

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT DAMIAN M. ARMIJO				Office Symbol RSOPA		Series Number 101		Signature of Action Officer			Review Date
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	CORD	RSOP _____ CCU _____	5				9			
2	RSOC/ CCU	CORD	RSOC _____ CCU _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

FROM: HQ AFRS/RSO

SUBJECT: Poaching

TO: All AFRS Personnel

1. This message addresses Headquarters Air Force Recruiting Service's position on a practice commonly known as "poaching."
2. Poaching occurs when a recruiter actively and knowingly processes an applicant who otherwise, based on market surveys, school assignment (i.e. High School, College, Medical School, etc.), and/or local instructions, rightfully belongs to another recruiter. When an applicant is in school, and the school belongs to another recruiter, the applicant must be referred to the appropriate recruiter for processing. When poaching is alleged, and it cannot be amicably resolved, it will be mitigated by the lowest level of the appropriate authority. If squadron commanders cannot resolve a dispute, the case will be forwarded to the appropriate deputy group and group commander(s). AFRS/RSO will decide disputes not resolved at the group level.
3. All recruiters are expected to recruit within their own zones. Bottom line – if the applicant is enrolled in a school that is on your market survey, you have territorial rights. If not, refer the applicant to the appropriate recruiter/squadron. This rule applies to both EA and OA programs.
4. All efforts to resolve poaching claims will be handled professionally to minimize the inconvenience to the applicant.
5. If you have any questions concerning this PGM, please contact HQ AFRS/RSOPA through your appropriate chain of command, commercial (210) 652-6188, DSN 487-6188.

////////SIGNED////////

JAMES R. HOLADAY, Colonel, USAF
Chief, Operations Division