

APPLICATION FOR PARTICIPATION IN THE RECRUITER ASSISTANCE PROGRAM

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; AFI 36-3003.

PRINCIPAL PURPOSES: To gather information required to evaluate applicants for the Recruiter Assistance Program, and to document approval/denial of request.

ROUTINE USES: None; data not releasable outside the Air Force.

DISCLOSURE: Disclosure of SSN is voluntary. However, failure to disclose SSN may prevent you from participating in the Recruiter Assistance Program since participants are identified by SSN within Air Force Recruiting Service.

FACT SHEET FOR APPLICANTS ON REVERSE.

| | | | | |
|---|------------------------|--|-------------------------|------------------------|
| PRINTED NAME (Last, First, Middle Initial) | | GRADE | SSN | AFSC |
| DATE OF ENLISTMENT | TECH TNG BASE ATTENDED | PROJECTED GRADUATION DATE | | PROJECTED RNLTD |
| REQUESTED DATES OF PARTICIPATION (12 days max) | | LEAVE ADDRESS (Include county and state) | | LEAVE TELEPHONE NUMBER |
| NAME OF RECRUITER (Rank Last, First) (Include city and state) | | RECRUITING SQUADRON | RECRUITING SQ VOICE NO. | RECRUITING SQ EMAIL |

CERTIFICATION

1. While participating in the program, I will be in a nonchargeable leave status. I will not be charged leave for the days I participate. I will also not receive any reimbursement for meals, travel, or other expenses beyond my normal salary.
2. Each day I participate, I will report to my recruiter at a place and time designated by him or her. I will perform a full workday of recruiter assistance duties as determined by my recruiter. I will be expected to display a professional military appearance, positive and enthusiastic attitude, and exemplary personal conduct at all times.
3. I understand that if I violate any of the above, or if my continued participation in the program is determined not to benefit the Air Force, the Recruiting Squadron Commander may terminate my participation at any time, and I will return to chargeable leave status.

| | | | |
|------|------------------------|------|------------------------|
| DATE | SIGNATURE OF APPLICANT | DATE | SIGNATURE OF RECRUITER |
|------|------------------------|------|------------------------|

TRAINING SQUADRON

COMMENTS

| | | | |
|--------------------------------------|------|--|---------------------------------|
| <input type="checkbox"/> APPROVED | DATE | TYPED NAME/GRADE OF APPROVING OFFICIAL | SIGNATURE OF APPROVING OFFICIAL |
| <input type="checkbox"/> DISAPPROVED | | | |

TRAINING GROUP

| | | | |
|--------------------------------------|------|--|---------------------------------|
| <input type="checkbox"/> APPROVED | DATE | TYPED NAME/GRADE OF APPROVING OFFICIAL | SIGNATURE OF APPROVING OFFICIAL |
| <input type="checkbox"/> DISAPPROVED | | | |

RECRUITING SQUADRON

| | | | |
|--------------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> APPROVED | APPROVED DATES | | |
| <input type="checkbox"/> DISAPPROVED | | | |
| DATE | TYPED NAME/GRADE OF APPROVING OFFICIAL | SIGNATURE OF APPROVING OFFICIAL | |

MTL USE ONLY

EMAIL APPROVED APPLICATION TO:
RETURN VOICE CONTACT: (DSN/ Commercial)

**Air Force Recruiter Assistance Program
Fact Sheet for Applicants**

- The purpose of the Recruiter Assistance program (RAP) is to permit Air Force members, primarily recent technical training and officer training school graduates, to work with Recruiters by returning to their home towns 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 nonchargeable leave while you assist your Recruiter. This is in addition to approved enroute chargeable leave, provided you can still meet your report no later than date (RNLTD) and port call dates will **not** be changed to allow for RAP participation. "Nonchargeable 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 nonchargeable leave period.
- You should expect to perform a full workday of recruiting duties during each duty day of nonchargeable leave. The specific hours worked, and the duties performed, will be determined by your Recruiter. You will be expected to display a professional military appearance, positive and enthusiastic attitude, and exemplary personal conduct at all times.
- 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 might not be approved; the Recruiting Squadron Commander will evaluate your request based on the Recruiter's need for assistance during the time period you request. You may be approved for less than the full twelve days, and for a time period different from what you requested, due to the requirements and scheduling constraints of your Recruiter.
- Regardless of the originally approved schedule, the Recruiting Squadron Commander 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. If this happens, 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 provided by your Recruiter or retrieved online to the MTL at your technical training school or squadron personnel at officer training school. After you fill out and sign the application, you must obtain the recommendation of your Training Squadron Commander, Training Group Commander, or a designated representative. The application will then be forwarded to the appropriate recruiting squadron. The recruiting squadron RAP monitor will consult with the Recruiter, approve or deny your request, and return the application to the MTL/OTS personnel.

You must have an approved application to participate in the program.

- If your graduation date changes and the approved dates cannot be met you must inform the recruiting squadron RAP monitor.
- If approved, 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.
- When you complete recruiter assistance duty, recruiting squadron 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 to avoid being charged leave for your RAP participation. On your voucher you should code all periods of leave, chargeable or nonchargeable, as leave (LV).