

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer SMSgt John Gereaux				Office Symbol RSOPA		Series Number 628		Signature of Action Officer			Effective Date 27 Apr 04
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP-DW_ CCU	5				9			
2	JA	Coord	JA	6				10			
3	RSO/ CCU	Coord	RSO_____ CCU_DG_	7				11			
4	RSOPA	X-MIT	____JMG____ 27 Apr 04	8				12			

FROM: HQ AFRS/RSO

SUBJECT: Enlistment Agreement Guidance

TO: All MEPS and Operations

1. Due to changes in our booking process we are providing the following guidance that will be included in the revision of AETCI 36-2002.

2. **Applicant Job Reservations and Choices.** Applicants will only be reserved jobs that they are qualified for and have selected as a preference. Job choices must be documented. Jobs *will not* be booked and then “sold” to applicants.

3. **Enlistment Agreement.** For applicants that are reserved jobs after they leave the MEPS, the Liaisons will e-mail/mail new reservation agreements (300X series) with a “Request for Completion of Enlistment Agreement” (Attachment 17, in the AETCI 36-2002 dated 18 April 2000) to flight/recruiter within **3 workdays** of reservation date. Suspense for not more than **30 calendar days** from date sent.

4. **Applicants reserved a job and not in DEP.**

4.1. Complete enlistment agreements on DEP **ineligible** applicants (e.g., applicants currently holding inactive or active reserve or guard status). This applies to individuals physically at the MEPS. If the applicant is not at the MEPS and not DEP eligible, complete Section 1, to include the remarks section, of the appropriate AF Form 300X series enlistment agreement. E-mail/mail reservation agreements (300X series) with a “Request for Completion of Enlistment Agreement” to flight/recruiter within **3 workdays** of reservation date. Suspense for not more than **30 calendar days** from date sent.

4.2. If DEP **eligible** applicants are not present at the MEPS, suspense for DEP enlistment and contracting within **30 calendar days** if economically possible as determined by the squadron operations FC. If not DEPped within 30 days, contact the squadron operations FC for instructions and document a memo for record (MFR) of the directed action in the applicant’s AFRISS record.

5. Refer any questions, through your appropriate chain of command to HQ AFRS/RSOPA, at DSN 487-6188 or commercial (210) 652-6188.

FOR THE COMMANDER

//SIGNED//

DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division

**SAMPLE MEMORANDUM
REQUEST FOR COMPLETION OF ENLISTMENT AGREEMENT**

**DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)**

(Date)

MEMORANDUM FOR (RECRUITER'S FUNCTIONAL ADDRESS SYMBOL)
ATTENTION: (Recruiter's Grade and Name)

FROM: MEPS FUNCTIONAL ADDRESS SYMBOL

SUBJECT: Completion/Reaccomplishment of AF Form 1034, 3005, 3006, 3007, or 3008 (as appropriate),
(applicant's name and SSAN)

1. According to AETCI 36-2002, the enlistment agreements must be completed/reaccomplished for the following reasons:

- a. _____ Change of job/initial job reservation.
- b. _____ Change in grade.
- c. _____ Change in TOE.
- d. _____ Other: _____

(Specify)

2. Complete the attached enlistment agreements according to the instructions on the back of the form. (**NOTE:** Ensure the remarks section is completed with applicable information.)

3. Request you comply with the above and return the form to this office within 30 days from the date of this memorandum.

FOR THE COMMANDER

(signature)
(MLS Signature Block)