

23 JUNE 2004

Command Policy



**AFRC RECRUITING SERVICE (AFRCRS)
RESOURCES AND BUDGET MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/RSSR
(CMSgt Judy M. Boehm-Ballance)
Supersedes AFRCI 10-301, 30 April 1999

Certified by: HQ AFRC/RS
(Col Francis M. Mungavin)
Pages: 51
Distribution: F

This instruction implements AFD 10-3, *Air Reserve Component Forces*. It establishes responsibilities and procedures for managing resources and funds required to support Air Force Reserve Command Recruiting Service (AFRCRS). It is used in conjunction with Air Force Instructions (AFI), Air Force Manuals (AFMAN), and host base or command directives.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The title of this Instruction has been renamed from Reserve Recruiting Budget and Logistics Management to AFRC Recruiting Service (AFRCRS) Resources and Budget Management. This revision changes all references from recruiting managers to senior recruiters; all references for Numbered Air Forces (NAFs) to Reserve Recruiting Flights (RRF): 4th to 604 RRF, 10th to 610 RRF and 22nd to 622 RRF, Health Profession Flight to Officer Accession Reserve Recruiting Flight (OARRF); IMPAC Card to Government Purchase Card (GPC); and Logistics to Resources. Other changes include chapters of current instruction being rearranged: **Chapter 2**, previously Support of Applicants for the Air Force Reserve Applicant, is now **Chapter 7**, **Chapter 8** and **Chapter 11**--Travel for Air Force Reserve Applicants (7), Meals and Lodging for Air Force Reserve Applicants (8), and Travel and Special Physical Examination for Health Profession Officer Applicants (11); **Chapter 3**, previously Finances and Budget, is now **Chapter 10**, Financial Management; **Chapter 5**, previously Vehicles, is now **Chapter 2**, General Services Administration Vehicles; **Chapter 6**, previously Supplies, is now **Chapter 5**, Supplies and Equipment; **Chapter 7**, Real Estate, is now **Chapter 3**, Real Estate Leased Offices; and **Chapter 8**, previously Center of Influences, is now **Chapter 6**. This instruction also adds **Chapter 9**, Recruiter Entitlements in High Cost Areas, which includes Leased Government Housing, Use of Commercial Gym, and reimbursement for POV parking in high cost areas. Other additions include items to be claimed on the SF 1164, items to be purchased with Recruiting Service (RS) funds using the GPC card, and the quarterly and annual awards processes.

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Chapter 1

ADMINISTRATIVE PROCEDURES

1.1. Objectives:

- 1.1.1. Provide effective and efficient resources and budget management throughout AFRCRS
- 1.1.2. Provide a uniform method of resources and budget management throughout AFRCRS.
- 1.1.3. Serve as an effective means of enforcing financial management discipline while obtaining maximum use of Air Force dollars.

1.2. Instructions and Directive Requirements. Each AFRCRS office may keep any active directives and instructions applicable for mission operations. Each Chapter provides the publications, instructions, and references that govern or are used in conjunction with that chapter.

1.3. Acronyms. [Attachment 1](#) explains the most commonly used acronyms used in this Instruction.

1.4. File Maintenance. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force WEB-RIMS Records Disposition Schedule (RDS).

Chapter 2

GENERAL SERVICE ADMINISTRATION VEHICLES

2.1. Purpose. General Service Administration (GSA) Vehicles are a major resource for recruiters. Each office should be equipped with the authorized number of GSA Vehicles to meet mission requirements. Although HQ Resource Managers procure and manage a large portion of these responsibilities, there are some that must be handled by the flights and senior recruiters. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters, and recruiters assigned to Recruiting Service, and their responsibilities to procure, maintain, and pay for GSA Vehicles. The processes and guidance provided in this chapter are used in conjunction with AFI 24-101, *Passenger Movement*; AFI 24-301, *Vehicle Operations*; AFR 75-2, *Defense Traffic Management Regulation*; AF Joint Manual 24-306, *Manual for the Wheeled Vehicle Driver*; AFR 177-103, *Travel Transactions at Base Level*; AFMAN 23-110V2CD, *USAF Supply Manual (FOUS)*; and AFI 24-301, *Vehicle Operations*.

2.2. HQ AFRC Responsibilities. The Chief, Plans & Resources Division (RSS), is responsible for the GSA fleet of vehicles assigned to AFRCRS. The Chief, Resources and Budget Branch (RSSR) is responsible for managing the fleet. This person will:

- 2.2.1. Appoint a lead and alternate Vehicle Control Officer (VCO).
- 2.2.2. Ensure the VCOs are familiar with policies, instructions, and local base supplements governing government leased vehicles.
- 2.2.3. Establish and control the vehicle fleet authorizations assigned to AFRCRS.
- 2.2.4. Request funds during the annual budget submission (PEC 58160; EEIC 433).
- 2.2.5. Establish and maintain (increase/decrease) Miscellaneous Obligation Reimbursement Documents (MORDs) for payment of monthly GSA vehicle bills.
- 2.2.6. Ensure monthly bill amounts charged to AFRCRS through SPEEDPAY are correct and discrepancies resolved.

2.3. Lead Vehicle Control Officer (VCO) Responsibilities. The Lead VCO acts as the liaison between AFRCRS and the GSA Fleet Management Center (FMC). This person will:

- 2.3.1. Request increases/decreases in vehicle authorizations based on manpower changes.
- 2.3.2. Ensure changes in Recruiting Facilities Management Information System (RFMIS) are updated for increases and decreases of vehicles assigned to leased offices.
- 2.3.3. Verify all charges on the General Service Administration Statement, Voucher, and Schedule of Withdrawals and Credits, before signing and submitting for payment.
- 2.3.4. Download monthly billing statements from SPEEDPAY for the HQ Resource Advisor to maintain.
- 2.3.5. Keep flight and unit personnel current on changes in GSA vehicle policies and processes.
- 2.3.6. Maintain in file a copy of vehicle accident reports for 6 years after case is closed.

2.4. HQ Resource Manager (RM) Responsibilities. HQ RM acts as liaison between AFRCRS, assigned flight(s), and main operating locations (MOLs). The HQ RM will ensure:

- 2.4.1. Appropriate flights and senior recruiters have the required GSA vehicles as authorized.
- 2.4.2. A vehicle mishap control number is issued to each vehicle incident or accident.
- 2.4.3. GSA vehicles are being used for official recruiting purposes only.
- 2.4.4. Only authorized personnel drive GSA vehicles.
- 2.4.5. Rotation of vehicles to equalize mileage. Vehicles are not to be assigned to, or used by, a specific recruiter (does not apply to a one recruiter office).
- 2.4.6. Drivers annotate on the AF Form 1800, **Operator's Inspection Guide and Trouble Report**, any discrepancies on page two of the AF Form 1800 and notifies the VCO, or alternate, of these discrepancies before driving the vehicle.
- 2.4.7. Monthly Tire Pressure Check block of AF Form 1800 is completed at least one time each month and signed by the individual that performed the task.
- 2.4.8. If applicable, ensures any discrepancies noted on page two of AF Form 1800 are corrected.
- 2.4.9. Maintenance is performed on vehicles as required by the appropriate FMC upon receipt of the Motor Vehicle Service Authorization for Preventive Maintenance. Destroy after 2 years.
- 2.4.10. Act as the report of survey administrator.
- 2.4.11. All vehicles have highway warning signal devices and that they are removed from the vehicle when returned to GSA. Highway warning signal devices may be procured through normal supply channels.
- 2.4.12. Each vehicle contains a Motor Vehicle Accident Reporting Kit. These kits may be obtained through GSA.

2.5. Flight Responsibilities. Flight commanders are appointed as Flight Vehicle Control Officers (VCO) in writing by Commander, Recruiting Service. The Flight VCO will:

- 2.5.1. Appoint an alternate VCO.
- 2.5.2. Be familiar with policies and instructions governing GSA vehicles.
- 2.5.3. Input monthly vehicle mileage via the GSA FLEET DRIVE THRU by the 15th of each month.
- 2.5.4. Report all vehicle incidents and accidents, by telephone, to appropriate HQ Resource Manager within 24 hours, or as soon as duty hours permit.
 - 2.5.4.1. Ensure the vehicle mishap control number from HQ Resource Manager is included on all data relating to the mishap or accident.
 - 2.5.4.2. Ensure required GSA vehicle maintenance is performed upon notification from GSA.
 - 2.5.4.3. Ensure all vehicles have highway warning signal devices and that they are removed from the vehicle when returned to GSA. Highway warning signal devices may be procured through normal supply channels.

2.5.4.4. Ensure each vehicle contains a Motor Vehicle Accident Report Kit. These kits may be obtained through GSA.

2.6. Unit Responsibilities. Senior recruiters are appointed as unit Vehicle Control Officers (VCOs) in writing by the appropriate flight commander. In addition to the guidance in paragraph 2.5.1. through 2.5.4.4. above, the unit VCO will:

2.6.1. Submit written requests with justification to the appropriate HQ Resource Manager to park vehicles at a location different than assigned (see 2.19.).

2.6.2. Forward a copy of any vehicle accident and incident report to the appropriate flight .

2.7. Valid State Driver's License. All recruiters and personnel assigned to AFRCRS must possess a current valid state driver's license to drive a GSA and/or military vehicle. If a recruiter's license is suspended or revoked, notify appropriate HQ Resource Manager in writing (indicate offense, date suspended and/or revoked, and length of time of suspension or revocation). The VCO should spot check for current valid state driver's license. During staff assistance visits, all licenses will be checked.

2.8. GSA Vehicle Authorized Use. GSA vehicles assigned to AFRCRS are for personnel (including civil service employees) assigned to Functional Account Code (FAC) 1690 performing recruiting duties. Personnel on AFRCRS mandays are also authorized to use GSA vehicles. In addition, personnel supporting the recruiting mission are authorized to ride in GSA vehicles (example: a reservist who volunteers to help a recruiter at a high school, air show, etc., is authorized transportation to and from that location in the GSA vehicle). GSA vehicles are not loaned to personnel outside of recruiting unless approved, in writing, by the Commander, Recruiting Service, or the Chief, Plans & Resources Division.

2.9. GSA Vehicles for Field Work. Senior recruiters may occasionally authorize recruiters to use a GSA vehicle to proceed directly from their domicile to conduct official recruiting matters. This should only occur when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the government vehicle is normally parked.

2.9.1. Senior recruiters will keep a log with the following: Name of recruiter, vehicle tag number, date, location, and circumstance requiring the need.

2.9.2. The recruiter will ensure the vehicle is parked in a secure location.

2.10. Turn-In or Exchanging a GSA Vehicle. GSA vehicles are turned in every 3 or 4 years. The appropriate GSA FMC will notify VCOs regarding exchange. The exchange must be of equal or lower value (example: do not exchange a van for a four wheel drive, a sedan for a van, etc). All upgrades must be approved by the HQ Lead VCO. Requester must submit letter to appropriate HQ Resource Manager with justification for upgrade.

2.11. GSA Vehicle Misuse. Misuse is defined as any unauthorized vehicle use. For example, driving the vehicle while under the influence of alcoholic beverages, smoking in the vehicle, or using the vehicle for unofficial business (example: going to a friend's home of residence or a restaurant not in the local area while performing temporary duty (TDY). For further guidance, reference AFI 24-301, Chapter 3, *Official Use of Vehicles*.

2.12. GSA Vehicle Abuse. Mechanical failures not resulting from fair wear and tear or defective material or workmanship are considered evidence of vehicle abuse. In addition, the following examples also indicate vehicle abuse:

- 2.12.1. Running engine at excessive speeds.
- 2.12.2. Operating vehicle with insufficient oil or coolants.
- 2.12.3. Failing to report malfunctions, defects, and damage affecting mechanical condition and safe operation.
- 2.12.4. Operating vehicle in improperly selected gears, such as shifting into reverse when traveling forward.
- 2.12.5. Throwing trash in the vehicle or storing trash in the trunk.
- 2.12.6. Distributing loads improperly in cargo areas of vehicles.

2.13. U.S. Government Credit Card. The current U.S. Government Credit Card being issued to each GSA vehicle assigned to AFRCRS is the VOYAGER. This card is used to purchase regular unleaded gasoline, oil, washes, and required/approved maintenance services.

- 2.13.1. Items such as batteries, snow chains, or tires may be purchased with the VOYAGER once approved by the local FMC.
- 2.13.2. Credit cards must be safeguarded. Cards are not to be left unattended in vehicles, with maintenance garages, on desktops, or in other unsecured locations.
- 2.13.3. Vehicle operators must ensure the VOYAGER is acceptable for payment before fueling and servicing the GSA vehicle.

2.14. Private Owned Vehicles (POV). The use of privately owned vehicles in the performance of official recruiting duties may be authorized. Recruiters may be reimbursed by completing SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**. The following applies before reimbursement of POV is authorized:

- 2.14.1. When mission dictates use of POV due to non-availability of government vehicle.
- 2.14.2. POVs are safe and present favorable appearance.
- 2.14.3. Use must be kept to the absolute minimum necessary to accomplish official duties.
- 2.14.4. Individual insurance coverage should be carefully reviewed to ensure that adequate protection is in force.

NOTE: Do not transport applicants in POV.

2.15. Vehicle Mishap Control Number. The HQ Lead or Resource Manager assigns a vehicle mishap control number to each GSA vehicle accident or incident reported to headquarters. These numbers begin with the letter R, the last two numbers of the calendar year, and a numerical sequence beginning with 001 (example: R04001).

2.16. Reporting a GSA Vehicle Incident. All GSA vehicle incidents should be reported to the appropriate HQ Resource Manager within 5 work days of the incident. All reports should include, at a minimum,

date and time of incident, tag number, location of vehicle at time of incident, circumstances involved, estimated cost, and the vehicle mishap control number (obtained from HQ Lead VCO or HQ Resource Manager).

- 2.16.1. Follow up with the GSA FMC for directions about repairing the vehicle.
- 2.16.2. Keep a copy of this report in the Main OL and maintain according to AFMAN 37-139.

2.17. Reporting a GSA Vehicle Accident. All GSA vehicle accidents must be reported to the appropriate HQ Resource Manager within 24 hours, or as soon as duty hours permit. The following information is included when reporting an accident before the Vehicle Mishap Control Number is provided: date and time of accident, vehicle tag number and driver, location of accident, circumstance, and injuries, if visible. In addition, the VCO will:

- 2.17.1. Call the appropriate GSA as soon as possible.
- 2.17.2. Ensure GSA vehicle driver completes the information in the Motor Vehicle Accident Reporting Kit, in the vehicle.
- 2.17.3. Complete the information in the Motor Vehicle Accident Reporting Kit, within 7 workdays of accident and send original to the local GSA, one copy to HQ AFRC/RSSR, one copy to the appropriate unit Judge Advocate (JA) office, and one file copy. Each report of mishap must contain the following forms as required:
 - 2.17.3.1. Standard Form 91, **Motor Vehicle Accident Report**
 - 2.17.3.2. CA Form 1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, if applicable.
 - 2.17.3.3. Police report.
 - 2.17.3.4. Three vehicle repair estimates (if over \$1,500), two vehicle repair estimates (if under \$1,500).
 - 2.17.3.5. If applicable, witness reports, pictures, etc.
 - 2.17.3.6. DD Form 518, **Accident Identification Card** (obtain from form flow).
- 2.17.4. Follow up with the local GSA concerning disposition of the vehicle.
- 2.17.5. Refer all calls from other parties to unit JA.

2.18. Cell Phones in GSA Vehicles. Do not use a cell phone while driving a GSA vehicle.

NOTE: Hands free phones are authorized but caution and safety must be practiced at all times.

2.19. Parking GSA Vehicle in locations other than at the leased office. There may be times when it is necessary to park the GSA vehicle at another location other than at the leased office. This situation may be temporary or permanent due to vandalism, threats, etc. When this situation is necessary the VCO will:

- 2.19.1. Request in writing to the appropriate HQ Resource Manager. Letter must include justification, new location, new location temporary or permanent, the distance from the leased office to the new location, and any police reports showing vandalism.

2.19.2. Do not request to park the vehicle at the recruiter's home or at a location closest to the recruiter's home when better options are available.

2.20. Report of Survey (ROS). The Report of Survey system is designed to gather and present facts pertaining to the loss, damage, or destruction of Air Force property so designated officers can determine responsibility (pecuniary or otherwise). HQ AFRC/RSS completes the ROS within 30 days of the vehicle mishap. A vehicle survey is processed when there is evidence of gross neglect, willful misconduct, deliberate unauthorized use, or if property records must be adjusted

Chapter 3

REAL ESTATE LEASED OFFICES

3.1. Purpose. For recruiters to reach more non-prior service applicants, it is important to have a presence outside the base. AFRCRS has procured leased offices through the Joint Recruiting Facilities Committee (JRFC) and the US Army Corps of Engineers (USACOE). Once leased offices are procured, there is a responsibility to maintain these offices. Although HQ Resource Managers procure and manage a large portion of these responsibilities, there are some that must be handled by the flights and senior recruiters. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters and recruiters assigned to AFRCRS, and their responsibilities to procure and maintain these leases. The processes and guidance provided in this chapter are used in conjunction with USACOE *Policy Guidance Book and Space Management Guide*, and AETCI 32-9001, *Real Estate Support for Recruiting Facilities*.

NOTE: *The terms satellite office, leased office, and real estate office will be used interchangeably throughout this chapter.*

3.2. HQ AFRC/RS Responsibilities. The Chief of Plans and Resources Division (RSS) is responsible to the Commander, Recruiting Service, for the overall operation of the real estate program. The Chief, Resource and Budget Branch (RSSR) is responsible for managing this program and performs the following:

- 3.2.1. Delegates one HQ Resource Manager as Lead Real Estate Program Manager.
- 3.2.2. Submits appropriate data to the JRFC Chairperson to ensure funds are provided for out years.
- 3.2.3. Ensures JRFC is notified of changes in manning that may increase or decrease square footage and costs in leased offices.
- 3.2.4. Briefs Chief, Plans and Resources Division on status of actions.
- 3.2.5. Submits current and projected manpower changes via 804 Report to the JRFC Chairperson as required.
- 3.2.6. Ensures closure and relocation office data is maintained on file for 5 years after closure.

3.3. Lead Real Estate Program Manager. The Chief, Resource and Budget Branch, will delegate one of the HQ Resource Managers as the Lead Real Estate Program Manager. This person will:

- 3.3.1. Act as liaison between HQ AFRC/RS and headquarters, divisions, district USACOE, and the JRFC.
- 3.3.2. Represent AFRCRS at JRFC meetings.
- 3.3.3. Be familiar with the USACOE *Policy Guidance Book and Space Management Guide*, and AETCI 32-9001, *Real Estate Support for Recruiting Facilities*.
- 3.3.4. Have usable knowledge of Recruiting Facilities Management Information System (RFMIS) and Livelink.
- 3.3.5. Ensure real estate requests from headquarters, flights, and senior recruiters are input into RFMIS as required by the JRFC Chairperson.

- 3.3.6. Ensure taskings by JRFC Chairperson are completed in timely manner.
- 3.3.7. Review Livelink daily and delegate taskings to other HQ Resource Managers, if applicable.
- 3.3.8. Ensure all HQ Resource Managers maintain real estate lease records according to paragraph [3.12](#) below.
- 3.3.9. Ensure annual office inspections are conducted on each leased office and input into RFMIS by required date.
- 3.3.10. Keep real estate manning documents current.
- 3.3.11. Ensure AFRC Forms 36, **Request for Leased office Space** is routed through appropriate personnel for coordination and approval/disapproval.
- 3.3.12. Notify requester of the AFRC Form 36 if action has been approved or disapproved.
- 3.3.13. Act as liaison between USACOE and HQ Resource Managers when problems are elevated to this level.
- 3.3.14. Ensure all HQ Resource Managers have the proper training to work real estate processes.
- 3.3.15. Send out FY Real Estate Call Letters to flights and senior recruiters during required time frames by the JRFC Chairperson.

3.4. HQ Resource Manager Responsibilities. HQ Resource Managers (RMs) are responsible for a designated flight. The RM assists the flight commander and senior recruiters on obtaining office space and resources to meet mission requirements. The HQ RM will:

- 3.4.1. Be familiar with the USACOE *Policy Guidance Book and Space Management Guide*, and AETCI 32-9001, *Real Estate Support for Recruiting Facilities*.
- 3.4.2. Have usable knowledge of RFMIS and Livelink web site programs.
- 3.4.3. Act as the liaison between the USACOE, the flight commander, and senior recruiters.
- 3.4.4. Coordinate on AFRC Forms 36 received by flight commander before forwarding to the Lead Real Estate Program Manager for routing.
- 3.4.5. Input data from approved AFRC Form 36 into RFMIS for JRFC Chairperson's approval.
- 3.4.6. Keep Lead Real Estate Program Manager informed of changes in approved FY Real Estate Program.
- 3.4.7. Elevate any real estate problems not corrected in a timely manner to the Lead Real Estate Program Manager.
- 3.4.8. Coordinate and approve floor plans for new and relocated offices under assigned flight(s).
- 3.4.9. Conduct annual office inspections and input data into RFMIS before required dates.

3.5. Flight Responsibilities. Flight commanders will act as liaisons between HQ RMs and senior recruiters for leased offices assigned under their flight. This responsibility may be directed to a lower level. Flights will:

- 3.5.1. Be familiar with HQ AFRC/RS Real Estate Leased Process.

- 3.5.2. Coordinate on the AFRC Forms 36 from senior recruiters before submitting to HQ RM for processing
- 3.5.3. Ensure recruiters do not call USACOE without approval from their HQ RM.
- 3.5.4. Ensure HQ RM is notified in writing of any emergencies (fire, flooding, etc.) or problems (vandalism, janitorial, parking) within 24 hours of occurrence, or when duty hours permit.
- 3.5.5. Not commit (or appear to commit) AFRCRS to lease or occupy real estate.

3.6. Unit Responsibilities. Senior recruiters are responsible for leased offices assigned to their operating locations and will:

- 3.6.1. Be familiar with the Real Estate Process.
- 3.6.2. Complete and submit HQ AFRC Forms 36, to the appropriate HQ RM through their flight for coordination on new, relocation, upgrade, and closure of satellite offices.
- 3.6.3. Forward any office floor plans received by USACOE to appropriate HQ RM for signature. Note: HQ RMs are the only persons authorized to sign off on floor plans for AFRCRS.
- 3.6.4. Assist USACOE during site selection for new and relocated offices (reference paragraph **3.10.** below).
- 3.6.5. Ensure recruiters do not occupy or vacate satellite offices without proper authorization from HQ RM.
- 3.6.6. Ensure recruiters located at satellite offices assist HQ RM when conducting annual office inspections.
- 3.6.7. Ensure appropriate flight and HQ RM are notified of any emergencies (fire, flooding, etc) within 24 hours of occurrences, or when duty hours permit.
- 3.6.8. Ensure appropriate flight and HQ RM are notified in writing of any janitorial, parking, or vandalism problems at satellite offices within 5 workdays.
- 3.6.9. Ensure HQ RM is notified in writing of increases and decreases in personnel at satellite offices.
- 3.6.10. Not commit or appear to commit AFRCRS to lease or occupy real estate.
- 3.6.11. Not contact USACOE without prior approval from HQ RM.
- 3.6.12. Ensure good housekeeping is practiced at satellite offices.
- 3.6.13. Work with HQ RM in establishing telecommunication service in leased offices (Reference paragraph **3.13.** below).

3.7. Leased Office Submission. Once the FY Real Estate Call Letter has been sent out by the JRFC Chairperson, headquarters, flight commanders, and senior recruiters may submit their real estate action requests. Real estate actions will be requested by completing required information on the AFRC Form 36, to open, close, relocate, expand, or upgrade offices. When completing the AFRC Form 36, the Action, Justification, and the Delineated Area blocks must be completed before sending to the HQ RM. The HQ RM will review, coordinate, and forward to the Lead Real Estate Program Manager for suspense and routing. Upon coordination and approval from the Commander, Recruiting Service, the HQ RM will input the data into RFMIS as a non-funded action. The JRFC Chairperson will either approve and fund, approve

and non-fund, or non-approve and non-fund in RFMIS. Only if the action has been marked as approved and funded will the USACOE begin to work the action.

3.8. Leased Office Requests. There are several types of Real Estate Office Actions that may be requested.

3.8.1. New Office. An office that has never existed or a facility number assigned to it. A new office is programmed far enough in advance to be approved and funded.

3.8.2. Office Relocation. Relocations are usually requested when the market has shifted from one part of town to another. Relocations should not occur within 3 years of opening a new office or within 2 years of major upgrades. If possible, relocations should coincide with the lease renewal year. There are three types of relocations.

3.8.2.1. Relocation 1. A relocation 1 occurs when one service breaks collocation and moves to a different location within the same city. The service must first try to have the existing lease terminated. Termination can occur three ways: (1) another service occupies and pays the rent on this space; (2) the lessor terminates this space out of the original lease or (3) the service agrees to pay for a Relocation-All (this is the most expensive).

3.8.2.2. Relocation-All. All services relocate if the majority of services approve the request. There will be times when the HQ RM will ask the flight and senior recruiter to concur or non-concur with these requests. The majority wins.

3.8.2.3. Forced Relocation. An office is forced to relocate, due to lessor and tenant disagreements, leases not being renewed, parking problems with lessor and tenants, increase in rent, etc. In cases such as these, AFRCRS does not have a choice but to relocate along with the other services.

3.8.3. Office Closure. Office closures should be planned in advance and should coincide with the lease renewals, if possible. Unless another service can occupy and pay for this space, or the lease can be terminated, AFRCRS will continue to pay rent on these offices. Office closures should not occur within 2 years after a major upgrade or 3 years after a new office or relocation has been completed. Do not vacate an office without written approval from HQ Lead Real Estate Program Manager.

3.8.4. Office Expansion or Reduction. These actions may be requested due to shortage of office space or when offices have too much excess space in the best interest of AFRCRS since rent cost is based on actual and not authorized square footage.

3.8.5. Office Upgrades. If possible, upgrades should be requested in conjunction with the year the lease is up for renewal. No similar upgrades programmed in the last 2 years should be submitted. Replace carpet every 5 years or when needed, repaint every 3 years or when needed. Other upgrades should be submitted when needed. Any upgrades identified at the time of the annual office inspection will be automatically input into RFMIS by the HQ RM conducting the inspection.

3.9. Leased Office Action Approval. Once the action has been approved in RFMIS, the HQ RM will notify the appropriate headquarters personnel, flight commander and senior recruiter. The HQ RM will act as liaison between the USACOE and requester once the action begins and continue throughout completion.

3.10. Leased Office Site Selection. The USACOE will select several potential sites for services to look at and rate as possible offices. The HQ RM will ask the senior recruiter to meet with the USACOE and

other service members to physically view and rate these locations. Ratings should be based on what is best for AFRCRS and not based on personal choices (office is located close to recruiter's home or child day care center, etc.). The senior recruiter will fax the HQ RM the criteria rating worksheet to be input into RFMIS for the site selection process.

3.11. Leased Office Annual Inspections. An annual office inspection is completed on each leased office either in person or by telephone conversation between the HQ RM and the senior recruiter or recruiter. The HQ RM will complete the AFRC Form 37, **Real Estate Annual Inspection**, (this form is self explanatory) and input the information recorded on the AF Form 37 into RFMIS. Any problems identified at this time may be input into RFMIS as an upgrade. Upon request by the senior recruiter, the HQ RM will forward a copy of the completed inspection. The senior recruiter will maintain the AF Form 37 IAW the Record Disposition Schedule in WebRIMS.

NOTE: If this is a new or relocated office, an inspection is to be done within 30 days of occupancy. If the date of occupancy is within 60 days of the normal inspection, the inspection may be delayed and completed at that time.

3.12. Leased Office Records. HQ AFRC/RSSR is the only office required to maintain a real estate record for each leased office. Each record will include at a minimum:

- 3.12.1. Office lease and janitorial contract (obtained from LIVELINK).
- 3.12.2. Copy of the most current AFRC Form 37.
- 3.12.3. History data, including janitorial problems, vandalism, etc.
- 3.12.4. Copy of the approved AFRC Form 36 and any data supporting the request.
- 3.12.5. Approved letter from Lead VCO authorizing GSA vehicles to be parked at another location other than leased office. Letter should include tag number and new location.
- 3.12.6. Telecommunications information (AF Forms 3215, 1218, and DD Form 448)
- 3.12.7. Phone numbers for local USACOE and other points of contact (senior recruiter, building owner, janitorial service, etc).

3.13. Telecommunications for Leased Offices. Once the USACOE begin work and an address is known for a new or relocated office, the senior recruiter will provide the name, address and phone number of the local phone company in the area to the RM. (Reference Chapter 4.8 in this instruction for additional guidance.) Upon information from the senior recruiter, the HQ RM initiates the AF Form 1218 to establish a Communication Service Authorization (CSA). Telecommunication service is installed at the leased office ONLY after a CSA has been established between AFRCRS and the local phone company. The Telephone Communication Officer (TCO) will:

- 3.13.1. Contact the local telephone company to install the telecommunications services as authorized on the CSA.
- 3.13.2. Indicate to the local telephone company that the long distance carrier for that office is FTS 2001 VON.
- 3.13.3. Provide telephone numbers to the RM to set up FTS 2001 VON for long distance service.

NOTE: Reference [Chapter 4](#) of this Instruction for further guidance on establishing telecommunication in leased offices.

3.14. Furniture and Equipment for Leased Offices. Starting in FY05, HQ AFRC/RS is projecting to make the RM responsible for procurement and payment of furniture and equipment for each leased office. All furniture will be standard and will have a professional appearance. Since this process is still in the planning stages, it will not be implemented into this chapter until it is finalized. The current process will continue to be used: senior recruiters will procure and pay for furniture using their MOL's Operation and Maintenance (O & M) funds. (Reference [Chapter 5](#), Paragraph 7 of this Instruction for additional information.)

3.15. GSA Vehicle for New Leased Offices. HQ RMs will initiate the paperwork for a GSA vehicle at a new leased office, if applicable. Once the local FMC has a vehicle, the HQ RM will notify the senior recruiter to make arrangements to pick up the vehicle.

Chapter 4

COMMUNICATIONS

4.1. Purpose. Telecommunications is a major resource for recruiters. Each office must be equipped with the correct telecommunication service so the recruiters can perform their duties. Although the HQ RM procures and manages a large portion of these services, there are some that must be handled by the flights and senior recruiters. This chapter provides guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters and recruiters assigned to AFRCRS and their responsibilities to procure, maintain and pay for telecommunication service. The processes and guidance provided in this chapter are used in conjunction with AFI 33-101, *Communications and Information Management Program*, and AFI 33-111, *Telephone Systems Management*. Since each base may supplement the AFIs mentioned above, the senior recruiter should be familiar with local unit policies and supplements.

4.2. HQ AFRCRS Responsibilities. The Chief, Plans & Resources Division (RSS) is responsible for the telecommunication service and equipment assigned to AFRCRS. The Chief, Resources and Budget Branch (RSSR) is responsible for managing these items. RSSR will:

- 4.2.1. Appoint one RM to act as Lead TCO.
- 4.2.2. Request funds through annual budget submission to support telecommunications assigned to AFRCRS.
- 4.2.3. Initiate proper paperwork to pay for telecommunications assigned.

4.3. Lead Telephone Control Officer (TCO) Responsibilities. This person will:

- 4.3.1. Ensure HQ RMs are familiar with policies and instructions governing communication service and equipment.
- 4.3.2. Ensure all equipment and services being requested with RS funds are authorized, necessary, and the most cost-effective communication service to support AFRCRS mission requirements.
- 4.3.3. Approve and coordinate on AF Forms 3215, **IT/NSS Requirements Document**, which are being paid with recruiting funds.
- 4.3.4. Ensure telecommunications monthly bills are forwarded to the Resource Advisor for payment in a timely manner.
- 4.3.5. Ensure telecommunication monthly bills paid with the GPC are reviewed by the Resource Advisor before payment is made.
- 4.3.6. Ensure the DD Form 428, **Communication Service Authorization (CSA)**, is completed before establishing telecommunication service.
- 4.3.7. Attend TCO meetings and keep current on changes in policies and instructions.

4.4. HQ Resource Manager (RM) Responsibilities. Headquarters RMs act as the TCO for their flight. The HQ RM will:

- 4.4.1. Assist the flight commander and senior recruiters with establishing communication lines in their leased recruiting offices.

- 4.4.2. If required by the local base, assist the flight or unit TCO in completing the AF Form 3215 for telephone communication services and equipment.
- 4.4.3. Complete and forward the AF Form 1218, **Request for Communications Service**, requesting RS funds, to the flight commander and senior recruiter for coordination and signatures before forwarding to 38 EIG, Tinker AFB OK, for processing.
- 4.4.4. Ensure a DD Form 428, is established before any telephone service is completed at any leased offices assigned to RS.
- 4.4.5. Ensure Federal Telecommunication Service 2001 Virtual On Net (FTS 2001 VON) is established at all new and relocated satellite offices assigned to AFRCRS.
- 4.4.6. Ensure FTS 2001 VON is disconnected at offices that have been relocated or closed.
- 4.4.7. Verify that calls on the FTS 2001 VON billing statements are official.
- 4.4.8. Ensure FTS 2001 VON billing statements with discrepancies are forwarded to the senior recruiter for verification and necessary corrections are made. Ensure Lead TCO stays informed of situations.

4.5. Flight Responsibilities. Flight commanders are appointed in writing by the Commander, Recruiting Service, as the Telephone Control Officer (TCO) for their flight. This responsibility may be delegated to a lower level. The TCO will:

- 4.5.1. Appoint an alternate TCO from their office.
- 4.5.2. Be familiar with local policies and instructions governing communication service and equipment.
- 4.5.3. Coordinate with local budget officer on payment of monthly telecommunication bills.

4.6. Unit Responsibilities. Senior recruiters are appointed in writing as the unit Telephone Control Officer (TCO) by their flight commander. The responsibility as the unit TCO may be delegated to a lower level. The unit TCO will:

- 4.6.1. Be familiar with local policies and instructions governing the establishment of communication services and equipment.
- 4.6.2. Coordinate with local budget officer on payment of monthly telecommunication bills.
- 4.6.3. Assist their HQ RM in completing AF Form 3215 and AF Form 1218 when establishing telecommunication services at leased offices.
- 4.6.4. Ensure a contract DD Form 428, is established before telephone service is completed at any leased office.
- 4.6.5. Ensure only authorized equipment and service is purchased with RS funds.
- 4.6.6. Ensure recurring telephone charges authorized on the CSA and maximum limits are not exceeded prior to payment.
- 4.6.7. Provide HQ RM with required data to establish FTS 2001 VON toll services at leased offices.
- 4.6.8. Assist HQ RM in verifying any discrepancies on FTS 2001 VON.

4.7. Telecommunications Service and Equipment for On Base Offices. The flight and unit TCOs will follow the guidance and directives of the host base. This will also include the guidance used to pay monthly telephone services and intralata calls.

4.8. Communication Service Authorizations (CSA). A CSA is a contract between the Air Force Reserve and the appropriate telephone company. An approved CSA must be established before telecommunication services are installed at a leased recruiting office. A CSA is established by completing and submitting an AF Form 1218 and 3215 (if applicable) 38 EIG/PKK, Tinker AFB OK. Unless otherwise directed, the HQ RM has full responsibility to ensure the AF Form 3215 and AF Form 1218 are initiated and forwarded to 38 EIG, Tinker AFB OK.

4.8.1. Upon notification of an address for a new or relocated leased office, the flight or unit TCO will provide the HQ RM the name, phone number and address of the local phone company that will be servicing the office. The RM will contact this phone company and obtain quotes for monthly service costs for a business line, fax line, voice mail, and miscellaneous service charges for the leased office.

4.8.2. Based on quotes received by the TCO and the authorized number of telecommunication services for the leased office, the RM will complete AF Form 1218, and forward it to the TCO with routing instructions, number assignment, and required signatures needed from the local unit personnel. The original signed and coordinated AF Form 1218 will be mailed back to the HQ RM.

4.8.3. HQ RM will log the AF Form 1218 in the internal CSA Log, make a copy and mail the original to 38 EIG, Tinker AFB OK.

4.8.4. Upon an approved contract, the HQ RM will:

4.8.4.1. Download via internet the awarded contract for RSSR files.

4.8.4.2. Forward a copy of the contract to the unit TCO along with written approval to order and have telecommunication services installed at the leased office. .

NOTE: *It may take 38 EIG, Tinker AFB OK approximately 60-90 days to award the contract.*

4.9. Telecommunications Service and Equipment for Leased Offices. If the requester is a tenant on a government installation, requests for communications equipment and service fall under the guidance of the host base Communication Group. This applies to satellite offices located geographically closer to another military installation other than the parent OL. When the requester is located on an AFRC base, requests for communication equipment and service fall under AFRC policies. The HQ RM will ensure local unit policies and RSSR internal policies are followed before authorizing the TCO to contact the local telephone company to install phones in leased offices.

4.9.1. The unit TCO or senior recruiter is responsible for contacting the local phone company to install the authorized telephone equipment and service at the leased office.

4.9.1.1. Indicate to the local phone company, at this time, that the long distance carrier will be FTS 2001 VON.

4.9.1.2. Each office is authorized one fax machine line and each recruiter is authorized one voice and one computer line.

4.9.1.3. Main operating locations (MOL) excluding OA office, will not use O & M funds to pay for any 1-800 phone services (normally the 1-800 service is paid by the local wing).

4.9.1.4. Each Officer Accessions recruiting office is authorized one 1-800 to be paid with their O&M funds.

4.10. Federal Telecommunications Service (FTS) 2001 Virtual on Net (VON) for Satellite Offices . FTS 2001 VON is the only long distance carrier authorized for any phone lines installed in leased offices. Headquarters RS is responsible for paying all long distance charges at these offices. In the interim between when the FTS 2001 is established and phones are connected, any long distance charges will be paid by the MOL.

4.11. Establishing FTS 2001 VON Through MCI. HQ Lead TCO or HQ RMs are the only persons authorized to establish FTS 2001 VON with MCI. The flight or unit TCO will provide the office location, address, primary user and the phone number(s) to be switched to FTS 2001 VON.

4.11.1. Complete the required information through Navy Air Force Interface (NAFI) via internet for FTS 2001 VON Service.

4.11.2. NAFI will reply back via e-mail and indicate the day FTS 2001 VON service will begin.

4.11.3. Inform the flight or unit TCO that a request for FTS 2001 VON service has been established and the estimated date the service will be turned on.

4.12. Verifying FTS 2001 VON has been Connected. Upon notification from the HQ RM, the flight or unit TCO will:

4.12.1. Contact the recruiter at the new or relocated office and ask that they verify FTS 2001 VON service has been connected via directions from the HQ RM.

4.12.2. Contact the RM if FTS 2001 VON service has not been connected by the date indicated.

NOTE: If a satellite office is relocated and the telephone number does not change, an address change is still required. The HQ RM is responsible for making this change.

4.13. Verification of FTS 2001 VON Telephone Billing Statements. All monthly FTS 2001 VON telephone bills are received by HQ AFRC/RSSR for verification and then paid with Headquarters funds. The HQ RMs will review flight bills for discrepancies. Discrepancies include calls exceeding 20 minutes, calls made after 2200 hours, calls appearing repeatedly and for a lengthy time, and calls continually being made out of the recruiting zone. If discrepancies appear on the phone bills, the HQ RM will:

4.13.1. Forward a copy of the bill to the flight or unit TCO to verify the call(s) in question are official.

4.13.2. Ensure the flight or unit TCO asks for reimbursement from the person who made the call(s), if unofficial. The check will be made payable to the U.S. Treasury for the cost of unofficial calls.

4.13.2.1. Ensure the flight or unit TCO returns the discrepancy bill with a personal check made out to the U.S. Treasury Department, to the HQ RM within 2 weeks of receipt and an explanation from the TCO of what action was taken to ensure this doesn't happen again. If call(s) were official, TCO may reply via e-mail stating such..

4.13.2.2. Ensure the personal check is forward to HQ AFRC/FMAPH for processing.

4.14. Cellular Phones. Headquarters is authorized to purchase cell phones for the commander, deputy director, first sergeant, Recruiting Service Manager, division and branch chiefs only. Flights and unit

TCO's are authorized to contract for cell phones for recruiters and flight personnel. Do not purchase cell phones for secretaries or In Service Recruiters (ISR). (Exception: Cell phones may be authorized for ISR/ Line Recruiters.)

4.14.1. Do not use cell phones (unless using a hands free system) while driving a GSA vehicle.

4.15. Verification of Cellular Phone Monthly Billing Statements. All cellular phone bills will be reviewed by the TCO monthly. Verify monthly bills for discrepancies in the same manner as explained in paragraph [4.12.](#) above.

***NOTE:** Cell phones purchased and paid for with RS funds will not be used for personal use.*

Chapter 5

SUPPLIES AND EQUIPMENT

5.1. Purpose. Funds are provided to each unit to equip each recruiting office with supply, furniture and equipment that presents a favorable image to AFRCRS. Although HQ RMs may procure some of these items with headquarters' funds, the flights and units must procure and pay for the majority of supplies and equipment from their own budget. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters and recruiters assigned to AFRCRS, and their responsibilities to procure, maintain, and pay for these items. The processes and guidance provided in this chapter are to be used in conjunction with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*.

5.2. HQ AFRC Responsibilities. The Chief, Resources and Budget Branch (RSSR) is responsible for supplies and equipment purchased and assigned to AFRCRS. This person will delegate one person from RSSR to act as the primary supply and equipment custodian. The supply and equipment custodian will:

5.2.1. Appoint one alternate supply and equipment custodian.

5.2.2. Maintain an inventory/equipment list of all equipment on hand to ensure items are physically clean and serviceable. The equipment list should have the following information: Item, serial number (if applicable), quantity, and location of each item.

5.2.3. Ensure by spot checks and annual inventories that all property purchased with RS funds and charged to the account is physically on hand or appropriate action has been taken, such as report of survey.

5.2.4. Ensure affixed labels are placed on personal items identifying them as such (i.e., radios, coffee pots, microwaves, clocks, etc.).

5.2.5. Ensure recruiting storage offices are kept neat. Dispose of waste or refuse materials. Turn in excess furniture and equipment (unserviceable or items no longer needed). In areas where collocated storage is used, segregate and identify as AFRCRS property.

5.2.6. Ensure government property is used correctly and not abused by personnel.

5.2.7. Ensure only authorized commodities and services are purchased with RS funds.

5.3. Flight Custodians. Flight commanders will act as custodian for their flight. This responsibility may be delegated to a lower level. The custodian will follow the guidance outlined in paragraph 5.2.1. through paragraph 5.2.7. above.

5.4. Unit Custodians. Senior recruiters act as custodians for the MOL and leased office(s). This responsibility may be delegated to a lower level. In addition to the guidance in paragraph 5.2.1. through paragraph 5.2.7. above, the unit custodian will:

5.4.1. Complete and maintain AF Form 1297, **Temporary Issue Receipt**, for equipment and furniture used in satellite and ISR offices.

5.5. Satellite and In-Service Recruiting Office Supply Custodian. The senior recruiter delegates the recruiter assigned to the satellite or ISR office as the supply custodian. This person will:

5.5.1. Assume custodian responsibility for all equipment and furniture issued to that office by signing the AF Form 1297. A copy of the signed AF Form 1297 is maintained at the satellite or ISR office for review as needed.

5.5.2. Submit in writing to the senior recruiter any unserviceable equipment to be repaired, turned in, or replaced.

5.6. Government Purchase Cards (GPC). The GPC may be used to pay for supplies and non-personal service purchases according to AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, and local applicable directives. Billing statements and receipts are maintained according to the RDS in WebRIMS.

5.6.1. To become a GPC approving official or cardholder, individuals must attend the Government Purchase Card and Customer Automation and Reporting Environment (C.A.R.E.) training at the base they are assigned and complete the required tests.

5.6.1.1. Cardholders and approving officials cannot be the same person.

5.6.1.2. Do not exceed the Single Purchase Limit (SPL) without using the proper GPC procedures for purchasing items over the SPL.

5.6.1.3. Do not purchase unauthorized or questionable items.

5.6.2. Some unauthorized charges with the GPC include airline tickets, retirement gifts, thank you gifts, etc.

5.6.2.1. Do not use RS funds to purchase trophies, plaques, or incentive awards, unless authorized. Reference paragraph **5.16.** below.

5.7. Furniture and Equipment for Recruiting Offices. The unit supply and equipment custodian may use the GPC to purchase required office furniture and equipment for their offices.

5.7.1. Ensure furniture and equipment is purchased through GSA vendors or reliable and approved vendors and does not exceed the SPL without using proper procedures.

5.7.2. Ensure furniture reflects a favorable image for AFRCRS.

5.8. Office Supplies for Recruiting Offices. The flight or unit custodian may use the GPC to purchase office supplies for their recruiting offices. All recruiting offices should maintain an adequate stock of supplies to support their needs, normally a 30-day supply. Take care to ensure excess supply stock is not generated and stock on hand is neatly stored.

NOTE: Ensure supplies are purchased from GSA vendor or reliable and approved vendors and do not exceed the SPL without using proper procedures.

5.9. Postage and Parcel Service. If the local wing cannot support the MOL and leased offices with postage stamps, federal express and United Parcel Services, the GPC may be used to purchase the postage stamps.

5.9.1. For postage stamps, all MOLs will keep a log of stamps purchased. At a minimum, the log will include: date stamps were purchased, total purchased, number of each quantity purchased, and recruiter who is responsible for using the stamps.

5.9.2. For Federal Express and United Parcel Services, follow the local wing guidance in establishing a contract with this vendor. Do not exceed the cost of the single purchase card limit. Use Federal Express as the exception not the norm.

5.10. Toll and Bridge Tokens. Toll and bridge tokens may be purchased with the GPC. Do not purchase tokens that must be paid for in advance unless unused tokens can be returned upon expiration or year-end.

5.11. Job Fairs. A job fair provides the recruiters an opportunity to be in front of a large group of potential prospects to receive AFRCRS leads. Senior recruiters have the authority to send their recruiters to these events. The appropriate flight commander must approve all job fairs before arrangements and payment is made.

5.11.1. Senior recruiters will fund any job fairs up to \$500.

5.11.1.1. Complete and forward required data to the appropriate flight commander for approval before submitting the application to the vendor.

5.11.1.2. Maintain the data according to the type of payment used. Reference paragraph **5.11.3.** below.

5.11.2. Flight commanders will approve and fund job fairs for their flights that exceed \$500.

5.11.2.1. Senior recruiters will complete the application and forward to their flight commander for approval and funding.

5.11.2.2. The flight will keep a copy of the data on file according to the type of payment used. Reference Paragraph **5.11.3.** below.

5.11.3. Payment may be made by using one of the following methods: the GPC, Government Check (if the GPC card is not accepted), or an AF Form 9, **Request for Purchase.**

NOTE: Do not use personal funds to pay for a job fair and request reimbursement on an SF 1164.

5.12. Light Refreshment at Conferences. The unit hosting a conference that does not fall under the authority of Formal Training Guidance may purchase light refreshments for attendees in TDY status using funds from their O & M budget.

5.12.1. Payment will be made using one of the following methods: the GPC, Government Check or an AF Form 9. The amount of light refreshments purchased would be for the total of attendees in TDY status. Do not use funds for “ice breakers.”

5.12.2. As another option, the hosting unit may request all attendees pay a non-reimbursable, “hospitality fee”. This fee would be voluntary and non-reimbursable.

5.13. Reserve Recruiting Badge. Recruiting Personnel assigned to AFRCRS are authorized to wear the AFRC Recruiting Badge. The type of badge worn by each recruiter depends on the position and the award received. (Reference AFRC PAMPHLET 10-105, *Air Force Reserve Command Recruiting Badge*; and AFRCI 36-2809, *Awards, Ceremonies, and Honors, Air Force Reserve Recruiting Awards Program*, for the type and wear of the recruiting badge.)

5.13.1. Upon graduation from recruiting school, each recruiter is given two recruiting badges.

5.13.2. Non-recruiting personnel will receive the same number of badges as the recruiting graduate upon arriving at their first duty station.

5.14. Reserve Recruiting Subdued Patch. Recruiting personnel assigned to AFRCRS are authorized to wear the AFRCRS subdued patch on their battle dress uniform.

5.14.1. Upon graduation from recruiting school, each recruiter is given two sets of subdued patches.

5.14.2. Non-recruiting personnel will receive the same number of patches as the recruiting graduate upon arriving at their first duty station.

5.15. Procurement and Payment of AFRC Recruiting Badges and Subdued Patches. HQ AFRC/RSSR is the only office authorized to purchase AFRCRS badges and patches.

5.15.1. Use the GPC or an AF Form 9, to purchase badges or subdued patches from a reliable vendor.

5.15.2. Badges are replaced as needed, if a new position is obtained, or an award is given that changes the type of badge the recruiter wears (example: Century Club, Top Recruiter, etc.).

5.15.3. Patches are replaced as needed.

5.15.4. Personnel should request new badges and patches through their HQ RM via e-mail.

5.16. AFRCRS Awards. HQ AFRC/RSS is the only office authorized to purchase recruiting and incentive awards with recruiting funds. AFRCRS/CC will determine the amount of funds to be used for headquarters and flights each FY based on funds received in EEIC 61950. As a rule, the total budget for each FY awards program should not exceed \$70.00 per AFRCRS personnel authorization. Total funds are divided as follows: annual awards 30%; quarterly awards, 25%; Commander's Emphasis awards, 20%; and flight awards, 25% (604 RRF, 6.5%; 610 RRF, 6.5%; 622 RRF, 6.5% and HP/OA RRF, 5.5%).

5.17. Procuring and Engraving Recruiting Awards. Awards (plaques, trophies, clothing items, etc.), must be procured IAW AFI 65-601, Vol 1, *Budget Guidance and Procedures*. The GPC or AF Form 9, may be used to purchase and engrave annual, quarterly, incentive and special incentive awards.

5.17.1. Annual, Quarterly and Incentive Awards. HQ AFRC/RSSO is responsible for selecting, purchasing, engraving and delivering annual, quarterly, and incentive awards.

5.17.2. Special Incentive Awards. HQ AFRC/RSSR is responsible for purchasing and delivering special incentive awards.

5.17.3. Flight Awards. HQ RMs may work in conjunction with flight commanders during the first month of each FY to determine award type (plaque, trophy, certificate, etc.) and cost of each authorized quarterly and annual award. HQ RMs will procure, engrave (if applicable) and deliver, via mail (or in person, if more advantageous to the government) awards to each flight for presentation.

5.17.4. Wing Quarterly Awards. Senior recruiters may develop a local quarterly awards program for the wing commander to recognize and award recruiters assigned locally. (Senior recruiters not directly associated with local wing recruiting will work with their flight commanders in developing quarterly awards programs.)

5.17.4.1. The Awards Program will be based on criteria outlined in AFRCI 36-2809, *Awards, Ceremonies, and Honors, Air Force Reserve Command Recruiting Awards Program*.

5.17.4.2. Awards will be paid from the wing's O & M funds and as a rule should not exceed an annual cost of \$500.

5.17.4.3. Flight commanders will use their O & M funds to purchase quarterly awards for units not under a wing.

5.18. Uniform Entitlements. The following items may be purchased through either the local Individual Equipment Unit (IEU) or a reliable source by the headquarters, flight, or senior recruiter using O & M funds.

5.18.1. Stripes. Upon promotion to the next grade, the recruiter is entitled to three sets of stripes plus two sets of subdued stripes.

5.18.2. Field Jackets. Each recruiter is entitled to one Gortex or field jacket while assigned to recruiting; these are procured through the local IEU.

5.18.3. Name Tags. Each recruiter is entitled to one service dress nametag and two new BDU Name tags. These nametags may be purchased through local clothing sales.

5.19. Property Losses. Property losses occur frequently as a result of personnel disregarding instructions relating to proper safeguarding of items. All persons assigned to AFRCRS are responsible for ensuring government property is properly stored and pilferable items are secured to prevent loss and abuse.

5.20. Loss, Damage, or Destruction of Air Force Property. Other than fair wear and tear, the report of survey system is designed to gather and present facts pertaining to loss, damage, or destruction of Air Force property so designated officers can determine responsibility (pecuniary or otherwise). Procedures for processing reports of survey are described in Chapter 18, AFMAN 23-220, *Report of Survey for Air Force Property*.

Chapter 6

CENTER OF INFLUENCE PROGRAM

6.1. Purpose. The purpose of Center of Influence (COI) events is to generate leads and gain support of civilian influencers by informing them of Air Force Reserve opportunities. The COI program is NOT a protocol-funded program to reward people for past support. It is a planned event where meals or snacks appropriate for the occasion are served to provide a setting for Air Force Reserve personnel to talk to prospective applicants and influencers. **EXCEPTION:** At Health Professions residency events, there may not be time for a complete presentation due to time constraints of the residents. The purpose of this type event is to obtain leads. Although a COI is conducted in a social environment, its purpose is recruiting business.

NOTE: *The word recruiter will be interchangeable with requester in this chapter.*

6.2. HQ AFRC/RSSR Responsibilities. The Chief, Plans & Resources Division (RSS) is responsible for the COI Events Program. The Chief, Resources and Budget Branch (RSSR), is responsible for managing this process. RSSR will:

- 6.2.1. Appoint one person as the COI Event Program Manager.
- 6.2.2. Ensure funds for this program are requested during the annual budget submission.
- 6.2.3. Ensure the AF Form 4009, **GPC Funds Cite Authorization** is initiated to pay for COI Events.
- 6.2.4. Ensure funds are available before approving each AFRC Form 21, **Request/Approval for Expenditure of COI Event Funds**.
- 6.2.5. Ensure the AF Form 4009 is increased and decreased as needed.

6.3. Center of Influence (COI) Event Program Manager Responsibilities. This person will act as the liaison between the senior recruiter and Chief, Resources and Budget Branch. In addition, this person will:

- 6.3.1. Review, approve and process AFRC Form 21 received from the recruiter
- 6.3.2. Assign an event number to each COI request (reference paragraph [6.16](#)).
- 6.3.3. Obtain GPC approving official's signature before forwarding approved AFRC Form 21 to requester. If the cost of the COI exceeds \$500, the AFRC Form 21 must be approved by the Commander, Recruiting Service.
- 6.3.4. Forward signed and approved AFRC Form 21 to the requester within 48 hours of receipt.
- 6.3.5. Input COI event number, estimated cost, requester and brief description in C.A.R.E. web site according to GPC guidance.
- 6.3.6. Verify each request in C.A.R.E. against the receipts and supporting documents received from the recruiter after the event.
- 6.3.7. Maintain a log of each event to ensure cost does not exceed the amount on the AF Form 4009.
- 6.3.8. Request the AF Form 4009 to be increased if needed.

6.4. Senior Recruiter Responsibilities. The senior recruiter is responsible for completing and submitting the AFRC Form 21 to the HQ COI Program Manager for approval of funds to conduct a COI. The senior recruiter may authorize the recruiter (requester), if familiar with the COI Event process, to complete and submit the AFRC Form 21. This person will:

- 6.4.1. Initiate the set-up of a COI event with a local vendor.
 - 6.4.1.1. Ensure vendor accepts the GPC for payment. A Government Purchase Check is used ONLY if the vendor does not accept the GPC Card.
 - 6.4.1.2. Ensure vendor will provide a detailed, itemized receipt for payment and will not charge tax.
 - 6.4.1.3. Ensure vendor will not exceed the gratuity of 15%. A waiver may be submitted up to 20%. (This is the exception, not the norm.)
- 6.4.2. Prepare and forward the AFRC Form 21 to HQ AFRC/RSSR for review, approval and processing a minimum of 2 weeks before the COI event is to be held.
- 6.4.3. Ensure COI events are conducted and documented per this instruction.
- 6.4.4. Ensure no funds are expended until the AFRC Form 21 has been approved by the COI Program Manager.
 - 6.4.4.1. Ensure funds do not exceed the approved amount on the AFRC Form 21 without prior approval from the HQ COI Program Manager.
- 6.4.5. Ensure the COI Program Manager is notified immediately if the COI Event has been cancelled.
- 6.4.6. Ensure COI Program Manager receives the original receipt and a copy of the AFRC Form 21 NLT the suspense date indicated on the AFRC Form 21.
- 6.4.7. Ensure a copy of the COI event receipt, AFRC Form 21, 118, and 119 is kept on file at the MOL.

6.5. Authorized COI Attendees. Attendees should consist of qualified influencers and prospective applicants for a bona fide recruiting program, and recruiters. Other attendees may include other military members, spouses, family members, and the following:

- 6.5.1. Prospective Applicant. A prospective applicant is a person who is tentatively qualified for a recruiting program being worked by the recruiter. **EXCEPTIONS:** This prospective applicant must not have had a PIR initiated or been listed as a prospective applicant at a previous COI event. Additionally, this prospective applicant must not currently hold military status (active or reserve).
 - 6.5.1.1. High school seniors and other non-prior service (NPS) applicants. Do not invite persons under age 17 to an event. The exception is a 16-year-old high school senior.
 - 6.5.1.2. Prospective prior service applicants who currently have no military status (active or reserve).
 - 6.5.1.3. A prospective applicant who attended another event for a different program. For example, a health professions applicant who did not qualify for commissioning and decides to enlist as a NPS applicant, then later attends a COI event as a NPS applicant, may be listed as a prospective applicant for that program.

6.5.2. Influencers. Influencers are persons who, by their position, have strong and obvious influence on prospective applicants. These are normally educators, parents, or guardians of prospective applicants, civic leaders, business persons, and radio and television representatives.

NOTE: A prospective applicant who enters the Air Force Reserve and later attends a second COI is listed as an influencer.

6.6. Funding Per Attendee at COI Events. AFRCRS receives authority to incur expenses supporting recruiting objectives. Accordingly, funds are available for events involving groups and individuals.

6.6.1. Maximum Cost Per COI Event. Must not exceed \$500 (including gratuity of no more than 15% of the total bill). Exceptions must be approved by the Commander, Recruiting Service.

6.6.1.1. Enlisted program events, \$8 per person.

6.6.1.2. Influencer and officer program events, \$16 per person.

6.6.1.3. Critical officer specialty prospective applicants on a one-on-one basis, \$30 per person. Not waivable.

6.7. Waiver Approval Procedures. All waivers must be justified on the AFRC Form 21 and approved by the Commander, Recruiting Service. This authority may be delegated when the commander is TDY or on leave to the Deputy Director, Recruiting Service, or the Chief, Plans and Resources Division.

6.8. One-On-One Events. A one-on-one event is an arranged meeting with one applicant and the recruiter. It may also include the applicant's spouse and the recruiter's spouse.

6.8.1. Normally, only a single one-on-one event is authorized per authorized applicant. The Commander, Recruiting Service may approve additional one-on-one events as needed for physician or other critical officer prospective applicants to overcome objections or resolve other issues delaying the recruiting process.

6.8.2. Only the military member and/or participating spouse may attend an event at Air Force Reserve expense. Other family members may attend only if he or she is an age-qualified prospective applicant or a bona fide influencer.

6.8.3. A one-on-one COI event is restricted to the following categories of individuals:

6.8.3.1. Critical officer specialty prospective applicants. HQ AFRC or higher authority identifies these specialties at the beginning of the fiscal year, makes changes as required, and sends updates through distribution.

NOTE: With Commander, Recruiting Service approval, another military member may help with the sales presentation; for example, an Air Force Reserve physician or nurse or someone whose profession or background is related to the prospective applicant's and would further enhance the sale.

6.8.3.2. Radio and television station owners, outdoor company owners, managers, public service directors, program directors, or other persons in media decision-making positions.

6.8.3.3. Civic leaders, business persons, and educators with senior recruiter's approval.

6.9. Ratio of Military-to-Civilian Attendees. Refers to the number of military-to-civilian persons attending a COI event. The ratio will not exceed one military to three civilians unless waived by the Com-

mander, Recruiting Service. Spouses of military members attending a COI event count as military representatives in the one-to-three ratio.

6.9.1. Ratio Waivers. In special circumstances, the Commander, Recruiting Service may authorize a ratio of one military to two civilians.

NOTE: This waiver must be approved in advance and annotated on AFRC Form 21.

6.10. Participation in a COI by a Military Person. Military personnel required to participate in a COI function are furnished the COI meal at no cost as long as they meet the military-to-civilian ratio requirement. If personnel in TDY status are furnished the COI meal at no cost, they must declare the meal on their travel voucher as a government-furnished meal. The COI host will brief TDY personnel of this requirement.

6.11. AFRC Form 21, Request/Approval for Expenditure of COI Event Funds. This form serves as the request and approval form to conduct a COI event. The requester completes all blocks in the top portion of the AFRC Form 21. The senior recruiter and the wing commander or the person authorized to sign "For the Commander" in his or her absence signs in the Request Funds be Approved block of AFRC Form 21. (It is optional for the wing commander to sign the approving block ONLY if the event is being held off base). The AFRC Form 21 is forwarded to the HQ COI Program Manager for processing, coordination, and approval of funds no later than 2 weeks before the proposed event.

EXCEPTION: For Officer Accessions (OA) COI events, the requester prepares AFRC Form 21 as indicated above and has the OA Flight Commander sign in lieu of the wing commander (the OA Flight Commander's signature is optional). COI events will not be finalized until approval is received from the HQ COI Program Manager.

6.12. Short-notice (other than residency events). COI funds may be expended to support events that occur on short notice. An event is considered short-notice when it is scheduled within 7 days from the date of the event. EXCEPTION: One-on-one COI events are usually scheduled within the 7-day requirement and are exempt from short-notice status.

6.12.1. A pre-approved AFRC Form 21 for a one-on-one event with a critical officer specialty may be issued to OA recruiters. Only one pre-approved AFRC Form 21 per recruiter may be issued at any given time. The AFRC Form 21 has an assigned event number and is monitored by the HQ COI Program Manager. HQ AFRC/RSSR requests all unused pre-approved AFRC Forms 21 be turned in at the end of each fiscal year to close out the ledger for reporting and analysis.

6.13. Signing in at COI Events. An organized guest sign-in procedure must be followed at COI events using AFRC Form 118, **COI Guest List - Prospective Applicant**, for prospective applicants, and AFRC Form 119, **COI Guest List - Influencer**, for influencers and all other attendees. Provisions of the Privacy Act apply only in lead-generating prospective applicant events. After the event and after leads have been distributed, the AFRC Form 118 and AFRC Form 119 are attached to the MOL's office file copy of the AFRC Form 21, along with a copy of the GPC card receipt and any other supporting documents.

6.14. No-Show at COI Events. No-show refers to persons invited to COI events that accepted the invitation but did not attend and the recruiter did not know in advance to adjust the number. Recruiters negotiate COI events with vendors, agreeing not to charge for no-shows. If a vendor does not agree to this and

the recruiter believes it is still the best available offer, proceed with the offer. If the number of no-shows paid exceeds 10 percent of the expected or guaranteed attendance, explain in a separate memo to accompany the AFRC Form 21 and detailed receipt.

6.14.1. Buffet and bulk purchase type events, such as health professions residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain fully in a separate memo (to the COI Program Manager) to accompany the receipt and AFRC Form 21.

6.15. Unauthorized Expenditures. Do not use COI funds for any of the following expenditures:

6.15.1. Lavish or extravagant events.

6.15.2. Personal expenses of attendees.

6.15.3. Purchase of alcoholic beverages or the appearance of same. Do not accept complimentary alcoholic beverages.

6.15.4. Commercial transportation of guests.

6.15.5. Rental of facilities or hiring personnel.

6.15.6. Participation in public or special events where admission, seating or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex, or national origin.

6.15.7. Incidental out-of-pocket expenses incurred by recruiters in day-to-day contacts.

6.15.8. Events (such as sporting events, job fairs, etc.) without a planned quality Air Force Reserve presentation (speech, film, question and answer session, etc.). EXCEPTION: OA residency and one-on-one events.

6.16. Payment Methods and Event Control Numbers for COI Events. The HQ COI Program Manager will assign an event number to each COI. The control number will be annotated on the AFRC Form 21 and in the Remarks block of C.A.R.E. Control numbers are issued by the HQ COI Program Manager by using the last two numbers of the FY and a numerical sequence beginning with 001 (example C04-001, C04-002, etc). Since COI events may be paid by two methods, GPC and Government Purchase Check, the two different payments will be identified as follows:

6.16.1. GPC payments will begin with a P (example P04-001).

6.16.2. Government Purchase Check payments will begin with a C (example C04-001).

6.17. Payment Reimbursement to the Recruiter. There are circumstances where the recruiter may pay for a COI Event; this normally occurs for a one-on-one. Once the COI event has been approved, the recruiter is authorized to use their Business Travel Card for payment (do not use a personal credit card). The HQ COI Program Manager will reimburse the recruiter with a check made out to the Business Travel Card company name. It will be the recruiter's responsibility to ensure the check is included in their monthly remittance to the bill company.

Chapter 7

TRAVEL FOR AIR FORCE RESERVE APPLICANTS

7.1. Purpose. Each applicant is entitled to transportation as needed, from the place where he or she makes application or from home of record (HOR) to the Military Entrance Processing Station (MEPS) or place of physical examination, testing, processing, and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or rejected for enlistment, return travel to place of application or HOR is provided. This chapter provides the guidance and processes to be used by AFRCRS senior recruiters and recruiters to procure, maintain and pay for Government Transportation Tickets for applicants sent to MEPS. This chapter is used in conjunction with Defense Transportation Regulation (DTR), DoD Regulation 4500.9R, Part 1, Passenger Movement.

7.2. Senior Recruiter Responsibilities. The senior recruiter should be familiar with the Modes of Transportation outlined in paragraph 7.5. below and is responsible for managing Commercial Transportation Tickets (CTT) as described in paragraph 7.6. below. In addition the senior recruiter will:

- 7.2.1. Appoint one person as the unit's CTTs manager.
- 7.2.2. Contract with a reliable vendor who is familiar with this type of service (reference paragraph 7.6. below).
- 7.2.3. Ensure CTT are not misused.
- 7.2.4. Establish internal controls to ensure accountability.

7.3. Unit Commercial Transportation Tickets Manager Responsibilities. In addition to acting as liaison between recruiters and the vendor, this person will:

- 7.3.1. Request CTT through the appropriate vendor as needed.
- 7.3.2. Ensure request includes number of tickets needed, from each location to each MEPS or hotel.
- 7.3.3. Not request more than a normal 60-day requirement.
- 7.3.4. Ensure each ticket has "Property of the US Government-Not Redeemable for Cash except by the US Government" printed on it. If not, the statement must be typed or rubber-stamped on the ticket.
- 7.3.5. Ensure each ticket serial number is logged upon receipt by vendor via AFRC Form 54, **Record of Bulk Ticket Purchases**, or a generator computer form.
- 7.3.6. Ensure adequate security is provided for all tickets.
- 7.3.7. File each log with any monthly GPC receipts and C.A.R.E. data.

7.4. Recruiter Responsibilities. The recruiter issuing CCTs to applicants is responsible for ensuring tickets are safeguarded and not misused. In addition, the recruiter will:

- 7.4.1. Keep a log by creating and using a computer generated log to record each ticket. At a minimum, the log will include:
 - 7.4.1.1. Serial number of each ticket.
 - 7.4.1.2. Date ticket was issued to applicant.

7.4.1.3. Applicant's printed name and signature.

7.4.1.4. Balance of tickets on hand.

7.4.1.5. Re-enter unused tickets at the bottom of the last log entry so they may be reissued. Line out original entry and annotate that the ticket was returned unused. Date and cross-reference the new entry.

7.5. Mode of Transportation. When motor vehicle transportation is necessary in performing official business, the following methods are considered (in the order shown) if they are available and meet mission requirements:

7.5.1. Voluntary use of applicant's privately owned motor vehicle.

7.5.2. Applicants who have access to local public or private transportation, or who reside within commuting distance to MEPS or unit, should use private transportation before government transportation is provided. Recruiters may offer to fund the cost of local public or private transportation. Reimbursement for these charges may be claimed on an SF 1164, **Claim for Reimbursement for Expenditures on Official Business**.

7.5.3. Recruiters may use GSA vehicles to transport applicants to MEPS or Reserve units for tests and physicals.

7.5.4. Applicants residing outside local MEPS may be issued a CTT to and from the local recruiting satellite office and MEPS, (reference paragraph [7.6](#). below).

7.6. Commercial Transportation Tickets. When one of the modes of transportation mentioned above cannot be met, the senior recruiter may purchase CTT to transport applicants to and from the HOR or recruiting office to the closest MEPS. CTT are purchased from a reliable vendor familiar with the needs of AFRCRS.

7.7. Procurement and Payment of Commercial Transportation Tickets. Senior recruiters or designated Reserve recruiting personnel use an AF Form 9, or the GPC to obtain tickets for applicants traveling to and from MEPS. This person will:

7.7.1. Contract with a reliable vendor familiar with this type of service who will accept payment from payment sources listed above in [7.7](#).

7.7.2. Not purchase bulk tickets costing more than \$100 one way or \$200 for each round trip, without approval from the Chief, Resource and Budget Branch.

7.7.3. Ensure CTT are not misused.

7.7.4. Establish internal controls to prevent loss of or misuse of CCT.

7.7.5. Not exceed the SPL of the GPC when procuring tickets.

7.7.6. Ensure funds are available via AF Form 9, or the AF Form 4009, before purchasing tickets.

Chapter 8

MEALS AND LODGING FOR AIR FORCE RESERVE APPLICANTS

8.1. Purpose. Each applicant is entitled to meals and lodging at Military Entrance Processing Station (MEPS) for physical examines, testing, processing, and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or rejected for enlistment, Air Force Reserve will pay for meals and lodging incurred by the applicant at the MEPS. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters and recruiters to procure, maintain, and pay for meals and lodging for applicants sent to MEPS.

8.2. HQ AFRC/RSSR Responsibilities. The Chief, Plans and Resources (RSS) Division is responsible for the MEPS Program. The Chief, Resources and Budget Branch (RSSR) is responsible for managing this process. This person will:

- 8.2.1. Appoint one primary and one alternate person in RSS as the HQ MEPS Program Manager.
- 8.2.2. Ensure funds needed for the MEPS program are submitted in writing to the appropriate budget officer upon request.
- 8.2.3. Ensure funds for this program are increased or decreased as needed via AF Form 4009.
- 8.2.4. Ensure MEPS Program Manager and alternate are familiar with processes used to procure, maintain, and pay for MEPS meals and lodging.
- 8.2.5. Ensure funds are available before approving and paying monthly bills.
- 8.2.6. Ensure the GPC used to pay MEPS expenses are kept current and an audit is done annually on each cardholder's account.

8.3. HQ Military Entrance Processing Station Program Manager Responsibilities. This person is appointed by the Chief, Resource and Budget Branch. This person will:

- 8.3.1. Be knowledgeable of processes used by AFRCRS to procure, maintain, and pay for meals and lodging for applicants.
- 8.3.2. Ensure daily transactions in C.A.R.E. system are reviewed for discrepancies.
- 8.3.3. Keep units current on processes and policy changes regarding MEPS program.
- 8.3.4. Ensure all MEPS counselors and budget personnel are notified of any AFRCRS changes regarding GPC expiration dates, new card holders, phone numbers, and office address changes.
- 8.3.5. Acts as MEPS liaison between all MEPS and senior recruiters.

8.4. Senior Recruiter Responsibilities. Senior recruiters are responsible for managing the MEPS program at their unit. The senior recruiter will:

- 8.4.1. Appoint one primary and alternate to act as the unit's MEPS liaison. If the unit uses more than one MEPS to process applicants, more than one alternate may be appointed.
- 8.4.2. Ensure MEPS meals and lodging are not misused and no shows are accounted for.
- 8.4.3. Ensure unit MEPS liaison meets all required suspenses to HQ MEPS Program Manager.

8.4.4. Ensure all recruiters are familiar with MEPS processes.

8.5. Unit Military Entrance Processing Station Liaison Responsibilities. In addition to acting as the liaison between AFRCRS and the senior liaison NCO (SLNCO)/liaison NCO (LNCO) at MEPS, this person will:

8.5.1. Coordinate with SNLNCO/LNCO on meals and lodging reservations for Air Force Reserve applicants.

8.5.2. Ensure all prospective applicants sent to MEPS are recorded on the appropriate log (Reference paragraph **8.6.** below).

8.5.3. Ensure monthly MEPS logs are reviewed for accuracy before forwarding to HQ MEPS Program Manager for payment NET the 25th of each month and NLT the last day of each month.

8.5.4. Ensure one log is used per month, per MEPS, per MOL.

8.5.5. Ensure all receipts are forward to HQ MEPS Program Manager immediately after signing.

8.6. Monthly Military Entrance Processing Station Log. Each unit MEPS liaison will develop a monthly MEPS log to be used by recruiters at their unit. The log will track all applicants sent to MEPS for physicals and testing. This log will include at a minimum:

8.6.1. MOL, MEPS, and month log is used.

8.6.2. Applicants printed name and signature.

8.6.3. Date applicant was sent to MEPS.

8.6.4. Estimated cost of lodging used and meals consumed (if applicable).

***NOTE:** The Government is responsible for lodging and meals only. The applicant is responsible for all other expenses incurred (example, in room movies, room service, phone calls, etc).*

8.7. Military Entrance Processing Station Verification Procedures. The HQ MEPS Program Manager is responsible for verifying all MEPS costs accrued by applicants sent to MEPS by AFRCRS recruiters before approving payment. This person will:

8.7.1. Review each transaction in C.A.R.E. for discrepancies or unofficial charges.

8.7.1.1. Compare monthly MEPS logs and receipts obtained throughout the month from unit MEPS managers to ensure data from the logs match the charges in C.A.R.E.

8.7.2. Notify units via e-mail to verify any discrepancies found in C.A.R.E., but not on log and/or vise versa.

8.7.3. Request missing receipts from unit MEPS managers via e-mail.

8.7.4. Maintain all logs and supporting documents in file.

Chapter 9

RECRUITER ENTITLEMENTS IN HIGH COST AREAS

9.1. Purpose. Recruiting personnel are often assigned to locations where housing costs are not adequately documented and supported by Basic Allowance for Housing (BAH), and where military housing is not available within a reasonable commuting distance. The Leased Government Housing (LGH) program is available for Air Force Reserve recruiters that meet eligibility requirements. Additional entitlements some recruiters may be eligible for include using O & M funds to pay parking for Privately Owned Vehicles (POV) at leased offices in high-cost areas and gym memberships at commercial facilities without using personal funds. Although the HQ RM is responsible in assisting the recruiters in obtaining LGH, commercial gyms, and POV parking, there are some responsibilities that must be handled by the flight commander and senior recruiters. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters, and recruiters assigned to AFRCRS and their responsibilities to procure and maintain LGH. The processes and guidance provided in this chapter are used in conjunction with AFI 32-6001, *Family Housing Management*; IAFI 65-106, *Appropriated Fund Support of Moral, Welfare, and Recreation and Non-appropriated Funds Instrumentalities*.

9.2. Leased Government Housing. To improve housing quality of life for independent duty AFRCRS personnel and their families, HQ AFRC/RS has arranged for the USACOE, to procure leased housing for AFRCRS personnel and their families. All personnel eligible for BAH at the “with dependent rate” and accompanied by dependents are eligible. In cases of joint custody of common dependents, only the military member who has legal and physical custody for more than 6 months per year is eligible. Moreover, to qualify, the following unsuitable conditions must exist: (1) Actual or anticipated out-of-pocket housing expenses are greater than BAH; (2) Permanent duty assignments located in a remote location which is greater than 1-hour commute from a military installation with family housing assets; and (3) No pending personal investigations/actions. Members are also required to have at least 12 months retainability. If adequate suitable housing is identified by the USACOE but declined by the member, the member may not reapply for leased housing until execution of Permanent Change of Station (PCS) orders. Exceptions are due to an increase in the number of dependents or other unforeseen extenuating circumstances, which will be considered on a case-by-case basis.

9.3. HQ AFRC Responsibilities. The Chief, Plans and Resources Division (RSS) has the overall responsibility for the LGH program. The Chief, Resource and Budget Branch (RSSR) is responsible for managing the program. This person will:

- 9.3.1. Appoint one HQ RM as the LGH Program Manager.
- 9.3.2. Ensure the appropriate number of leases are obtained and increased/decreased as needed through appropriate channels.
- 9.3.3. Ensure the annual LGH leasing requirement projections given to the HQ AFRC/FM program manager are input for budget submission.
- 9.3.4. Approve each request for funding before input into Livelink.
- 9.3.5. Initiate the DD Form 448, **Military Interdepartmental Purchase Request** for payment and ensure it is forwarded to HQ USACOE for acceptance.
- 9.3.6. Ensure unused funds on the MIPR are de-obligated at the end of each FY.

9.4. HQ Leased Government Housing Program Manager. The LGH Program Manager serves as the liaison between recruiters, U.S. Army Headquarters, District Corps of Engineers, and HQ AFRC/RS. This person will:

- 9.4.1. Ensure recruiting personnel are familiar with the LGH Program.
- 9.4.2. Forward and assist recruiters in completing the LGH worksheet for program approval.
- 9.4.3. Provide BAH and Fair Market Value (FMV) costs to RS Resource Advisor and First Sergeant.
- 9.4.4. Input approved data from application into Livelink for processing.
- 9.4.5. Approve in Livelink the costs and site selection of the LGH.
- 9.4.6. Notify the senior recruiter and requesting recruiter in writing that he/she has been approved or disapproved for the LGH program.
- 9.4.7. Notify senior recruiter and forward a copy of the Statement of Understanding (SOU) to the requesting recruiter to sign if approved for the LGH program.
- 9.4.8. Ensure the SOU from the recruiter is the original and has been signed by both the requesting recruiter and senior recruiter.
- 9.4.9. Ensure USACOE submits any leases that fall within the parameters of a high-cost lease to HQ LGH Program Manager for approval in Livelink.
- 9.4.10. Ensure senior recruiter and recruiter meet with the USACOE for site survey.

9.5. Senior Recruiter Responsibilities. The senior recruiter will act as the MOL LGH Manager. The senior recruiter will:

- 9.5.1. Brief each new recruiter on the LGH program.
- 9.5.2. Assist the recruiter in completing the LGH worksheet.
- 9.5.3. Assist the recruiter in housing selection.
- 9.5.4. Ensure the recruiter's BAH is stopped upon occupancy of LGH.
- 9.5.5. Assist USACOE in inspecting the LGH upon vacancy.

9.6. Recruiter Responsibilities. The recruiter applying for this program will:

- 9.6.1. Complete the LGH application (via internet) and submit the data to the HQ LGH Program Manager through the senior recruiter and flight commander.
- 9.6.2. Forward an original signed SOU to HQ LGH Program Manager upon notification that application has been approved.
- 9.6.3. Interact with the USACOE to evaluate potential housing sites and to indicate preferred site to HQ LGH Program Manager.
- 9.6.4. Inspect leased housing facilities to include pre-occupancy, pre-termination, and post-termination inspections.
- 9.6.5. Forward a copy of the first month's LES to HQ LGH Program Manager showing BAH is not being received.

9.6.6. Know your individual responsibilities concerning the LGH program.

9.6.7. Understand that under no circumstances will an individual enter into an agreement with a lessor or direct USACOE personnel to act on their behalf.

9.6.8. Understand that under no circumstances will an individual initiate a contract between the local utility company and the government (excluding cable and phone) without authorization from the USACOE. (This includes not having utilities turned off at the end of the lease term.)

9.7. Use of Commercial Gym for Recruiters Assigned to Leased Offices. Due to the location of some leased offices, some recruiters may be eligible to use commercial gyms without using their own money to pay for membership. The flight or senior recruiter is authorized to use up to \$650.00 of O & M funds annually to purchase gym membership for the recruiter(s), if the office is located more than 10 miles from the nearest military installation offering fitness facilities.

9.7.1. Do not purchase separate memberships for each recruiter. The membership must be in the name of AFRCRS, not the individual.

9.7.2. Contract with a gym nearest the recruiting office, NOT the recruiter's home.

9.7.3. Secretary of Air Force through HQ AFRC/SV and RSSR must approve annual membership fees exceeding \$650 annually. (Contact the Chief, Resources and Budget Branch for further information.)

9.7.4. The GPC is authorized for payment if annual cost does not exceed the SPL of \$2,500 for the whole year at each gym.

9.7.5. Do not have membership at more than one gym for recruiters at the same location.

9.8. Reimbursement for Personal Owned Vehicle Parking in High Cost Areas. Due to the location of some leased offices, recruiters whose offices are located in areas where public parking is not available within four blocks of their office, may be eligible to use O & M funds to pay for contract parking. Senior recruiters will contract with a reliable parking garage and may use the GPC to pay the monthly costs. Exception: If the cost of the parking garage exceeds the GPC SPL of \$2,500, an AF Form 9, must be established to contract with the parking garage.

Chapter 10

FINANCIAL MANAGEMENT

10.1. Purpose. Along with HQ AFRCRS, flight commanders and senior recruiters are responsible for submitting a request and maintaining an O & M budget to pay for daily operation requirements such as travel, supplies, equipment, telecommunication service, and miscellaneous contracts at their flight and MOL. This chapter provides the guidance and processes to be used by HQ AFRC/RSSR, flights, senior recruiters, and recruiters assigned to AFRCRS (PEC 58160) and their responsibilities. The processes and guidance provided in this chapter are used in conjunction with AFI 65-601, *Budget Programming and Financial Management* and Joint Forces Travel Regulation, Part C; *Reimbursement for Members Performing Official Recruiting Duty*.

10.2. HQ AFRC/RS Budget Officer's Responsibilities. The Chief, Plans and Resources (RSS) Division is responsible for ensuring the formulation and execution of the budget and ensuring the objectives of sound financial management are reached. The Chief, Resources and Budget Branch (RSSR) acts as the Resource Advisor (RA) and is responsible for managing these funds. The RA will:

- 10.2.1. Be knowledgeable of expenses involved with operation and maintenance of AFRCRS functions.
- 10.2.2. Prepare and submit the HQ AFRC/RS budget estimates for the coming fiscal year to HQ AFRC/FM.
- 10.2.3. Coordinate, formulate, and submit AFRCRS's fiscal year requirements for the following Element of Expense/Investment Code (EEIC): 433, Full Time Vehicle Rental; 59232, Recruiting Advertising; 59229, MEPS Reimbursement; and 59231, Centers of Influence.
- 10.2.4. Establish internal procedures to manage TDY travel funds.
- 10.2.5. Coordinate on all headquarters staff travel requests.
- 10.2.6. Conduct an internal financial working group to allocate funds to appropriate HQ AFRC/RS divisions.
- 10.2.7. Conduct quarterly funds reviews on advertising agency accounts.
- 10.2.8. Review flight and unit budgets quarterly to ensure funds are committed and obligated proportionately throughout the FY.
- 10.2.9. Ensure flight and unit annual budget submissions are coordinated and approved by the Commander, Recruiting Service before authorizing HQ AFRC/FMOA to load money against each OBAN and EEIC at the units.

10.3. Flight Responsibilities. Flight commanders act as flight RAs responsible for AFRCRS funds allocated to their cost centers. The Commander, Recruiting Service, appoints the flight RA in writing. The flight RA will:

- 10.3.1. Monitor funds issued to assure sound financial management.
- 10.3.2. Establish and maintain an accountability ledger by EEIC. File accountability ledgers in accordance with the RDS in WebRIMs.

- 10.3.3. Review monthly reports such as Microbas and Commander Resources Integration System (CRIS) to ensure funds have been committed and obligated accordingly.
- 10.3.4. Coordinate on all matters pertaining to AFRCRS funds with the unit budget office.
- 10.3.5. Ensure funds are obligated and committed proportionately throughout the FY.
- 10.3.6. Attend and maintain minutes of financial working group and/or financial management board meetings.
- 10.3.7. Ensure only authorized commodities and services are purchased with RS funds.
- 10.3.8. Ensure the requesting official is the same on the transmittal letter and DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**.
- 10.3.9. Ensure only the approving official approves the SF 1164.

10.4. Unit Responsibilities. Senior recruiters act as unit funds managers and are responsible for AFRCRS funds (PEC 58160) allocated to their cost centers. The appropriate flight commander appoints the unit funds manager in writing. In addition to the responsibilities listed in paragraph 10.3.1. through paragraph 10.3.9. above, the unit funds manager will:

- 10.4.1. Forward a copy of their annual budget submission to their unit budget officer, a copy to HQ AFRC/RSSR, and a copy to the appropriate flight commander.
- 10.4.2. Forward a copy of any unfunded requirement submissions to the unit budget officer, HQ AFRC/RSSR, and the appropriate flight.

10.5. Servicing Budget Office. Funding for AFRCRS locations is included in the Operating Budget Authorization Number (OBAN) of the nearest HQ AFRC flying unit. The flying unit budget officer is responsible for providing normal support and guidance on budgetary and fiscal matters to the unit funds manager.

10.6. Financial Plan. The financial planning system is a financial blueprint of a projected organizational plan of action for a specific period of time. Financial activity is always planned and funding requirements are stated in terms of support for the assigned mission. Maintain file according to the RDS in WebRIMS.

10.7. Fund Cite. The accounting fund cite is made up of a minimum of 31 characters. It is divided into 11 different categories. Although flight and senior recruiters should be familiar with the whole fund cite, the Program Element Code (PEC), OBAN, Responsibility Center/Cost Center (RC/CC) and EEIC are of most concern for flight and unit recruiting personnel.

- 10.7.1. Program Element Code. All non-personal AFRCRS expenses, except recruiting advertising contracts, are charged to PEC 58160. Charge advertising contract expenses to PEC 58168.
- 10.7.2. Operating Budget Account Number. An OBAN is a two-digit numeric code which identifies (for funding purposes) a unit (wing, group, or squadron). When combined with the Operating Agency Code (OAC), it identifies the MAJCOM and the applicable lower echelon.
- 10.7.3. Responsibility Center/Cost Center (RC/CC). A six-digit code that identifies an organization or a section within an organization.

10.7.4. Element of Expense/Investment Code. A code used in O&M budget preparation to identify the nature of services and/or items acquired. (Three or five digit EEICs are standard throughout the Air Force.)

10.8. Management Controls. Each fiscal year, organizations review management controls which are necessary to prevent waste of resources (funds). These controls should be directive in nature. The most common form of management controls include those established for TDY travel, GPC items, and telecommunications equipment. Funds, as issued by HQ AFRC, represent unit apportionments after consideration of total mission requirements and command fund availability.

10.9. Budget Call. Upon receipt of the budget call, the Flight Resource Advisor and Unit Resource Manager will formulate and submit requirements for the coming fiscal year in the following areas: Travel, EEIC 409; Telecommunications, EEIC 492 or 494; Government Purchase Card, EEIC 61950; and Claim for Reimbursement for Expenditures on Official Business (SF 1164s), EEIC 59230, to HQ AFRC/RSSR for submission. Maintain file according to the RDS in WebRIMS.

10.10. Unfunded Requirements Submission. The call letter for unfunded requirements (UFR) is normally sent by the servicing budget officer during mid-year and at the end-of-year. UFRs are created by the lack of financial resources to fund valid, possibly un-programmed, requirements that can be created by a mission change, or other unforeseen event, to include initial under-funding. Flight and MOL RAs submit a UFR according to their servicing budget office requirements, a copy of each UFR is forwarded to RSSR and a copy is kept on file at the requester's office in accordance with the RDS in WebRIMS.

10.11. Temporary Duty Limitations. TDYs must be managed within budget parameters and every effort made to conserve travel funds.

10.11.1. Simultaneous travel to the same place by two or more persons should be minimized.

10.11.2. GSA vehicles must be used before POVs or rental vehicles are authorized.

10.11.3. Military transportation is used whenever possible.

10.11.4. For proposed training meetings outside the MOL area of responsibility, the requesting POC will:

10.11.4.1. Consider using a Reserve or active duty base that can billet attendees before contracting with commercial lodging.

10.11.4.2. The senior recruiter will submit a training meeting request (letter or e-mail) to the appropriate flight commander at least 15 days in advance for coordination and approval. (Flight commanders will forward this correspondence to Commander, Recruiting Service.) The letter must include, at a minimum, an outline of the meeting agenda, proposed location, and justification for the training meeting.

10.11.5. For all other TDYs outside the MOL's area, use the following guidance:

10.11.5.1. Submit a letter or e-mail to the appropriate flight commander for coordination and approval. The letter must include, at a minimum, location, number of people performing the TDY, estimated cost, and justification for the TDY.

10.12. Temporary Duty Orders. Coordinate DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, to be published on AFRCRS personnel through the appropriate office for accounting classification (this may or may not be the unit budget office). Approving officials, as indicated in AFI 37-128, *Administrative Orders (PA)*, sign block 18 of DD Form 1610 for personnel assigned to FAC 1690.

10.13. Approving Authority for Performance of Travel. The following individuals are approving authorities for TDYs within the unit's recruiting area. A letter will be kept on file showing who the approving officials are.

10.13.1. For HQ AFRC/RS personnel and flight commanders, the Commander, Recruiting Service.

10.13.2. For flight personnel and senior recruiters assigned to their flight, the flight commander, unit commander, or designated approving official.

10.13.3. For recruiters and civilians assigned to their OL, the senior recruiter.

10.13.4. For senior recruiters performing TDYs outside their recruiting area, flight commanders are the approving officials.

10.13.5. HQ AFRC/RS has authority for all command-directed travel.

NOTE: Subordinates will not be approving officials for superiors:

10.14. Travel Voucher Submission. A DD Form 1351-2, **Travel Voucher or Sub-voucher**, is completed and submitted to the appropriate finance office within 5 work days of completing TDY. A copy of the DD Form 1610, commercial transportation costs, lodging, conference fees, and receipts over \$75.00 are submitted with the DD Form 1351-2.

10.14.1. Each DD Form 1351-2, must be reviewed and signed by the member's supervisor before it is submitted to the local pay section for reimbursement.

10.14.2. If required by the local unit, personnel assigned to FAC 1690 provide a legible copy of the DD Forms 1610 and 1351-2, to their unit funds manager NLT 5 workdays after payment is received.

10.14.3. Maintain DD Form 1351-2, DD Form 1610, finance computation and transmittal sheets, and letters authorizing travel outside the MOL's area of responsibility. The file is maintained according to the RDS in WebRIMs.

NOTE: If your local travel pay section does not return all documents listed in this paragraph, a memo for record must be kept on file stating this.

10.15. Miscellaneous Expenses Incurred in AFRCRS. Recruiters may be entitled to reimbursement for out-of-pocket recruiting duty expenses via SF 1164, **Claim for Reimbursement for Expenditures on Official Business**. These expenses should not exceed \$75.00 per month and are limited to:

10.15.1. Occasional snacks, non-alcoholic beverages and meals, when purchased by the recruiter for prospective applicants and their immediate families, or other non-military individuals who directly assist in the recruiting effort.

10.15.2. Parking fees incurred by recruiters at itinerary stops.

- 10.15.3. Official telephone calls. A copy of the telephone bill verifying the calls as official must be submitted for reimbursement.
- 10.15.4. Cost for copies of vital documents for prospective recruits, including birth certificates, school transcripts, diplomas, registration certificates, etc.
- 10.15.5. Refreshments such as pizza and soda for Delay Entry Program (DEP) during required meetings.
- 10.15.6. Parking for applicants at the recruiting office who are processing into the Air Force Reserve.
- 10.15.7. Turnpike and toll bridge costs (if standard options are not available for use--reference paragraph 5.10. of this instruction).
- 10.15.8. Occasional supplies (for recruiters geographically separated from the MOL).
- 10.15.9. Reimbursement for POV mileage when used for official business (reference Chapter 2.14 for clarification of POV authorization/reimbursement).
- 10.15.10. Cell phone call charges (not service) when used for official business
- 10.15.11. Donuts and snack trays for media, counselors, and influencers. (Do not use this as a Center of Influence Event).
- 10.15.12. Coffee and coffee supplies for the recruiting office (must show percentage purchased for applicant consumption).

10.16. Claim For Reimbursement. Members entitled to reimbursement must complete a SF 1164. Claims must contain an itemized list of expenses. A receipt must support a claim for any item in excess of \$75.00. Missing receipts must be explained on the voucher.

NOTE: It is optional for senior recruiters to request and maintain all receipts connected to SFs 1164 on file.

- 10.16.1. The approving official, as indicated below, ensures items claimed for reimbursement were official recruiting duty expenses.
 - 10.16.1.1. Senior recruiters are SF 1164 approving officials for their assigned recruiters.
 - 10.16.1.2. Flight commanders are SF 1164 approving officials for their assigned senior recruiters.
 - 10.16.1.3. Commander, Recruiting Service is the SF 1164 approving official for HQ staff personnel and flight commanders.

10.17. Non-Reimbursement Expenses. Reimbursement is not authorized for expenses covered by other Instructions--for example, local travel expenses when TDY or meals purchased for personal consumption by the member.

- 10.17.1. Recruiting supervisors purchasing light snacks for other military members (exception is DEP).
- 10.17.2. Monthly service charges on personal cell phones.
- 10.17.3. COI Events.

Chapter 11

TRAVEL AND SPECIAL PHYSICAL EXAMINATION FOR OFFICER ACCESSION AND HEALTH PROFESSION APPLICANTS

11.1. Purpose. OA senior recruiters may authorize invitational orders and special physical examinations for officer applicants, when needed, from the place of application or from home of record (HOR), to the place of physical examination, interview processing, and acceptance into the Air Force Reserve. Regardless of whether the applicant is accepted or not, return travel to place of application or HOR is provided. This chapter provides the guidance and processes used by OA recruiters to procure and pay for invitational orders and special physical examinations.

11.2. Travel Authority for OA Applicants. Travel authority may be provided to officer applicants for physical examinations and interviews required for Air Force Reserve appointment. Invitational travel orders are authorized by the OA senior recruiter and are issued before departure. Applicants are issued government transportation requests (GTR).

11.3. Contract Physical Examinations for OA Applicants. OA senior recruiters are authorized to pay for contract physical examinations for officer applicants. This authorization is granted only when the following conditions exist:

- 11.3.1. Required physical exam is not available at government medical facilities or there will be a substantial delay (30-45 days) in scheduling or processing the physical examination.
- 11.3.2. Applicant resides or works a substantial distance from the nearest government medical facility.
- 11.3.3. Physical examination cannot be performed in conjunction with the Reserve unit commander interview.
- 11.3.4. Provider is a reliable vendor.
- 11.3.5. Cost does not exceed \$500.00 (see note below).

11.4. Special Medical Tests for Officer Applicants. OA senior recruiters are authorized to pay for special medical tests only when the following conditions exist:

- 11.4.1. Special medical tests are required that cannot be provided by the government medical facility, or a substantial delay (30-45 days) in scheduling or processing will result.
- 11.4.2. Repeated tests are required and it is inconvenient for the applicant to return to the government medical facility.
- 11.4.3. Cost does not exceed \$500.00 (see note below).

***NOTE:** Normally, authorized reimbursement should not exceed \$500.00. The OA Reserve Recruiting Flight Commander is the approving authority for costs exceeding this amount.*

11.5. Procedures for Contract Physical Examinations and Special Medical Tests. OA recruiters will submit a letter of justification to their senior recruiter requesting payment for contract physical examinations and special medical tests. In addition to justification, the letter will include:

11.5.1. Name, Social Security Number (SSN), and mailing address of applicant (ensure information is protected according to the Privacy Act of 1974).

11.5.2. Unit to which the applicant will be assigned or attached.

11.5.3. Circumstances preventing the physical examination or special medical tests from being conducted in a government medical facility.

11.5.4. The OA senior recruiter sends a letter with the name of the authorized provider or medical facility to the applicant with an information copy to the recruiter. This letter authorizes the facility to conduct the required physical examination or special medical tests and bill the Air Force Reserve for reimbursement. In addition, the letter requests the facility to include their identification number if it is not on the bill.

11.6. Payment for Contract Physical and Special Medical Examinations. There are three payment methods used for these examinations: Each method requires a copy of the bill, letter requesting the examination, and any other supporting documents be kept on file:

11.6.1. GPC may be used to pay for these examinations. (Do not exceed the SPL).

11.6.2. Government Purchase Check is issued only if the GPC is not accepted. The check must be made out to the vendor not the applicant or recruiter.

11.6.3. Complete SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, certifying services rendered. The completed SF 1034 with identification number is forwarded to the local finance office for payment.

11.7. AFRC Forms 21, Request/Approval for Expenditure of COI Event Funds, AFRC Form 36, Request for Lease Office Space, AFRC Form 37, Real Estate Annual Inspection, AFRES Form 118, COI Guest List – Prospective Applicant, AFRES Form 119, COI Guest List – Influencer

JOHN J. BATBIE JR., Lt General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****ABSS**—Automated Business Service System**AFI**—Air Force Instruction**AFMAN**—Air Force Manual**AFRC**—Air Force Reserve Command**AFRCRS**—Air Force Reserve Command Recruiting Service**AFRCI**—Air Force Reserve Command Instruction**AFRCPAM**—Air Force Reserve Command Pamphlet**BAH**—Basic Allowance for Housing**BCO**—Base Communications Officer**C.A.R.E**—Customer Automation & Reporting Environment**COI**—Center of Influence**CRIS**—Commander's Resource Integration System**CSA**—Communications Service Authorization**CSB**—Customer Support Branch**CSC**—Communications System Center**CTT**—Commercial Transportation Tickets**EEIC**—Elements of Expenses/Investment Codes**EME**—Equipment Management Element**FAC**—Functional Account Code**FM**—Financial Manager**FMC**—Fleet Management Center**FOUO**—For Official Use Only**FTS**—Federal Telecommunication Service**GPC**—Government Purchase Card**GPO**—Government Printing Office**GSA**—General Service Administration**GOV**—Government Owned Vehicle**GPC**—Government Purchase Card**GTR**—Government Transportation Request

HP—Health Professions

HOR—Home of Record

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFRC/RS—Headquarters Air Force Reserve Command Recruiting Service

HQ AFRC/RSS—Headquarters Air Force Reserve Command Recruiting Service Support

ISR—In Service Recruiter

JRFC—Joint Recruiting Facility Committee

LGH—Leased Government Housing

LNCO—Liaison Non-Commissioned Officer

MEPS—Military Entrance Processing Station

MOL—Main Operating Location

NAF—Numbered Air Force

NET—No Earlier Than

NLT—Not Later Than

OBAN—Operating Budget Account Number

OL—Operating Location

OA—Officer Accession

PEC—Program Element Code

POV—Private Owned Vehicle

RC/CC—Responsibility Center/Cost Center

RDS—Records Disposition Schedule

RFMIS—Recruiting Facilities Management Information System

RM—Resource Manager

ROS—Report of Survey

RRF—Reserve Recruiting Flight

RS—Recruiting Service

RSS—Recruiting Support Squadron (Plans & Resources Division)

RSSR—Recruiting Support Squadron Resource (Resource and Budget Branch)

SAV—Staff Assistance Visit

SNLNCO—Senior Liaison Non-Commissioned Officer

SPL—Single Purchase Limit

SR—Senior Recruiter

TA—Table of Allowance

TCO—Telephone Communication Officer

TDY—Temporary Duty

USACOE—United States Army Corps of Engineers

VCO—Vehicle Control Officer