

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



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

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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. Use this instruction and the applicable criteria in AFI 36-2110, *Assignments*; the Special Category (SPECAT) Assignments Guide (located at https://gum-crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/SPECAT/r_id/100169/search/1); AFI 36-2909, *Professional and Unprofessional Relations*; AETCI 36-2909, *Professional Conduct and Relationships*, and the Classification Enlisted AFSC Disqualification Personnel Services Delivery (PSD) Guide. It provides guidance and procedures pertaining to manning of recruiter and recruiting support authorizations within AFRS. It explains how recruiters are selected, assigned, downgraded, relieved and certain reporting requirements for all personnel assigned to AFRS. It addresses recruiter opportunities as an instructor at the Air Force Recruiting School and recruiter inspector duty (AFRS/IG). It applies to all active duty military assigned to AFRS and to organizations involved in manning recruiter and active duty recruiter-support positions. This publication does not apply to Air Force Reserves or Air National Guard members. This publication cannot be supplemented at any level. 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 Forms 847 from the field through the OPR. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title

10, United States Code (U.S.C.) 503. System of records notice F036 AETC G, Status of Ineffective Recruiter, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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Chapter 1

RECRUITER TOURS

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

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

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

1.4. Reassignment of Recruiters on Completion of Tour.

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

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

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

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

Chapter 2

ENLISTED ACCESSIONS (EA) RECRUITER PROCUREMENT PROCESS

2.1. Recruiter Screening Team (RST). The RST (HQ AFRS/R SXPR) is the responsible office for screening and hiring all Developmental Special Duty nominees. RST promotes recruiting duty, explains the recruiter selection process and benefits of recruiting duty, and interviews/screens/hires potential applicants for special duty tours in recruiting. Also, RST is responsible for rehiring Prior Service recruiters and current AD members who have completed a tour as a recruiter, returned to their primary career field and would like to come back to recruiting.

2.2. Requirements. All prospective Enlisted Accession Recruiters must be approved candidates on the Air Force Special Duty Nomination List. HQ AETC and HQ AFRS reserve the right to review and validate a member's eligibility for recruiting duty. A prospective recruiter must:

2.2.1. Be a **2nd term/Career Airman** SSgt (E-5) or TSgt (E-6), 4 or more years from current/projected grade HYT. SSgt selects must have completed Airman Leadership School (ALS).

2.2.2. Meet appropriate Time on Station (TOS) requirements as of their RNLTD. Overseas members must be within one year of their established Date of Return from Overseas (DEROS) to be nominated and already have the required 12 months PCS retainability at the time of nomination.

2.2.3. Be qualified in Primary Air Force Specialty Code (PAFSC) and possesses an appropriate skill level commensurate with grade/rank.

2.2.4. Be considered based on ratings from their last three Enlisted Performance Reports (EPR). Individuals are eligible for DSD consideration as long as their overall performance assessment rating indicates either "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" (top two ratings). Since the Static Close out Dates (SCODs) differ between each grade, this rating change will not affect all DSD nominations at the same time. Any EPRs under the previous rating system must still be 5s.

2.2.5. Have no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years. Never been convicted by a General, Special or Summary Courts-martial. When considering each individual, all available documentation and records (Personnel Records, AMJAMs, Clearance, Local/National Law Violations checks) that relate to items including any adverse actions, criminal investigation, NJPs, or military justice issues associated with the member's name will be assessed by the hiring authority.

2.2.6. Have no record of substance abuse, domestic violence or child abuse.

2.2.7. Possess a minimum physical profile of 111321, a minimum dental classification of II, and have the ability to speak clearly and distinctly.

2.2.8. Have a Mental Health review evaluation. No record of emotional instability, personality disorder, sexual misconduct or other unresolved mental health problems that will interfere with the ability to perform recruiting duty.

2.2.9. Must exemplify outstanding military appearance, image, military bearing, conduct, and past duty performance. Tattoo placement, size and nature will be evaluated. Appropriate military image in uniform is paramount. Must meet or exceed AFI 36-2903 standards. Waivers for conditions that detract from outstanding personal appearance such as shaving waivers, will not be considered.

2.2.10. Must have scored 75 or above on their last physical fitness test, with no failure on any portion within the last 12 months. Additionally, current PFT exemptions with the exception of those due to pregnancy and/or deployment will be reviewed on a case by case basis.

2.2.11. Have a valid state driver's license.

2.2.12. Be financially stable, to include no history of financial instability or excessive debt to income ratio.

2.2.13. Have nominative Commanders/CCMs ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day to day supervision. Additionally, married nominees must demonstrate strong family bonds with mature emotional support.

2.3. Frequency. Recruiter selection cycles are on a bi-annual basis. Individuals selected as a candidate, from the nominative list, will be contacted by the Recruiter Screening Team with instructions for completing the application and explaining the hiring process. Additional information concerning USAF Recruiting duty may be obtained through the Portal: Search on "Become a Recruiter" or email afrs.rst@us.af.mil.

2.4. Responsibilities.

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

2.4.2. IAW Air Force personnel policy, AETC manages and oversees all assignment actions, Advertises EA vacancies, selects candidates for assignment based on AFI 36-2110, secures release from current AFSC on potential candidates, and provides assignment instructions/policy. AETC conducts bi-annual assignment cycles for 8R000 candidates. 8R000 candidates must be eligible for recruiting, be "tentatively hired" by HQ AFRS, released from their AFSC for an 8R tour, and matched to a vacant location during the DSD cycle to become an 8R000.

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

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

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

Chapter 3

REASSIGNMENT OF RECRUITERS WITHIN AFRS

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

3.2. Normal Recruiter Progression. There are three tiers to the recruiter progression pyramid, Tier 1 (8R000), Tier 2 (8R200), and Tier 3 (8R300).

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

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

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

3.3. Assignment Selection. Recruiter retention and reassignment, to the 8R200/8R300 SDI will follow a four-step process: (1) completion of the MOI, (2) validation of requirements (advertisements), (3) matching eligible recruiters with known requirements (advertisements), and (4) loading of assignments.

3.3.1. Step 1, Completion of the MOI:

3.3.1.1. AETC/A1KAS and AFRS identify all PCS-eligible recruiters for a specific assignment cycle using their AAC 50 expiration date. Individuals identified must complete AFRS Form 4 (MOI), indicating a desire to return to their PAFSC or requesting another tour as 8R2 or 8R3 in recruiting. [Attachment 2](#) provides guidelines for the MOI process.

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

3.3.1.3. A recruiter released from his or her career field by AFPC who has an approved MOI on file for retention in recruiting will be identified to AETC/A1KAS as a candidate for reassignment during their MOI (8R2 and 8R3) assignment cycle. Their RCG commander is the approving authority on the MOI.

3.3.1.4. A recruiter whose PAFSC has been withdrawn and who desires reassignment from recruiting duty must request to return to a previously held AFSC IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, or apply for retraining in conjunction with his or her AAC 50. If the member's AFSC Functional Manager does

not approve reinstatement of the AFSC or if retraining is not approved, the member remains an 8R resource and will be reassigned accordingly.

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

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

3.3.3.1. AETC/A1KAS conducts 8R200/8R300 assignment cycles quarterly. AETC will contact each eligible candidate and provide validated vacancies they can volunteer for. Normally candidates are provided two weeks to send their assignment preferences directly back to AETC. A recruiter with an approved MOI who is released by AFPC from their PAFSC, and has been approved for another 8R tour, may (and is encouraged to) volunteer for as many positions as he or she is qualified to perform.

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

3.3.3.3. When a vacancy goes unfilled, it may be advertised the following cycle. **Note:** If the requirement is critical and has been advertised at least once, AFRS may request an exception to policy (paragraph 3.4) for AETC to openly advertise to the next eligible recruiter pool.

3.3.3.4. AFRS/CC has by-name request selection authority to identify all Production Superintendent candidates. Production Superintendent candidates are reassigned IAW AFI 36-2110, by AETC/A1KAS.

3.3.3.5. Chief Master Sergeants (or selectees) in SDI 8R300 will not be reassigned within AFRS without the approval of the AFRS/CC and the Air Force Senior Leadership Management Office Chief's Group (AFSLMO/CG).

3.3.4. Step 4, Updating Assignment Requests:

3.3.4.1. AETC/A1KAS provides AFPC a tentative assignment request for approval/disapproval.

3.3.4.2. Once AFPC approves the assignment match (including waivers), AETC will inform AFRS of the assignment cycle completion.

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

Reclama of assignment is different than declining retainability for an assignment (AF Form 964) which has career-impacting results.

3.3.4.2.2. If a recruiter no longer has an AFSC to return to, and does not have the required retainability for the projected assignment, he or she must decline retainability (if eligible) for the assignment by signing an AF Form 964, which is processed through the MPS. Once AFPC receives the AF Form 964 from the MPS, the member's AAC 50 may be reinstated or the member may remain on assignment if he or she has the minimum retainability required/it is waived. Member will be notified of their disposition.

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

3.4. Reassigning Recruiters Not Eligible for PCS or MOI.

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

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

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

3.5. Responsibilities.

3.5.1. IAW AFI 36-2110, AFPC is the final approval authority for all E-8 and below assignment actions.

3.5.2. IAW Air Force personnel policy, AETC:

3.5.2.1. Manages and oversees all assignment actions.

3.5.2.2. Advertises vacancies and projected vacancies.

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

3.5.2.4. Contacts assignment eligibles.

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

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

3.5.3. AFRS:

3.5.3.1. Provides current and projected recruiter vacancies for the recruiter assignment cycle.

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

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

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

3.5.4. RCGs:

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

3.5.4.2. Assist HQ AFRS/RXPP with advertisement validations prior to each advertisement cycle.

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

3.5.5. RCSs:

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

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

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

3.6. Recruiter Instructor Duty.

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

3.6.2. At a minimum, instructors must have an associate's degree. If there are no fully-qualified eligibles during the cycle, waivers may be considered if within 1 year of completion (minimum of 52 credit hours). PULHES review by RST and interview conducted by Superintendent of the Recruiting schoolhouse.

3.7. AFRS Inspector Duty:

3.7.1.1. The position of AFRS Superintendent of IG Programs requires a Chief Master Sergeant (or selectee), graduated recruiting Production Superintendent. They must meet all quality force indicators as outlined in AFI 90-201, *The Air Force Inspection System*, para 9.1 thru 9.4.2.1.4 (to include fitness standards). Previous AFRS or RCG staff experience is highly desirable.

3.7.1.2. The position of Command Inspection Manager, requires a Master Sergeant or Senior Master Sergeant, graduated flight chief. Additionally, they must hold the designation of Senior Recruiter. Must meet all quality force indicators as outlined in AFI 90-201, para 9.1 thru 9.4.2.1.4 (to include fitness standards) and attend the USAF Inspector General Training Course. Previous AFRS or RCG staff experience is desirable.

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

3.7.2.1. The position of AFRS Complaints Resolution Manager requires a Master Sergeant or Senior Master Sergeant, graduated flight chief. Additionally, must hold the designation of Senior Recruiter and meet all quality force indicators as outlined in AFI 90-201, para 9.1 thru 9.4.2.1.4 (to include fitness standards) and attend the USAF Inspector General Training Course. Previous AFRS or RCG staff experience is highly desirable.

3.8. Other Special Duty Identifier (SDI) 8R200 Positions. These positions include assignment to Classifications/RSL at BMT, Thunderbirds, Wings of Blue, and AFSOC Liaison.

3.8.1. Vacancies and mandatory qualifications are advertised during the quarterly 8R assignment cycle.

Chapter 4

MANNING RECRUITING SUPPORT POSITIONS

4.1. Guidance.

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

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

4.2. Stabilized Tours of Duty.

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

4.2.2. Enlisted personnel will be assigned IAW the Stabilized Tour Guide.

4.3. Procedures.

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

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

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

4.4. Responsibilities.

4.4.1. IAW AFI 36-2110, AFPC is the final approval authority for all E-8 and below assignment actions.

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

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

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

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

Chapter 5

RECRUITER RELIEF ACTIONS

5.1. Guidance. Prior to initiating a relief action, commanders and supervisors must make appropriate attempts to bring a recruiter's performance up to an acceptable level through indoctrination, training, supervision, performance feedback, and counseling. AFI 36-2909 and AETCI 36-2909 include specific prohibitions on the formation of personal relationships in the recruiting environment.

5.2. Types of Relief Actions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.2.2.4. Financial Hardship:

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

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

5.3. Processing Procedures for Relief Actions (for Cause). The recruiter will be removed from recruiting duties immediately and the recruiter's special duty assignment pay (SDAP) will be terminated. Under no circumstances will a relieved recruiter work in a recruiting (8R000) capacity once AF Form 2096, *Classification/On-the-Job Training Action*, has been initiated. A recruiting capacity is defined as actively recruiting applicants. The commander has the discretion to detail the recruiters appropriately. The complete relief case file will be forwarded to HQ AFRS/RXPP no later than 30 days after member is notified. Cases approved by RCG/CC will be forwarded to AFPC/DPSIDC by the RCS CSS via the Case Management System (CMS). CMS cases flow to AFPC Classification for action regarding removal of the 8R SDI. If approved, AFPC Classification will send the case to AFPC Assignments for assignment disposition. Each case file will include:

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

5.3.2. All PIF contents to include but not limited to letters of counseling, admonishment, or reprimand, unfavorable information file (UIF), Article 15, and courts-martial results related to the cause.

5.3.2.1. Any responses submitted in response to administrative actions such as LOR, LOC, demotion, etc. will be included as the official record. Missing responses may deem the record incomplete and inadmissible in future actions.

5.3.2.2. Article 15 responses, to include the appeal process, will not be included as an attachment to the record. Any attachments to the Article 15 should be obtained from AFRS/JA. Only the complete Article 15 will be viewed and routed.

5.3.3. A completed AF Form 2096, changing/removing the recruiter's SDAP. The TDY assignment will be indicated in the remarks, stating the exact location in which the member

will temporarily perform his or her duties. **Note:** While temporarily performing duties at a different location, relieved recruiters will NOT be reassigned or updated to different position numbers.

5.3.4. The RCS's memorandum, stating the reason(s) for recommending relief action and, why a discharge action, demotion, or courts-martial is not appropriate, clearly articulating why relief action is appropriate.

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

5.3.6. A copy of all EPRs received while assigned to the current recruiting unit.

5.3.7. A career brief.

5.3.8. vMPF assignment preference printout.

5.3.9. Applicable memorandums for record (MFR) or other supportive documents. Submitted documents should detail and help clarify the case history. Do not base a relief action for misconduct or training solely on MFRs.

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

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

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

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

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

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

5.4.2.4. A copy of all EPRs received while assigned to the current recruiting squadron.

5.4.2.5. A career brief.

5.4.2.6. Copy of vMPF assignment preference printout.

5.4.2.7. MFRs or other supportive documents, detailing and clarifying the case history.

5.4.2.8. If the relief action is for medical reasons, an AF Form 422 must be provided stating, "*Member meets AF retention standards for continued service but does not meet AFSC-specific physical standards and is therefore disqualified for SDI 8R000*". The AF Form 422 must also contain the member's complete PULHES scores.

5.4.2.9. If relief action is for training, also include:

- 5.4.2.9.1. AF Form 1098, *Special Task Certification and Recurring Training*.
- 5.4.2.9.2. AF Form 623A, *On-the-Job Training Record Continuation Sheet*, including training evaluations.
- 5.4.2.9.3. All letters of counseling, reprimand, and admonishment related to training.
- 5.4.2.9.4. A zone history or market survey.
- 5.4.2.9.5. A review of the training records and documentation, and a memorandum of recommendation completed by the RCS commander or the senior trainer.
- 5.4.2.9.6. The flight chief's or supervisor memorandum, summarizing actions taken to assist member in the training process.
- 5.4.2.9.7. Memorandums from the supervisor and/or first sergeant, explaining any other contributing factors and what actions were taken to assist and/or correct those factors.
- 5.4.2.9.8. Base Training Manager Memorandum – stating Training Status Code (TSC) T update and an AFSC 2096, reflecting the TSC update.
- 5.4.2.9.9. 8R Functional Manager Memorandum
- 5.4.2.9.10. Member's Memorandum
- 5.4.2.9.11. A flow trend for entire period of assignment.
- 5.4.2.10. If the relief action is for family reasons, also include:
 - 5.4.2.10.1. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.
 - 5.4.2.10.2. All counseling, medical, etc., documentation.
- 5.4.2.11. If the relief action is for financial reasons, also include:
 - 5.4.2.11.1. Financial statements certified by a financial counselor.
 - 5.4.2.11.2. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.

5.5. Program Responsibilities.

- 5.5.1. IAW AFI 36-2110, AFPC has final approval authority for reassignment actions.
- 5.5.2. AFPC has final approval authority for all MEB and PEB recommendations.
- 5.5.3. AETC/SG has recommending authority to AFPC for all PEB and MEB actions.
- 5.5.4. AETC/A1 has recommending authority to AFPC for retraining actions.
- 5.5.5. RCG/CC has approval authority for all recruiter relief actions.

5.6. Downgrade.

- 5.6.1. The Air Force Recruiting Service (AFRS) has a unique designator in that each recruiter tier has its own SDI (AFSC) with specific qualifications. Members failing to perform in their recruiter tier must be afforded supplemental training, administrative action(s), and an opportunity to improve prior to initiation of downgrade actions. A relief

action is appropriate if the member commits an offense punishable by the Uniform Code of Military Justice and/or becomes unqualified per the Air Force Enlisted Classification Directory (AFECD).

5.6.2. Purpose. The purpose of the downgrade is to halt career progression until members are ready for the next milestone. Downgrade actions are not intended to be used as a form of punishment or in lieu of relief actions; the two are not interchangeable. Downgrade actions must be accomplished as part of the MOI process only during 8R200/8R300 assignment cycles.

5.6.3. Commanders have the prerogative and flexibility to detail their members accordingly. However, by detailing a member, the commander forfeits his/her right for a priority replacement in the subsequent assignment cycle or as an exception to policy (ETP).

5.6.4. Substandard performance. Consider only recent performance when deciding to downgrade. Recent performance is the timeframe of the current assignment.

5.7. Processing Actions.

5.7.1. Commanders initiate downgrade actions when duty performance indicates a recruiter is incapable of performing tasks associated with skill/qualification level. However, before downgrade is considered, there must be, at a minimum, documentation of appropriate administrative action(s), remedial training and evidence that the member was provided the opportunity to correct performance. All responses to administrative paperwork must accompany the downgrade request.

5.7.2. The MOI is signed by the member and commander. The MOI will state specific reason(s) for the downgrade.

5.7.3. Include current assignment EPRs. If the member has not yet received an EPR, include a letter from the immediate supervisor assessing recent duty performance with ratee acknowledgment.

5.7.4. Include training documents to support the request. These records must show that the member has received supplemental training on specific tasks which the member is performing in a substandard manner. Training documents must have trainee and trainer signatures. Following remedial training, the member must have sufficient opportunity to demonstrate improvement prior to initiation of a downgrade action.

5.7.5. An AFRS legal review of the case, must be included in every downgrade package prior to the AFRS/RSXP decision.

5.7.6. Staff downgrade requests through the Group commander to AFRS/RSXP.

Chapter 6

CONVICTION REPORTING AND LICENSE REQUIREMENTS

6.1. Background. The Recruiting enterprise is like no other mission in the Air Force. AFRS is comprised of Airmen screened and selected through the Developmental Special Duty (DSD) process. These Airmen are sent far from the established routine of a military installation to act as independent business operators at hundreds of locations across the United States and the world. A recruiter's continued ability to remain in this environment is highly scrutinized, and AFRS leaders look to identify recruiters who model Airmanship and live the Core Values. In addition to the outstanding work performed by 8R recruiters, AFRS support personnel from a host of AFSCs are frequently on the front lines of the recruiting mission, as they act to facilitate recruitment and market opportunities. Their contribution is no less important than that of recruiters, and their actions are similarly scrutinized.

6.2. Purpose. In order to ensure the personnel readiness, welfare, safety, deployability of the AFRS force, and maintain the continued ability to properly screen 8R recruiters for retention in AFRS, all AFRS Airmen in an active status must report to their first-line military supervisor, in writing, notice of a qualifying conviction by any civilian law enforcement authority within 15 days of the date of verdict. Reporting is required for any criminal conviction received on or after the date of this instruction.

6.2.1. Content of Report. The information that must be disclosed includes the date of conviction, case number, and disposition/judgment. No person is under a duty to disclose any of the underlying facts concerning the basis for the conviction.

6.2.2. Report Uses. Disclosure of this information is not an admission of guilt, nor is it intended to elicit an admission from the person self-reporting. Disclosure is intended to allow supervisors to make necessary arrangements to continue to accomplish the recruiting mission and determine continued ability to operate and remain in the recruiting environment. No member subject to the Uniform Code of Military Justice (UCMJ) may question a person about the basis for any reported conviction unless they first advise the person of their rights under UCMJ Article 31(b). the date the suspension begins.

6.2.3. This requirement functions to extend the self-reporting requirements contained in AFI 1-1, *Air Force Standards*, which provides that members above the pay grade of E-6, on active duty, or in an active status in a Reserve Component, that are convicted of any violation of a criminal law, must report, in writing, the conviction to his or her first-line military supervisor within 15 days of the date of conviction.

6.3. Use of Government Motor Vehicle (GMV) Requirements. In addition, successful completion of the Recruiting mission requires extensive GMV travel by recruiters and uniformed support personnel, as any AFRS Airman could be called upon to operate a GMV. However, in order to operate a GMV, Airmen must maintain a valid state Driver's License to IAW AFI 24-301, *Vehicle Operations*. Accordingly, if any AFRS Airman is subject to a driver's license suspension, revocation, cancellation or disqualification for any period of time, whether as a result of criminal charges or administrative action by a state Department of Motor Vehicles or equivalent agency, the member must report, in writing, this fact to their first-line military supervisor as soon as possible, but no later than 3 duty days of the date the suspension begins.

Similarly, Airmen must promptly report to their supervisors when the driver's license suspension, revocation, cancellation or disqualification period has completed, and the member is again eligible to operate a GMV.

6.3.1. Content of report. The information that must be disclosed is the date the suspension began, expected length of the suspension, and implementing agency. No person is under a duty to disclose any of the underlying facts concerning the basis for the action against their license.

6.3.2. Report Uses. Disclosure of this information is not an admission of guilt, nor is it intended to elicit an admission from the person self-reporting. Disclosure is intended to allow supervisors to make necessary arrangements to continue to accomplish the Recruiting mission, while working within the constraints imposed by a civilian jurisdiction upon vehicle operation. No member subject to the Uniform Code of Military Justice (UCMJ) may question a person about the basis for any action against their driver's license unless they first advise the person of their rights under UCMJ Article 31(b).

6.3.3. All AFRS Airmen whose license is *currently* suspended, revoked, cancelled, or disqualified as of the effective date of this instruction must also provide a valid self-report within 15 duty days.

Chapter 7

OFF-DUTY EMPLOYMENT

7.1. Guidance.

7.1.1. All AFRS personnel, both military and civilian, must not engage in off-duty employment that is prohibited by statute or regulation, detract from readiness, or would pose a security risk.

7.1.2. All AFRS personnel who intend to perform off-duty employment, including employment while on terminal leave, shall submit an AF Form 3902 to their first-level supervisor at least two weeks before beginning employment. Final approval must be obtained prior to starting off-duty employment. Medical service personnel must comply with the requirements regarding off-duty employment in AFI 44-102, *Patient Care and Management of Clinical Services*, in addition to the requirement of this instruction.

7.1.3. Personnel who have not obtained prior approval and who are, on effective date of this instruction, already engaged in off-duty employment, shall have 90 days from the effective date to obtain such approval.

7.1.4. Military personnel who fail to comply with the filing requirements of this instruction violate a lawful general order, which may result in appropriate disciplinary action or criminal liability under Article 92 of the Uniform Code of Military Justice. Air Force civilian employees who violate this instruction by failing to comply with its filing requirements are subject to appropriate disciplinary action without regard to criminal liability.

7.1.5. A new AF Form 3902 must be submitted whenever the type of employment or the employer changes, or the member's Air Force duties change significantly. A previously denied request may be resubmitted after a change in the member's Air Force duties.

7.2. Procedures for completing AF Form 3902:

7.2.1. Section I. The employee completes Section I.

7.2.2. Section II. The employee's immediate supervisor completes Section II. Certain off-duty employment opportunities will place the individual at risk of violating Air Force Instructions, ethical regulations regarding use of government resources and appropriate interactions between superiors and subordinates, and AETC instructions regarding acceptable interactions between recruiters and applicants. The supervisor should consider second and third order effects of the proposed employment to screen for these legal and ethical pitfalls.

7.2.3. Section III. AFRS/JA will review all requests.

7.2.4. Section IV. This section is completed by the first person in the employee's chain of command or supervision who is a commissioned military officer or a civilian GS-12 or above, who is the employee's immediate supervisor.

7.2.5. Filing AF Form 3902. After a request is approved or denied, the original request will be maintained either by the unit first sergeant or in a centralized location such as a CSS office.

JEANNIE M. LEAVITT, Brigadier General, USAF
Commander, Air Force Recruiting Service

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

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

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 20 June 2017

AFI 1-1, *Air Force Standards*, 07 August 2012

AFI 24-301, *Vehicle Operations*, 05 May 2016

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

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

AFI 36-2502, *Airman Promotion/Demotion Programs*, 12 December 2014

AFI 36-2909, *Professional and Unprofessional Relationships*, 27 April 2018

AFI 36-3208, *Administrative Separation of Airmen*, 09 July 2004

AFI 44-102, *Medical Care Management*, 17 March 2015

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFMAN 33-363, *Management of Records*, 01 March 2008

AETCI36-2909, *Recruiting, Education, Accessions and Training Standards of Conduct*, 10 July 2017

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

Prescribed Forms

AFRS Form 4, *Recruiter Reassignment Intent*

Adopted Forms

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 623a, *On-The-Job Training Record-Continuation Sheet*

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 2096, *Classification/On-The-Job-Training Action*

AF Form 3902, *Application and Approval for Off-Duty Employment*

Abbreviations and Acronyms

AAC—assignment availability code

AFPC—Air Force Personnel Center

AFSC—Air Force specialty code

CAFSC—control Air Force specialty code

DAFSC—duty Air Force specialty code

DAS—date arrived station

DEROS—date eligible to return from overseas

DOA—date of availability

EA—enlisted accessions

EPR—enlisted performance report

IAW—in accordance with

JFTR—Joint Federal Travel Regulation

LNCO—liaison noncommissioned officer

MEB—medical evaluation board

MEPS—military entrance processing station

MFR—memorandum for record

MilPDS—Military Personnel Data System

MLS—MEPS liaison supervisor

MOI—memorandum of intent

MPS—military personnel section

PAFSC—primary Air Force specialty code

PEB—physical evaluation board

RCG—recruiting group

RCS—recruiting squadron

RIP—report of individual personnel

RNLTD—report not later than date

RSS—support flight

RSSP—personnel section

RST—recruiter screening team

RTF—returned to force

SDAP—special duty assignment pay

SDE—senior development education

SDI—special duty identifier

SNCO—senior noncommissioned officer

SPECAT—special category

SSN—Social Security number

TDY—temporary duty

TOS—time on station

vMPF—virtual military personnel flight

UIF—unfavorable information file

UMD—unit manpower document

Terms

Authorization—A funded and validated manpower requirement.

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

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

Criminal law—A criminal law includes any federal criminal law, any state, county, municipal or criminal law or ordinance; and such other criminal laws and ordinances of jurisdictions within the United States or in foreign countries. A minor traffic offense which does not require a court appearance does not qualify as a criminal law under this paragraph.

Diversion—A change of an end-assignment location before they arrive at the gaining base upon completion of their PCS travel.

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

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

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

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

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

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

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

Low-cost moves—Reassignment with a different DLOC within a “normal commute” area; and without HHG relocation. Move is directed under competent orders from AFPC and requires a formal request from the member. As prescribed in DODI 1315.18, moves where both duty stations are in proximity, but not in the same corporate city limits

No-Cost PCS (No Entitlements)—A PCS in which no entitlements accrue to the member. This is a reassignment to a new duty station within the same DLOC –not a PCS.

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

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

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

Qualifying conviction—For the purpose of this policy, the term “conviction” includes a plea or finding of guilty, a plea of nolo contendere or plea of no contest (which are pleas of guilt to the charge(s) without admitting guilt), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult pretrial intervention programs, and other similar disposition of charges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A2.2.1.3. Desire to request for a HSSAD or tour extension.

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

A2.3. Part III (MOI Endorsement):

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

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

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

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

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

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

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

Attachment 3

CONVICTION REPORTING AND CHANGE OF LICENSE STATUS

Table A3.1. Conviction Reporting and Change of License Status.

(Appropriate Letterhead)

MEMORANDUM FOR xxx

FROM: XXXX

SUBJECT: XXXX

1. I, xxx was detained by xxxx on xxxx for xxxx. As a result my driving privileges have been suspended (until XXXX), (until completion of XXXX), (I will notify my leadership when my privileges are reinstated).

2. This action impacts my job performance and until resolved, I am not able to operate a GOV or any other vehicle.

Or

1. I, XXX are notifying you of a violation of a criminal law. As a result of this violation I have been convicted of XXXX on XXX by XXXX.

2. At this time I do not wish to provide any further details.

Signature