

U.S. Air Force Fact Sheet

RAP HANDBOOK FOR TECHNICAL TRAINING OR OTS

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. 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>. All applicable forms and the handbook are available at 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 RAP monitors with e-mail addresses and fax 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 Commander/RAP monitor will approve or disapprove the application. The Recruiting Squadron Commander/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 fax 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.
- Shortly before RAP duty is completed, the recruiter will notify the squadron RAP monitor and verify the correct dates of non-chargeable leave. The Squadron RAP monitor will then fax a letter signed by the Recruiting Squadron Commander back to the recruiter certifying performance of RAP duty. The participant must file this letter with the travel voucher at the gaining base in order to avoid being charged leave for these days.
- After the participant departs, the recruiter will complete a RAP after-action report evaluating the effectiveness of the participant duty performed. The report is sent to the Recruiting Squadron Rap monitor.
- 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

a. 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/fax 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.
- *Attach 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".*

b. 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 Recruiting Squadron Commander 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; obtains verification letter.
- Completes RAP after-action report on each participant and sends it to the squadron RAP monitor.

c. Flight Chief

- Provides and annotates safety briefing to all participants in their flight.
- Ensures participants are not permitted to operate GOVs.
- Ensures the recruiter gainfully employs the RAP participants.

d. Recruiting Squadron Commander/Operations officer/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.
- Signs letter verifying RAP participation and ensures it is sent to participant before they depart recruiter's office.
- Ensures recruiters submit RAP after-action reports for all RAP participants.
- Ensures monthly RAP participation report is faxed to AFRS/RSOPA by the 10th of each month.

e. 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.

f. Technical Training School MTL and OTS Personnel

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

g. 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.

h. Technical Training Group Commander

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

i. Technical Training Wing MPF

- Checks 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. Authorization to PCS orders.

j. 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 a total of 15 days (RAP and leave) plus authorized travel days between Technical Training and RNLTD (20 days for overseas assignments). 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/fax 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/fax 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 not authorized to operate the Government Owned Vehicles (GOV) assigned to the recruiter.
- When you complete recruiter assistance duty, your recruiter 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 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/fax 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.
- Officer candidates will submit their application to the Recruiting Squadron's RAP monitor for processing 4 weeks prior to graduation.
- Permanent party members will refer to the AF Recruiting Service website, www.rs.af.mil. Once you have located a recruiter in your leave area, refer to the Air Force Recruiting Squadron Map and List of Squadron RAP monitors on the website to locate the Squadron RAP monitor for the recruiter you will be assisting.
- All RAP applications will be forwarded to the Recruiting Squadron Commander/RAP monitor via e-mail/ fax.
- The Recruiting Squadron RAP monitor will then 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 Commander/RAP monitor will approve or disapprove the application. The Recruiting Squadron Commander/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/fax 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 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 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.
- Recruiters will not permit RAP participants to operate the government owned vehicles (GOVs).
- If a RAP participant is not performing assigned duties, the recruiter will inform the squadron. The Recruiting Squadron Commander/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.
- When a participant is about to complete RAP duty, the recruiter will notify the Squadron RAP monitor and verify the correct days of nonchargeable leave. The Squadron RAP monitor will then fax a letter signed by the Recruiting Squadron Commander back to the recruiter for the participant to file with their travel voucher/part III of the leave form (AF form 988) for permanent party members certifying the performance of RAP duty. If the participant fails to submit this letter, he/she will be charged leave for the period of RAP duty.
- The recruiter **MUST** submit a RAP after-action report on each participant upon completion of the program. This report will be sent to the squadron RAP monitor who will evaluate the participant's performance and program effectiveness.

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, 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 Recruiting Squadron Commander/RAP monitor 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. Recruiting Squadron Commanders will work toward a target participation rate of approximately two RAP participants per recruiter per month.
- The MTL/OTS personnel will assist the airmen with obtaining the applications from the

website, 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 have no more than two individuals participating at any given time.
- 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, the Recruiting Squadron Commander/RAP monitor will approve or disapprove the application. The Recruiting Squadron Commander/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.
- Flight Chiefs will ensure RAP participants are not permitted to operate the government owned vehicles (GOVs).
- If a RAP participant is not performing assigned duties, the recruiter will inform the squadron. The Recruiting Squadron Commander/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 Recruiting Squadron Commander/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

- Recruiting Squadron RAP monitors will receive RAP applications via e-mail/fax from the OTS/Technical School graduates and permanent party officers and enlisted members.
- The Recruiting Squadron RAP monitor will then 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 Commander/RAP monitor will approve or disapprove the application. The Recruiting Squadron Commander/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 general rule should be to work toward a target participation rate of approximately two RAP participants per recruiter per month.
- All members that apply for the RAP program will be notified from the Recruiting Squadron RAP monitor within 7 days via e-mail/fax of approval/disapproval. The selected applicants will be told that participation is not guaranteed due to date changes or port call changes, etc. The recruiter 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. 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 Recruiting Squadron Commander/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 at most, 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/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.
- Recruiting Squadron Commanders must ensure RAP participants receive a safety briefing from the Flight Chief.
- Recruiting Squadron Commanders must ensure RAPpers are not permitted to use government owned vehicles (GOVs).
- When a participant completes RAP duty, the recruiter verifies to the Recruiting Squadron Commander/RAP monitor the dates of RAP duty. The commander then must provide 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 must be given to the participants prior to departure for their duty station and they must file this letter with the travel voucher in order not to be charged leave for the period. This certification cannot be delegated except in the instances where the Commander has designated an Acting Commander during his or her absence, in which case the Operations officer can certify.
- 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.
- Recruiting Squadron Commanders should ensure the monthly RAP Participation Report is forwarded to AFRS/RSOPA by the 10th of each month. A sample report is provided on page 11.
- 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. 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.
- 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. 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.
- 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.
- 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 fax number (commercial and DSN) on the application and e-mail/fax the application to the Recruiting Squadron RAP monitor. The Recruiting Squadron RAP monitor will e-mail/fax the application back indicating approval/disapproval and, if approved, the approved dates.
- The signed application and e-mail/ faxed 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, where as 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 Street West, Suite 1

Building 491

Randolph, AFB, TX 78154-4527

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

Email: HQRSPOA@us.af.mil