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Manpower and Organization



AIR FORCE RECRUITING SERVICE OPERATIONAL ORGANIZATION

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This instruction implements AFRS 38-2, *Manpower*, and AFI 38-201, *Determining Manpower Requirements*. It establishes guidance on submission of manpower authorization change requests (ACR) and organizational change requests (OCR) within Headquarters Air Force Recruiting Service (HQ AFRS), the four recruiting groups, and 28 recruiting squadrons. It provides directions for the completion and submission of AFRS Form 1399, AF Recruiting Service Authorization Change Request. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created in accordance with AFMAN 37-139, *Records Disposition Schedule*. Attachment 1 contains a glossary of references and supporting information. This publication replaces guidance found in AETCI 38-201, 15 February 1996, *Air Force Recruiting Service Operational Organization*.

1. Purpose:

- 1.1. Provide guidance on submission of authorization/organizational change requests within AFRS.
- 1.2. Provide a detailed timeline for the submission of AFRS Form 1399.
- 1.3. Provide a detailed description on the completion of AFRS Form 1399.
- 1.4. Provide guidance on review and update of unit manning documents (UMD).

2. Organization and Manpower Requirements:

- 2.1. HQ AFRS/RSXXM is the office of primary responsibility for the overall direction and management of ACRs, AFRS Forms 1399, OCRs and UMDs.
- 2.2. The basic organizational structure consists of sufficient personnel, offices, military entrance processing stations, flights, squadrons, and groups to accomplish the AFRS mission.
- 2.3. AFRS group and squadron organizational structures are standardized. AFRS/CC, or CV must approve any deviation from the organizational structure prior to implementation. Recruiting group and squadron commanders will not attempt to reorganize their unit based on personalities.
- 2.4. Moves to accommodate personal desires are prohibited.

2.5. AFRS personnel will not commit any resources (moving personnel, signing leases, and obligating funds) until an AFRS Form 1399 has been accomplished and approved at the headquarters level.

2.6. Accomplish an AFRS Form 1399 for authorization changes in conjunction with the Real Estate Facilities Program Call. See timeline for submission of AFRS Forms 1399 outlined in paragraph 6. All AFRS Forms 1399 submitted outside of the timeline will be considered out-of-cycle and worked based upon funds available. Refer to AFRSI 32-9002, *Real Estate Support for Recruiting Facilities*, for procedures pertaining to real estate related matters. **NOTE:** Submit AFRS Form 1399 for force relocation actions as soon as the unit is aware of the action.

2.7. Normally an approved AFRS Form 1399 precedes projected facility actions. Authorization moves should be cost effective, and coincide with good facility planning while reacting to present and future production needs.

2.8. The group and squadron support flight commanders (RCG/RSS and RCS/RSS) have the overall responsibility of managing ACRs. The group and squadron personnel branches are responsible for maintaining the UMDs, and completing and maintaining AFRS Forms 1399. However, a coordinated and comprehensive effort by all group and squadron staff functions (for example, operations provides production and market justification as well as prepares zone maps as applicable; logistics provides necessary real estate, vehicle, and telecommunications information; system administrators provide necessary information regarding computer resources, etc.) is critical to the ACR process.

2.9. Base realignments, as well as reorganization actions, upon requirements of the function and clearly depict the management efficiencies to be realized. Need for training is not sufficient justification for an ACR request.

2.10. An AFRS Form 1399 is not required for group and squadron **headquarters** forced relocations, or relocation actions initiated by HQ AFRS/RSXL. However, an AFRS Form 1399 is required for all relocation actions initiated by groups or squadrons. HQ AFRS/RSXXM will work requests for movement orders for all group and squadron headquarters relocations in coordination with HQ AFRS/RSXL. However, groups and squadrons should notify HQ AFRS/RSXXM via e-mail at [AFRS HQ RSXXM](#) or letter to HQ AFRS/RSXXM, 550 D St West Suite 1, Randolph AFB TX 78150-4527 (as soon as possible if their unit is scheduled to move to ensure action is being worked).

3. Authorization Change Request (ACR) Objective:

3.1. An AFRS Form 1399 is used to submit an authorization change request to realign or move an authorization from one location to another, and does not change the overall organizational structure of the headquarters, group, squadron or flight (for example realign an enlisted accessions [EA] recruiter authorization from 11BA, Smithvalley to 11BB, Jonesvalley, or move an authorization from one headquarters division, branch or section to another, for example, HQ AFRS/RSO to HQ AFRS/RSX).

3.2. Use an AFRS Form 1399 for the submission of an authorization change request to convert authorizations from military to civilian or vice versa, Air Force specialty code (AFSC) changes, grade changes, skill-level changes, address changes, and zip code changes when none of these change the overall organizational structure of the headquarters, group, squadron, or flight.

3.3. HQ AFRS/RSXXM will accomplish all necessary AFRS Forms 1399 for authorization changes directed by AFRS/CC/CV. If an ACR package involves civilian positions, HQ AFRS/RSXP will provide current and proposed civilian position descriptions to HQ AFRS/RSXXM for inclusion in the final ACR package. All other authorization changes will be accomplished by the requesting unit and forwarded through the appropriate channels to HQ AFRS/RSXXM.

4. Organizational Change Request (OCR) Objective:

4.1. Organizational changes such as requests that involve group or squadron boundary changes, creation or elimination of branches or sections, realignment of authorizations from group or squadron support flight to operations flight, etc., do not require the submission of an AFRS Form 1399. Instead, an OCR package outlining the proposed organizational change and justification for the change is required to be submitted to HQ AFRS/RSXXM for review and staffing. Upon AFRS/CC/CV approval and direction, HQ AFRS/RSXXM will work organizational change request.

4.2. As a minimum, include the following in the OCR package:

4.2.1. Letter outlining the proposed organization change to include justification for proposed action, authorizations impacted, expected benefits (monetary or nonmonetary), potential impact on other units, cost of request in terms of dollars and resources, any real estate actions required, and whether any personnel (military and civilian) will be affected by the requested change.

4.2.2. Before and after organizational charts, if applicable.

4.3. HQ AFRS/RSXXM will accomplish the necessary OCR packages for all organizational changes directed by AFRS/CC/CV. If an OCR package involves civilian positions, HQ AFRS/RSXP will provide current and proposed civilian position descriptions to HQ AFRS/RSXXM for inclusion in the final OCR package. All other organizational changes will be accomplished by the requesting unit and forwarded through the appropriate channels to HQ AFRS/RSXXM.

5. Roles and Responsibilities:

5.1. HQ AFRS/RSXXM will:

5.1.1. Coordinate all ACRs (AFRS Forms 1399) it receives and approve/disapprove with applicable headquarters staff functions.

5.1.2. Coordinate all OCRs it receives with applicable headquarters staff functions, and forward to AFRS/CC/CV for final approval/disapproval.

5.1.3. Provide a copy of an approved/disapproved AFRS Form 1399 or OCR package to applicable headquarters staff function, and appropriate group and squadron.

5.1.4. Return incomplete AFRS Forms 1399 without action to respective group or squadrons if all necessary documentation is not received within 14 calendar days of the initial receipt of a partial ACR package.

5.1.5. Provide UMDs to each group and squadron on a quarterly basis. UMDs may be provided more frequently if a unit had numerous authorization changes.

5.2. Headquarters division staff will:

5.2.1. Submit all AFRS Forms 1399 with supporting documentation to HQ AFRS/RSXXM with the division chief's signature.

5.2.2. Ensure a new or revised civilian position description along with the current civilian position description is submitted with the ACR package if the action involves a civilian position.

5.3. Recruiting group staff will:

5.3.1. Submit all AFRS Forms 1399 with supporting documentation to HQ AFRS/RSXXM within the ACR process timeline to the maximum extent possible.

5.3.2. Ensure for zone and boundary changes, a detailed original current and proposed road map such as Rand McNally or Universal MAP is included in the package identifying all affected areas. No

photocopies or fax copies will be accepted. Ensure boundaries are clearly defined using a distinctive, transparent marker that does not obliterate highway name, street, and/or rivers.

5.3.3. Ensure an SF52, **Request for Personnel Action**, is submitted with the ACR package and the respective civilian personnel flights (CPF) are notified if the AFRS Form 1399 action involves a civilian authorization. **NOTE:** Submit all actions involving a civilian authorization a minimum of 150 days prior to the proposed effective date.

5.3.4. Maintain a copy of the submitted AFRS Form 1399 with supporting documentation in their personnel branch until the action has been approved/disapproved.

5.3.5. Ensure their personnel branch maintains and reviews the UMDs on a quarterly basis as a minimum, and notifies HQ AFRS/RSXXM of any discrepancies as soon as possible.

5.4. Recruiting squadron staff will:

5.4.1. Submit all AFRS Forms 1399 with supporting documentation to their respective group within the ACR process timeline to the maximum extent possible.

5.4.2. Ensure for zone and boundary changes, a detailed original current and proposed road map such as Rand McNally or Universal MAP is included in the package identifying all affected areas. Photocopies or fax copies will not be accepted. Ensure boundaries are clearly defined using a distinctive, transparent marker that does not obliterate highway name, street, and/or rivers.

5.4.3. Ensure an SF52 is submitted with the ACR package and the respective CPFs are notified if the AFRS Form 1399 action involves a civilian authorization. **NOTE:** All actions involving a civilian authorization must be submitted at a minimum of 150 days prior to the proposed effective date.

5.4.4. Maintain a copy of the submitted AFRS Form 1399 with supporting documentation in their personnel branch until the action has been approved/disapproved.

5.4.5. Ensure their personnel branch maintains and reviews the UMDs on a quarterly basis as a minimum and notifies HQ AFRS/RSXXM and their group personnel branch of any discrepancies as soon as possible.

6. ACR (AFRS Form 1399) Process Timeline (dates subject to change based on current FY deadlines):

6.1. October through January: During these months, groups and squadrons submit their next fiscal year real estate requests through the Recruiting Facilities Management Information System (RFMIS).

6.2. February: By the end of February, an AFRS Form 1399 package must be submitted for each action involving new offices, relocations, or office closures on the Real Estate Facilities Program Call for the next FY. **NOTE:** If no AFRS Form 1399 is submitted for an action on the Real Estate Facilities Program, the real estate action will be removed and not addressed at the Corps of Engineer (CoE) Collocation meeting.

6.3. March through July: HQ AFRS staff reviews packages for approval/disapproval. Coordinate all approved AFRS Forms 1399 for real estate actions with the appropriate CoE by HQ AFRS/RSXL. Return all disapproved AFRS Forms 1399 to the respective group and squadron with the rationale for disapproval.

6.4. August through September: HQ AFRS/RSXXM processes all approved AFRS Forms 1399 with HQ AETC/XPM for implementation. Approved actions normally will appear in the quarter after the approval date.

7. Procedures for Completing and Submitting AFRS Form 1399:

- 7.1. Complete the AFRS Form 1399 according to Attachment 2.
- 7.2. AFRS Forms 1399 submitted outside of the ACR process timeline will be considered out-of-cycle requests and worked based upon funds available.
- 7.3. Mail AFRS Forms 1399 packages to the following address:

HQ AFRS/RSXXM
550 D Street West, Ste 1
Randolph AFB TX 78150-4527

8. Form Prescribed. AFRS Form 1399.

9. Form Adopted. SF 52.

EDWARD A. RICE, JR., Brigadier General, USAF
Commander

2 Attachments

1. GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION
2. INSTRUCTIONS FOR COMPLETING AFRS FORM 1399

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

AFPD 38-2, *Manpower*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ACR—authorization change request

AETC—Air Education and Training Command

AFRC—Air Force Reserve Command

AFRS—Air Force Recruiting Service

AFSC—Air Force specialty code

ANG—Air National Guard

CoE—Corps of Engineer

CPF—civilian personnel flights

EA—enlisted accessions

FAC—functional account code

MEPS—military entrance processing station

OCR—organizational change request

PAS—personnel accounting symbol

RFMIS—Recruiting Facilities Management Information System

UMD—unit manning documents

Attachment 2

INSTRUCTIONS FOR COMPLETING AFRS FORM 1399

BLOCK	ENTRY
1A	Requesting Squadron
1B	Squadron Control Number
	Squadron Coordination. Assign a control number to each AFRS Form 1399 initiated by the individual squadron (for example, an AFRS Form 1399 initiated by the 311 RCS the control number should be 01, the control number on the next AFRS Form 1399 initiated by the 311 RCS should be 02). Each squadron assigns its AFRS Forms 1399 control numbers starting with 01.
2A	Typed Name of Squadron Commander
2B	Signature of Squadron Commander
2C	Date Forwarded to Group
3A	Requesting Group
3B	Group Control Number
	Group Coordination. Assign a control number to each AFRS Form 1399 initiated by the individual group (for example, an AFRS Form 1399 initiated by the 360 RCG the control number should be 01, the control number on the next AFRS Form 1399 initiated by the 360 RCG should be 02). Each group assigns its AFRS Forms 1399 control numbers starting with 01.
4A	Group Commander Recommended Approval/Disapproval
4B	Typed Name of Group Commander
4C	Signature of Group Commander
4D	Date Forwarded to HQ AFRS/RSXXM
5A	Requesting HQ AFRS Division Approval/Disapproval (used only when a request is initiated from HQ AFRS level)
5B	Typed Name of Division Chief
5C	Signature of Division Chief
5D	Date Forwarded to HQ AFRS/RSXXM
6 (note)	Information Systems Impact. Initiating unit's system administrator signature and justification/impact on the action being requested. The justification must include whether sufficient computer resources are available to accommodate the action requested; if not, indicate where and how computer resources will be obtained. System administrators should describe all of the resources needed that are not available and the estimated total cost.
7 (note)	Personnel Impact. Initiating unit's personnel NCO signature and justification/impact on the action being requested. The justification must include whether the position is vacant or filled. If the position is military and vacant, indicate whether or not an inbound has been projected

BLOCK	ENTRY
	<p>for that position. If the position is filled, indicate if the action will require a permanent change of station move or a time-on-station waiver for the incumbent. If the position is a civilian position and is filled, state whether or not the civilian employees is planning on moving with the position and include an SF Form 52 with the AFRS Form 1399 package. In the justification, include the home addresses of the personnel impacted by the proposed action. Information will be used to help ensure commute time and quality of life are not negatively impacted by the proposed action. A civilian employee who is not moving with the position must be given 60 to 90 days notice by the servicing civilian personnel office before the authorization is moved. Therefore, submit all actions involving a civilian authorization at a minimum of 150 days prior to the proposed effective date.</p>
8 (note)	<p><u>Logistics & Real Estate Impact.</u> Initiating unit's logistics NCO signature and justification/impact on action being requested. Logistics NCOs should ensure the action being requested is on their approved real estate program. Real estate justification must include approximate mileage of move, lease termination date, estimated costs involved with the proposed move (real estate cost, furniture, equipment, communication cost, etc.), delineated maps, and whether or not the office will be closed. If the leased space cannot be terminated, provide plans for the disposition of the office space. Indicate if the office is collocated with the other services and what service (Army, Navy, Marine, or Reserves). If the office is collocated, indicate whether or not requesting to break collocation. Indicate whether a major upgrade has been accomplished within the last 18 months. If the facility is the primary reason for the move, ensure copies of letters to and from the CoE are included in the package outlining attempts made to correct the problems. Provide crime statistics, if applicable, for current and proposed location. Also, indicate whether additional vehicles will be required for the proposed location and any other pertinent information or rationale for the proposed action.</p>
9 (note)	<p><u>Operations Impact.</u> Initiating unit's operations NCO signature and justification/impact on action being requested. When applicable, provide at least 12 months of production statistics to include schools/market data for each office involved. In the justification, include each recruiter's current and proposed zone by county/ZIP codes. Where flight, zone, and/or market structure do not change, so state. Ensure justification explains how the requested action will maximize production potential for the affected recruiting zones. When applicable, attach maps showing the area's current and proposed configurations of affected zones. Show how recruiting offices affected will be zoned to support authorized recruiters if the request is approved. Ensure original road maps for zone changes are submitted with package—photocopies or faxed copies will not be accepted.</p>
10	<p>Obtain this information from the UMD. Group and squadron personnel may recommend numbers for new offices; however, final approval authority of numbers for new offices is HQ AFRS/RSXXM.</p>
11-13	<p>List the complete current address, city, and nine-digit ZIP code. If available, list address, city, and ZIP code for the proposed location.</p>
14	<p>Obtain the Personnel Accounting Symbol (PAS) code from the UMD and only use the last four digits. If the office already exists, a PAS code is available. If the office is relocating within the same city, the PAS code remains the same for the new location. If the office is relocating to a new city, enter "new" under PAS code for the new location.</p>

BLOCK	ENTRY
15	Obtain the functional account code (FAC) from the UMD.
16	Obtain the organizational structure code (OSC) from the UMD.
17	Obtain the Air Force specialty code (AFSC) from the UMD.
18	Obtain the authorized grade from the UMD; for example, COLONEL = COL; LT COLONEL = LTC; CMSGT = CMS; SMSgt = SMS; MSgt - MSG. For civilian positions, use "CIV."
19	Obtain the position number from the UMD (list the complete position number).
20	Enter the date the requested action is to be implemented if approved. Use the fiscal year-then-quarter format; for example, 4th quarter 2002 would be listed as "024."
21	Obtain information from the UMD. The OSC on the UMD will identify the program type of the position. First-line entry for a proposed action is the current location of the authorization. Use a minus (-) on the first-line entry indicating where the position currently is located with a program type identifier. Table A2.1 lists program type identifiers for field recruiter positions. No program type identifiers are used for AFRS headquarters, group, and squadron headquarters positions. The second-line entry is the proposed action and location for the authorization. Use a plus (+) on the second-line entry indicating where the authorization is proposing to be moved. Again, identify the authorization program type, if applicable.

NOTE: Blocks 6 through 9 initiate unit justification. (If additional space is required for justification, use AFRS Form 1399 continuation sheet or plain bond paper.)

Table A2.1. Program Type Identifiers.

OSC	TYPE	PROGRAM IDENTIFIER
RSRA	Enlisted Position = Enlisted Accession (EA) Flight Chief	FC
RSRA	Civilian Position = EA Civilian Flight Secretary	CIV
RSRAA	EA Recruiter	EA
RSP	Officer Position = OA Flight Commander	FCmdr
RSP	Enlisted Position with duty title as Flight Chief = OA Flight Chief	FC
RSP	Enlisted Position with duty title as Recruiter = OA Recruiter	OA
RSP	Civilian Position = OA Civilian Flight Secretary	CIV
RSOL	Military Entrance Processing Station (MEPs)	LNCO