference Travel Expenses (Non-Government Sponsored).

6.7. EEIC 40915 – Schools and Training. Coordinate PME, squadron officer school, Noncommissioned officer Academy (NCOA), Senior NCO Academy (SNCOA), and Airman Leadership School (ALS) through Military Personnel Flight formal training Office. Fund all TDY costs from a central account maintained at AETC. Government or rental car approval is not authorized.

6.8. PERMISSIVE TRAVEL – no EEIC associated. DoD Instruction 1327.6, *Leave and Liberty Policy and Procedures*, AFI 36-3003 and all governing regulations are applicable. This section describes common PTDY to AFRS, an administrative absence for which funded TDY is not proper. AFI 36-3003, *Military Leave Program*, Chapter 12, expands upon reasons for which Commanders may authorize PTDY. The lack of official TDY funds is not a reason to grant PTDY except as defined in AFI 36-3003, paragraph 12.3.2. Process permissive travel requests through the Leave Web, referencing applicable table and rule.

6.8.1. PME Graduation Ceremonies. The commanders, first sergeants, and command CMSgt's duty requirement is to represent the squadron or the command at PME graduations. Funds for TDYs are authorized for them or their designated representative. Per AFI 36-3003, Table 7, Item 37, and paragraph 12.8.5; permissive TDY (PTDY) is authorized for the individual's supervisor or their representative.

6.8.2. Transition GPS (Goals, Plans, Success) previously known as Transition Assistance Program (TAP) attendance. Funding TDY's for Transition GPS attendance is at the discretion of each commander. Appropriated funds can be used for all briefing days unless the member is exempted in accordance with DTM 12-007 dated November 21, 2012. Members can attend exempted days under the permissive TDY rules at the discretion of their commander. Permissive TDY is authorized up to 7-days per AFI 36-3003 and AFI 36-3009. Contact specific locale education center or the Airman and Family Readiness Centers for briefing details and virtual briefing availability, in lieu of travel.

6.9. EEIC 40962 – Applicant Travel Bulk Purchases. Use this EEIC to pay transportation expense for applicant processing. This program is divided into two parts: non-prior services (NPS) applicants and delayed entry program (DEP) applicants. Costs associated with NPS applicant travel are paid using unit funds. Costs associated with DEP applicants are paid using a centrally managed allotment (CMA). These purchases are made using a CBA, invoiced by the bank holding the account and paid for by SF 1034, Public Voucher for Purchases and Services Other Than Personal.

6.9.1. AF Form 406. AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, MORD subject matter area (SMA) is established at the beginning of October for NPS and DEP for the quarter based on estimates and increased on a quarterly basis or as needed for the costs associated with NPS. The NPS MORD will cite recruiting funds; the DEP MORD will cite the CMA account: 57X3500 32X 5841.0M 525725.

6.9.2. Applicant Travel Process. Recruiters request tickets within the transportation carrier's online system to arrange transport or manually through the squadron logistics. Logistics personnel will approve the request online or make the purchase manually. Squadron logistics personnel will maintain a log of tickets purchased each month for reporting and reconciliation purposes. The logistics section must reconcile the invoice monthly to the record of transportation requests. Research and resolve any discrepancies by logistics to correct the problem as soon as possible. Annotate the monthly expense on the applicant travel spreadsheet for tracking and reporting to group RA for update and/or completion of the monthly SOF.

6.9.3. Applicant Travel Payments. This program is paid on a "pay and confirm". The squadron CCM will forward a copy of the bill each month to group RA. The squadron logistics will work with the vendors to correct any billing errors. Corrections will be present in future billings. Group RA will attach required DFAS information, and submit invoice to DFAS for payment.

6.10. EEIC 40983 – Road Tolls. Used to purchase advance state convenient pass devices to pay toll charges for highways and bridges used by government motor vehicles (GMV) only.

6.10.1. The squadron purchases state convenient pass devices for a set dollar amount in advance via GPC or checkbook; there is no after-the-fact billing. Since these devices are pre-purchased and funds are front-loaded, the squadron ensures all unused funds are transferred to another device or returned for credit.

6.10.2. The state convenient pass device is to be kept inside the GMV to electronically charge the toll toward a pre-established account whenever the vehicle passes through a checkpoint.

6.10.2.1. Squadron logistics personnel will maintain an inventory log and reconcile the list at least biannually. Turn-in excess convenient pass device(s); report and/or suspended lost/stolen devices immediately.

6.10.2.2. Convenient pass invoices are sent to squadron logistics personnel for payment by GPC.

6.11. EEIC 43504 – GSA Vehicles. Use this EEIC to charge for leased vehicle rental and mileage costs. Bill charges automatically each month through the intra-governmental payment and collecting (IPAC) system. Establish a MORD in post code G in anticipation of these charges. Establish the MORD amount based on historical data, mileage reports, and any known mission or price changes. Establish MORD increases quarterly and adjust after actual amounts are known.

6.11.1. Vehicle Maintenance Payments. Each organization has a billing office account code assigned by GSA. This number is referenced by all systems used for the vehicle maintenance payment and/or billing process.

6.11.2. Fleet Speed Pay. Fleet speed pay was established to alleviate delinquent billings between GSA and Department of Defense Agencies. Use this system to apply the correct line of accounting and MORD number to post payments by DFAS through IPAC. Speed Pay also provides the ability to download billing information, copies of billing statements, and generate reports. Speed pay is a component of the GSA fleet drive-thru system which also offers two other applications:

6.11.3. Reports Carryout. Provides an inventory of vehicles assigned.

6.11.4. Collision, Repair, Accident and System. History allows GSA fleet customers to track accident activity.

6.11.5. GSA Billings. View GSA billings through Vendor and Customer Self Service (VCSS). See attached breakout by vehicle number of all the charges. See **Table 6.1**. For billing code and description. Each vehicle number will have a billing code specifying what the charges are for. This program is paid on a pay-and-confirm basis. Squadron RSSL must contact GSA to have errors corrected on a later billing.

Table 6.1. GSA Billing Codes.

I T E M	A	B
	Billing Code	Description
1	A1	Assigned Vehicle
2	U1	Unauthorized Repairs (Note)
3	U2	Unauthorized Credit Card Use (Note)
4	U3	Driver Abuse (Note)
5	V3	Accidents
6	X1/X2	Miscellaneous Service/Labor (Note)
Note: Charges must be validated by RSSL.		

6.12. EEIC 43503 – Vehicle Repair/Miscellaneous Charges. Charge this EEIC for the cost to repair vehicles for damages incurred by accidents, vandalism or theft. Bill charges automatically each month through the IPAC system. Establish a MORD in PC G in anticipation of these charges. The group RA and/or Squadron RSSL must ensure that the vehicle repairs MORD is loaded into the Fleet Speed Pay system so that charges are completed electronically. Identify these costs separately under billing codes V3, X1, or X2. GSA is responsible for acts of nature damage. Squadron RSSL will verify all repair costs.

6.12.1. Vehicle Repairs Process. GSA will notify Squadron RSSL of repairs via electronic means (either email or telephone); the notification will include vehicle tag number, brief repair description, repair cost, and GSA Fleet Management billing code. The charge will also appear under the customer's Vendor and Customer Self Service (VCSS) monthly account. The group FM establishes and/or increases the vehicle repair MORD for the amount of damages listed.

6.12.2. Reports of Survey for Vehicle Repairs. If the squadron receives a refund as the result of a Report of Survey, the group RA must credit the accounting classification that was used to make payment. Refunds may be collected via DD Form 1131, *Cash Collection Voucher*, or by payroll deduction. In cases of payroll deductions, complete a DD Form 139, *Pay Adjustment Authorization*, and send to servicing finance for processing.

6.13. EEIC 43504 – Part-time Vehicle Rental. Use this EEIC for renting vehicles on a part-time basis from civilian sources. Coordinate with GSA and the contracting office for the rental of commercial vehicles on a part-time basis. Utilize this EEIC to rent a bus for a squadron sponsored tour at a local Air Force base.

6.14. EEIC 44600 – Postal and Express Mail Service. Use postal and express mail services for all expenses and overnight mail charges (examples, FedEx®, UPS™, and © 2009 DHL Worldwide GmbH).

6.14.1. Express mail and overnight delivery are authorized expenditures when pre-approved by the commander. The individual charges are debited to the GPC (EEIC 61950) card after an account is set up with the company. The squadron's information manager (IM) or designee will reconcile the expenses monthly against the log of authorized expenditures and research and/or resolve any discrepancies. Group RA will Journal Voucher (JV) charges from EEIC 61950 to 44600 at least quarterly, to ensure accounting integrity.

6.14.2. Do not use personal funds to pay for the mailing or delivery of official documents. Exception: Under extreme circumstances when official mail services, postage metering, or contract service with the government are not available, the commander must give prior approval to an individual to expend personal funds. The IM will assign a control number for each item or package. This process should not be used for convenience. Make claims for reimbursement via SF 1034 or local voucher in DTS depending on host base procedures. Annotate the control number for the approved expenses on the claim form. Use EEIC 44600 on SF 1034 and EEIC 55921 in DTS.

6.15. EEIC 46201 – Commercial Freight Transportation Charges. Cover local drayage, handling, transfers of supplies and equipment and other charges incurred due to relocation of recruiting offices.

6.15.1. Methods for obtaining transportation for relocations:

6.15.1.1. Truck rental from GSA is permitted on a daily basis. A fuel card may be requested at the time of rental.

6.15.1.2. GPC may be used to rent commercial vehicles through a local vendor if approved by the servicing contracting office. All governing GPC guidelines apply. Group RA will Journal Voucher charges from EEIC 61950 to 46201 at least quarterly. All charges for these expenses will be journal vouchered from 61950 to 46201 no later than 30 September, annually.

6.15.1.3. Another option is to process a purchase request AF Form 9, through ABSS, routed through the servicing contracting office to hire local movers.

6.15.2. Costs for do-it-yourself-moves for the leased unaccompanied and family housing programs are charged to the squadron. This expense must be identified as an unfunded on the monthly SOF.

6.16. Leased Housing and Purchased Utilities. There are two types of leased housing: LUH and MFH. Squadron logistics personnel will maintain copies of all leased housing contracts. The group FM will manage all payments concerning leased and utility payments.

6.16.1. EEIC 47102 – Leased Unaccompanied Housing. Use this EEIC for the monthly rental charges incurred under the LUH program under fund code 30 O&M. AFI 32-6005, *Unaccompanied Housing Management*, governs the program. Prior to any payment, a lease must be negotiated and let by the Army Corps of Engineers (ACoE). Since leases are fully funded, HQ AFRS/FM must be contacted if changes occur.

6.16.2. EEIC 47103 – Military Family Housing. Use this EEIC for the monthly rental charges incurred under the MFH program – FC 3Y. AFI 32-6001, governs this program. Before any payment is issued, a lease must be negotiated and let by the ACoE. These leases are fully funded via a FC 3Y-funding document. If there are changes to your MFH program, contact HQ AFRS/FM for funding adjustments.

6.16.2.1. Funding for LUH and MFH are fenced. Take careful action to ensure the LUH costs are properly charged to FC 30 and MFH costs are properly charged to FC 3Y. The unit will receive additional funding as needed (new leases or rent increases). Likewise, if leases are terminated before the end of the fiscal year, funding will be withdrawn by HQ AFRS/FM.

6.16.2.2. Under both programs, the member is responsible for notifying the unit of changes in his or her status in a timely manner. The member is also responsible for turning all utilities off when terminating LUH and MFH. The member will be held responsible for any charges incurred after termination date from failure to do so.

6.16.2.3. For governing instructions for funding use AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2019)*, AFI 65-601V1, Chapters 3 and 21; and payment guidance in DoDFMR 7000, title 14-R, Volume 10.

6.16.2.3.1. Recruiting Support Squadron Logistics (RSSL) will complete the Housing Office/Billeting Official section of AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*, by annotating the assignment or termination of housing, sign, and

date the form, and forward to the squadron CCM. The squadron CCM will ensure the member's BAH is stopped effective the day before to effective date of the lease by forwarding the AF Form 594 to the servicing base CPTS.

6.16.2.3.2. HQ AFRS/RXS will administer funding for any Army Corp of Engineer overhead and/or administrative cost incurred in negotiating leases. Please refer inquiries for these costs to HQ AFRS/RXS.

6.16.2.3.3. Establish MORDs for payment of rent and utilities on a quarterly basis according to (Interim Guidance on Accounting for Obligations). Lease terms and amounts are specifically spelled out in the lease. Each lease is reviewed to determine the duration of the lease, the termination clause, and if utilities are included in the lease payment.

6.16.2.3.4. Payment processing for all leases is initiated via letter to the appropriate payment office. The letter must arrive no later than the 20th of the month to ensure payment is made prior to the last day of the month. These procedures may have to be adapted to meet local host requirements. In October of each year ensure the respective payment office has a copy of each lease and any amendments in their file as supporting documentation for payments against each MORD. Squadron RSSL must also maintain a copy of the lease.

6.16.2.3.5. Payment to lesser is always in advance as stipulated in the lease agreement signed by the lessee. Ensure the payment is received before the beginning of the month or by the date indicated in the lease agreement.

6.16.3. EEIC 48010/20 – Purchased Utilities. If utility charges are not included in the lease, use EEIC 44810 for water and 48020 for electricity to cover any charges associated with the LUH FC 30 and Leased Family Housing FC 3Y programs.

6.16.3.1. For GPC payments the group must establish a GPC checking account for utility payments. Establish an AF Form 4009 based on estimated costs for the quarter. Payments are made for current monthly charges only. Annotate the check number used to pay each invoice and maintain a copy in the cardholder's file. Charges for a time period beginning in one fiscal year (FY) and ending in the subsequent FY are charged to FY of the statement date of the invoice. Group RA will Journal Voucher charges from EEIC 61950 to 48010/48020 at least quarterly. All charges during the FY will be journal vouchered no later than 30 September, to ensure accounting integrity.

6.16.3.2. Send the invoices for the utility payments directly to group RA. All accounts must identify the Air Force as the billing office; not the member.

6.17. EEIC 55929 Miscellaneous Contracts. AF Form 9 is used for single purchases of items exceeding \$3,000 and services exceeding \$2,500, annually. GSA schedules are limited to \$25,000.

6.17.1. Contact group FM to verify contracting office procedures.

6.17.2. Include type of contract, required forms, and renewal procedures. The three types of contracts and their definitions are:

6.17.2.1. Requirement Contract: A contractual agreement to provide an unspecified quantity at a set price for a fixed period of time. The established rates are charged by a vendor during the life of the contract. No funds may be expended directly on this document,

and no order can be placed on it. Contracting issues a blanket delivery order (BDO) against a requirement contract in response to an expressed need in order to make a purchase.

6.17.2.1.1. For purchases of Other Government Motor Vehicle Conveyances (OGMVCs) such as ATVs, golf carts, etc., and trailers: requesting unit will follow the additional purchase requirements defined in AFI 24-302 *Vehicle Management* for host base Safety, Contracting, and LRS coordination/approval. In addition, requesting unit will coordinate purchase request through HQ AFRS/RXS after host base. Group FM will only process AF Form 9 with supporting documentation that host base (per AFI 24-302) and HQ AFRS/RXS coordination has been completed.

6.17.2.2. Blanket Delivery Order: A BDO is placed against a requirements contract. At the beginning of each quarter, a PR is processed to increase the funds on the current BDO or establish a new BDO for the current quarter.

6.17.2.3. Blanket Purchase Agreement (BPA): A BPA does not lock vendors into a set price. As a requirement arises, an order is placed with a vendor, but the price will not be guaranteed. Normally several BPAs are cut at the same time to ensure fair competition among vendors.

6.17.3. For guidance concerning purchase orders of single purchases for services, use EEIC's listed for appropriate EEIC. If these do not fit your requirements contact HQ AFRS/FM for assistance. All purchases must use a 5-digit EEIC

6.17.3.1. EEIC 50301, Printing Procurement-Copier Services (non-advertising).

6.17.3.2. EEIC 50506, Subsistence/Lodging—PA Educator Tours only.

6.17.3.3. EEIC 55897, Tech Training School House Instructors.

6.17.3.4. EEIC 55906, Conference Registration Fees.

6.17.3.5. EEIC 55907, Conference Support Costs.

6.17.3.6. EEIC 55920, Center of Influence.

6.17.3.7. EEIC 55921, Out-of-Pocket Reimbursable Expenses.

6.17.3.8. EEIC 55936, Physical Fitness Services.

6.17.3.9. EEIC 75671, Print-DAPS printing SVCS – These charges are paid through a miscellaneous interdepartmental purchase request (MIPR).

6.17.3.10. EEIC 75672, Print-DAPS Printing SVCS paid with GPC.

6.18. EEIC 44X – Communications. This area includes all commercial telephone, DSL/Internet, FTS-2001/2002 contracts, cable and cellular phone costs. All communications contracts are done through RSSL. For commercial phone charges, a communication services agreement is done through RSSL with an AF Form 1218, *Request for Communications Service*. **Note:** EEIC 6XX outlines procedures for purchasing phones, dialers, and code-a-phones. There are three ways to pay for services, MORD, MIPR and GPC. Establish one type of payment option for each vendor in October based on estimates and increased each quarter or as needed. Monitor bills and payments through use of standardized tracking spreadsheets. 44X charges must be validated as true and correct, broken out into shred out EEIC's by Squadron RSSL's and forwarded to the Group RA at least monthly. Group RA must process a Journal Voucher for all charges to

the appropriate shred-out EEIC listed below at least quarterly. **Note:** Except during the 4th quarter, all charges for the current FY must be JV'd no later than 30 September.

6.18.1. **EEIC 44200** – Defense Metropolitan Area Telephone System (DMATS). DMATS provides telephone service to DoD components through a single manager. Use this EEIC for common use communications services purchased only from DMATS. These charges are paid through a miscellaneous interdepartmental purchase request (MIPR), MORD, or GPC depending on the base. This EEIC also covers GSA fixed monthly rental charges for FTS 2001 phones, to include equipment and rental, this cost is usually billed monthly in arrears. The FTS 2001 contract and option years has an expiration date. Consult with the RSSL to confirm what contract the phone lines are in use under prior to using this EEIC.

6.18.2. **EEIC 44250** – Administrative Telephone Rental Charges, Commercial Recurring Charges, Installation and Relocation Charges or Commercial Toll Charges. These charges appear on the commercial phone bills. Bills are received at the squadron RSSL, broken out, certified, and sent to the group RA at least monthly. Direct any questions concerning bills to squadron RSSL. This EEIC also covers GSA fixed monthly rental charges for FTS 2002 phones, to include equipment and rental, this cost is usually billed monthly in arrears.

6.18.3. **EEIC 44320** – Cellular Wireless Phone Services. Covers the cost associated with cellular phone expenses. There are Air Force BPAs available for several cell phone companies. Invoices are received by RSSL, then broken out, certified and forwarded to the group RA at least monthly.

6.18.4. **EEIC 44330** – Cellular Wireless Phone Services for Personal Digital Assistant (PDA) devices such as; iPhone's, Blackberries and other PDA's. Invoices and/or bills are received by RSSL, then broken out, certified and forwarded to the group RA at least monthly.

6.18.5. **EEIC 44340** – Cellular Wireless Pager Services. Invoices and/or bills are received by RSSL, then broken out, certified and forwarded to the group RA by the squadron CCM at least monthly.

6.18.6. **EEIC 44800** – Common Distributable Charges. Government Communication-All DISN/DISA SVCS (DITCO), this cost is usually billed monthly in arrears.

6.19. EEIC 44600 – Postal. This EEIC covers the cost of official mail, post office box rental, postal meter charges, and postal stamps for recruiter generated mail (RGM). This program is administered by the squadron IM. Charges are normally paid with the GPC and must be journal vouchered at least quarterly.

6.20. EEIC 50301, 75671 & 75672 -- Printing. Printing costs of non-advertising items are charged to PEC 81711F; printing costs for advertising items are charged to PEC 81712F and must be pre-approved by HQ AFRS/RSM.

6.20.1. Non advertising is defined as administrative in nature and cannot be identified directly to an item that will be used by marketing personnel, such as, printing of training, informational packages, mass mail outs and other authorized reproduction requirements of an administrative nature.

6.20.2. Use EEIC 50301 for local purchase printing and EEIC 75671 for GSA non-GPC and 75672 GSA GPC purchases only. All GPC purchases must be journal vouchered to the appropriated print EEIC, at least quarterly.

6.20.2.1. 50301 – Local Vendor for Printing. The squadron IM will submit the request to the local vendor. Use GPC for local vendor print jobs.

6.20.2.2. 75671 – GSA non-GPC. Use for contract print jobs, not paid with GPC.

6.20.2.3. 75672 – GSA. (GPC only). Use GPC for printing payments to the utmost extent possible. Requests for printing services are submitted by the IM on the appropriate form determined by the local printing office. **Note:** In some cases, the host base will require request for reproduction support be forwarded through them. If they cannot provide support, they will forward it to another GSA printing office for completion. Upon completion of the print job, your squadron IM will receive a copy of the print request with the finished product. The request with the finished product will reflect the actual cost of the print job, and the amount due.

6.21. EEIC 50401 – Local Advertising. The local advertising campaign takes the interest generated by the national program and promotes action by prospective applicants. This should result in leads and increased recruiting office traffic. Coordinating and integrating the national and local ad campaigns conveys a consistent, unified message and image. It ensures that we speak with a single voice in the most consistent, cost-effective manner possible.

6.21.1. HQ AFRS/FM, in conjunction with HQ AFRS/RSM publishes squadron advertising funds policy and guidance letter, annually. All advertising expenses are charged to PE 81712F. For additional guidance on local advertising, contact HQ AFRS/Marketing division.

6.21.2. Local advertising accomplished by squadrons includes:

6.21.2.1. Local radio advertisements.

6.21.2.2. Newspaper advertisement not available through the national program.

6.21.2.3. Billboard advertisement not available through the national program.

6.21.2.4. Sales promotional items (SPI); not available or above the distribution allowed through the HQ AFRS/RSMA order program.

6.21.2.5. Lead lists with cost greater than \$25. Lead lists \$25 and lower may be purchased by recruiters and reimbursed as an OPE.

6.21.2.6. HQ AFRS/RSM must approve all purchases other than lead lists.

6.21.2.7. Other Government Motor Vehicle Conveyances (OGMVCs), mini-jets, trailers, etc. procurements must be coordinated through HQ AFRS/RSX prior to purchase.

6.22. EEIC 55921 – Out-of-Pocket Vouchers. The OPE program is designed to reimburse authorized individuals for expenses incurred while conducting official recruiting duty. Expenditures are governed by United States Code 428 and reimbursement is authorized by JTR, Chapter 2, Recruiting Expense Reimbursement, paragraph 020605. All expenses will be charged to EEIC 55921 regardless of the expense.

6.22.1. Recruiters must be briefed on reimbursement limits and their responsibilities for filing an out-of-pocket voucher when they in-process the squadron and on a yearly basis thereafter. The commander support staff will brief procedures during the squadron in-processing and annually during the annual training meets.

6.22.1.1. Request for reimbursement should be via a DTS local voucher and will be limited to \$75 per month for authorized expenditures, except where there are unusual circumstances. The squadron commander or support flight commander should authorize these unusual circumstances in advance through e mail, DTS comment, MFR or any other documented means.

6.22.1.2. GTC Out-of-Pocket expenditures over \$75 are not authorized for reimbursement without the prior approval of the unit commander; each authorization must be approved on a case-by-case basis. If members do not have prior authorization from the unit commander, the GTC is not authorized for use. Recommend using an approval log for all out-of-pocket reimbursement vouchers over \$75.00 for tracking and validation purposes.

6.22.2. OPE vouchers must be submitted within 5 duty days after the month being claimed. Per DoD Financial Management Regulation, Volume 9, Chapter 3, Department of Defense Government Travel Card ANNEX 1 (Statement of Understanding – Government Travel Charge Card Program) states, —Pay all charges upon receipt of the monthly billing statement through prompt filing of vouchers and election of split disbursement. Only expenses for one calendar month can be submitted on each voucher. Ensure that receipts and other sufficient information are provided to justify claims submitted (such as, lunch provided for applicant, or etc.).

6.22.3. All receipts must be submitted with the claim regardless of cost. If the receipt is not available, member must submit a memorandum in lieu of receipt.

6.22.4. Meal purchases should not exceed the following:

6.22.4.1. Limit \$10 per person for enlisted accession events (includes ROTC).

6.22.4.2. Limit \$20 per person for officer accession and influencer events.

6.22.4.3. Limit \$40 per person for critical officer specialty one-on-one events (determined by squadron commander), normally one single one-on-one event is authorized per prospective critical officer applicant.

6.22.5. All OPE expenses must be annotated in the recruiter's daily planning guide.

6.22.6. The SQ/CC or designee appointed in writing has approval authority for claims at squadron level.

6.22.7. The support flight commander may approve the SQ/CC's claims.

6.22.8. When approving claims, the AO must review the local voucher for completeness, reasonableness of items claimed, and accuracy. Any non-reimbursable item must be corrected, by stamping the local voucher RETURNED through DTS with comments as to why the local voucher was returned.

6.22.9. The following is a list of AUTHORIZED out-of-pocket expenses:

6.22.9.1. Administrative Fee Charges. Recruiters are authorized to obtain cash from ATMs for expenses required to perform official duties. Reimbursement of the administrative fee charge, presently 3 percent (or \$2, whichever is greater); of the total amount of the advance is reimbursable on the monthly voucher submission. Reimbursement of administrative fees is limited to withdrawals for out-of-pocket expenses only.

- 6.22.9.2. DEP Commander's Calls. A DEP Commanders Call Log is required with the voucher to verify the number of DEP personnel and guests. The recruiter must ensure only authorized guests are provided meals at DEP commander's calls.
- 6.22.9.3. Because military members receive BAS or subsistence in-kind, food consumed by the recruiter and other military personnel cannot be claimed and must be deducted from the total bill.
- 6.22.9.4. If there is a combined DEP Commander's Call between recruiters, each recruiter will only be reimbursed for the cost of their respective applicants.
- 6.22.9.5. Only occasional meals for DEPPERS are authorized. It is the commander's discretion to establish criteria for occasional meals.
- 6.22.9.6. Donuts and Snack Trays Provided to Counselors, Influencers, and Media Personnel can be dropped off by Recruiters on the way to work without requiring a list of attendees who consumed the food.
- 6.22.9.7. If an Air Force presentation is given when donuts and snack trays are provided, out-of-pocket reimbursement is inappropriate; COI funds must be utilized. Documentation must be processed per established COI guidelines.
- 6.22.9.8. Meals and Snacks Provided for Commissioning Ceremonies (either before or after the actual ceremony).
- 6.22.9.9. The commissioned member is considered an applicant until EAD.
- 6.22.9.10. The claim must state who consumed meals and/or refreshments and their status.
- 6.22.9.11. Rank insignia for presentation to the individual is not an authorized expense.
- 6.22.9.12. Bulk Items. When purchasing bulk items for AFRS offices, a list of individuals is not required; however, show the percentage purchased for applicant's consumption. Bulk items include, but are not limited to, coffee, coffee supplies, soda, juice, candy, and other light snacks.
- 6.22.9.13. Fees for Certified Birth Certificates, Vital Statistics, and School Transcripts. It is the applicant's responsibility to furnish required substantiating documents in an original or notarized form. If an applicant is unable to provide the required documentation, obtaining certified copies of birth certificates or vital statistics is authorized. Officer's accession (OA) recruiters can be reimbursed for obtaining certified or raised seal copies of school transcripts for HP applicants. This does not grant recruiters blanket authority to pay for all required documentation. Reimbursement will be considered on a case-by-case basis.
- 6.22.9.14. Valid Fax Expenses.
- 6.22.9.15. Police Record Checks. DD Form 369, *Police Record Check*, are authorized according to DoDI 1304.2, *Instruction Pre-enlistment Forms*, unless an applicant discloses disqualifying offenses, and is requesting a waiver, he or she must bear all expenses incurred for police record checks. In all other cases, reimbursement is authorized when the agency charges a fee for release of the information.
- 6.22.9.16. Parking, Parking Meter, and Toll Road Fees for Government Vehicles. Ensure the reason for the stop and actual location of the stop is annotated in the event purpose in

DTS. The amount claimed falls under JTR, paragraph 020208, rules and does not count towards the recruiters' monthly \$75.00 out-of-pocket limitation.

6.22.9.17. Applicant Parking Fees and Incidents to Application Processing. This includes parking at or near the Air Force Recruiting Office. Recruiters are authorized to pay the applicant's parking fee and claim the fee on a separate monthly out-of-pocket voucher. The amount claimed falls under JTR, paragraph 020605, rules and does not count towards the recruiters' monthly \$75 out-of-pocket limitation.

6.22.9.18. Miscellaneous Reimbursable Expenses Incurred by an Applicant Incident to Processing in the Air Force. (See JTR, paragraph 020605.)

6.22.9.19. Official Phone Calls made from a Personal Telephone or the Recruiter's Residences. A copy of the itemized bill must accompany the claim and recruiters may claim itemized official calls only. All production recruiters are issued cell phones so reimbursement for official phone calls made from a personal cellular phone is not authorized.

6.22.10. The following are unauthorized out-of-pocket expenses, and may not be reimbursed under any circumstances:

6.22.10.1. Out-of-pocket usage for a prospective applicant and/or influencer on a tour where a COI event is planned.

6.22.10.2. Reimbursement for snacks for influencers on an AFRS-sponsored "Distinguished Educator Tour".

6.22.10.3. Meals provided to military members, regardless of circumstance.

6.22.10.4. Purchase of alcoholic beverages.

6.22.10.5. Fuel for the applicant's (or family) vehicle.

6.22.10.6. Parking tickets or towing fees for government vehicles.

6.22.10.7. Locksmith fees when locked out of GMV or POV.

6.22.10.8. Promotional or incentive gifts.

6.22.10.9. Purchasing, to include printing or engraving of mailing, calling, or seasonal greeting cards. Do not use government printers to generate or overprint greeting cards and do not use official postage (RGM); to mail greeting cards.

6.22.10.10. Rental of facilities.

6.22.10.11. Recreational activities such as bowling, skating, miniature golf, paint ball, movies, or rental of recreational equipment (bowling shoes, roller skates, ice skates).

6.22.11. The following are not authorized through the out-of-pocket program; however, there are other avenues available to possibly procure these items:

6.22.11.1. Purchase and/or maintenance of cellular phones to include special fixed fees calling plan charges. These costs are covered through the communications program.

6.22.11.2. Hotel rooms for applicants. The M&L program was established for this purpose.

6.22.11.3. Transportation cost for applicants.

6.22.11.4. Office supplies for AFROs. These items should be procured with RSSL coordination through routine supply channels.

6.22.11.5. Office keys for AFROs. The Lessor will provide a sufficient number of keys.

6.22.11.6. Gas for government vehicles. Contact RSSL for established GSA reimbursement procedures.

6.22.11.7. Car washes for government vehicles. Car washes must be procured using government credit card issued with the vehicle, not to exceed \$20 per month.

6.22.11.8. Lead list costing more than \$25 Contact the marketing NCO for purchasing procedures for lead lists. Personal reimbursement procedures may be utilized.

6.22.11.9. Business cards must be requested through your squadron RSSI who forwards the request to HQ AFRS/RSI.

6.22.11.10. Items purchased for formal COI events, such as, paper plates, napkins, cutlery, sodas, etc. Use EEIC 55920, not 55921 for any COI costs.

6.22.11.11. Contact the squadron marketing NCO for coordination of local advertisement.

6.22.11.12. Booth rentals and related services, transportation costs for tours and bands, auditorium rental for Air Force bands, etc. Contact the squadron marketing NCO for coordination.

6.22.12. The Squadron CC or support flight commanders have approval authority for specific items not listed. Advance authorization of expenses meeting extenuating circumstances may be approved for emergency purchases of items normally procured through RSSL.

6.22.13. All obligations purchases via GPC must be moved by journal voucher (OF1017-G) to the correct EEIC at least quarterly and no later than 30 September annually.

6.23. EEIC 55920 – Center of Influence (COI). HQ AFRS/RSM is the OPR for this program. For more information about COI, contact HQ AFRS/Marketing division.

6.23.1. For COI presentations, the recruiter authorizes reimbursed for their meal.

6.23.2. Meals purchased should not exceed the following:

6.23.2.1. Limit \$10 per person for enlisted accession events (includes ROTC).

6.23.2.2. Limit \$20 per person for officer accession and influencer events.

6.23.2.3. Limit \$40 per person for critical officer specialty one-on-one events (determined by Squadron or CC), normally one single one-on-one event is authorized per prospective critical officer applicant. The commander can designate certain critical OA programs that would garner up to \$40 per person. Under no circumstance should the COI exceed the per person amounts.

6.23.3. Funding and approval for authorized COI events please contact HQ AFRS Marketing Division.

6.23.3.1. The GPC card or convenience checks are the most convenient payment method for this program, as they are automatically tax exempt.

6.23.3.2. Recruiter reimbursement for an approved COI event is authorized. The recruiter is authorized to use his or her GTC (to include ATM withdrawals) to pay for the event and request reimbursement on a local voucher through DTS. Reimbursement of ATM fees is authorized and listed as a separate line item below of the unit cost information.

6.23.4. Taxes are not paid for COI events. Recruiters must use the standard tax exempt form to receive tax exemption. If the vendor does not honor the tax exemption, a full explanation of the attempt to use the tax exemption must accompany the claim through DTS in order to be paid for the taxes.

6.23.5. Group RA's will journal voucher purchases from GPC to correct EEIC at least quarterly.

6.24. EEIC 55929 (non-GPC) and EEIC 55950 (GPC), Recruiting Costs and Services not otherwise categorized. This EEIC covers the cost miscellaneous recruiting expenses/services not specifically covered by the above categories. Such as, rental of meeting rooms, contract quarters, contract physicals and rental of equipment that does not fall under any other category. **Note:** all purchase requests will use 55929 (non-GPC) for recruiting services and expenses not otherwise categorized. GPC purchase will be moved by journal voucher to 55950 at least quarterly.

6.24.1. Rental of equipment to include: Postal meter heads.

6.24.2. Equipment rentals should be procured using GPC. Contracts must go through host contracting office for annual cost exceeding \$3,000 for non-GSA schedule companies. The groups RA will JV GPC purchases at least quarterly, to ensure account integrity.

6.24.3. Whenever possible, items are rented annually and a lease vs. buying analysis is accomplished.

6.24.4. Recruiting Squadron Support Information Systems (RSSI) and/or RSSL provide estimates of projected squadron equipment rental requirements during the FY.

6.24.5. Rental vehicle while TDY, see EEIC 409. Part-time vehicle rental, see EEIC 43504.

6.24.6. Booth rentals fall under PEC 81712F, EEIC 50401.

6.24.7. Rental of a moving truck for transportation of supplies and relocation of Air Force recruiting offices (AFRO) fall under EEIC 46201.

6.24.8. AFRS RSX and RSI authorize furniture replacement and computer purchases, respectively. These are normally purchased by AFRS on an attrition basis.

6.24.9. For additional guidance, see AFI 65-601V1 and/or contact the host group contracting office.

6.24.10. Normally, physicals are performed at the MEPS or a local Air Force base at no charge; however, if services cannot be performed by MEPS or a Air Force base, the services will be performed by a civilian physician. Unit funds may be used to pay for M&Ls. To obtain contract physicals, program managers and flight chiefs must contact the squadron RA for funds approval. The civilian physician will send the invoice to the squadron RA and payment will be made by GPC.

6.25. EEIC 56800 – Maintenance of Computer Equipment. Use this EEIC to cover the cost of maintenance for memory typewriters, computer systems, and peripherals.

6.25.1. Refer questions about desktop computers maintenance to your squadron or group systems administrators (SA).

6.25.2. For maintenance that cannot be performed by the SA, pay-as-you-go with GPC or it may be more cost effective to purchase new equipment. If purchased via GPC, obligations must be move by journal voucher at least quarterly.

6.26. EEIC 56900 – Maintenance for all other Equipment. Fund maintenance contracts by the servicing base under the current support agreement. Fund all costs not covered by the support agreement with unit funds.

6.26.1. Support Agreement Funded Costs. Refer to the current support agreement, and coordinate with the host budget office to determine what repairs they will cover.

6.26.2. Unit Funded Costs. The squadron logistics office is the starting point for equipment maintenance request. All maintenance must be procured through the servicing contracting office via group RA. Each type of maintenance contract will have its own EEIC shred.

6.27. EEIC 55936. This EEIC covers contracts for local gym memberships due to geographical separation of some squadron members. Gym membership's contracts cannot cover costs for any applicants or DEPPERS. Do not negotiate with gym management for free or reduced cost memberships for any individuals regardless of circumstances. Refer any questions to AFRS/FM.

6.28. EEIC 609 – Supplies. This EEIC is used to purchase supplies through the base supply system. Contact the base supply customer service office and the local FMA if items must be purchased through the supply system (such as, deployment items).

6.29. EEIC 619XX – Non-AFSF Supplies. This EEIC is used for the procurement of supplies or supply type items not bought through base supply. Examples of purchases are toner, paper, awards, and subscriptions. Use shred-outs to identify cost in the appropriate area. The following shred-outs are authorized:

6.29.1. **EEIC – 61905 Subscriptions or Periodicals.** Request for subscriptions and periodicals are routed through the host base library. Air Force Times subscriptions are procured using this EEIC. Funding for Air Force Times is included in the initial supply and equipment distribution. Coordinate with the squadron IM personnel to procure these items. If purchased using the GPC program, use EEIC 61950 and JV charges.

6.29.2. **EEIC – 61908 Awards.** Air Force policy states appropriated funds may be used to obtain trophies and awards for mission accomplishments. Trophies and awards are defined as trophies, plaques, emblems, organizational coins, or certificates designed, engraved, inscribed, or printed only for display purposes. Awards must be of nominal value. For additional guidance refer to AFI 36-2805, *Special Trophies and Awards*; and AFI 65-601V1.

6.29.2.1. The recommended amount for the awards budget is based on the total authorized manning as of 1 Oct of the current fiscal year multiplied by \$45.00. Track costs associated with enhancement (framing; engraving, and certificates) and include them as part of the individual awards funding.

6.29.2.2. Contact HQ AFRS/Marketing division for specifics in running your awards program. Familiarity with this program is paramount. If awards are purchased using the GPC program, use EEIC 61950. Coins may be purchased only for mission accomplishment.

6.29.2.3. **EEIC – 61950.** Government Purchase Card. The GPC program is designed to supplement contracting methods utilized under small purchases procedures for supplies and services. Since the host group contracting office governs the program, guidance on authorized and unauthorized purchases is provided to each unit by the host group contracting office. All items purchased with GPC are charged to 61950. Any obligations that are not supply in nature or have a more appropriate shred out EEIC must be moved by journal voucher at least quarterly.

6.29.3. Squadrons must maintain the GPC program according to guidance from the group contracting office. In addition to this guidance, the following rules apply:

6.29.3.1. Squadron cardholders must maintain a GPC Purchase Request Form for each line item on the purchase control log for all purchases made with the GPC. Purchase request forms must be submitted prior to making a purchase.

6.29.3.2. Squadron CCM will report monthly GPC charges to group RA for SOF completion. Cardholders will request approval from Squadron CCM prior to making any purchases.

6.29.3.3. Cardholders and AO must ensure all transactions for the month are documented on the standardized GPC tracking spreadsheet to ensure all transactions are accounted for accurately reported on the SOF at end-of-month. Refer to the host base contracting office for access and instructions for the GPC program system. Compliance will be confirmed through the inspection process.

6.29.4. 61990 is for non-AFSF Other.

6.30. EEIC 628 – Equipment. This EEIC covers the cost of purchasing furniture and other equipment (such as, calculators, typewriters, and copiers, etc.). Most equipment purchases will be supported by the GPC program. Group RA will move charges by journal voucher to the appropriate EEIC at least quarterly.

6.30.1. Equipment purchases for deployed members. If there is a requirement to purchase equipment items through the base supply office, contact base supply customer service department.

6.30.2. Purchase copiers through GSA as opposed to leasing the equipment, but a cost analysis must consider the future turnover of the model and the advancement of technology.

6.30.3. Furniture is purchased at AFRS level through logistics for the standard recruiter package. The squadron logistics office identifies furniture as unsatisfactory and HQ AFRS/RSX distributes the necessary replacements. Furniture not identified as part of the standard package can be purchased new before approval from HQ AFRS/FM with unit funds.

6.30.3.1. If HQ AFRS/FM issues funding to the squadron for replacement furniture, the unit will make purchases using the GPC through Unicor™.

6.30.3.2. Request a single purchase limit and limit increase as well as a raised max purchase limit through the host contracting office. If the cost does not exceed \$10,000 then the normal purchasing guidelines apply (such as, three sources).

6.31. EEIC 637XX – Computer & PDA Equipment. This EEIC covers the cost of purchasing of computers, printers, monitors, cables, etc. Computer equipment for production use is normally

purchased at AFRS level and delivered to the squadron. Purchases of computer equipment for headquarters and non-production use should be purchased through Air Force web-based information technology (IT) purchasing program AFWAY at the squadron level after prior approval from HQ AFRS/RSI (see <https://afway.af.mil>). The below shred outs must be used to capture all obligations that fall within these descriptions. Group RA will journal voucher GPC purchases at least quarterly.

6.31.1. 63720 IT EQUIPMENT-SOFTWARE PURCHASES.

6.31.2. 63730 IT EQUIPMENT-SMALL COMPUTERS.

6.31.3. 63760 IT-VTC EQUIPMENT PURCHASE/INSTALL.

6.31.4. 63772 IT-TELECOMM EQUIPMENT.

6.31.5. 63783 IT-CELL PHONE EQUIPMENT.

6.31.6. 63784 IT-BLACKBERRY/PDA EQUIPMENT.

6.32. EEIC 75637 – Meals and Lodging. This program covers cost for the meals & lodging costs for all applicants processed through each military entry processing station (MEPS).

6.32.1. Each squadron has a dedicated CBA for this program. Payments for this program are on a pay and confirm basis.

6.32.2. The process for the M&L program is completed as follows and is accomplished every month:

6.32.2.1. The MEPS liaison logs applicants on the MEPCOM Form 727-E, Processing List (PL).

6.32.2.2. At the end of the month, the MEPCOM budget personnel provides the MEPS liaison two MEPCOM verification of monthly charges (one for lodging and one for meals) with a sum log (Daily worksheet for M&L) of the total number of people who were charged for M&L based on the MEPCOM Form 727-E.

6.32.2.3. The MEPS liaison certifies the MEPCOM verification of monthly charges with the total amount due to the vendor (the total sum of applicants multiplied by rate per the pre-price agreement) are correct.

6.32.2.4. The MEPS liaison provides a signed copy of the MEPCOM daily worksheet for M&L and a letter with the totals to the squadron RSO point of contact.

6.32.2.5. The RSO validates charges and logs them into the AFRS/FM tracking spreadsheet.

6.32.2.6. The RSO provides a copy of the MEPCOM daily worksheet for M&L, and verification of monthly charges letter to group RA as soon they are validated or by the 15th of the following month, whichever comes first.

6.32.2.7. The squadron CCM receives the billing statement.

6.32.2.8. The squadron CCM provides the billing statement to RSO for verification of charges and sends a copy to group RA.

6.32.2.9. The group RA creates a receiving report and forwards to DFAS for payment.

6.32.3. The squadron RSO ensures charges are billed in an expedient manner and will inform the squadron CCM of any problems (such as, over and/or under billings, charges not billed, etc.) and the actions taken to correct the problem. If bills have not been charged after a couple of months, RSO will call the vendor to identify the problem and have the vendor bill the account as soon as possible.

6.33. EEIC 75638 – Base Support. This addresses the cost of support provided under inter-service support agreements by host bases and/or posts. Coordinate all support agreements with HQ AFRS/RSXL prior to the commander signing as the approving official. Review the cost periodically to ensure charges are in line with the agreement. The group FM will include these estimated costs in the squadron's execution plan.

Chapter 7

SPECIAL INTEREST PROGRAMS

7.1. Medical Recruiter Assistance Program. This program allows TDY travel to recruit health professionals by active duty Air Force health professionals. The active duty TDY personnel may be used at state and local health profession conventions, recruiting dinners, and school career days.

7.2. Health Professions Applicant Travel (HPAT). According to the JTR, Chapter 3, paragraph 0306, fully qualifies applicants for health professions programs who are designated as critical fill positions by HQ AFRS/RSOC and have been offered an assignment to an Air Force MTF. They are authorized fully funded travel to preview the prospective assignment additionally an applicant's spouse may accompany the applicant on these trips. Only trips to continental United States MTFs are authorized, and the applicant's spouse is authorized funded travel only (no per diem) according to JTR, paragraph 030501, paragraph A.

7.2.1. Applicants must be selected and offered an assignment by HQ AFRS/RSOC.

7.2.2. The Air Force Personnel Center Medical Service Officer Management Branch requests applicants have personal interviews with Air Force consultants (who are being considered for academic, training, or unique specialties) coordinated through HQ AFRS/RSOC.

7.2.3. If the HPAT requires an interview with an Air Force consultant, HQ AFRS/RSOC will notify the appropriate unit personnel. Interviews may be requested before selection. Recruiters should accompany HPAT candidates on MTF tours and consultant interviews at unit expense. Spouses are not authorized funded travel to attend consultant interviews.

7.3. National and Local Convention Attendance. These events (booth rentals) complement other recruiting efforts to reach target audiences. Using local funds, unit representatives attend the conventions to enhance the recruiting process.

7.4. Educator Tours. This program provides an important link between the educational community and the Air Force environment. Squadrons arrange tours in coordination with AFRS. Funding supports:

7.4.1. Commercial transportation to visit selected Air Force training centers.

7.4.2. Billeting fees incurred during a stay on an Air Force base.

7.4.3. TDY expenses for two military escorts.

7.4.4. Invitational travel orders for TDY travel of educators outside the local area.

7.4.4.1. Reimbursement of travel expenses is based on applicable locality rate.

7.4.4.2. Educators are not authorized travel orders for visits within their local domicile area.

7.5. Recruiter Assistance Program (RAP). The purpose of this program is to permit Air Force members to work with recruiters by returning to their hometown and provide personal testimonials, assisting in school visits, and perform other recruiting-related tasks. This is a permissive TDY program (non-chargeable leave). Funded travel and per diem is not authorized. Procedures for RAP are outlined in the Recruiters Assistance Program Operations Handbook. For additional guidance, please contact the OPR AFRS/RSOPA.

7.6. Role Model TDY Program. A unit funded TDY program for squadrons to use outstanding airmen from local Air Force installations assists in the recruiting effort. These individuals speak at high schools, COI events, or various other types of events.

7.7. Recruiting Activity Conferences. The unit commander has approval authority for on base (government facility) conferences, workshops, and meetings. Units requiring off-base (non-government facility) locations must forward requests through the group CC to AFRS/CV for review and approval, if any costs are incurred.

7.8. Providing Light Refreshments at Conferences and/or Workshops. The authority to provide light refreshments, as outlined in AFI 65-601V1, is limited to \$2 per attendee per day.

7.9. Coins purchased with appropriated funds. Governing authority: AFI 65-601; AFI 36-2805; AETCI 36-2801; AFI 36-2803; DoD 1348.33-M *Manual of Military Decorations and Awards* (contains all branches of Services Decorations/Awards).

7.9.1. Legally any coins bought with appropriated funds can only be given away for the purpose for which Congress has permitted. The law prohibits personalizing coins with presenters name on them. Coins may have the organization's name and position of the presenter presenter (e.g. Commander Air Force Recruiting Service). Coins are used as legitimate award for Air Force personnel and not as a memento or personal gift, per AFI 65-601, *Mission Accomplishment Awards*, paragraph 4.31.2.

7.9.1.1. Coins should never be used as morale builders or to build relationships with potential influencers.

7.9.1.2. Awards, including coins, purchased with appropriated funds cannot be given to non-appropriate fund employees.

7.9.1.3. Coins may not be used as tokens of appreciation for government officials, foreign officials or non-Federal personnel in recognition of general support or improved community relations.

7.9.1.4. Commanders are encouraged to keep a written record of the names of recipients and a description of the accomplishment for which the coin (award) is given.

7.9.1.5. The authority for merchandise-type items for mission accomplishment awards for civilians is 5 U.S.C. 4501-4507 (see Comptroller General Decision B-243025) and for military, 10 U.S.C. 1125 (see Comptroller General Decision B-247687).

7.10. Sales Promotional Items. AFRS is allowed a special exception to give out Sales Promotional Items or SPIs. These funds could be used to purchase any item under the dollar threshold (usually no utilitarian value and low budget items like pens and hats) and be given out if it meets the intent and purpose of that fund (to enhance recruiter efforts to obtain referrals and promote prospecting). But, to qualify as a SPI it must contain at least one of the two and preferably both response devices of 1-800-423-USAF or AIRFORCE.COM. However, these funds are intended for promotion and potential recruits and not as awards for military members. For additional questions about SPIs, contact HQ AFRS/Marketing Division.

ROBERT W. TRAYERS, JR., Colonel, USAF
Vice Commander

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

AFPD 65-2, *Managers' Internal Control Program*, 16 May 2016

AFPD 65-6, *Budget*, 19 January 2017

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6005, *Unaccompanied Housing Management*, 29 January 2016

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 06 March 2013

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013

AFI 36-2805, *Special Trophies and Awards Programs*, 21 June 2018

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 36-3009, *Airman and Family Readiness Centers*, 30 August 2018

AFI 65-201, *Managers' Internal Control Program Procedures*, 09 February 2016

AFI 65-601V1, *Budget Guidance and Procedures*, 24 October 2018

AFI 65-601V2, *Budget Management for Operation*, 14 July 2017

AFI 65-103, *Temporary Duty Orders*, 05 August 2005

AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 August 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2019)*, 01 October 2018

AETCI 36-2801, *AETC Recognition Program*, 11 December 2018

Prescribed Forms

No forms are prescribed by this instruction

Adopted Forms

DD Form 139, *Pay Adjustment Authorization*

DD Form 369, *Police Record Check*

DD Form 1131, *Cash Collection Voucher*

AF Form 9, *Request for Purchase*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1218, *Request for Communications Service*

AF Form 1269, *Request for Target Load or Change*

AF Form 4009, *Government Purchase Card Fund Cite Authorization*

SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

MEPCOM Form 727-E, *Processing List (PL)*

Prescribed Forms

No forms are prescribed by this instruction

Abbreviations and Acronyms

ABSS—Automated Business Services System

AEA—Actual Expense Allowance

AFRO—Air Force Recruiting Offices

AFRS—Air Force Recruiting Service

ALS—Airman Leadership School

AO—Authorizing Officials

BAQ—Basic Allowance for Quarters

BDO—Blanket Delivery Order

BPA—Blanket Purchase Agreement

CBA—Centrally Billed Accounts

CC—Cost Center

CCM—Cost Center Manager

CMA—Centrally Managed Allotment

CO—Certifying Officers

COI—Center of Influence

CPTS—Comptroller Squadron

CRA—Continuing Resolution Authority

CRIS—Commanders Resource Integration System

CTO—Commercial Travel Office

DEAMS—Defense Enterprise Accounting and Management System

DEP—Delayed Entry Program

DFAS-OL—Defense Finance and Accounting Service Operating Location

DMATS—Defense Metropolitan Area Telephone System

DTS—Defense Travel System

EDA—Electronic Data Access

EDM—Electronic Document Management

EEIC—Element or Expense Identification Code

EP—Execution Plan

ERM—Electronic Record Management

FIAR—Financial Improvement Audit Readiness

FM—Financial Management

FMB—Financial Management Board

FMS—Financial Management Suite

FOL—Fact-of-Life

FSO—Financial Services Office

FWA—Fraud, Waste, Abuse

FY—Fiscal Year

GAFS—General Accounting and Finance System

GMV—Government Motor Vehicles

GPC—Government Purchase Card

GPS—Goals Plans Success

GSA—General Services Administration

GTC—Government Travel Card

GTR—Government Travel Request

HPAT—Health Professions Applicant Travel

IBA—Individually Billed Accounts

IM—Information Manager

IPAC—Intra-governmental Payment And Collecting

IT—Information Technology

ITR—Invitational Travel Orders

JTR—Joint Travel Regulations

LOA—Lines of Accounting

LUH—Leased Unaccompanied Housing

M&L—Meals & Lodging
MEPS—Military Entry Processing Station
MFH—Military Family Housing
MICT—Management Internal Control Toolset
MIPR—Miscellaneous Interdepartmental Purchase Request
MLFH—Military Leased Family Housing
MORD—Miscellaneous Obligation/Reimbursement Document
MTF—Medical Treatment Facility
NCOA—Noncommissioned officer Academy
NPS—Non-Prior Services
O&M—Operations and Maintenance
OA—Officer’s Accession
OBA—Operating Budget Allowance
OBAD—Operating Budget Authority Document
ODL—Open Document Listing
ODTA—Organizational DTS Administrator
OGMVC—Other Government Motor Vehicle Conveyances
OPE—Out-of-Pocket Expenses
OL—Operation Location
PDA—Personal Digital Assistant
PEC—Program Element Code
PL—Processing List
POV—Privately Owned Vehicle
PR—Purchase Request
PSDG—Personnel Services Delivery Guide
RA—Resource Advisor
RAP—Recruiter Assistance Program
RC—Responsibility Center
RGM—Recruiter Generated Mail
ROA—Read-Only-Access
RSS—Recruiting Support Division
RSSF—Recruiting Support Squadron Finance

RSSI—Recruiting Support Squadron Information Systems

RSSL—Recruiting Support Squadron Logistics

SBSS—Standard Base Supply System

SNCOA—Senior NCO Academy

SOF—Status of Funds

SPI—Sales Promotional Items

SVTC—Secure Video Teleconference

TAP—Transition Assistance Program

TDY—Temporary Duty

VCSS—Vendor and Customer Self Service