

**20 MAY 1994**



**Personnel**

**US SAVINGS BONDS PROGRAM**

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OPR: HQ AFMPC/DPMASC (Mr John  
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Supersedes AFR 11-34, 29 May 1979.

Certified by: HQ AFMPC/DPMA (Col Joseph W.  
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Pages: 9

Distribution: F

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This instruction explains how to administer the United States Savings Bonds Program within the Air Force. The program applies to both military and civilian members. It includes the Air Force Savings Bonds Program annual sales campaign. This instruction implements Air Force Policy Directive 36-31, *Personal Affairs*, Department of Defense (DoD) Issuances 5035.6 (9 February 1979); 1418.4 (16 March 1979); and 7330.1 (16 January 1981); DoD Military Pay and Allowances Entitlements Manual; Air Force Manual (AFM) 177-108, *Paying and Collecting Transactions at Base Level*; and Executive Order 11981.

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**SUMMARY OF REVISIONS**

This is the first publication of AFI 36-3102, substantially revising Air Force Regulation (AFR) 11-34, 29 May 1979. It updates procedures and office symbols and eliminates extraneous information.

**1. Scope of the Savings Bonds Program.** The Air Force's US Savings Bonds Program (the bonds program) has two parts: a year-round program to promote the sale of Series EE US Savings Bonds through the Payroll Savings Plan, and an annual Air Force-wide Savings Bonds Campaign (SBC). During periods of conflict, the senior Air Force commander in the theater of operation suspends the bonds program in areas of hostilities. In all other areas, the bonds program continues, if personnel and systems support are adequate.

- 2. **Managing the Program.** Manage the bonds program as outlined in **Table 1**.
- 3. **Submitting the Semiannual Report.** Report the status of the program as outlined in **Table 2**. For report format, see **Figure A2.1**.
- 4. **Running the Annual Campaign.** Run the SBC as outlined in **Table 3**. For report format, see **Figure A2.2**.
- 5. **Distributing Awards.** Determine award eligibility and submit requests for awards as outlined in **Table 4**.

**Table 1. Managing the Bonds Program.**

<b>To promote the ongoing sale of US Savings Bonds and conduct the annual Savings Bonds Campaign (SBC)</b>	<b>will</b>
HQ Defense Finance and Accounting Service (DFAS)	Support the fiscal responsibilities of the bonds program.
DFAS-Denver Center (DFAS-DE)	Ensure sound, centralized fiscal management by; issuing, disbursing, and safekeeping bonds; processing payroll allotment authorizations and reporting.
DFAS-Columbus Center	Process savings bonds for civilians paid under the Defense Business Management System (DBMS). Create a bonds participation report for Defense Logistics Agency field offices that prepare the semiannual bonds report for their employees.
Installation Defense Accounting Officers (DAOs)	Ensure sound, local fiscal management by; issuing bonds, processing payroll allotment authorizations, disbursing bond allotments and reporting.
Office of the Secretary of the Air Force (SAF/OS)	Announce and endorse the SBC in an Action Memorandum to commanders. Appoint a representative to manage the bonds program and serve as an alternate member of the Interagency Savings Bonds Committee (ISBC).
The Chief of Staff of the Air Force (AF/CC)	Announce and endorse the SBC in an Action Memorandum to commanders.
The HQ Air Force Deputy Chief of Staff for Personnel (AF/DP)	Manage and supervise the bonds program through HQ Air Force Military Personnel Center, Personal Programs Branch (HQ AFMPC/ DPMASC).
The HQ Air Force Director of Military Personnel Policy (AF/DPX)	Develop bonds program policy.
Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Units (DRU) Commanders	Endorse the SAF/OS - AF/CC Action Memorandum.
MAJCOM, FOA, and DRU Directors of Personnel	Manage their command's bonds program. Monitor base-level participation.
HQ AFMPC/DPMASC	Promote and manage the bonds program and the annual SBC. Help to set up promotional programs the ISBC recommends for all federal agencies. Coordinate bonds program matters with the Department of Treasury (DT) and the SCB Campaign Vice Chairperson appointed by SAF/OS. Distribute material from DT. Compile and distribute reports and information.

**Table 2. Compiling the Semiannual Savings Bonds Report (IRCN 215-TD-SA).**

<b>To submit the Semiannual Savings Bonds Report to Department of Treasury (DT) by 1 May and 1 Nov</b>	<b>will</b>
DFAS-DE	Send computer system data tape with military strength, number of participants, participating rate, and dollar amounts for all MAJCOM, FOA, and DRU installations and units (squadron level) as of March 31st and September 30th. Report civilian participation when the Defense Civilian Pay System is on line.
DFAS-Columbus Center	Report on participants paid under the Defense Business Management System.
Installation DAOs	Prepare a report on civilian participation (see <b>Figure A2.1.</b> ) and send it to the MAJCOM DAO.
MAJCOM DAOs	Consolidate installation data and send the report to HQ AFMPC/DPMASC by 25 April and 25 October.
Defense Logistics Agency Field Offices	Prepare the report and send it to HQ AFMPC/DPMASC.
HQ AFMPC/DPMASC	Prepare the report and send it to DT.

**Table 3. Conducting the Annual SBC.**

<b>To encourage new bonds purchases and increase participation</b>	<b>will</b>
Department of Treasury (DT)	Publish bonds program promotional materials. Send materials to the USAF Publications Distribution Center (PDC). Ensure DT area representatives contact Installation Project Officers (IPO).
Secretary of the Air Force Public Affairs (SAF/PA)	Publicize the program before and during the SBC. Keep a file of current information and promote interest with internal and external media coverage.
USAF Director of Information Management (SAF/AAIPDQ)	Issue current form numbers and publish instructions in the Publishing Bulletin.
HQ AFMPC/DPMASC	Publish preliminary information on the SBC. Send the March 31st semiannual report to MAJCOMs, FOAs, and DRUs for goals computation. Distribute awards to MAJCOMs.
MAJCOM, FOA, and DRU Directors of Personnel	Determine strength and number of participants using the 31 March semiannual report. Report installation SBC results at the midpoint and end of the campaign (see <b>Figure A2.2.</b> ). Request awards from HQ AFMPC/ DPMASC.
Installation Commanders	Appoint SBC IPO and ensure that subordinate commanders appoint unit canvassers (UC). Endorse the SBC Action Memorandum.
Military Personnel Flights (MPF)	Educate personnel and promote bonds purchases among personnel they serve, including tenants and geographically separated units (GSU). Support IPOs. Send cumulative progress reports on SBC to host MAJCOMs, FOAs, and DRUs. Administer the SBC awards program.
IPOs	Run SBC for personnel served by the installation MPF, including tenants and GSUs. Coordinate goals with host MAJCOM, FOA, and DRU project officers. Chair the installation SBC Committee if one exists. Coordinate with the nearest DT area representative in the continental US, Hawaii, and Alaska. Plan and coordinate publicity, briefings, and kick-off rallies. Ensure that unit commanders appoint UCs (1 per unit as <u>key</u> UC and remainder at 1 per 20 ratio). Train and supervise UCs. Distribute allotment forms and SBC promotional materials. Collect allotment forms and submit them to military and civilian pay offices. Prepare progress reports and send them to installation commander and host MAJCOM. Publish campaign results. Submit requirements for awards to MPFs.
Key UCs	Large units may have key UCs to coordinate between the IPO and the UCs. Assist the commander with the selection and training of UCs. Obtain materials, prepare lists of 20 to 25 individuals for each UC to canvass. Consolidate reports from the UCs and turn in to the IPO. Conduct or arrange briefings to promote the SBC, show DT motivational video or present other messages to enhance the sale of savings bonds.
UCs	Conduct face-to-face canvass of everyone assigned to the unit or unit portion. Provide promotional flyer, answer questions, and help members complete allotment authorization forms. Turn in allotment authorizations to key UC or IPO. Send progress reports to key UC or IPO.

**Table 4. Savings Bonds Program Awards. (See note.)**

<b>Award</b>	<b>Description</b>	<b>Size</b>	<b>Criteria</b>	<b>Displaying</b>	<b>Subsequent Awards</b>
Treasury Minuteman Flag	White Concord Minuteman silhouette with circle of four white stars on nylon blue bunting	8X5 feet	Unit exceeds 50% participation (unit strength: 1,000 or more).	Fly on pole beneath National Ensign or separately indoors or outdoors.	White service star for each 12- month period up to 5 years. Gold star for each 5- year period.
		3X5 feet	Unit exceeds 50% participation (unit strength: 500-999).		
Treasury Minuteman Banner	White Concord Minuteman silhouette with "US Savings Bonds Award" in white letters on nylon blue bunting. Two hidden grommets.	18X22 inches	Unit achieves 50% participation (unit strength: 100-499).	Frame or hang indoors.	White service star for each 12- month period.
Concord Minuteman Award	Lithograph of Concord Minuteman statue draped with National Ensign.	13X6 inches	Unit achieves 50% participation (unit strength 25-99).	Frame and display indoors.	One time only.
Treasury Annual Citation for Activities	Certificate signed by Chairman of the ISBC	12X9 inches	Commander's determination for outstanding leadership or achievement.		No limitation.
Treasury Annual Citation for Individuals		10X8 inches			

**NOTE:** To nominate a unit, send name and address of eligible activity, assigned strength, number of participants, percentage of participation, qualification date, size of flag, and, where necessary, the year the star represents.

BILLY J. BOLES, Lt General, USAF  
DCS/Personnel

**Attachment 1****GLOSSARY OF REFERENCES, ACRONYMS, AND ADDRESSES*****References***

DoD Issuances 5035.6, 1418.4, and 7330.1

DoD Military Pay and Allowances Entitlements Manual

AFM 177-108, *Paying and Collecting Transactions at Base Level*

Executive Order 11981

***Acronyms***

**AF/CC**—Chief of Staff of the Air Force

**AF/DP**—Air Force Deputy Chief of Staff for Personnel

**AF/DPX**—HQ Air Force Director of Military Personnel Policy

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Regulation

**DAO**—Defense Accounting Office

**DBMS**—Defense Business Management System

**DFAS**—Defense Accounting and Finance Service

**DFAS-DE**—Defense Finance and Accounting Service, Denver Center

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**DSN**—Defense Switching Network

**DT**—Department of the Treasury

**FOA**—Field Operating Agency

**GSU**—Geographically Separated Units

**HQ AFMPC/DPMASC**—HQ Air Force Military Personnel Center, Personal Programs Branch

**IPO**—Installation Project Officer

**IRC�**—Interagency Report Control Number

**ISBC**—Interagency Savings Bonds Committee

**JUMPS**—Joint Uniform Military Pay System

**MAJCOM**—Major Command

**MPF**—Military Personnel Flight

**PDC**—Publishing Distribution Center (Air Force-wide, Baltimore MD)

**SAF/AAIPDQ**—Secretary of the Air Force, Director of Information Management, Distribution Requirement/Requisitions Branch

**SAF/OS**—Secretary of the Air Force

**SAF/PA**—Secretary of the Air Force, Public Affairs

**SBC**—Savings Bonds Campaign

**UC**—Unit Canvasser

**U.S.C.**—United States Code

***Addresses***

HQ AFMPC/DPMASC

550 C Street West, Suite 12

Randolph AFB, TX 78150-4714

Dept. of the Treasury

Office of Public Affairs

US Savings Bonds Division

800 K St., NW, Suite 800

Washington DC 20226

**Attachment 2**  
**SAMPLE REPORTS**

**Figure A2.1. US Savings Bonds Semiannual Report Format.**

**US SAVINGS BONDS SEMIANNUAL REPORT FORMAT**

(IRCN: 0215-TD-SA)

Reporting Installation or Host MAJCOM: (Name)

For Period Ending: (31 March or 30 September)

Individual completing report: (Grade, Name, and DSN phone number)

**PAYROLL DEDUCTION ALLOTMENTS FROM CIVILIAN EMPLOYEES**

Installations and reporting MAJCOMs use six columns (A through F) as shown in the sample below. Installation reports tally data from host, tenant, and GSUs paid by the DAO for each column listed. MAJCOM reports contain a line for each owned installation and a total for each column A through F.

A*	B*	C*	D**	E**	F****
<b>Installation: Host, tenant and GSUs paid by DAO</b>	<b>USAF Strength</b>	<b>USAF Buyers</b>	<b>Non-Air Force Strength</b>	<b>Non-Air Force Buyers</b>	<b>Allotment Purchases Dollar Total</b>
Randolph AFB	2,872	804	50	11	\$116,457.00

\* Column A: Number of assigned, full-time, appropriated fund, Air Force, US citizen, civilian employees paid by the reporting DAO as of the last pay period in the semiannual period. Column B: Strength = total number of civilian employees. Column C: Buyers = Number participating in the Payroll Savings Plan.

\*\* Columns D and E: Number of non-Air Force full-time civilian employees paid by reporting DAO.

\*\*\* Column F: Include amounts for host command, other commands, and non-Air Force full-time civilian employees paid by the reporting DAO.

**Figure A2.2. US Savings Bonds Campaign Progress Report Format.****US SAVINGS BONDS CAMPAIGN PROGRESS REPORT FORMAT**

(IRCN: 1421-TD-WK)

Reporting Installation or Host MAJCOM: (Name)

Type of Report: (Mid-Campaign or Final Campaign Report)

Individual completing report: (Grade, Name, and DSN phone number)

Installations and reporting MAJCOMs use five columns (A through E). Installation reports tally data from host, tenant, and GSUs paid by the DAO for each column. MAJCOM reports contain a line for each owned installation and a total for each column.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Installation:</b>	<b>New Bond Buyers: Military</b>	<b>New Bond Buyers: Civilian</b>	<b>Increased Participation: Military</b>	<b>Increased Participation: Civilian</b>
Peterson AFB	110	51	38	40
Vandenberg AFB	49	38	25	13
Patrick AFB	47	55	46	23
TOTAL AFSPCOM	206	144	109	76