

U.S. Air Force

Recruiter Assistance Program (RAP) Handbook



Air Force Recruiting Service

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RECRUITER ASSISTANCE PROGRAM (RAP) HANDBOOK

An Air Force Recruiting Service (AFRS) Program

INTRODUCTION

This guide has been designed to familiarize you with the Recruiter Assistance Program (RAP). RAP allows active duty Airmen 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 Center of Influence (COI) events/Delayed Entry Program (DEP) Commander's Calls and performing other recruiting-related tasks. Authority for this program is contained in AFI 36-3003, 7.9.

The RAP handbook guidelines for applicants can be found at www.recruiting.af.mil. The Application for Participation in the Recruiter Assistance Program, AFRS 1327, can be found on the Air Force e-Publishing website at www.e-publishing.af.mil.

RAP covers three main areas:

- Permanent party
- Technical training/Total Force Officer Training
- Air Force ROTC

Information specific to each area can be found in their respective chapters in this guide. The following information is relevant for all RAP requests.

1. 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.
2. This handbook should provide the majority of instructions and guidance needed to successfully execute the program. If you need additional guidance, or have comments about the program, please contact AFRS/RSOPA at DSN 665-0369 or commercial 210-565-0369.
3. The purpose of 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.
4. 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.
5. 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.
6. 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 12 days, and for a time period different from what you requested, due to requirements and scheduling constraints of your recruiter.
7. 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.
 8. 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.
 9. 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.
 10. 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.
 11. 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.
 12. You are authorized to operate the Government Owned Vehicles (GOV) assigned to the recruiter.
 13. 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).
 14. [AFRS IMT 1327, Application for Participation in Recruiter Assistance Program](#)

CHAPTER 1 PERMANENT PARTY

1. 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.recruiting.af.mil.
- A quick reference sheet forms and handbook will be made available at the www.recruiting.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 www.recruiting.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 7.9, 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 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.

2. Description of Responsibilities

Applicant

- Locates the nearest recruiter, recruiting squadron and RAP monitor in the leave area by visiting <http://www.recruiting.af.mil/AboutUs/GroupsSquadrons.aspx>.
- Obtains Squadron Commander's approval to participate in RAP and receive non-chargeable leave status.
- Submits AFRS IMT 1327 application to the Recruiting RAP monitor vial e-mail 4 weeks prior to the desired time of leave.
- Contacts Recruiting Squadron RAP monitor if graduation date changes and it affects your RAP dates.
- Performs RAP duties in satisfactory manner as determined by the recruiter.
- ***NOTE: File AFRS Squadron Command Memorandum verification letter that you received from your Recruiting RAP monitor with part III of leave form (AF Form 988) when you return to your duty section.***

Recruiter

- Reviews the RAP application and forwards the application with recommendation 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 participants.
- 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.

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.

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.recruiting.af.mil.

CHAPTER 2 TECHNICAL TRAINING OR OFFICER TRAINING SCHOOL

1. Normal Sequence of Events

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 IMT 1327. The website provides a list of all the AFRS squadron RAP monitors with organization email addresses and phone numbers along with a map of the United States showing all the Air Force Recruiting Squadron locations. Email the RAP monitor the completed AFRS 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. There's no limitation to the number of participants performing RAP duties as long as the recruiter could manage them and the participants are kept gainfully employed. 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 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.

2. Description of Responsibilities

Applicant

- Locates the nearest recruiter, recruiting squadron and RAP monitor in the leave area by visiting <http://www.recruiting.af.mil/AboutUs/GroupsSquadrons.aspx>.
- Submits AFRS IMT 1327 while at OTS or technical training through the OTS personnel section or the Technical Training School Military Training Manager (MTM).
- Submits the application to the Recruiting RAP monitor via e-mail 4 weeks prior to graduation.
- Notifies Recruiting RAP monitor if graduation dates changes affects RAP dates.
- Performs RAP duties in satisfactory manner as determined by the recruiter.
- ***NOTE: Attach AFRS Squadron Command Memorandum verification letter that you received from your Recruiting RAP monitor 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 7.9, non-chargeable leave for dates of participation in the Recruiter Assistance Program."***

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.

Flight Chief

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

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.

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.recruiting.af.mil.

Technical Training School MTL and OTS Personnel

- Assists RAP applicants in obtaining website information from the AF Recruiting Service homepage, www.recruiting.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.

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.

Technical Training Group Commander

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

Technical Training Wing MPF

- Ensures that RAP and leave while enroute 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.

Gaining Unit AFO

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

3. 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.recruiting.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 and www.recruiting.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. There's no limitation to the number of participants performing RAP duties as long as the recruiter could manage them and the participants are kept gainfully employed. 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 COIs 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 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.

4. 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, 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.
- The MTL/OTS personnel will assist the airmen with obtaining the applications from the website, www.recruiting.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.

5. 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. There's no limitation to the number of participants performing RAP duties as long as the recruiter could manage them and the participants are kept gainfully employed. 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.
- 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.

6. 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. 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.recruiting.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.

7. 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. 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.recruiting.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.

8. 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.recruiting.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.

9. 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.

a. 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.

b. 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.

c. 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 applicant

CHAPTER 3

AFROTC

1. Normal Sequence of Events

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.

- Former AFROTC graduates should submit application AFRS IMT 1327 through their current personnel section no later than 6 weeks prior to the requested RAP dates
 - This will verify if the applicant has any UIF or any administrative actions
 - The dates requested should not have negative impact on training, ops, or PCS
 - (Note: Requested dates cannot exceed 12 days, nor can they cover more than one weekend.)
- Applicants should contact the AFROTC Detachment Recruiting Flight commander NLT 4 weeks prior to requested RAP dates.
- AFROTC Detachment Recruiting Flight commander will review the application and recommend approval or disapproval to the local AF Recruiting Squadron RAP monitor within 3 working days.
- If approved, AFROTC Det RFC will require the applicant to complete DD Form 2982 before their first recruiting event. If the application is disapproved, the applicant will be notified by AFROTC Det RFC.

2. Description of Responsibilities

Applicant

- NLT 6 weeks prior to requested RAP dates: Submits application AFRS IMT 1327 through their current personnel section to verify:
 - Requested dates do not negatively impact training, ops, PCS.
 - Applicant does not have UIF and there are no pending administrative actions of the applicant during the requested RAP dates
- NLT 4 weeks prior to requested RAP dates:
 - Contacts the AFROTC Detachment's Recruiting Flight Commander (RFC).
 - Verbally and tentatively clears the desired RAP dates with the RFC, then submit the AFRS IMT 1327 to the RFC.
- Notifies AFROTC Detachment RFC if anything should arise that will require terminating the RAP request.
- Completes DD Form 2982 prior to participating in the RAP event, and send 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 on weekend.
- Perform RAP duties in a satisfactory manner as determined by the AFROTC Det RFC.

NOTE: Attach AFRS Squadron Command Memorandum verification letter that you received from your Recruiting RAP monitor 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 7.9, non-chargeable leave for dates of participation in the Recruiter Assistance Program."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, RFCs should recommend approval UNLESS:
 - There is RAP request already approved for any days of the new request (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 participant complete a DD Form 2982 before their first recruiting event. The RFC will maintain a copy of the DD Form 2982 for one year after the event
 - RFC will plan and supervise RAP activities; ensures all activities support the unit recruiting plan.
 - Provides and annotates safety briefing to RAP participant. (See Attachment B)
 - Ensures RAP participant complete 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 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, RAP participant and AFROTC Det RFC will complete the After Action Report and submit it to the AFROTC Det PAS for signature. (The RFC will submit it 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 participant

Local AF Recruiting Squadron RAP monitor

- Prior to RAP event execution:
 - Receives and reviews AF Form 1327 and DD Form 2982
- During execution of 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

- Will file AF Form 1327, DD 2982, AETC 29B for 1 year

AFROTC Detachment PAS

- Ensures AFROTC Det RFC is informed about RAP and his/hers responsibilities
- Ensures RAP participants are performing appropriate recruiting-related duties
- Terminates RAP participants as required for non-performance

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.recruiting.af.mil

RAP Applicant's Personnel Section

- Assists RAP applicants in obtaining website information from the AF Recruiting Service homepage, www.recruiting.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

RAP Applicant's local MPF (this 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

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. Suggested RAP Activities

The following list should be used as a 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

Attachment A



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 AFOTC DET PAS MAILING ADDRESS
CITY STATE ZIP

SUBJECT: RAP Participant RANK and NAME, Recruiter Assistance Program (RAP)

1. In accordance with AFI 36-3003, Military Leave Program, 11 May 2016, paragraph 7.9, the below listed member participated in RAP for the period indicated.

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
commercial: (555) 555-5555.

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

1st Ind, [Office symbol for 1st Indorsement official]

DD-MONTH-YEAR

MEMORANDUM FOR 3XX RCS/CC

Member successfully completed XX days of RAP with XX Detachment.

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

Attachment B

RECRUITER ASSISTANCE PROGRAM SAFETY BRIEFING	
INSTRUCTIONS	
<ol style="list-style-type: none">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	
<ol style="list-style-type: none">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 UCMIJ action.	
NAME AND GRADE OF INDIVIDUAL BRIEFED	
DATE BRIEFED	SIGNATURE OF INDIVIDUAL BRIEFED
BRIEFED BY (Name and grade)	