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Version 1

# U.S. Air Force Fact Sheet RAP GUIDE

## Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Regular Air Force (RegAF), servicing Commander Support Staff (CSS), Military Personnel Section (MPS) and Force Support Squadron (FSS) in understanding the "RAP guide" process.

**\*Underline and bold all hyperlinks**



# U.S. Air Force Fact Sheet RAP GUIDE FOR AFROTC

## Section A: Introduction

For RAP Applicants who will graduate or have graduated from an AFROTC Detachment and wish to support recruiting efforts at their AFROTC Detachments on a non-chargeable leave basis.

### 1. INTRODUCTION

**This guide has been designed to familiarize you with and describe the policies and procedures for AFROTC involvement in the Recruiter Assistance Program (RAP). RAP is designed to allow Air Force members to work with their former AFROTC Detachment by returning to their previous detachment and provide personal testimonials to cadets (for retention), assist in local AFROTC recruiting events, and perform other recruiting-related tasks. Authority for this program is contained in AFI 36-3003.**

RAP is not intended to be a "free" leave program.

- While performing RAP duties, participants are in a "non-chargeable leave" status; they receive no payment for per diem or travel expenses. Up to 12 days of non-chargeable leave may be authorized; this will run from Monday to Friday of the following week, and include ONLY one weekend.
- This guide provides the majority of instructions and guidance needed to successfully execute the program. This guide is located on the Holm Center AFROTC/DOR portal at <https://hq.afots.af.mil/AFOATSOp/Mission/Operations/Recruiting/index.asp>. If you need additional guidance, or have any comments about the program, please contact AFROTC/DOR at DSN 493-9378 or commercial (334)953-9378 or AFRS/RSOPA at DSN 665-0369 or commercial (210) 565-0369.
  - Applicants can visit the AF Recruiting Service website at <http://www.rs.af.mil> for the RAP Request form (AFRS FM 1327) and additional information.
  - All questions regarding the AFROTC RAP itself should be directed to HQ AFROTC/DOR. All AFROTC RAP questions pertaining to a specific RAP request should be directed to the AFROTC Detachment's Recruiting Flight Commander (RFC).

### 2. DESCRIPTION OF TASKS AND NORMAL SEQUENCE OF EVENTS

#### a. *Applicant*

- NLT 6 weeks prior to requested RAP dates: Submit application (AFRS FM 1327) through their current personnel section to verify:
  - Requested dates do not negatively impact training, ops, PCS

- Applicant does not have a UIF and there are no pending administrative actions of the applicant during the requested RAP dates
- (Note: Requested dates cannot exceed 12 days, nor can they cover more than one weekend.)
- NLT 4 weeks prior to requested RAP dates:
  - Contact the AFROTC Detachment's RFC
  - Verbally and tentatively clear the desired RAP dates with the RFC, then submit the AFRS FM 1327 to the RFC
- Notifies AFROTC Detachment RFC if anything should arise that will require terminating the RAP request
- Completes a DD Form 2982 prior to participating in the RAP event, and sends it to the local AFROTC Det RFC who will file it for one year.
- Ensures RAP participation does not interfere with any PCS RNLTD/port call.
- Ensures requested dates do not exceed 12 days, nor cover more than one weekend.
- Performs RAP duties in a satisfactory manner as determined by the AFROTC Det RFC.
- NET 1 work day remaining in the RAP execution period, request submission of the After Action Report (see Attachment C).
- NET 1 work day remaining in the RAP execution period, request that the AFROTC Det RFC submits AFRS Squadron Command memo (see Attachment A) to AFROTC Det PAS, who signs confirming participation and submits to AFRS Squadron RAP monitor for AFRS Squadron Commander concurrence signature.
- AFRS Sq RAP Monitor will send final letter to AFROTC Det RFC, who will scan and email to RAP participant.
- ***Upon return to home unit (or arrival at next duty station, if RAP is in conjunction with a PCS) Attachment the local recruiting squadron memorandum verifying RAP participation (Attachment A) to the travel voucher or AF Form 988 to avoid being charged leave for those days. Annotate in Block 8 remarks section to read "AFI 36-3003; para 14.10, non-chargeable leave for dates of participation in the Recruiter Assistance Program; should be printed in the remarks section".***

b. *AFROTC Detachment Recruiting Flight Commander*

- Reviews the RAP application (AFRS FM 1327) and DD Form 2982. Forward the application with recommendation of approval or disapproval to the local AF Recruiting Squadron RAP Monitor within 3 workdays of request for tracking purposes. In general RFC's should recommend approval UNLESS:
  - There is RAP request already approved for any days of the new request (i.e. RAP events cannot overlap).
  - The Det has already reached its 2 RAP events per calendar month limit.
  - The Det will not have any cadre members available to oversee execution of the RAP event during the requested time period.
- Upon notification of approval by the AFROTC Det RFC:
  - AFROTC Det RFC will have RAP participants complete a DD Form 2982 before their first recruiting event. The RFC will maintain a copy of the 2982 for one year after the event.
  - RFC will plan and supervises RAP activities; makes sure all activities support the unit recruiting plan. Provides and annotates safety briefing to RAP participants. See Attachment B. Also, have the RAP volunteer fill out an AETC Form 29B if he/she is under 26 years of age.

- If application is disapproved by the AFROTC Det RFC :
  - RFC will notify RAP applicant of disapproval
- During execution of the RAP event:
  - Inform the AFROTC Det PAS (and the AFRS Squadron Commander) if participant fails to perform assigned duties.
  - If RAP is curtailed, assist participant in making necessary changes in transportation.
  - NET 1 work day remaining in the RAP execution period, Participant and AFROTC Det RFC will complete the After Action Report (see Attachment C) and submit it to the AFROTC Det PAS for signature. [The RFC will submit it to the AFRS Squadron RAP monitor for post rap filing.]
  - NET 1 work day remaining in the RAP execution period, AFROTC Det RFC will have AFROTC Det PAS sign and submit the AFRS Squadron Command memo (see Attachment A) to the AFRS Squadron RAP monitor for AFRS Squadron Commander concurrence signature.
  - AFRS Squadron RAP monitor will return signed AFRS Squadron Command memo to AFROTC Det RFC.
  - AFROTC Det RFC will scan and email final letter to RAP participants.

c. Local AF Recruiting Squadron RAP Monitor

- Prior to RAP event execution:
  - Receives and reviews AF Form 1327 and DD Form 2982.
- During execution of the RAP event:
  - NET 1 day of receiving the AFRS Squadron Command memo from the AFROTC Det RFC, coordinate and return a signed memo back from AFRS Squadron Commander to the AFROTC Det RFC for the RAP applicant to file with their travel voucher.
  - AF Recruiting Squadron RAP Monitor will file AF Form 1327, DD2982, AETC 29B for 1 year.

d. AFROTC Detachment PAS

- Ensures AFROTC Detachment Recruiting Flight Commander is informed about RAP and his/her responsibilities.
- Ensures RAP participants are performing appropriate recruiting-related duties.
- Terminates RAP participation as required for non-performance.

e. Headquarters AF Recruiting Service

- Sets policy and administers the program.
- Maintains and updates this guide, guidelines and other RAP materials.
- Answers policy and procedural questions from field units and other offices.
- Coordinates RAP procedures and requirements with offices outside AFRS.
- Updates the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil).

f. RAP Applicant's Personnel Section

- Assists RAP applicants in obtaining website information from the AF

- Recruiting Service homepage, [www.rs.af.mil](http://www.rs.af.mil).
  - Submit disapproval recommendations of application when applicant meets disapproval criteria. The only criterion for disapproval is if the airman has a UIF, on a control roster or UCMJ administrative action.
- g. RAP Applicant's local MPF (the section ONLY applies for RAP en-route of a PCS)
- Checks that RAP and leave while en-route can be completed before RNLTD/port call.
  - Adds RAP blanket statement to PCS orders: "Member is authorized up to 12 days of non-chargeable leave at the leave location to perform recruiting assistance IAW AFI 36-3003. " Member must file a letter of verification signed by the Recruiting Squadron Commander with the travel voucher in order not to be charged leave for this period.
- h. RAP Applicant's Leave Approver or Gaining MPF (if a PCS)
- Upon receipt of an approved AFRS Squadron Commander memo (Attachment A), ensures RAP participants are not charged leave for days of RAP duty.

### 3. FACT SHEET FOR APPLICANTS

- The purpose of the Recruiter Assistance Program (RAP) at an AFROTC Detachment is to permit former AFROTC graduates to work with the AFROTC Detachment RFC by returning to their graduating school and providing personal testimonials, assisting in school visits, and performing other recruiting-related tasks. Participation in the program is entirely voluntary.
- As a participant in the RAP program, you will be granted up to 12 days of non-chargeable leave. Participants will be allowed additional leave if approved plus authorized travel days between Technical Training and RNLTD. Reporting and port call dates will not be changed to allow for RAP participation. "Non-chargeable leave" means that you will be in a leave status, but these days will not be counted against your leave balance. Only one weekend may be included in the non-chargeable leave period.
- You should expect to perform a full workday of recruiting duties during each duty day of non-chargeable leave. The specific hours worked and duties to be performed will be determined by your AFROTC Detachment RFC and may include evening and/or weekend duty. You will be expected to display a professional military appearance, positive and enthusiastic attitude, and exemplary personal conduct at all times. You will wear official AF uniforms during RAP duty.
- You are authorized to operate the Government Owned Vehicles (GOV) assigned to the Detachment.
- Your application may be disapproved. The local AFROTC Detachment RFC monitor will evaluate your request based on the AFROTC Detachment's need for assistance during the time period of your request. You may be approved for less than the full 12 days, and for a time period different from what you requested, due to requirements and scheduling constraints.
- Regardless of the originally approved schedule, the AFROTC Detachment RFC may terminate your participation at any time if performance standards are not met, or if

continuation in the program is determined not to benefit the Air Force. Should this happen, you will return to chargeable leave status and must report to your next duty station before your RNLTD or authorized chargeable leave expires.

- You will not be compensated for participating in the RAP beyond your normal pay and benefits. Specifically, you will not be reimbursed for meals, lodging, travel or other expenses.
- You will submit the application to the local AFROTC Det RFC via email NET 4 weeks prior to the requested RAP period. The RFC will review the application (AFRS FM 1327) and will either approve or deny the application. You must have an approved RAP application to participate in RAP.
- If, for whatever reason, you cannot meet the requested RAP dates, notify the AFROTC Det RFC immediately.
- If approved for RAP, you should contact your AFROTC Detachment RFC when you arrive in the local area. The RFC will verify your dates of participation, specify when and where to report for duty, and describe the types of activities planned for you.
- When you complete recruiter assistance duty, your AFROTC Detachment Recruiting Flight Commander will provide you with a letter signed by the local AFROTC Det PAS and AFRS Squadron Commander verifying RAP participation. You must file this letter with your travel voucher at your gaining duty station or part III of your leave form (AF Form 988) for permanent party members to avoid being charged leave for your RAP participation. On your voucher you should code all periods of leave, chargeable or non-chargeable, as leave (LV).

#### **4. SUGGESTED RAP ACTIVITIES**

The following list should be used as minimum guidelines when considering how to employ RAP participants. The primary criteria are to use them in recruiting activities where they can make a unique contribution. The AFROTC Detachment RFC will ensure the RAP participant has completed a new DD Form 2982 before participating; the RFC will direct all RAP activities.

- Report to office for established office hours.
- Employing them in the execution of the Unit Recruiting Plan.
- Conduct "light" phone prospecting (calling personal friends or associates who they are comfortable calling) and responding to email inquiries regarding AFROTC.
- Develop a talker on their AFROTC training and Technical Training Experiences (a typical day, what to expect, what they liked best, what they wish they'd known beforehand).
- Participating in local events
- Providing personal testimonials to cadets
- Performing other recruiting-related tasks

#### School Programs

- Make limited classroom presentations, primarily using question and answer format (this is particularly useful if participant is a recent grad).
- Attend Educator/Prospective Applicant events to provide high visibility and answer questions to a recognized, familiar group.

- Man lunchroom displays and attend career day/night activities.
- Speak on school radio/television talk shows, and submit articles for school newspaper.

**5. AFRS IMT 1327, Application for Participation in Recruiter Assistance Program**

***OPR Contact:***

**AFRS/RSOPA**

550D Street West, Ste 1 Bldg 491

Randolph, AFB, TX 78154-4527

DSN 665-0369 or commercial (210) 565-0369

Email: [afrs.rsopa@us.af.mil](mailto:afrs.rsopa@us.af.mil)

# U.S. Air Force Fact Sheet RAP GUIDE FOR TECHNICAL TRAINING/OTS

## Section B: Introduction

**For Applicants who are attending or will attend Technical Training or OTS.**

### 1. INTRODUCTION

**This handbook has been designed to familiarize you with the Recruiter Assistance Program (RAP). RAP is designed to allow Air Force members to work with Enlisted Accession (EA) and Officer Accession (OA) recruiters by returning to their hometowns and providing personal testimonials, assisting in obtaining school lists, participating in COIs/DEP Commander's Calls and performing other recruiting-related tasks. RAP monitors are designated by individual Squadron Commanders. Authority for this program is contained in AFI 36-3003.**

This handbook describes the policies and procedures for the Recruiter Assistance Program pertaining to applicants who currently are attending or will attend Technical Training or OTS.

**RAP is not intended to be a "free" leave program.**

- While performing RAP duties, participants are in a "non-chargeable leave" status; they receive no payment for per diem or travel expenses. Up to 12 days of non-chargeable leave may be authorized; this will run from Monday to Friday of the following week and include **ONLY** one weekend.
- RAP is very beneficial to our recruiters; past recruiter feedback has been very supportive of the program. This handbook should provide the majority of instructions and guidance needed to successfully execute the program. If you need additional guidance, or have any comments about the program, please contact AFRS/RSOPA at DSN 665-0369 or commercial (210) 565-0369.

### 2. NORMAL SEQUENCE OF EVENTS

Applicant should visit the AF Recruiting Service website at <http://www.rs.af.mil> and airforce.com. All applicable forms and the handbook are available on the website. The recruiter locator allows the applicant to determine the nearest recruiting office in the leave area. Once the recruiter has been identified, complete the application AFRS IMT1327. The website provides a list of all the Air Force Recruiting Squadron's RAP monitors with



organizations e-mail addresses and phone numbers along with a map of the United States showing all the Air Force Recruiting Squadron locations. E-mail the RAP monitor the completed AFRS IMT 1327. **Please do not call the recruiter.**

- The Recruiting Squadron RAP monitor will review the application, along with office availability, for requested RAP dates, contact the recruiter for a recommendation of approval or disapproval based on their schedules, upcoming events, projected leave, etc. Recruiters should generally recommend approval unless they will be unavailable during the time the applicant will be in the area or exceed the target of two participants per month or one participant at a time. Recruiters should select those who have made the most contributions while processing and in the DEP. Based on the recommendation of the recruiter, the Recruiting Squadron RAP monitor will approve or disapprove the application. The Recruiting Squadron RAP monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule but must not approve for more than the number of days requested. The applicant will be notified within 7 workdays of approval status.
- If approved for RAP, the applicant will receive the completed approved AFRS IMT1327. The AFRS IMT 1327 is only an application, not a confirmation of RAP duty. The source document for approving non-chargeable leave status is the recruiting squadron commander's verification letter. A signed copy will be sent to the applicant's squadron representative, as shown on the AFRS IMT 1327. All days annotated by the recruiting squadron commander as performing RAP will be counted as non-chargeable leave up to the 12 days maximum.
- OTS and Technical graduates are authorized blanket statements to PCS orders reading: "Member is authorized up to 12 days of non-chargeable leave at the leave location to perform recruiting assistance IAW AFI 36-3003." Member must file a letter of verification signed by the Recruiting Squadron Commander with the travel voucher.
- The recruiter should begin planning RAP activities before the participant arrival. Some suggested activities are listed on page 9. The participant should call the recruiter immediately upon arrival in the area. The recruiter will verify the participation dates, ensuring they do not interfere with the RNLTD or port call, specify when and where to report, and describe the planned activities. All RAP participant completes a DD Form 2982, AFRS 6b and AETC Form 29B if he/she is under 26 years of age.
- Prior to RAP completion, the recruiter will:
  - NET 1 work day remaining in the RAP execution period, Recruiter will complete the After Action Report (see Attachment C) and submit it to the RAP Monitor.
  - NET 1 work day remaining in the RAP execution period, RAP Monitor submits AFRS Squadron Command memo (see Attachment A) to the AFRS Squadron Commander signature.
  - AFRS Squadron RAP monitor will return signed AFRS Squadron Command memo to RAP Participant and keep all records for post RAP filing.
- The participant must file this letter with the travel voucher at the gaining base in order to avoid being charged leave for these days.
- Authority for the program is contained in AFI 36-3003. Headquarters Air Force Recruiting Service (HQ AFRS/RSOPA, DSN 665-0369) sets policy and

administers the program.

### 3. DESCRIPTION OF RESPONSIBILITIES

#### i. Applicant

- Submit application (AFRS IMT FM 1327) while at OTS or technical training through the OTS personnel section or the Technical Training School Military Training Manager (MTM).
- Locates Recruiter, Recruiting Squadron and RAP monitor on website.
- Submits application to the Recruiting RAP monitor via e-mail 4 weeks prior to graduation.
- Notifies Recruiting Squadron RAP monitor if graduation date changes affects RAP dates.
- Performs RAP duties in a satisfactory manner as determined by recruiter.
- *Attachment the hometown recruiting squadron memorandum verifying RAP participation to the travel voucher or AF Form 988 to avoid being charged leave for these days. Annotate in Block 8 remarks section to read "AFI 36-3003; para 14.10, non-chargeable leave for dates of participation in the Recruiter Assistance Program; should be printed in the remarks section".*

#### j. Recruiter

- Reviews the RAP application and forwards the application with recommendation of approval or disapproval to the Recruiting Squadron RAP monitor within 3 workdays.
- Plans and supervises RAP activities; makes sure all activities are appropriate.
- Ensures RAP participation does not interfere with RNLTD/port call.
- Informs RAP Monitor if participant fails to perform assigned duties.
- If RAP is curtailed, assists participant in making necessary changes in transportation.
- Informs squadron when RAP duty is nearing completion
- Completes RAP after-action report on each participant and sends it to the squadron RAP monitor.

#### k. Flight Chief

- Provides and annotates safety briefing to all participants in their flight.
- Ensures the recruiter gainfully employs the RAP participants.

#### l. RAP Monitor

- Ensures all recruiters and flight chiefs are informed about RAP and their responsibilities.
- Ensures RAP participants are performing appropriate recruiting-related duties.
- Terminates RAP participation as required for nonperformance.
- Ensures recruiters submit RAP after-action reports for all RAP participants.
- Forwards signed AFRS Squadron Command memo letter verifying RAP participation and ensures it is emailed to participant before they file their travel

voucher.

m. Headquarters AF Recruiting Service

- Sets policy and administers the program.
- Maintains and updates this handbook, guidelines and other RAP materials.
- Answers policy and procedural questions from field units and other offices.
- Coordinates RAP procedures and requirements with offices outside AFRS.
- Updates the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil).

n. Technical Training School MTL and OTS Personnel

- Assists RAP applicants in obtaining website information from the AF Recruiting Service homepage, [www.rs.af.mil](http://www.rs.af.mil).
- Submit disapproval recommendations of application when applicant meets disapproval criteria. The only criterion for disapproval is if the airman has a UIF, on a control roster or UCMJ administrative action at Technical Training/OTS.
- The applicant may get approval from the Technical Training School/OTS to use their telephone for official calls.

o. Technical Training Squadron Commander or Military Training Flight Commander

- Recommends disapproval of RAP applications in rare cases when disapproval is for grounds other than UIF, on a control roster or UCMJ administrative action.

p. Technical Training Group Commander

- Disapproves RAP applications and indicates why an applicant is being disapproved for RAP.

q. Technical Training Wing MPF

- Ensures that RAP and leave while en-route can be completed before RNLTD/port call.
- Adds RAP blanket statement: "Member is authorized up to 12 days of non-chargeable leave at the leave location to perform recruiting assistance IAW AFI 36-3003. "Member must file a letter of verification signed by the Recruiting Squadron Commander with the travel voucher in order not to be charged leave for this period.

r. Gaining Unit AFO

- Ensures RAP participants are not charged leave for days of RAP duty.

#### 4. FACT SHEET FOR APPLICANTS

- The purpose of the Recruiter Assistance Program (RAP) is to permit Air Force members to work with recruiters by returning to their hometown and providing personal testimonials, assisting in school visits, and performing other recruiting-

related tasks. Participation in the program is entirely voluntary.

- As a participant in the RAP program, you will be granted up to 12 days of non-chargeable leave. Participants will be allowed additional leave if approved plus authorized travel days between Technical Training and RNLTD. Reporting and port call dates will not be changed to allow for RAP participation. "Non-chargeable leave" means that you will be in a leave status, but these days will not be counted against your leave balance. Normally, only one weekend may be included in the non-chargeable leave period.
- You should expect to perform a full workday of recruiting duties during each duty day of non-chargeable leave. The specific hours worked and duties to be performed will be determined by your recruiter and may include evening and/or weekend duty. You will be expected to display a professional military appearance, positive and enthusiastic attitude, and exemplary personal conduct at all times. You will wear uniforms during RAP duty.
- You will not call the recruiter collect. Recruiters are not authorized to accept collect calls from active duty individuals. With your unit's approval, official calls may be made using their telephone. Personal calls must be made at your own expense.
- Your application may be disapproved; the Recruiting Squadron RAP monitor will evaluate your request based on recruiter's need for assistance during the time period of your request. You may be approved for less than the full twelve days, and for a time period different from what you requested, due to requirements and scheduling constraints of your recruiter.
- Regardless of the originally approved schedule, the Recruiting Squadron Commander/RAP monitor may terminate your participation at any time if performance standards are not met, or if continuation in the program is determined not to benefit the Air Force. Should this happen, you will return to chargeable leave status and must report to your next duty station before your RNLTD or authorized chargeable leave expires.
- You will not be compensated for participating in the RAP beyond your normal pay and benefits. Specifically, you will not be reimbursed for meals, lodging, travel or other expenses.
- You will submit the application to the appropriate Recruiting Squadron RAP monitor via e-mail 4 weeks prior to graduation. The Recruiting Squadron RAP monitor will consult with the recruiter, approve or deny your request, and return the application to you via e-mail within 7 duty days. You must have an approved application to participate in the program.
- If your graduation date/projected leave dates for permanent party member change and the approved dates cannot be met, you must inform the Recruiting Squadron RAP monitor.
- If approved for RAP, you should contact your recruiter immediately when you arrive home on leave. The recruiter will verify your dates of participation, make sure you can meet your RNLTD/port call, specify when and where to report for duty, and describe the types of activities planned for you.
- You are authorized to operate the Government Owned Vehicles (GOV) assigned to the recruiter.
- When you complete recruiter assistance duty, the RAP Monitor will provide you with a letter signed by the Recruiting Squadron Commander verifying RAP participation. You must file this letter with your travel voucher at your gaining duty

station or part III of your leave form (AF Form 988) for permanent party members to avoid being charged leave for your RAP participation. On your voucher you should code all periods of leave, chargeable or non-chargeable, as leave (LV).

## 5. GUIDELINES FOR RECRUITERS

- Recruiters will brief selected airmen and officer candidates during their EAD briefing about the RAP program and provide them with the AF Recruiting Service website [www.rs.af.mil](http://www.rs.af.mil) where they can obtain the application for the program. Recruiters will not accept collect calls from airmen/officer candidates. The applicant may get approval from the Technical Training School/OTS to use their telephone for official calls. Calls made to the recruiting office during RAP participation will be at the participant's expense.
- Airmen will be briefed by the recruiter to submit the application to the Recruiting Squadron's RAP monitor via e-mail 4 weeks prior to graduation. The MTL will review the personal information files of each applicant. Except in rare cases, the MTL may only eliminate from consideration those who have a UIF, on a control roster or subject to UCMJ action.
- Permanent party members will utilize the following AF Recruiting Service websites to locate local Recruiting Squadrons, Recruiters and RAP Monitors: [airforce.com](http://airforce.com) and [www.rs.af.mil](http://www.rs.af.mil).
- All RAP applications will be forwarded to the RAP monitor via e-mail.
- The Recruiting Squadron RAP monitor will then coordinate between both recruiter's Flight Chief and Recruiter for a recommendation of approval or disapproval based on their schedules, upcoming events, projected leave, etc. Recruiters should generally recommend approval unless they will be unavailable during the time the applicant will be in the area or exceed the target of two participants per month or one participant at a time. Recruiters should select those who have made the most contributions while processing and in the DEP. Based on the recommendation of the recruiter, the RAP monitor will approve or disapprove the application. The RAP monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule but must not approve for more than the number of days requested.
- All members that apply for the RAP program will be notified from the Recruiting Squadron RAP monitor within 7 days via e-mail of approval/disapproval. The selected applicants will be told that participation is not guaranteed due to dates changes or port call changes, etc. The recruiter will brief the applicant that if their graduations date changes and the approved dates of participation cannot be met, they must inform the Squadron RAP monitor. The Squadron RAP monitor will contact the recruiter/flight chief to verify whether the applicant can be effectively used during the new time frame and approve or disapprove the new dates.
- The participant **MUST** call the recruiter upon arrival in the local area. The recruiter will verify the participation dates and make sure they will not interfere with the RNLTD or port call. If the RAP schedule would interfere, RAP must be shortened to allow the member to meet the report date. The recruiter will also tell the participant when and where to report and describe the planned activities.

- Preparation is the key for effective use of RAP participants. The recruiter will have RAP participant completes a DD Form 2982 and AETC Form 29B if he/she is under 26 years of age.
- Set up activities to maximize the benefit of the participant's familiarity with the community, personal contacts with peers and teachers, and ability to relate with potential applicants. Participating in COI's and DEP Commander's Calls, assisting in obtaining school lists, and providing personal testimonials to potential applicants are some examples of appropriate RAP activities. Under no circumstances will RAP participants be primarily used for administrative or other non-recruiting duties, nor should they be attending events such as school visits on their own. The recruiter POC must be present during RAP activities.
- Recruiters WILL NOT call the Technical Training Wing MPF, Technical Training School MTLs, or OTS personnel regarding an applicant. The Squadron RAP monitor will make all calls to the MPF, MTL or OTS.
- If a RAP participant is not performing assigned duties, the recruiter will inform the squadron RAP Monitor. The Recruiting Squadron Commander under the advice of the RAP monitor has the authority to terminate RAP participation in such cases and put the member back on chargeable leave status. In cases where the RAP schedule is interrupted for reasons unrelated to the participant (for instance, emergency leave by the recruiter), the recruiter should work with the Flight Chief and Squadron RAP monitor to find a way for the member to complete the scheduled RAP period, if at all possible.
- Prior to RAP completion, the recruiter will:
  - NET 1 work day remaining in the RAP execution period, Recruiter will complete the After Action Report (see Attachment C) and submit it to the RAP Monitor.
  - NET 1 work day remaining in the RAP execution period, RAP Monitor submits AFRS Squadron Command memo (see Attachment A) to the AFRS Squadron Commander signature.
  - AFRS Squadron RAP monitor will return signed AFRS Squadron Command memo to RAP Participant and keep all records for post RAP filing.

## 6. GUIDELINES FOR FLIGHT CHIEFS

- Flight Chiefs should ensure recruiter brief selected airmen and officer candidates during their EAD briefing about the RAP program and provide them with the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil), where they can obtain the application for the program Recruiters should select those who have made the most contributions while processing and in the DEP.
- These selected applicants will be told that participation is not guaranteed. The Flight Chief will evaluate each applicant based on the needs and schedule of the recruiter and the applicant's performance in Basic and Technical Training or Officer Training School. Flight Chief's will work toward a target participation rate of two RAP participants per recruiter per month but not exceeded one participant at a time.
  - The MTL/OTS personnel will assist the airmen with obtaining the applications

from the website, [www.rs.af.mil](http://www.rs.af.mil). The website has all the information needed to complete the application.

- The Flight Chief will check the flight applicant tracking system for derogatory remarks against the applicant while processing or in the DEP.
- The Flight Chief will verify the recruiter will not be TDY or on leave during the requested time period.
- The Flight Chief will obtain the recruiter's recommendation for approval or disapproval.
- Based on the recommendation of the recruiter and the Flight Chief will coordinate with RAP monitor to approve or disapprove the application. The Recruiting RAP Monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule.
- Flight Chiefs WILL NOT call the Technical Training Wing MPF, Technical Training School MTLs, or the Officer Training School personnel regarding an applicant. The Squadron RAP monitor will make all calls to the MPF, MTL or OTS.
- Flight Chiefs will maintain a log of all RAPPers assigned to their flight. All RAPPers will be given an initial safety briefing when they arrive and the briefing will be documented on the log by the recruiter providing the briefing and signed by the RAPPER. The log will be filed in transitory when completely filled out.
- If a RAP participant is not performing assigned duties, the recruiter will inform the Flight Chief and RAP monitor. The Recruiting Squadron Commander under the advice of the RAP monitor has the authority to terminate RAP participation, in such cases, and put the member back on chargeable leave status. In cases where the RAP schedule is interrupted for reasons unrelated to the participant (for instance, emergency leave by the recruiter), the recruiter should work with the Flight Chief and RAP monitor to find a way for the member to complete the scheduled RAP period, if at all possible.

## **7. GUIDELINES FOR RECRUITING SQUADRON COMMANDERS AND RAP MONITORS**

- Recruiting Squadron Commander will designate the Recruiting Squadron RAP monitor. RAP monitors reviews RAP applications via email from the OTS/Technical School graduates and permanent party officers and enlisted members.
- The Recruiting Squadron RAP monitor will then contact the recruiter's Flight Chief for a recommendation of approval or disapproval based on their recruiter's schedules, upcoming events, projected leave, etc. Flight Chief's and Recruiters should generally recommend approval unless they will be unavailable during the time the applicant will be in the area or exceed the target of two participants per month or one participant at a time. Flight Chief's and Recruiters should select those who have made the most contributions while processing and in the DEP. Based on the recommendation of the Flight Chief and Recruiter, the RAP monitor will approve or disapprove the application. The RAP monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule but must not approve for more than the number of days requested.
- The RAP monitor should work towards a target participation rate of approximately two RAP participants per recruiter per month but not to exceed one

- participant at a time.
- All members that apply for the RAP program will be notified from the Recruiting Squadron RAP monitor within 7 days via e-mail of approval/disapproval. The selected applicants will be told that participation is not guaranteed due to date changes or port call changes, etc. The RAP monitor will brief the applicant that if their graduation date changes and the approved dates of participation cannot be met, they must inform the Squadron RAP monitor ASAP. The Squadron RAP monitor will contact the Recruiter/ Flight Chief to verify whether the applicant can be effectively used during the new time frame and approve or disapprove the new dates.
  - The RAP monitor can approve the application for different dates than those requested but must ensure it does not impact the applicant's ability to report before the assigned RNLTD/port call. The RAP participation period should include one weekend. In cases of less than the maximum 12 days of non-chargeable leave, the commander must exercise judgment in evaluating the number of duty and non-duty days in the non-chargeable leave period. Under no circumstances will non-chargeable leave be granted for non-duty days unless they are both preceded and followed by RAP duty.
  - The Squadron Commander has the authority to terminate RAP participation and the non-chargeable leave at any point if continued participation is determined not to benefit the Air Force. This should be done as a last resort, and normally be restricted to cases of exceptionally poor performance by the RAP participant. If the expected RAP activities are interrupted due to no fault of the participant (for example, emergency leave by the recruiter), every effort should be made to find meaningful duty for the participant to perform to complete the scheduled RAP period.
  - Recruiting Squadron Commanders and RAP monitors must ensure that recruiters use RAP participants appropriately. Participants should be involved in recruiting activities where their familiarity with the community, personal contacts with peers and teachers, and ability to relate with potential applicants can be used. Participating in COIs and DEP Commander's calls, assistance in obtaining school lists, and providing personal testimonials to potential applicants are some examples of appropriate RAP activities.
  - RAP monitors must ensure RAP participants receive a safety briefing from the Flight Chief.
  - When a participant completes RAP duty, the recruiter verifies to the Recruiting RAP monitor the dates of RAP duty. The Squadron Commander will sign AFRS Squadron Command memo providing the applicant a letter verifying the correct period of non-chargeable leave and certifying that the appropriate duty was performed. A sample letter is provided on page 10. This letter will be sent via email to the participants prior to submission of their travel voucher or returning from leave. The Squadron Command memo certification cannot be delegated except in the instances where the Commander has designated an Acting Commander during his or her absence.
  - Recruiting Squadron Commanders should ensure that recruiters complete the RAP after-action report after each participant completes RAP duty. This feedback is critical for evaluation of program effectiveness. Recruiters will forward reports to the squadron to use for squadron evaluation of the program.
  - After-action and RAP Participation Reports should be maintained in a transitory file



for one year.

## **8. GUIDELINES FOR MILITARY TRAINING LEADERS AT TECHNICAL TRAINING SCHOOLS**

- MTLs should familiarize themselves with the RAP application and fact sheet on the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil). During orientation/introduction, MTLs should brief airmen on when to submit applications.
- Assist RAP applicants in obtaining website information from the AF Recruiting Service homepage, [www.rs.af.mil](http://www.rs.af.mil).
- Submit disapproval recommendations of application when applicant meets disapproval criteria. The only criterion for disapproval is if the airmen have received a UIF, on a control roster or UCMJ administrative action at Technical Training. No additional requirements should be placed on airmen in order to qualify for participation, i.e., point system, performing additional duties, etc.
- The MTL will inform airmen that have an approved RAP application if their graduation date changes and the approved participation dates cannot be met, the airman must notify the Recruiting Squadron RAP monitor as soon as possible.

## **9. GUIDELINES FOR OFFICER TRAINING SCHOOL PERSONNEL**

- OTS personnel should familiarize themselves with the RAP Application and the fact sheet on the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil). During training orientation/introduction, OTS personnel should brief applicants on when to submit applications.
- Assist RAP applicants in obtaining website information from the AF Recruiting Service homepage, [www.rs.af.mil](http://www.rs.af.mil).
- The OTS personnel will inform candidates that have an approved RAP application if their graduation date changes and the approved participation dates cannot be met, the candidates must notify the Recruiting Squadron RAP monitor as soon as possible.

## **10. GUIDELINES FOR MILITARY PERSONNEL FLIGHTS**

- MPF personnel should familiarize themselves with the RAP Application and the fact sheet on the AF Recruiting Service website, [www.rs.af.mil](http://www.rs.af.mil).
- Recruiters will brief all airman/officer candidates about the RAP program prior to departure for Basic Training/OTS. The airman/officer candidate will annotate their voice and email address (commercial and DSN) on the application and email the application to the Recruiting Squadron RAP monitor. The Recruiting Squadron RAP monitor will e-mail the application back indicating approval/disapproval and, if approved, the approved dates.
- The signed application and e-mail response should both be filed in the member's relocation folder as stated in AFI 36-2102.
- The MTL/OTS squadron personnel should notify the student of any changes in graduation dates that may affect the approved participation dates. If RAP is approved, check to be sure that RAP and en route leave can be completed before RNLTD/port call.
- Inform airmen that have an approved RAP application that if the graduation date changes, whereas the approved participation dates cannot be met, the airman must

notify the Recruiting Squadron RAP monitor as soon as possible.

- The following blanket statement will be added to the remarks section of the PCS orders: Member is authorized up to 12 days of non-chargeable leave at the leave location to perform recruiting assistance duties IAW AFI 36-3003. Member must file a letter of verification signed by the Recruiting Squadron Commander with the travel voucher in order not to be charged leave for this period.

## **11. SUGGESTED RAP ACTIVITIES**

The following list should be used as minimum guidelines when considering how to employ RAP participants. The primary criteria are to use them in recruiting activities where they can make a unique contribution. The recruiter must be present during RAP activities.

### Office

- Report to office for established office hours.
- Develop prospecting lists using yearbook.
- Conduct "light" phone prospecting (calling personal friends or associates who they are comfortable calling).
- Develop a talker on their Basic Training and Technical Training Experiences (a typical day, what to expect, what they liked best, what they wish they'd known beforehand). This information can be used at current or future gatherings such as DEP Commander's Calls.
- Participate in DEP commander's calls. Meet with upcoming shippers and answer basic training and technical training related questions.

### School Programs

- Conduct visits to high schools/colleges with recruiter.
- Obtain senior/junior school lists.
- Make limited classroom presentations, primarily using question and answer format (this is particularly useful if participant is a recent grad).
- Help convince school officials of the importance of ASVAB testing, recruiter school visitation program, and the need to issue school lists to the recruiter.
- Attend Educator/Prospective Applicant COI Events to provide high visibility and answer questions to a recognized, familiar group.
- Man lunchroom displays and attend career day/night activities.
- Speak on school radio/television talk shows, and submit articles for school newspaper.

### Zone Posting

- Post window cards in participant's home community.
- Assist with mini-jet operations.
- Participate in parades.
- Conduct local news interviews, such as hometown news release or military column.
- Participate in base tours with prospective applicants.

## **12. AFRS IMT 1327, Application for Participation in Recruiter Assistance Program**

***OPR Contact:***

**AFRS/RSOPA**

550D St West, Suite 1 Bldg 491

Randolph, AFB, TX 78154-4527

DSN 665-0369 or commercial (210) 565-0369

**Email: [afrs.rsopa@us.af.mil](mailto:afrs.rsopa@us.af.mil)**

## Section C: Introduction

**For Applicants who are permanent party.**

### 1. INTRODUCTION

RAP is designed to allow Air Force members to work with Non-prior Service (NPS) and Officer Training School (OTS) recruiters by returning to their hometowns or area of leave and providing personal testimonials, assisting in obtaining school lists, participating in COIs/DEP Commander's Calls, and performing other recruiting related-tasks. Authority for this program is contained in AFI 36-3003.

**RAP is not intended to be a "free" leave program.**

While performing RAP duties, participants are in a "non-chargeable leave" status. They receive no payment for per diem or travel expenses. Up to 12 days of non-chargeable leave may be authorized; this will normally run from Monday to Friday of the following week, and include one weekend.

RAP is very beneficial to our recruiters; past recruiter feedback has been very supportive of the program. This handbook provides the majority of instructions and guidance needed to successfully execute the program. If you need additional guidance, or have any comments about the program, please contact AFRS/RSOPA, at DSN 665-0369 or commercial (210) 565-0369.

### 2. Normal Sequence of Events

- All Air Force permanent party members officers and enlisted must obtain prior approval from your Unit Commander to receive non-chargeable leave status.
- Permanent party members will utilize the following AF Recruiting Service websites to locate local Recruiting Squadrons, Recruiters and RAP Monitors: **airforce.com** and **www.rs.af.mil**.
- Applicant should visit the AF Recruiting Service website at **www.rs.af.mil**. A quick reference sheet forms and handbook will be made available at the **www.rs.af.mil** website location. The recruiter locator on **airforce.com** allows the applicant to determine the nearest recruiting office in the leave area. Once the recruiter has been identified, complete the application AFRS IMT 1327. The **rs.af.mil** website provides a list of all the Air Force Recruiting Squadrons RAP monitors with e-mail addresses along with a map of the United States showing all the Air Force Recruiting Squadron locations. Please do not call the recruiter; email the Recruiting Squadron RAP monitors the completed AFRS IMT 1327.
- The Recruiting Squadron RAP monitor will review the application along with the availability for requested RAP dates, contact the Flight Chief and Recruiter requesting a

recommendation of approval or disapproval based on their schedules, upcoming events, projected leave, etc. Recruiters should generally recommend approval unless they will be unavailable during the time the applicant will be in the area. On the recommendation of the Flight Chief and Recruiter, the Recruiting RAP monitor will approve or disapprove the application. The RAP monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule but must not approve for more than the number of days requested. The applicant will be notified within 7 workdays of approval status.

- If approved, the applicant will receive the completed AFRS IMT 1327. The AFRS IMT 1327 is only an application, not a confirmation of RAP duty. The source document for approving non-chargeable leave status is the recruiting squadron commander's verification letter. An emailed signed copy of the AFRS IMT 1327 will be sent to the applicant's squadron representative appearing on the AFRS IMT 1327.
- Member must file the signed Squadron Command memo with part III of leave form (AF Form 988) in order not to be charged leave for this period. Annotate in Block 8 remarks section to read *"AFI 36-3003; para 14.10, non-chargeable leave for dates of participation in the Recruiter Assistance Program; should be printed in the remarks section."*
- Shortly before RAP duty is completed, the recruiter will notify the squadron RAP monitor and verify the correct dates of non-chargeable leave.
  - NET 1 work day remaining in the RAP execution period, Participant and Recruiter will complete the After Action Report (see Attachment C) and submit it to the RAP Monitor.
  - NET 1 work day remaining in the RAP execution period, Recruiter will coordinate with RAP Monitor to submit AFRS Squadron Command memo (see Attachment A) to the AFRS Squadron Commander for signature.
  - AFRS Squadron RAP monitor will return signed AFRS Squadron Command memo to RAP Participant via email and keep all records for post RAP filing.
- The participant must file this letter with part III of leave form (AF Form 988) when they return to their duty section in order to avoid being charged leave for these days.

### **3. Fact Sheet for Permanent Party Members**

- The purpose of the Recruiter Assistance Program (RAP) is to permit Air Force members to work with recruiters by returning to their hometown and providing personal testimonials, assisting in school visits, and performing other recruiting-related tasks. Participation in the program is entirely voluntary.
- As a participant in the program, you will be granted up to 12 days of non-chargeable leave. "Non-chargeable leave" means that you will be in a leave status, but these days will not be counted against your leave balance. Normally, only one weekend may be included in the non-chargeable leave period.
- All Air Force permanent party members officers and enlisted may participate in this program, however you must obtain prior approval from your Unit Commander to receive non-chargeable leave status (AF FM 988).
- You should expect to perform a full workday of recruiting duties during each duty day of non-chargeable leave. The specific hours worked and duties to be performed will be determined by your recruiter and may include some evening and/or weekend duty. You will be expected to display a professional military appearance, positive and enthusiastic

attitude, and exemplary personal conduct at all times. You will wear uniforms during RAP duty.

- You will not call the recruiter collect. Recruiters are not authorized to accept collect calls from active duty individuals. With your unit's approval, official calls may be made using their telephone. Personal calls must be made at your own expense.
- Your application may be disapproved; the Recruiting Squadron RAP monitor will evaluate your request based on recruiter's need for assistance during the time period of your request. You may be approved for less than the full twelve days, and for a time period different from what you requested, due to requirements and scheduling constraints of your recruiter.
- Regardless of the originally approved schedule, the Recruiting Squadron Commander/RAP monitor may terminate your participation at any time if performance standards are not met, or if continuation in the program is determined not to benefit the Air Force. Should this happen, you will return to chargeable leave status and must report to your duty station before your authorized chargeable leave expires.
- You will not be compensated for participating in the RAP beyond your normal pay and benefits. Specifically, you will not be reimbursed for meals, lodging, travel or other expenses.
- You will submit the application to the Squadron RAP monitor via e-mail 4 weeks prior to the desired leave time. The Recruiting Squadron RAP monitor will consult with the Flight Chief and Recruiter, approve or deny your request, and return the application to you via e-mail within 7 duty days. You must have an approved application to participate in the program.
- If your projected leave date changes and the approved date cannot be met, you must inform the Recruiting Squadron RAP monitor.
- If approved, you should contact your recruiter immediately when you arrive in the area on leave. The recruiter will verify your dates of participation and specify when and where to report for duty and describe the types of activities planned for you.
- When you complete recruiter assistance duty, will be provided a letter signed by the Recruiting Squadron Commander verifying RAP participation. You must file this letter with your part III of your leave form (AF Form 988) to avoid being charged leave for your RAP participation.

#### **4. Description of Responsibilities**

##### **Applicant**

- Agrees to RAP participation requirements by submitting the AFRS IMT 1327.
- Must obtain their Squadron Commander's approval to participate in RAP and receive non-chargeable leave status.
- Locates recruiter they will be assisting, the Recruiting Squadron and appropriate RAP monitor on website.
- Submits application to the Recruiting RAP monitor via e-mail 4 weeks prior to the desired time of leave.
- Notifies Recruiting Squadron RAP monitor if leave date changes affects RAP dates.
  
- Performs RAP duties in a satisfactory manner as determined by recruiter. Files

verification letter with part III of leave form (AF Form 988) when returns to duty section.

### **Recruiter**

- Reviews the RAP application and forwards the application with recommendations of approval or disapproval to the Recruiting Squadron RAP monitor within 3 workdays.
- The recruiter will have RAP participant completes a DD Form 2982, AFRS 6b and AETC Form 29B if he/she is under 26 years of age.
- Plans and supervises RAP activities; makes sure all activities are appropriate.
- Informs Recruiting Squadron Commander if participant fails to perform assigned duties.
- Informs squadron when RAP duty is nearing completion; obtains verification letter.
- Completes RAP after-action report on each participant and sends it to the squadron RAP monitor.

### **Flight Chief**

- Provides and annotates safety briefing to all participants in their flight.
- Ensures the recruiter gainfully employs the RAP participant.
- Ensures all recruiters are informed about RAP and their responsibilities.
- Ensures participants are performing appropriate, recruiting-related duties.
- Notifies RAP monitor to terminate RAP participation as required for nonperformance.
- Ensures recruiters submit RAP after-action reports for all RAP participants.

### **Headquarters AF Recruiting Service**

- Sets policy and administers the program.
- Maintains and updates this handbook, guidelines, and other RAP materials.
- Answers policy and procedural questions from field units and other offices.
- Coordinates RAP procedures and requirements with offices outside AFRS.
- Updates the AF Recruiting Services website, [www.rs.af.mil](http://www.rs.af.mil).

#### **OPR Contact:**

#### **AFRS/RSOPA**

550D Street West, Suite 1  
Building 491

Randolph, AFB, TX 78154-4527

DSN 665-0369 or commercial (210) 565-0369

Email: [afrs.rsopa@us.af.mil](mailto:afrs.rsopa@us.af.mil)

## Attachment A AFRS SQ CC Memo



### DEPARTMENT OF THE AIR FORCE UNITED STATES AIR FORCE RECRUITING SERVICE (AETC)

***FOR OFFICIAL USE ONLY (FOUO)***

DD-MONTH-YEAR

MEMORANDUM FOR FSO (BASE)

FROM: SQUADRON CC  
MAILING ADDRESS  
CITY STATE ZIP

SUBJECT: RAP Participant RANK and NAME, Recruiter Assistance Program (RAP) or  
We Are All Recruiters (WEAR) Participation

1. In accordance with AFI 36-3003, Military Leave Program, 26 October 2009, paragraphs 12 thru 12.7; Table 7, Rule 43 and paragraphs 14.10 thru 14.10.6, the below listed member participated in RAP/WEAR for the period indicated.

STATUS: Permissive TDY  
RANK, NAME: A1C John Doe  
SSAN: XXX-XX-XXXX  
NUMBER OF DAYS: DD-MM-YY TO DD-MM-YY  
INCLUSIVE DATES: DAY-DAY MONTH YEAR

2. Direct questions to (Name of RAP Monitor)-Position-SQ, email: [RAPmonitor@us.af.mil](mailto:RAPmonitor@us.af.mil) commercial: (555) 555-5555.

FIRST M. LAST, RANK, USAF  
TITLE, 3XX RECRUITING SQUADRON





**DEPARTMENT OF THE AIR FORCE  
UNITED STATES AIR FORCE RECRUITING SERVICE (AETC)**

***FOR OFFICIAL USE ONLY (FOUO)***

DD-MONTH-YEAR

MEMORANDUM FOR FSO (BASE)

FROM: SQUADRON CC or AFROTC DET PAS  
MAILING ADDRESS  
CITY STATE ZIP

SUBJECT: RAP Participant RANK and NAME, Recruiter Assistance Program (RAP) or  
We Are All Recruiters (WEAR) Participation

1. In accordance with AFI 36-3003, Military Leave Program, 26 October 2009, paragraphs 12 thru 12.7; Table 7, Rule 43 and paragraphs 14.10 thru 14.10.6, the below listed member participated in RAP/WEAR for the period indicated.

STATUS: Permissive TDY  
RANK, NAME: A1C John Doe  
SSAN: XXX-XX-XXXX  
NUMBER OF DAYS: DD-MM-YY TO DD-MM-YY  
INCLUSIVE DATES : DAY-DAY MONTH YEAR

2. Direct questions to (Name of RAP Monitor)-Position-SQ or DET, email: [RAPmonitor@us.af.mil](mailto:RAPmonitor@us.af.mil)  
commercial: (555) 555-5555.

FIRST M. LAST, RANK, USAF  
TITLE, DETACHMENT XXX

1st Ind, [Office symbol for 1<sup>st</sup> Indorsement official] DD-MONTH-YEAR

MEMORANDUM FOR 3XX RCS/CC  
Member successfully completed XX days of RAP/WEAR with XX Detachment.

FIRST M. LAST, RANK, USAF  
TITLE, 3XX RECRUITING SQUADRON

## Attachment B RAP Safety Briefing

### RECRUITER ASSISTANCE PROGRAM SAFETY BRIEFING

#### INSTRUCTIONS

1. Unit commanders must ensure that military personnel assigned to the Recruiter Assistance Program are reminded of the hazards involving recreational activities and operating a private motor vehicle.
2. The recruiter will conduct the briefing upon arrival of the individual. Provide a pre-departure safety briefing (AETC Form 29B) prior to departure.
3. Advise the individual to call the briefer upon arrival at his/her new duty station for conformation of safe arrival.
4. Dispose of this form upon arrival at new duty station or 30 days after departure, which ever is sooner.

#### BRIEFING GUIDE

1. Discourage driving during late night hours. Remind the individual that a very high percentage of drivers on the road after dark are drunk.
2. Stress the value of occupant restraint devices, including head restraints.
3. Stress the importance of vehicle condition; vehicle defects also contribute to mishaps.
4. Discuss the main causes of injury and death by vehicle mishaps in AETC, which are speeding, fatigue, alcohol, and nonuse of occupant restraints.
5. Discuss driving in hazardous conditions; i.e., fog, ice, black ice, rain, etc and the precautions to take (slow down, delay or cancel driving until conditions improve).
6. Discuss defensive driving as deterrent against aggressive drivers.
7. Depending on the RAPPERS destination, discuss the importance of having items such as extra blankets, traffic flares, candles, flashlights, traffic triangles, etc., in case of breakdown or getting stranded in snow or icy conditions.

I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to utilize required safety devices may result in a lost of medical benefits, as well as potential UCMJ action.

## Attachment C RAP After Action Report

### RECRUITER ASSISTANCE PROGRAM (RAP) AFTER ACTION REPORT (AAR)

#### RAP DIRECTIVES / GUIDANCE / AUTHORITY

AFI 36-3003, Military Leave Program, 26 October 2009, paragraph 12 thru 12.7; Table 7, Rule 43, paragraphs 14.10 thru 14.10.6

AFRSI 36-2001, 1 Aug 2012, paragraph 1.39

RAP FACT SHEET: [http://www.rs.af.mil/library/factsheets/factsheet\\_print.asp?fsID=5031&page=1](http://www.rs.af.mil/library/factsheets/factsheet_print.asp?fsID=5031&page=1)

#### RAP HANDBOOKS:

RECRUITER ASSISTANCE PROGRAM FOR OTS AND TECHNICAL SCHOOL AIRMEN

<http://www.rs.af.mil/shared/media/document/AFD-111018-065.pdf>

RECRUITER ASSISTANCE PROGRAM FOR PERMANENT PARTY AIRMEN

<http://www.rs.af.mil/shared/media/document/AFD-111018-066.pdf>

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EVALUATE (HONEST & THOROUGH) RAP PARTICIPANT PERFORMANCE AND RAP PROGRAM EFFECTIVENESS.

RAP PARTICIPANT'S RANK / NAME/SSN: \_\_\_\_\_

SUPERVISING RECRUITER RANK & NAME \_\_\_\_\_

RAP INCLUSIVE DATES: START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

NUMBER OF LEADS – GENERATED BY RAP PARTICIPANT \_\_\_\_\_ RESULTING IN PIR \_\_\_\_\_

SCHEDULED TO PROCESS \_\_\_\_\_

----- RAP PARTICIPANT PERFORMANCE -----

BRIEF WRITTEN SUMMARY – WHAT DID THE AIRMAN ACCOMPLISH, WHAT ARE THE RESULTS?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTITUDE: (CIRCLE ONE)    NEGATIVE    MIXED    GOOD    POSITIVE    OUTSTANDING

PERSONAL APPEARANCE STANDARDS COMPLIANCE: (CIRCLE ONE)

UNSATISFACTORY    MARGINAL    SATISFACTORY    EXCEEDS STANDARDS