

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSgt James Chenaille				Office Symbol RSOPA		Series Number 633		Signature of Action Officer			Implementation Date: 9 Sep 04	
	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: Discrimination/Sexual Harassment Policy Form

TO: All Recruiting Service

1. The following information and guidelines are provided to instruct all Recruiting personnel on proper use of the new Discrimination and Sexual Harassment Policy Form.

2. GENERAL INFORMATION:

a. The Air Force Recruiting Service Discrimination and Sexual Harassment Policy form has been updated and is available in AFRISS. Beginning 1 Oct 04, each recruiter will sign this form with their applicant. Give one copy to the applicant and include the original in the case file to the MEPS. The MEPS personnel will keep this in the case file package. The original will be sent to Basic Military Training upon applicant entering active duty and a copy will be kept in the residual file.

b. The new AFRSVA 36-1, Air Force Applicants Rights, is ready and available for order from the Air Force Publishing Distribution Center (AFPDC). This supersedes AETCVA 36-7, which has been rescinded.

3. Refer any questions, through your appropriate chain of command, to HQ AFRS/RSOPA, at DSN 665-0369 or commercial (210) 565-0369

FOR THE COMMANDER

//SIGNED//

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