

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer SMSgt John Gereaux				Office Symbol RSOP		Series Number 617		Signature of Action Officer			Implementation Date: 16 Jul 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9				
2	JA	Coord	JA _____	6				10				
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11				
4	RSOPA	X-MIT	_____	8				12				

FROM: HQ AFRS/RSO

SUBJECT: Job Release Scheme 16 Jul 03

TO: All Recruiting Personnel

1. Recent issues related to the NPS job release have generated concerns and frustrations at both the HQ and field levels. In an effort to reduce frustrations and address the field's concerns we are implemented a new method of releasing jobs effective 16 July 2003.
2. The bulk of the monthly jobs will be released on the first and fifteenth (or duty day closest to these dates but not prior to the first duty day of the month). Additional weekly releases will be provided to the groups in ADMIN and "low flow-high demand" AFSCs.
3. Rules for the two monthly releases:
 - A. On the first duty day of the month AFRS/RSOPB will release, into MilPDS, approximately 50% of the month's requirements in Mechanical, Electronic and some General Area jobs.
 - B. The groups will have one day to review the JAR prior to any bookings occurring.
 - C. On the second duty day at 1000 CST the four groups are authorized to book jobs using one terminal, with only one screen open at a time and not employing any additional software or hardware to book jobs. The groups are required to access MilPDS through remote desktop.
Only the Groups are authorized to book jobs on these days!
 - D. From the third day through the next new release, MilPDS will be open to all users for job reservations.
 - E. On the fifteenth of the month AFRS/RSOP will release, into MilPDS, approximately the remaining 50% of the month's requirements in Mechanical, Electronic and some General area jobs. The same rules for the first drop will be applied on this second monthly drop.
4. Rules for weekly ADMIN and "low flow-high demand" AFSCs (a list of affected AFSCs will be provided):
 - A. By COB Monday AFRS/RSOP will provide a list of AFSCs to the groups.
 - B. Groups will receive jobs based on their share of net reservation goal.
 - C. Groups need to complete the spreadsheet and return it to AFRS/RSOPB by COB. Subsequent bookings can be accomplished by groups emailing AFRS/RSOPB with SSANs, the AFSC and EAD date. By COB on Friday, any remaining unsold ADMIN and "low flow-high demand" AFSCs will be returned to AFRS/RSOPB.

D. All remaining jobs will be returned to RSOP NLT COB of the second to last duty day of the month. The last duty day of the month the JAR will open at 0800 CST for all users to book jobs.

5. Additional Rules:

A. Groups are responsible for booking all EWQ, CHAPA and COI reservations

B. Groups will have first refusal on restores for in-month shippers only. All other jobs will be on non-restore and will be released on the mid-month release or if needed will be distributed during the weekly distributions to the groups.

6. Refer any questions, through your appropriate chain of command to HQ AFRS/RSOP, at DSN 487-0352 or commercial (210) 652-0352.

FOR THE COMMANDER

//SIGNED//

GARY W. KIRK, Colonel, USAF
Chief, Operations Division