

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 65-109  
DAVIS MONTHAN AIR FORCE BASE  
Supplement**

**16 JULY 2018**

**Financial Management**

**PREPARATION OF AF FORM 938**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction defines and implements boundaries of the corporate limits and commuting area for Davis-Monthan Air Force Base (AFB). This publication applies to the United States Air Force Reserve units and members attached or assigned to Davis-Monthan AFB. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) listed above using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

2.17. **(Added) Corporate Limits.** Corporate limits are defined as Davis-Monthan AFB proper and the City of Tucson, Arizona.

2.18. **(Added) Commuting Distance.** The commuting distance is defined as those areas and cities located outside of corporate limits, but within Pima County. The distance is considered reasonable and it is the greatest distance a member could be expected to travel daily and that the nature of the duty involved permits commuting. Individuals in this category are entitled to the applicable automobile or motorcycle mileage rate for one round trip between the duty station and home, place of unit assignment or place enter active duty (PLEAD).

MICHAEL R. DROWLEY, Col, USAF  
Commander, 355th Fighter Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

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

***Adopted Form(s)***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**OPR**—Office of Primary Responsibility

**PLEAD**—Place Enter Active Duty

**RDS**—Records Disposition Schedule