

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

AIR FORCE INSTRUCTION 34-254

**AIR FORCE RESERVE COMMAND
Supplement 1**

12 September 1997

Services

SERVICES EDUCATION AND TRAINING



NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFRC/SV (Marilynn Sanders)
Supersedes AFI 36-2240, 25 July 1994 and AFI
36-2240/AFRES Sup, 3 May 1996

Certified by: HQ AFRC/SV (Robert N. Bemis)
Pages: 2
Distribution: F; X: HQ AFIS/IMP and AUL/LSE
(CD Only)

SUMMARY OF REVISIONS

This revision deletes the position training standards.

4.4. *(Added) Distribute programs and videotapes to assigned AFRC bases.

4.4.1. (Added) Services training coordinators

4.4.1.1. Submit requests for loan of video tapes using AFRC Form 13, **Request for Services Video Tape/Film**, in original only to HQ AFRC/SVXT, Robins AFB GA 31098-6001.

4.4.1.2. Approve and sign all AFRC Forms 13 that Services branches and sections originate before submission to HQ AFRC/SVXT.

4.4.2. (Added) HQ AFRC/SVXT provides requested materials and two copies of AFRC Form 13 to the Services base training coordinator.

4.4.2.1. Upon receipt of requested materials, the base Services training coordinator

4.4.2.1.1. Completes part III of the AFRC Form 13.

4.4.2.1.2. Suspenses the using agency according to specified return date in block 10.

4.4.2.1.3. Returns one signed copy of AFRC Form 13 immediately to HQ AFRC/SVXT. This signifies that the materials have been received.

4.4.2.2. Returning Materials:

4.4.2.2.1. Base Services training coordinators

4.4.2.2.1.1. Ensure branches and sections return materials in good condition to HQ AFRC/SVXT at the end of the loan period.

4.4.2.2.1.2. Returns the remaining copy of the AFRC Form 13 with materials being returned, ensuring blocks 11, 12, and 13 are completed.

NOTE:

It is essential that loaned materials be returned by specified suspense date so requests for loan from other units can be processed.

4.4.2.2.2. HQ AFRC/Services bills using agencies in the case of material damage.

4.4.3. (Added) Duplicating Materials. Units, activities, and individuals will not duplicate copyrighted materials. If video tapes are noncopyrighted, they may be copied only after obtaining written permission from HQ AFRC/SVXT.

4.10. (Added) Forms Prescribed: AFRC Form 13, **Request for Services Video Tape/Film.**

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander