

CDC Z4A051

Health Services Management Journeyman

Volume 4. Sensitive Duties, Resource Management, and Personnel and Administration Functions



**Air Force Career Development Academy
The Air University
Air Education and Training Command**

Z4A051 1503, Edit Code 04

AFSC 4A051

Author: MSgt Antoniette D. Ruffino
MSgt Scarlett R. Woolard
382 Training Squadron
Medical Enlisted Training Campus
382 TRS/TRR
3460 Garden Avenue
Ft Sam Houston , Texas, 78234-7674
DSN: 420-5117
E-mail address: scarlett.r.woolard.mil@mail.mil

Instructional Systems

Specialist: Gary McLean

Editor: Evangeline K. Walmsley

Air Force Career Development Academy (AFCDA)
The Air University (AETC)
Maxwell-Gunter Air Force Base, Alabama 36114-5643

Career development course (CDC) Z4A051, *Health Services Management Journeyman*, is the fourth and final volume of CDC Z4A051. Volume 4 covers the more sensitive areas a 4A051 could work and includes sensitive duties, resource management, and personnel and administration.

Unit 1 of this volume covers the sensitive duties program, including the personal reliability program and the presidential support program. It covers record maintenance and the types of categories in the programs. The unit defines what potential disqualifying information (PDI) is, and explains how to identify and document it in a record. Unit 1 also covers the certification process and identifies key factors each program requires. Finally, we discuss removal and reinstatement into the program.

Unit 2 takes a chronological look at the different operations within a typical medical treatment facility's (MTF) resource management office (RMO). We start with a discussion on the budgeting process and many of the common tasks accomplished during the four fiscal quarters. Unit 2 also describes the responsibilities of the cost center manager (CCM) and the functions of the resource advisor (RA). Section 2 discusses many of the common tasks accomplished in the uniform business office. It explains some of the daily functions and activities a young Health Service manager (HSM) may be involved with, such as that of the patient valuable custodian. It describes the roles that RMO personnel play in the patient valuables process as opposed to the admissions and dispositions office, which was discussed in an earlier volume. Section 3 looks at the Medical Expense and Performance Reporting System (MEPRS) and the procedures HSMs use to capture the personnel utilization, expense, and workload data within an MTF. Leaders at all levels within the Air Force Medical Service, from the flight commander of the RMO to the Secretary of Defense for Health Affairs, use the data contained within MEPRS to help them make many of the tough appropriations and manpower decisions. The final section of Unit 2 describes the different pieces of manpower.

The third and final unit covers the areas an HSM would work in the personnel and administration office. Section 1 allows you to become familiar with a multitude of human resource functions including the sponsorship program, in and out processing, and leave procedures. In addition, you will review retirement and separation, the defense travel system, and updating personnel actions. Section 2 reviews awards and promotions. This includes the different types of awards, decorations, and recognition and how they contribute to the promotion system. Finally, you will get an understanding of some of the management functions within the personnel and administration office. This includes duty status tracking, performance evaluation and processing official mail.

A glossary is included for your use.

Code numbers on figures are for preparing agency identification only.

The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

To get a response to your questions concerning subject matter in this course, or to point out technical errors in the text, unit review exercises, or course examination, call or write the author using the contact information on the inside front cover of this volume.

NOTE: Do not use the IDEA Program to submit corrections for printing or typographical errors.

If you have questions that your supervisor, training manager, or education/training office cannot answer regarding course enrollment, course material, or administrative issues, please contact Air University Educational Support Services at <http://www.aueducationsupport.com>. Be sure your request includes your name, the last four digits of your social security number, address, and course/volume number.

This volume is valued at 18 hours and 6 points.

NOTE:

In this volume, the subject matter is divided into self-contained units. A unit menu begins each unit, identifying the lesson headings and numbers. After reading the unit menu page and unit introduction, study the section, answer the self-test questions, and compare your answers with those given at the end of the unit. Then complete the unit review exercises.

	<i>Page</i>
Unit 1. Sensitive Duties	1-1
1-1. Sensitive Duty Program	1-1
1-2. Potentially Disqualifying Information	1-11
1-3. Certification Process	1-19
1-4. Removal and Reinstatement.....	1-22
Unit 2. Resource Management.....	2-1
2-1. Medical Budget	2-1
2-2. Uniformed Business Office and Data Quality.....	2-18
2-3. Medical Expense and Performance Reporting System	2-29
2-4. Manpower	2-38
Unit 3. Personnel and Administration Functions.....	3-1
3-1. Human Resources.....	3-1
3-2. Awards and Promotions	3-21
3-3. Management Functions	3-53
 <i>Glossary.....</i>	 <i>G-1</i>

Unit 1. Sensitive Duties

1-1. Sensitive Duty Program	1-1
601. Medical records requirement	1-1
602. Roles and responsibilities	1-4
603. Personnel data system status codes.....	1-5
604. Category I discrepancies.....	1-7
1-2. Potentially Disqualifying Information	1-10
605. Screening medical records for potential disqualifying information.....	1-11
606. Documentation and notification of potential disqualifying information.....	1-15
1-3. Certification Process	1-18
607. Initial and interim certification	1-18
608. Personal Reliability Program personnel transfers.....	1-21
1-4. Removal and Reinstatement	1-22
609. Suspension recommendation	1-22
610. Temporary decertification	1-24
611. Disqualification, decertification, and reinstatement	1-25
612. Notification.....	1-27
613. Appeal procedures	1-29

WOW! YOU FINALLY MADE IT TO THE LAST VOLUME! Although this is the last volume, it does not mean it is the least important. On the contrary, this volume addresses sensitive issues that require special attention to detail. Sensitive duties, resource management, and personnel and administration deal with sensitive issues such as nuclear weapons, presidential support, money, manpower, and your fellow airmen personal actions. This unit covers the Personal Reliability Program (PRP) and Presidential Support Program (PSP), two areas that concern national security and demands meticulousness.

1-1. Sensitive Duty Program

The purpose of the Sensitive Duty Program is to ensure individuals selected and retained are emotionally stable and physically capable, and have demonstrated reliability and professional competence to perform duties with nuclear weapons or to provide presidential support. The “spirit and intent” of the Sensitive Duty Program is to ensure only those who meet the stringent reliability standards perform duties in support of the president or nuclear weapons. Conversely, those who do not meet these standards do not perform these duties.

601. Medical records requirement

While working in the military treatment facility (MTF), there will be many ways to identify a member working in a sensitive duty area. As a health service manager (HSM), one of the first ways you will identify a sensitive duty member is by looking at the records and seeing ‘PRP’ or ‘PSP’ marked on the record jacket. However, before we look at the sensitive duty program and record identification of this special program, you should understand what ‘PRP’ and ‘PSP’ represents, and the driving force behind it.

Reliability

When you hear reliability, you think of how you expect something to do the same thing repeatedly. For example, if you have a reliable car, you know you can get to and from work every day; you rely on that car. You trust the car is going to turn right when you turn the steering wheel right. You do not

expect the car to go straight when you are turning the steering wheel right. You can apply the same idea to people. You depend on your coworkers to do their job.

Occasionally, you or your coworkers may not provide the reliable results that are expected. For example, imagine that one of your coworkers was caught using illegal drugs. How would this affect the reliability of that person? If one of your coworkers was caught using illegal drugs, do you think you could trust this person to do the *right* thing repeatedly on-duty if they cannot do it off-duty?

Unfortunately, this scenario may occasionally take place; however, there are some jobs where reliability is essential, and there is no room for a member's reliability to be in question. This is especially true when individuals are working with nuclear weapons or are providing support to the president of the United States. When engaged in these duties, individuals must be reliable 100 percent of the time. These two programs, Personal Reliability Program and Presidential Support Program, ensure individuals working in the sensitive areas meet the high reliability requirement.

Personal Reliability Program

The purpose of the Personnel Reliability Program is to ensure each person selected and retained for performing duties associated with nuclear weapons, or nuclear command and control (NC2) systems and equipment is emotionally stable, physically capable, and has demonstrated reliability and professional competence.

The effectiveness of any security system, no matter how technologically advanced, is determined ultimately by the training, reliability, and integrity of the individuals who operate it. Within the scope of the nuclear enterprise the potentially catastrophic consequences of disloyalty, exploitation (e.g., blackmail), or a violent workplace make careful screening imperative. Guards, researchers, technicians, maintenance workers, and others with access to areas where weapons or special nuclear material (SNM) are stored are examined to determine suitability for designated positions. This happens through the initial and continual evaluation of individuals assigned to PRP duties. All personnel assigned to PRP duties are responsible for their reliability. They also have an obligation to report to their certifying official (CO), typically their commander, any behavior or circumstance about themselves (and others in PRP) that may result in degradation in job performance, personal reliability, or an unsafe or unsecure condition involving nuclear weapons and/or NC2 material. The PRP supporting agencies and supervisors of individuals performing PRP duties assist the ROs and COs in their initial and continuing evaluation duties. They do this by ensuring all potentially disqualifying information (PDI) is available for their consideration. There are two types of categories under the PRP program: critical and controlled.

Critical position

A position is *critical* if its duties involve any of the following situations:

1. Are near nuclear weapons or certified critical components and, through the course of his or her duties, the individual gains the technical knowledge needed to effect the launch, release, or detonation of the weapon or system.
2. Permits the launch of a nuclear weapon or employment of a nuclear-weapon-loaded delivery vehicle.
3. Is an officer position with direct responsibility for conducting the launch or expenditure of a nuclear weapon.

Controlled position

A position is *controlled* when the authorized duties meet any of the following conditions:

1. Requires entry into a *no-lone zone* or a *close-in security area*. A no-lone zone is an area where a lone individual may not have access. Two people must accompany each other because the area contains nuclear weapons or weapons systems. A close-in security area is an

area within an established restricted area containing a resource that requires further controlled security and access.

2. Requires the individual control entry into a no-lone zone or close-in security area, but does not require entry into those areas.
3. Requires aircrew members to fly on a nuclear-weapon-loaded combat aircraft, without responsibility to fire or release the nuclear weapon.
4. Requires security police personnel to directly secure nuclear weapons, nuclear weapons systems, or critical components.

Presidential Support Program

Individuals performing duties in support of the president of the United States are under the Presidential Support Program. The purpose of this program is to make sure that those assigned these duties are of excellent character and stability with a high degree of maturity, discretion, trustworthiness, professional competence, and unquestioned loyalty to the United States. They must not have a history of emotional or nervous disorders or instability, family or financial irresponsibility, or record of drug or alcohol abuse. Personnel assigned to presidential support duties *fall in one* of three categories: category one, category two, or category three.

Category one

These individuals work on a permanent or full-time basis to duties in *direct support* of the president of the US. This category includes the following:

- Military aides to the president and vice president.
- Chief of Staff, White House Military Office (WHMO).
- Director, White House Medical Unit.
- Food Service Coordinator of the White House Staff Mess.
- Director, Airlift Operations Office.
- Other personnel as determined by the Director, WHMO, and the Deputy Assistant to the Vice President for National Security Affairs.

Category two

Personnel assigned on a permanent or full-time basis to duties in *support* of the president or vice president (to include all individuals under his or her control). Category two includes, but is not limited to the following:

- Presidential aircrew and associated maintenance and security personnel.
- White House Communications Agency personnel.
- White House Transportation Agency personnel.
- White House Medical Unit personnel.

Category three

There are two distinctions to category three:

1. Personnel assigned to honor guard units, ceremonial units, and military bands who perform at presidential or vice presidential functions and facilities, and
2. The executive secretary approves a lesser degree of access to the president for designated units or individuals requiring it.

Records requirement

As mentioned earlier in this lesson, you will be able to tell if someone is in a sensitive duty program by looking at the record. As an HSM, you may have the opportunity to work in the PRP or PSP office, and will be responsible for identifying these records. Follow the steps below when identifying a record as sensitive duty.

Folder markings

If you need to identify a sensitive duty record, use red tape or a red marker to cover the last digit of the social security number on the top and side of the record jacket. Also, if the patient is a member of the PRP, stamp “PRP” in two-inch block letters on the left-hand side of the front of the folder. For members assigned to the Presidential Support Program, make the notation “Assigned to presidential support duties”, in pencil, in one of the blank spaces printed on the front of AF Form 2100 or 2100A series, Health Record -Medical/Dental. Finally, check PRP/PSP “Yes” on the DD Form 2766, Adult Prevention and Chronic Care Flow sheet.

AF Form 745, Sensitive Duties Program Record Identifier

The AF Form 745, Sensitive Duties Program Record Identifier, identifies health records of patients assigned to the Sensitive Duties Program. When it is used, it is the top form on the right side (section 2). In pencil, circle the initials of the appropriate program on an AF Form 745 (PRP or PSP). Always file the AF Form 745 on top, to include the AF Form 966, Registry Record, if used.

De-flagging a record

Although members may tell you they are no in a sensitive duty position, NEVER de-flag a record without verification. If a member notifies the provider that the member is not PRP, the provider, or you, will verify with the unit before removing the record identifiers. There are several ways a PRP monitor will receive notification when a member is removed from a PRP position:

1. The patient will have a ‘P’ or ‘R’ PRP status code (PRP status codes are covered later in this lesson),
2. The MTF PRP monitor receives a copy of the 286A, Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action, or
3. Local agreements (memorandum, e-mail, etc.).

To de-flag, remove the tape, cover the PRP status, erase the PSP status from the front cover, and remove the AF Form 745.

602. Roles and responsibilities

While the sensitive duty program is every Airman’s responsibility, as an HSM you are the functional expert and should know the roles of key personnel involved in the sensitive duty operations to be able to interact effectively with them.

The most important key to remember is that the medical community is only a recommending entity in this process. In PRP, the CO is responsible for the nuclear operations of his or her unit and must continuously evaluate the performance and reliability of all subordinate PRP personnel. In PSP, the head of the organization where the member is assigned is responsible for determining whether assigned personnel are reliable or not. For both programs, this is typically the commander.

During this unit, when the term commander is used, it is used in place of the certifying official (PRP) and the head of the organizations where the member is assigned (PSP). In effect, the commander “owns” the PRP for his or her unit and makes the final determination on whether or not an individual should have access. Although the commander makes the determination, the medical community must ensure he or she has all pertinent information to make a properly informed decision.

Military treatment facility program monitor

Your MTF plays a major support role in the Sensitive Duties Program. Air Force directives state the MTF commander appoints the PRP/PSP monitor. As the sensitive duty program manager, you perform the administrative functions. The MTF PRP/PSP monitor roles and responsibilities are as follows:

1. Provides support to the MTF commander, MTF/SGP (Chief, Aerospace Medicine), and competent medical authority (CMA) in program administration.

2. Conducts and documents initial and refresher training for MTF personnel.
3. Makes health notifications (as required).
4. Trains all functional MTF monitors and ensure all other medical personnel are trained to their appropriate level.
5. For PRP, compares installation's PRP roster with health records maintained at MTF to ensure all PRP health records have been identified and screened.

Another major responsibility of the MTF program monitor is supporting the administration qualification process. This process is a screening process used to ensure active duty military personnel meet the standards before they depart for training or assignment to PRP or PSP duties. If an individual is allowed to enter a training program or PCS (permanent change of station) for an assignment to perform sensitive duties but is found not to meet reliability standards upon arrival, it can have a significant impact on the unit's mission. That is why the screening process is accomplished with the same intensity, fervor, criteria, and standards as a PRP certification. Keep in mind, however, that only properly trained and designated personnel conduct a medical record review.

Competent medical authority

A CMA is a US military healthcare provider or a US healthcare provider employed by the US government. They have regular clinical privileges for independent practice according to service regulations by the healthcare facility responsible for the provider's place of duty. He or she has specific training as a CMA and is appointed as a CMA by the MTF commander. Although independent duty medical technicians' (IDMT) experience level may fit this description, they cannot be CMAs. The following lists the responsibilities of the CMA:

1. Provide the commander with sufficient medical information to make a sound judgment on an individual's suitability to perform sensitive duties.
2. Advise the commander and, when appropriate, the reviewing official (RO), on all aspects of any condition that may reflect on an individual's suitability for assignment to a PRP position.
 - a. Notify the commander immediately of any significant physical or medical condition.
 - b. Advise the certifying official of any medical condition, prescribed medication, or treatment that could detract from the ability of an individual in the PRP to perform assigned duties. This also includes adverse reaction(s) to over-the-counter (OTC) medications, supplements, or herbal medications and supplements.
3. Evaluate medical and dental records, perform further evaluation and/or medical examination, as necessary, if potentially disqualifying information about an individual's physical capability or mental suitability.
4. The lead CMA will train all functional CMAs on their duties.
5. For PRP, in consultation with the certifying official, participate in continuing evaluation of PRP-certified individuals.

603. Personnel data system status codes

Personnel status codes are *specific* to PRP positions. They are letter codes listed in the Military Personnel Data System (MilPDS) which reflect an individual's current PRP status. The installation PRP office updates the codes, which reflect on the installation "PRP Roster." The base PRP office provides the PRP Roster to each unit on a monthly basis. Each member assigned to a PRP position has an associated status code. PRP positions are typically designated for COs, aircrew and missileers, aircraft maintainers, munitions maintainers, security forces, command post controllers, select communications personnel, and explosive ordnance disposal (EOD) personnel. The codes indicate the actual PRP status of the member. The following table lists the different PRP codes used in MilPDS.

MILITARY PERSONNEL DATA SYSTEM	
CODE	DESCRIPTION
A	Certified critical
B	Administratively qualified and/or pending certification
C	Pending required security investigation (not interim certified)
D	Certified control
E	Interim certified critical
F	Additional duty certified critical
G	To rescreen: missed regularly military training event
H	Additional duty certified control
J	Certified PRP transfer to non-PRP
K	Re-evaluate for temporary duty (TDY)
L	Pending administrative qualification
P	Permanently decertified/disqualified critical
R	Permanently decertified/disqualified control
T	Interim certified control
V	Disqualification

The following is an explanation of the PRP code life cycle and how they are applied.

Qualification

As reviewed in the last section, administrative qualification is a screening process to ensure active duty members meet qualification standards before the member PCSs/PCAs (permanent change of assignment) into a PRP position or training program. Upon notification of assignment into a PRP position, typically members are placed on PRP status code L. After the losing commander administratively qualifies a member and the gaining CO accepts the member, the MTF along with the unit continuously monitors the member to ensure members remain a qualified candidate for future PRP duties. Administratively qualified members are in a PRP status code B.

Certification

Initial certification is a screening process to ensure members meet qualification standards once they are in a PRP position. After certification, they are assigned a PRP status code A, if in a critical PRP position, and code D, if certified in a controlled PRP position. A, D and E codes are treated identical in that they all require continuous evaluation to ensure continued fitness for PRP duties. Continuous evaluation starts once the member is medically qualified for certification, as the unit typically does not notify the MTF of the exact date and time the CO actually certifies the member. In fact, MTFs at most PRP bases begin continuously monitoring the member's medical suitability and treating the member as PRP as soon as receives the AF Form 286, Personnel Reliability Program (PRP) Qualification/Certification Action and the "PRP" flag is on the record.

Temporary removal

Temporary removal from PRP duties can be done using code K. Code K is used for deployments/TDYs for over 30 days for individuals not performing PRP duties during this period and where continuous evaluation procedures are not available at the deployed/TDY location. The code date will equal the last date of the regularly scheduled training. When a member is K coded, continuous evaluation is not required. However, upon return from code K, the appropriate unit reviews the individual's personnel and medical records for PDI, and the CO conducts an interview.

Permanent removal

Removal from PRP duties occurs because a member is no longer assigned to a PRP position (code J), the member is permanently decertified or permanently disqualified (codes P/R); or the member is

disqualified (code V). Once the MTF receives written notification of a code P/R/V or J via a locally accepted memo and/or AF Form 286A, remove the flag from the record and the member no longer requires any continuous monitoring or evaluation for the purpose of the PRP.

604. Category I discrepancies

The Category I (Cat I) discrepancy reporting program tracks and manages high priority and mission affecting processes and programs. The reporting process focuses on critical areas and provides feedback to leadership to promote a continual process improvement. This reporting program helps agencies manage workload and continuity, and ensure individuals arrive at their gaining locations mission ready. Cat I discrepancy reporting applies to multiple areas such as passports, joint spouse assignment, and security clearance issues to name a few; however, we are going to focus on Cat I discrepancies as it applies to PRP and PSP.

Cat I discrepancies are classified as *mission impacting* discrepancies that result in delay or non-utilization of the Airman at the gaining unit and those that affect PCS budget expenditures (e.g., PDI was *not* reported to a gaining commander).

Notification requirement

When a member PCSs to a new duty station, the commander assesses the quality of the administrative qualification and reports any Cat I discrepancies. If the discrepancy results in a disqualification or delay in certification, it is reported as “mission impact.” Cat I discrepancies with “mission impact” are reported to the appropriate organizational boxes. Health-related administrative qualification discrepancies are reported to the losing MTF commander with informational addresses to the MAJCOM SGP. The gaining commander reports all administrative qualification discrepancies *within* 60 days of a member’s report no later than date (RNLTD). The following organizational boxes, found in the official email on the global listing, are notified of a PRP Cat I discrepancy:

1. Losing military personnel section (MPS) chief.
2. Losing career development section.
3. Losing commander or director.
4. Losing Force Support Squadron commander.
5. Losing MTF commander (health related only).

Content requirement

Report discrepancies via email to all mandatory addresses as indicated. Email message must include the member’s:

1. Grade.
2. Last name.
3. First name.
4. Last four social security numbers (SSN).
5. Date departed last duty station (DDLDS).
6. Report not later than date (RNLTD).
7. Date arrived station (DAS).
8. Losing unit.
9. Losing Personnel Accounting Symbol (PAS) Code.
10. Mission impact determination.

At a *minimum*, the following information is in the body of the message:

1. Administrative qualification process is incomplete.
2. Personnel security investigation (PSI) not submitted.

3. PDI not reported to gaining commander (to include medical PDI).
4. Acceptance by gaining CO did not occur prior to member departing losing duty station.
5. Medical PDI not signed/reviewed by CMA.
6. Member did not hand-carry medical/dental records.

The following is an example of a Cat I discrepancy message:

SUBJ: (PRP or PCS) PROCESSING DISCREPANCY - SSGT TACKY, YACKIE K. (3P051), XXX-XX-1234, DDLDS: 10 AUG 15, RNLTD: 10 SEP 16, DAS: 5 AUG 15, AAN: XXXXXXXXXXXX, LOSING UNIT: 789 Security Forces Sq, LOSING MPS: AU

REF: DOD 5210.42-R_AFMAN 10-3902, PARA C3.2.7.5 (*Required for PRP Discrepancies only*)

THIS PROCESSING DISCREPANCY IS MISSION IMPACTING (*Use this statement only for discrepancies that result in delay or non-utilization of the Airman at the gaining unit or as indicated on the discrepancy scenario listing*)

1. DISCREPANCY IS AS FOLLOWS: SSGT TACKY INPROCESSED THIS BASE AND IT WAS DISCOVERED THAT NO DENTAL RECORDS HAD BEEN PROVIDED BY LOSING COMPETENT MEDICAL AUTHORITY AS REQUIRED IN THE PERSONNEL PROCESSING CODE (PPC) DAG. RECORDS WERE PROVIDED ON 27 AUG 11, RESULTING IN A SIGNIFICANT DELAY IN MEMBER'S PRP CERTIFICATION.

2. PLEASE REPLY BY RETURN MESSAGE WITH ACKNOWLEDGEMENT OF THE DISCREPANCY NO LATER THAN: 24 OCT 2011

PRIVACY ACT - 1974 AS AMENDED APPLIES--THIS MEMO CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R AND IT IS FOR OFFICIAL USE ONLY (FOUO)

CHRISTOPHER L. WALKIN, MSgt, USAF

Superintendent, 55 FSS/FSMPS

APPLIES--THIS MEMO CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R AND IT IS FOR OFFICIAL USE ONLY (FOUO)

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

601. Medical records requirement

1. What is the purpose of PRP?
2. What types of categories fall under the PRP program?
3. What type of position is one that would permit the launch of a nuclear weapon or employment of a nuclear weapon- loaded delivery vehicle?

4. What type of position is one that requires security police personnel to directly secure nuclear weapons, nuclear weapons systems, or critical components?
5. What is the purpose of PSP?
6. What are the categories under the PSP program?
7. How is PRP identified on the front cover of the record jacket?
8. How is PSP identified on the front cover of the record jacket?
9. Where is the AF Form 745 filed in the record?
10. How do you de-flag a record?

602. Roles and responsibilities

1. Who is responsible for the nuclear operations of his or her unit and must continuously evaluate the performance and reliability of all subordinate PRP personnel?
2. In PSP, who is responsible for determining if assigned personnel are reliable or not?
3. Who makes the determination if an individual should have access to sensitive areas?
4. Who appoints the PRP/PSP monitor?
5. What is the administration qualification process?
6. Who does the lead CMA train?

603. Personnel data system status codes

1. Match the code in Column B with the correct definition in Column A. Answers in Column B are used only once.

<i>Column A</i>	<i>Column B</i>
____ (1) Administratively qualified and/or pending certification.	a. B.
____ (2) Certified control.	b. D.
____ (3) Certified PRP transfer to non-PRP.	c. E.
____ (4) Disqualification.	d. J.
____ (5) Interim certified critical.	e. K.
____ (6) Permanently decertified/disqualified control.	f. P.
____ (7) Permanently decertified/disqualified critical.	g. R.
____ (8) Re-evaluate for TDY.	h. V.

604. Category I discrepancies

1. What are category I discrepancies?
2. Where do you report health-related administrative qualification discrepancies?
3. How long does the gaining commander have to report all administrative qualification discrepancies?
4. What *minimum* information should be in the body of the message?

1-2. Potentially Disqualifying Information

Potentially disqualifying information is any information that may cast doubt about an individual's ability or reliability to perform duties. Pay particular attention to the words "potentially" and "may". These two words suggest PDI is anything that *might reasonably impact* the member's ability or reliability. It is important not to misinterpret PDI as being disqualifying information from only one person's perspective.

It is easy to think something is not disqualifying from your point of view and neglect to identify it to the CMA. Remember, it is the commander's perspective that counts. Therefore, just because you may not feel a member reporting difficulty sleeping 20 of the last 30 days on an AF Web-based Health Assessment (AF Web HA) is not significant, the commander may have additional information to suggest otherwise. The commander may know that the member overslept and was late for work three times in the past two weeks; or he may know that the member seemed to be under increased stress due to a divorce but has been reporting handling it just fine. The commander always has the bigger picture, but because he cannot see behind his "blind spot", he must rely on the health care professionals to complete the picture by giving him all the PDI found in the medical record.

As an HSM, you may identify PDI; however, your CMA will make the determination if the information is potentially disqualifying information, and whether to notify the commander or not. This next lesson is an overview of what constitutes PDI.

605. Screening medical records for potential disqualifying information

Reviewing the record for PDI requires you to look at the entire medical record and not just part 2 where the majority of the information is located.

What constitutes PDI?

Unfortunately, an all-inclusive document that lists PDI does not exist. Use the following guidelines to assist you in determining if something is PDI.

Conditions that require removal

Air Force Manual 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)* does identify some conditions that require removal. These include alcohol and/or drug-related incidents, alcohol and/or drug abuse, alcohol and/or drug dependency, suicide attempt or threat, and subsequent use of alcohol in an individual returned to duty with the diagnosis of alcohol dependence. This also includes all pre-service drug use and use of other substances that alter perceptions or mental faculties. These always constitute PDI. *Notifying the CO is mandatory.*

Conditions that require reliability assessment

Conditions that require reliability assessment are types of conditions that include hypnosis, and medical conditions detrimental to reliable performance of duties. The conditions include individuals affected by personal trauma (including family illness/death, violent crimes, sexual assault, or accidental injury) who are seeking medical care. These conditions usually constitute PDI. If not given to the commander as PDI, the CMA should provide sufficient and detailed documentation as to why it does not constitute PDI.

Attitude or mental status

Conditions contrary to qualifying criteria due to attitude or mental status can constitute PDI. These include poor judgment, emotional instability, lack of personal integrity, a poor attitude towards the purpose of PRP or PSP, the president, nuclear weapons duty, or altered mental status/alertness. Documentation of these or similar statements always constitute PDI.

Conditions that create doubt or disagreement among healthcare providers

The recommendation of a CMA takes precedence over that of a non-CMA, healthcare provider. However, there will be times when healthcare providers do not agree on reliability determination. In these cases, the commander should have sufficient information to make the final PRP determination.

Other conditions that might degrade reliability

Many conditions are up to the CMAs discretion to determine if it is PDI or not. The CMA should be presented all this information, consider the severity of the condition, recommended treatment, expected prognosis, the proven reliability of the member, and the nature of the member's duties when making a recommendation to the commander. Again, documentation should clarify why a condition in question does not constitute PDI.

Common places for missed potentially disqualifying information

Missed PDI is particularly common in the following areas; therefore, review these items with special care during the audit process.

Deployment related documentation

This includes post-deployment health assessments (PDHA), post-deployment health re-assessments (PDHRA), deployment resiliency assessments (DRA), encounters while at the deployed location

found in Armed Forces Health Longitudinal Technology Application (AHLTA) or filed in the DD Form 2766, Deployment Health Record, and any locally used post-deployment screening questionnaires.

Preventive health assessments and AF Web-based health assessments

Pay particular attention if the patient complains of decreased sleep, increased alcohol use, or expresses concern of feeling emotional instability.

Mental health records

Mental health records include intake questionnaires for the mental health clinic (MHC), family advocacy program (FAP), and Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program.

Documentation from civilian providers

Sometimes patients more readily disclose information to civilian providers. Civilian providers may also have a lower threshold for documenting things like depression or certain complaints in order to justify billing consults. Because of this, civilian providers may liberally document things like high levels of pain, effect on lifestyle or duty performance, effect on mood, and so forth. Pay particular attention to the social history (alcohol and drug use), and review systems where depressed mood or chronic fatigue might be documented but not otherwise addressed.

Medical histories

To determine the individual's physical and mental qualifications, you need to review all volumes. Additionally, the records should have no large gaps between entries. A gap of two years without any medical entries is unusual. A large gap between treatment could contain PDI. If the record does have a large gap between entries, the CMA will conduct an evaluation (including a mental health consultation, if indicated) to determine medical qualification under sensitive duty standards. If a patient is certified with a missing medical record and the records turn up later, it is important to review the records for any missed PDI as soon as possible.

Review process

A simple way to review the medical record for PDI is to complete each section chronologically, starting at the earliest entry. Be ready to mark the medical records for potential concerns. You can do this by using sticky (memo) notes or by a separate piece of paper. Review each page carefully for PDI. You will want to print the following documentation to include in the review:

- AHLTA notes.
- Preventative health assessment and individual medical readiness (PIMR) deployment documents (e.g., DD 2795, DD 2796, DD 2900).
- Physical Examination Processing Program (PEPP).
- Aeromedical Information and Waiver Tracking System Aeromedical Information Management Waiver Tracking System (AIMWTS) documents not in the physical outpatient medical record.

A commonly utilized sequence used to review records is to start with section 1, then continue with section 4, then section 3, and finally complete the review with digging into section 2. Although out of order, this systematic process ensures that you thoroughly review all sections, and that do not forget any. It also provides a general overview of a patient's health before digging into the main part of section 2.

DD Form 2766, Adult Prevention and Chronic Care Flow sheet

Starting with the DD Form 2766 will give you a general feel about the individual's overall health and chronic medical problems. Listed are items you should look for when reviewing the DD Form 2766:

1. Look for potentially impairing chronic medical conditions.
2. Review the surgical history and medication list. Medications can be impairing or suggest underlying conditions (e.g., Maxalt for migraines, Meclizine for vertigo, Sertraline for depression, etc.).
3. Note any family history of substance related disorders, especially dependency. While a family history of alcoholism does not constitute PDI in itself, it could be significant in a patient with a history of an alcohol-related incident (ARI).
4. Glucose-6 Phosphate Dehydrogenate Deficiency, otherwise referred to as G6PD deficiency, and Sickle Cell Trait could be PDI for certain career fields and in certain environments or situations. This type of deficiency can lead to low red blood cells if taking anti-malaria medication.

Part 1

It is easy to forget part 1 (since it is behind the DD Form 2766) unless you make it a habit to look at it right after the DD Form 2766:

1. Health Enrollment Assessment Review (HEAR) surveys: Look for family separation, excessive alcohol, anxiety, or depression symptoms, etc.
2. PDHA and PDHRA: Look for significant injuries, sleep problems and depression/post-traumatic stress disorder (PTSD)/alcohol screening questions.

Part 4

In part 4, the reasons for ordering the tests are often more important than the test results themselves. Although you may not be able to understand the results, the *reason* for the test should be on each order.

1. Radiology reports can give you clues to head injuries, altercations (e.g., boxer's fractures), and so forth.
2. Labs can suggest thyroid disease, severe anemia, and excessive alcohol use.
3. Look at electrocardiogram (EKG) and be sure to note the test indication (e.g., chest pain, dizziness, syncope, etc.).

Part 3

You should become familiar with the items on the entrance exam by reading through them a few times. It includes head injuries, taking medication for behavioral problems, loss of consciousness, frequent or recurring headaches, and so forth. If someone answers "no" to a question, but that person later admits to having it in childhood (e.g., asthma, headaches, back pain, or sleepwalking), the inconsistency could be PDI for failing to disclose the information. Non-disclosure of a history of counseling on entrance exam is also fairly common and significant PDI. Also, make sure to identify any discrepancies between what is in the record and what the member reports on the PRP questionnaire. Make sure to pay special attention to reports of pre-service marijuana use.

1. Optometry notes often ask about frequent or recurrent headaches.
2. Hearing conservation program notes ask about tinnitus, dizziness, and hearing loss.
3. Make a mental note of all old AF Form 422, Physical Profile Serial Report. Anything other than an S1 usually indicates a significant mental health or ADAPT history. Even though an S1 profile is not required for PRP qualification, the CO will probably want to know if (and why) a patient was ever an S2, S3, or S4T.
4. Preventive health assessment (PHA) questionnaires and HEAR surveys are sometimes found in part 3. Look for positive responses to stress or alcohol related questions. Medication history can also be revealing. Make a mental (or "sticky") note to look for an accompanying Standard Form (SF) 600, Chronological Record of Medical Care, clarifying this in part 2.

5. Civilian providers' notes often contain documentation of PDI and need to be scrutinized carefully. Pay particular attention for documentation of alcohol use, fatigue, depression, insomnia, loss of consciousness, headaches, etc.
6. Note any "old" PDI letters that are in part 3.

Part 2

When reviewing records for certification, document clearly when and why a potential issue is not passed to the commander as PDI. For example: a member answered "yes" to having a high stress job or lifestyle. A CMA administrative note in the medical record stating, "Member reported experiencing increased stress due to Weighted Airman Promotion System (WAPS) testing this week and denies any duty impairment" could adequately clarify why it is not PDI.

1. Read every progress note carefully. Actively look for any reports of alcohol use. Look for the first time the record notes alcohol use, check the age or birth date of the patient to ensure he or she was 21.
2. Look for entries that indicate if and when a member was a patient in the Mental Health Clinic, ADAPT, or FAP. If a mental health case occurred prior to arrival on station, you will not have the mental health (MH) record for review. In this case, it is appropriate for you to identify PDI for a previously opened MH case when the detailed MH record is not available for your review.

Double check

Review every page; identify all PDI (medical and non-medical) found in the record. The only exception is PDI previously addressed, documented, and determined not to be disqualifying. Previously addressed disqualifying PDI does *not* need to be re-addressed or require additional documentation unless warranted by subsequent disqualifying information. As a rule, always identify PDI pertaining to drugs, alcohol, or mental health or behavioral issues *regardless* of whether or not it was adjudicated previously. If something *might* be PDI, identify it for a CMA to make the recommendation; when you are done, give it to a CMA for review.

Additional requirements for the Presidential Support Program

The Presidential Support Program record reviews use the same standards as we've already discussed; however, there are additional requirements and standards. This ensures the member's retention is clearly consistent with optimum presidential security and support. If the member does not meet the following *minimum requirements* and it is noted during the medical evaluation, it is considered PDI, and needs to be identified for evaluation. Minimum requirements for nomination include:

- Hold a US citizenship.
- Have a high degree of maturity, discretion, and trustworthiness.
- Have an unquestionable loyalty to the US.
- Have a satisfactory, past and present, duty performance.

The following information is considered disqualifying:

- Had a conviction by court-martial or imposition of punishment for a serious offense under Article 15, Uniform Code of Military Justice (UCMJ).
- Had administrative separation instead of court-martial.
- Had frequent arrests by law enforcement agencies, including driving while intoxicated, which indicate irresponsibility or disrespect for the law.
- Had a conviction of a serious offense under State or Federal law.
- Had a known use of any non-prescription narcotic, psychoactive substance (other than marijuana), or dangerous drug to include illegal or improper use, possession, transfer, sale, or

addiction to any narcotic, psychoactive substance, or other dangerous drugs (including abuse of prescription drugs) within 10 years.

The following information is discretionary; however, identify it for appropriate evaluation:

- Acts that may tend to indicate poor judgment, unreliability, or untrustworthiness, or lack of suitability for presidential support duties.
- Punishment under Article 15, UCMJ.
- Immediate family members are citizens of another country. Immediate family includes spouse, offspring, living parents, brothers, sisters, or other relatives or persons to whom the individual is closely linked by affection or obligation. There must be a determination that family members are not subject to physical, mental, or other forms of duress by a foreign power and do not advocate or practice acts of force or violence to prevent others from exercising their rights under the constitution or laws of the United States or any state or subdivision thereof.
- There is no use of marijuana by active duty military personnel, or current use by civilian personnel or contractor employee, or under the auspices of the delayed enlistment program. An individual who has experimented with marijuana may be nominated for presidential support duties *if* he or she denies they will continue use of marijuana or any other narcotic, dangerous drugs, or psychoactive substances in the future.

606. Documentation and notification of potential disqualifying information

Once you have reviewed the medical record, you will document the potential PDI within the patient's medical record. For PSP you will likely document this on a SF 600. For PRP, you will most likely use the Medical PRP Qualification/Certification-Medical Record Review, which is printed on the SF 600. In chronological order, annotate the potential PDI you found in the Medical Record Review section. If you need more room to document what you found, you can use the back of the SF 600. Once you have documented your findings on the SF 600, the CMA will conduct his or her own review and determine what, if any, information constitutes PDI. If further evaluation is required, the CMA will evaluate the member either by telephone or in person as deemed appropriate.

“Passing” potentially disqualifying information

The PDI letter is the tool the MTF uses to pass reliability information to the commander in a timely and effective manner so that a sound judgment on an individual's reliability and/or ability to perform sensitive duties can be made. Although the CMA determines what information will go into the PDI letter you may likely have the crucial job of drafting the PDI letter for the CMA. A good PDI letter gives a window into the medical record and allows the commander to see everything in the medical blind spot that he or she should see.

Content of a potentially disqualifying information letter

It may seem like an overwhelming task, but writing the PDI letter is not as complicated as it sounds, and the CMA will always be the final editing and decision-making authority. To ensure you submit the best draft to the CMA, the following are guidelines you can follow to create the letter. Refer to the Air Force Handbook (AFH) 33-337, *The Tongue and Quill*, for specific memorandum format questions.

Official memorandum

Create the PDI letter on official letterhead and address it to the CO.

Privacy Act statement

Since you are passing medical information, you must include the Privacy Act (PA) statement on all correspondence.

Patient identification

Use the patient's rank, first name, middle initial, last name, and last four digits of the SSN.

Timeframe

Commanders are typically operating with near impossible time constraints, and are bombarded constantly with information and demands from all directions. Some commanders can easily receive 20 or more documents containing derogatory information for unit members in one day! Providing information on when the PDI occurred can give the commander a frame of reference in which to interpret the PDI. For example, PDI discovered on a recent medical visit would likely have an immediate and profound effect than PDI from two years ago.

Don't use medical terminology

Although you may copy what the CMA wrote down as PDI, avoid using medical terminology or acronyms (e.g., ETOH, ORIF, etc.). Instead, use laymen's terms that can be easily understood by the average person. Compare the following:

Option	Example
Option 1 (Using medical terminology)	"Member sustained a comminuted fracture of the distal tibia and lateral malleolus in his right ankle requiring operative reduction and internal fixation (ORIF) and an Rx for hydrocodone. He will be NWB, non-ambulatory and immobilized for at least 4 weeks post-operatively."
Option 2 (Using laymen's terms)	"Member shattered the bones in his ankle and requires ankle surgery and sedating narcotic pain medications. Most patients must wear a cast or boot and are not able to walk or stand on the ankle for at least 4 weeks after the surgery."

As you can see, option 2 is in laymen's term, does not use medical terminology, and is much easier to understand.

Previously adjudicated condition

Technically, once the MTF passes PDI to the commander, it is the commander's responsibility to keep information he or she feels has lasting significance by maintaining documentation of the PDI or maintaining a mental note of the PDI. However, commanders change over time and each commander has a preferred way of maintaining a unit's information. The MTF is the only agency that has standard guidelines on how to maintain a comprehensive record of individual's medical PDI history throughout his or her entire career. There are certain situations in which the PDI letter should include previously adjudicated or "old" PDI.

As an HSM, you have responsibilities to protect patients' information, but you also have a responsibility to ensure the commander is able to make an informed PRP determination on his or her personnel. For most cases, you do not pass on old PDI. However, if the new and old PDI when pieced together start to take the shape of a larger puzzle and form a clearer picture of what's behind the blind spot than the new PDI alone, then it needs to be re-addressed.

Contact number

Always put in the CMA's information and contact information. If a commander has a question concerning his or her Airmen's medical status, then he or she needs accurate contact information.

Double check

A simple error in writing or processing a PDI letter can result in missed PDI and unintentional access issues. Have another 4A and/or 4N perform a final screening of all PDI letters just *prior* to giving them to the CMA. This will minimize the risk of costly errors. If you are the person performing the final screening, carefully check for the following information.

Wrong date

Ensure the dates are correct, specifically the date the PDI occurred, and the date of the memorandum.

Wrong unit

Ensure the address on the PDI letter is to the correct unit. If the wrong commander opens the letter, the commander must report it to the Health Insurance Portability and Accountability Act (HIPAA) officer for investigation.

Wrong patient and/or patient identifier

Double check the rank, first name, middle initial (if applicable), last name, and last four digits of the SSN to ensure the PDI is linked to the intended person.

Wrong potentially disqualifying information

Crosscheck the letter with the note to make sure the PDI applies to the patient.

Not sending the letter

Avoid placing the letters loosely in the medical records. Instead, place completed letters in the distribution box so they go to the commander right away.

Remove all identifying markers

Finally, remove all markers (e.g., paper, sticky notes, etc.) identifying PDI. A record with a sticky note stating PDI brings attention to the record and does not protect the patient's privacy.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

605. Screening medical records for potential disqualifying information

1. What conditions always constitute PDI?
2. What are some conditions that require a reliability assessment?
3. What should happen if two CMAs disagree, or there is doubt concerning PDI?
4. What are some common places that reviewers miss PDI?
5. When reviewing records, there should not be a gap of how long without any medical entries?
6. What information should be printed prior to, and included in the record review?
7. What do you look for on radiology reports?

8. What are some items listed on optometry notes that patients are often asked which could constitute PDI?
9. As a rule, what should you always identify to the CMA as PDI?
10. What are the minimum requirements for nomination to PSP?
11. Why should immediate family members who are citizens of another country be identified for appropriate evaluation?

606. Documentation and notification of potential disqualifying information

1. What is the purpose of the PDI letter?
2. Since medical information is being sent, what should be included on all correspondence?
3. What should you avoid when drafting the PDI letter?
4. When should old PDI be included in a new PDI letter?
5. What are some things to look for when double-checking a PDI letter?

1-3. Certification Process

The certification process identifies candidates for potential sensitive duty positions. Each program has its own process. This lesson will review the PRP certification process, PRP transfers, and the PSP nomination process.

607. Initial and interim certification

Certification is a process by which the certifying official confirms an individual's eligibility before the individual begins performing appointed sensitive duty. The process culminates with the CO making a judgment call as to whether or not to grant access to the individual. There are two types of certification: initial and interim certification.

Initial vs. interim

Commonly, an *initial certification* is a “formal” certification. Initial certifications result in the member being “full up” on PRP with all the intended access privileges. Initial certification is a screening process to ensure members meet qualification standards once they are in a PRP position.

An *interim certification* becomes necessary for the CO to consider an individual for a PRP position and the required security investigation is not complete. There are specific access restrictions for interim certified individuals compared to those initially certified. From a MTF perspective, the certification process for both controlled and critical position certifications are identical.

The process

Documentation for the certification process is on an AF Form 286, Personnel Reliability Program (PRP) Qualification/Certification Action. Certification is initiated by the unit PRP monitor and ultimately signed by the CO. The MTF reviews the record for PDI, and documents the results of a medical records screening on the AF Form 286 before submission to the CO. This medical record screening serves as the groundwork for future reviews and medical PRP decision-making.

Preparing the record

The PRP certification process for the MTF begins when the unit submits an AF Form 286 and the AF standardized PRP questionnaire. Upon receipt of the AF Form 286 and PRP questionnaire, the MTF should “flag” the record as PRP.

Review the questionnaire

You want to review the record for PDI; however, there is an additional consideration. Before you start reviewing the record, begin by reviewing Section I of the PRP questionnaire. Any positive answers should be expounded upon in Section V. *Document any PDI of a medical nature found on the questionnaire in the medical record.* Look for contradictions or discrepancies between the medical record and the questionnaire. If someone denied a history of alcohol-related incidents or sleepwalking on the PRP questionnaire, but the record indicates a history of a minor-in-possession and childhood sleepwalking, note the PDI as non-disclosure. Similarly, negative responses on the entrance exam later discovered in the medical record could also constitute PDI for non-disclosure, particularly if the condition is potentially disqualifying for military service. It is common for patients to deny everything on the entrance exam and later disclose pre-service marijuana use or taking medication for attention deficit hyperactivity disorder (ADHD) on the PRP questionnaire. Similarly, a pilot who admits to two head injuries with a brief loss of consciousness on his PRP questionnaire but denied this history on his initial flying class (IFC) I physical should be identified. Since the PRP questionnaire is available to the CO during the certification process, PDI on the questionnaire of a non-medical nature does not need to be in the medical record.

While not necessarily required, it is a good idea to review the entire record, even if it was reviewed earlier. This is particularly important in patients with a longer or more complex medical history. This allows you to create a more accurate picture of the patient’s medical status and potentially reliability. Clinical encounters are “snapshots in time.” Sometimes, these snapshots can be put together to create a more comprehensive and informative picture.

If you find any of the following in your review, make sure to identify them to the CMA for a *permanent decertification recommendation*:

- Diagnosis (past or current) of drug abuse or drug dependency. Diagnosis of alcohol dependency with failed or refused aftercare or previously returned to duty with a subsequent ARI.
- Unauthorized trafficking, cultivating, processing, manufacturing or sale of any controlled or illegal drug, including cannabis-based products (e.g., home growing marijuana, even prior to service).

- Use of drug (even one time) that could cause flashbacks (hallucinogens such as lysergic acid diethylamide (LSD), mescaline, etc.) or peyote.

Complete the AF Form 286

Use the same steps you learned in the last section, and review the record for PDI. Once complete, document your findings, and then give the record to the CMA for his or her review. When the CMA has reviewed the record, and the PDI letter is complete (if required), you complete AF Form 286. If the CMA confirms that no PDI exists, the reviewer completes and signs section III of the PRP questionnaire, and enters the medically qualifying CMA's name on the AF Form 286 with the date of the CMA review. If the CMA decides that PDI exists, the CMA annotates his or her findings, signs Section III of the PRP questionnaire, and signs the AF Form 286. Submit a PDI letter with the CMA's recommendation for or against qualification to the CO. The following are additional considerations during the certification process:

- Do not complete the AF Form 286 until you physically have the mental health and dental records reviews in hand.
- Before the AF Form 286 is signed, make sure there are no new AHLTA notes or potentially disqualifying issues that might have surfaced since you started reviewing the record.
- Have another person quality control (QC) check the certification "package" before releasing it to the unit. This QC should include a check for any new AHLTA notes or recommendations for PRP removal actions.
- If there is a PDI letter, send it with the AF Form 286 to ensure the CO gets both at the same time.
- Ensure the CMA *specifies one* of the following three recommendations on the AF Form 286,
 1. "PDI not found, recommend for PRP."
 2. "PDI found, recommend for PRP."
 3. "PDI found, not recommended for PRP."
- If the intent is to disqualify the member, double check to make sure all associated documentation is consistent with this recommendation. The PDI letter should read, "Not medically cleared." This is particularly important if you are working off a template.
- The PRP certifying official may have access to portions of the record where the CMA has identified a possible disqualifying condition in order to make a qualification determination for PRP purposes. This is done under the guise of a CMA who must still protect information not related to the PDI.

Presidential support program nomination

As you can imagine, access to the president or members of his staff is very strict. In order for anyone to work closely to the president, the person *must be nominated* to a position. To initiate the process, the requesting unit completes a DD form 1879, DOD Request for Personnel Security Investigation for a Single Scope Background Investigation (SSBI) by typing "YANKEE WHITE" in capital letters in the remarks section. The SSBI and a type of security clearance are required for anyone that requires access to top secret or higher. YANKEE WHITE identifies the member who will be working closely to the president and vice-president. The requesting unit then checks the 'Presidential Support' block and indicates the level of clearance required for the position.

Next, the unit notifies the servicing medical facility. Notification is made through a memorandum, which in turn requests the medical community to review the record for potential PDI.

As with PRP certification, the first thing you want to do is identify the record as being in the Sensitive Duties Program. Then, you review the records for PDI. During the evaluation, the following is required for each category of personnel:

Evaluation of Potentially Disqualifying Information	
Category	Description
Active Duty Military Personnel	Military personnel records; medical records to include certification by competent medical authority that no physical or mental disorder is noted in the record that could adversely affect the individual's reliability or judgment; efficiency, and/or fitness report file to determine if the individual has demonstrated consistently high standards of performance; local security files; and the SF 86, Questionnaire for National Security Positions, submitted by the nominee.
DOD Civilian Employees	Official personnel folder; medical records, if available, to include certification by competent medical authority that no physical or mental disorder is noted in the record that might adversely affect the individual's reliability or judgment; base and/or military police and local security files; and the SF 86 submitted by the nominee.
Contractors	Contractor personnel records; medical records, if maintained by the contractor for evidence of any physical or mental disorder that might adversely affect the individual's reliability or judgment; this review of medical records shall be accomplished by competent medical authority under reviewing arrangements made by the contracting officer of the DOD component concerned; contractor security files; and the SF 86 submitted by the nominee. Based upon the review, the DOD component determines the acceptability of an individual for nomination and further processing for presidential support duties.

Once the PDI screening is complete by both you and the CMA, notify the head of the organizations where the member is assigned if the member is recommended for PSP duties, and if appropriate, provide the organization a PDI letter.

608. Personal Reliability Program personnel transfers

There are times when a PRP member transfers from one PRP position to another PRP position. Depending on the circumstance, you may conduct another records review and complete an entirely new AF Form 286.

Change of both certifying official and reviewing official

An individual must go through a new certification process if they have a change of certifying and reviewing official. For example, if a person moves (PCA/PCS) from one PRP position to another, and has a new CO and RO, the MTF is notified (via form 286) to do a new certification.

If a patient claims to have moved under these circumstances and has undergone PRP certification into a new unit via CO interview, but all the documentation at the MTF suggest the member was only certified by his previous unit, then you should verify with the gaining unit the proper certification procedures with a new AF Form 286 were followed. If a certification record review was required but *not* done in this scenario, it would constitute an *erroneous certification*, and the member is recommended for immediate removal from PRP duties pending proper AF Form 286 action.

No change of certifying official and/or reviewing official

There are times where a person moves from one PRP position to another (PCA), and does not have a change of certifying official or reviewing official. In this case, the individual does not need to go through the certification process again. If the move does not involve a change in the CO and RO, rescreening of the medical and personnel records is not required. If the CO changes, but the RO does not, the only requirement is for the gaining CO to interview the member.

The MTF must ensure there is a process in place for units to notify the MTF of any such PCS/PCA changes. Otherwise, subsequent PDI and notifications could go to the wrong (losing) unit instead of the right (gaining) unit. MTF personnel should remain in the habit of verifying the patient's correct unit, particularly at PRP installations where PCAs are common.

Administrative qualification

Although a member may be administratively qualified for PRP, they still have to go through the full certification process.

1-4. Removal and Reinstatement

Each time a PRP member receives a medical evaluation and/or treatment that may impact performance or reliability, there must be a reliability determination, and if warranted, a recommendation to the commander. Continuous evaluation starts once the member is medically qualified for certification, as the unit typically does not notify the MTF of the exact date and time the CO actually certifies the member.

When an individual's duty performance may be impaired by medical care or the use of prescribed medication (as determined by the CMA) the CO needs to be notified to decide if the individual shall be removed from the sensitive duty program for the period of medical care or use of medication. This determination requires many considerations to include the severity of the condition, the patient's prognosis, the type (e.g., topical vs. systemic) and expected duration of treatment, and the nature of the patient's PRP duties and experience of the individual. During this lesson, you will also take what you have learned about PDI, and apply it to the different types or recommendations.

There are different ways to remove or prevent a person from entering the PRP: disqualification, permanent disqualification, suspension, temporary decertification, permanent decertification.

- Suspension – used when members' reliability is *not* in questions.
- Temporary – used when members' reliability *is* in questions.
- Permanent – used when members are *not reliable*.

609. Suspension recommendation

Suspension from PRP duties is an action to relieve a member from PRP duties immediately. It is used when the individual's reliability is *not* in question, and when the problem is *expected* to be of *short* duration. When suspended, a member is still reliable for the PRP, but because of the circumstances, is not authorized to perform PRP duties. The medical records are maintained, as before, and notifications to the unit commander continue to be made as necessary. This type of action may occur when a provider prescribes a PRP individual medication that may cause drowsiness and his or her duties require sharp senses and awareness. A suspension is initially for up to 30 days. However, the MTF may recommend extension of the suspension period up to 120 days in 30-day increments. Although a recommendation to suspend an individual from PRP duties may come from many sources, the commander evaluates the situation and determines whether suspension is appropriate.

Mandatory conditions to suspend

Suspension is mandatory for the following three conditions:

- Alcohol-related incident (ARI).
- Drug-related incident (DRI).
- Any individual returned to PRP duties with a previous diagnosis of alcohol dependence who subsequently consumes alcohol.

In these cases, suspension is the *minimum* action required. The MTF can recommend decertification action if deemed appropriate.

Admissions

The MTF commander is notified of any off-base admissions of active duty personnel. Additionally, most MTFs have an office or individual designated to receive admission notifications from outside civilian hospitals. They can be a source of obtaining information with more detail depending on their relationship with admissions personnel at local hospitals. However, the cursory information they receive is usually limited to the date of admission and admitting diagnoses. Therefore, it is typically prudent to recommend a suspension pending discharge of the patient and receipt of more detailed documentation.

Certified medical authority discretion

The CMA uses his or her discretion when prescribing medication, *except* when the need for treatment with narcotics, sedatives, tranquilizers, or other drugs that could *impair* perception or performance exists. Additionally, the continual need for use of these drugs always constitutes PDI, which is passed immediately to the CO.

Prescribing medication

Notify the CO immediately when the need for treatment includes the use of narcotics, sedatives, tranquilizers, or other drugs that could impair perception or performance. In these cases, the MTF should recommend suspension action for a length of time that is appropriate for the prescription issued. The length of suspension recommendation should be for the period of time in which the member is at increased risk for impairment. It is not appropriate to recommend a three-day suspension when prescribing enough codeine for 30 days. The MTF can recommend to the CO to return a member to PRP duties prior to the completion of medical care or use of prescribed medications *if* the member has *no* impairment that impacts performance or reliability.

There are three basic ways to write an appropriate recommendation:

1. Prescribe the medication and require the member to return to clinic for re-evaluation prior to return to duty.
2. Prescribe the appropriate amount of medication for the anticipated duration of treatment, direct the patient to destroy any unused medication, and then recommend a return to duty after the intended washout period (usually 24 hours).
3. Calculate the appropriate length of suspension based on the prescription.

Physical limitation

When a PRP-certified member has a condition that causes physical limitations that might reasonably impact his or her ability to safely perform nuclear related duties relevant to his/her Air Force specialty code (AFSC), the CMA must notify the CO and make a determination as to whether or not a suspension recommendation is warranted. A member in one PRP position may not have the same physical requirements as a member in another PRP position. For example, an ankle sprain for a B52 weapons loader who has to climb ladders rapidly is going to affect that individual more than a technical sergeant that is working at the command post.

Potentially disqualifying information with suspension

The following cases require *both* a suspension and a PDI letter.

- PDI conveying a 30-day suspension recommendation with re-evaluation required for return to duty.
- PDI recommending a temporary or permanent decertification/disqualification (since the CO must complete administrative action and notify the individual in writing of the reason for decertification, a PDI letter should ALWAYS be provided to the CO for reference in these cases).
- Recommendation for return to duty from a removal action of 30 days or more. This is particularly important if the member is being recommended for return to duty despite continuation of the PDI.
- PDI recommending an extension to an existing suspension or temporary decertification recommendation updating the CO on the condition.
- PDI when an individual has multiple issues resulting in medical PDI with or without recommendation for removal action.

- Situations that specifically require the CO to consult a CMA such as ARIs and drug-related incidents (DRI). In these cases, the PDI letters serve as proof of this consultation and provide the CO the means to demonstrate careful custodianship.

Downtown appointments

Medical (including dental) care outside the PRP base's MTF creates several challenges. For outside care, *only* a limited view of the assessment and care is available, but the provider still determines if the member's reliability and ability to perform PRP duties is affected. Each time the MTF receives notification of or documentation on an individual treated outside the MTF, the following questions should be determined.

Is there sufficient documentation?

First, if the documentation is *not* sufficient, the member should be interviewed and evaluated by a CMA either by telephone or in person. If there is still insufficient information to render a judgment, the MTF should ask the member to sign a medical release of information authorization form and request documentation from the outside source (e.g., hospital discharge summaries, echocardiogram results, encounter notes, etc.). It may be appropriate to recommend a suspension pending receipt of the results.

Were any medications prescribed or other treatment rendered?

If so, could the medication or treatment cause loss of attention or judgment, physical or mental incapacitation, and/or frequent or recurrent interruption of work, or make the individual unsafe in the work environment? Also, check if the provider recommended any OTC medications, and if so, does the situation dictate a CMA consultation before use (e.g., recommended in higher than the OTC dose or for reasons other than the manufacture's indication)?

Is there a concern for an underlying disease process?

If so, could concern for the diagnoses (e.g., cancer, human immunodeficiency virus (HIV), miscarriage, etc.) negatively impact concentration, reliability, or ability to safely perform PRP duties?

Was any new PDI discovered during the evaluation or treatment process?

Patients often more readily disclose information that could impact their duties to civilian providers. Pay particular attention to reports of stress, mood problems, fatigue or sleepiness, and alcohol and drug use history when reviewing civilian encounters.

Remember

Keep in perspective that the MTF plays a support role to the CO and only makes recommendations. The CO (not the MTF) makes the access decision. Just because the CMA made a recommendation for suspension or decertification, do not assume the member is actually suspended or decertified at any given time without real-time verification from the unit PRP monitor. COs can and do return individuals to duty before receiving an MTF recommendation to do so, and they sometimes elect to defer suspending or decertifying a member pending further investigation. Therefore, treat the member as always having the potential for access. In reality, the CO can return a member to duty at any given time if he or she feels it is appropriate and mission essential. Therefore, it is just as important to continue passing PDI and making new notifications on a member who has already been recommended for removal action so that the CO has all the available information before making such decisions. Unless you update the CO on changes in the condition or treatment, the CO will base his or her reliability decision only on the information available.

610. Temporary decertification

Temporary decertification immediately removes an individual from PRP duties when reliability is in question. It can also be used when a condition is expected to affect the job performance for an extended period of time. Temporary decertification can initially be made for up to 270 days but can

also be extended in 30-day increments to a maximum of 365 days. At the end of the 365-day period, the CO either returns the individual to PRP duties or permanently decertifies the member. Whenever a member is temporarily decertified, the MTF completes and sends a PDI letter to the certifying official.

In cases where a member's reliability is in question (e.g., member was in a motor vehicle accident and tested positive for illicit drugs and alcohol on the toxicology screening), it is not appropriate to recommend suspension, and the CMA should recommend temporary or permanent decertification instead.

Mandatory temporary decertification and disqualification criteria

Although there are multiple conditions that can affect reliability, there are times that a temporary decertification recommendation is mandatory. The following diagnoses requires the MTF to make a temporary decertification recommendation to the certifying official:

Alcohol abuse

Individuals diagnosed as alcohol abusers shall, at a minimum, be temporarily decertified. Those individuals may have their temporary decertification removed and be returned to PRP duties after successfully completing a prescribed rehabilitation program or treatment regimen, when they have displayed positive changes in job reliability and lifestyle, and receive a favorable medical prognosis by the CMA.

Initial diagnosis of alcohol dependence (pending aftercare)

An individual initially diagnosed as alcohol dependent while on PRP, will (at a minimum) be temporarily decertified pending treatment outcomes.

Suicide attempt or threat

Any suicide attempt and/or threat may be grounds for decertification. In determining reliability, the certifying official must evaluate all aspects of the individual's action. Any suspected attempt and/or threat of suicide will result in the individual's temporary decertification from PRP duties pending the results of a mental health assessment/evaluation.

Record identification and maintenance

Although temporarily decertified, individuals remain under continuous evaluation for PRP purposes until receipt of official confirmation that the member is permanently decertified or returned to PRP duties.

611. Disqualification, decertification, and reinstatement

You have already learned that decertification is an action based on the receipt of adverse information leading to removal from PRP of an individual who has been screened, determined reliable, and certified capable of performing duties involving nuclear weapons.

Another category relating closely to decertification is *disqualification*, which occurs *prior to certification*. This recommendation is made based on the receipt of disqualifying information to *deny* eligibility of an individual considered for PRP.

These words, definitions, and processing actions involved are similar; however, they happen at two distinct times.

Type	Action taken:
Disqualification	<i>before</i> a member is PRP
Decertification	<i>when</i> a member is PRP

Disqualification

There are two types of disqualification: temporary and permanent. Temporary disqualification follows the same criteria as temporary decertification. This means if a specific condition would constitute a member to be temporarily decertified (suicide attempt), then the same condition could drive a temporary disqualification. Although the member is not currently eligible for PRP duties, they may qualify for PRP duties in the future.

Permanent decertification

Permanent decertification is an action taken when the CO has determined an individual *no longer* meets the reliability standards. Permanent decertification removes the member from PRP. It is a formal action taken by the unit commander when a situation cannot be resolved in the near term. It often requires additional personnel actions such as reassignment, retraining, reclassification, or even separation. When a permanent decertification action is required, the unit commander uses AF Form 286A, Notification of Personnel Reliability Program Permanent.

Permanent disqualification follows the *same* criteria as permanent decertifications; however, the determination is *before* someone is actually working in a PRP position.

Mandatory permanent decertification criteria

As with temporary decertification, the CMA will determine if the member is reliable. The following medical conditions will *result* in *permanent decertification*:

Alcohol dependent individual who failed the required aftercare program

A alcohol dependent member is temporarily decertified; however, if that member fails to complete aftercare they must be permanently decertified.

An individual who is diagnosed as a drug abuser

Drug abuse is a maladaptive pattern of drug use. Any individual diagnosed as a drug abuser is permanently decertified or disqualified and the action is made a matter of permanent record such that the person cannot be transferred to another location/unit and become PRP certified.

An individual who is diagnosed as drug dependent

Drug dependency is a psychological and/or physiological reliance on drugs. Any individual diagnosed as drug dependent must be permanently decertified or disqualified and the action made a matter of permanent record such that the person cannot be transferred to another location/unit and become PRP certified.

Drugs that cause flashbacks

Any individual found to have *ever* used a drug that could cause flashbacks (hallucinogens such as LSD, mescaline, etc.) is ineligible for PRP duties. In addition, any individual who has ever used peyote is ineligible for PRP duties.

Trafficking and manufacturing

Any individual found to have been involved in the *unauthorized* trafficking, cultivating, processing, manufacturing, or sale of any controlled or illegal drug, to include cannabis-based products, shall be ineligible for PRP duties.

Notification to the MTF

If a member is permanently decertified, it is documented on the AF Form 286A. If you receive this form, then you can annotate it in the medical records, and de-flag the member's record.

Record identification and maintenance

Just because a member has been recommended for a permanent decertification, the MTF still treats the member as PRP until the member has a P or R code on the PRP roster, or until you receive a copy of the AF Form 286A documenting permanent decertification.

Reinstatement/requalification for permanently decertified/disqualified individuals

Reinstatement is a process to remove the permanent decertification or permanent disqualification status. A CO or RO may request reinstatement of an Airman's PRP certification or requalification consideration for an Airman who was permanently decertified or disqualified, provided the reason or condition for the permanent decertification, or ineligibility no longer exists. HQ AF/A10-O, Headquarters Air Force, Strategic Deterrence and Nuclear Integration are the offices that approve or disapprove the reinstatement and requalification.

- Justified request for reinstatement/requalification in writing.
- Recommendations from the chain of command (including CMA, any specialist consultations, and MAJCOM SGP if health-related; and CO, and MAJCOM PRP office).
- All documentation that substantiated the permanent decertification or disqualification and documentation supporting the opinion that the disqualifying condition or reason no longer exist.

612. Notification

A PRP notification is an action taken by the MTF to notify the CO of a recommendation to change a member's PRP status or access. The CMA, MTF PRP monitor, or other individuals trained and appointed make notifications via the telephone. When the recommendation is to remove an individual from PRP duties, the notification should be made *immediately*. The duration of a member's recommendation for removal (i.e., suspension or temporary decertification) from PRP duties should cover the period of time that he or she is at an increased risk for impairment. Remember the MTF merely makes a recommendation for action. *Only* the unit CO can suspend, decertify, or return a member to duty. For this reason, there can be a disparity between the type and dates of removal actions between the MTF and the unit. Additionally, the MTF should never assume that just because a member is under a suspension or decertification recommendation that he or she does not have access.

When the recommendation is to remove an individual from PRP duties, the notification should be made immediately. Ideally, this should be done before the member departs the MTF for patients being seen in the MTF; or as soon as the information influencing the decision to recommend removal becomes available for members who are not currently being seen within the MTF.

Suspension

Suspensions can be initially up to 30 days and can be extended in 30-day increments to a maximum of 120 days. At the end of the 120-day period, the CO must either return the individual to PRP duties or initiate decertification actions. Before notifying the unit PRP monitor, review the visit note and validate the accuracy of the information you are going to provide the unit.

PDI review

Review the notes from the visit to see if there is anything that may constitute PDI. If you think something may be PDI, consult the CMA. If there is PDI, make sure to draft the PDI letter, ideally before the patient leaves.

Validate suspension duration

Review the doctor's note and compare it to the PRP recommendation. Does the recommendation match what is in the patient's medical record? The three ways a CMA can recommend suspension are a washout period, an appropriate time for the prescribed medication, or a return to duty evaluation.

The following explains how each of the three ways work to help you determine if the recommended suspension is correct.

Washout period

Prescribe the appropriate amount of medication for the anticipated duration of treatment, direct the patient to destroy any unused medication, and then recommend a return to duty after the intended washout period (usually 24 hours).

A washout period is particularly appropriate for medications used to treat acute conditions. For example, if a member has the flu, the CMA prescribes medication for three days, and this medication causes drowsiness, then a suspension should be made for 4 days. The washout period should be annotated in the record, along with the statement that the member must stop taking medication after three days, destroy all remaining medication, and then can return to duty. As with everything else in PRP, it is best to recommend a suspension of four days. Annotate the washout period in the record, along with the statement that the member must stop taking medication after three days, destroy all remaining medication, and then can return to duty. As with everything else in PRP, it is best to document instructing the patient on medication destruction procedures. Ensure the member signs or initials understanding of the destruction procedures.

Appropriate time for prescribed medication

Calculate the appropriate length of suspension based on the prescription. For example, if a physician prescribes a member Flexeril to take three times a day and is prescribed 15 tablets, you can calculate if the member takes the medication as prescribed, his prescription will last 5 days. Accounting for a 24-hour washout period, the CMA should recommend a 6-day suspension.

In cases in which a variable dosing schedule is used, you must calculate the longest possible anticipated duration of use based on the prescription. For example, if a patient is prescribed Tylenol #3 to take 1-2 tablets every 4-6 hours, the least amount of tablets he can take while following this schedule is one tablet every 6 hours or four tablets per day. Therefore, if he is prescribed 24 tablets, this prescription could last up to six days. Accounting for a 24-hour washout period, a seven-day suspension should be recommended.

Return to duty evaluation

The CMA prescribes the medication and requires the member to return to the clinic for re-evaluation prior to return to duty. In this case, it is imperative that the unit and member understand they are not to return to PRP duties until after CMA re-evaluation, even if he or she fails to follow-up prior to the expiration of the suspension recommendation. To ensure this is clear, it is a good idea to include this stipulation in the notification stating such. When making the notification, there should be a note in the record stating something along the lines of "Recommend a 30-day suspension for sedating sleep aid medication with re-evaluation required for return to duty."

Contact appropriate monitor

Once you have verified the recommendation matched the CMA's note, you will contact the member's unit PRP monitor to notify them of the suspension. When you call the unit, verify the person on the other end of the phone is appointed on their squadron PRP appointment letter. If they are, document the following information in the record:

- The receiver's name and phone number.
- Your name.
- Time of notification.

As you read before, you need to provide enough information for the commander to make an informed decision; however, you do not want to provide too much personal information. The following is what can and should be provided to the PRP monitor:

- Your name.
- Your phone number.
- Medication prescribed, or condition in concern.
- Duration of recommended suspension.

Temporary decertification

Remember, this recommendation can be made initially for up to 270 days, but can also be extended in 30-day increments to a maximum of 365 days. At the end of the 365-day period the CMA must either recommend returning the individual to PRP duties, or recommend the CO permanently decertify the member. Temporary decertification carries the same guidelines as suspension; however, circumstances typically also require a PDI letter sent to the commander.

For example, a patient is seeing a CMA following a suicide attempt. The provider recommends to temporarily decertify the member due to major depression. A PDI letter should also go to the commander for the suicide attempt. Why? If a member attempts suicide, think about what type of harm they could cause if allowed access to nuclear weapons. Remember, you want to paint a clear picture for the CO to make an effective decision.

- *Temporary decertification* is processed with an AF Form 286, Nuclear Weapons Personnel Reliability Program (PRP) Certificate.
- *Permanent decertification* is processed with AF Form 286A, Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action.

Disqualification and decertification

Typically, the CMA will call the CO directly; however, the review process is the same as a suspension:

- Validate the reason for recommendation.
- Ensure it is documented appropriately in the medical records.
- Draft a PDI letter for the CMA to sign and send to the CO.

Additionally, if a member is going through the qualification process, the CMA annotates their recommendation on the AF Form 286, and sends it, along with the PDI letter, to the CO.

Reinstatement/requalification for permanently decertified/disqualified individuals

In order for a member to be reinstated or requalify from permanent decertification and disqualification, it must be requested from the CO or RO. The CO or RO requests this through the initiation of the AF Form 286A. When you receive the form, you will treat it as a new certification. You will review and identify, and document the PDI, then, provide the record to the CMA for review. Once the CMA review is complete, and they have documented his or her recommendation, they will complete the 286A and complete a PDI letter to be sent to the commander. During the review process, the members diagnosed with alcohol abuse must complete the following items, in order for the CMA to recommend them to be reliable for duty.

- Successful completion of rehabilitation.
- Complete a minimum of 180 days of a formal aftercare program.
- Undergo a PRP qualification screening to include a favorable prognosis by the CMA.

Once the CMA has completed the review, the 286 is signed and a PDI letter is sent to the commander.

613. Appeal procedures

A military individual, DOD civilian, or contractor employee may appeal their PRP permanent decertification/disqualification. There is no statute of limitations to submit a request. It is important to note the difference between an appeal and a reinstatement/requalification.

- An *appeal* is initiated by the individual based on an unjust or unfair practice/procedure.
- *Reinstatement/requalification* is for cases in which the condition or reason for recertification/ineligibility no longer exists.

For an appeal, reinstatement, or requalification it is very important the individual member provides evidence to support the request. Any level in the individual's chain of command may recommend either approval or disapproval, but cannot terminate the process. This ensures due process is afforded to every individual who is permanently decertified or disqualified from the PRP.

Appeal requests go to HQ USAF/A10-O through the MPS, MTF (if health related), MAJCOM PRP OPR, MAJCOM SG (if health related) for final determination and update of the permanent duty station (PDS). A final decision is returned via official memorandum to the MAJCOM PRP point of contact (POC). The request includes the following minimum information:

- MAJCOM O-6 recommendation (PRP OPR).
- Reviewing official recommendation.
- Commander/certifying official recommendation.
- Individual's request with rationale for appeal.
- AF IMT 286A, Notification of Nuclear Weapons Personnel Reliability Program Permanent Decertification/Disqualification Action.
- Other documentation that supports the condition or reason for permanent decertification/disqualification no longer exists.
- MAJCOM PRP POC, contact information and fax number.

If the request is health-related, the following information should also be included:

- MAJCOM/SGP office.
- CMA PRP recommendation.
- Medical evaluation.

Additional, copies of all medical record documentation that addresses the medical condition in question are sent to the Air Force Medical Operations Agency (AFMOA). The copies are sent directly from the base MTF to the Air Force Medical Support Agency (AFMSA) PRP doctor via the MAJCOM/SGP office. Routing correspondence through AFMOA helps alleviate possible HIPAA violations.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

607. Initial and interim certification

1. What type of certification is referred to as a "formal certification?"

2. What type of certification is used when it becomes necessary for the CO to consider an individual for a PRP position and the required security investigation has not been completed?

3. How is the certification process different between initial and interim certification?

4. Who initiates the AF Form 286?

5. What is the first step the MTF takes when they receive the AF Form 286 and AF standardized PRP questionnaire?
6. Before starting to review the record, what should you first review?
7. What type of drugs require a PDI notification for permanent decertification?
8. Who signs the AF Form 286?
9. What are the three recommendations the CMA annotates on the AF Form 286?
10. How is a person selected to work closely to the president?
11. What does the phrase YANKEE WHITE identify?

608. Personal Reliability Program personnel transfers

1. What is an erroneous certification?
2. Is a new AF Form 286 rescreen required if the transfer does not involve a change in the reviewing official?

609. Suspension recommendation

1. What is used when the individual's reliability is *not* in question, and when the problem is expected to be of short duration?
2. What is the *maximum* time for suspension?
3. What three conditions require a person to be suspended?

4. CMAs cannot use their discretion when prescribing what types of medications?
5. Typically, how long is a washout period?
6. What additional step is taken when extending an existing suspension?
7. What questions should be addressed when a member has a downtown appointment?

610. Temporary decertification

1. When is temporary decertification used?
2. How long is temporary decertification?
3. What conditions requires a temporary decertification recommendation?

611. Disqualification and permanent decertification

1. What is the difference between disqualification and decertification?
2. What are the types of disqualification?
3. When is permanent disqualification/decertification used?
4. What are five conditions that require a permanent decertification recommendation to the CO?
5. What form is used to document permanent decertification?
6. Who can request reinstatement of an Airman's PRP certification or requalification?

612. Notification

1. What is a PRP notification?
2. When should a recommendation to remove a member from PRP status be made?
3. Who actually suspends, decertifies, or returns a member to duty?
4. What are the three ways a CMA can recommend someone?
5. If a patient is prescribed Tylenol #3 to take 1-2 tablets every 4-6 hours, the *least* amount of tablets he can take while following this schedule is 1 tablet every 6 hours or 4 tablets per day. Therefore, if he is prescribed 24 tablets, this prescription could last up to 6 days. How many days should the CMA recommend suspension?
6. When making a PRP notification, what information should you document in the patients record?
7. If a patient is temporarily decertified, when must a CMA make a recommendation of return to duty or permanently decertify to the CO?
8. What form does the CO or RO use to recommend a reinstatement or requalification for permanently decertified/disqualified individuals?

613. Appeal procedures

1. What is the statute of limitation for a member to appeal a permanent decertification/disqualification?
2. When would a CO or RO use reinstatement or requalification?
3. The individual's chain of command may make recommendations; however, what are they *not* allowed to do?

Answers to Self-Test Questions

601

1. To ensure that each person selected and retained for performing duties associated with nuclear weapons or nuclear command and control systems and equipment is emotionally stable, physically capable, and has demonstrated reliability and professional competence.
2. Critical and controlled.
3. Critical.
4. Controlled.
5. To make sure that those assigned these duties be of excellent character and stability with a high degree of maturity, discretion, trustworthiness, professional competence, and unquestioned loyalty to the US.
6. Category one, category two, and category three.
7. Stamp "PRP" in two-inch block letters on the left-hand side of the front of the folder and add the red tape or a red marker to cover the last digit of the SSN on the top and side of the record jacket.
8. Make the notation "Assigned to presidential support duties", in pencil, in one of the blank spaces printed on the front of AF Form 2100 or 2100A series, Health Record -Medical/Dental.
9. Always on top in section 2 of the record.
10. Remove the tape, cover the PRP status, erase the PSP status from the front cover, and remove the AF Form 745.

602

1. The CO.
2. The head of the organization where the member is assigned.
3. The commander.
4. The MTF commander.
5. This process is a screening process used to ensure active duty military personnel meet the standards before they depart for training or assignment to PRP or PSP duties.
6. All functional CMAs.

603

1. (1) a.
(2) b.
(3) d.
(4) h.
(5) c.
(6) g.
(7) f.
(8) e.

604

1. They are "mission impacting" discrepancies that result in delay or non-utilization of the Airman at the gaining unit and those that affect PCS budget expenditures.
2. To the losing MTF commander with informational addresses to the MAJCOM SGP.
3. Within 60 days of the member's report no later than date.
4. (1) Admin Qualification process is incomplete or not completed,
(2) PSI not submitted.
(3) PDI not reported to gaining commander (to include medical PDI).
(4) Acceptance by gaining CO did not occur prior to member departing losing duty station.
(5) Medical PDI not signed/reviewed by CMA.
(6) Member did not hand-carry med/den records.

605

1. Alcohol and/or drug-related incidents, alcohol and/or drug abuse, alcohol and/or drug dependency, suicide attempt or threat, and subsequent use of alcohol in an individual returned to duty with the diagnosis of alcohol dependence. This also includes all pre-service drug use and use of other substances that alter perceptions or mental faculties.
2. Hypnosis, and medical conditions detrimental to reliable performance of duties to include individuals affected by personal trauma (including family illness/death, violent crimes, sexual assault or accidental injury) who are seeking medical care.
3. The commander should have sufficient information to make the final PRP determination.
4. Deployment related documentation, PHAs, and AF Web-based Health Assessment, Mental Health records, and documentation from civilian providers.
5. 2 years.
6. (1) AHLTA notes,
(2) PIMR deployment documents (e.g., DD 2795, DD 2796, DD 2900),
(3) PEPP, and
(4) AIMWTS documents not already filed in the physical outpatient medical record.
7. Radiology reports can give you clues to head injuries, altercations (e.g., boxer's fractures).
8. Frequent or recurrent headaches.
9. Drugs, alcohol, or mental health or behavioral issues regardless of whether or not it was previously adjudicated.
10. (1) Member must hold a US citizenship,
(2) Have a high degree of maturity, discretion, and trustworthiness,
(3) Have a unquestionable loyalty to the United States, and
(4) Satisfactory, past and present, duty performance.
11. It must be determined that family members are not subject to physical, mental, or other forms of duress by a foreign power and who do not advocate or practice acts of force or violence to prevent others from exercising their rights under the constitution or laws of the US or any state or subdivision thereof.

606

1. To serve as a tool for the MTF to communicate PDI to the commander in a timely and effective manner so that he or she can make a sound judgment on an individual's reliability and/or ability to perform sensitive duties.
2. Privacy Act statement.
3. Medical terminology or acronyms.
4. If the "new" and "old" PDI when pieced together start to take the shape of a larger puzzle and form a clearer "picture" of what's behind the "blind spot" than the "new" PDI alone, then it needs to be re-addressed.
5. Check the date, unit, patient, patient identification, correct PDI, send the letter and remove stickies from the record.

607

1. Initial certification.
2. Interim certification.
3. From a MTF perspective, the certification process for both controlled and critical position certifications are identical.
4. The unit PRP monitor.
5. 'Flag' the record as PRP.
6. Section I of the PRP questionnaire.
7. Drugs that could cause flashbacks (hallucinogens such as LSD, mescaline, etc.).

8. If the CMA confirms that no PDI exists, the reviewer can complete and sign Section III of the PRP Questionnaire, and the medically qualifying CMA's name will be entered on the AF Form 286 with the date of the CMA review. If the CMA decides that PDI exists, the CMA must annotate their findings and sign Section III of the PRP Questionnaire and AF Form 286.
9. (1) PDI not found, recommend for PRP.
(2) PDI found, recommend for PRP.
(3) PDI found, not recommended for PRP.
10. They must be nominated to a position.
11. That the member will be working closely to the president or vice-president.

608

1. It is when a patient PCA'd with a new CO and RO, but the gaining unit did not process the proper certification procedures with anew AF Form 286.
2. No.

609

1. Suspension from PRP duties .
2. It is initially for up to 30 days however, the MTF may recommend extension of the suspension period up to 120 days in 30-day increments.
3. ARI, DRI, and any individual returned to PRP duties with a previous diagnosis of alcohol dependence who subsequently consumes alcohol.
4. When the need for treatment with narcotics, sedatives, tranquilizers, or other drugs could impair perception or performance.
5. 24 hours,
6. Send a PDI letter updating the CO of the condition.
7. (1) Is there sufficient documentation?
(2) Were any medications prescribed or other treatment rendered?
(3) Is there a concern for an underlying disease process?
(4) Was any new PDI discovered during the evaluation or treatment process?

610

1. To immediately remove an individual from PRP duties when reliability is in question. It can also be used when a condition is expected to affect the job performance for an extended period of time.
2. For up to 270 days but can also be extended in 30 increments to a maximum of 365 days.
3. (1) Alcohol abuse, (2) initial diagnosis of alcohol dependence, and (3) suicide attempt or threat.

611

1. Disqualification is an action taken *before* a member is PRP, and decertification is an action taken when a member *is* PRP.
2. Temporary and permanent.
3. It is used when the CO has determined an individual no longer meets the reliability standards.
4. (1) Alcohol dependent individual that failed the required aftercare program,
(2) An individual who is diagnosed as a drug abuser.
(3) An individual who is diagnosed as drug dependent.
(4) Use of drugs that cause flashbacks.
(5) Trafficking and manufacturing.
5. AF Form 286A, Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action.
6. CO or RO.

612

1. It is an action taken by the MTF to “notify” the CO of a recommendation to change a member’s PRP status or access.
2. Immediately
3. The CO.
4. Washout, appropriate time for prescribed medication, and return to duty evaluation.
5. Accounting for a 24-hour washout period, a 7-day suspension should be recommended.
6. The receivers name and phone number, your name and time of notification.
7. At the end of the 365-day period.
8. AF Form 286A, Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action.

613

1. There is none.
2. Cases in which the condition or reason for recertification/ineligibility no longer exists.
3. They cannot terminate the process.

Do the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field Scoring Answer Sheet.

Do not return your answer sheet to Air Force Career Development Academy (AFCDA).

1. (601) What does PRP stand for?
 - a. Personnel Reliability Program.
 - b. Personal Reliability Program.
 - c. Personnel Review Program.
 - d. Personal Review Program.
2. (601) Positions to which individuals are assigned duties on a permanent or full-time basis in *direct support* of the President of the United States are called
 - a. category one.
 - b. category two.
 - c. category three.
 - d. presidential administration.
3. (602) Who appoints the medical treatment facility (MTF) Personnel Reliability Program (PRP)/Presidential Support Program (PSP) monitor?
 - a. CMA.
 - b. PRP monitor.
 - c. MTF commander.
 - d. Certifying official.
4. (603) What personnel data system (PDS) status code identifies a certified control?
 - a. D.
 - b. J.
 - c. K.
 - d. R.
5. (603) What personnel data system (PDS) status code identifies a certified Personnel Reliability Program (PRP) transfer to non-PRP?
 - a. D.
 - b. J.
 - c. K.
 - d. R.
6. (603) What personnel data system (PDS) status code identifies a re-evaluate for temporary duty (TDY)?
 - a. D.
 - b. J.
 - c. K.
 - d. R.
7. (604) A category I discrepancy is classified as
 - a. a rare occurrence.
 - b. mission impacting.
 - c. a minor incident.
 - d. non mission impacting.

-
-
8. (605) What below does *not* constitute potentially disqualifying information (PDI)?
 - a. Suicide attempt or threat.
 - b. Alcohol and/or drug-related incidents.
 - c. Use of alcohol in an individual that does *not* have a diagnosis of alcohol dependence.
 - d. Subsequent use of alcohol in an individual returned to duty *with* the diagnosis of alcohol dependence.
 9. (605) Once you are done reviewing a record for potentially disqualifying information (PDI), what do you do next?
 - a. Draft the PDI letter.
 - b. Sign the AF Form 286.
 - c. Give the record to a 4N0X1 for their review.
 - d. Give the record to the competent medical authority (CMA) for review.
 10. (605) Which is *not* a requirement for a Presidential Support Program (PSP) nomination?
 - a. US citizenship.
 - b. Work experience in the legislative system.
 - c. Satisfactory, past and present, duty performance.
 - d. High degree of maturity, discretion, and trustworthiness.
 11. (606) As a health service manager (HSM) when should you pass on “old” potentially disqualifying information (PDI)?
 - a. Never.
 - b. Only if the commander changes.
 - c. Only when recertifying the member for PRP duties.
 - d. If the “old” PDI contributes to the “new” and paints a clearer picture.
 12. (606) *Before* giving the potentially disqualifying information (PDI) letter to the competent medical authority (CMA), what should you do?
 - a. Sign it.
 - b. Make a copy for the record.
 - c. Send a ‘heads-up’ copy to the unit.
 - d. Have another 4A or 4N perform a quality review.
 13. (607) If there is potentially disqualifying information (PDI) of a medical nature on the Personnel Reliability Program (PRP) questionnaire, where *must* this be documented?
 - a. On a PDI letter.
 - b. On the AF Form 286.
 - c. On the AF Form 286A.
 - d. In the medical record.
 14. (608) What is it called if a member makes a permanent change of assignment (PCA) to another squadron, but the gaining unit does *not* initiate a new AF Form 286?
 - a. A deficiency .
 - b. A recertification.
 - c. An elapsed certification.
 - d. An erroneous certification.
 15. (609) You suspend a member from the Personnel Reliability Program (PRP) when reliability is
 - a. not in question, and the problem is expected to be of a short duration.
 - b. not in question, and the problem is expected to be of a long duration.
 - c. in question, and the problem is expected to be of a short duration.
 - d. in question, and the problem is expected to be of a long duration.

16. (609) *Both* a notification and a potentially disqualifying information (PDI) letter are required when the patient is
- prescribed narcotics.
 - seen in the general surgery clinic.
 - sent home on 48 hours quarters.
 - currently suspended and the suspension is extended.
17. (610) You *temporarily decertify* a member from the Personnel Reliability Program (PRP) when reliability is
- not* in question, and the problem is expected to be of a short duration.
 - not* in question, and the problem is expected to be of a long duration.
 - in question, and the problem is expected to be of a short duration.
 - in question, and the problem is expected to be of a long duration.
18. (610) Temporary decertification can be extended in 30-day increments to a *maximum* of 365 days after *initially* being made for up to
- 270 days.
 - 120 days.
 - 90 days.
 - 60 days.
19. (611) A recommendation of *permanent* decertification/disqualification from the Personnel Reliability Program (PRP) is *not* required when a member
- has a diagnosis of drug abuser.
 - has ever used any drugs that could cause flashbacks.
 - is involved in authorized human trafficking.
 - is temporally decertified, but fails to complete aftercare.
20. (612) A Personnel Reliability Program (PRP) suspension can *initially* be made for up to
- 30 days and can be extended in 30 day increments to a maximum of 120 days.
 - 60 days and can be extended in 30 day increments to a maximum of 120 days.
 - 90 days and can be extended in 30 day increments to a maximum of 365 days.
 - 120 days and can be extended in 30 day increments to a maximum of 365 days.
21. (612) What is the Personnel Reliability Program (PRP) *permanent* decertification/disqualification documented on?
- PDI letter.
 - AF Form 600.
 - AF Form 286.
 - AF Form 286A.
22. (612) Who requests an individual to be reinstated or requalified from *permanent* decertification/disqualification in the Personnel Reliability Program (PRP)?
- The CO.
 - The CMA.
 - The member.
 - The MTF commander.
23. (613) What does the *individual*, based on an *unjust* or unfair practice/procedure, initiate?
- Appeal.
 - Reactivation.
 - Requalification.
 - Reinstatement.

Please read the unit menu for unit 2 and continue →

Unit 2. Resource Management

2-1. Medical Budget	2-1
614. Plan and manage the medical budget.....	2-2
615. Accounting basics	2-4
616. The resource adviser and cost center manager.....	2-6
617. Conduct cost center manager training.....	2-8
618. Financial documents	2-9
619. Financial reports	2-10
620. Cost center manager analysis of expenses	2-10
621. The budget timeline	2-11
622. End-of-year closeout.....	2-13
2-2. Uniformed Business Office and Data Quality	2-18
623. Safeguard patient valuables and weapons procedures	2-18
624. Medical affirmative claims	2-19
625. AF Form 438, Medical Care Third Party Liability Notification.....	2-20
626. Data quality roles and responsibilities	2-21
2-3. Medical Expense and Performance Reporting System	2-24
627. Purpose and use of the Medical Expense and Performance Reporting System	2-24
628. Medical Expense and Performance Reporting System coding structure	2-26
629. Collect and process Medical Expense and Performance Reporting System data	2-29
630. Expense Assignment System.....	2-30
631. Interfacing workload systems	2-31
632. Outpatient workload reconciliation report.....	2-32
2-4. Manpower	2-38
633. General principles regarding unit manpower document	2-38
634. Manpower and manning reconciliation	2-40
635. Manning assistance.....	2-41

FINANCIAL MANAGEMENT AND BUDGETING has absolutely nothing to do with direct patient care; yet, if handled appropriately or given the appropriate attention to detail, can have a detrimental impact on the well-being of our patient population. Securing adequate funds to successfully operate a military treatment facility equates to acquiring the proper mix of manpower, money, and equipment necessary to provide sufficient medical care to the customer populace.

Resource management, as it applies to the operations of a MTF, is a broad and diverse area. Not only does it describe the financial management and budgeting aspect, but it also refers to the activities performed in the uniform business office, the MEPRS and the functions involved with inventory and manpower management. This unit will explore all of these areas and help you see the “big picture” of resource management!

2-1. Medical Budget

“The lack of money is the root of all evil.”

— Mark Twain

Although Mark Twain may have been exaggerating “just a tad” when he made this comment, if you ever worked in an MTF that lacked funds, you may well understand Twain’s message. The Defense Health Program (DHP) annual budget is in excess of \$42 billion annually! The challenge facing the Medical Group commander (MDG/CC), the resource advisor (RA), and the cost center managers (CCM) within an MTF is to plan effectively to ensure they receive the appropriate portion of that

\$42 billion to accomplish their medical mission. Some may think that it involves looking into a crystal ball or simply adding around five percent to the previous year's submissions. Nothing could be further from the truth.

614. Plan and manage the medical budget

The key to successfully managing and operating the MTF budget is to understand the process first. However, before you can understand how to manage the budget, you need to understand the terminology.

Accrued expenditures paid or disbursements

Accrued expenditures paid or a disbursement refers to the portion of your obligations that did receive payment.

Accrued expenditures unpaid

The accrued expenditures unpaid are a portion of obligations that has not been paid, but for where the MTF did receive the requested services or supplies. For example, TDY orders as unpaid obligations until vouchers for payment process.

Annual budget authorization

The amount of money an activity can expect to receive for the fiscal year to support requirements based on an approved financial plan is referred to as the annual budget authority. The receipt of the annual budget authorization, however, does not make funds available for obligation or disbursement.

Annual financial plan

The annual financial plan is a statement of requirements by appropriation, program, and project in terms of obligating authority for a fiscal year relating to a current operating program together with a phasing of planned commitments and or obligations by fiscal quarter. Financial plans are submitted for other than operations and maintenance (O&M) and military pay appropriations.

Appropriation

Appropriation is a general term that identifies specific types of funds made available to the Air Force by Congress.

Bogey

The amount of O&M dollars that a command/base can reasonably expect to receive to carry out its mission for the forthcoming operating year is a bogey.

Budget year

The budget year is the current operating budget year plus one or, stated in another way, the fiscal year covered by the budget estimate you are submitting.

Call for estimates

The instructions issued to prepare and submit a budget estimate or estimated fund requirements for the budget year is the "call for estimates."

Citation of funds

The process the host base financial services office (FSO) uses to certify your funds are available to pay for a specific requirement necessary for your operation. This procedure requires the host base FSO certify appropriate documents, (i.e., purchase requests, military interdepartmental purchase requests [MIPR], etc.). Another requirement is to maintain sufficient control of all funds and advise the host FSO when funds are not available to cover the necessary requirements. Occasionally, another command may authorize to use their fund citations, in which case they will furnish their fund citation to you prior to citing their funds on any document.

Commitment

Commitment is an amount of funds you must reserve to cover a specific requirement. Commitments represent intent or plan to buy an item or service, which eventually become a legal obligation.

Financial working group

The financial working group (FWG) is a committee comprised of the budget officer (chairperson) and RAs from staff agencies. They are responsible for reviewing operating budget instructions, reviewing format prescribed for computations and justifications of requirements, and evaluating performance against estimates periodically. The FWG is not a policy making body. They only make recommendations.

Future years defense program

The future years defense program (FYDP) is the official program that summarizes the secretary of defense approved plans and programs for the DOD. DOD publishes the FYDP at least annually. The computer database that holds the FYDP updates regularly to reflect decisions. The structure of the FYDP consists of programs and subdivisions to the program element code (PEC) level. All embrace a part of the mission of the Air Force. Air Force higher headquarters manages this program.

Nonexpendable item

Nonexpendable items include property (equipment) of a more or less durable nature. In general, those items have a period of service of a year or more after being placed in use and they do not lose their original identity. Examples are transportation equipment, furniture, furnishings, fixtures, machinery, armaments, and so forth.

Obligation

An obligation is the estimate or actual amount of the cost of an authorized service or article you have ordered. This estimate is carried in official accounting records, and reserves funds pending completion of the contract.

Obligation authority

Obligation authority is the fund authorization provided by one Accounting and Finance Office (AFO) to another AFO or base activity for a specific purpose, for a stated amount, and to be used within a specified time.

Operating budget code

The operating budget code (OBC) is a code that has been authorized and assigned by the Director of Budget, HQ USAF, and generally equates to a MAJCOM.

Operating budget

An approved operating budget in financial terms is the *basis* of authorization and financial control and expenses for the execution of a program or programs financed by O&M and military personnel appropriations.

Operating budget account number

A four-position alpha or numeric control code identifying fund accounts to which operation and maintenance and military funds are authorized.

Operating budget authority document

The operating budget authority document is the official funding document issued to or by operating agencies. It reflects the operating budget authority (OBA) for actual expenses and reimbursements.

Program element code

The PEC is an element of the DOD FYDP, representing a combination of personnel, equipment, and facilities that together constitute an identifiable military capability or support activity.

Undeliverable orders outstanding

Undeliverable orders outstanding is an order from the vendor, not yet received.

615. Accounting basics

Now that you are familiar with some accounting terminology, let's go over some accounting basics.

Defense Health Program appropriation

The DHP appropriation provides for worldwide medical and dental services to active forces and other eligible beneficiaries, veterinary services, medical command headquarters, specialized services for the training of medical personnel, and occupational and industrial health care. The applicable Treasury Account Fund Symbol for the DHP is 97X0130. Costs associated with provisions of the TRICARE

benefit are also included in DHP and provide for the health care of eligible active duty family members, retired members and their family members, and the eligible surviving family members of deceased active duty and retired members.

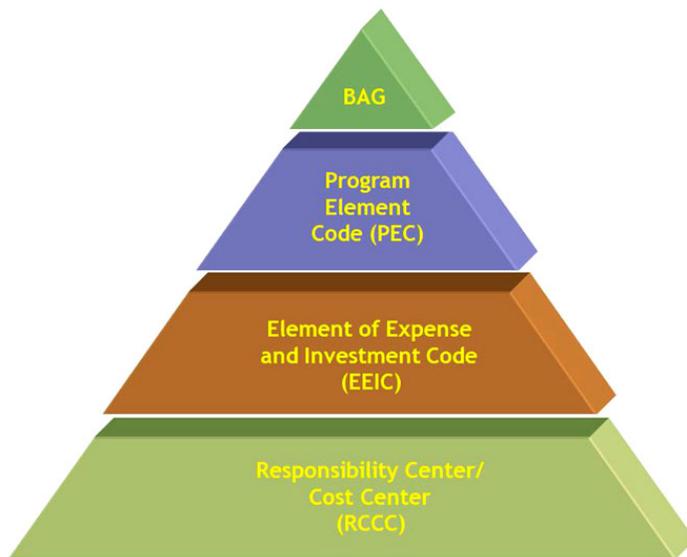


Figure 2-1. Accounting basics.

Operations and maintenance

DHP O&M funding divides into seven major areas budget activity groups (BAG) (fig. 2-1). Funds distribution in the Program Budget Allocation System (PBAS) and execution of the DHP O&M appropriation captures in BAG level detail. There is no realignment of funds between BAGs.

Organizations/MTFs *must* maintain BAG integrity.

MTF commanders, resource management personnel, and flight commanders at all levels *must* review and manage the BAG funding structure, which is mandated by the Defense Health Agency (DHA). BAGs are the first level at which the office of the Undersecretary of Defense for Health Affairs can compare dollars across the services. Within the MTF, BAGs are broken down into seven distinct areas:

BAG	Title
1	In-house care (Care provided by MTFs)
2	Private sector care (Care provided by the commercial sector)
3	Consolidated health support
4	Information management / information technology
5	Management activities
6	Education and training
7	Base operations / communications

Accounting classification structure

The accounting classification structure breaks down a fund citation or fund cite. You have probably seen long strings of numbers and letters on documents ranging from PCS orders to TDY orders to perhaps, even procurement documents such as purchase orders. To the untrained eye, trying to figure out what those numbers mean may seem impossible, but consider the alternative. It would be extremely clumsy to have to write out this at the bottom of a travel order:

“Charge the funds of the Department of the Air Force, Fiscal Year 1997, Operations and Maintenance, United States Air Forces in Europe, 86 Airlift Wing Ramstein AB, 37 Airlift Squadron, Mobilization, Temporary Duty in support of Operation: Deny Flight. 26 Accounting and Finance Squadron will disburse the funds.”

It is much easier to place the following fund citation at the bottom of the same travel order:

“5773400 307 8044 313012 02 409 678900 ESP:4F”

The *fund citation* contains a lot of information and, much like a bank account, it is critical that the information is accurate (fig. 2-2). Citing and charging the wrong account are not good practices in banking. Likewise, it is not good business in the Air Force. Because it is so important, everyone who works within, or with, financial management should have a solid understanding of the basic Air Force accounting classification.

Example: 9780130.1883 2X0 65MU 355734 B8 409 87700F 525700

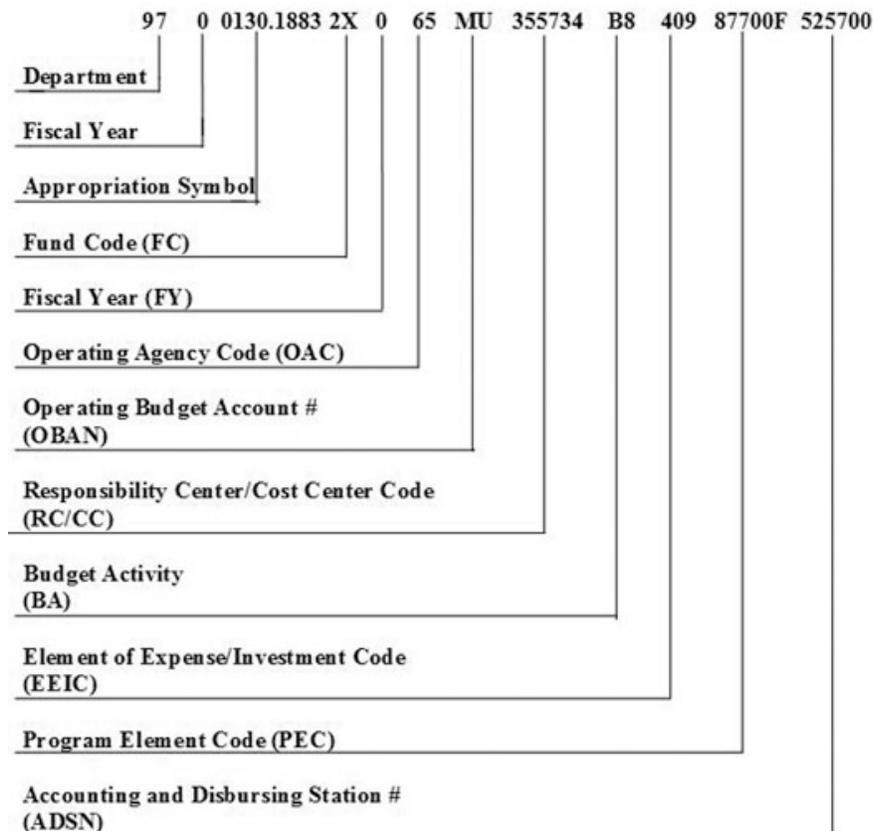


Figure 2-2. Accounting classification structure.

Program element code

Program element codes are five-digit number identifiers depicting the *specific program* in which moneys expends. A PEC is a grouping of forces, manpower, and costs that associates with a military capability or support activity. You can group them together into budget activity groups (BAGs).

The following is an example of PECs grouped together in a BAG:

Program Element Codes Grouped in a BAG		
BAG	Title	PEC
1	In-house care (Care provided by military treatment facilities)	807700 MEDCENS, Hospitals & Clinics (CONUS) 807900 MEDCENS, Hospitals & Clinics (OCONUS) 807715 Dental Care Activities (CONUS) 807915 Dental Care Activities (OCONUS) 807701 Pharmaceuticals (CONUS) 807901 Pharmaceuticals (OCONUS)
2	Private sector care (Care provided by the commercial sector)	807723 Managed Care Support Contracts 807712 CHAMPUS (TRICARE Standard) 807713 Care in Non-Defense Facilities
3	Consolidated health support	801720 Examining Activities 807714 Other Health Activities 807705 Military Public/Occupational Health 807760 Veterinary Services 807724 Military Unique - Other Medical 807725 Aeromedical Evacuation System 807785 Air Force Institute of Pathology
4	Information management / Information technology	806722 Health Professions Scholarship Program 806761 Other Education and Training

Element of expense and investment code

An element of expense and investment code (EEIC) is a three- to five-digit number that indicates the type of costs incurred (commodities and services). For instance:

- 409XX = Travel.
- 572XX = Supplemental Care.
- 604XX = Medical Supplies.

Responsibility center/cost center code

A responsibility center is an organizational unit, headed by an officer or supervisor, who is responsible for the management of resources in the unit and who, in most instances, can significantly influence the expenses incurred by the unit. A cost center is an entity or unit of activity *subordinate* to a responsibility center. The responsibility center/cost center (RC/CC) code is a four-digit code used by the accounting system to monitor and report purchases by a work center:

- XX5724 = Medical Resource Management.
- XX5741 = Plant Management.

616. The resource adviser and cost center manager

Saying the medical budget is a complex system is a gross understatement. So many different people in multiple agencies must complete so many different agencies that it sometimes appears overwhelming. Do not get alarmed. The key is not for you as a 5-skill level HSM to become an expert in all areas of the formulation and management of the MTF budget process. What you do need to achieve is a solid foundation of the process and the roles of the essential personnel within the budget development.

Any MDG/CC will certainly tell you the first essential link to an MTF's successful fiscal management is to employ the services of a well-informed resource advisor. Most RAs would tell you

that employing cost center managers (CCM) who understand their role in the process are another vital link to fiscal management. This lesson describes the roles and functions of these two key players.

Resource advisor—the pivotal link

The resource advisor is the MDG/CC's "right hand" on most financial matters. With the numerous responsibilities that the MDG/CC has, he or she relies heavily on the expertise of the resource advisor. The following list denotes qualities and skills essential for resource advisors to possess:

- A working knowledge of the organization's mission, the mix of resources required to accomplish the mission, and the historical cost record.
- Knowledge of the accounting system for operations, the procurement system, and the supply system, with particular emphasis on data entry, flows and reports produced.
- An ability to distinguish between apparent and real causes.
- An ability to deal successfully with personnel in subordinate, lateral, and higher level organizations.
- A questioning nature with mature judgment, usually resulting from practical experience.

The resource advisors big four

The RA helps to ensure the successful fulfillment of the MTF's mission. The RA assists the commander in doing the following:

1. Establishing spending priorities.
2. Choosing policies that will achieve desired results at an acceptable cost.
3. Obtaining required resources (fiscal and logistical).
4. Preparing financial plans.

The resource advisor's right hand—the cost center manager

The RA establishes a good working relationship with all of the MTF's CCMs. Just as the MDG/CC relies heavily on the RA, the RA relies heavily on all of the CCMs within the MTF. As a 5-level HSM, you may be the primary or alternate CCM in your duty section.

Cost containment is the catch phrase that each responsible CCM utilizes. In today's tough, competitive financial times, the CCMs must ensure to spend all of the scarce resources wisely and effectively. In addition, who better to monitor the dollars exhausted in an MTF than the CCMs working in the various sections throughout the MTF?

Roles of the cost center manager

The RA is responsible for training CCMs within the MTF. Generally, the RA is quite receptive to the concerns of the CCMs because he or she realizes the effect that they may have on the overall system. Below are some of the responsibilities of the CCM:

- Review all cost center lists and backorder lists. Medical Logistics Flight personnel are the office of primary responsibility (OPR) for these documents.
- Evaluate stock supply levels to determine sufficiency. Compare backorder items against requirements; temper this information with the fact that the maximum authorized stock level may not be able to be monetarily supported.
- Contact the Medical Logistics flight; get a thorough understanding of your supply and equipment accounts, and learn about the pipeline delays in obtaining your requirements. Become familiar with the complexities of the local purchase system and procedures.
- Inventory all of your equipment. Ensure all needed repairs are made and items are replaced, if necessary.

CCMs should always have a thorough understanding of their funds expenditure. They establish controls and procedures so that monitoring, orders, receipts, and backorders are routine and effective. The RA can provide valuable assistance to help establish these controls and procedures.

Cost center manager guide

The CCM should keep a CCM guide, or binder, current with the latest information. At a *minimum*, the binder should contain the following information:

- CCM primary/alternate appointment letter.
- Quick reference phone numbers.
- Agenda & meeting minutes.
- Supply handbook.
- MEPRS handbook.
- Financial handbook.
- Financial plan for your cost center.
- Target/budget information.

Additional information can include the training certificate, CCM job description/checklist, and so forth. Below is an example of a checklist you may want to use:

1. Are you completely familiar with the operation and expenses incurred within your cost center?
2. Do you know who your RA is?
3. Are you able to read, interpret, and use the Status of Funds Report and open document reports?
4. Are you able to read and use the computer reports from the supply system (Customer Support Report)?
5. Do you keep the CCM minutes on file?
6. Do you maintain weekly or monthly obligation status reports?
7. Do you brief your RA at least monthly on the status of your organization?
8. Are you maintaining a continuity folder?
9. Are you involved with the financial plan process?
10. Are you involved in the closeout procedures?
11. Is your appointment as CCM in writing by your flight commander?
12. Is your cost center fund target evaluated periodically to ensure it is adequate to satisfy mission requirements?

617. Conduct cost center manager training

A CCM must receive initial training in order to operate their cost center and understand the government business environment. Any dealings with government funds are always confusing because it's "paper money" meaning you never see the physical money, you only see numbers on paper. The truth, it is paper money until it gets to the treasury then it takes the true form of 'hard cash,' but you do not get to see that. The basic information the CCM receives for initial training includes the following:

- Supply orientation.
- Equipment management.
- MEPRS training.
- Financial training.
- Manpower management.

The RA must train the CCM on the general accounting and finance system. This system is the core General Accounting and Finance System for most appropriated funds.

This system is the brain that updates and maintains accounting records for the following:

- Funding authority commitments.
- Accounts payable.
- Accounts receivable.
- Expenditures.
- Collections.

The following are some steps the RA takes to prepare for and conduct CCM training.

Organize training subject(s)

The RA gathers all the information, organizes it, and then documents it in an outline or agenda.

Schedule training

Once the RA knows the training content, he or she schedules training. The RA reserves a room that is large enough for all attendees, and is a comfortable learning environment. A room that is too cold or too noisy can be a distraction for both the RA and CCMs.

Notify the CCMs

After scheduling the training, the RA notifies the CCMs via e-mail or official memorandum. The notification includes the date, time, and place of the training, and may include a list of the training content.

Prepare training documents

At least a week before training, the RA gathers the training documents. This includes the agenda and any other documents pertain to training.

Training day

The RA hands out the training documents and presents the training information. The RA may ask the attendees questions and encourage their interaction. After covering all the training material the RA reviews the training objectives and answers any question attendees may have.

618. Financial documents

As a CCM, you will be responsible for understanding the different documents and forms related to the tasks of a CCM. Below you will find a description of the major Air Force forms you will most often deal with.

AF Form 9, Request for Purchase

Use AF Form 9 to request the purchase of goods or services through channels other than supply. The intent of the form is (1) to provide sufficient information for contracting to issue a contract and (2) for the FSO to set aside funds for the requirement. The requesting activity numbers these documents sequentially, starting at the beginning of each fiscal year.

AF Form 406, Miscellaneous Obligation/Reimbursement Document

Miscellaneous obligation/reimbursement documents (MORD) establishes unfilled customer orders between the ordering and performing activities in the accounting records and records estimates and actuals for such expenses/reimbursements as monthly telephone and utility charges. The individual preparing the MORD signs it as well as a certifying officer stating funds are available.

AF Form 616, Fund Cite Authorization

AF Form 616 is used to issue funds to other Air Force units when it is impractical to route each request for funds through the Accounting Liaison Office (ALO). The fund cite authorization (FCA) may be issued to on-base activities, geographically separated detachments, operating locations, or units on TDY away from their home station. The most common uses of FCAs are for blanket purchase agreements and travel orders.

DD Form 448, Military Interdepartmental Purchase Request

DD Form 448 is commonly referred to by its acronym “MIPR.” Complete this form when a unit needs to request goods or services from another DOD agency. Like an AF Form 9, the unit’s approving official signs the MIPR and the ALO certifies fund availability and sends it to the DOD activity.

619. Financial reports

Occasionally, you will have to review many reports and understand how that information affects your section. We will discuss two reports below.

Open document listing

The open document listing (ODL) is a complete list of all open documents. This list is an “as-required” product—the accounting system does not automatically produce this at any specific interval. The ODL provides open accounts payable and accounts receivable, purchase requests, and contract status information. It verifies all commitments, obligations, and customer orders are recorded accurately. The ODL is a tool you must use to manage your funds successfully.

Budget execution reports

Budget execution reports (BER) are the official documentation of record between the MTF and operating agency code (OAC) manager, and it covers all major elements of expense. If you use this correctly, the BER documents how an MTF has and will use its resources, and identifies potential sources of excess and shortfall.

Budget execution

Budget execution is the process at every echelon in the administration of an appropriation warrant. An *appropriation warrant* is a financial control document, issued pursuant to law (usually appropriation acts) by the Treasury Department. It establishes the amount of monies authorized to be withdrawn (disbursed) from the central accounts that the Treasury Department maintains. The warrant is the basis for recording appropriations (cash) on the books of the Treasury Department and the DOD. However, if legislation on new appropriations is not complete by the beginning of the fiscal year, Congress typically enacts continuing resolution legislation and requires a different warrant procedure. The Treasury Department procedures usually require the agency to prepare a temporary appropriation warrant. The agency submits such warrants to the Treasury Department, where a representative of the general reviews and countersigns the warrant.

620. Cost center manager analysis of expenses

The term “analysis of expenses” can be a bit intimidating but it is no different than balancing your personal checkbook. Many people may think that dealing with government agencies about money is confusing, but that is not true. The key ingredient is to understand the lingo and its definition. Before analyzing the expenses, let us concentrate on the basic information needed to assist the CCM in performing an analysis of expenses.

First, the CCM needs to understand the two stages of accountability: commitments and obligations. Commitments are specific amounts of funds reserved for funding specified obligations such as services, medical equipment, nonmedical equipment, and so forth. Common documents in obligations are AF Form 9, AF Form 616, DD Form 448, and AF Form 4009. Obligations are the legal reservations of a specific amount of funds associated with a firm contract or other obligating document. An obligation represents a legal and binding promise to purchase a service or supply item from a vendor. There are three types of obligations:

1. Undeliverable orders outstanding (UOO).
2. Accrued expenditures unpaid (AEU).
3. Accrued expenditures paid (AEP).

Undelivered orders outstanding

The first stage of obligation is undelivered orders outstanding. A UOO represents orders, contracts or agreements (negotiated), and obligation of funds. Upon receipt of a UOO document, the amount of the order reduces the commitment and increases the UOO stage. The amount remains in the “undelivered stage” until you receive the goods or services and Defense Finance Accounting Service (DFAS) receives notification of receipt. At this stage, the money is obligated, but the item is not yet received.

Accrued expenditures unpaid

To help you understand the accrued expenditures unpaid concept, here is an example from civilian life. Assume that last month you went to the store to purchase an item. Unfortunately, the store was out of the item and offered to order it for you. Sometime later, the store calls to let you know your item has arrived.

Once you receive and accept the item, this puts you in what the Air Force calls AEU. In the AEU stage, the customer has received the item, but the invoice from the vendor (i.e., the bill for your purchase) has not been received. This represents the obligation stage, which means the Air Force owes a certain amount for goods received and/or the services rendered. At this point, the UOO stage reduces and the AEU increases; funds remain in the AEU stage until receiving the invoice.

Accrued expenditures paid

You have the item you ordered from the store catalog in your hand. The sales clerk hands you a bill (invoice) for the item, and you pay for your order before you leave the store. This is similar to the final obligation stage of accounting. Once DFAS receives the invoice, it pays the bill. When making the payment, the amount in AEU reduces, and AEP increases. In simple terms, the item was received, the invoice arrived, and the vendor was paid.

Data	Commit	UOO	AEU	AEP	Obligation Authority	Amount Available for Obligation
					\$150,000	\$150,000
Purchase Request	+\$32,000					
Balance	+\$32,000				\$150,000	\$150,000
Contract	-\$32,000	+\$29,000				
Balance		\$29,000			\$150,000	\$121,000
Receiving Report		-\$29,000	+\$29,000			
Balance			\$29,000		\$150,000	\$121,000
Payment			-\$29,000	+\$29,000		
Balance				\$29,000	\$150,000	\$121,000

NOTE: NEVER OVER OBLIGATE THE GOVERNMENT! The “Amount Available for Obligation” can never be a negative number. The negative number tells you that you have overspent. In military terms this means “NSF—Non-sufficient Funds.”

621. The budget timeline

Many of the responsibilities of the Resource Management flight revolve around a fiscal year (FY). The FY starts 1 October and ends on 30 September. While the specific dates for completing certain activities will vary from year-to-year and from command-to-command, the dates generally fall within the same quarter each year.

To present this information, which can be complex and have overlapping processes, organization of this discussion is by fiscal quarters, highlighting four areas: initial distribution, execution, financial plan, and the end-of-year-closeout.

Congress has made it increasingly clear that all military services spending *must* be minimal. The future holds prospects for even smaller DOD budgets and tighter financial controls. Even more reason to follow judiciously the timelines elaborated on below.

First quarter

The first quarter is like a huge locomotive. It may start slow but before you know it, things begin to move non-stop as the engine builds up steam! The executive branch of our government and Congress are working on authorization and appropriations bills throughout this quarter. In theory, the appropriations bills are due for completion by 15 September of each year so those funds are available to distribute on time at the beginning of each FY.

The first quarter of the FY spans 1 October through 31 December. During this period, the *initial distribution* begins the *execution stage* of the financial process. Initial distribution normally occurs at the beginning of the fiscal year. However, if we are under a continuing resolution authority (CRA), the initial distribution goes out after the signing of the appropriation and authorization bills. AFMOA receives its share of the budget from the DHA, Office of the Air Force Surgeon General (AF/SG). AFMOA sends their distribution to the MTF via a funding authorization document (FAD).

The FAD is the authorization for the MTF to finance the expense of operations and maintenance in support of their mission. The FAD identifies a specific amount of funds authorized for day-to-day operating costs. The total amount subdivides into seven major areas or BAGs. The BAGs furnish both annual planning figures and the quarterly obligation authority.

A critical aspect of the execution phase of current year funds is the development of a *spend plan*. The RA develops the spend plan. It provides the basis for all decisions regarding the management of dollar resources. To develop the spend plan the RA must determine costs to perform the assigned mission for the entire FY. Once the total dollar amount is determined, a prioritization of these requirements must be made. There are three priority levels for which each expense can be placed:

1. The first priority level is the highest priority. This is reserved for those goods/services that you must have to perform the mission.
2. The second priority level is for those goods and services that allow you to perform the mission at an improved level. However, the mission could still be accomplished without them.
3. The third and final priority includes all other known requirements.

Second quarter

During the second quarter, 1 January through 31 March, it is time to “sweep up” the last miscellaneous items of initial distribution, and forge further into execution.

The execution phase requires periodic tri-annual, three times a year, reviews be conducted. January heralds the arrival of the first period of the tri-annual review of the ODL. The *primary goal* of the ODL review is to locate and clear discrepancies between the resource advisor’s record and the official accounting records. Validations of the fund cite, document number, and dollar amount for each line item is required and in the correct stage of accounting.

For example, you must review open travel orders in this part of the tri-annual review. You need to verify open travel orders on the ODL that are more than a month old. Many RAs require travelers supply a copy of their paid settlement voucher as support documentation.

Third quarter

During the third quarter, 1 April through 30 June, the execution phase continues in full swing. Now that it’s April, you can focus on the second phase of the tri-annual review of the ODL. Throughout the

fiscal year, your MTFs will complete tri-annual reviews. The primary goal of the ODL review is to locate and clear discrepancies between the RA's records and the official accounting records. Although the third quarter gives you time to focus on the tri-annual review, you are responsible for continuously reviewing the ODL throughout the year and not just during the tri-annual review process.

Fourth quarter

The fourth quarter, 1 July *through* 30 September, is the hottest part of the summer and things are definitely heating up in the resource management element! This is when you tie up all of the loose ends of the execution phase. It is also the time when most of the personnel within the resource management element are clearing their calendar to prepare for the main event—end-of-year closeout! During the fourth quarter, the third and final tri-annual review finalizes, execution is still in progress, and it is now time to prepare for the FY-end closeout.

During the fourth quarter, higher headquarters begins seeking the MTFs financial plan (FinPlan) for the upcoming FY. The primary purpose of the FinPlan is to explain to higher levels not only how much money the MTF needs to carry out the objectives, but also how they will use the funds.

You can think of the FinPlan as a financial blueprint for an organization for a specific period. It is often referred to as the operating budget. The FinPlan or operating budget is the basic ingredient for successful resource management. It reflects an organization's funded and unfunded requirements.

622. End-of-year closeout

You will find that FY-end closeout is probably the most exciting time of the year for anyone working in financial management. It is during this period that everyone works with a sense of urgency with the looming expiration of the current year funds. Considerable command attention is on effectively using available funds on prioritized, operational needs. Likewise, a lot of functional attention or MTF attention is on the need to record all valid obligations before the end of the FY is closed out. The key to an effective closeout is communication between all of the players involved. Key organizations consist of the following:

- Contracting.
- Logistics.
- Accounting liaison office (ALO).
- Financial analysis office.
- Responsibility center managers.
- RAs.
- CCMs.

While each FY-end closeout has its own challenges, there are certain items that do *not* change from FY to FY. Some of the general closeout responsibilities of the resource management personnel (RA especially) are as follows:

1. Monitor the base organization closeout instructions to ensure timely coordination of required actions by the personnel involved in the funding.
2. Assist in obtaining documentation to ensure all commitment documents are fully obligated or de-committed *prior* to 30 September.
3. Validate all due-outs with logistics. Confirm all memo due-outs and cancel any requisitions no longer required.
4. Monitor TDY travel and assist the ALO in liquidating all travel obligations.
5. Notify AFMOA immediately if a surplus or deficit in funds develops.
6. Complete any other closeout instructions or orders given by the Financial Analysis Office.

4. What are five-digit-number identifiers depicting the specific program in which moneys are expended?
5. What three- to five-digit number indicates the type of cost incurred within a work center?
6. What office is headed by an officer or supervisor who is responsible for the management of resources in the unit and who, in most instances, can significantly influence the expenses incurred by the unit?
7. For what purpose is an RC/CC code used?

616. The resource adviser and cost center manager

1. Who is the MDG/CC's "right hand" for most financial matters?
2. In what four areas should the RA assist the MDG/CC?
3. What is cost containment?
4. Who is in the best position to see how funds are expended in their responsibility center?
5. Who is responsible for training the CCMs?
6. Who is the OPR for the cost center lists and backorder lists?
7. What should be kept in the CCM guide?
8. Who appoints the CCM in writing?

617. Conduct cost center manager guide

1. What is the basic information CCMs need for their initial training?

2. What system is the brain that updates and maintains accounting records for accounts receivable and payable?

618. Financial documents

1. What financial form is used to request the purchase of goods or services through channels other than supply?
2. Who *must* sign the MORD stating funds are available?
3. What is completed when requesting services from another DOD agency?

619. Financial reports

1. What document provides open accounts payable and accounts receivable, purchase request, and contract status information?
2. What is an appropriation warrant?

620. Cost center manager analysis of expenses

1. What are the two stages of accountability CCMs need to understand when performing analysis of expenses?
2. Which stage of accountability includes undelivered orders outstanding, accrued expenditures unpaid, and accrued expenditures paid?
3. What is an accrued expenditures unpaid?
4. What should a CCM *never* do?

621. The budget timeline

1. What does the executive and legislative branches of the government work on during the first quarter?

2. What time frame constitutes the first quarter of the fiscal year?
3. What begins the execution stage of the financial process?
4. What agency distributes funds to the individual MTFs?
5. What does the FAD identify?
6. Who develops the spend plan?
7. What are the *three* priority levels for which an expense can be placed?
8. When is the second quarter?
9. What is the *primary* goal of the ODL review?
10. In what quarter does higher headquarters seek the MTFs financial plans for the upcoming fiscal year?

622. End-of-year close-out

1. During the fiscal year-end closeout, where is the focus of the various command elements? The MTFs?
2. Who are the key players involved in the fiscal year-end closeout?
3. Specify at least three resource management responsibilities during the fiscal year-end close out.

2-2. Uniformed Business Office and Data Quality

Previously, most of the focus was on preparing and planning an MTF's budget. Now, you are moving on to another responsibility within the resource management office (RMO) called the uniformed business office (UBO). The UBO is responsible for the medical services account (MSA), the third party collection (TPC), and the medical affirmative claims (MAC) programs. The MTF business office administers these reimbursable programs.

The MSA function consists of billing and collecting funds from DOD beneficiaries for medical and dental services for inpatients, other patients in MTFs, and civilian emergency patients. MSA provides a complete and reliable financial record of transactions including collections control, accounts receivable, deposits, and patient valuables. At MTFs where the volume of cash transactions does not support an MSA office, the parent MTF or local supporting financial services officer (FSO), defense accounting officer (DAO), or disbursing officer (DO) makes collections and deposits. The Composite Health Care System (CHCS) automates the MSA functions. To run the MSA function effectively, follow the program guidance for CHCS.

At this level of the resource management process, HSMs play a huge role in ensuring the MTFs expend funds wisely and collect it appropriately. UBO personnel also work hand-in-hand with the admissions and dispositions personnel by providing oversight of patients' valuables.

623. Safeguard patient valuables and weapons procedures

As you learned in volume 2, each inpatient has an opportunity to deposit their valuables for safekeeping with the custodian of patient valuables. The patient (or sponsor) signs the AF Form 560 and indicates whether they desire to deposit valuables. If a patient remains in your hospital for any significant period, you can be sure they will want to withdraw either part or all of their valuables at one time or another. The system used at your facility must be flexible enough to permit these types of transactions.

Responsibilities

The MDG/CC has the authority and responsibility for accepting patient valuables for storage and safekeeping. However, the MTF commander normally delegates this authority in writing to a custodian of patient valuables and an alternate custodian. The custodian or their alternate performs the actual duties associated with patient valuables. Rank or grade does not restrict the appointment of a custodian of patient valuables.

An MTF's effective management of patient valuables depends largely on the successful cooperation among the admissions and dispositions (A&D) staff, the MSA staff, and the custodian for patient valuables. The MSA office is responsible for storing and safeguarding personnel valuables such as cash, jewelry, and similar articles. The MSA office is also tasked with providing adequate facilities (such as a safe or locked cabinet) for the storage of patient valuables.

Usually, A&D personnel begin the process of briefing patients on the patient valuables system during the admissions function. In most facilities, the A&D technicians will complete the AF Form 1052, Envelope for Storing Patient's Valuables and/or DD Form 599, Patient's Effects Storage Tag, as required.

Unacceptable items

Although the MSA office is responsible for providing this important service, there are limitations. For example, the following items are *not permitted* to be stored during a patient's hospital stay:

1. Personal firearms.
2. Knives with blades above the length permitted by law.
3. Any other items that could be considered a menace to safety or health.

If you do come across these items, call security forces, and they will confiscate the items.

The forms—a medical service account perspective

The MDG/CC appoints an individual to serve as the custodian for patient valuables. The custodian is responsible for maintaining the necessary records and protecting valuables accepted for safekeeping. The MSA officer is responsible for the proper care of the controlled forms you use to secure the patients' valuables. For instance, upon receipt the MSA officer consecutively numbers the AF Form 1052 and the DD Form 599, and records the information in a log specifically for this purpose.

The MSA officer issues the custodian only the quantity of forms you need to meet the requirements you expect for a reasonable period. The MSA officer also maintains all excess forms in a locked safe or cabinet inaccessible to the custodian and other individuals.

Tying up the loose ends

Any individual who discovers a loss of patient valuables must report the loss immediately to the MDG/CC for administrative action. The report states how the loss was discovered and any other facts concerning the loss.

Patients, whose valuables are lost, mistakenly released, or stolen while in the custodian's possession may file claims for compensation from the staff judge advocate (SJA) or judge advocate general (JAG).

The MSA staff's responsibilities stretch far beyond that of managing patient valuables alone. The next objective will discuss some of those tasks, such as working with accounts receivable and depositing funds.

624. Medical affirmative claims

The purpose of the medical affirmative claims (MAC) program is to assist the SJA in attempting to recover the cost of providing medical care to individuals whose injury or disease a third party causes. The *Federal Medical Care Recovery Act* authorizes the Air Force to recoup the costs of medical care for injury and disease when a third person causes it under liable circumstances. MAC exists for the sole purpose of recovering these funds.

All funds collected by your facility are directed right back into your facility. This provides your Medical Group commander with additional money that can go for such things as medical equipment and supplies, or even pumping up the Medical Group recognition program! That is why an entire section of this CDC focuses on the ever-important MAC program.

As an HSM, you do not bear the burden of deciding which cases to direct to the MAC program for recouping funds. You must understand that your role is to identify and report each injury case to the proper agencies. This includes collecting, processing, and maintaining the AF Form 1488, Daily Log of Patient Treated for Injuries.

Identify all beneficiaries who seek care at the MTF for an injury, or disease in some cases, on an AF Form 1488. Examples of injuries/diseases include, but are *not* limited to, the following:

- Motor vehicle accidents.
- Sports injuries.
- Injuries such as falls, cuts, mishaps at home of residence or place of business.
- Food poisoning obtained from fast food restaurants.
- Sexually transmitted disease.

Patient identification

Medical Group personnel identify patients on the log regardless of the number of visits for the same injury or disease. The intent is to identify patients who seek care of injuries, not to determine if an injury is actually a medical affirmative claims case. The base legal office determines if the patient encounter falls under the realm of the MAC criteria. When a clinic (emergency room, outpatient

clinic, physical therapy, etc.) sees a patient, the technician documents the encounter on the AF Form 1488. The clinical technician records visits on all beneficiaries.

Collecting AF Form 1488

Normally, the technician completes the AF Form 1488 using CHCS but as with most HSM activities, on occasion, it may be necessary to do those tasks manually. The AF Form 1488 must be done on a daily basis; and collect the information discussed below.

Medical Cost Recovery Program

The Medical Cost Recovery Program (MCRP) or base legal office reviews the AF Form 1488 daily. They review the log and determine if the Air Force legal office can pursue a claim for Air Force members. If a member from another service has a potential claim, forward the information to the parent service (e.g., Army, Navy). The legal office and MCRP, for each service, works those claims depending on the service affiliation with the patient.

Reconciliation

The medical facility conducts a quarterly reconciliation with the base MCRP for claims sent to ensure proper identification and processing of medical documentation. The reconciliation consists of a review of the status of each claim (open, transferred, or closed). Correct discrepancies and forward a written report to the SJA and MDG/CC.

Settlement

The legal office deposits claim reimbursements to the servicing MTF's O&M account, and then files appropriate documents with base DFAS to deposit monies in the medical accounts. Before settlement, the MCRP office contacts the MTF to ensure they have documentation of all applicable episodes of care rendered by the MTF, to include patient downtown visits.

625. AF Form 438, Medical Care Third Party Liability Notification

As stated before, you will forward the AF Form 1488 to the MCRP office POC. If warranted, MCRP notifies the MTF MAC clerk of a potential case and requests information regarding any episodes of care associated with the patient's accident or injury.

Upon notification from legal of potential cases, the MTF MAC clerk initiates a MAC file on the patient to document and track expenses for all medical services provided for the tort liability injury or disease.

1. Complete the AF Form 438 and send to the MCRP office within five duty days.
2. Assemble and maintains two copies of the AF Form 438 (alphabetically and sequentially). Maintain forms on a FY basis.
3. Continually look for additional billable encounters until the claim is closed.
4. Create a bill for each episode of care and calculate costs based on the full reimbursement rate for the medical services rendered. You may use the Third Party Outpatient Collection System (TPOCS) to manually create MAC bills.
5. Ensure all entries in the medical record pertaining to the MAC case are stamped "Medical Affirmative Claim."
6. Coordinate with MCRP on a quarterly basis to ensure all cases are properly finalized and closed out.
7. Quarterly, send your tracking log to the MCRP office. They will ensure the case status (open, closed, etc.) is the same. If it is, they will sign it and send it back to you for your commander to sign.
8. Send quarterly reconciliation to AFMAO/SGAR.

626. Data quality roles and responsibilities

Data quality is the accuracy of MHS critical data to support the usefulness of MHS-wide optimization programs, performance-based management, TRICARE contracts, resource allocation, and decision making at all levels, and many other operations and management activities. The purpose of data quality is to insure information is accurate, complete, and timely and to assure uniformity and standardization of information across the MHS (fig. 2-3). Why is data quality important?

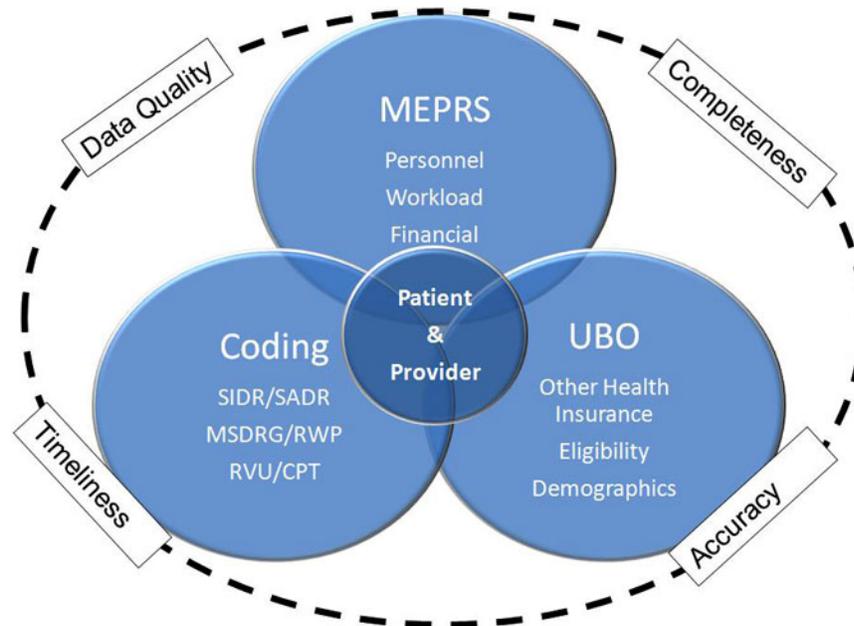


Figure 2-3. Data quality.

Data quality manager

The data quality (DQ) manager at the MTF shares responsibility with colleagues from resource and information management and patient administration to complete the monthly data quality management control (DQMC) review list. Once the list prints, the DQ manager briefs the results to the MTF's executive committee. The commander forwards a monthly data quality commander's statement to the AF DQ manager.

Data quality assurance team

The MTF commander establishes or tasks an existing structure to monitor financial and clinical workload data quality assurance and management controls. Recommendations are for the team to include the DQ manager, directors of clinical activities, MEPRS/expense assignment system (EAS) coordinator, budgeting/accounting, patient administration, health information manager, CHCS administrator, Ambulatory Data System (ADS) administrator, information management, and internal review offices.

Facility data quality manager

The MTF DQ manager coordinates with the data quality assurance team and presents the results of the completed monthly DQMC review list to the executive committee and MTF commander. The DQMC review list and the commander's data quality statement are on the MHS DQ homepage.

Commander's monthly data quality statement

The commander's monthly data quality statement-specific information from the DQMC review list is needed to complete the commander's DQ statement. On the comment section, include the trouble ticket number if there are any data quality issues related to systems operation that the local level

cannot resolve. The MTF DQ manager submits the DQ statement by the last day of the month to the DQ manager. The DQ manager monitors and analyzes these statements for compliance, briefs the surgeon general, and summarizes the findings and corrective actions through the DHA management control manager for the resource management steering committee (RMSC). The DHA management control manager is responsible for assessing the DQMC program and developing the annual statement of assurance for health affairs.

Data quality management control review lists

Completed DQMC review lists are maintained at the facility level. The DQMC does not forward review list to higher headquarters.

Air Force data quality manager

The Air Force DQ manager is responsible for consulting with the MTFs' DQ managers to monitor the DQMC program. Monthly data quality commander's statement results, deficiencies, and findings are briefed to the AF/SG and then forwarded (at MTF level of detail) with proposed corrective actions to the RMSC through the management control program office in DHA no later than the 10th calendar day following the reporting month. Each service is also responsible for including the DHP DQMC program in their medical inspector general (IG) and/or audit agency compliance program and maintaining an historical record of MTF deficiencies and corrective actions.

Defense Health Agency Management Control Program Office

The DHA Management Control Program Office is responsible for conducting periodic meetings with each service DQ managers to review service-level deficiencies and insure a common understanding of the program requirements. The DHA Management Control Program Office also briefs the RMSC and deputy surgeon generals, as appropriate, of appropriate metrics and results from the monthly service submissions, and then reports it on the DQ Web page.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

623. Safeguard patient valuables and weapons procedures

1. The effective management of an MTF's patient valuables depends largely on the cooperation of what three parties?
2. What activity is responsible for storing and safeguarding patient valuables, and for providing adequate facilities for storing patient valuables?
3. Who usually begins the process of briefing patients on the patient valuables system?
4. In most MTFs, who completes the appropriate patient valuable forms?
5. What items cannot be accepted for storage during a patient's hospital stay?
6. Who appoints an individual to serve as the custodian for patient valuables?

7. What are the responsibilities of the patient valuables custodian?
8. Who is responsible for the proper care of the controlled forms used for securing patient valuables?
9. How many controlled forms should the MSA officer issue to the custodian?
10. Where does the MSA officer maintain all excess controlled forms?
11. Any individual who discovers a missing patient valuable must report the loss to whom?
12. Patients whose valuables are lost, mistakenly released, or stolen while in the custodian's possession may file claims for compensation from whom?

624. Medical affirmative claims

1. What patients should be identified on the AF Form 1488, Daily Log of Patients Treated for Injuries?
2. SrA Smith was treated by a physician in the emergency room after receiving a fractured tibia sustained in an automobile accident. After the treatment, he went home but returned later in the evening due to unbearable pain. How many entries on the AF Form 1488 should be annotated in regards to SrA Smith's visits? Explain.
3. Who determines if a patient encounter falls under the realm of the medical affirmative claims case?
4. How often should a new AF Form 1488 be completed?
5. What is the objective of the MCRP?
6. How often must the medical facility conduct a review to reconcile the status of all ongoing medical affirmative claims cases?

625. AF Form 438, Medical Care Third Party Liability Notification

1. What form must be completed by the MAC program manager when the MCRP office POC identifies a case that is a potential medical affirmative claims case?
2. How long does the MAC clerk have to submit this form to the MCRP office?
3. Who receives a copy of the completed quarterly reconciliation?

626. Data Quality Roles and Responsibilities

1. Who establishes or tasks an existing structure to monitor financial and clinical workload data quality assurance and management controls?
2. Who works with the data quality assurance team and presents the results of the completed monthly DQMC review list to the executive committee?
3. What is required for the commander to complete their DQ statement?
4. At what level are DQMC review lists maintained?

2-3. Medical Expense and Performance Reporting System

The DOD is one of the largest and most complex organizations in the world. DOD annually reports billions of dollars in assets. It is also responsible for liabilities of about one trillion dollars. Each FY DOD recognizes several hundred billion dollars of revenues, financing sources, and incurred expenses.

One of the mechanisms that DOD uses in its quest for making sound financial decisions is the MEPRS.

The MEPRS coding structure is a tool that was set in place to act as a cost allocation system. You must account for all money spent to support decisions made in dealing with the MTF budget. The MEPRS coding structure is the tool that will help you.

627. Purpose and use of the Medical Expense and Performance Reporting System

MEPRS ensures each MTF uses standard processes to report information up the chain. MEPRS brings all personnel utilization, workload, and expense data into one system. This includes everything from patient visits, to radiology and laboratory workload, to the amount of time you work at the MTF. MEPRS does this by interfacing with many of the systems within the MTF (such as the CHCS and Commander's Resource Integration System [CRIS]) and by manually inputting data.

If you take the information above, and compile it with the actual operating budget data, the product provides an in-depth, detailed picture of the MTF. This report provides leaders with a gamut of information such as the cost of a lab test, or the cost to operate a specific clinic. Leaders can also determine how much personnel salaries cost, and the costs of an outpatient visit. These examples barely scratch the surface. Eventually, all of the information makes its way up to DOD where they use it to allocate resources. This high profile MTF reporting system is channeled all of the way up the chain of command from the MTF to the DOD secretary for Health Affairs. Along the way, each leader has the opportunity to review the MTF data in order to gain a clear, concise understanding of the processes within the Air Force Medical Service (AFMS) treatment facilities.

If you use this properly, MEPRS is an excellent expense allocation system that accurately reports expenses for military treatment facilities. The MEPRS allocation system captures three types of MTF data:

1. Personnel utilization.
2. Workload.
3. Expense.

Leaders can use the captured MEPRS information to accurately plan for future medical endeavors. The information described in MEPRS provides leaders with the necessary data to consistently project requirements within the medical service. Properly reported MEPRS data enables leaders at all levels within the AFMS to reap the following four benefits:

1. Have an understanding of the costs associated with running the MTF or *cost awareness*.
2. Determine if monies are being spent wisely or determine spending *cost effectiveness*.
3. Make *cost comparisons* with other MTFs or civilian facilities.
4. Determine aspects of *manpower or personnel utilization*.

Medical Group commanders can accurately project monies required for the successful operations of their facility. Alternatively, they can focus on workload data to determine trends in specific areas within the MTF. By analyzing the workload data in conjunction with the personnel utilization data, commanders can hone in on manning issues whether it be shortages or overages.

MAJCOM surgeons general can use the MEPRS information submitted by MTFs in a similar fashion. Yet their focus will probably be on a bigger picture. They can compare MTFs MEPRS data to other like facilities. They can also use the data to determine trends, set goals, distribute manpower and budget appropriately. In addition, other personnel and organizations within the AFMS can use MEPRS data for similar planning. For instance, MEPRS information would be an excellent product for the AF/SG to use when contemplating the AFMS vision and strategic planning.

A perfect example would be the patient-centered medical home (PCMH) being implemented AF-wide. After studying personnel utilization, workload and expense trends, the AF/SG recognized a need for change in the way the AFMS operated.

- Providing better care and improving access to customers/beneficiaries.
- Streamlining medical care.
- Reducing costs by using scarce resources more effectively.

So how did the AF/SG come to the realization they needed to reduce costs? How did the AF/SG come to the realization that it was paramount MTFs streamline medical care? One source document used was the MEPRS information provided by each of the MTFs within the AFMS. The information provided within MEPRS gave the AF/SG concrete evidence needed to understand the areas that needed fine-tuning within the AFMS.

Responsibilities

On a monthly basis, MEPRS information collected at the MTFs located around the world makes its way to the highest levels within the DOD. From the MTF all the way to Air Staff and Health Affairs, key personnel at different levels throughout the MEPRS process have different roles and responsibilities within the program. A few of them are discussed below.

Air Force Surgeon General

As you may imagine, the AF/SG has the ultimate responsibility for the Air Force MEPRS program. Specifically, the AF/SG ensures MEPRS data is implemented according to DOD 6010.13-M, *Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual*, and AFI 41-102, *Medical Expense & Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities*.

The AF/SG is also responsible for receiving, maintaining, and providing MEPRS information to Air Force and DOD agencies as required.

Major command surgeon generals

The MAJCOM surgeon general (MAJCOM/SG) ensures each MTF within his or her control submits quality and timely MEPRS data.

AF Medical Operations Agency Medical Expense and Performance Reporting system office

The AFMOA MEPRS office is also the POC between Air Staff and the major commands regarding MEPRS related issues.

EAS IV functional helpdesk

Air Force Life Cycle Management Center (AFLCMC), Business Sustainment Systems Division, Business Enterprise Systems (BES) Directorate, Decision Support Systems Branch (HIBD), Maxwell AFB-Gunter Annex, AL, is responsible for the initial EAS IV helpdesk support. Defense Health Services Systems (DHSS) is responsible for procurement of hardware, testing, upgrading, and maintaining the software necessary to operate EAS IV to process MEPRS data.

The AFMOA MEPRS office provides execution guidance to all MTF MEPRS program managers on the EAS IV system, but they do not handle helpdesk tickets. As an MTF MEPRS program manager, you will submit a helpdesk ticket for all technical problems to the EAS IV mailbox and courtesy copy the AFMOA MEPRS office. The people at the EAS IV helpdesk and AFMOA MEPRS personnel coordinate on all technical issues, and ensure you receive the appropriate level of support to resolve your issue.

Medical Group commander

Within his or her respective facility, the MDG/CC supports the data collection requirements of the MEPRS program and is responsible for the accuracy of the data reported.

Resource management office

RMO is *primarily* responsible for *managing* the MEPRS program within the MTF. Personnel *within* the RMO are the points of contact for MEPRS.

Medical staff

The medical staff is responsible to ensure the data reported to the MEPRS manager accurately reflects the performance of the MTF.

628. Medical Expense and Performance Reporting System coding structure

Initially, you may think the functional cost codes (FCC) are Greek or Latin in origin. However, after you understand the meanings of each of the letters within the various codes, all of it will make sense!

The hidden meaning of the functional cost codes

A FCC is a five-digit code used to identify functions down to the basic work center. The first four digits are controlled by HQ USAF and describe the organization down to the basic function. The last digit is MAJCOM-controlled and is used to identify command-peculiar work centers. In rare cases, you can have a shared work center. An example may be the Allergy and Immunization Clinic.

Functional account code

This is the *highest* level of accounting. There are seven functional account codes (FAC) you can easily identify. The first letter of every FCC code represents the functional account. The functional account is always identified by one of the following letters: A, B, C, D, E, F or G. Functional accounts identify the major functions of the MTF. The following table shows the descriptions of each of the seven MEPRS FACs.

The Seven Functional Account Codes		
Functional Account	Description	Definition
A	Inpatient Care	Care pertaining to the diagnosis, treatment, and disposition of inpatients.
B	Ambulatory Care (Outpatient Care)	Care involving the examination, diagnosis, treatment, and disposition of eligible patients presenting themselves to the various ambulatory care specialties or subspecialties.
C	Dental Care	The examination and treatment of eligible patients presenting themselves for routine, emergency, and/or preventive dental care.
D	Ancillary Services	Services that assist and augment a provider or dentist in diagnosing and/or treating illnesses and injuries (i.e., pharmacy, laboratory, radiology).
E	Support Services	Services performing the management, administrative, logistical and maintenance functions within the MTF (i.e., RMO, Medical Logistics).
F	Special Programs	MTF expenses incurred as the result of performing those portions of the military mission other than direct patient care (i.e., military public health, bioenvironmental engineering).
G	Medical Readiness	Activities associated with expenses related to medical readiness.

If you refer back to the first FCC example, you can see the FAC is the first “A” of the code ADAA and it signifies inpatient care.

NOTE: If you are new to the world of MEPRS, it may be easy to confuse the FAC and the FCC. Remember, the FCC is synonymous with the MEPRS account code; it is the “whole” MEPRS code. On the other hand, the first letter of the FCC represents the FAC. It is a part of the MEPRS functional cost code. Confused? Here is an example:

ADAA = The four underlined letters represent one FCC = Inpatient Pediatric Care.

ADAAA = The underlined letter “A” represents one FAC = Inpatient Care.

Summary account

The second highest level of accounting is the summary account. Summary accounts are below functional accounts, meaning they capture expenses at a lower level than the functional accounts. The first two letters of the FCC code identifies the summary accounts. Alone, the first letter of the FCC still represents the FAC. Together the first two letters constitute the summary account. The following table shows a few examples:

Functional Account	Summary Account
A = Inpatient Care	AA = Medical Care AB = Surgical Care

	AC = Obstetrical Care & Gynecological Care AD = Pediatric Care AE = Orthopedic Care AG = Family Practice Care
B = Ambulatory Care	BA = Medical Care BB = Surgical Care BC = Obstetrical Care & Gynecological Care BD = Pediatric Care BE = Orthopedic Care BF = Psychiatric and/or Mental Health Care BG = Family Practice Care

Look at the first FCC example. The first and second letters of the summary account are “AD” of the code “ADAA.” It signifies inpatient pediatric care.

Sub-account

A sub-account is the lowest level of accounting. Sub-accounts identify specific work centers. You can identify them by the use of a third letter or both the third and fourth letters. Below are a few examples:

Functional Account	Summary Account	Sub-Account
A = Inpatient Care	AD = Pediatric Care	ADAA = Pediatrics ADBA = Nursery ADDA = Adolescent Pediatrics

Again, refer back to the first FCC code example one last time. Notice that the third and fourth letters of the sub-account “AA” of the code “ADAA.” It signifies inpatient pediatric care.

Cost pool

Cost pools collect operating expenses when two or more work centers share physical space, personnel, and/or supplies. It is easy to identify FCCs that represent cost pools because the third letter is always an “X.” For example, the FCC for family medicine PCMH team A is “BGAA,” and the code for family medicine PCMH team B is “BGAB.” In virtually all MTFs the family medicine PCMH teams share supplies. Therefore, it is logical for them to create the cost pool “BGXA.” You would use the cost center with “BGXA” to order supplies for all PCMH teams, and MEPRS processing, the cost pool expenses allocates to individual teams proportionally depending on the amount of workload each team produces. In this example, the PCMH teams don’t share personnel across teams, so you would not use the cost pool “BGXA” for personnel time reporting.

Functional cost code master listing

The Air Force Medical Support Agency/Medical Resource Management (AFMSA/SGSR) publishes the master listing of all FCCs used in the Air Force. The AFMOA MEPRS office distributes the listing to all MTFs. The list of FCCs is called the Master Account Subset Definition (ASD). Specific business rules define FCCs to include and exclude from the data sets you use for a particular facility. These rules indicate what type of data to collect (i.e., raw, weighted, square footage). You cannot alter or delete the business rules set forth by DOD.

Distributing expenses, workload, and manpower

Before moving on to collecting and processing MEPRS data, you must first discuss how personnel utilization, workload, and expenses distribute within each of the various FCCs. The FCCs provide a means to capture expense, workload, and manpower data within each MTF. The following are examples so you can better understand the process:

ADBA = inpatient nursery

TSgt Moseley works on the Obstetrics Unit at Wright Patterson Medical Center. Working as the equipment custodian, she ordered a \$5,500 neonatal incubator to be used in the inpatient nursery. The funds expended for that piece of investment equipment were reported at the lowest level of accounting within MEPRS—the sub-account or “ADBA.”

When the MEPRS program manager was briefing the MDG/CC the information was broken all the way down to the sub-accounts. This allowed the commander to see the money expended in the inpatient pediatric nursery or “ADBA.”

AD = inpatient pediatrics

The AFMOA MEPRS office briefed the MAJCOM/SG on all the MEPRS data gathered throughout the Air Force. The information briefed was not broken down to such a minute level. The General did not want the specifics of how much money was spent in the Wilford Hall inpatient nursery. He was briefed on the money expended in inpatient pediatrics, which is at the summary account level or “AD.” The \$5,500 expended in the nursery was rolled-up into the summary account.

A = inpatient

The Department of Health Affairs needed expense information on the activities generated by Wright Patterson Medical Center. They did not need the data broken down as far as the sub-account or even the summary account. They needed information on a much broader scale. They were provided information referencing the money spent on inpatient care within the entire MTF. They did not receive any data on the specific \$5,500 purchase within the nursery or the total amount of funds spent in inpatient pediatrics. The money spent in the inpatient nursery along with all of the funds spent within inpatient pediatrics was rolled-up into the functional account level “A.”

Now you understand the various FCCs and how they are utilized within each MTF. The next step is collecting and processing MEPRS data.

629. Collect and process Medical Expense and Performance Reporting System data

If you refer back to the very first lesson of this unit, you will see that MEPRS is an accumulation of an MTF’s expense, workload, and personnel utilization information. Now you must answer the question: How does this data become a part of the MEPRS report? To help you understand the answer to this question it will be broken down into the three areas of data that are collected: personnel utilization, workload, and expense.

Collecting personnel utilization information

How important is this task? Did you know that on average 60–75 percent of an MTF’s total operating expense is from personnel salaries? Any bogus, pencil-whipped personnel utilization data will lead to an inaccurate, useless MEPRS report.

Medical facilities collect personnel utilization data after all MTF personnel enter their labor hours (by MEPRS code) into the Defense Medical Human Resources System internet (DMHRSi) program. The personnel below are responsible for accurately documenting and reporting this information in accordance with Air Force policy:

- Military personnel.
- Federal civilian employees.
- Foreign national employees.
- Personnel “borrowed” from another facility (i.e., manning assistance).
- Students.
- Contract personnel.
- Volunteers.
- Reservists and Air National Guard.

Personnel must submit their timecards no later than (NLT) the close of business (COB) the third duty day of the beginning of the month. Timecard approvers must approve or reject timecards NLT COB the third-duty day after the timecard period ends (Wednesday). You must correct and resubmit all rejected timecards for approval NLT COB the fifth-duty day after the timecard period ends (Friday). Upon rejection of a timecard, timecard approvers immediately notify the individual of the rejections along with the reason for the rejection.

Collecting workload information

Through MEPRS, workload information quantifies the amount of work each work center within the MTF completes. Workload data is one part of the statistical base for assigning costs within MEPRS. Workload data associates with both patient care and non-patient care activities. The information goes to the MTF MEPRS program manager using FCCs. The collected workload data assigns costs of operating expenses to the various MEPRS accounts. The MTF collects workload statistics for each work center and summarizes them for entry into EAS. CHCS captures a large portion of workload data. The following are some examples of workload data that CHCS reports:

- Outpatient visits.
- Occupied bed days.
- Dispositions.
- Admissions.
- Laboratory workload.
- Radiology workload.
- Pharmacy workload.

CHCS has the workload assignment module (WAM) to feed the workload data to EAS. Data transfers from CHCS to the EAS system. After transmission occurs, the MTF MEPRS program manager can view and report the information.

Collecting expense information

You can divide expense information into three main types: personnel utilization expense (e.g., salaries), operating budget ledger (OBL) expenses (e.g., TDY funds, medical/dental supplies, and equipment) and non-OBL expenses (e.g., depreciation, security forces/fire protection, subsistence expenses).

When combined together, these three types of expenses make-up the direct expense schedule (DES):

$$\text{Personnel} + \text{OBL} + \text{Non-OBL} = \text{DES}$$

The CRIS computer software application loads the expense data into EAS. Usually, the MTF resource manager is responsible for updating the CRIS software and providing it to the MTF MEPRS program manager for submission into EAS.

630. Expense Assignment System

The previous lesson briefly mentioned a few of the capabilities of the EAS. The following lessons will focus solely on EAS and describe many of its features.

Processing the Expense Assignment System data

The MTF MEPRS program manager receives all of the personnel utilization, expense, and workload data the MEPRS data need to process. Now what? It is essential the MEPRS manager understands the role and capabilities of EAS to accomplish the MEPRS transmission successfully.

Purpose

EAS is the system responsible for incorporating all of the captured expense, workload, and personnel utilization data into a single report. EAS captures the entire expense, workload, and personnel data

throughout an MTF and turns it into relevant, viable, useful information. The amount of information collected in EAS turns it all into a workable, manageable, meaningful data. The primary purpose of EAS is to process the MEPRS information and its associated reports. Its capabilities are numerous. It enables the collection of monthly data, fixes errors on-line, provides for an automatic allocation process, and enables separate reporting capabilities for each MTF. Additionally, EAS validates all manual and automated inputs prior to the acceptance into the system.

Functions

Many of the routine tasks the MTF MEPRS program manager must accomplish is done through the EAS system, including updating the ASD table, loading personnel, financial, and workload data. Here is a brief look at some of the tasks.

Account subset definition table

Probably the most important MEPRS table is the ASD table. It identifies all the FCCs used by your facility. This table must exist prior to any MEPRS processing. You can only use the FCCs on your ADS table for MEPRS processing.

Defense Medical Human Resources System internet

DMHRSi allows the MTFs to update tables, maintain the master personnel file, process personnel utilization data, create templates, produce reports, and create the EAS output file to transfer the personnel utilization data for further EAS processing.

Financial data

Prior to the seventh day following the end of each month, the MTF MEPRS program manager must create the MEPRS financial data via CRIS. The information on the file then uploads into the EAS.

Workload entry

Remember the CHCS generated data enters the workload. The CHCS interfaces with EAS to make this process easier; however, you may have to manually key some information.

631. Interfacing workload systems

Now you have learned about MEPRS and how data is collected and processed into EAS. The following information discusses some of the reports EAS can produce. The EAS cost table report, EAS personnel detail report, and the EAS allocation summary are three very useful reports you will use in doing a facility analysis of the MEPRS data.

Cost table report

The cost table report contains total expenses, performance factor workloads (Stat Amount), and cost per performance factor amounts at the FCC level.

Personnel detail report

This report lists assigned, available, and non-available full time equivalents (FTE) by FCC. The data is a compilation of the information reported by MTF personnel utilization via the AF Form 3078 or templates. An FTE is a force equivalent of one individual working full time for a specific period, which can make-up several different part time individuals or one full time individual. Let us simplify that definition. For MEPRS purposes, the following equation applies:

$$1 \text{ FTE} = \text{total hours worked} \div 168$$

In other words, an FTE equals 168 hours. For example, SrA Jones reported (on AF Form 3078) she worked 162 hours in ADAA, and SrA Thompson reported that she worked 174 hours in ADAA for the same time period. This equates to two FTEs for ADAA:

$$162 \text{ hours} + 174 \text{ hours} = 336 \text{ hours}$$

$$336 \div 168 = 2 \text{ FTEs}$$

Allocation summary

The allocation summary gives a detailed picture of the expenses processed through EAS. This report shows all monies flowing through the EAS allocation process. It reflects the following three types of expenses:

1. Direct expenses – Expenses charged directly to a FCC work center.
2. Purified expenses – Distribution of expenses (direct and step-down) from cost pools to members of the cost pool; based on a ration of worked performed.
3. Step-down expenses – Distribution of D and E account expenses based on a ratio of workload performed for other accounts to include cost pool, ancillary, and support expense.

Allocation

At first glance, MEPRS may seem to be overly complex. Once you submerge yourself into the process, you will soon discover that not only does MEPRS make sense, but it is also an important document with valuable information. The health services manager who understands MEPRS understands how the MTF functions from many different standpoints. A knowledgeable HSM working with MEPRS understands many of the complex personnel utilization, expense, and workload related issues that few people working within the MTF comprehend!

632. Outpatient workload reconciliation report

The Office of the Assistant Secretary of Defense - Health Affairs (OASD-HA) required a standard integrated system to provide accurate medical manpower, utilization, and expense information to assist the medical leadership in providing efficient, quality health care services to all DOD beneficiaries. The Assistant Secretary of Defense for Health Affairs on 2 July 2008 signed the acquisition decision memorandum for deployment of DMHRSi.

The MEPRS program manager or MPM must ensure that once an out-of-date project has reached the end of its life cycle that the following processes are completed:

- Ensure all time has been charged against a FY project before that project is closed.
- Review project hours to ensure that all time has been submitted and approved against the project in DMHRSi. Projects should be closed the January after the start of the new fiscal year.
- Change the status for the project from “approved” to “closed.”
- Notify the appropriate personnel, including work center timecard approvers and supervisors, and inform them that the FY project has been closed.
- Contact the Air Force MEPRS Program Office if any hours need to be charged to the project after it is closed.

Use the following steps execute the Outpatient Workload Reconciliation Report instructions (fig. 2-4).

```

CHCSR2W - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macrg Window Help
Clerk Front Desk Functions Menu
Emergency Room Menu
Managed Care Program Menu

Select PAS System Menu Option: owrr OUTPATIENT WORKLOAD RECONCILIATION REPORT
Earliest APPOINTMENT DATE/TIME: FIRST// 1jul12 (01 Jul 2012)
Latest APPOINTMENT DATE/TIME: LAST// 31jul12 (31 Jul 2012)
Select APPT DIVISION: 0033 0033 10TH MEDICAL GROUP AIR FORCE ACADEMY HOSPITAL
Select another APPT DIVISION:
DEVICE: SPOOL VMS file
Select SPOOL DOCUMENT NAME: kmv_owrr_jul12
Are you adding 'kmv_owrr_jul12' as a new SPOOL DOCUMENT? y (YES)
EXPIRATION DATE: 10 Aug 2012//

Scheduling Supervisor Menu
Clerk Front Desk Functions Menu
Emergency Room Menu
Managed Care Program Menu

Select PAS System Menu Option: psr Print Spooled Report
Select SPOOL DOCUMENT NAME: kmv_owrr_jul12 kmv_owrr_jul12 03 Aug 2012071930 VIERA,KRISTY M
Number of Copies: 1//
Output to:

```

Figure 2-4. CHCS Outpatient Workload Reconciliation Report instructions.

1. Log into CHCS, type OWRR and hit ENTER.
2. At the “earliest APPOINTMENT DATE/TIME prompt” enter the first day of the month you are processing (i.e., 1Jul15) and then hit ENTER.
3. At the “latest APPOINTMENT DATE/TIME prompt” enter the last day of the month you are processing (i.e., 31Jul15) and then hit ENTER.
4. At the “select APPT DIVISION prompt” enter in your Defense Medical Information System (DMIS) ID and hit ENTER. (**NOTE:** If you have more than one division for your facility, you are able to enter another DMIS ID at the “Select another APPT DIVISION” prompt.)
5. If you do not have another division to enter, just hit ENTER.
6. At the “DEVICE prompt” type in SPOOL and hit ENTER.
7. At the “Select SPOOL DOCUMENT NAME prompt” type in a name for the report (i.e., initials_owrr_jul15) and hit ENTER. At the “Are you adding ‘name of the report’ as a new SPOOL DOCUMENT?” Enter Y for Yes and hit ENTER.
8. Hit ENTER at the “EXPIRATION DATE prompt” and wait a few minutes for the report to run on the server.
9. After a few minutes, you may type in PSR (print spooled report) and enter the name of the report and hit ENTER.
10. At the “Number of Copies prompt” hit ENTER.
11. At the “Output to prompt”, use your mouse to go up to “File” and select “Logging”.
12. This screen will display, Check the “Logging on” box and the “Disk” box, then use the BROWSE button to select the location on a shared drive to save your report. Click the OK button.
13. Next, hit ENTER and the report will scroll on your screen. WAIT for it to finish!

14. Once the report finishes spooling across your screen, use your mouse to go to “File” and select “Logging.”
15. This screen will display; Un-check the “Logging on” box and click the OK button. You can log out of CHCS now.
16. Open an Excel workbook, click on the “Data” tab and select “From text” in the Get External Data area (fig. 2-5).

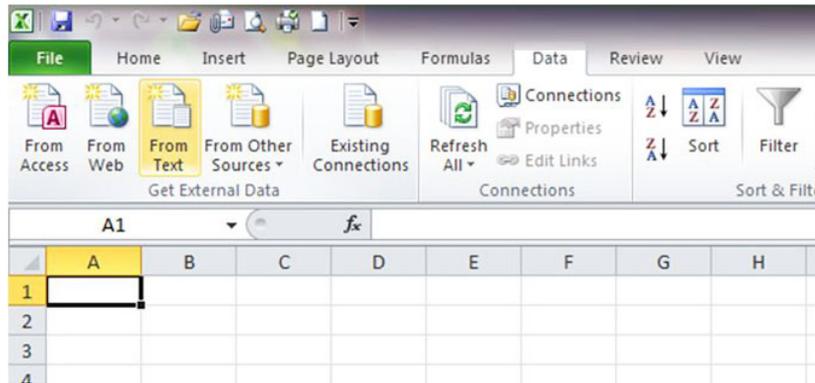


Figure 2-5. Excel, retrieve external data.

17. The “Import Text File” window will appear, select where you saved the report from CHCS and click on “Import”.
18. The “Text Import Wizard” window will appear, select “Delimited” and click the “Next” button (fig. 2-6).

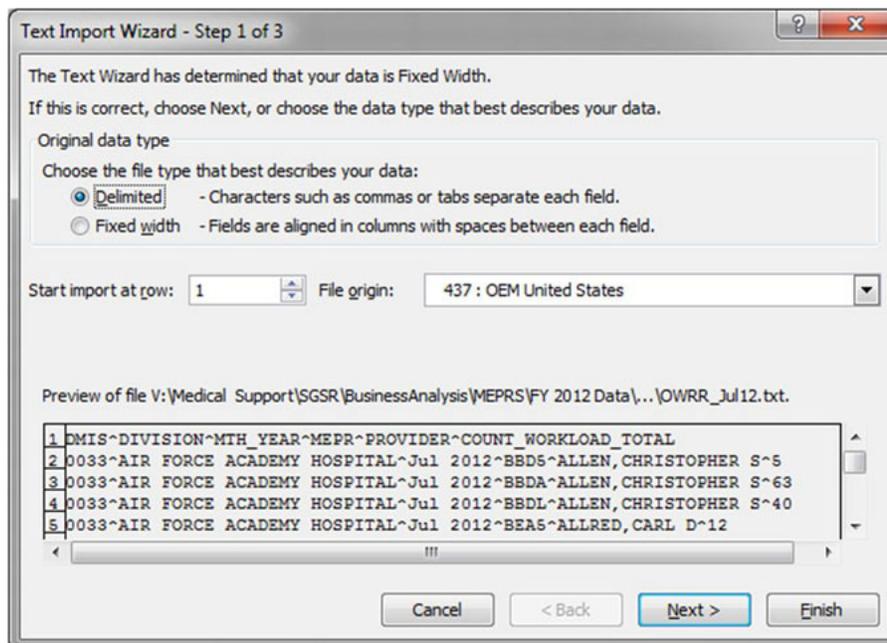


Figure 2-6. Excel, import delimited text.

19. At this screen check the “Other” box and enter ^ in the box and click the NEXT button (fig. 2-7).

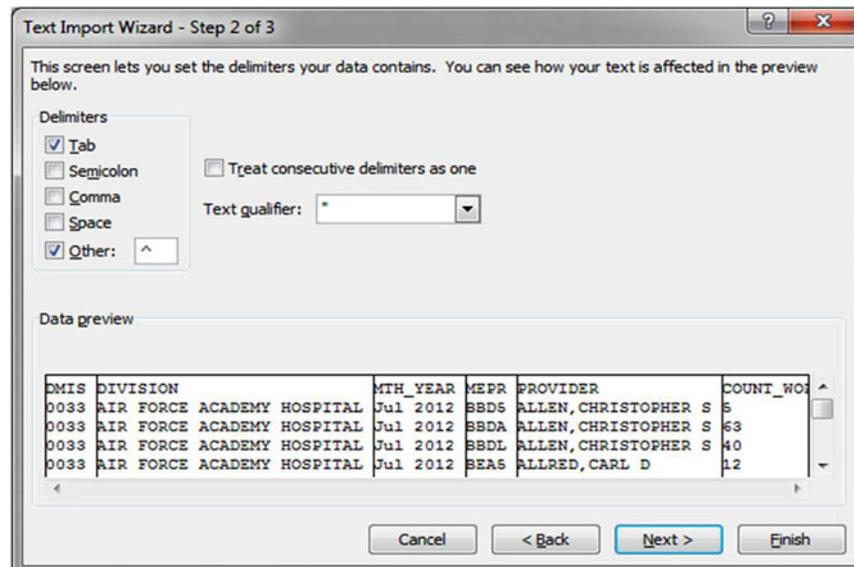


Figure 2-7. Excel, separate text.

20. Next, click the FINISH button.
21. If you get this screen, click the OK button.
22. The data will display and you are now ready to compare the Visits by Provider to the EAS Summary View Report to ensure time is reported where the workload was captured.
23. Finally, reconcile against the Summary View Report and identify any discrepancies.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

627. Purpose and use of Medical Expense and Performance Reporting System

1. What three types of MTF data does the MEPRS accounting system capture?
2. What four benefits can leaders within the AFMS reap with properly reported MEPRS data?
3. What concrete evidence does the AF/SG use to understand that areas need 'fine tuning'?
4. Who has the ultimate responsibility for the AF MEPRS program?
5. Who is responsible for the procurement of hardware, testing, upgrading and maintaining the software necessary to accomplish MEPRS?

6. What office is primarily responsible for managing the MEPRS program within the MTF?

628. Medical Expense and Performance Reporting System coding structure

1. How many functional accounts are there?
2. What letter of every FCC represents the FAC?
3. What account code is directly subordinate to the functional account?
4. What letters within a FCC represent the summary account?
5. What is the lowest level of accounting within the FCC?
6. When are cost pools used?
7. How are cost pools easily identified within the FCC?
8. Who published the master listing of all FCCs used in the AF?

629. Collect and process Medical Expense and Performance Reporting System data

1. What is the approximate percentage of an MTF's budget that is allocated towards personnel in the form of salaries?
2. Place an X next to each of the MTF personnel who are required to complete a monthly timesheet.

- ____ (1) Reservists and Air National Guard personnel.
- ____ (2) Volunteers.
- ____ (3) Students.
- ____ (4) Personnel “borrowed” from another MTF.
- ____ (5) Foreign national employees.
- ____ (6) Federal civilian employees.
- ____ (7) Military personnel.

3. When must time sheets be turned in to the MTF MEPRS program manager?
4. What are some examples of workload data that CHCS reports?
5. When combined together, what three types of expenses make-up the DES?
6. What computer software application is used to upload financial data onto the EAS?

630. Expense Assignment System

1. What system is responsible for incorporating all of the captured expense, workload, and personnel utilization data into a single report?
2. Prior to acceptance into the system, what does the EAS validate?
3. What identifies all FCCs used by an MTF?
4. Prior to what day will the MTF MEPRS program manager create the MEPRS financial data via CRIS?

631. Interfacing workload systems

1. What detailed MEPRS report contains total expenses and cost performance factor amounts at the detailed FCC level?
2. What equation is used to determine the appropriate amount of full time equivalents?

3. SrA Jones reported she worked 162 hours in ADAA, and SrA Thompson reported that she worked 174 hours in ADAA for the same time period. Between the two, how many FTEs do their work hours represent?
4. What report reflects direct, purified, and step-down expenses?
5. What three types of expenses will this report reflect?

632. Outpatient workload reconciliation report

1. Who requires a standard integrated system to provide accurate medical manpower, utilization, and expense information to assist the medical leadership in providing efficient, quality health care services to beneficiaries?
2. Who does the MEPRS program manager contact if any hours need to be charged to a project once it has been closed?
3. What Microsoft tool do you use to capture the data from CHCS?

2-4. Manpower

To a great extent the success of your MTF's mission depends on the assigned personnel. Supervisors in the MTF provide the highest quality health care services with the support of the subordinates assigned to them. If the number of people working in the MTF cannot satisfy patient needs, it becomes increasingly difficult to successfully accomplish the mission.

633. General principles regarding unit manpower document

The unit manpower document (UMD) is the primary manpower tool for managers. It is a monthly computer product available through the base manpower office. Authorized manpower spaces are shown by functional account with the authorizations displays over fiscal quarters. Manpower authorizations define each position in terms of its function, organization, location, skill, grade, and other appropriate characteristics commands use.

Unit manpower document fields

The Manpower Programming Execution System (MPES) is the source database for the UMD and provides a clear picture of manpower authorized positions within an MTF or organization. It is the tool used to execute (fill) validated and funded manpower positions or billets. The following information explains the various sections within the UMD.

Personnel accounting symbol

An eight-digit alphanumeric code identifying the servicing military personnel office, the command identification, and unit is called the personnel accounting system (PAS). The last four digits of the PAS code refer to a unique unit and don't repeat within other command IDs. These last four digits are

referred to as the PAS code on the UMD. For example, AU4WF7WN is the PAS code for 11th Force Support Squadron (FSS), but on the UMD, you will only see F7WN.

Command identifier

The command identifier (CID) is a two-digit alphanumeric code that identifies the command that a position falls under. For example, CID is 4W.

Position number

The position number (POS) identifies a manpower requirement, which is a statement of manpower needed to accomplish a specified job, workload, mission, or program.

Air Force specialty code and title

The Air Force specialty code (AFSC) is a numeric code that identifies the skill set and may include an alpha prefix or suffix. The AFSC title identifies basic groupings of positions requiring similar skills and qualifications.

Special experience identifier

Special experience identifiers (SEI) identify special experience and training the position needs. SEIs do not reflect in the classification system and provide a means to achieve greater flexibility in the management of personnel resources.

Required grade

The required grade (RGR) shows the military grade the work center earns according to a manpower standard. The Air Force conducts an in-depth analysis on a duty section, which creates a manpower standard. This manpower standard states what grades are required to successfully meet the published standards.

Funded grade

This field shows the grade that the military can provide for the position. Funded grades (GRD) go to the MAJCOMs through the career progression group (CPG) process. This group equally distributes grades across all MAJCOMS, which maintains force structure integrity. Each MAJCOM distributes the grades accordingly, while staying within the guidelines of the CPG.

Program element code

This alphanumeric code identifies the funding source for the position. The first five characters are normally numeric (and the sixth is always alphabetic). The first character of the PEC identifies the major force program (MFP). The numeral "8" (87700B) represents training, medical, and other general purpose activities.

Fiscal quarters

The fiscal year begins 1 October and ends 30 September. Fiscal quarters are as follows:

- 1 Oct - 31 Dec - First Quarter
- 1 Jan - 31 Mar - Second Quarter
- 1 Apr - 30 Jun - Third Quarter
- 1 Jul - 30 Sep - Fourth Quarter

On the UMD "99/1" is the first quarter of fiscal year 1999 and "00/4" is the fourth quarter of fiscal year 2000.

Installation or location indicator

The installation or location indicator (ILC) is an alpha code identifying the exact location of the unit or installation in geographic coordinates.

Organizational structure code

The organizational structure code (OSC) is an alphabetic code, between two and four characters in length that identifies the internal organizational structure of a specific unit.

Functional account code

The FAC is a four-digit code identifying a particular work center. HQ USAF controls the codes. **Zero balance transaction**

Each request for an increase in UMD authorizations must be accompanied by a proposal for an equivalent offsetting resource/decrease from elsewhere. This is referred to as a zero balance transaction (ZBT). Any request that asks to change manpower must not increase authorizations, skill level, grade requirement, or PEC funding. A ZBT should be a 'no cost' action to the command. Failure to identify an off-set authorization delays processing and may result in disapproval.

Authorization change request

The authorization change request (ACR) is the commander's vehicle for making changes to his or her UMD. Commanders can request to move positions within their unit from one work center to another and change AFSCs as long as there is an equal off-set. The effective date for military UMD changes is current quarter plus two additional quarters. This allows time for the Military Personnel System to provide your unit with a body.

Organizational change request

The organizational change request (OCR) is a request for organization action such as unit activation, inactivation, redesignation, or variation to a standard structure. The OCR *must* include a mission directive proposal, or update. If a fore structure action directs the change, the unit does not need to complete an OCR. After notifying HQ USAF/A1M, a MAJCOM, forward operating agency (FOA), or direct reporting unit (DRU) may return a changed organization to a prescribed configuration. HQ USAF/A1M reviews OCRs and upon approval, directs commands to reflect the action in the programming actions involving units, installations, and unit equipment report.

Career progression group

As mentioned earlier, the CPG equally distributes grades across all MAJCOMS, to maintain force structure integrity. They do this because Congress constrains, or limits, the number of active duty general officers, field grade officers, chief master sergeants, and senior master sergeants. The MAJCOMs, FOAs, and DRUs ensure the authorized grades in MPES are consistent with these constraints. In addition to these constraints, the Air Force must control the number of manpower authorizations in each military grade to meet the constraints of the personnel budget and to ensure the best possible grade and skill level mix within each AF specialty.

634. Manpower and manning reconciliation

The UMD and unit personnel management roster (UPMR) are the two management documents to help you manage your manpower and manning resources.

Unit manpower document

The UMD is a detailed manpower listing that reflects the distribution of authorizations by work center. It tells you the number of personnel authorized in the unit by AFSC. It is the primary document reflecting positions authorized to accomplish the mission. The installation manpower office periodically supplies a new UMD, and they can supply one upon request. You should routinely check this document for accuracy and for tracking authorized manpower strength.

It provides the authorized positions that a unit is allowed to recruit, train, and promote in the execution of its wartime and peacetime missions. Additionally, the UMD displays currently authorized positions, future positions to be authorized, or positions that will be deleted over a period of two years. The actual authorized positions that appear on the UMD are not there by random. The positions are an accumulation of all wartime/unit type code (UTC) taskings plus the required

“peacetime adds” (generally in support areas) that are needed in the daily operation of a base (e.g., first sergeants, training managers, superintendents, etc.).

Unlike the UPMR, the UMD does not show the names of personnel who occupy these positions. To better clarify, the UMD are positions without people (no faces) and the UPMR lists positions with people (the faces).

Unit personnel management roster

The UPMR is a *by name personnel roster* reflecting authorized positions, position number, AFSC, authorized grade, FAC, and PAS. The UPMR identifies members who have an assignment, indicating the projected month and year of departure. It also shows projected gains and losses by month and year.

Many of the fields on the UPMR (authorized grade, AFSC, FAC) are the same fields on the UMD. The information on the UPMR should match the manpower authorizations on the UMD. Like the UMD, you should periodically check the UPMR for accuracy. Incorrect information on the roster may cause considerable lapses between a person’s departure and the replacement’s arrival. Compare the UPMR with the number of positions authorized on the UMD and report any discrepancies to your unit manning monitor.

The UPMR also highlights any mismatches between what is authorized for each position and what the position incumbent has for assigned data. Each position is authorized one incumbent; however, under some circumstances, a second individual could be assigned to a position for a limited period of time. This is known as an “excess condition” or sometimes you hear people describe it as “double-booked.” In situations where the position is graded higher than what is authorized by the position, it causes an overage situation.

635. Manning assistance

Although the UMD identifies what your MTF is authorized, there are times that you need additional manning to execute the mission. This could be due to deployments, retirements, and so forth. The intent of manning assistance is to provide short term manpower to AF units or AF positions within joint units (with additional TDY resources) in the performance of its home base mission. For example: backfilling a critical one-deep position due to the incumbent being hospitalized or a unit instituting an AF special project (temporary workload surge).

Individual mobilization augmentee

Individual mobilization augmentees (IMA) are individual members of the selected reserve or participating individual ready reserve assigned to an active component of the DOD or other US government agency in war, contingency operations, and peacetime to meet national defense, strategic national interest and domestic objectives. An IMA is an individual reservist who usually is assigned to a regular Air Force unit and provides augmentation when active-duty members are absent. The IMA normally trains with the active-duty organization he or she augments. The primary peacetime mission of the IMA is readiness. IMAs are trained/prepared to accomplish their assigned tasks and duties to augment or to offset dwindling active duty manpower in support of the Total Air Force and national objectives.

Traditional reservist

An individual reservist usually reports for duty with their parent Air Force Reserve Command unit, typically a wing, group, or squadron, at least one weekend a month and an additional two weeks a year. An MTF requests manning assistance support from the Air National Guard (ANG)/Air Force Reserve (AFRES) through their respective MAJCOM. ANG/AFRES requires coordination and support for “man days” which only the MAJCOMs control.

Air Force National Guard

An individual air national guardsman typically reports for duty at least one weekend a month, and an additional two weeks a year. The ANG's federal mission is to maintain well-trained, well-equipped units available for prompt mobilization during war and provide assistance during national emergencies (i.e., natural disasters or civil disturbances). When ANG units are not mobilized or under federal control, they report to the governor of their respective state or territory.

Oversees contingency operations

Oversees contingency operations (OCO) funds are intended to mitigate the effects on deployments on healthcare access, quality, and scope. MTFs may pursue any viable options to maintain the peacetime mission and are not restricted to one-to-one backfill contracts. For example, rather than backfilling a provider with another provider, an MTF may instead request OCO funds for additional support staff to improve efficiency and access for remaining providers. The goal is to maintain the MTF's capabilities.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

633. General principles regarding unit manpower document

1. What is the *primary* document that managers use for manpower?
2. How often is this product available?
3. From where is the UMD retrieved?
4. What is the position number?
5. What position requires special experience and training?
6. What does the number "8" represent in the PEC?
7. What is a zero balance transaction?
8. What is the commander's vehicle for making changes to the UMD?

634. Manpower and manning reconciliation

1. What document reflects positions authorized to accomplish the mission?
2. This document shows positions over a period of how many years?
3. What document is a “by name” roster?
4. What does the UPMR highlight?

635. Manning assistance

1. What is the intent of the manning assist program?
2. Who normally trains with the active-duty organization where he or she works?
3. What is intended to mitigate the effects on deployments on healthcare access, quality and scope?

Answers to Self-Test Questions**614**

1. (1) i.
(2) a.
(3) h.
(4) g.
(5) b.
(6) f.
(7) c.
(8) d.
(9) e.

615

1. It provides for worldwide medical and dental services to active forces and other eligible beneficiaries, veterinary services, medical command headquarters, specialized services for the training of medical personnel, and occupational and industrial health care
2. 7
3. The fund citation or fund cite.
4. PEC
5. EEIC code.
6. Responsibility center.

7. It's used by the accounting system to monitor and report purchases by a work center.

616

1. Resource advisor.
2. (1) In establishing spending priorities, (2) choosing policies that will achieve desired results at an acceptable cost, (3) obtaining required resources (fiscal and logistical), and (4) preparing financial plans.
3. The catch phrase that applies to CCMs ensuring all of our scarce resources are spent wisely and effectively.
4. CCM.
5. RA.
6. Medical Logistics Flight personnel.
7. CCM primary/alternate appointment letter, Quick reference phone number (RA, supply, MERC, etc.), Agenda & meeting minutes, Supply Handbook, MEPRS Handbook, Financial Handbook, Financial plan for your cost center, and Target/budget information.
8. The flight commander.

617

1. Supply orientation, equipment management, MEPRS training, financial training, and manpower management.
2. General Accounting and Finance System.

618

1. AF Form 9, Request for Purchase.
2. The individual preparing it and the certifying officer.
3. The DD Form 448, Military Interdepartmental Purchase Request or MIPR.

618

1. ODL.
2. A financial control document, issued pursuant to law (usually appropriation acts) by the Treasury Department, that establishes the amount of monies authorized to be withdrawn (disbursed) from the central accounts that are maintained by the Treasury Department.

620

1. Commitments and obligations.
2. Obligations stage.
3. When an item has been received by the customer, but the invoice from the vendor (i.e., the bill for your purchase) has not been received.
4. Over obligate the government.

621

1. Authorization and appropriations bills.
2. 1 Oct through 31 Dec.
3. The initial distribution.
4. AFMOA.
5. A specific amount of funds authorized for day-to-day operating costs.
6. The RA.
7. (1) The first priority level is the highest priority. This is reserved for those goods/services that you must have to perform the mission. (2) The second priority level is for those goods and services that allow you to perform the mission at an improved level. However, the mission could still be accomplished without them. (3) The third and final priority includes all other known requirements.
8. 1 January through 31 March.
9. To locate and clear discrepancies between the resource advisor's record and the official accounting records.
10. Fourth quarter.

622

1. On effectively using available funds on prioritized operational needs; on the need to ensure all valid obligations are recorded before the end of the fiscal year is closed out.
2. Contracting, Logistics, ALO, Financial Analysis Office, responsibility center managers, RAs, and CCMs.
3. Any three of the following: Monitor the base organization closeout instructions to ensure timely coordination of required actions by the personnel involved in the funding; assist in obtaining documentation to ensure all commitment documents are fully obligated or de-committed prior to 30 Sep; validate all due-outs with logistics. Confirm all memo due-outs and cancel any requisitions no longer required; monitor TDY travel and assist the Accounting Liaison Office in liquidating all travel obligations; notify the Financial Analysis Office immediately if a surplus or deficit in funds develops; complete any other closeout instructions or orders given by the Financial Analysis Office.

623

1. A&D staff, MSA staff, and the custodian for patient valuables.
2. The MSA office.
3. A&D personnel.
4. A&D technicians.
5. Personal firearms, knives with blades above the length permitted by law and any other items that could be considered a menace to safety or health.
6. MDG/CC.
7. Maintains the necessary records and protects the security of the valuables accepted for safekeeping.
8. MSA officer.
9. Only the quantity of forms needed to meet the expected requirements for a reasonable period.
10. In a locked cabinet inaccessible to the custodian or other individuals.
11. MDG/CC.
12. SJA or JAG.

624

1. All beneficiaries who seek care at an MTF for an injury, or in some cases a disease.
2. Two. Patients are identified on the log regardless of the number of visits for the same injury.
3. The base legal office.
4. Daily.
5. They review the log and determine if the Air Force legal office can pursue a claim for Air Force members. If a member from another service has a potential claim, forward the information to the parent service (e.g., Army, Navy). The legal office and MCRP, for each service, works those claims depending on the service affiliation with the patient.
6. Quarterly.

625

1. AF Form 438, Medical Care–Third Party Liability Notification.
2. 5 days.
3. AFMOA/SGAR.

626

1. The MTF commander.
2. MTF DQ manager.
3. The DQMC Review List.
4. The facility level.

627

1. Personnel utilization, workload, and expense.
2. Cost awareness, cost effectiveness, cost comparisons, and manpower or personnel utilization.
3. MEPRS information

4. AF/SG.
5. DHSS.
6. RMO.

628

1. Seven.
2. The first letter.
3. Summary account.
4. The first two letters.
5. Sub-account.
6. When two or more work centers share physical space, personnel and/or supplies.
7. The third letter of the FCC code is always the letter "X."
8. AFMSA/SGSR.

629

1. 60–75 percent.
2. All should be marked with an "X."
3. By the close of business on the third duty day of the beginning of each month.
4. Outpatient visits, occupied bed days, dispositions, admissions, laboratory workload, radiology workload and pharmacy workload.
5. Personnel utilization expense (salary), OBL, and non-OBL expenses.
6. CRIS.

630

1. EAS.
2. All manual and automated inputs.
3. ASD table.
4. Prior to the seventh day following the end of each month.

631

1. Cost table report.
2. $1 \text{ FTE} = \text{total hours worked}/168$.
3. Two.
4. Allocation summary.
5. Direct expense, purified expense and step-down expense.

632

1. OASD-HA.
2. The Air Force MEPRS Program Office.
3. Excel.

633

1. The UMD.
2. Monthly.
3. MPES.
4. It identifies a manpower requirement, which is a statement of manpower needed to accomplish a specific job, workload, mission or program.
5. The SEI.
6. Training, medical, and other general purpose actives.
7. Any request that asks to change manpower must not increase authorizations, skill level, grade requirement or PEC funding. A ZBT should be a 'no cost' action to the command. Failure to identify an off-setting authorization will delay processing and may result in disapproval.

8. The ACR.

634

1. The UMD.
2. Two years.
3. The UPMR.
4. Any mismatches between what is authorized for each position and what the position incumbent has for assigned data.

635

1. Provide short term manpower to AF units or AF positions within joint units (with additional TDY resources) in the performance of its home base mission.
2. IMA.
3. OCO funds.

Do the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter.

Do not return your answer sheet to AFIADL.

24. (614) The official program that summarizes the secretary of defense approved plans and programs for the DOD is called
 - a. Future years defense program.
 - b. Operating budget code.
 - c. Obligation authority.
 - d. Operating budget.
25. (615) What funding structure, mandated by the defense health agency, *must* military treatment facility (MTF) commanders, resource management personnel, and flight commanders review and manage?
 - a. Program elements.
 - b. Budget activity groups.
 - c. Operating budget authority document.
 - d. Element of expense and investment codes.
26. (615) Which organizational unit is headed by an officer or supervisor who is responsible for the management of resources in the unit and, in most instances, can significantly influence the expenses incurred by the unit?
 - a. Flight.
 - b. Squadron.
 - c. Program element.
 - d. Responsibility center.
27. (616) Who is in the *best* position to see how funds are being expended in their responsibility center?
 - a. MDG/CC.
 - b. Resource advisor.
 - c. Cost center manager.
 - d. Flight commander, resource management office.
28. (616) Who is *responsible* for reviewing backorder lists, evaluating stock supply levels, and inventorying all equipment within their responsibility?
 - a. Resource advisor.
 - b. Flight commander.
 - c. Cost center manager.
 - d. Squadron commander.
29. (617) What *must* the cost center managers have in order to operate their cost center?
 - a. Certification.
 - b. Initial training.
 - c. Appointment letter.
 - d. In-processed the unit.

-
-
30. (618) The *intent* of what form is to provide sufficient information for contracting to issue a contract *and* for the financial service office (FSO) to set aside funds for the requirement?
- AF Form 9, Request for Purchase.
 - AF Form 616, Fund Cite Authorization.
 - DD Form 448, Military Interdepartmental Purchase Request.
 - AF Form 406, Miscellaneous Obligation/Reimbursement Document.
31. (619) What is involved at *every* echelon in the administration of an appropriation warrant?
- Budget execution.
 - Open document listing.
 - Budget execution reports.
 - Future year defense program.
32. (620) What represents orders, contracts or agreements (negotiated), and obligations of funds?
- Accrued expenditures paid.
 - Accrued expenditures unpaid.
 - Undeliverable orders outstanding.
 - Undeliverable orders not outstanding.
33. (620) What is the term used when the amount available for obligation is a negative number?
- Allocate funds.
 - Under allocate funds.
 - Obligate the government.
 - Over obligate the government.
34. (621) During the *initial* distribution phase of the budget process, who is responsible for dispersing funds to the MTFs?
- Wing commander.
 - Air Force Surgeon General.
 - Air Force Medical Operations Agency.
 - Secretary of the Air Force, Financial Management Office.
35. (621) Locating and clearing discrepancies between the resource advisor's record and the official accounting records occurs during the triannual review of the
- budget working group.
 - open document listing.
 - operating budget authority.
 - future years defense program.
36. (622) What does *not* occur during end of year close out?
- The RA develops the spend plan
 - Notify AFMOA immediately if a surplus or deficit in funds develops.
 - Monitor TDY travel and assist the ALO in liquidating all travel obligations.
 - Complete any other closeout instructions or orders given by the financial analysis office.
37. (623) Who is responsible for maintaining the necessary patient valuable records and protecting the security of the valuables accepted for safekeeping?
- Custodian for patient valuables.
 - Inpatient unit administration personnel.
 - Admissions and dispositions personnel.
 - Medical service accounts office personnel.

38. (623) If you notice that a patient valuables have been lost, who do you have to immediately notify?
- Admissions and dispositions noncommissioned officer in charge.
 - Medical service accounts office officer in charge.
 - Military treatment facility commander.
 - Custodian for patient valuables.
39. (624) The *objective* of the medical affirmative claims program is to *assist* the
- staff judge advocate to prosecute active duty airmen liable for third party injuries.
 - staff judge advocate in attempting to recover the cost of providing medical care to individuals whose injury or disease was caused by a third party.
 - MDG/CC in attempting to recover the cost of providing medical care to individuals whose injury or disease was caused by a third party.
 - MDG/CC in collecting vital data to determine precisely how our beneficiaries are using medical care.
40. (624) Who *determines* if an injury is actually a medical affirmative claims case?
- MDG/CC.
 - Attending physician.
 - Health services manager.
 - Base legal office or MCRP.
41. (625) What form does the medical affirmative claims clerk initiate for patients identified as a medical affirmative claims case by the staff judge advocate?
- None, the base legal office assumes responsibility for the case.
 - AF Form 1488, Daily Log of Patients Treated for Injuries.
 - AF 438, Medical Care-Third Party Liability Notification.
 - DD Form 153, Federal Medical Care Recovery.
42. (625) How should entries in the medical record pertaining to medical affirmative claims cases be stamped?
- Sequestered record.
 - Third party liability case.
 - Medical affirmative claim.
 - Sensitive medical information.
43. (626) Who is responsible for assessing the DQMC program *and* developing the annual statement of assurance for health affairs?
- Facility data quality monitor.
 - MAJCOM data quality monitor.
 - Air Force Data Quality Monitor.
 - DHA management control manager.
44. (627) The medical expense and performance reporting system (MEPRS) information is routinely channeled to which person or agency?
- Commander in chief.
 - Chief of Staff, United States Air Force.
 - Deputy Chief of Staff, United States Air Force.
 - Department of Defense, Secretary of Health Affairs.

-
-
45. (627) Who is *primarily* responsible for *managing* medical expense performance reporting system (MEPRS) within the military treatment facility (MTF)?
- Medical group commander.
 - Medical support squadron commander.
 - Resources from within the resource management office.
 - Resources from within the personnel and administration flight.
46. (628) What is established to collect operating expenses when *two or more* work centers *share* physical space, personnel, and supplies?
- Cost pool.
 - Sub-account.
 - Element of expense.
 - Functional account code.
47. (629) On average, what percentage of a military treatment facility's budget is allocated for personnel in the form of salaries?
- 50–65.
 - 60–75.
 - 70–85.
 - 80–95.
48. (629) Timecard approvers *must* approve or reject timecards NLT close of business the
- last duty day of the month.
 - first duty day after timecard period ends.
 - fifth duty day after timecard period ends.
 - third duty day after timecard period ends.
49. (630) What *system* is responsible for incorporating all of a military treatment facility's captured expense, workload and personnel data into one single report?
- Expense assignment.
 - Composite health care.
 - Defense eligibility enrollment registration.
 - Medical expense and performance reporting.
50. (631) What report contains total expenses, performance factor workloads, and cost per performance factor amounts at the FCC code level?
- Personnel detail.
 - MEPRS detailed.
 - EAS cost table.
 - EAS allocation summary.
51. (631) What report will give you a *detailed* picture of the expenses processed through EAS?
- Personnel detail.
 - MEPRS detailed.
 - EAS cost table.
 - EAS allocation summary.
52. (632) Once a project has been closed, who does the medical expense performance reporting system (MEPRS) program manager contact if hours need to be changed?
- MEPRS program office.
 - MAJCOM MEPRS monitor.
 - Air Force MEPRS monitor.
 - DHA management control manager.

53. (633) What part of the unit manpower document four-digit code identifying a particular work center which HQ USAF controls?
- MAJCOM code.
 - Program element code.
 - Functional account code.
 - Organizational structure code.
54. (633) What is it called when a request for an increase in the unit manpower document (UMD) authorization *must* be accompanied by a proposal for equivalent offsetting resource/decrease from elsewhere?
- Zero balance transaction.
 - Authorization change request.
 - Organizational change request.
 - Career progression group.
55. (634) What document is a by *name personnel roster reflecting* authorized positions, position number, Air Force specialty code (AFSC) authorized grade, functional account code (FAC), personnel accounting system (PAS)?
- Unit personnel management roster.
 - Unit manpower personnel roster.
 - Unit personnel manning roster.
 - Unit manpower document.
56. (635) What is trained/ prepared to accomplish their assigned tasks and duties to augment or to offset dwindling active duty manpower in support of the Total Air Force and national objectives?
- Traditional reservist.
 - Air Force National Guard.
 - Oversees contingency operations.
 - Individual mobilization augmentee.
57. (635) What is intended to *mitigate* the effects on deployments on healthcare access, quality, and scope?
- Traditional reservist.
 - Air Force National Guard.
 - Oversees contingency operations.
 - Individual mobilization augmentee.

Please read the unit menu for unit 3 and continue →

Unit 3. Personnel and Administration Functions

3-1. Human Resources	3-1
636. Sponsorship program.....	3-1
637. Personnel in- and out-processing.....	3-2
638. Personnel action change and duty information updates.....	3-5
639. Retirement and separations.....	3-6
640. Leave procedures.....	3-10
641. Processing orders in Defense Travel System.....	3-14
3-2. Awards and Promotions	3-21
642. Process awards, decorations, and recognition.....	3-21
643. Promotions.....	3-30
644. Manage weighted airmen promotion system testing.....	3-44
3-3. Management Functions	3-53
645. Base level service delivery model and case management system.....	3-53
646. Duty status tracking.....	3-56
647. Performance evaluations program.....	3-58
648. Basic allowance for subsistence and substance in kind.....	3-62
649. Maintain medical publications and forms.....	3-63
650. Process official mail.....	3-69
651. Monitor personnel information file.....	3-73
652. Monitor drug demand reduction.....	3-74
653. Process inventory management.....	3-75

THE PERSONNEL AND ADMINISTRATION (P&A) OFFICE MANAGES COMMANDER PROGRAMS for all unit members serviced. The mission of the P&A is to provide quality support through the administration of commander programs, in both peacetime and wartime, to commanders, Air Force members and their families. At a minimum, the P&A provides customer service during normal duty hours every duty day. The P&A is responsible for providing commanders (unit commanders, directors, or squadron section commanders) and first sergeants direct support. P&A personnel are responsible for administering personnel programs and other programs the local commander deems necessary for AF Airman in the unit or Airman from other units the P&A supports.

3-1. Human Resources

The Air Force has always placed emphasis on its most valued resource—its people. The reasons for which people choose the Air Force as their profession are as varied as the people themselves are. Throughout this course, you have studied the role of the HSM working in the P&A, as well as the daily duties you may have to accomplish if you are working there. Your duties require interaction with other base level organizations in which personnel actions take place. The military personnel section (MPS) is a source of information and assistance. The following lessons discuss a few of the programs and responsibilities you may to manage in the P&A.

636. Sponsorship program

A MTF sponsorship program is the backbone of a successful human resources plan. The sponsorship program sets the stage for the new arrival and motivates the newcomer about his or her new assignment, regardless of where it may be. The P&A staff plays a huge role in greeting new personnel before they arrive at their new base. That is right; before they ever arrive new members are greeted by

their sponsor, their new supervisor, and their commander. Robust wing-level sponsorship programs even ensure wing commanders send a letter to each new in-bound personnel.

Initial notification

There are many aspects to the sponsorship program and it all begins when the commander appoints, in writing, a primary and an alternate individualized newcomer treatment and orientation (INTRO) manager to administer the program. Next, it is very important that procedures outline the method used to print, distribute, and suspense allocation printouts. *Allocation notices* are generated through MilPDS and are a tool for notifying units that they have inbound personnel as well as to help manage the INTRO program. This allocation notice gives P&A personnel the ability to appoint and train a sponsor, early on, for each new inbound personnel. In order to ensure that sponsors are able to quickly contact inbound personnel, the P&A sends allocation notice to all section noncommissioned officers in charge (NCOIC) and or superintendents with a two-day suspense. In turn, they will choose a sponsor for the incoming individual.

Sponsors requirements

Sponsors selection is based on professionalism, work ethic, integrity, and so forth. Not just anyone should sponsor inbound personnel. The sponsor represents the unit and the section of the new inbound personnel. First impressions are lasting impressions and to get a newcomer off on the right foot. It is imperative that the sponsor be ready, willing, and able to reflect favorably on the unit and the section. Furthermore, the sponsor must have the skills and motivation necessary to help kick start the newcomers assignment by assisting them with in-processing, showing them around the base and the surrounding area, helping them to get settled in billeting, the dorms, or even assisting them with locating a home or apartment.

Finalizing

After the section sends the allocation notice back, the unit commander approves the recommended sponsor by signing the notice and returning it to P&A. After the commander selects and approves the sponsor, the completed report on individual personnel (RIP) is sent to the MPS within two-days. Once the notification is sent, the sponsor must attend sponsorship training at the Airman Readiness Center, if he or she hasn't attended previously. Typically, the P&A personnel tracks this in a simple spreadsheet.

Finally, P&A personnel provide sponsors with pre-printed letters from the unit and wing commander and the sponsor package. Generally, a sponsor package includes a map of the surrounding area, home and apartment brochures, pamphlets of things to do and see in and around the area, specifics of the base, and a little about the unit, group, and wing's mission, and maybe a copy of the latest base newspaper.

637. Personnel in- and out-processing

In- and out-processing are two very important topics that, quite often, do not receive enough attention. A successful in-processing encounter will ensure that a new member to your unit is ready to "hit the ground running!" The P&A is usually one of the first stops for newly assigned personnel and as you know - first impressions are lasting impressions. This is the time for the P&A personnel to shine and show newcomers what a professional organization they are.

In-processing

What most Airmen think when you discuss in-processing is the *in-processing checklist*. This provides new personnel with a list of offices and activities that they must visit in order to become a functioning member of their new unit of assignment. No two checklists are identical. Each unit customizes the checklist to fit the needs of the individual unit.

Checklists are valuable. This tool puts the entire group on notice as to the arrival of a new member. It allows the unit to account for and track new members for their individual concerns. It also gives the new members a wonderful opportunity to explore every corner of their new facility and meet all the great personnel they will work with.

One of the most important aspects of in-processing that is often overlooked is creating a suspense file to ensure all new personnel return their in-processing checklists once completed. Without a system to ensure turn-in, a P&A in-processing program is average at best. There must be a system that ensures 100 percent of a unit's newcomers return their in-processing checklists. This can be as easy as creating a spreadsheet similar to the one below:

Name	Rank	Office Symbol	Date-In-Processed	Suspense Date
Land, Kimberly	AB	SGAR	17 Mar 15	1 Apr 15
Wagner, Jimmy	CMSgt	SGOP	23 Mar 15	25 Apr 15
Santiago, Jason	SrA	SGPF	4 Apr 15	4 May 15

If a newcomer does not turn in their checklist prior to the suspense, P&A personnel should call the member directly to determine the reason for failing to comply. If the problem persists, call the member's direct supervisor. If the problem carries on, continue to use the newcomer's chain of command until resolution.

So why is it so important to turn in the in-processing checklist? If the individual offices in the hospital do not know that A1C Jones arrived to our unit, they will not be able to track her appropriately. How will the training office know if A1C Jones needs to complete cardiopulmonary resuscitation (CPR) if she does not sign in through that office? How will readiness know to schedule A1C Jones for Medical Unit Readiness Training if she does not in-process through Readiness? How will A1C Jones prepare to deploy or go on any TDY if she does not complete the appropriate government travel card paperwork? It is the P&A's responsibility to ensure that A1C Jones has not only turned in her checklist but also to ensure she completed it fully by ensuring the appropriate initials are in each of the required boxes. When the member does return a completed in-processing checklist, the P&A staff files it according to local procedures.

Out-processing

After reading the section on in-processing, I bet you can guess what the out-processing checklist is for. It has the opposite implications as compared with in-processing. As stated above, the in-processing checklist allows the offices in the hospitals to account for and track new members for their individual concerns. It also gives the new members a wonderful opportunity to explore every corner of their new facility and meet all the great personnel they will be working with. Well, the out-processing checklist also allows all of the agencies to delete the losing member's pertinent data in order to ensure they are no longer tracking the losing member.

If an out-going member does not successfully out-process, numerous activities will continue to include the member's pertinent data in their statistics. Databases that track training, readiness, personnel functions, and medical (physical health assessment and dental) tracking will become unreliable. There have been instances where databases become 100 percent ineffective simply because so many personnel did not properly out-process the MDG. Therefore, you need to ensure the member completes the squadron and base out-processing checklist before going to the MPS for their final out-processing appointment.

In- and out-processing members in Defense Medical Human Resources System-internet

If you remember, earlier we defined DMHRSi as a web-based, tri-service, decision support system that enables the MHS to manage medical human resources across the enterprise. Within this system are different modules, and each module has a difference purpose. For this lesson, we are going to review the Human Resource (HR) module. This module displays duty information on the MTF staff,

which in turn, will feed other areas of DHMRSi (manpower, MEPRS, etc). Your focus on in-processing is to ensure newcomers are PCS'd into your unit, attached to the correct unit, and their personal information is correct.

System information

DMHRSi is not the source database for members' information. The system actually receives information from many other systems. The HR module receives information on active duty from MilPDS. This database sends information to the DMHRSi system every Thursday, and in turn updates DMHRSi by the next day or over the weekend. One thing to remember is that any change that is made in MilPDS on Thursday will not update until the following Thursday.

Additionally, as with any database, there are different levels of access. You can see that when you edit information in CHCS. You have different access than the technicians, nurses, and doctors. The same concept applies to DMHRSi. When working in P&A, you could have two levels of access: site application administrator (SAA), or the AF HR manager role. In order to in-process a member if he or she arrives before the projected gain date, you must have the AF HR manager role.

In-processing:

Upon the member's arrival, the P&A staff needs to verify the source system information with the employee. One thing to note, the information in the upper half of the screen comes from MilPDS, not DMHRSi. If this information needs correction, the member will need to do this through MilPDS or the Military Personnel Service (MPS). Once you log into DMHRSi and find the members record, make sure the following information is correct.

- Name (last, first, middle).
- Title.
- Social security number.
- Date of birth.
- Town of birth.
- Region of birth (state).
- Country of birth.

Next, choose the "Office Details" tab and review, edit, or update the employees local email address. After you verify the email address, select the descriptive flexfield to the lower right-hand corner of the form to display "Additional Personal Details" from this menu. Verify the following:

- Person type (Active duty, Reserve, Guard, etc.).
- Service (AF, USA, etc.).
- Grade.
- Date of rank.
- Unit identification code (UIC)/PAS – this field may contain the losing facility PAS until MilPDS updates it.

On the same screen, review and update (if needed) the following information:

- Military company – this field is for Army only.
- Local trainee – yes or no.
- Trainee type – if the member is not in training, leave it blank.
- Foreign military – leave blank unless the member is "Foreign Military."

Out-processing

You will complete this section when members leave the base, to include PCSing, retiring, or permanently separating. Although the member may have left the base, the P&A staff should *never terminate a record through DMHRSi*. The source system will do this when appropriate. If there is a drastic lag time, the P&A staff can modify the assignment information. Search for the employee, and choose to modify the assignment by following the below steps:

1. Click on the ASSIGNMENT button.
2. Select “Alter Effective Date.”
3. Change the “Effective Date” to the date the member no longer belongs to the command; however, the date cannot be before they out-process the MEPRS office.
4. Select organization field and enter “F-NON DHP MEDICAL.”

By moving the employee to the F-NON DHP MEDICAL organization, you are removing this employee from your command as of the date you set. The source system will eventually feed DMHRSi the appropriate information and overwrite any locally entered data. In the meantime, by moving the employee to the F-Non- DHP Medical organization, this employee no longer appears on any local reports and will not interfere with any reports.

That is all there is to in- and out-processing. It truly does set the tone for the unit and places the newcomers on the right track for success.

638. Personnel action change and duty information updates

Personnel action changes, better known as PAC requests, are a common function within any P&A throughout the Air Force. With all the PCS actions and internal personnel moves, it is necessary to have a mechanism in place to help capture the new information. For instance, let us say the 4A0 functional at a nonspecific Air Force base, CMSgt Ronowski wants A1C James, who currently works in outpatient records, to transfer to medical readiness. CMSgt Ronowski makes this decision because we have an inbound airman from the school house that he wants to work in outpatient records. If he simply makes these moves verbally only with the airmen concerned, and does not communicate his requests to the P&A for update in MilPDS, pandemonium is sure to follow. Enlisted Performance Reports (EPR) will not generate on time and when they generate, they will most likely reflect the wrong supervisor. Duty titles will not reflect accurately, and office symbols and UPMRs will be inaccurate. It is a domino effect; all because CMSgt Ronowski did not complete and submit two PAC worksheets.

Each MTF can design their PAC to the facility-specific needs. Regardless of the additional information on the PAC worksheet, it should have a place for the chain-of-command to review and initial or sign the document. This ensures the proper visibility so the chain-of-command has the opportunity to ensure the change is appropriate. It is also important that manpower and the group administrator review and sign off on the change/update as well. A single PAC worksheet can communicate numerous actions to the P&A. These include PCS, PCA, change of reporting official (CRO), and personnel accounting system (PAS) codes, among other things. However, you cannot use it for promotion recommendation.

Permanent change of station and permanent change of assignment

Anytime a member of the MDG PCSs-in, it is imperative that the supervisor completes a PAC worksheet so the P&A can update MilPDS with the appropriate information. Imagine what would happen if the P&A did not update those personnel that will PCS-in for just one month. The negative effects that would inflict the organization would be serious to say the least. It would make accountability next to impossible. In addition, UMPRs would be inaccurate and EPR/OPR-generated products would be wrong and in some cases, nonexistent.

Change of reporting official

CRO is another important reason to ensure a PAC worksheet is completed. Like in our scenario above, when A1C James moves to medical readiness, it is imperative to complete a PAC worksheet to notify the supervisor and chain-of-command.

Miscellaneous personnel action change

Position number, duty title, office symbol, PAS code, duty AFSC changes are important aspects that can affect an organization's structure as well as affect a member's career. Once the P&A receives a complete PAC worksheet, they notify the MPS. Once the duty section submits the change request, the P&A checks the alpha roster to ensure the change has been made. In conclusion, updating a member's personnel information keeps an organization organized!

639. Retirement and separations

When an Airman completes their active duty service obligation or enlistment, they have an opportunity to separate or retire. This lesson covers the different options under separations and retirement.

Separation

Separation and retirement policies were developed to strengthen the concept of military service as a distinct calling different from any civilian occupation. Individuals who acquire military status by enlisting in the Air Force commit themselves to the defense of our nation, its ideals, and its people. Nothing can stand in the way of this commitment! Failure to fulfill that commitment by failing to meet Air Force standards of performance, conduct, or discipline may warrant early separation. Separation and retirement policy promotes the readiness of the Air Force in many ways:

1. Promotes a way to achieve authorized force levels and grade distribution.
2. Provides for the orderly administrative separation of personnel in a variety of circumstances.
3. Is a means of clearly recognizing and preserving standards of conduct by the honorable discharge.
4. Ensures the Air Force is served by members who are able to meet Air Force standards of duty performance, conduct, and discipline.

Airman separation programs

The Air Force provides its members with the training, motivation, and professional leadership they need to meet Air Force standards of performance, conduct, and discipline. Airmen who meet these standards throughout their enlistment continue to reap the benefits that come with serving their country faithfully. Airmen who cannot meet or choose not to meet those standards may identify for involuntary separation, an act that leaves a stigma that lasts beyond military service. Standards and procedures for airman separation programs are found in AFI 36-3208, *Administrative Separation of Airmen*.

Service obligation

Any person who becomes a member of the armed forces incurs a military service obligation (MSO). Unless a member is discharged, any part of the military service obligation the active duty member did not serve on active duty must occur in a reserve component. Simply stated, Airmen who have unfulfilled MSOs are transferred to a reserve component when released from active duty. ANG members revert to their units of assignment. Keep in mind, however, that Headquarters Air Force Personnel Center (HQ AFPC) may direct the discharge of any airman without regard to an unfulfilled MSO.

Difference between discharge and release from active duty

Discharge from active duty is a complete severance, including the military service obligation, from all military status gained by the enlistment concerned. Release from active duty is termination of active

duty status and transfer or reversion to a reserve component not on active duty, including transfer to the individual ready reserve (IRR).

Determining service characterization

Characterization of service is a determination reflecting a member's military behavior and duty performance during a specific period of service. Service characterization is normally based on a pattern of behavior rather than on isolated incidents. The frequency and severity of any disciplinary infractions must be evaluated. If a military record contains derogatory data, the entire service in the current enlistment must be considered. There are circumstances, however, in which a single incident may provide the basis for the service characterization. The following three service characterizations are authorized for administrative separation:

1. *Honorable*, the quality of the airman's service generally has met Air Force standards of acceptable conduct and performance of duty or when a member's service is otherwise so meritorious that any other characterization would be inappropriate.
2. *Under honorable conditions (general)*, if an airman's service has been honest and faithful, this characterization warrants when significant negative aspects of the airman's conduct or performance of duty outweighs positive aspects of the airman's military record.
3. *Under other than honorable conditions*, when basing the reason for separation on a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of airmen. The member must have an opportunity for a hearing by an administrative discharge board or request discharge in lieu of trial by court-martial.

Appropriate service characterization for Airmen in an entry-level status

Airmen are in an entry-level status during the first 180 days of continuous active military service or the first 180 days of continuous active military service after a break of more than 92 days of active service. A separation action initiated while in entry level status is described as an entry level separation and *no* characterization is appropriate *unless* a service characterization of *under other than honorable conditions* is authorized under the reason for discharge and is warranted by the circumstances of the case, or the Secretary of the Air Force (SAF) determines that characterization as honorable is clearly warranted by unusual circumstances of personal conduct and performance of military duty.

In absentia separation

The release or discharge of a member not under military control or not present to take part in the action. Generally, the Air Force does not separate in absentia airmen absent without authority. In most cases, once an airman separates, the Air Force loses jurisdiction for offenses committed before the discharge. If trial by court-martial is appropriate, do not separate the member in absentia. The General Court Marshal authority, or a higher authority, must approve discharge in absentia.

Release from the custody and control of the Air Force

A person released from a void enlistment does not receive a discharge or a service characterization.

How the type of separation affects the individual.

Separations with service characterization of honorable or under honorable conditions (general) are usually treated the same with respect to benefits from the Veterans' Administration (VA) or other federal and state agencies. As a rule, either entitles the veteran to full rights and benefits. The Montgomery GI Bill (MGIB) requires personnel entering active duty after 30 Jun 85 to receive an honorable discharge in order to qualify for educational benefits. Discharge under other than honorable conditions may deprive a veteran of benefits based. The agency that administers the benefits makes a determination in each case.

Retaining a member beyond the expiration term of service

Airmen are entitled to separate from active duty on their expiration term of service (ETS) unless there is a specific authority for their retention. Separation, however, is not automatic. Airmen are Air Force members until they separate by an administrative action. In other words, they cannot just stop coming to work on their ETS; separation processing must take place. Airmen may be retained beyond their ETS only when laws extend their enlistments or when retention is in the following areas:

- To make good time that was lost.
- For action by court-martial.
- To complete separation processing.
- For medical treatment or evaluation.
- To await disposition by foreign courts.

Airmen are not involuntarily retained beyond their ETS for completion of involuntary discharge processing. If the involuntary action will not be completed by ETS, the commander may give Airmen the chance to voluntarily extend their enlistments for time to complete the case.

Voluntary separation prior to expiration term of service

A separation is an ETS separation if the member is within 30 days of ETS and is serving overseas (OS) or is a non-continental US (OCONUS) resident serving outside the home state, territory, or possession. With assistance from the personnel relocation element (PRE), airmen who want to leave the active service of the Air Force prior to expiration term of service (PETS) must ask for separation in writing.

Voluntary separation request based on hardship

Airmen may request discharge when uncommon genuine dependency or undue hardship exists. A discharge under this provision may *exist* for the following circumstances:

- The dependency or hardship is *not* temporary.
- Separation will eliminate or materially alleviate the conditions.
- The airman has made every reasonable effort to remedy the situation.
- There are no other means of alleviation readily available other than the separation.
- Conditions have arisen or have been aggravated to an excessive degree since the airman entered active duty.

Undue hardship or dependency does *not necessarily exist* because of altered present or future income, family separation, or inconveniences usually incident to military service.

Air Force policy regarding involuntary separation

The Air Force makes a substantial investment in recruiting, training, and equipping its airmen. Separation before completion of the obligated period of service results in the loss of this investment and leads to a need for more accessions. Therefore, commanders and supervisors must identify airmen that show likelihood for early separation. They should make reasonable efforts to help these airmen meet Air Force standards, but discharge airmen who do not show potential for further service. Involuntary administrative discharge is not a substitute for disciplinary action and the commander will consult the SJA and the MPS when choosing a course of action.

Factors to consider before initiating involuntary discharge action

The decision to discharge or retain a member is made only after full consideration of all the facts that make the member subject to discharge, including the following considerations:

- The member's potential for advancement and leadership.
- The member's ability to perform his or her duties, presently and in the future.

- Whether the circumstances that are the basis of the discharge action will continue or recur.
- The likelihood that the member will be a disruptive or undesirable influence in present or future duty assignments.
- The seriousness of the circumstances that make the airman subject to discharge and how the airman's retention might affect military discipline, good order, and morale.

Evaluation of the member's military record must include, but not limited to the following matters:

- Records of counseling.
- Past contributions to the Air Force.
- Records of nonjudicial punishment.
- Letters of reprimand or admonition.
- Records of conviction by courts-martial.
- Duty assignments and performance reports.
- Records of involvement with civilian authorities.
- The effectiveness of preprocessing rehabilitation.
- Awards, decorations, and memorandums of commendation.

Isolated incidents and events that are remote in time have little probative value in determining whether to discharge the member. Cases in which circumstances may warrant the use of records from prior enlistments are ordinarily limited to those where patterns of conduct or duty performance show up over a long period. In other words, consider records of adverse material from a prior enlistment or periods of service only if such records would have a direct, strong probative value in the case.

When involuntary discharge is mandatory

Unless an approved waiver exists, discharge processing is not mandatory except for the following reasons:

1. Drug abuse.
2. Civil court conviction.
3. Fraudulent or erroneous enlistment.

Determining the basis of an involuntary discharge action

Once they decide to pursue involuntary administrative discharge, commanders carefully assess all facts to ensure they recommend discharge for the right reason. For example, an Airman whose conduct and duty performance has been unsatisfactory may also have failed alcohol abuse rehabilitation or have a record of minor disciplinary infractions. As a rule, it is best to base the recommendation on the one reason the record most completely supports.

Officer separation program

An officer's right to apply for separation is subject to certain restrictions pertinent to the officer's military status. Unanticipated loss of trained personnel is extremely detrimental to the Air Force. Officers are commissioned due to their potential to contribute to accomplishing the Air Force's mission. Each officer represents a substantial investment. To maximize the return on that investment, every level of command and office involved in processing officer separation cases should assist the officer in timing the separation not only for the officer's convenience, but also for interests of the Air Force.

Policy on approving voluntary officer separations

Approval of an application for officer separation is an executive act that the SAF exercises through any office he designates. The SAF approves an application for separation properly submitted is effective on the date the officer requests *unless* AFPC establishes an earlier or later date.

NOTE: Date of separation (DOS) for officers serving overseas must coincide with the active duty service computation date (ADSCD) for the overseas tour. If this date ends within 12 months after the date eligible for return from overseas (DEROS), the DOS cannot fall earlier than 12 months after DEROS. DOS for officers serving a CONUS maximum stabilized tour must fall at or before the end of the tour, or no earlier than (NET) 12 months after the end of the tour.

Voluntary separation options available for officers

Depending on individual circumstances, officers desiring separation tender a resignation, apply for discharge, or request release from extended active duty. Before officers apply for separation, they must meet with their immediate commander or supervisor. The immediate commander or supervisor helps officers schedule their separations, considering their preference and the interests of the Air Force. Officers apply for separation on AF Form 780, Officer Separation Actions.

Retirement

Members are eligible to retire on the first of the month after completing 20 years of total active federal military service (TAFMS), 10 years of total active federal commissioned service (TAFCS) (in order to retire in officer status), and must have fulfilled all active duty service commitments (ADSC).

Other factors affecting retirement eligibility are investigations (civil and military), Article 15 (nonjudicial punishment), court martial actions, and certain medical conditions. These conditions can halt or delay the processing of a retirement until the issues resolve. The member can submit applications for retirement NET 12 months before the requested retirement effective date and NLT 120 days to include terminal leave and permissive TDY days requested.

Members complete the application for retirement on the Virtual Military Personnel Service (vMPS) application. Once they complete the “check retirement eligibility”, the request is sent to HQ AFPC, and then eventually to the commander where he or she will “approve” the member to retire.

640. Leave procedures

This lesson investigates a very important Air Force program for which the P&A has great responsibility—the unit leave program. In this lesson, you’ll study the objectives, responsibilities, and management procedures of this program. Leave is paid vacation from duty and is to be used for travel, recreation, and diversion from the day-to-day routine and pressures of Air Force duty. It is also for personal reasons and emergencies. Leave is probably one of the most cherished statutory entitlements Congress established. It has been, and continues to be, a strong selling point for prospective enlistees.

Administrative leave practices

Commanders are required to establish annual leave management programs to encourage assigned personnel to use leave in accordance with mission requirements. Much of the operational responsibility for the leave program rests with each individual and the supervisors. However, the P&A monitors the program. To be a successful leave monitor, you must know specific unit responsibilities, procedures concerning leave, administrative leave policies, and special conditions affecting leave.

Leave accrual

Military members accrue leave at the rate of 2.5 days each month of active duty. However, they do not accrue leave while absent without leave (AWOL), in an unauthorized leave status, on excess leave, serving a court martial sentence, or on appellate leave. Any leave beginning during one fiscal year and extending into the next fiscal year is charged to a member’s leave account for the fiscal year in which the leave was taken.

Maximum accrual

Military members cannot carry leave in excess of 60 days into the next fiscal year, unless they are eligible for special leave accrual. In accordance with law, the Defense Joint Military Pay System (DJMS) drops accrued leave in excess of 60 days at the end of each fiscal year (30 September). Individuals with leave balances in excess of 60 days who plan to take leave during the last two months of the fiscal year risk losing leave days, if they are unable to take leave due to military necessity or other unforeseen circumstances.

Example: SMSgt Rae Ann Montgomery will begin leave on 25 September and end her leave on 5 October. She will be charged for six days leave in the current fiscal year and five days leave in the next fiscal year, which begins on 1 October.

Example: On 1 September, MSgt Gary F. Milton discovers that he has 65 days of leave saved. He must take five days of leave before 30 September or he will lose them on 1 October.

Special leave accrual

Members may be eligible to carry up to 30 additional days of leave in excess of 60 into the next fiscal year, if they were unable to take normal leave due to any of the following reasons:

- Deployed to a hostile-fire or imminent-danger pay area for 120 or more consecutive days and received this special pay for four or more consecutive months.
- Deployed for at least 60, but less than 120, consecutive days to a designated hostile-fire or imminent-danger pay area.
- Deployed in support of an operational mission at the national level for at least 60 days.
- Assigned or deployed for a continuous period of at least 60 days to a unit, headquarters, or supporting staff and their involvement in supporting a designated operation mission at the national level prohibited their taking leave.

DFAS automatically carries over up to 30 days of leave when members serve at least 120 consecutive days in a hostile-fire or imminent-danger pay area and receive this pay for at least four consecutive months. If members are not eligible for automatic special leave accrual (SLA) carry-over, they can request recovery of days lost through their unit commander on 1 October. Their unit commander then submits the request to the MAJCOM or FOA director of personnel for approval. Members are ineligible for SLA if they returned from deployment and had the opportunity to use the leave but failed to do so.

Leave approval

While unit commanders have final approval authority, they may delegate approval authority according to the organization's needs. If the commander is absent for short periods, the commander's designated representative may approve requests for leave in the commander's name. The following table explains the levels at which the various types of leave may be approved.

For	The commander may delegate leave approval authority no lower than
Annual leave	First-line supervisor
Permissive TDY, special pass request, and all types of leave other than ordinary	Squadron section commander, deputy commander or equivalent
Emergency leave (enlisted)	First sergeant

Charging leave

Leave must begin and end in the local area. The term "local area" means the place where members live and from which they commute to the duty station. Normally leave begins and ends on the effective dates listed on the approved leave form. As the unit leave monitor, you must ensure the dates on the leave form are correct. Charge leave for nonduty days, including holidays, if they fall

between leave days. If leave includes a weekend, an individual cannot end leave on Friday and begin again on Monday. For example, charge four days if a member requests leave for Friday through Monday. (NOTE: Commanders may allow exceptions in emergency situations.)

If a member departs on leave after performing more than 50 percent of the duty day, that day is considered a day of duty; do not charge leave for that day. Charge the day of return as leave, unless the member performs more than 50 percent of the duty on that day.

Unless authorized an extension, members must be available for duty by 2400 hours on the last day of leave. Members needing an extension must ask for it, either verbally or in writing, before the approved term of leave expires to allow a timely return to duty if the extension is disapproved.

Members who fall ill or need hospitalization while on leave must advise the leave approving authority as soon as possible. The next of kin, attending physician, nearest MTF, or the American Red Cross can accomplish this if members are not able. Do not charge leave while members are admitted to the hospital or home on quarters; their duty status changes from leave to hospitalization/sick in quarters. Chargeable leave ends the day before hospitalization/quarters status and starts again the day after.

Payment for unused leave

The Air Force can pay members for *up to 60 days of unused leave* upon voluntary retirement, reenlistment, separation, or discharge. In addition, members may “sell back” leave upon entry into a first extension of enlistment. By law, members cannot receive payment for more than 60 days leave during their military career. Members forfeit payment of accrued leave if they are discharged under other than honorable conditions, or are involuntarily discharged for unsatisfactory performance or misconduct before completing six months service. This includes prior service members with breaks in service of 93 or more consecutive days.

Convalescent leave

Convalescent leave is an authorized absence granted to members who are under medical or dental care as part of the treatment prescribed for recuperation and convalescence. Do not charge this leave to the member’s leave account. Convalescent leave begins on the day of discharge from the MTF, and ends on the day before the member returns to duty.

Commanders approve convalescent leave on the written recommendation of the military physician who is most familiar with the patient’s condition. Convalescent leave can extend by 30 days, but only with additional medical review and consent. This provision does not apply to postpartum convalescent leave for childbirth, which is 42 days.

Terminal leave

Terminal leave is chargeable leave that is in conjunction with separation or retirement processing when the members want to be absent on the last day of active duty. Once members begin terminal leave, they normally may not to return to duty, even though assigned to the organization until the date of separation or retirement.

The amount of terminal leave taken normally limits to the number of days on members’ leave balance; however, members may request excess leave in emergency situations. Commanders approve terminal leave, ensure members complete all separation or retirement processing, and have orders in hand before starting leave.

Emergency leave

Emergency leave is chargeable leave that is within the limits of accrued, advance, or excess leave for a personal or family emergency that requires the member’s presence. Commanders may approve initial periods of emergency leave for no more than 30 days. Extensions of emergency leave cannot exceed 30 days.

Unit commanders can delegate emergency leave approval for enlisted members to the first sergeants. With this authority, the first sergeants can approve up to 30 days advance leave. They also can approve excess leave when the combination of accrued, advance, and excess leave is 60 days or less. The commanders may approve emergency leave for members for any of the following reasons:

- There has been a verified death in the member's or spouse's immediate family.
- To visit a terminally ill person in the immediate family of either the member or spouse.
- Member suffers injury or losses due to a natural disaster, such as a hurricane, tornado, flood, or earthquake.
- Someone in the member's or spouse's immediate family has a life-threatening condition due to an accident, illness, or surgery.

En route leave

Losing commanders grant maximum accrued leave as leave en route with any PCS move, if the delay does not interfere with the reporting date to either a port or a new assignment. Technical school and basic-training commanders may approve advance leave of up to 10 additional days in emergencies.

Permissive TDY (PTDY) is a nonchargeable administrative absence under DOD 1327.5, *Leave and Liberty Policy and Procedures*. Members request PTDYs when funding a TDY is not appropriate. Additionally, commanders may not authorize PTDY in place of leave or special pass nor in conjunction with special passes.

Authorized PTDY reasons are listed in AFI 36-3003, *Military Leave Program*, Table 7.

Let's discuss a few common PTDY reasons; the first is house-hunting. PTDY for house hunting is for active duty members to secure off-base housing near a new permanent duty station. The losing unit commander may authorize up to 10 days PTDY house hunting for members who desire to obtain off-base housing prior to signing out of the unit. Individuals who are unable to go house-hunting prior to signing out of their losing unit, may be authorized up to eight days for house hunting while en route PCS, or from their gaining unit commander upon arrival. This does not include searching for a house in a close proximity PCS or permissive reassignment.

Another PTDY you may often encounter is retirement or pre-separation relocation PTDY. This PTDY provides eligible members the opportunity to search for a new job and residence. Losing commanders may approve up to 20 days for CONUS member and up to 30 days for members stationed overseas. The commander may also authorize PTDYs for a member accompanying a dependent or military patient to a medical treatment facility not in the local area when medical authority deems it necessary, and to attend national conventions or meetings hosted by service-connected organizations (i.e., Air Force Sergeants Association or the Noncommissioned Officers Association.)

Leave disapproval authority

Leave is a right; however, unit commanders can disapprove leave requests due to military necessity or in the best interests of the Air Force. Unit commanders may delegate disapproval authority to a level no lower than first-line supervisors (for headquarters staff, no lower than assistant functional deputy directors or equivalents). Commanders may adjust delegation of authority based on mission requirements.

Recall from leave

Unit commanders may recall members from leave for military necessity or in the best interest of the Air Force. When recalling a member, do not charge the period of absence as leave when the period between departure on leave and the member's receipt of recall is three days or less. Consider the remaining time of absence as travel time, unless the unit commander determines it is clearly excessive

to the circumstances. If the commander determines it excessive, charge the entire period of absence as leave.

Regular pass

A regular pass (liberty) starts after normal working hours on a given day and stops at the beginning of normal working hours on the next working day. It normally begins at the end of working hours on Friday afternoon until the beginning of normal working hours on the following Monday when non-duty days are Saturday and Sunday.

Special pass

Unit commanders may award three- or four-day special passes for special occasions or circumstances, such as reenlistment or for some type of special recognition or compensatory time off. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the fourth day for a three-day special pass or the fifth day for a four-day special pass. A three-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A four-day special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek.

641. Processing orders in Defense Travel System

Working in the P&A office, you will have to work with members in processing their TDY orders, which is typically done in the Defense Travel System (DTS).

Temporary duty travel orders

A TDY travel order is used for reimbursement of travel and transportation expenses and is a written document issued or approved by the secretarial process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at government expense, and provides the basis for the traveler's reimbursement. Issue a travel order before the travel starts. Do not reimburse for travel when the travel starts before receipt of written or oral orders. Generally, a written travel order is not necessary when:

- Travel is performed within the limits of a permanent duty station or in the immediate vicinity of such station (local travel), and
- It is known that the travel claim involves only reimbursement for commercial transportation for the use of a personally-owned conveyance (POC) approved as being more advantageous to the government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

A competent authority must issue a written order for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order. A written order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (i.e., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in a travel order to expedite processing at rental location). Except when paragraph U2145-B authorizes it, TDY assignments at any one location cannot exceed 180 consecutive days.

Defense Travel System

DTS makes official travel management easy and efficient for DOD personnel and saves taxpayer money. DTS is a unique way for service members to access everything they need online to go on temporary official travel. DTS is more than a travel reservation system; it audits travel documents for compliance with applicable regulations, interfaces with various DOD accounting systems, pays travel

related expenses, and archives documents to comply with Internal Revenue Service (IRS) requirements.

There are two huge benefits that the AF reaps by using DTS:

1. No fee for trip cancellation or changes.
2. Access to last minute seat availability.

These two attractive features save millions of tax dollars and help Air Force personnel to remain good stewards of our ever-scarce budget.

Another huge benefit is for the end user of DTS. Air Force personnel notice reimbursement times are much quicker than the old, antiquated system previously utilized. On average, travelers receive payment three days after their authorizing official (AO) approves the document.

Process orders in Defense Travel System

While working in the P&A office, you may have the duty to process TDY order in DTS. There are two stages, or two times, that you could review orders, you could review the authorization and the voucher. Reference the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR) when reviewing the authorization and voucher.

Processing authorization

The process starts with the individual going TDY; he or she creates a new TDY authorization in DTS. When the member completes the required information, he or she submits the voucher for approval. To review his or her authorization, he or she logs into DTS, and selects the 'Documents Awaiting Your Approval' option. This is in a yellow box towards the top of the home page. When that page opens, identify the record that you need to review, and select the 'review' button next to that order.

Verify the following items under per diem:

- Correct per diem location is used.
- Correct meal rate is used.
- Sponsoring agency can authorize lodging allowance up to 125 percent of the locality lodging per diem rate for conferences. Rates must be included on the authorization.
- Lodging rate is at or below the published rate. If not, the traveler must pay for the difference unless actual lodging is authorized.
- Lodging selected is in accordance with DOD regulations.
- If leave was requested, or meals are to be provided, per diem entitlements are adjusted correctly on the per diem entitlements screen.
- If an overnight flight(s) is indicated, per diem allowances are correctly adjusted.
- If variations authorized are required, this option is selected and appropriate comments are entered via the other authorizations screen.
- If a military traveler is going TDY to a military installation, military quarters is selected or a non-availability number is provided.

Verify the following items under transportation:

- A city pair flight is selected or justification is provided if not used.
- Mode of travel selected is advantageous to the government or the traveler's reimbursement is limited.
- Traveler uses the appropriate form of payment for all reservations.
- If a rental vehicle was approved, a compact car was selected or justification for not selecting a compact car is provided.
- Sufficient justification for each travel policy exception is included on the pre-audit screen.

Verify the following miscellaneous items:

- Trip is necessary and the appropriate justification for the trip is included in Other Auth.: “Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives.”
- Traveler uses his or her government travel credit card (GTCC) for reimbursable expenses.
- If the trip is to a foreign country, the traveler has proper theater and country clearances.
- Sufficient funds are available.
- Selected line of accounting (LOA) is correct.
- Most common errors found in the DFAS audit.

Processing voucher

When the member returns from TDY, he or she will complete a voucher in DTS. After uploading the required documentation, he or she submits it for you to review. Vouchers are in the same screen in DTS as the authorizations. Once you have accessed the voucher, you need to review it for accuracy.

Verify the member attached the following documents (if required):

- Receipts are electronically attached to the voucher for lodging and all individual expenses of \$75.00 or more (to include airfare and rental car).
- Receipts are valid and legible, match the amount of the claim, and show that a payment was made.
- A signed DD 1351-2 or SF1164 is electronically attached if a non-DTS entry agent (NDEA) signs the voucher.

Verify the following per diem (meals and incidental expenses (M&IE) and lodging) items:

- All claimed expenses match receipts.
- No expense is claimed twice (double reimbursement).
- Taxes for CONUS and non-foreign OCONUS (outside the continental US) lodging are claimed on the Non-Mileage Expenses screen.
- Reimbursement for lodging claimed only once (unless dual lodging was authorized).
- Per diem is not paid on excessive travel days.
- Any meals provided (e.g., as part of a registration fee) are properly accounted for.
- If the estimated cost of lodging is different than actual cost, lodging costs are adjusted on the Per Diem Entitlements screen.
- Per diem is not paid on leave days.

Verify the following transportation items:

- Commercial travel office (CTO) fees are claimed twice (manually entered in either the Other Transportation or Expenses module and automatically entered by CTO when airline reservations were booked).
- CTO fee is claimed under other transportation.
- Airfare amount claimed matches receipt.
- Airfare is not claimed twice (e.g., double reimbursement).
- Compact car is the standard authorized size.
- Rental car is not claimed for reimbursement on unauthorized travel days.
- Claimed rental car rate matches receipt.
- Traveler claimed correct gasoline/fuel amount, if not using government fuel.

-
-
- Mode of transportation is consistent with the approved authorization.
 - Mileage paid correctly per Defense Table of Official Distances (DTOD).
 - Traveler did not claim gasoline/fuel on the non-mileage expenses screen for privately-owned vehicle use.
 - Constructed travel is paid correctly.
 - Unused tickets were returned to the CTO per local policy.

Verify the following other reimbursable expenses:

- Authorized reimbursable expenses are claimed for the correct amount.
- Currency conversion rate is provided and calculation is correct.
- Claimed expenses are travel related.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

636. Sponsorship program

1. To ensure a successful MTF sponsorship program, who must appoint a primary and alternate INTO program manager?
2. Within what time frame must the P&A office forward allocation notices?
3. What qualities should a sponsor possess?
4. What are some items that a sponsor package should contain?

637. Personnel in- and out-processing

1. What provides new personnel with a list of offices and activities they must visit in order to become a functioning member of their new unit of assignment?
2. What is one of the most important aspects of in-processing that is often overlooked during in-processing?
3. What should the P&A personnel do if a newcomer does not turn in their checklist on time?
4. How should a member's in-processing checklist be filed?

5. What does the out-processing checklist allow agencies to do?
6. What module in DMHRSi does the P&A office use to in-and out-process members?
7. When does MilPDS send information and updated DMHRSi?
8. In DMHRSi, how is the demographic information (name, title, SSN, DOB, etc) updated?
9. Although a member may have left the base, what should the P&A staff *never do*?

638. Personnel action change and duty information updates

1. What are some of the actions that a single personnel action change worksheet can communicate to the P&A?
2. What are some of the negative effects of the P&A office not tracking personnel who in-process?
3. What does the P&A staff do when they receive a completed PAC worksheet?

639. Retirement and separations

1. Why were Air Force separation policies developed?
2. What are some ways that separation policy promotes AF readiness?
3. What happens to Airmen who have unfulfilled MSOs?
4. What is characterization of service?
5. What is service characterization normally based on?

6. What service characterization is appropriate for Airmen in an entry-level status?
7. What type of discharge must a member received in order to receive the Montgomery GI Bill?
8. When are airmen entitled to separation from active duty?
9. How can airmen request to leave the active service of the Air Force prior to expiration term of service?
10. Under what circumstances can airmen request discharge when uncommon genuine dependency or undue hardship exists?
11. What does separation before completion of the obligated period of service result in?
12. When airmen show likelihood for early separation, with whom should the commander consult when choosing a course of action?
13. When is involuntary discharge mandatory?
14. What types of voluntary separation options are available for officers?
15. When are members eligible for retirement?
16. Who approves a member's retirement request?

640. Leave procedures

1. What must you know to be a successful leave monitor?
2. In which instance can a military member carry leave in excess of 60 days into the next fiscal year?

3. How many days does DFAS automatically carry over if a member serves at least 120 consecutive days in a hostile-fire or imminent-danger area and receives hostile-fire or imminent-danger area pay for at least four consecutive months?
4. When referring to leave, what is defined as “local area”?
5. Whose responsibility is it to ensure that the dates listed on the leave form are correct?
6. How many days can a member sell back upon voluntary retirement, reenlistment, separation, or discharge?
7. What is convalescent leave?
8. To whom may approval for emergency leave be delegated?
9. Under which circumstance may losing commanders grant maximum accrued leave as leave en route with any PCS move?
10. How many days of PTDY may a losing commander grant when members house-hunt prior to signing out of the unit?
11. When can leave be disapproved?
12. When does a special pass start and stop?

641. Processing orders in Defense Travel System

1. What establishes the conditions for official travel and transportation at government expense and provides the basis for the traveler’s reimbursement?
2. What are some DTS functions?

3. What are the benefits of DTS?
4. What are the two documents you may have to review in DTS?
5. Who enters the authorization in DTS?
6. How much can the sponsoring agency authorize for lodging?
7. What statement needs to be included on every authorization?
8. Receipts in excess of what amount, must be uploaded to DTS?

3-2. Awards and Promotions

People enjoy the recognition and rewards they receive for their outstanding work. For this reason, the Air Force has the awards and decorations program. The objective of the program is to foster morale, incentive, and esprit de corps. Decorations and awards accomplish the objective of recognizing acts of exceptional bravery, outstanding achievement, and meritorious service performed by individuals or units promptly and publicly. People also enjoy opportunities for advancement and progression. The Air Force ensures each member have equal opportunity for promotion. As a HSM in the P&A, it is important you understand the Air Force promotion system. This section covers the awards, decorations, and promotion programs.

642. Process awards, decorations, and recognition

To preserve their integrity, decorations and awards only recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts or services must place member's or unit's performance significantly above their contemporaries and be of such importance that the unit cannot appropriately recognize the member in any other way. Working in the orderly room, you will work with the awards, decorations, and recognition programs.

The Air Force Awards Program

An award is a formal recognition the Air Force gives to a specific group or person meeting specific criteria. This is not to say the Air Force gives awards haphazardly. Far from it! Awards, like decorations, are a meaningful recognition of excellence. Air Force awards give prestige, honor, and job satisfaction to Air Force members.

For the purpose of our discussion, we have grouped awards into three major types:

1. Service awards,
2. Unit awards, and
3. Achievement awards.

Although there is not much involved with “monitoring” awards, as an OPR you must have a wealth of knowledge about the Air Force Awards Program. You must also understand how the quality force concept ties in with every facet of the awards program. Let us take a look at the nominating and processing procedures for various awards.

The following paragraphs include information on the different awards available and who is eligible to receive them. The information that follows lists specifics for individual as well as unit awards:

Service awards

Service awards serve three important purposes and recognize the following:

1. Participation in specific or significant military operations.
2. Honorable active military service during periods of war or national emergency.
3. Specific types of service by personnel serving on active duty or as a member of the Reserve forces.

The following table covers some of the more common service awards you must know in order to properly monitor the awards program.

Service Awards	
Service Award	Purpose for Award
National Defense Service Medal	Awarded for honorable active service during the Korean war, Vietnam conflict, Persian Gulf conflict, Operations Enduring Freedom and Iraqi Freedom.
Armed Forces Expeditionary Medal	Participation in any one of the many operations in which US military members participated such as Operations Restore Hope in Somalia, 5 December 1992 through 31 March 1995, as well as Operations Enduring Freedom and Iraqi Freedom.
Southwest Asia Service Medal	Participation in one of the three following campaigns: <ol style="list-style-type: none"> 1. Defense of Saudi Arabia (Desert Shield), with corresponding dates 2 August 1990 through 16 Jan 1991. 2. Liberation and Defense of Kuwait (Desert Storm) from 17 January 1991 through 11 April 1991. 3. The Cease-Fire Campaign following the termination of the Persian Gulf conflict, from 12 April 1991 through 30 November 1995 A bronze star denotes participation in each campaign period.

When is a person eligible for a service award?

A person is eligible for a service award if he or she was assigned or attached to and present for duty with a unit that meets one of these conditions:

1. Served in the prescribed geographical area established for the award during the designated award period,
2. Designated in appropriate administrative orders as having received the award during the prescribed time period, or
3. Otherwise met requirements for a specific service award.

Ineligibility for a service award

In order for a member to be eligible for the service award, the entire service for the period the award covers must be *honorable*, to included honorable discharge. However, an award is not revoked if a person was awarded and presented an award for service before the dishonorable behavior, unless specifically directed by AFPC.

Unit awards

Unit awards are for military units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the United States. Unit awards recognize acts or services that

place the unit's performance significantly above that of other units of similar composition and mission responsibility. A unit can only have one award for a single act, achievement, or service. Annually, a command can only recommend 10 percent of similar units assigned to them. For one-of-a-kind units, the awards depend on each unit's merits.

A unit award due to an outstanding achievement does *not* preclude a second award for meritorious service. Do *not* include the justification used to substantiate the outstanding achievement award in the recommendation for meritorious service. The unit's entire service must have been honorable during the distinguished act.

Available unit awards

The following table identifies three awards a unit can receive:

Unit Awards	
Award	Requirements
Air Force Outstanding Unit Award (AFOUA)	Awarded <i>only</i> to numbered units such as air forces, air divisions, wings, groups, and squadrons. To be awarded the AFOUA, an organization must have performed meritorious service or outstanding achievements that clearly set the unit above and apart from similar units.
Air Force Organizational Excellence Award (AFOEA)	The AFOEA has the same guidelines and approval authority as the AFOUA. It is awarded, however, to unnumbered organizations such as the following: <ol style="list-style-type: none"> 1. A MAJCOM headquarters. 2. A direct reporting unit. 3. The office of the Chief of Staff. 4. A field operating agency. 5. Office of the Secretary of the Air Force. 6. Other Air Staff and deputy assistant chief of staff agencies.
Joint Meritorious Unit Award (JMUA)	Awarded by the Secretary of Defense to recognize joint units and activities such as a joint task force (JTF) for meritorious achievement or service superior to that which is normally expected

Organizations entitled to a unit award

An organization may display the award elements of a unit award. Subordinate units of the awarded organization may share in the award; however, higher organizations do not. Individual members may also wear the unit award ribbon individually if they were assigned or attached to the unit during the mission or accomplishment of the award.

The career enhancement element is responsible for determining a member's eligibility for the individual devices relating to unit awards and for procuring and issuing such devices. After verifying a member's eligibility for a unit award, career enhancement is responsible for the following:

- Updating the MilPDS.
- Completing the AF Form 104, Service Medal Award Verification.
- Forwarding the form to the customer service element.

Air Force achievement awards

Achievement awards recognize an individual's specific types of achievement while serving on active duty in the Air Force or as a member of the US AF Reserve or Air National Guard.

A person can only receive *one award* of a specific Air Force achievement medal or ribbon. Devices denote additional awards, when appropriate.

Each individual Air Force achievement award has its own requirements. What they share in common is that no achievement award is given to a person whose:

- Entire service for the period covered by the award was not honorable.
- Service for the period covered by the award terminated under other than honorable conditions.

Some of the *more common* Air Force achievement awards are in the following table:

Air Force Achievement Awards	
Award	Requirements
Air Force Longevity Service Award (AFLSA)	Eligibility for this award is based on honorable active federal military service for an aggregate of 4 years honorable service with any branch of the US Armed Forces or Reserve components. Reserve and Guard personnel are credited with awards for each 4 years of satisfactory military service, which are creditable for retirement. Service in one of the service academies is creditable as long as the member graduated.
Air Force Overseas Ribbon (AFOR)	This ribbon is awarded to Air Force active duty, Reserve, and Guard personnel for completion of a long or short Air Force overseas tour. Personnel credited with both long and short tours may wear both AFORs.
Air Force Training Ribbon (AFTR)	This ribbon is awarded to Air Force members on completing an Air Force accession training program, which includes the following: <ul style="list-style-type: none"> • Officer Training School. • Basic military training. • Judge advocate orientation. • United States Air Force Academy. • Reserve Officer Training Corps (ROTC). A member does <i>not</i> qualify for this award upon completing technical training, career development courses, or other basic service accession training programs.
Noncommissioned Officer (NCO) Professional Military Education (PME) Graduate Ribbon (NCOPMER)	This is awarded to graduates of certified NCO PME schools. Successfully completing more than one PME school entitles a member to wear one or more bronze leaf clusters. NOTE: This ribbon is <i>not</i> awarded to those members who only complete the correspondence course versions of the PME.

Special trophies or awards

The Air Force also sponsors various special trophies and awards programs. Individuals receive these awards in recognition of an act of bravery, an outstanding achievement, or a period of meritorious service. Special trophies and awards are unique in that the commanders of MAJCOMs, FOAs, and DRUs must nominate individuals to compete for these awards. In most cases, commanders submit nominations annually. Some examples are the 12 Outstanding Airmen of the Year Award and the Lance P. Sijan Leadership Award.

Commanders at all levels actively advertise the nomination procedures for awards. They verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders or vice commanders endorse nominations on their personnel.

When nominating persons or units assigned to other commands, commanders acquire, by memorandum, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to HQ AFPC/DPPPRS, with the parent MAJCOM, FOA, or DRU commander's coordination.

Preparing and processing unit and organizational recommendations for awards

The recommending official prepares a memorandum of recommendation for each unit or organization the official submits an award. This memorandum must include all of the following:

- Type of service.
- Inclusive dates of the award.
- Name of award being recommended.
- Name of the unit being recommended.
- List of all previous awards of the nominated unit.

In addition, the recommending official lists all assigned and attached subordinate units that will share in the award and inclusive dates, if different from the parent unit. The recommending official signs the letter of recommendation.

Summarize the unit's specific accomplishments and enclose a proposed citation to accompany the award. Process a recommendation for an award to a unit of one of the other US Armed Forces branches or to an armed forces unit of a friendly nation through USAF channels to the awarding authority.

The Air Force Decorations Program

What exactly is a decoration? A decoration is formal recognition for personal excellence that requires individual nomination and Air Force or DOD approval. Decorations recognize acts of heroism, meritorious service, or outstanding achievement.

The act or service must place an individual's performance high above that of his or her peers and be of such importance that the individual cannot receive proper recognition in any other way. When a recommending official is considering an individual for a decoration, they consider the following determining factors:

1. Duty performance,
2. Impact of the accomplishment, and
3. Level of responsibility and authority.

Members may receive only one decoration for any same act, achievement, or period of service; and as you will learn in this lesson, each decoration has its own performance requirements for award. Guidance for this lesson is from AFI 36-2803, *The Air Force Awards and Decorations Program*. Although you can categorize the awards and decorations programs as "people programs" or "commander's programs," the P&A is responsible for monitoring all program requirements. Because decorations can impact career progression, morale, and effectiveness of Air Force members, it is essential that you do your utmost to fulfill that important responsibility as if you were the one being recognized.

Eligibility

All military personnel on active duty are eligible for consideration for a US military decoration. Members of Reserve components, while participating in authorized periods of training or while in inactive status, are eligible for consideration of a military decoration. You can recognize members assigned to DOD activities with either an Air Force or DOD award. *Do not* use approval or disapproval of either the Air Force or DOD award as the basis for consideration of the other award.

Air Force policy

Commanders and supervisors exercise care not to undermine the integrity of the awards and decorations program by submitting recommendations in a token effort to "do something for their people." To preserve the integrity of decorations, recommendations must be restricted to the

recognition of meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above their peers.

You must also help the commanders avoid dual recognition for the same achievement or service. Make sure that decorations are not awarded concurrent with, or in close proximity to nomination or selection for some other form of recognition for the same qualifying act, achievement, or period of service. While commanders and supervisors prepare their recommendations on the most recent period of service, they may review records and consider an individual's entire career to determine the appropriate level of decoration for retirement. Airmen retiring after 20 years or more of active service, serving with distinction in their terminal tours, are considered for award of an appropriate decoration concurrently with their retirement. However, the reassignment or retirement of a commander or supervisor is not a basis for initiating recommendations for award to his or her subordinates.

Recommendations focus on specific projects, plans, programs, or actions that are or will be beneficial to the Air Force. The following individual factors, and others of a similar nature, do not constitute justification for an automatic military decoration:

1. Grade.
2. Superior duty performance.
3. Attainment of honors based solely on academic achievement.
4. Receipt of other forms of recognition (e.g., NCO of the Quarter).
5. Completion of an operational TDY or departure for an assignment.

Decoration submission based on heroism

A recommendation for a decoration due to heroism must clearly state that the quality of one or more acts was characterized by courage, gallantry, or intrepidity. In the case of voluntary risk of life, the facts must clearly show that the individual would not have been censured had he or she not voluntarily accomplished the action.

Decoration submission based on outstanding achievement

An outstanding achievement decoration is rare and recognizes a *single specific act or achievement* that is separate and distinct from regular assigned duties. Examples include the following:

1. Successful completion of important projects.
2. Accomplishments while serving in a TDY status.
3. Reaching major milestones of a long-term project or negotiations.

Accomplishing a significant project within regular duties may meet the criteria. An outstanding achievement recommendation for a decoration covers a short period with definite beginning and ending dates. Only accept decorations for outstanding achievement only when:

1. The achievement is of such magnitude that it cannot be recognized in any other way to recognize the achievement.
2. Delaying the recognition would diminish the significance of the accomplishment.

You can accept a recommendation based on outstanding achievement—a completed period of service is not a factor. Additionally, awarding a decoration based on outstanding achievement does not preclude an award based on meritorious service at the end of assignment.

Decoration submission based on meritorious service and decorations available

Recommendations for decorations for meritorious service depend upon a completed period of service. The following table describes some of these circumstances as well as decorations you will see frequently.

Air Force Decorations Program	
Decoration	Criteria
Distinguished Service Medal (DSM)	Exceptionally meritorious service to the United States in a duty of great responsibility. The basic award may be for a completed period of outstanding service; however, restrict subsequent awards prior to retirement to extraordinary, specific achievements during one or more periods of service. This is the highest peacetime Air Force decoration awarded.
Legion of Merit (LOM)	Exceptionally meritorious conduct in the performance of outstanding service to the United States.
Distinguished Flying Cross (DFC)	Heroism or extraordinary achievement while participating in aerial flight. Heroism and achievement must be entirely distinctive, involving operations that are not routine.
Airman's Medal (AmnM)	Heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the United States. The saving of a life or the success of the voluntary heroic act is not essential.
Meritorious Service Medal (MSM)	Outstanding noncombat meritorious achievement or service to the United States. Level of achievement or service is less than required for awarding the LOM but beyond the requirement for Air Force Commendation Medal.
Air Force Commendation Medal (AFCM)	Awarded for outstanding achievement or meritorious service, acts of courage that <i>do not meet</i> the requirements for award of the AmnM or MSM, and sustained meritorious performance by crew members. It is particularly desirable that emphasis be placed on the award of this decoration to outstanding company grade officers and junior NCOs whose achievements and services meet the prescribed standards.
Air Force Achievement Medal (AFAM)	Outstanding achievement or meritorious service that does not meet the requirements for an AFCM.

Initiating a recommendation for decoration

Other than the person recommended, any person having first-hand knowledge of the act, achievement, or service believed to warrant awarding a decoration can recommend an award. When the recommending official initiates a recommendation; he or she submits it as soon as possible following the act, achievement, or service. You can enter each recommendation (except the Purple Heart) into official channels within two years and awards within three years of the act, achievement, or service performed.

NOTE: A recommendation is in official channels when the recommending official signs the recommendation and a higher official in the chain of command endorses it.

You may resubmit recommendations into official channels within the time limits, but not awarded because the recommendation was lost or was not processed or acted on due to administrative error. Reconsideration is contingent on the presentation of credible evidence that the recommendation was officially in military channels or was submitted, but not acted on through loss or inadvertence. Process the recommendation through the replacement organization.

Preparing a recommendation for decoration printout

Make sure that you monitor members to ensure they submit a recommendation for decoration printout (RDP-DECOR6), descriptive justification, and citation for each individual recommendation. The recommending official submits an RDP, descriptive justification, and citation for each person when recommending more than one person for the same decoration and the same act, achievement, or service.

Ensure to classify recommendations according to content. All recommendations are “For Official Use Only” until the awarding authority announces its final decision. Ensure no classified, highly sensitive, or special category information requiring special handling procedures is with regular recommendations for decorations.

The recommending official prepares all individual recommendations on an RDP-DECOR6. The official submits an RDF for each person when recommending more than one person and attaches the justification. For foreign officers, separated members, or a member from another service, officials use a memorandum for individual recommendation.

The recommending official also ensures all award recommendations are fully justified. The justification must provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how that person significantly exceeded duty performance. When monitoring decorations, you must know what formats you will see. The formats that you need to know are as follows:

1. AFAM justification on AF Form 642, Air Force Achievement Medal/Air Force.
2. Commendation medal justification on the AF Form 2274.
3. Air Force Achievement Medal Certificate on AF Form 2274.
4. AFCM justification on AF Form 642 or on bond paper when the description does not lend itself to the AF Form 642
5. Other decoration justification as a narrative using a blocked, paragraphed or talking paper format (bullet). Limit DSM justification to three pages. A narrative justification is optional for retirement conditions for active duty general officers. Descriptive justification is required on all Air National Guard and Air Force Reserve personnel for all grades and decoration conditions. Limit LOM and lesser decoration justifications to one page.
6. Justifications for decorations based on retirement as an endorsement memorandum or use the above formats.

Complete citations in accordance with AFI 36-2803. Additionally, a recommendation may include supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service, or official supporting records. Ensure to attach a copy of the citation for outstanding achievement to the recommendation when a decoration based on outstanding achievement is awarded during the period of service the meritorious service recognizes the recommendation.

Processing Air Force decorations

The timeliness of presentation is an essential ingredient of a successful decorations program. Accordingly, all commanders must ensure the timely submission of decoration recommendations. Your job is not only to help commanders perform this critical task, but also to monitor and quality control each decoration submission you process to give each decoration submission a reasonable chance of success. The last thing you want (and the customer deserves) is for a decoration to be returned for further processing because you did not do your job correctly.

Processing a recommendation

Forward all recommendations through the normal chain of command of the person being recommended. The commander or vice commander at each headquarters designated to review recommendations must personally review and sign the forwarding endorsement for each recommendation. Each intermediate commander must recommend approval or disapproval of the recommendation or recommend award of a higher or lesser decoration.

Recommendations placed in official channels go to the approval or disapproval authority for final action, regardless of whether intermediate endorsing officials or commanders determine the award does not meet the criteria.

Returning recommendations

Reviewing officials at any level may return recommendations for administrative correction or for more support data. Do not consider these recommendations as being removed from official channels, but return them without delay to the reviewing or awarding authority.

Processing requests for reconsideration

Forward requests for reconsideration of disapproved or downgraded recommendations through the same official channels as the original recommendation. The justification for reconsideration must be in memorandum format not to exceed one page. Ensure there is an attached copy of the original recommendation with all endorsements and new citation. Submit requests into official channels within one year from the date of the awarding authority's decision. A one-time reconsideration by the award authority is final.

P&A responsibilities in this program

While working with this program in the P&A, you may have some of the following responsibilities:

1. Help individuals determine status of decorations.
2. Update the decoration and related device into the MilPDS.
3. Develop instructions and distribute guidelines for awards programs.
4. Verify and process inquiries concerning entitlements to prior awards.
5. Establish procedures for processing each recommendation to the award authority
6. Monitor suspense control system for the RDP- DECOR6.
7. Determine, verify, and record an individual's eligibility for all US and foreign service and unit awards.
8. Review each recommendation and verify the information on the DECOR6, if required by the approval authority.
9. Maintain an adequate supply of decorations, service medals, and related devices to provide initial issue of US military decorations, service medals, decoration binders, service award ribbons, individual ribbons for unit awards, and all subsequent devices presented to the recipient.

Recognition

This program recognizes any individual at the squadron level, group level, base level, and within the medical community for outstanding results, dedication, and improvements. This recognition is reserved for personnel that clearly go above and beyond the rest of their peers. Each MAJCOM dictates the award requirements; however, there are common factors across the Air Force. Individual awards divide into three main categories: officer, enlisted and civilian. Award packages typically have a maximum of 28 lines to include three different headings. The criterion and categorical breakdown for individual recognition are below.

AF Form 1206 Nomination for Award, Criteria		
Heading	Description	Percent of Score
Leadership and Job Performance in Primary Duty	Document the individual's significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission; include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Provide examples of how the individual demonstrated organizational values, expectations, and organizational vision. Include results of AF, MAJCOM, and NAF inspections and/or evaluations. Include awards or special recognition received.	75%
Significant Self-Improvement	How well did the member develop or improved skills related to primary duties, such as formal training, career development course (CDC) enrollment and completion, on-the-job training, certifications, off-duty education and other related activities. Include completion of any PME as well as any academic awards. Cite any other relevant training or activity significantly enhancing the member's value to their unit, their AFSC community, and the AF.	15%

AF Form 1206 Nomination for Award, Criteria		
Heading	Description	Percent of Score
Base or Community Involvement	How well did the member demonstrate positive leadership and involvement in both the military and civilian community? Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events, such as community volunteer, base committee or council, parent/teacher advisory (PTA) member, or other activities and events that make a positive impact on the base and/or in the community or portray the AF in a positive light.	10%

Supervisors provide justification that contains specific facts on the nominee's contributions during the award period, and achievements should be so outstanding as to clearly distinguish the individual from his or her peers.

Local directives specify details such as timelines, board member requirements, board procedures, and acronym listing. Some bases allow any acronym as long as the writer spells them out on the second page of the AF IMT Form 1206, while other base will only allow acronyms that are on an approved list.

643. Promotions

The Air Force recognizes promotion as an advancement to a higher grade based on future potential as demonstrated by past and current performance. A promotion is not a reward for service rendered. In this lesson, you will learn about the Air Force's promotion programs.

The Air Force promotes enlisted personnel to fill its need for specific grades in each Air Force specialty within the limits set by annual grade ceilings. The basic promotion policy is to advance Airmen who show potential for more responsibility through an objective and visible promotion system. Promotion selections to the grades of Airman (Amn) through senior Airman (SrA) are based on the recommendation of the unit commander along with other promotion criteria. Promotion selections for staff sergeant (SSgt) through master sergeant (MSgt) are made under the Weighted Airman Promotion System (WAPS) in the control Air Force specialty code (CAFSC) held on the promotion eligibility cutoff date (PECD). Selections to senior master sergeant (SMSgt) and chief master sergeant (CMSgt) are made using a two-phase process. In this lesson, you will also learn about the Stripes for Exceptional Performers (STEP) Program, which allows for special promotions. In addition, you will learn how promotions can be withheld or deferred.

Promotion in Airman grades

Grade ceilings do not limit promotions to Amn, Airman first class (A1C), and SrA. As a result, Airmen promote to these grades when they satisfy *minimum* eligibility requirements.

Promoting Airmen Airman and Airman first class

Airman Basics (AB) are eligible for promotion to Amn upon completion of six months' time in grade (TIG). An Airman may promote to A1C upon completion of 10 months' TIG. Aside from TIG requirements, an Airman must meet these three criteria:

1. He or she must be recommended (in writing) by the commander.
2. He or she is *not* ineligible for promotion.
3. The promotion is not in a withhold status.

Members enlisting for six years promote from AB or Amn to A1C when guaranteed in the enlistment contract and upon completion of *either* of the following, whichever occurs first:

1. The indoctrination course, Combat Controller (CCT) 1C2X1, and Pararescue (PJ) 1T2X1.
2. Twenty weeks of technical training, with the start date beginning on the first day of Basic Military Training (BMT).

The commander must recommend the Airmen for promotion in writing before they assume the grade. The date of rank (DOR) for A1C adjusts to the date the individual completed BMT without back pay and allowances.

Promoting airmen to the grade of senior Airman

Airmen promote to the grade of SrA either under the fully qualified method or the below-the zone (BTZ) promotion program.

Promoting fully qualified airmen

A1Cs are considered fully qualified for promotion to SrA when the commander recommends them in writing and they have 28 months' TIG or 36 months' time in service (TIS) and 20 months' TIG, whichever occurs first. There is an exception, however, and that is CCT and PJ 6-year enlistees promote to SrA upon reaching 24 months' TIS providing their commanders concur and they are awarded the 3-skill level. (These Airmen are ineligible for BTZ consideration.)

Promoting airmen below-the-zone

A1Cs may compete for early advancement to SrA under the BTZ promotion program. This is a one-time promotion consideration to advance to SrA six months prior to the fully qualified phase point. A1Cs must possess a skill level commensurate with their grade and meet TIG and TIS requirements established by HQ AFPC.

Individuals will be considered for BTZ promotion to SrA the month prior to the quarter in which they will be eligible for BTZ promotion. The promotion will then be effective six months prior to the Airman's fully qualified date. The following table should shed some light on when BTZ consideration will take place.

If the Airman will be eligible for promotion below the zone between	Then the member is eligible for below-the-zone consideration in
January and March	December
April and June	March
July and September	June
October and December	September

Selecting airmen for promotion to senior airman below the zone

The host wing commander (or senior Air Force officer serving in that capacity) establishes administrative procedures for small units serviced by the installation and may do so for large units if desired. The commander can establish in detail procedures to meet local needs but must ensure all eligible Airmen receive fair, equitable, and timely BTZ consideration.

The MPS, personnel systems section, provides a quarterly end-of month (EOM) output product to the career enhancement element within the first 10 days of the first processing month. This roster lists all A1Cs who meet or exceed the TIG and TIS requirements, regardless of promotion ineligibility. The output product produces an MPS alphabetical listing and a three-part unit listing. The following table identifies the product parts.

Listing Part	Identifies
I	A1Cs with no quality indicators in their records.
II	"Questionable eligible's" that may not be qualified.
III	A1Cs who meet TIG and TIS requirements but cannot be selected due to promotion ineligibility conditions.

The career enhancement element uses the listing for these four reasons:

1. Verify TIG and TIS requirements.
2. Prevent someone from being considered more than once.
3. Identify members exceeding TIG and TIS.
4. Remove names of those exceeding or not meeting current quarter requirements.

For individuals not considered during the quarter in which they met TIG and TIS eligibility and recommended by the commander, supplemental BTZ consideration is requested. The quota is 15 percent of the total eligible population, regardless of normal ineligibility conditions. You must remove students and world-class athletes (WCA) from the eligible population; they do not compete at this time. The career enhancement element determines quotas and obtains the host wing commander's approval (may delegate to no lower than MPS chief) before distribution to units. *Large units* (seven or more eligibles) receive quotas and promote at unit level. *Small units* (six or less eligibles) combine into one pool of eligibles to form the central-base board (CBB).

Units find out if they are large or small no later than the second week of the first processing month. The host wing commander establishes written selection procedures that ensure the BTZ program is fair and equitable and provides timely promotion consideration. The unit commanders of large units may establish written procedures, if the host wing commander did not establish procedures.

Items considered during below-the-zone selection boards

BTZ selection boards *must* ensure that personnel selected for promotion meet the highest quality standards. To that end, convening boards may ask all eligibles to make a personal appearance before the board or may consider all eligibles solely on their personnel records. If the selection board process includes a personal appearance, all eligibles have to be able to appear to ensure fair and equitable promotion consideration. If an individual is unable to physically appear before the board due to PCS, TDY, hospitalization, or emergency leave, all eligibles are evaluated for promotion selection using their records only. Large units and the central base BTZ board are not required to promote the authorized quota if the quality is not there.

Ineligibility in promotion consideration

There are many reasons why an Airman might be ineligible for promotion consideration. When individuals are ineligible for promotion, they cannot test, they are not considered if already tested, and projected promotions (if already selected under WAPS) or fully qualified (Amn-SrA) is cancelled. Individuals remain ineligible until their promotion eligibility status (PES) code updates to "X" (eligible for promotion) or a withhold PES code (explained later) in MilPDS.

The following table defines the PES codes that render Airmen ineligible for promotion consideration. In this case, we use the word *Airmen* generically and not just to mean those in grades E-1 (AB) through E-4 (SrA). The codes discussed below pertain to *all enlisted personnel*.

PES Codes that Render Airmen Ineligible for Promotion Consideration	
PES Code	Explanation
A	Under Article 15 suspended reduction.
C	Career Airmen who: <ul style="list-style-type: none"> • Decline to extend or reenlist to obtain service retainability for completing a controlled duty assignment, PCS, TDY, or retraining. • Have an approved voluntary retirement in lieu of assignment. • Decline retraining.

PES Codes that Render Airmen Ineligible for Promotion Consideration	
PES Code	Explanation
F	Airmen who are: <ul style="list-style-type: none"> • Convicted by court-martial. • Undergoing punishment or unsuspended punishment imposed by a court-martial. • On appellate review leave (includes suspended punishment, completed punishment, and cases where no punishment is imposed, sentence does not include punishment).
G	Airman on the control roster.
H	Airman pending administrative demotion action.
J	Denied or not selected for reenlistment.
K	Serving a probationary period under administrative separation provisions.
L	Determined by the SAF to be unfit to perform the duties of the grade due to physical disability.
M	Declined to test for promotion; signed declination statement on the AF Form 1566, WAPS Test Verification.
N	Not recommended for promotion by the promotion authority.
P	Failed to appear (no-show) for scheduled WAPS testing without a valid reason as decided by the immediate commander.
Q	AFSC has been removed for cause. These Airmen remain ineligible for promotion consideration until awarded a skill level commensurate with their grade.
R	Airman who has a referral EPR or overall rating of "2" on the top EPR.
U	AWOL or in deserter status.
V	Conscientious objector, pending voluntary separation.
W	Airman is convicted by a civilian court or undergoing punishment, suspended punishment, suspended sentence probation, work release program, or any combination of these or similar court-ordered conditions to include period of time: <ul style="list-style-type: none"> • Airman is on probation after serving part of a sentence. • Airman has had sentence withheld for a period of time.
1	Not recommended for entry into upgrade training or is withdrawn for failure to progress (training status code "T").

Tying quality in with airman promotions

Since the promotion system selects Airmen for promotion from among those who are recommended, commanders are responsible for maintaining the absolute quality of enlisted promotions. Before recommending or approving a promotion, the commander must review the commander's enlisted management roster (CEMR) and make sure the Airman's duty performance, training progress, and supervisory and leadership abilities clearly warrant promotion. Supervisors and training NCOs are in the best position to observe an Airman. Therefore, the commander should obtain an evaluation from them before deciding about an Airman's promotion.

Unit commander's non-recommendation for promotion

On approximately the 15th of each month, the MPS furnishes unit commanders a "unit selectee list" and "unit non-selectee or withhold list" of all Airmen in grades AB, Amn, and A1C who meet time in grade and time in service requirements for promotion consideration. After fully evaluating each Airman's promotion status using the quality measures, the commander may do one of three things:

1. Withhold the promotion.
2. Recommend the promotion.
3. Non-recommend the promotion.

Commanders lines the members off the unit selectee list they non-recommend and notify the Airmen verbally or in writing before the promotion effective date (confirm verbal notification in writing within five workdays). The commander also reviews the unit non-selectee or withhold list to verify reasons that render Airmen ineligible for promotion. The commander forwards non-recommendation and withhold letters to the career enhancement element. The promotion order may be revoked before

or after the promotion effective date, if, before that date, the commander notifies the Airman not to assume the higher grade. Written confirmation must contain:

1. The Airman's acknowledgment.
2. Reasons for the non-recommendation.
3. Inclusive dates of the non-recommendation action.

The commander's support staff (P&A) updates the PES code (if applicable) using the "Update Denial of Promotion" application in MilPDS.

Length of time for a non-recommend action to remain in effect

The promotion authority non-recommends A1Cs and below in monthly increments, but does not exceed a total of six months. The promotion DOR and effective date then become the anniversary date of the original promotion date after written recommendation. For example, an Airman was initially eligible to promote on 16 February but was not recommended. The earliest the Airman may promote is 16 March. The promotion authority may also non-recommend SrA through SMSgts for a specific promotion.

Weighted airman promotion system

Airmen eligible for promotion to the grades SSgt, TSgt, and MSgt compete and test for promotion under WAPS scores for promotion selection purposes. SrA through TSgt compete and test under WAPS, which consists of these six weighted factors to determine a promotion score:

1. Decorations.
2. TIG.
3. TIS.
4. Specialty knowledge test (SKT).
5. EPR.
6. Professional Development Guide (PDG).

Each of these factors is "weighted" or assigned points based on its importance relative to promotion. The total number of points possible under WAPS is 460. In the table below, we explain the point values for each weighted factor. Note that the SKT and PDG account for 200 of the 460 possible points, constituting 44 percent of the total point value.

Factor	Maximum Score
Decorations	25 points
TIG	60 points
TIS	40 points
SKT	100 points
EPRs	135 points
PDG	100 points

How to compute factors

The SKT is an examination that covers broad technical knowledge in an AFSC. Members from your career field revise the SKT once a year. The SKT is then dated 15 January of each year (first day of the test cycle) for E-6 and E-7. The SKT for E-5 promotions has always been dated 1 April (first day of the test cycle). When a new or revised SKT publishes, all eligible Airmen must take the new SKT for their AFSC and the new PDG having the same edition date. Airmen in retraining status, returning to a former career field or in a career field where there is no SKT available may not have to take a specialty exam. The PDG is an examination that tests military and supervisory knowledge. The PDG content has three distinct written levels for promotion to SSgt, TSgt, and MSgt.

The United States Air Force Airman Advancement Division (AAD), located at Randolph Air Force Base (AFB), Texas, produces both the SKT and PDG, which are written “by Airmen for Airmen.” The major commands select senior noncommissioned officers (SNCO) to represent their specialties go TDY to ADD to write these tests. These SNCOs, with their extensive practical experience, determine the content of the tests and actually write all the test questions.

Each of these 100-question examinations is worth 100 points (1 point per correct answer). The basis for the individual’s score is the percent of correct questions with scores cut off after the second decimal point. The third decimal place is *not* used to round up or down.

Computing time-in-grade

TIG computes at the *rate* of one-half point per month in grade up to 10 years, as of the first day of the last month of the promotion cycle.

Example: 1 Jul 15 (first day of the last month of the cycle)

- 1 Jan 12 (current date of rank)
- = 3 years, 6 months, 1 day
- = 42 months × 0.5 point per month = 21 points

You consider 15 days or more as a full month (one-half point). Drop periods less than 15 days.

Computing time in service

TIS computes at the rate of 2 points per year of TAFMS up to 20 years, as of the last day of the last month of the promotion cycle. Credit one-sixth point for each month of TAFMS.

Example: 31 Jul 16 (last day of last month of promotion cycle)

- 18 Jul 09 (TAFMS date, or total active federal military service date [TAFMSD])
- = 7 years 14 days
- = 7 years × 2 points per year = 14 points TIS

A month of 15 days or more counts as a full month, and computes as one-sixth of a point. Periods of less than 15 days are dropped.

Computing points for decorations

Each decoration has a specific point value, which depends on its order of precedence. New decorations compute for a particular promotion cycle only when the following two criteria are met:

1. The closeout date of decoration must be on or before the PECD.
2. The “prepared” date of the DECOR-6, Recommendation for Decoration Printout (RDP), is before the date AFPC selects for promotion.

Repeat and equivalent decorations earned in other services, regardless of the Airman’s grade at the time of the award, have the same point value. To compute the total point value of a member’s decorations, simply add the point value for each individual decoration, up to a total of 25 points.

EXAMPLE: A member awarded two Air Force commendation medals (3 points each) and a Bronze Star medal (5 points each) receives 11 points (3 + 3 + 5). The following table shows the point values for decorations that may be awarded.

Decoration	Point Value
• Medal of Honor	15
• Navy Cross	11
• Air Force Cross	
• Distinguished Service Cross	

Decoration	Point Value
<ul style="list-style-type: none"> Silver Star Distinguished Service Medal Defense Distinguished Service Medal 	7
<ul style="list-style-type: none"> Legion of Merit Distinguished Flying Cross Defense Superior Service Medal 	5
<ul style="list-style-type: none"> Purple Heart Soldier's Medal Airman's Medal Bronze Star Medal Coast Guard Medal Navy-Marine Corps Medal Defense Meritorious Service Medal 	3
<ul style="list-style-type: none"> Air Medal Aerial Achievement Medal Navy Commendation Medal Army Commendation Medal Air Force Commendation Medal Coast Guard Commendation Medal Joint Services Commendation Medal 	2
<ul style="list-style-type: none"> Recruiter Ribbon 	1
<ul style="list-style-type: none"> Navy Achievement Medal Army Achievement Medal Air Force Achievement Medal Coast Guard Achievement Medal Joint Service Achievement Medal 	1

Computing enlisted performance report point values

The *maximum* point value possible from EPRs is 135 points. The table below shows how to compute EPR point values.

Compute EPR Point Values	
Step	Action
1	Multiply each EPR rating that closed out within 5 years immediately preceding the PECD, not to exceed 10 reports, by the time-weighted factor for that specific report. The time-weighting factor begins with 50 for the most recent report and decreases in increments of five (50-45-40-35-30-20-15-10-5) for each report on file.
2	Multiply that product by the EPR conversion factor of 27 and repeat this process for each report.
3	After each report has been calculated, add the total value of each report for a sum.
4	Divide that sum by the sum of the time-weighted factors added together for the promotion performance factor score.

The example below computes the point value for an Airman whose last six performance reports have overall ratings of 5B, 4B, 4B, 4B, 5B, and 4B (most recent to oldest).

$$5 \times 50 = 250 \times 27 = 6,750$$

$$4 \times 45 = 180 \times 27 = 4,860$$

$$4 \times 40 = 160 \times 27 = 4,320$$

$$4 \times 35 = 140 \times 27 = 3,780$$

$$5 \times 30 = 150 \times 27 = 4,050$$

$$4 \times \underline{25} = 100 \times 27 = \underline{2,700}$$

$$225 \qquad \qquad 26,460$$

$$26,460 \div 225 = 117.60 \text{ EPR points}$$

Minimum eligibility requirements for promotion consideration

To be eligible for promotion consideration, the promotions authority recommends members for promotion in writing, their skill level must be commensurable with their current grade, and they must meet TIG and TAFMS requirements by the PECD. Use the table below to *determine minimum* eligibility requirements for promotion consideration.

Determining Minimum Eligibility Requirements			
If the promotion is to the grade of	and the PAFSC as of PECD is at the	and the TIG is	and the TAFMS is
SSgt	5-skill level or 3-skill level where no 5 level exists in AFSC	6 months	3 years
TSgt	7 level	23 months	5 years
MSgt	7 level	24 months	8 years

NOTE: The TIG to determine promotion eligibility computes as of the first day of the last month of the promotion cycle. The TIS computes as of the last day of the last month of the promotion cycle.

Air Force's testing requirements

The MPS career enhancement element schedules and tests (SKT and PDG) based on the Airman's CAFSC held on the PECD. When there is no SKT for an AFSC, all Airmen in the AFSC normally compete for the quota set for that AFSC by taking only the PDG. Prior to testing, the MPS distributes computer-generated data verification records (DVR) to eligible Airmen so they can review the data used in the promotion selection process. Each Airman is responsible for the accuracy of AFSC data used in determining test requirements and for reporting to the test room as scheduled. Failure to report for scheduled testing renders Airmen ineligible for promotion unless the immediate commander approves rescheduling within 10 workdays.

If rescheduling testing, commanders notify Airmen on AF Form 1566, WAPS Test Verification. MPS commanders may approve rescheduling beyond 10 workdays for operational or emergency reasons. Second-time no-shows are automatically ineligible for promotion unless the wing commander approves rescheduling. Immediate commanders may, within five workdays of notification; request a waiver if they feel there is a valid reason for the "no-show." The request must include complete justification for both missed appointments and it must be sent through the MPS commander to the host wing commander. The wing commander has final approval or disapproval authority. If the wing commander does not approve rescheduling, the Airmen are ineligible for promotion consideration during that cycle.

Establishing promotion selection quotas

Fiscal and statutory constraints and projected vacancies in those grades is the basis for how HQ USAF distributes promotion quota. On determination of an overall quota, Headquarters AFPC makes promotion selections by computer, applies the quota equally to each AFSC, and ensures equal selection opportunity (ESO) for all Air Force specialties. The only *exception* to this ESO policy is the two-tier enlisted promotion system that allows chronic critical shortage (CCS) skills a selection rate 1.2 times the non-CCS rate. (Each promotion AFSC establishes an order of merit list which is based on the sum of the weighted factor scores). Those with the highest scores in each AFSC are selected to fill vacancies forecasted during the cycle and are put on a selected list. Promotion selection lists publish alphabetically with promotion sequence (line) numbers.

Promotion sequence numbers are in order according to seniority using these factors respectively:

1. Date of rank.
2. TAFMSD.
3. Date of birth (DOB).

Headquarters AFPC forwards the select list to the MPS, who in turn notifies the immediate commanders.

Promotion to the grades of senior master sergeant and chief master sergeant

Public law limits the SMSgt and CMSgt grades to three percent of enlisted end strength (total enlisted force), *not to exceed 1 percent in the grade of CMSgt*. As you can imagine, promotion to these grades is extremely competitive.

Members being considered for promotion to CMSgt compete for promotion in the chief enlisted manager (CEM) code of the CAFSC they hold as of the PECD. Personnel competing for promotion to SMSgt compete for the superintendent level of the CAFSC held on the PECD. Promotion selection for SMSgt and CMSgt is a two-phase program consisting of WAPS factors (Phase I) and a central selection board (CSB) using the “whole-person concept” (Phase II).

Eligibility for promotion to senior non-commissioned officers

To be eligible for promotion to SMSgt, an Airman *must* meet qualitative requirements, be recommended by the commander, and meet all of the following criteria:

1. Possess a primary AFSC as of the PECD at the 7-skill level.
2. Have at least 11 years TAFMS on the first day of the last month of the promotion cycle.
3. Have eight years cumulative enlisted service as determined by the total enlisted military service date (TEMSD) creditable for basic pay.
4. Have at least 20 months TIG as of the first day of the month in which promotions are normally made in the cycle.

To be eligible for promotion to CMSgt, an Airman must meet qualitative requirements, be recommended by the commander, and meet all of the following criteria:

1. Possess a primary AFSC as of the PECD at the 9-skill level.
2. Have at least 10 years’ TEMSD creditable for basic pay.
3. Have at least 14 years’ TAFMS on the first day of the last month of the promotion cycle.
4. Have at least 21 months’ TIG on the first day of the month before the month promotions are normally made in the cycle.

Computing phase I factors

These factors comprise the weighted segment of the promotion selection process: decorations, TIG, TIS, EPRs, and PDG. The following table lists the weighted factors’ maximum point value and how to calculate these factors.

Weighted Factors and How to Calculate Them		
Weighted Factor	Point Value	Explanation
Decorations	25 points	Assign each decoration a point value based on its order of precedence. Refer to the table on decoration point values in our previous lesson.
TIG	60 points	Credit one-half point for each month in current grade based on DOR up to 10 years, computed as of the first day of the last month of the cycle.
TIS	25 points	Credit one-twelfth point for each month of TAFMS, up to 25 years, computed as of the last day of the cycle.

Weighted Factors and How to Calculate Them		
Weighted Factor	Point Value	Explanation
PDG	100 points	Created by CMSgts and is comprised of 100 questions, each worth 1 point. An individual's test score is based on percent correct.
EPRS	135 points	The method of computing EPRs for members testing to SMSgt and CMSgt is identical to the method used for airmen testing for SSgt through MSgt.

Evaluating members in phase II

In Phase II, a central evaluation board at AFPC, which considers the whole-person concept in its evaluation, scores each individual's senior NCO selection record (selection folder). The board president is always a general officer. A panel comprised of one colonel and two CMSgts considers the records of all Airmen competing for promotion in a particular CEM code, AFSC, special duty identifier (SDI), or reporting identifier (RI), as appropriate. The board president is always a general officer. Before beginning its evaluation, the board makes a trial run to familiarize members with the evaluation process, contents of records, and the scoring method. When the trial run completes, its results go before the entire board membership for an open discussion. This assists each member in establishing an individual standard as well as a board standard of evaluating records that can be applied consistently throughout the course of the board.

After the trial run discussion completes, panels begin to actual score of records. Each panel member scores each folder using a 6 to 10 rating scale with one-half-point increments. The *minimum score* a record can receive is 18; the *maximum score* is 30. The *composite* score is later *multiplied* by a factor of 15, resulting in a *total* board score (270 to 450). It is important to note that board members do not have access to weighted factors when evaluating the records.

Senior noncommissioned officer promotion selection folder contents

The selection folder contains all EPRs closing out 10 years prior to the PECD. The evaluation board reviews all EPRs; however, *only* the last five years (maximum of 10 EPRs) compute the EPR time-weighted factor score. Approved decorations, resubmission, or decorations being upgraded are in the selection folder before the board convenes. Also included is a senior NCO evaluation brief, which includes a member's name, Social Security number (SSN), grade, date of rank, Air Force specialty number, service dates (to include projected retirement date), academic education level, decorations, duty information, and PME.

The career enhancement element provides eligible Airmen a senior NCO promotion DVR prior to each promotion cycle. Since the DVR reflects data that the evaluation board uses, data accuracy is essential. All eligible senior NCOs are responsible for reviewing their DVRs, Unit Personnel Record Group (UPRG), and senior NCO selection folder to ensure data are correct and notifying the MPS of any errors. Senior NCO can view their selection folder contents on PRDA (Personnel Records Display Application), through the AF portal.

Panel members assess each selection folder within their panel using the whole-person concept. They consider such factors as:

1. Education.
2. Leadership.
3. Performance.
4. Job responsibility.
5. Breadth of experience.
6. Specific achievements.
7. Professional competence.

Factors comprising the whole-person concept *do not* lend themselves to predetermined values; therefore, *no factor has a predetermined score*. Because the judgments are subjective and have no weights associated with specific factors, actual scores vary between panels. However, because a single panel reviews each CEM code or AFSC, all records within a CEM code or AFSC are evaluated under the same standard. Since the panel evaluates everyone competing in a CEM code or AFSC under the same standard, this ensures fair and equitable consideration. The important part of the final board score is how one eligible compares to his or her peers in the final order of merit.

Board members do not have access to the weighted scores of individuals competing for promotion. Their primary concern is to align all eligibles in a relative order of merit based on their panel score.

Making and announcing promotion selections

After the board finishes, the weighted-factor scores combine with the board scores. This completely computer-run operation builds an order of merit listing by total score within each CEM code or AFSC, and the overall promotion quota applies to each list. After approval of the selection results, the data transmits to the MPS.

Initial notification of selection is *tentative* pending a 100 percent audit of the data used in the selection process against personnel records. Errors may result in erroneous selection or non-selection. The selection is confirmed upon completion of the data verification by the MPS. Within 10 workdays after selection announcement, the P&A ensures to counsel selectees with more than 18 years' TAFMS regarding active duty service commitment (ADSC). After the counseling, selectees sign a statement of understanding acknowledging they will incur a two-year ADSC from the effective date of promotion. The P&A forwards a copy of the statement of understanding for each selectee to the MPS to file in the members' UPRG.

The MPS cancels the promotion of any selectee who fails to withdraw any existing retirement application within 10 workdays after confirmation of promotion selection or who fails to get service retainability before the promotion effective date.

Supplemental promotions

Headquarters AFPC conducts in-system promotion consideration for SSgt through CMSgt during the first 3–5 months after initial promotion selection and announces supplemental selection board dates for MSgt and SMSgt. Airmen who receive their score notices and determine that data is incorrect or omitted report to the MPS and initiate a request for supplemental promotion consideration. Supplemental promotion consideration may *not* be granted if the error or omission appeared on the member's DVR and the member did not take corrective or follow-up action prior to the promotion selection date for SSgt through MSgt, and prior to the original evaluation board for SMSgt and CMSgt.

Members submit fully documented supplemental consideration requests in writing with the members' unit commander recommendation to the MPS. The MPS forwards the request to Headquarters AFPC. They can grant supplemental promotions to Airmen who commanders recommended, provided the member met one of these criteria:

1. They had scores or certain elements that were not weighted.
2. Their DVR had wrong or missing data for a specific cycle.
3. They had a change to the weighted data elements (prior to the PECD).

When consideration by a supplemental evaluation board is optional, panel members consider the type of error, the degree of impact on the promotion score, and the number of points they need for selection. Supplemental consideration is not allowed for Airmen needing more than the maximum board score (450 points) for selection. A senior NCO supplemental board for promotion can reconsider MSgts or SMSgts meeting one of the reasons in the following table. The following table

explains reasons that supplemental promotion considerations are authorized or optional for senior NCOs.

Reasons Supplement Promotion Considerations are Authorized or Optional for Senior NCOs		
If the item pertains to	and the requested correction is to	then consideration by a supplemental evaluation board is
PME	add a Senior NCO or NCO Academy course	authorized and rescoring of the Airman's record is mandatory
EPR	add, remove, or make significant change	authorized and rescoring of the Airman's record is mandatory
Academic education	change year of completion	not authorized
	correct academic specialty show increased academic level	authorized; however, rescoring is optional
Decoration	add a missing decoration	authorized and rescoring is optional
Projected retirement data	delete a projected retirement that was not valid at the time the board met	authorized and rescoring is mandatory
	delete a projected retirement that was valid when the board convened but later withdrawn change the projected retirement date (PECD) who was erroneously ineligible when the board convened	not authorized
A projected high-year-of-tenure (HYT) date (individual was ineligible because of HYT and not considered by original board)	show an approved extension to the HYT date (and reason in the best interest of the Air Force)	authorized and rescoring is mandatory

The stripes for exceptional performers program

The STEP program, established in 1980, to advance in rank a small number of truly unique individuals who have exceptional potential. Each MAJCOM determines its own procedures and STEP selection levels, and Headquarters AFPC updates the personnel data system for all Airmen promoted under the STEP program.

Purpose of stripes for exceptional performers program

The STEP program supplements existing Airmen promotion programs and accommodates unique circumstances that, in the commander's judgment, clearly warrant promotion. The intent is to provide a means to promote Airmen for compelling, although perhaps nonquantifiable reasons. Isolated acts of heroism or specific achievements are not be the sole purpose for promotion. Commanders give WAPS the opportunity to promote top performers and consider STEP for deserving hard chargers who are behind their peers when comparing years of service to the number of stripes they wear.

Stripes for exceptional performers program promotion eligibility

Headquarters AFPC distributes STEP quotas to MAJCOM commanders, commanders of FOA, DRUs, and Air Force elements with 100 or more SrA through TSgt assigned. Commanders select Airmen with exceptional potential for promotion to the grades of SSgt through MSgt. Personnel selected for STEP promotion must meet the following eligibility requirements.

Airmen with Exceptional Potential must these Eligibility Requirements			
If the promotion is to the grade of	and the PAFSC as of PECD is at the	and the TIG is	and the TAFMS is
SSgt	5-skill level or 3-skill level where no 5 level exists in the AFSC	6 months	3 years
TSgt	7 level	23 months	5 years
MSgt	7 level	24 months	8 years

With the exception of SrA, no Airman may promote more than once during any 12-month period under any combination of promotion programs. A SrA must serve a minimum of 6 months' TIG before promotion to SSgt. In conjunction with the SMSgt evaluation board, Headquarters AFPC considers MAJCOMs, FOAs, and DRUs without a quota (less than 100 SrA through TSgt) and announces procedures approximately 90 days before the board convenes.

Promoting Airmen under the stripes for exceptional performers program in units with quotas

Commanders of organizations that receive a STEP promotion quota are delegated promotion authority and may establish internal guidelines, procedures, or nomination formats they believe are appropriate. Selections are based on recommendations from subordinate commanders or personal knowledge of the individual. Time-consuming administrative boards are discouraged. The MPS or promotion authority *must* notify Headquarters AFPC by message within 72 hours after an Airman is selected for promotion. The message *must* include the Airman's name as well as the following information:

1. CAFSC.
2. Effective date.
3. Servicing MPS.
4. Unit of assignment.
5. Grade promoted to.
6. Social Security number.
7. Special order number and date.

NOTE: The date the selection authority announces the selection is the promotion effective date and DOR.

How promotions are withheld or deferred

A commander may withhold the promotion of any Airman when sufficient facts are not available for a commander to render a promotion recommendation. Withholding a promotion is *not* punishment or inducement for a member to conform to acceptable standards or performance. Deferring an action allows the promotion authority to hold a promotion and any associated pay increases past the initial projected promotion effective date. This action is not for the repeat offender nor is it for minor infractions such as being late to work one time.

When is withhold appropriate

If Airmen are in one or more of the conditions listed in the table below, they remain eligible for promotion consideration, but if selected, ineligible for promotion on the effective date (withhold).

Those selected for promotion *may not* assume the higher grade until they meet the three conditions:

1. The circumstance that caused their promotion to be withheld has expired.
2. They are recommended by the promotion authority.
3. They are otherwise eligible.

While in one of the following conditions, the promotion authority's options are withhold, defer, or remove Airmen's names from promotion lists. Airmen may become eligible for promotion selection, but promotion withheld if they are in one of the situations listed in the table. When they are no longer in that situation, they can promote.

Item	Withhold Airmen promotion when their names are not removed from a selected or eligibility list and the Airmen are
1	Pending decision on a conscientious objector application. PES code S.
2	Placed in the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program (optional). PES code E.
3	Under court-martial or civil charges. PES code D.
4	Under investigation or subject of an inquiry (military or civilian) that may result in action under the Uniform Code of Military Justice (UCMJ) or prosecution by civil authorities, or investigation has been completed, but no determination has been made as to what action will be taken. PES code B.
5	Pending data verification and the record is not available. Grade status reason (GSR) code 2D, 2M or 2P.
6	Missing source document and the MPS cannot verify one or more promotion factors. GSR code 2R.
7	Identified as having 18 or more years TAFMS on the promotion effective date and do not have 2 years' retainability the day before the promotion effective date. GSR code 2K.
8	Serving in the grade of SrA and have not completed Airman Leadership School, TSgts who have not completed the resident command NCO Academy, and SMSgts who have not completed the resident Senior NCO Academy (or equivalent). GSR code 2T.
9	Not meeting skill-level requirements or under other reasons the commander requests with prior approval from the individual's wing commander. GSR code 2N.

Withholding a promotion

Immediate commanders can initiate and terminate withhold action for periods of less than one year for A1C through CMSgt. When commanders determine that withholding action is appropriate, they advise the member in writing. The memorandum of notification to the Airman contains specific reason(s) for the withholding action, dates, occurrences, duration of the action, and the Airman's acknowledgment. Advise commanders that, while they have reasonable time to gather facts, they cannot delay Airmen promotions by placing them in withhold status in order to improve behavior or performance. Immediate commanders may initiate withhold action on MSgts and SMSgts, but promotion authority (MAJCOM, FOA, or DRU) must approve it.

Generally, immediate commanders *cannot* withhold an Airman's promotion for more than one year. Wing or equivalent-level commanders may approve withholding promotion to SSgt through MSgt longer than one year. However, only MAJCOM, FOA, or DRU may withhold promotion to SMSgt and CMSgt for periods longer than one year.

On receipt of the commander's memorandum of notification to withhold promotion, the career enhancement element ensures the individual has acknowledged the notification. The element returns the memorandum to the commander if it does not state the *specific* reason for withholding promotion. If the commander correctly completes the memorandum of notification, the elements update the promotion eligibility status data in the MilPDS.

The immediate commander may terminate withhold action for a period of less than one year for A1C through CMSgt. Airmen receive their original DOR, and the effective date is the date the commander terminates withhold action and recommends promotion.

Determining appropriateness of promotion deferral

Deferring a promotion is an action the promotion authority takes to hold a promotion and associated pay one to three months past the initial projected effective date to determine if an Airman meets acceptable behavior or performance standards.

The promotion deferral authority may extend deferral periods beyond three months when appropriate. For promotion to SSgt through MSgt, this authority lies with the wing or equivalent-level commander. Equivalent-level commander is the first senior rater in a commander's position in the members' reporting chain. For promotion to SMSgt and CMSgt, the deferral authority also serves as the promotion authority (MAJCOM, FOA, or DRU).

The promotion authority is also responsible for carefully weighing the facts that cast doubt on the propriety of approving the promotion. After weighing the facts, the commander must decide whether removal from the selection list or deferring the promotion is the proper course of action. How does the commander notify an Airman of a deferral action? When the commander determines that deferral action is appropriate, he or she advises the member in writing before the date the promotion becomes effective. If the effective date has passed and the commander did not take action—orally or in writing—to defer the promotion, the promotion is valid and cannot be retroactively deferred.

On receipt of the commander's memorandum of notification to defer promotion, the career enhancement element updates the MilPDS to reflect the deferral status. When the commander subsequently authorizes promotion, the promotion effective date is the first day of the month after the date the deferral period ends.

644. Manage weighted airmen promotion system testing

The Air Force uses several computer products to process data for the senior NCO promotion and WAPS programs. Such products also help manage officer promotions. In this lesson, you will study how to manage the WAPS testing program for the unit.

Airman promotions

Working in the P&A, you will work with the documents that help to create, maintain, and process data pertinent to the promotion and testing requirements needed to conduct promotion cycles for SSgt through CMSgt. Each promotion cycle divides into three phases: preselect, initial select, and post select. The MPS and P&A receives management output products during each phase for data reconciliation and verification.

The promotion cycle begins with an AFPC WAPS database where it creates the eligibility file. The database that supports WAPS is the promotion file (PF). This database is an extract of the master personnel file and contains data that is current as of the PECD. Approximately 45 days prior to the PECD for each cycle AFPC announces processing instructions through an MPS memorandum (MPSM) or address indicator group (AIG) message. Transactions generated from the file built provide the products listed in the following table:

Unit	MPS	Individual	Product
X	X		Eligible for Promotion Testing Roster
X	X		Airman Ineligible for Promotion List
X	X		Senior NCO Eligible for Promotion List
X	X		Senior NCO Ineligible for Promotion List
X			Senior NCO Eligible for Promotion Testing Roster
	X		Airman Promotion Non-weighable Roster

Unit	MPS	Individual	Product
	X		Senior NCO Non-weighables List
	X	X	Promotion Data Verification Record
		X	Notification of WAPS Promotion Testing

Preselect phase

The preselect phase occurs between the time HQ AFPC builds a promotion file and the initial select phase.

Military personnel section preselect phase products

These products are just a few of the products used at the MPS during the preselection phase. These products produce initially during the promotion file build. They reflect the status of all members the services for that promotion cycle and contain information from the MPS. A new product is received if subsequent action to update AFSC or training data or data that results in members becoming eligible or ineligible for promotion. The career enhancement element manually posts these products throughout the cycle to provide a single reference in determining a member's promotion status.

Eligible for promotion testing roster

The MPS eligible for promotion testing roster lists personnel in grades SrA through TSgt who are eligible for promotion under WAPS. The career enhancement element uses this roster for control, verification of eligibility status, and research promotion status inquiries. This roster is manually posted throughout the cycle's duration to provide a current reference in determining a member's promotion status.

Effective with each promotion cycle file build, the career enhancement element receives an MPS eligible for promotion testing roster and individual DVRs for all eligible/non-weighable Airmen. Career Enhancement forwards the individual DVRs to the units. Each eligible member reviews the DVR and makes corrections before the actual selection process takes place. The customer service element assists individuals with questions or problems who hand carry their DVRs to the MPS. The DVR is produced to assist with purification of data used in promotion consideration and for review by the member. The career enhancement element uses it for promotion research and inquiries.

Promotion non-weighable roster and non-weighable list

The career enhancement monitor receives these products to monitor and resolve all non-weighable conditions and to schedule members for testing. They identify individuals meeting basic promotion eligibility criteria but who are non-weighable due to missing or erroneous data or tests. Non-weighable conditions must be resolved as quickly as possible to ensure proper and timely promotion consideration.

Unit-produced products

These products are used at the unit during this preselection phase. These listings are provided at the beginning of each SSgt-MSgt and each SMSgt-CMSgt promotion cycle. It identifies individuals assigned to your unit who are eligible for promotion for the cycle indicated.

Unit commanders review these listings with the ineligible listing to ensure identification of all eligible members. If any member is ineligible for promotion consideration, the unit commander furnishes SrA-TSgts with a statement informing them of the decision. For MSgts and SMSgts not recommended, obtain approval from the promotion authority. According to local policies and procedures, the P&A or MPS career enhancements element annotates the promotion testing roster for SrA-TSgts reflecting the date, time, and place of scheduled promotion testing. The P&A WAPS monitor provides two copies of AF Form 1566, WAPS Test Verification, to unit members who acknowledge receipt of a test date. The WAPS monitor forwards original copies of AF Form 1566, promotion rosters with commander's signature, and any statements of non-recommendation to the

MPS not later than the suspense date set by the MPS. The WAPS monitor gives the member a copy of the AF Form 1566.

Unit airman ineligible for promotion list and unit senior NCO ineligible for promotion list

These listings are provided at the beginning of each SSgt–MSgt and each SMSgt–CMSgt promotion cycle. This list identifies individuals who are not eligible for promotion consideration for the cycle and specific reasons for ineligibility. Unit commanders review this list to ensure personnel on the list are in fact ineligible and inform the career enhancement element immediately of any changes that reflect the eligibility status of any individuals. The commanders are responsible for ensuring their people are aware of their promotion status.

Take special care to ensure that ineligible personnel review only the data pertaining to them and that only the minimum number of administrative personnel assist in the review of this list has access to the listing.

Military personnel section senior NCO eligible for promotion list, parts I and II

This list the unit commander’s review and identifies personnel eligible for promotion to SMSgt and CMSgt. Part I identifies individuals who clearly show potential for promotion. Individuals on Part II have not clearly shown potential. This product also provides the schedule of test dates for the individuals. The commander returns a certified copy of this product, along with any skill level waiver letters, and any letters of non-recommendation to the career enhancement element.

Initial select phase

The initial select phase *begins* when promotion selections are *actually* made at Headquarters AFPC. An AIG message from AFPC announces the specific date and time of MPS notification and public release. Promotion lists for enlisted grades flow automatically into the MPS commander’s PC-III office automation, incoming coordination area, at least one day prior to the official release date of each promotion cycle. The MPS commander sends the promotion list to each unit commander, wing commander, and the career enhancement element. There are numerous selectee lists available.

Selectee data verification list

These products identify individuals selected for promotion. Career enhancement element personnel use them to verify all promotion data shown against source documents. They remove airmen found to be ineligible for promotion.

Both the individual verifying the data and the NCOIC, career enhancement, or other official designated by the MPS commander certify this listing to the effect that the data has been verified against source documents in the UPRG. They complete the data verification not later than seven workdays after release of the unit select and non-select lists to the commander. If a selectee has departed PCS and the losing MPS cannot perform the data verification, the gaining MPS performs the data verification. The losing MPS follows-up with the gaining MPS to ensure they know to perform the data verification. If data verification cannot be accomplished before the promotion effective date, the losing MPS places the promotion in withhold by updating the GSR code 2D (pending data verification records not available) in the MilPDS.

Non-select score notice list, promotion non-selectee list, and senior NCO non-select promotion score notice list

These products identify individuals serviced by the MPS who were considered but not selected for promotion. You must review them for accuracy and correct all erroneous data immediately to ensure each individual is properly reconsidered during the in-system supplemental process.

Unit promotion selectee and non-selectee list

The unit commander receives these documents immediately following the promotions selection phase. They assist with identifying the unit’s personnel promotion status. The selectee list identifies

those selected by grade and shows the promotion selection number (line number). Personnel selected by supplemental action are notified of their selection after data verification is complete. In cases of geographically separated units (GSU) where mailing time is excessive, MPSs may notify commanders by telephone or message of their promotion selectees.

Clear and concise reasons are on the document to explain why a member was not selected for promotion. Any eligible member whose name does not appear on either list must report to the career enhancement element immediately. When indicated on the list, MSgt–CMSgt selectees report to the career enhancement element within 10 days of confirmation of promotion selection to sign an acceptance statement. In addition, those individuals with approved retirements must request withdrawal of their retirement applications prior to completing the acceptance statements. Failure to accomplish such actions results in cancellation the promotion.

Unit commanders carefully review the lists and initiate non-recommendation action on individuals they want to remove from the select list.

Score notices—non-selectee or non-weighables only

This product is provided immediately following the promotion selection phase for the promotion cycle indicated. It is for each member assigned to your unit who was considered and not selected for promotion. The information appearing on score notices is “For Official Use Only.” Personnel not officially involved with the processing of score notices are *not* permitted to review them. If individuals are non-weighable, the score notice directs them to report to the career enhancement element for a complete explanation and correction of erroneous or missing data.

NOTE: The career enhancement element forwards score notices on selectees after completing data verification.

Senior noncommissioned promotion score notice—selectees only

This product is provided immediately following the promotion selection phase for the promotion cycle indicated. It is for each individual who is considered and selected for promotion. You must inform each selectee on completion of data verification and, unless otherwise indicated, promotion selection confirmation. When detecting a data error, attach a letter informing the individual not to assume the new grade until confirmation of the promotion. The information appearing on the score notices is “For Official Use Only.”

Promotion selections—monthly increment listing

Monthly increment transactions flow from AFPC on or about the 15th of the month before the promotion effective date. The monthly increment product produces automatically upon receipt of these transactions. The commander certifies it and returns it to the career enhancement element before the 25th of the month, but in no case later than the last duty day of the month. When the product is returned, the career enhancement element updates all removals, withholds, and deferrals and publish promotion orders.

Post-select phase

The post-select phase occurs between the initial select phase and the last in-system supplemental for the cycle. During this phase, changes of promotion data can cause promotion records to be reconsidered, reactivated, deactivated, or ineligible.

Officer promotions

The MilPDS supports officer promotions in much the same way as for enlisted personnel. Management output products produce for both the MPS and P&A use in data reconciliation and manual verification of promotion data.

What is the objective of the officer promotion program?

The objective is to design a system that supports the officer promotion program. The goal has been to provide the most equitable process possible. The basis for promoting an officer to first lieutenant is completion of standard promotion eligibility criteria. All other active duty promotions require a central selection board recommendation. Approved board results are confirmed in-system *via* transactions from AFPC to servicing MPSs and MAJCOMs.

What is the military personnel squadron responsible for?

The MPS is responsible for providing both the eligible officers and the raters with the appropriate documents required to complete the promotion process. These documents include these four items:

1. Records of performance.
2. Officer pre-selection brief.
3. Promotion recommendation forms.
4. Information obtained from the Promotion Recommendation and In-board Support Management (PRISM) Information System.

What is the officer pre-selection brief review program?

The MPS conducts the officer pre-selection brief (OPB) review program so all necessary updates can in the MilPDS system no later than 14 days before the board's convening date. The officer selection brief (OSB) is a one-page, computer-generated extract of selected data from the Headquarters Air Force (HAF). MPS AFPC produces it, and *all* officer selection boards use it.

NOTE: New OSBs produce as data changes are received.

The OPB fabricates about 100 days before the central selection board convenes. It is a two-page, computer-generated printout produced at base level for review by eligible members. Eligible members report any errors to the MPS/career enhancement element. MPSs updates MilPDS to correct errors found on the OPB. If data is missing or incorrect and the board convening date is within 14 days, the MPS sends a message requesting that promotion information be manually posted to the OSB used by the board. Headquarters AFPC *does not* update the MilPDS on receipt of the message; the only action taken is to correct the OSB. The message update *does not* eliminate the requirement for the MPS to input corrected data into the MilPDS.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

642. Process awards, decorations, and recognition

1. What are the three types of awards members can earn?
2. What are the three important purposes of service awards?
3. What makes a person *ineligible* for a service award?
4. What is the purpose of unit awards?

5. What are the requirements for award of an AFOUA?
6. What achievement awards are available?
7. What award is given in recognition of an act of bravery, an outstanding achievement, or period of meritorious service?
8. What are the determining factors when an individual is being considered for a decoration?
9. Why must recommendations for decorations be restricted to the recognition of meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above their peers?
10. What constitutes a decoration submission based on heroism?
11. What is the intention of an outstanding achievement decoration?
12. What are the criteria for nomination for Legion of Merit?
13. Who may initiate a recommendation for a decoration?
14. Who must review and personally endorse each decoration recommendation?
15. How do you process requests for reconsideration?
16. What is the recognition program reserved for?
17. What is the categorical break down for individual awards?

643. Promotions

1. Under what conditions is an airman promoted to the grade of A1C on the day after graduation from basic military training?

2. When is an A1C considered fully qualified for promotion to SrA?

3. What is the difference between a large and small unit in terms of how BTZ promotion quotas are allocated?

4. Under what circumstances will a SrA BTZ promotion board evaluate eligibles based solely on their records?

5. Match each PES code in column B with its explanation in column A. Items in column B may be used once or not at all.

*Column A**Column B*

- | | |
|--|-------|
| ___ (1) Airman on the control roster. | a. C. |
| ___ (2) Absent without leave. | b. G. |
| ___ (3) Denied or not selected for re-enlistment. | c. J. |
| ___ (4) Airman has a referral or overall rating of "2" on the top EPR. | d. M. |
| ___ (5) Failed to appear (no-show) for scheduled WAPS testing without a valid reason. | e. P. |
| ___ (6) Career Airman declined to extend or reenlist to obtain retainability for completing a PCS. | f. R. |
| | g. U. |
-
6. Why should the commander consult with supervisors and training NCOs before authorizing the promotion of an Airman?

 7. Under what circumstances may a promotion order be revoked *after* the promotion effective date?

 8. On what basis are WAPS factors assigned a point value? Provide an example.

 9. When are eligible Airmen required to take a new or revised SKT for their career field?

 10. An Airman's score on the PDG is 68.375. How will this score be recorded?

11. How is TIG computed for Airmen competing for promotion to the grades of SSgt through MSgt?
12. How does the Air Force credit portions of a month in excess of 15 days when computing TIS?
13. Under what circumstances are *new* decorations computed for a particular promotion cycle?
14. TSgt Mary Barlow has four Meritorious Service Medals, two Air Force Commendation Medals, and an Air Force Achievement Medal. What is her decoration point total toward promotion?
15. What time-weighting factor is used to compute the value of the 10th EPR used in determining the overall EPR point value toward promotion?
16. TIG and TIS are computed as of what significant dates?
17. When does the equal selection opportunity for all Air Force specialties *not* apply?
18. How is TIS credited toward promotion to the grades of SMSgt and CMSgt?
19. Why does the central evaluation board perform a trial run before beginning its evaluation?
20. What rating system do the panels use to score the records?
21. The senior NCO selection folder is comprised of EPRs for what periods of service?
22. Why is the senior NCO data verification record important to each member testing for promotion to SMSgt or CMSgt?
23. Why are “whole-person concept” factors not weighted?

24. Why is initial notification of selection for promotion to SMSgt or CMSgt considered *tentative*?
25. What grades can commanders STEP-promote eligible members to?
26. Under what condition is a member promoted more than once during any 12-month period?
27. Who must notify Headquarters AFPC by message within 72 hours after an Airman is selected for promotion?
28. When can an Airman whose promotion has been withheld assume a higher grade?
29. When would an Airman's promotion be withheld for failure to complete professional military education?
30. Who can withhold the promotion of an Airman serving in the grade of SMSgt or CMSgt for periods longer than one year?
31. What are the consequences of a commander's failure to notify an Airman of a promotion deferral action *before* the promotion effective date?
32. What is the promotion effective date for an Airman whose promotion was deferred once the commander authorizes promotion?

644. Manage weighted airmen promotion system testing

1. When and how does AFPC announce the WAPS instructions?
2. During which promotion phase are Airmen/senior NCOs *ineligible* for promotion lists produced?
3. Why does the career enhancement element use the Eligible for Promotion Testing Roster?

4. Who must certify the “selectee data verification list” to the effect that the data has been verified against source documents in the UPRG?
5. What effect do changes to the promotion data during the post-selection phase cause?
6. What documents are the MPF required to provide to both the eligible officers and raters in order to complete the promotion process?
7. When is the MPF required to conduct the OPB review program?
8. How does the MPF notify HQ AFPC of erroneous data on an OPB when the promotion board is to convene within 14 days?

3-3. Management Functions

This current section will get us closer to the nuts and bolts of actually managing programs that affect each military person assigned to your unit. It is your responsibility to manage the programs assigned to you efficiently and effectively. You will have quite a responsibility on your shoulders as you realize how important these programs are to each of us who wear the uniform. A good rule to remember is that you should manage these programs that affect others’ careers, as you would manage programs that affect your own career. Pay attention as you study this unit!

645. Base level service delivery model and case management system

Both base level service delivery and case management system are tools that aid in communication between your unit and the MPS. Understanding what types of services are available will help in P&A daily operations.

Base level service delivery model

The base-level service delivery model (BLSDM) tool allows commanders and their delegates the capability to retrieve queries and perform actions on personnel within their unit, group, or wing. The system provides the capability to produce a wide variety of pre-defined and user-driven reports, with the ability to export data to Microsoft Excel and complete three personnel actions. Commanders may delegate access to members within their P&A staff.

Rosters

There are many rosters available in BLSDM. P&A may utilize the Individual Form in BLSDM to request basic information. To request basic information, select Individual Form from the left side of the home page.

The Individual Form contains the following data on personnel within the commander's unit, group, or wing:

- Name, rank, SSN, record status and description, duty information, home address, reenlistment data, projected grade, EPR/OPR information and miscellaneous data.
- Duty information: office symbol, duty phone, duty title, position number, duty start date, DAS, TAFMSD, gaining PAS Code, primary Air Force specialty code (PAFSC), duty AFSC (DAFSC), PAS code, and report not later than date (RNLTD).
- Home address: street address, city, state, zip code and home phone.
- Reenlistment data: date of enlistment (DOE), DOS, ETS, reenlistment eligibility (RE) code and description.
- Projected grade and EPR/OPR Information: grade permanent projected, DOR, last rating, last report closeout date, projected closeout date, supervision began date, reporting official and supervisor name.
- Miscellaneous data: unfavorable information file (UIF) and description, disposition date, DOB, marital status, and spouse SSN, if military.
- The data on each roster are current within 24 hours with the exception of the UPMR. The main BLSM-IT Tool information page displays the date of currency for the UPMR.

Personnel transactions

The P&A staff is also able to request report on individual personnel, request change of status, and report duty status change in BLSM.

Request report on individual personnel

Commanders have the capability to request personnel actions, such as ordering RIPs (DECOR 6, EPR/OPR Shell), change of reporting official and duty status changes for members assigned under their PAS administrative hierarchy. Commanders may delegate roles to members at the unit, group or wing level, for which they are administratively responsible. The following actions in BLSM will allow you access to this information.

1. Select the individual form.
2. Enter the last name or SSN.
3. Select "Request DECOR 6, EPR/OPR shell (No CRO), AMJAM or record review."
4. Add additional information if applicable.
5. Select "AD Force Management Section" as applicable from drop down menu.
6. Click the SUBMIT button.

Request change of status

Utilize the following procedures to request a CRO when the member or the members' reporting official changes duty, has a PCS, a PCA, separates, or retires. If a performance report is required because of the CRO, complete the performance report prior to submitting the CRO request within BLSM. Submit the CRO once the report with the matching close out date reflects on the alpha roster or the evaluations listing as last EPR/OPR closeout date. Ensure to accomplish the actions in this order; otherwise, the new supervisor may reflect prior to the start date of supervision. The performance report RIP may reflect the new supervisor and possibly transmit to the new unit/base, if applicable.

1. Select the form.
2. Enter the last name of SSN.
3. Select "Request CRO."
4. Enter the new rater information with the name and SSN. Select the start date, "supervisor status" from the drop down menu.

5. State the grade of the new rater in an additional information block (if other than AF military).
6. Select “Base AD Force Management Section” as applicable from drop down menu.
7. Click the SUBMIT button.

Report duty status change

Submit a request for duty status change for members who are sick in quarters (including the hospital, not assigned) and present for duty (PFD):

1. Select individual form.
2. Enter last name or SSN.
3. Select ‘Request Duty Status Change;’ select the reason for the duty status change.
4. Select start and end date.
5. Add additional information if applicable.
6. Select ‘Base AD Force Management Section’ as applicable from the drop down menu.
7. Click the SUBMIT button.

Reports

The commander and the support staff are also able to pull rosters for their units. The rosters are on the left hand side of the home page. The following are available unit reports.

Unit personnel management roster

The UPMR contains funded and unfunded positions and personnel assigned.

Duty status roster

The duty status roster identifies Airmen not present for duty. It contains duty status of Airmen who are deployed, sick in quarters, or on leave.

Evaluations listing

The evaluations listing contains information that identifies projected EPRs and officer performance reports (OPR) on members within the unit.

Enlisted monthly promotion roster

The enlisted monthly promotion roster identifies members projected for promotion within the next month by date of rank or monthly increment. Monthly increments are reflected on this roster once Headquarters, United States Air Force (HQ USAF) makes a determination and AFPC announces the monthly increments.

Gains listing

The gains listing contains a list of Airmen projected to the unit.

Loss listing

The loss listing contains a list of Airmen projected to relocate, separate, or retire.

Officer monthly promotion roster

The officer monthly promotion roster identifies members projected for promotion within the next month by date of rank or monthly increment. Monthly increments show on this roster once HQ USAF makes a determination and AFPC announces the increments.

Pending and projected evaluations

The pending and projected evaluations listing reflects projected evaluation closeout dates less than or equal to current date plus 30 days.

Case Management System

The Case Management System (CMS) is used for entering, tracking, resolving and reporting on pay and personnel related cases within the United States Air Force. It provides base-level offices the ability to communicate with all levels of the Air Force to resolve problems with the Airman's computer records that cannot be resolved by directly updating the various pay or personnel systems. Access to this system is at MPS and Finance

The system enables the one-stop customer support concept. A member only needs to identify and explain the personnel/pay problem he/she is experiencing one time. If the agent the member contacts first cannot correct the problem on the spot, they enter the case into CMS and refer it to whatever agency can work it properly. This eliminates the bouncing of members from office to office attempting to find the right person to resolve the problem. If members have issues with their pay, direct them to the base finance office.

646. Duty status tracking

MilPDS has the capability to record, on a daily basis, changes to an individual's duty status and deployment availability. This reporting procedure provides commanders, personnel managers, and functional managers a tool to determine a unit's capability to perform its mission relative to personnel resources. You can also use it to determine the personnel resources available for deployment in support of contingency operations, manning assistance requirements, and the Status of Resources and Training System (SORTS). Each member has a responsibility to notify the unit orderly room before departing, and upon return from TDY, and report any other change to duty status, such as hospitalization, confinement, and so forth.

Purpose of reporting duty status and deployment availability

Duty status reporting assists commanders in supporting mission and wartime efforts. The availability of duty status information allows commanders and functional managers to make informed force management decisions by providing quick and accurate determination of members available for mission tasking by name, number, and type of unit personnel.

Changing duty status

Duty status reporting is event-oriented, which means that changes are reported *as they occur or are projected to occur*. Duty status conditions are reported when an individual is, or will be projected to be in a duty status other than present for duty and subsequent return to duty.

Wing duty status program manager

The duty status program manager is responsible for the following:

- Provides initial and refresher training for all unit managers.
- Assists squadrons in the establishment of their duty status programs.
- Reviews and assists units in the development of unit TDY in and out-processing procedures.
- Processes and distributes the monthly Duty Status Effectiveness Report (DSERT) to assigned units.

Responsibilities of the member's unit

The P&A, specifically the unit duty status program manager, is responsible for updating, maintaining, and correcting duty status conditions along with the following responsibilities:

- Ensure MilPDS is used to update all changes in an individual's duty status condition as they occur regardless of the amount of time the member is not present for duty.
- Ensures AF Form 2098, Duty Status Change is prepared and processed.
- Uses the DSERT file to analyze unit program effectiveness.
- Ensures system rejects are monitored and corrective actions are taken as necessary.

- Ensures duty status codes of all unit TDY personnel in and out-processing are updated accurately and in a timely manner.

The MPS personnel employment element provides reports and helps the unit monitor with duty status reporting.

AF Form 2098, Duty Status Change

Use the AF Form 2098 when a member enters into an AWOL, deserter, military or civilian confinement duty status, and when returning from one of these duty statuses. You can also use the AF Form 2098 to report officer and enlisted personnel who have lost time. The number of days lost time is determined from the “from/thru” dates reflected on the AF Form 2098. The commander’s “from/thru” dates must be at least one day earlier than the date the member returns to duty/military control. Do not count the day an individual returns to duty/military control as lost time. However, if an individual discharges in absentia, the effective date of discharge will be the day of lost time. If there is an error on a pay-affecting update, immediately print the screen and contact personnel employment. Tell them the documentation you used for update, the error made, the correct data, and any other information needing corrective action.

Reporting unauthorized absences

The definition of an unauthorized absence is when a member is absent from where he or she is ordered or otherwise required to be present. Of course, if someone does not show up for work on Monday morning, you do not immediately suggest to the commander that the member go in a failure to go duty status. Can you think of logical things the supervisor might do? A phone call to the member’s home or contacting his or her friends to see if they have seen the member is a great place to start. There are three categories under the umbrella of *unauthorized absences*:

1. Failure to go - absence of 24 hours or less.
2. AWOL—absence of more than 24 hours and less than 30 days.
3. Deserter—absence of more than 30 days. (NOTE: A person is placed in deserter status after an absence of 10 days during a time of emergency or war declared by the President or Congress.)

A person may also classify as a deserter, regardless of the timeframe, if they meet one of these conditions:

- If the member is an escaped prisoner.
- If the member has action pending on a previous unauthorized absence.
- If the member has requested asylum or a resident permit while in a foreign country.
- If the member without authority goes or remains absent from their unit with intent to remain away from there permanently.
- If in the previous 12 months the member has had access to top secret information or classified information that requires special access authority, and he or she does not appear to be a casualty.

Actions to be taken during specific time intervals

After a member has been absent for 24 hours, the commander, with your help, initiates an AF Form 2098 and forwards it to the MPS. The MPS updates the personnel data system, which in-turn updates the member’s military pay record. Within 72 hours, the security forces and the MPS commander try to determine if the member is a casualty. If they determine the member is a deserter, you then help the commander prepare a DD Form 553, Deserter/Absentee Wanted by the Armed Forces, and send it to the MPS. Send a copy of the commander’s 72-hour inquiry to HQ AFPC and file a copy in the member’s field personnel record group (FPRG).

If the member is gone for 10 days, then the commander sends a letter to the next of kin and those receiving allotments. Make sure to place a copy of this letter in the member's FPRG.

On the 31st day, the commander prepares a status report, retrieves the dependent ID cards, and completes another AF Form 2098 to change the member's status from AWOL to deserter. You will assist the commander in filling out that form, as well as the DD Form 553. You also update the member's duty status in the permanent duty station (PDS). The MPS sends a message to HQ AFPC confirming desertion status. The MPS also attaches the commander's 72-hour inquiry and 31st day status report to the copies of DD form 553 and sends them to HQ AFPC and the MAJCOM. Store the member's FPRG apart from the active records.

At the 60-day point, the commander obtains update input from security forces and completes a 60-day status report. The MPS verifies the member's continued absence and distributes the commander's 60-day status report to AFPC and the MAJCOM. On the 180th day, the PDS automatically drops the member from unit rolls and sends the FPRG to HQ AFPC/DPWCM.

647. Performance evaluations program

Raters prepare performance evaluations to assess personnel performance, conduct, and potential. They help make personnel management and promotion decisions. This lesson covers many of the special rules and exceptions involved in preparing and processing EPRs and OPRs.

All extended active duty and non-extended active duty officers in the grade of colonel and below (except brigadier general selectees), not being evaluated using AF Form 475 have an office of primary responsibility. All enlisted personnel in the grade of A1C (with 20 months TAFMS) through CMSgt require an EPR. In addition, any member released from active duty to the Air Force Reserves (AFR) or the Air National Guard (ANG), whether participating or non-participating, who has 120 days of supervision prior to separating also requires an EPR.

Enlisted and officer evaluations

EPRs have at least two evaluators, unless the rater qualifies as a single evaluator. There is no more than two (rater and additional rater) for AB through TSgt and no more than three for MSgt through CMSgt (rater, additional rater, and reviewer).

Rater

The rater, who is usually the ratee's immediate supervisor, prepares the performance report. A rater may be one of the following:

- A non-active-duty USAFR member in the grade of SSgt or above.
- An officer or NCO (for enlisted ratees) of a US or foreign military service in a grade equal to or higher than the ratee.
- An active duty member in the grade of SrA if the member has completed the NCO Preparatory Course or the Airman Leadership Course.
- A civilian General Schedule (GS)-5 or comparable grade or higher in a supervisory position that is higher than the ratee in the ratee's rating chain.

Additional rater

The additional rater is the second evaluator in a rating chain, after the rater. For AB through TSgt, the additional rater must serve in a grade equal to or higher than the rater and must be at least a MSgt (or equivalent) or civilian in the grade of GS-7 (or equivalent). When the rater's rater does not meet this requirement, the additional rater is the next evaluator in the rating (supervisory) chain that meets this requirement. The additional rater is the final evaluator *unless* the:

- Rater qualifies as a single evaluator.
- Additional rater refers the report.

- Official completing the Commander's Review (section VII) is serving in a grade equal to or higher than the additional rater and non-concurs with the additional rater.

For MSgt through CMSgt, the additional rater must serve in a grade equal to or higher than the rater.

Reviewer/senior rater/final evaluator

For MSgt through CMSgt, the reviewer/final evaluator (additional rater's rater) must be, as a minimum, an officer serving in the grade of major (or equivalent) or a civilian in the grade of GS-12 (or equivalent).

Forms

Use the following forms for recording performance reports:

- AF Form 77, Letter of Evaluation (LOE), is a multipurpose evaluation form.
- AF Form 910, Enlisted Performance Report (AB through TSgt).
- AF Form 911, Senior Enlisted Performance Report (MSgt through CMSgt).
- AF Form 707, Officer Performance Report (Lt thru Col).

Responsibilities

The P&A administers the unit performance report program for the commander. This program includes the members who are on active duty, as well as at the headquarters for active guard and reserve, IMAs, participating individual ready reserve members (PIRR), and those on limited extended active duty (LEAD). These responsibilities include sending performance report notices to the rater and, when applicable, attaching letters of evaluation (LOE) for the reporting period to the notices; performing an administrative review of all evaluation reports and if necessary, returning them for correction/completion before sending them out of the unit. As a minimum, this review must ensure the following:

- All applicable blocks are completed (marked, dated, and signed).
- Reports contain accurate information (particularly in the ratee identification and job description sections).
- Spelling accuracy and proper bullet structure.
- Reports do not contain inappropriate comments or recommendations.
- Reports are properly referred, when necessary.

Additionally, the P&A will:

- Ensure any government records created/collected/prescribed as a result of the processes of the Enlisted Evaluation System and Officer Evaluation System – MPSM for implementation of evaluation forms and performance feedback worksheets along with the official copy of the MPSM are managed/maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)*.
- Ensure to update all hard copy evaluations (previous edition and current edition) in MILPDS and distribute in accordance with applicable guidance.

Editing review

When reviewing the report, make sure to check the formatting, rate identification data, type, font, nicknames, and acronyms.

Formatting

Do not underline, capitalize, or use bold print, unusual fonts or characters, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names, publication titles, etc.

Ratee identification data

The name is all uppercase. The remaining data (grade, unit, location) is upper/lower case.

Type and font

Type all evaluations using the electronic version of the form and use “Times New Roman” in 12-pitch font. Raters may handwrite evaluations only when HQ AFPC/DPSIDE authorizes; typically, requests are not approved if a computerized form (i.e., typewriter or word processor) is available. If eligible, individuals must print or legibly write entries and only use dark blue or black reproducible ink.

Nicknames and acronyms

As a general rule call signs, code names, or unusual nicknames are not permitted on evaluations; however, a shortening of the ratees name is allowed:

For example:

Anthony	>	Tony
Kenneth	>	Ken
James	>	Jim
Christopher	>	Chris

Do not define common acronyms used throughout the Air Force. However, make sure to spell out uncommon acronyms. If space is limited, raters can define the acronyms in the remarks section of the applicable form.

Additional requirements

The P&A provides technical assistance to the commander and evaluators, as well as update data into MilPDS according to the *Personnel Services Delivery (PSD) Handbook*. Upon completion, the P&A forwards evaluations to AFPC or Air Reserve Personnel Center, as appropriate, via the CMS evaluation application.

Suspense

The unit has a monitoring system to ensure prompt performance report submittal. Do not suspense or require raters to submit a complete evaluation with their signature on it to the next evaluator in the rating chain any earlier than five duty days after the close-out date. If the rater is not available, extend the suspense.

- Completed EPRs on active duty personnel are due to the P&A no later than 30 days after close-out and to AFPC no later than 60 days after close-out.
- EPRs on Reserve Component personnel are due to the MPS/P&A no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out.
- EPRs directed by HQ USAF – see AFI 36-2406, paragraph 3.8.5.4.

Use digital signatures *except* in the following cases: referral reports; at least one evaluator does not have a common access card (CAC); or at least one evaluator does not have access to a CAC enabled computer. Print these reports and sign with “wet” (hand signed) signatures and handwritten dates. Units with other scenarios that present themselves due to technology limitations can request an exception to policy by applying to AFPC/DPPPE or ARPC/DPBR, as appropriate, explaining their situation. Exhaust all communications squadron resources to find a local technological solution before requesting an exception to policy.

Ratee’s acknowledgement on airman comprehensive assessment

The rater conducts face-to-face feedback in conjunction with issuing the evaluation. The EPR/OPR serves as the feedback form. Do not use the Airman Comprehensive Assessment Worksheet (ACA).

Electronic routing of the form does not excuse the rater from providing face-to-face feedback. Only in situations where face-to-face feedback is not feasible, is when raters can conduct feedback either by telephone or electronically. The rater first attempts to call the ratee and conduct the feedback via telephone. If that option is not available, the rater may provide clear, detailed feedback to the ratee via e-mail, using a read receipt to verify the ratee received the feedback.

Raters perform feedback obtains ratee's signature after the reviewer/commander approves the evaluation. In cases where an Air Force advisor or Acquisition/Functional examiner signature is required, the feedback and ratee acknowledgement occurs after the advisor or examiner review. The ratee must acknowledge receipt of the report prior to the report becoming a matter of record. The ratee reviews and verifies all dates, markings, and comments on the form. The member addresses significant discrepancies and administrative errors, which are corrected if all parties agree, before the report becomes a matter of record. This does *not* mean the ratee can refuse to sign if he or she disagree with the report. This is an acknowledgement of the report vice concurrence. If a rater does not agree to change the report and the ratee wishes to dispute it, they should pursue the established appeal/correction avenues available to them in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, once the report is a matter of record.

The rater will suspend the ratee three (3) duty days, (30 calendar days for Reserve/ANG), after feedback is provided, to sign the report.

In cases where the ratee refuses to sign, the rater selects "Member declined to sign" from the drop down menu in the ratee's acknowledgement block. Rater will sign the block.

In cases where the ratee is unable to sign, the rater selects "Member unable to sign" from the drop down menu in the ratee's acknowledgement block. Rater will then sign the block. Member is unable to sign if they do not have access to a CAC-enabled computer (i.e., convalescent leave, TDY to a contractor facility without government computer access, in AWOL or deserter status, etc.).

Upon receiving the ratee's endorsement or expiration of the suspense to receive the signed evaluation, the rater places the report in official channels. The digital signature feature of this block is independent of other digital signatures on the form.

Access to reports

Reports are for official use only and are subject to the Privacy Act. They are exempt from public disclosure under DOD Regulation 5400.7/Air Force Supplement, *DOD Freedom of Information Act Program* and AFI 33-332, *The Air Force Privacy and Civil Liberties Program*. Only persons within the agency who have a proper need to know may read the reports. The office with custodial responsibility is responsible for determining if a person's official duties require access.

AF Form 77, Supplemental Evaluation Sheet, referred to here as "Letter of Evaluation (LOE) Sheet," is used to:

- Substitute a missing evaluation report.
- Cover gaps in performance records.
- Document duty performance with less than 120 days of supervision.
- Provide a continuation sheet for referral reports.
- Provide comments by commanders, Air Force advisors, or acquisition examiners.
- Document enlisted personnel participation in the WCAP.
- Perform other purposes directed by HQ USAF.

An LOE also documents periods of performance too short to require an EPR, OPR, or training report (TR) or periods of time when the ratee is supervised by someone other than the designated rater. LOEs can be very helpful to a rater when preparing EPRs, OPRs, or TRs. Therefore, evaluators may request LOEs from others (e.g., TDY supervisors, former raters with less than 120 days of

supervision during the EPR reporting period, etc.). Evaluators may quote or paraphrase information contained in the LOE.

There are two categories of letters of evaluation. One is *mandatory* (must be prepared) and the other is *optional* (may be prepared).

Mandatory LOEs are prepared for:

1. Officers when required by AFI 36-3208, *Administrative Separation of Airmen*,
2. Enlisted members participating in the WCAP, or
3. Active duty A1Cs and below with less than 20 months' TAFMS when a CRO occurs due to PCS/PCA of the rater or ratee or separation/retirement of the rater.

All LOEs prepared for reasons other than those listed above are optional. Optional LOEs are also prepared for Reserve personnel. The use of a LOE is strongly encouraged whenever possible to give the rater as much detail and accurate information on the member's performance as possible. The MPS or P&A will notify the rater when an LOE is mandatory because of PCS or PCA action.

The rater/supervisor forwards the completed LOE to the P&A. After quality reviews and corrective action (if appropriate), P&A personnel will forward LOEs to the MPS career enhancement element for update in the MilPDS. The P&A provides the rater a copy of the LOE to use when preparing the ratee's performance report. If the ratee departs PCS before a report is required, P&A forwards the LOE to the MPS to forward to the gaining MPS.

P&A personnel include LOEs closing during the period of the performance report with the OPR/EPR notices sent through the rating chain. Mandatory LOEs attach to reports sent to the MPS. Once the MPS determines the report is acceptable for processing, the LOE goes back to the P&A to be given to the ratee.

648. Basic allowance for subsistence and substance in kind

Accomplishing your duties correctly goes a long way toward helping the commander ensure a high quality of life for unit personnel. The basic allowance for subsistence (BAS) and subsistence in kind (SIK) programs take care of feeding members and their families.

Basic allowance for subsistence program

There are two aspects to the BAS program:

1. Meal cards for those individuals *not authorized* the BAS.
2. The allowance itself, authorized to those who meet certain eligibility requirements.

BAS is a monetary allowance paid to individuals who are not required to eat in government dining facilities. The unit commander appoints, by letter, a control officer (or NCO) to monitor the ration status of each member. This monitoring applies regardless of the member's BAS or SIK status. DOD and Air Force policy automatically entitle certain members to receive BAS. The following table explains each factor used in determining this automatic entitlement.

Determining Automatic Entitlement for BAS	
Factor	Background
Marital Status	With the exception of basic trainees, members residing with their dependents at a permanent duty station are entitled to BAS. BAS is automatically started upon in-processing for husband-wife members who arrive on the same date, maintain common family-type quarters, and are assigned to the same or adjacent military installation. Members married to members who report to the new duty station separately require authorization for BAS using AF Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS) – Separate Rations.
Dependency	Single members with dependents residing in the household are authorized BAS under the category of members residing with their dependents.

Determining Automatic Entitlement for BAS	
Factor	Background
Grade	Personnel in grades E-7, E-8, and E-9 meet grade and special criteria as they are supervisors and (or) managers.
TLA and/or TLE	Members receiving temporary lodging allowance (TLA) or temporary lodging expense (TLE) are not issued a meal card. They are not placed on the Services Information Management System (SIMS) while on TLA or TLE. The authorization to mess separately is terminated after the last day of TLA or TLE if the member does not otherwise meet the criteria for issuing an authorization to mess separately.

To justify payment of BAS to members who are not automatically entitled to receive it, commanders must determine that *at least two of the factors listed below* warrant it:

- Duty hours.
- Dining hall capacity.
- Distance to the dining facility.
- Location of a member's residence.
- Specialized duties (such as band, recruiting, Honor Guard).

These factors are examples only, not all-encompassing. The commander may consider additional factors he or she deems appropriate. The commander considers such BAS requests on its own merit.

Subsistence in kind program

Enlisted personnel not authorized BAS receive a SIK entitlement. Such personnel receive their full meal entitlement either through a meal card (DD Form 714, Meal Card) or through the automated SIMS.

Instead of using the manual method for identifying personnel authorized SIK and issuing meal cards, you may be fortunate enough to be working with automated SIMS. Installations employing SIMS identify personnel entitled to SIK through the member's ID and SSN instead of through the meal card.

Like with the meal card program, the unit commander appoints a control officer or NCO, by letter, to monitor the ration status of each member.

If using SIMS, the meal cards remain optional for medical food service and non-Air Force units assigned to the installation. In such cases, the member presents the ID card with the meal card for food service.

There are three substantiating documents used in conjunction with the BAS program:

1. DD Form 114, Military Pay Order.
2. AF Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS) – Separate Rations.
3. DD Form 1475, Basic Allowance for Subsistence – Certification.

649. Maintain medical publications and forms

The Air Force publications and forms management program is an important part of every Airman's career. Publications are one way the Air Force gets information on policies and procedures out to people in the field. Publications not only help us do our job and help us maintain proper dress and appearance, they keep us updated on various programs. Forms help us maintain and coordinate data as well as report on how well we perform our jobs.

Air Force units at all levels ensure publications and forms are complete, accurate, current, and accessible to Air Force users. Official Air Force publications are the only approved vehicles for issuing official Air Force policy and/or guidance. Air Force publications are either directive or nondirective in nature. Official Air Force publications communicate policy, issue guidance and

procedures, or simply serve to inform. Forms provide an expanded capability to manage the collection, storage, retrieval, and display of data. Official Air Force forms are processed and disseminated in accordance with Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. The publishing process includes formatting, posting, and storing electronic products; designing Air Force-approved forms; and processing, storing, and disseminating physical products. Ultimately, publishing operations provide customers Air Force-wide access to electronic and physical products via the Air Force e-Publishing Website (<http://www.e-publishing.af.mil/>). The website serves as the official repository for departmental and field publications at the wing-level and above.

Categories and formats of publications and forms

Remember from earlier in this section, official Air Force publications are the only approved vehicles for issuing official Air Force policy and/or guidance. There are two types of Air Force publications—directive and non-directive.

Directive publications

Directive publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel *must comply* with these publications. All publications in this category *must* carry the following statement in the publication header. “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.”

Policy directives

Air Force policy directives (AFPD) are orders of the secretary of the Air Force (SECAF). They contain directive policy statements to initiate, govern and/or regulate actions within specified areas of responsibilities by Air Force activities. The SECAF is the only approval authority/authenticator for AFPDs. An AFPD cannot be supplemented.

Policy memorandums

The Air Force policy memorandums (AFPM) are issued by the SECAF as interim policy, to address critical issues such as national security, safety of flight, statute change, and so forth, when there is insufficient time to process and distribute a new or revised policy publication (AFPD or Air Force supplement to a DOD or policy Department of Defense Instruction [DODI]). AFPMs expire 180 days after the effective date or when superseded by a policy publication, whichever is earlier. The SECAF approves the release of all AFPMs. Only one AFPM can be active at a time. OPRs consolidate guidance into a single AFPM when additional direction must be provided and an AFPM is already active.

Mission directives

Air Force mission directives (AFMD) prescribe the mission, area of responsibility, organization, and relationships of MAJCOMs, FOAs, and DRUs with their respective units. Organizations may publish mission directives that are subordinate to an AFMD, prescribing the mission, organization, responsibilities, and relationships within a specific command. The publications/forms managers assigns numbers to organization-specific mission directive numbers, and are posted on the e-Publishing Web site, except for those internal mission directives below wing/base-level.

Instructions

Air Force instructions at departmental level are orders of the SECAF and are certified and approved at the HAF Secretariat or the Air Staff-level. AFIs direct action, ensure compliance, and/or give detailed procedures to standard actions Air Force-wide. Unless otherwise stated in the publications, any level below the HAF may supplement AFIs. AFIs at field level are issued by MAJCOM, FOA, DRU, and below. They are field instructions that issue organization-specific information and used when no departmental or higher headquarters guidance is available to supplement. Once departmental or higher headquarters guidance is published, field activities must revise or rescind applicable instructions and issue supplements to the higher headquarters guidance within 180 days.

Instruction checklists and addenda

Instruction checklists and addenda are separate supporting documents referenced in the basic instruction. They provide detailed procedural guidance/steps necessary to accomplish a task/operation. The intent of these products is not for data collection; use a form when you have to collect and retain data. Submit each checklist for processing, publishing and or posting via a fully coordinated and signed AF Form 673.

Guidance memorandums

Guidance memorandums are interim guidance, to prescribe new procedures and guidance that affects many people or to address critical issues such as national security, safety of flight, and so forth, when there is insufficient time to process and distribute a new or revised guidance publication (AFI, AFMAN, or Air Force supplement to a DODI). Guidance memorandums expire 180 days after their effective date or when superseded by a guidance publication, whichever is earlier. OPRs process and distribute a new or revised guidance publication before the guidance memorandum expires.

Operating instructions

Headquarters operating instructions (HOI) assign responsibilities, direct actions, and prescribe procedures within a headquarters. HAF generates requirements on HOIs. HAF/Information Management (IM) is responsible for assigning HOI control numbers at HAF; publications/forms managers assign HOI numbers in the field. The HAF/IM posts approved HOIs generated at HAF on the Air Force portal. HOIs are not housed on the e-Publishing website.

Manuals

Air Force manuals (AFMAN) are usually extensions of instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. An AFMAN does not necessarily have to fall under an AFI; an AFMAN may stand in place of an AFI, if appropriate.

Interservice publications

Interservice publications contain mutually agreed-upon procedures the Air Force and one or more of the military departments or DOD agencies, such as the Defense Logistics Agency (DLA), need to carry out a common mission or function. When the Air Force is the lead agent, the Air Force publication number, command approval, and accessibility and releasability statements precede those of the other military departments or agencies. The Air Force OPR develops and processes the publication according to AFI 33-360.

Supplements

Supplements are publications that extend or add material to publications issued by higher headquarters or agencies. In order to minimize the release of conflicting guidance and duplicate information, Air Force activities add organization-specific guidance to higher headquarters publications, rather than issuing separate publications. Supplementary guidance cannot be less restrictive than the basic publication but can be more restrictive. Supplementary guidance cannot contradict the basic publication. Field supplements may either integrate publications or be a stand-alone publication. The integrated method, where local content inserts into the higher headquarters publication, enables the user to see higher headquarters and new material in one integrated file. This is most convenient for the readers.

Installation publications

Installation commanders have the authority to issue installation publications. Unless limited by waivers granted under host-tenant agreements, installation publications apply to all units assigned or attached to the installation. They also apply to off-base and remote site units if the subject matter covers the support and services given them by the issuing installation.

Nondirective publications

Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is *expected*, but *not mandatory*. Air Force personnel use these publications as reference aids or “how-to” guides.

Pamphlets

Pamphlets are informal, how-to publications which may include procedures for implementing Air Force guidance. Pamphlets may provide guidance regarding reports but may not prescribe reports. They may reference forms and provide guidance on completing them but may not prescribe them. Field commands and activities may issue pamphlets.

Doctrine documents

Doctrine documents are statements of officially sanctioned beliefs and war fighting principles that describe and guide the proper use of air, space, and cyber forces in military action. Doctrine documents guide our personnel as they plan, employ, organize, train, equip, and sustain Air Force forces. Doctrine documents also provide the foundation for Air Force contributions to joint and combined doctrine development. Doctrine documents are authoritative but require judgment in application. The Air Force develops doctrine at different levels and depths of detail in the forms of basic, operational, and tactical doctrine. Each level of doctrine plays an important role in describing and guiding the preparation (organizing, training, equipping, and sustaining) and employment of air, space, and cyberspace forces.

Directories

Directories are informational publications. They are usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may issue directories; which adds the acronym of the command as identification.

Handbooks

Handbooks are reference books of a particular subject or a compilation of factual data and instructional material not subject to frequent revision.

Catalogs
Catalogs are informational publications that describe a particular collection of information.

Visual aids

Visual aids (VA) are posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, and base facilities and other places. OPRs should combine and issue VAs at the highest levels, when possible. There are two kinds of VAs.

1. *Permanent* - These explain or instruct. An example is a chart portraying military insignia. Permanent VAs are numbered, dated, and indexed just like other publications. Permanent VAs must be attributable to guidance or information in a publication; there is no need to list VAs in the related publication, but OPRs must indicate the related publication on the VA.
2. *Temporary* - These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180-calendar days or less. Temporary VAs will show an expiration date, unless the VA shows a date of an event. These VAs are not numbered or indexed.

Product announcements

Product announcements publicize the availability of new, revised, or interim changes for Air Force publications and forms on the e-Publishing website and in the publishing distribution center (PDC), as well as announcing cancellations and disseminating items of general interest to the publications/forms community.

As you can see, there are many different publications to help us do our jobs and do them right. Remember the goal of the publication program is to develop quality, total force publications with information essential to the mission economically.

Types of forms

There are many different forms available for your use. Most of the forms we use are at the Air Force level; however, there are different types of forms/IMT (Information Management Tool) products. The scope of the intent and form designation determines the type of form. If the scope of users expands or contracts, the form redesignates and reprocesses as necessary.

Departmental

A departmental form is used Air Force-wide or by more than one MAJCOM, FOA, DRU, base, or wing. It is prescribed by a departmental publication such as an AFI or manual.

Field

Field forms are issued by a MAJCOM, FOA, DRU, base, or unit, for use within the organization and subordinate organizations. They are prescribed by a field-generated publication.

NOTE: Use a form generated at higher-headquarters whenever possible.

Headquarters and unit

Headquarters and unit forms are issued for use within the organization. They are prescribed by an operating instruction (OI).

Non-prescribed forms

OPRs supply instruction on non-prescribed forms as necessary; an accompanying memo is acceptable. The OPR manages any form collecting information covered by the Privacy Act (PA) as a prescribed form. Descriptions of these forms are in the following table:

Non-Prescribed Forms	
Type	Description
Office	Forms for use only within the originating directorate, division, branch or section or office. OPRs disseminate office forms.
One-time	Forms that satisfy a one-time requirement, are not reused or reprinted, and are obsolete when expiration date is met. The OPR distributes the forms directly to activities required to complete the project. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date.
Test	Test forms are established to be used for a limited period of time so they may be evaluated and made permanent. On the face of the form, following the form number and date, annotate in parentheses "TEST – EXPIRES: [date]." Life of a test form will not exceed one year. The OPR is responsible for converting these forms to a permanent form by the expiration date. If a test form is not converted to a permanent form by the expiration date, it automatically becomes obsolete.

There are some actions that may require the use of non-Air Force forms, such as DOD forms (DD forms), standard government forms (SF), and optional forms (OF).

Once the publishing office has converted, licensed, and placed the form on the e-Publishing site, you can then use the product. To complete a form you need the applicable form design software installed. This viewer software allows you to view and place information in predetermined places on the product.

Review and coordination

When coordinating drafts and final concurrences on publications and forms a completed AF Form 673, Air Force Publication/Form Action Request, must accompany the draft submitted for publication. Drafts of new forms circulate with the prescribing publication for coordination. You can circulate your form independently of the prescribing publication only if the form requires revision or is marked for cancellation. Functional coordination is completed and recommended changes accomplished in the draft before submitting the final version for mandatory coordination. The OPR

cannot release any final drafts for publication with unresolved non-concurrences or insufficient coordination. The two types of reviews performed as an OPR are two-year reviews and special reviews. Let us look briefly at the two types of reviews.

Two-year reviews

The Air Force Department Publishing Office (AFDPO) initiates reviews every two years using the AF Form 673, Air Force Publication/Form Action Request. The publications/forms managers initiate a review every two years of publications and any forms prescribed therein in the anniversary month of the publication date, using an AF Form 673. AFDPO initiates the review of all departmental publications authored in the field. If the OPR has given publication status on an AF Form 673 within the past year, postpone the review until the next cycle.

Special reviews

A special review occurs when the OPR decides a publication needs to change before its two-year review. This change could be the result of a new procedure or a higher headquarters publication change. There is no time limit for an OPR to conduct special reviews.

Updating publications

You probably know by now, instructions are fluid and are in a constant state of flux. You may ask yourself: “Aren’t policies supposed to be a solid foundation to build upon?” The answer to this question is yes; they are the foundation of everything we do. As budgets get tighter and we have fewer people available for the mission, we need to be able to flexible.

You will rarely see frequent changes to the Air Force policy directives that provide the foundation, but you will see Air Force instructions that constantly change. The driving force behind them is either new technology or a better, more efficient way of doing the same task. Other driving forces are changes to public law. When Congress passes a new bill and it becomes law, it sometimes affects the way we do business. Because of these factors, we must review publications.

Because most Air Force publications publish in multiple media, it is critical you process publication changes through the publishing manager. Once a publication posts to the official publications and forms a Web site, it is official and will not go in for changes without the OPR issuing an interim change to revise it. Changes are a way of life, which means we must change publications when new policies and procedures establish. Let’s look at the different types of changes: interim and administrative.

Interim changes

An interim change (IC) is a change issued to announce only mission-essential information (e.g., law, DOD mandate, Air Force policy or guidance, etc.) and/or a major reorganization, although OPRs may use ICs to change any type of information in the publication. OPRs may issue only five (5) ICs to Air Force publications none of which should change more than 20 percent of the paragraphs in the publication (tables, figures, and illustrations count as paragraphs) After the fifth IC, the publication must be rewritten, which requires mandatory and technical/functional coordination.

Administrative changes

Administrative changes (AC) are purely administrative changes that do *not* affect the subject matter content, authority, purpose, application, and/or implementation of the publication. The AF Form 673 goes to the publications/forms manager before the certifying official signs the form. Because these types of changes are non-substantive there is no coordination required. There is no limit on the number of administrative changes. Administrative changes do not integrate into the basic publication, but they will appear when the publication opens from the e-Publishing site.

650. Process official mail

You are aware health service managers are responsible for not only creating certain types of communications but also for processing and distributing those communications. It is very easy to be caught up in trying to send all of our correspondences electronically, but in some cases, sending it electronically is simply not appropriate. Would you rather receive a letter of appreciation from your commander over an e-mail system or have it presented to you in a little more formal setting, such as during a commander's call? In this lesson, we will discuss mail management.

Personnel and administration responsibilities

We process and distribute information every day to members within our own organization, to members outside our organization, and even to members at other DOD installations around the world. Of course, do not forget the civilian institutions with which we communicate on a daily basis. This unit will shed some light on the world of processing official mail the old-fashioned way - manually by hand and machine!

Base Information Transfer System

The Base Information Transfer System (BITS) is the total system that collects, processes, and delivers communications and containers between organizations on an Air Force installation, and receives and dispatches mail from servicing post offices and delivery companies. The installation commander must provide facilities, equipment, vehicles, resources, and services for the efficient operations of the system. BITS acts as the agent for all official on-base activities. The key word here is *total system*; it is the people and processes that move our mail.

Action office

The office that uses or responds to a communication is the action office. Basically, this is the person receiving a piece of mail. It is whose name is on the envelope or in the Air Force's case, what office symbol is on the envelope. The action office has a more "hands-on" role in the mail process. It is the beginning and ending point for official communications. Personnel assigned are responsible for preparing communications for dispatch and receiving communications from distribution offices.

Processing incoming communications

The action office processes communications received from the P&A office. Personnel whose responsibilities include opening official mail must ensure they release sealed inner envelopes with SECRET or CONFIDENTIAL markings only to a person with the proper clearance. Also all *sealed and unsealed* mail endorsed "DO NOT FORWARD" or "Return Service Requested" that remains in action offices at the close of business must be stored in a classified storage container.

Preparing outgoing communications

The action office prepares communications before sending to the P&A. Some of their responsibilities are listed below:

1. Addressing all communications to the office that takes action on the subject.
2. Using a complete mailing address including office symbol.
3. Assigning container numbers to help control accountable communications.
4. Preparing DD Form 2825, Internal Receipt, for all accountable containers.
5. Preparing and using OF 65-B or -C when mailing unclassified intrabase communications.

Now you can see what we meant when we said the action office has a more "hands-on" role. They do all of the paperwork involved in preparing outgoing communications.

Suspicious mail procedures

If you are suspicious of a mailing and you are unable to verify the contents with the addressee or sender, you should protect yourself and your office by doing the following:

1. Stop. Do not open or handle the article.
2. Isolate the article and evacuate the immediate area.
3. Do not put the article in water or a confined space such as a desk drawer or a filing cabinet.
4. If possible, open windows in the immediate area to assist in venting potentially explosive gases.
5. Do not take any chances or worry about possible embarrassment if the item turns out to be innocent. If there is any reason to believe a letter or parcel is dangerous, contact your supervisor immediately.

To identify a suspicious mail or package look for the following items:

- Return address.
- Restrictive markings.
- Sealed with tape.
- Misspelled words or badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country or excessive postage?
- Oily stains, discolorations, crystallization or wrapper.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

Mail classes

During your daily routine of processing correspondence, you may have to determine the appropriate mail class for an outgoing communication. To help you make an informed decision, let's look at the some of the types of mail classes.

First-class mail

Send postcards, letters, and large envelopes using first-class mail. The weight limit for first-class mail is 13 ounces. For heavier items, use priority mail. First-class is a class of mail sealed against inspection. If you place an Air Force memorandum in a regular, letter-size white envelope for processing to go off base, the OMC processes it as first-class mail.

Priority mail

Priority mail delivers documents and packages in an average of two to three days. Priority mail is for any destination and any weight up to a 70-pound maximum when you use either flat rate envelopes or flat rate boxes. It delivers to every address in the United States, including post office (PO) boxes and military addresses.

Express mail

Express mail is the fastest service and most expensive mail service the USPS offers. They guarantee next-day and second-day delivery nationwide. Since the rapid delivery service of express mail exceeds the needs of most Air Force activities, use it only for special circumstances, such as mission impairment or degradation.

Periodical mail

Periodical mail consists of newspapers and periodical publications issued regularly and on a continuing basis. The USPS reserves the use of the periodical mail class for authorized publishers and registered news agents.

Standard mail

Standard mail offers a lower price on postage for the work you perform. Standard mail requires a minimum of 200 pieces or 50 pounds per mailing. Each mail piece must weigh less than 15 ounces. Do not use it for sending personal correspondence—handwritten or typewritten letters. Use standard mail for the following types of correspondence:

- Printed matter, flyers, circulars, and advertising.
- Newsletters, bulletins, and catalogs.
- Small packages.

Special mail services

Special postal services for use within the Air Force limit to instances when the law requires, by DOD or Air Force policy, or when mission essential. Do not use special mail services just get a record of mailing or delivery, nor to trace communications sent between two Air Force activities. Using internal receipts with first-class mail satisfies most receipt and security requirements for unclassified communications.

Registered mail

Registered mail is the most secure service the USPS system offers. It provides a continuous chain of receipts from the moment the USPS accepts the memorandum or package to its final delivery. This service has the lowest loss rate. The extra control over registered mail may delay it causing longer transit times than first-class or priority mail. The bottom line is to register official mail for the security of, not the value of, the contents.

Certified mail

With certified mail you can be sure your article arrived at its destination with access to online delivery information. When you use certified mail, you receive a receipt stamped with the date of mailing. As an additional security feature, the postal service obtains and maintains a recipient's signature at the time of delivery. The sending facility does not keep a record on file. If certified mail is lost, it cannot be traced. Certified mail does not have widespread use within the Air Force. Use this type of mail with the US domestic and military postal system, and when law, DOD, or Air Force policy requires.

Certificate of mailing

When you need to verify you have sent a letter or package, purchase a certificate of mailing. A certificate of mailing is a receipt that provides evidence of the date the postal service received it for mailing. You can purchase it only at the time of mailing. And don't lose it! It is the only official record available.

Signature confirmation

If you are sending something important, you may want to be sure it reaches not just the right address but the right hands as well. With signature confirmation, you can get confirmation of delivery including date, time, and location, and you can request to have a letter faxed or mailed to you with a copy of the recipient's signature. Signature confirmation gives you an additional level of security by requiring a signature from the person who accepts your package. Insuring your mail protects it against loss or damage. Insure your package only for what its contents are worth; insurance only covers actual value at the time and place of mailing.

Insured mail

Use the OF 65-B or -C when sending unclassified communications to another unit on the same base (intrabase). The difference between the 65-B and -C is the size. You just cross out the previous addressee and use the next available block for entering the new addressee's organization and office symbol. Once all the blocks on one side are used, turn it over and use the other side. If you have several pieces of correspondence going to the same addressee, place them all in the same OF 65. Continue using the OF 65 until there are no more blocks to fill out.

Accountability and processing accountable mail

With all official communications processing through the BITS before entering the USPS, it falls to the P&A personnel to ensure the security of classified and sensitive material. The BITS acts as the agent for all official on-base activities. As the agent, you sign for all official accountable mail (registered, insured, certified, and express) when the USPS turns it over. Accountable mail is communications for which accountability must be maintained. The term includes classified material and unclassified communications that, because of their nature and sensitivity, must be handled and processed in a controlled environment. Label mail as accountable if it contains sensitive information that should be kept from the public or something of monetary value.

Container numbers

When dealing with accountable communications, the Air Force uses container numbers to help control the communications while they are in Air Force channels. You can also use container numbers when consolidating items allowing us to avoid paying additional USPS registered or certified mail fees on each accountable communication. Instead, we pay one fee for the entire consolidated shipment.

Using container numbers in conjunction with a DD Form 2825, Internal Receipt, and proper USPS forms enables us to trace a container from the sender, through the BITS, into the USPS accountable mail (registered or certified), and on to the receiver.

Each activity action or distribution office that processes accountable containers to other activities, either on-base or off-base, applies the appropriate container numbers on containers and DD Form 2825. An example of a container number would be UUB-08-058, which is made up of the office symbol, the last two digits of the calendar year, and the number of containers starting with 001. Place this alphanumeric container number on the left-hand side of the container, beneath the return address.

Preparing and using DD Form 2825, Internal Receipt

Enclose DD Form 2825, Internal Receipt, in consolidating shipments. DD Form 2825 has spaces to record signatures for three changes of custody. Use it to record the exchange of sealed accountable containers between the dispatching activity, the OMC, and the addressee. The OMC must sign for accountable containers when accepting them from the dispatching activity distribution office and must obtain a signature when delivering accountable containers to the addressee.

Securely attach the DD Form 2825 to the container. When the same DD Form 2825 lists several containers, bundle these containers securely or consolidate them and attach the DD Form 2825 to the top container.

Ensure the office or person having custody of accountable containers gets a signature from the recipient on the top copy and files it. Keep signed DD Form 2825 for two years, and then destroy it. Keep unsigned duplicates for 90 days or until they are no longer needed. Take follow-up action if you do not have the DD Form 2825 back within 14 workdays from the date of dispatch, unless the normal two-way transit time is longer.

Packing accountable containers

Registered mail is the best choice for ensuring that accountable containers remain in a controlled environment. Seal registered mail with mucilage, glue, or paper tape. Never use plastic or masking

tape. Do not use window or self-sealing envelopes. Only use envelopes with normal seams and flaps that a date stamp can straddle. This allows the USPS to place date stamp imprints across seams, flaps, or tape strips to make it easy to spot tampering. The envelope's material must be able to absorb the ink from the date stamp.

Receiving an accountable container

When you receive an accountable container, compare the container number with the number listed on the container receipt to make sure you are signing for the correct package. Inspect the container for evidence of tampering, and then check the contents against the enclosed AF Form 310, Document Receipt and Destruction Certificate, or other authorized receipt form. Once you verify the contents are there, sign the original AF Form 310 and return it to the sender. If you find a discrepancy, tell the sender immediately and return an annotated, signed copy of the receipt to the sender.

Initiate *tracer action* if a sender does not receive a signed receipt back within 30 days for material sent within CONUS or 45 days for material sent OCONUS. If recipients do not return the receipt and confirm they have not received the material, the sending activity must initiate security incident procedures.

Treat containers containing the endorsement, "DO NOT FORWARD," as ordinary first-class mail. If the OMC (observation of mail condition) or an area distribution office is holding unprocessed or undelivered first-class mail bearing this notice at the end of the workday, then they put it in a classified storage container. During delivery, pickup, or on the mobile distribution vehicle (MDV), it is handled as first-class mail.

651. Monitor personnel information file

Commanders have the authority whether or not to establish personnel information files (PIF) on their personnel. The only time when a commander is required to maintain a PIF, is when an officer receives a letter of admonition (LOA) or letter of counseling (LOC) that is not filed in an unfavorable information file (UIF).

With the impending loss of unit personnelists, commanders may wish to review their policies regarding PIF creation and maintenance. Opportunities exist to scale back on current practices of creating and maintaining PIFs on ALL members. In determining what, if any, changes to make regarding what to file (or not to file, that is routine correspondence maintained elsewhere) in a PIF, commanders are strongly encouraged to seek the advice of their servicing SJA in order to preserve their critical command options in military justice (disciplinary) and administrative quality force actions.

Regardless of whom maintains a member's personal information (supervisor, first sergeant, or commander), the unit PIF is established and maintained in accordance with AF and local guidance. If a PIF is established, use the AF Form 10A, Personnel Information File, Record of Performance, Officer Command Selection Record Group (Folder). Keep the PIF current, correct in content, and safeguarded in a locked cabinet or locked desk drawer to ensure it is not misused or that unauthorized access does not occur.

PIF contents must be available to the members, commanders, raters, senior raters, first sergeants, office of special investigations (OSI), and SJA personnel, but not to the area defense council.

A squadron PIF is mandatory for officers with LOAs/LOCs not filed in an UIF. Establishment of PIFs is highly recommended for members with derogatory information not maintained in a UIF. For information that is in an UIF, also maintain a copy of the derogatory documents in a PIF to ensure the information is not destroyed after the UIF terminates. In order to use this information in quality force and military justice actions, information must be maintained and stored in accordance with AFI 36-2608. All other PIFs are maintained at the commander's discretion.

652. Monitor drug demand reduction

All military members regardless of rank or status are subject to inspection testing. Commanders are responsible for issuing written notification letters to members and for ensuring that notification letters are appropriately acknowledged (date and time of acknowledgment, as well as the member's signature are evident) and a copy of such notification and acknowledgement letters provides a sample notification letter to provide a urine sample.

Responsibility

Commanders who choose to *appoint* a trusted agent for issuing and ensuring member notification should *consult* with the servicing SJA. Designations are in writing. A trusted agent must be an individual possessing unquestionable integrity and trustworthiness, and meeting the following criteria:

- No UIF (AFI 36-2907);
- No recent record (within five years) of conviction by courts-martial or civilian criminal court for matters not involving dishonesty, fraud, or drug abuse;
- No record or conviction (active or closed) for misconduct involving dishonesty, fraud, or drug abuse; and
- No medical or mental health conditions that will prevent them from performing their assigned duties as a trusted agent.

Prior to assigning an individual to serve as a trusted agent, the unit commander reviews the individual's personnel record. Normally, misconduct, including drug abuse, occurring prior to entering active duty service in the Air Force, should not be considered a bar to service as a trusted agent. Commanders, on a case-by-case basis, make determinations as to whether or not conduct is/was dishonest and/or fraudulent, and may make exceptions to the rule. Commanders receive advice from the servicing SJA in situations in which it unclear as to whether past misconduct is disqualifying.

Notification

Notification comes from the Drug Demand Reduction Program (DDRP) to the trusted agent. The trusted agent will notify the member. Once the member is notified, he or she must report to the testing location within two hours. There are a few exceptions. Commanders can extend the time for personnel who must travel to the collection site more than two hours by distance, traffic, or weather conditions. Note any time extension in the 'Notification of Selection to Provide a Urine Sample.'

Night shift and shift workers

Personnel who are shift workers or who routinely work alternative duty weeks with weekends must report to the testing location within two hours of notification, as soon as possible upon returning to duty, preferably the same day the member returns to duty. Although this responsibility may be yours while working in the P&A office, the first sergeants can assist in coordinating such activities with the collector to ensuring the member reports for testing as soon as possible upon returning to duty. Additionally, you need to ensure that members who are on leave, pass, TDY, quarters, flying status, crew-rest, missile duty, or non-duty status report to the testing location as soon as possible upon returning to duty.

NOTE: Do not notify members of their selection sooner than one hour prior to the available testing period.

Teleworkers

Commanders, at their discretion, may give teleworking Airmen the option to select an alternate site for drug testing. While most teleworking Airmen are able to present for drug testing at the installation DDRP office, some may telework at a location that is a significant distance from the installation and

an alternate DDRP location may be closer. When the service member chooses an alternate site, their name is removed from the installation DDRP drug testing software, and added to the selection pool at the alternate location. When selected for testing, the Airman reports to the selected DDRP location regardless of whether he or she is teleworking or working at the traditional duty location.

Alternatively, teleworkers have the option to be in the selection pool at both the installation DDRP and an alternate DDRP. When the member selects this option, he or she reports to the DDRP location that made the selection. If the member is teleworking when selected by the assigned base DDRP, he or she does not find out until the next workday at the traditional workplace. If the member is working at the traditional workplace when selected by the alternate DDRP, he or she does not find out until the next telework day. The choice to be in the selection pool at two locations can significantly reduce travel time for some teleworkers; however, individuals choosing this option must know that their selection chances increase two fold. Those not wanting to subject themselves to increased testing should decline this option.

Teleworkers who have the option to select an alternate drug-testing site is given a window of time annually to change their selection. Each DDRP locally determines the time a member can change their selection. If they discontinue approved telework status, however, the P&A office notifies the installation DDRP and the member's name is added into the installation selection pool and removed from the alternate site's pool.

If the alternate location is operated by another military service, a memorandum of agreement (MOA) is signed between the squadron or higher-level commander and the equivalent commander at the alternate location. A single MOA can cover multiple teleworkers. If an MOA cannot be completed, the service member will not have the option to move to the alternate DDRP. Once members have completed their urinalysis, they will return the completed paperwork to the P&A office, and it will be filed in accordance with local procedures.

653. Process inventory management

Do pencils, pens, copier paper, printer paper, paper clips, staplers, and staples sound familiar? Sure, they are some of the basic administrative supplies you use in your duty section. If you are a HSM working on a primary care optimization team, you not only see these administrative supplies, but also medical supplies and equipment as well.

Look around your duty section. You probably see automated equipment, nonmedical supplies, possibly medical equipment, and medical supplies. Who is responsible for the usage of these items? If you see someone abusing a piece of equipment, whose responsibility is it to report it?

Management of public property includes the proper allocation, control, care, use, and safeguarding of public property under control of the Air Force. This process applies to each individual, whether or not the property is signed for or issued to that individual for care or custody. Such responsibility also includes financial, fiscal, or monetary liability.

Categories of responsibility

All of us must be aware of our responsibilities for the proper management of public property. Some personnel may take on more than one of the following responsibilities.

Personnel responsibility

Effective management of property must start with, and be applied to, each individual within the Air Force, regardless of assignment. This applies to all civilian and military personnel, retired or active duty. Regardless of rank, each person is charged with providing proper custody, care, use, and safeguarding all government property under his or her control, whether or not he or she has signed a receipt. Property issued to individuals does not become private property by act of issuance or possession, but remains public property. Always properly use, care for, and safeguard property. What

does “properly use” mean? It means to use equipment for its intended purpose. For instance, contrary to what you may have heard, a stapler is not a “health services manager’s hammer!”

Custodial responsibility

Any individual who has acquired possession of government property has *custodial responsibility* for that property. That individual is personally responsible for such property if it is issued for official use, whether or not he or she has signed a receipt for it, and is personally responsible for the storage, use, custody, or safeguarding of any property under his or her direct control.

Custodians are required to comply with all directives and instructions relating to the handling and prompt, accurate documenting of property in their charge. They must promptly report to their immediate commander and, if appropriate, accountable officer any losses or other irregularities relating to property in their charge. In addition, the custodian initiates the paperwork to reconcile and correct property records.

Property custodians

Property custodians are individuals who have been designated the authority to order, receive, and sign for medical supplies and equipment materiel. These individuals do not assume ownership, but they do assume full responsibility for the proper care and use of the materiel for which they have signed. Within a medical facility, the medical group commander (MDG/CC) must designate such authority in writing. Retain a copy of this in the property custodian’s file. Normally, there is one property custodian for each activity/section within the facility. However, if activities are small in scope and size, one custodian may cover several activities. If an activity is quite large in scope and size, there may be an alternate property custodian to assist.

Supply representatives

Each property custodian has the authority to designate supply representatives to receive and sign for medical and non-medical supplies only, for their specific accounts. Such designation is in writing and given to the Medical Logistics section. The letter includes a sample of each representative’s signature. The property custodian assumes full responsibility for all materiel signed for by his or her designated representatives. Signature receipt is mandatory for certain categories of medical materiel. These categories are:

- Controlled medical items (e.g., narcotics, precious metals, etc.).
- All equipment items.
- Any other items specified by the MAJCOM or MTF commander.

Pecuniary liability

Pecuniary liability is defined as “the statutory obligation of an individual to reimburse the government for loss, damage, or destruction of government property arising from his or her negligence.” To put it simply, you must pay for property that you lose, damage, or destroy as a result of your negligence, willful misconduct, or deliberate unauthorized use.

Principles of supply discipline

Supply discipline conserves and protects AF supplies and equipment for operational requirements; repeatedly impresses this on all military and civilian personnel of the Air Force, regardless of their specific career field or duty assignment. The mission of the Air Force makes it imperative that equipment and supplies are operational and maintained in the best possible condition, in constant readiness, and in the absolute minimum quantity necessary to accomplish the assigned mission. This is done only through diligent application of the following principles of supply discipline:

- Maximum economical use of available equipment and supplies for their intended purpose.
- Effective safeguarding and preservation of public property.

- Adherence to procedures contained in established regulations and directives governing requisition, storage, issue, and turn in of property, and the control of sensitive and classified items.
- Continuous screening of stocks and prompt reporting, redistribution, and disposal of excesses.
- Scrupulous avoidance of issue request.

Classifications of materiel and sources of procurement

There are several different categories of material and they may procure from different sources.

Classification of materiel

Medical materiel classifies in two major categories: equipment and supplies. Medical equipment further classifies as expense or investment equipment, and supplies as consumable or durable. The following table makes the divisions clear:

Classification of Materiel		
Equipment/Supplies	Unit Cost	Life Expectancy/Examples
Medical investment equipment	\$250,000 or more	At least 5 years, and maintains its identity during use.
Medical expense equipment	At least \$3,300 – less than \$250,000	At least 5 years, and maintains its identity during use. Also included are items under \$3,000 that require additional local control as designated by the Medical Logistics flight commander.
Maintenance significant supply item	Less than \$3,000 – requires some type of minor maintenance or inspection	
Medical supply (consumable)		Medical supply items that <i>lose</i> their identity when used, and cannot be reused for their original purpose. Drugs, adhesive tape, and x-ray film are examples of consumable supply items.
Medical supply (durable)		Medical supply items that <i>maintain</i> their identity when used and may be reused for their original purpose. Forceps, laboratory glassware, and stethoscopes are examples of durable supplies.
Nonmedical materiel (supplies and equipment)		AF MTFs consists primarily of office, janitorial supplies, and equipment.

Sources of procurement

The Air Force Medical Service purchases supplies and equipment from several different sources through a variety of different methods.

Government sources

The DLA or General Services Administration (GSA) stocks items, and makes them available at materiel depots throughout CONUS. Materiel from these government sources is termed “stock listed” because each item has a 13-digit national stock number (NSN). “Prime vendors” are another source that provides your MTF with many of the needed medical supplies. Contracted by DLA, they are civilian companies that usually deliver supplies the next duty day.

Local purchase sources

Another procurement source is procurement by Medical Logistics through the base contracting office (BCO), also known as local purchase (LP). Use it primarily to obtain items DLA, GSA, or the prime vender does not stock. Methods of local purchase include the government purchase card (GPC), blanket purchase agreements (BPA), and requests submitted to BCO for direct procurement from

commercial vendors or manufacturers. The GPC is essentially a US government credit card whereby purchases are made and charged to the MTF and paid for with the unit's operation and maintenance (O&M) funds. BPAs are contracts negotiated with a specific vendor to cover the recurring requirements for selected LP items.

Initially, LP procedures can be a little more involved than normal depot ordering procedures, but don't let that scare you. It's not that complicated. There are unique management procedures, authorizations, and restrictions governing the procurement of LP items and nonpersonnel services that medical materiel personnel can easily explain to you. Because of the additional manpower and administrative costs associated with LP, government sources (GSA, PV, etc.) should be used as your primary sources of supply.

Forecasting, budgeting, and requesting equipment and supplies

Certain supplies and equipment must be available for your section to complete its mission. Eventually you'll become involved in forecasting for equipment and supplies. There is nothing difficult about forecasting, but it does require a certain amount of planning.

From your own personal experience, you know that you must follow a budget to meet your expenses and get the most from your dollars. If you continually buy on whims without planning, your paycheck is soon gone and times may be tough until your next payday. The Air Force is much the same. The Air Force must justify and submit a detailed budget plan before it can receive money. Also, like your own paycheck, the money available goes only so far. Only the most essential items are approved for purchase.

Forecasting equipment requirements

If your section expects to make realistic budget requests, a long-range equipment program must be established and continued. This program becomes a long-range plan for (1) replacing existing equipment as it wears out through normal use and (2) programming the procurement of new equipment.

The Equipment Replacement Report, obtained through the Defense Medical Logistics Standard Support (DMLSS) or the Medical Equipment Management Office (MEMO), provides a list of equipment items that the facility needs to replace. This report can project requirement needs as far out as five years.

Forecasting for supplies

Unlike your equipment, your resource manager and resource advisor will forecast your supply budget for you. Your need for supplies for each fiscal year is based on what you were issued in the previous fiscal year. Of course, this does not mean that if you did not use an item last year you will not be able to order it this year.

Equipment and supply budgeting

Just as with forecasting, eventually you will become involved in budgeting for the supplies and equipment you use in your department. There is nothing difficult about budgeting either, although it does require a certain amount of careful planning as does forecasting.

Supply and equipment budgeting is done during the months of December or January. RMO is responsible for the preparation and submission of the annual budget for the entire medical facility.

When RMO requests a fund requirement for supplies, study your previous supply expenditures. To determine how much you need for supplies, you will need to review the last fiscal year supply records and compare that to what you spent during the first quarter of the current year. This is a simple matter since your monthly issue list shows a total dollar amount on the last page of each list. From this information you should be able to predict approximately how much you will need, based on previous expenditures. Also, consider any upcoming changes in the workload and type of operative changes

that might affect your requirements. Keep in mind other factors that may affect your workload, such as an increase or decrease in the base population.

Base the equipment budget on new and replacement equipment needs. The Equipment Replacement Report and MEMO-approved/unfunded files are the basis for budget inputs. In addition, consider equipment authorizations in the applicable tables of allowance or equipment authorization lists. While projecting future equipment needs, keep in mind that the MTF commander is the final approval authority for all equipment requests.

Supply authorizations

At one time or another, you will probably be issued medical materiel. Although this may seem to be a very simple procedure, there is more to it than meets the eye. Also, from time to time, you may have to turn these items back into Medical Logistics. This could be the result of a suspension notice, reduction or change in workload, or poor management.

Each using activity in the MTF is authorized a maximum of a two-week level of consumable supplies and enough durable supplies to support operations until replacement items can be obtained from Medical Materiel. The actual level of stock is based on average usage and resupply frequency of recurring demand consumable supplies. This level varies with the type of commodity, user, and location of the supply account. Medical Logistics should issue supplies to customers frequently to reduce levels of consumable supplies maintained in the using activities. Your consumption frequency is determined by this issuing frequency (daily, weekly, twice weekly, etc.). Attention is also given to other factors, including inventory reduction, time, and effort in making the issues, customer's available storage space, level of customer involvement in receiving the supplies, and demand rate.

Routine issue requests

There are two primary methods used by Medical Logistics to support customers' routine supply requests—forward logistic (FL), and customer area inventory management (CAIM). Here is how they work.

Forward logistics

The overall goal of forward logistics is to develop a proactive logistics function that is responsive to customer needs. Under this system, you designate a primary supply storage area for automatic resupply. FL supported customers do not submit shopping guides for routine, recurring, fast moving medical supplies. Medical Logistics automatically inventories, orders, balances, and delivers routine supply requirements to FL customers by a predetermined delivery schedule. Once the FL delivers supplies to your supply point, it is your responsibility to ensure security and to monitor consumption of the supplies.

Customer area inventory management

CAIM seeks to provide a complete medical logistics function to all MTF customers. CAIM is not a top down, structured program. Base level logistics activities have considerable latitude to work with their customers to develop a program that best suits local needs.

The main objectives of CAIM are as follows:

- Improve customer service.
- Reduce O&M inventories.
- Reduce clinical personnel involvement in logistics functions.
- Reduce inventory required to support customers.
- Improve relations and trust in the logistics system.

CAIM enables the customer to identify materiel required for patient care and clinical support by providing automated support for requesting materiel, physical inventory, ordering, storage, receipt, and tracking of patient care related materiel up to the point of use.

Nonroutine issues

As-required or one-time requests for durable or consumable supply items are a nonrecurring requirement. These items coordinate with Medical Logistics on an item-by-item basis. Normally, the medical material account does not stock such items. This category includes those items requested on a one-time basis with no foreseeable demand for one year. To request nonrecurring issues, complete a New Item Request using the DMLSS CAIM module.

Other types of issues

In a perfect world, all the supplies you might ever need would be readily available on a shelf in Medical Logistics. However, this is not the case! Medical Logistics uses the following types of issues.

Emergency issue

Use emergency issue to satisfy your urgent, unexpected needs. Normally, you submit issue requests on a regular basis. If you have an urgent need between regular schedules, notify the customer service section of logistics. They process your request and ensure or order and issue the item immediately.

Pre-issue

Pre-issues are items physically issued to the using activity prior to processing the issue transaction. It is like buying on credit, or delayed payment. Only use this method when issue transactions cannot process through the DMLSS system (e.g., when the computer is down).

Back orders and back order release issues

Back orders are established when there is no stock on hand or there is not enough stock to fill the total order. This item appears on your using activity issue list in the section titled “Back Order Action.” When logistics receives and processes the item the computer generates a back order release issue.

Turn-in and credit policies

Occasionally, you will need to turn in supplies and equipment. You may need to turn in materiel because of reduced workload, over stocking, or change in procedures or the mission of your section. Do not wait until just before an inspection to start looking at your excess supplies and equipment.

Acceptable turn-in items

Turn in unserviceable and suspended items to medical supply when identified as “other than serviceable.” Turn in serviceable items when they no longer fit your requirements. Requests for replacement for the unserviceable items are a separate transaction, but you should coordinate closely to ensure timely issue.

Turn-in procedures

It is the user’s responsibility to turn in applicable materiel to the supply section. Normally, you deliver small supply items to the medical materiel warehouse for turn-in; for larger bulky items, coordinate the turn-in with the logistics warehouse personnel. Medical Logistics inspects the materiel for acceptability. Inform them of any factors that would aid in determining the condition of the item and why you’re turning it in. The using activity must prepare a turn-in document, normally the DD Form 1348-6. Enter the reason for the turn-in in the “Remarks” block. The warehouse clerk receiving the turn-in provides you a signed copy of the turn-in document. If you have any questions concerning credit, discuss it with the logistics office, not the warehouse. Maintain your signed copy of the turn-in request until you receive a copy of the DMLSS generated issue/turn-in listing.

You may receive credit for turn in of unserviceable items when there is a known credit to be received from a vendor or if the item will be re-issued to another using activity within 30 days.

Equipment custodian responsibilities and procedures

The MTF commander will designate and appoint some responsible person in your section as the property custodian. This may be you, your supervisor, or a coworker. Regardless of who is appointed,

acceptance of and relief from custodial responsibility is a very serious matter and should be dealt with in a professional manner.

Responsibility for medical equipment management office property

When you assume custodial responsibility, the base MEMO provides you with a custodian receipt/location list (CR/LL) showing all property charged to the custodian's account. Before signing the listing, you and the current property custodian must perform a thorough inventory. You should see all property on the list. At the same time, obtain medical equipment repair verification that required maintenance/calibration is complete. Identify and coordinate with MEMO any property that is in your duty area but not on the list. Only after the inventory has been performed and all corrective actions documented should you sign for the property. Upon signing and dating the CR/LL, the new custodian assumes full responsibility for all in-use items in the quantities indicated, and verifies the requirements for all due-ins on the listing. Remember, as custodian, the equipment becomes your administrative and financial responsibility, so do not take the word of the previous custodian—verify all items and their stock numbers. Return the originally signed CRLL to MEMO; as a record of equipment on hand, and the property custodian retains a signed copy. As items issue or return to the account, the property custodian retains the AF Form 601, the Equipment Action Request, and a copy of the custodial action list (CAL) indicating that the transaction was processed. When a new CR/LL prints, the previous CAL may be discarded. The property custodian ensures, by spot checks and periodic inventory, that all property in his or her account is charged to the account properly, is physically on hand, or appropriate action has been taken to effect settlement for missing or damaged items. Before a property custodian is relieved from duty, transferred, separated from service, or absent from the account in excess of a 45-day period, the custodian must coordinate with MEMO to transfer the property or have it assigned to an authorized successor.

Ordering equipment

The office that manages the medical facility's equipment is the MEMO section of logistics. You prepare a TIGERS (The Integrated Global Equipment Request System, Equipment Action Request, when any change is required in equipment assets under your control. It is very important that you realize the approval process for investment equipment can take several months, and it can take several more months to get the funding from your MAJCOM.

When you wish to replace old equipment or buy new equipment, submit an AF Form 601 when the requirement is identified. Do not wait until the budget cycle; 601s drive your budget—do not let your budget drive your 601 requirements. A description of the change required, together with a complete justification, must be included. In the justification, discuss, among other things:

- The use and function of this equipment.
- Current and projected workload.
- Who is or will be qualified to use the equipment.
- How equipment will be maintained—by contract or biomedical equipment repair.
- Savings or benefits.

These only represent a few of the areas you should address. Consult the Logistics personnel in your facility for local procedures.

Equipment transfer and turn-in

Equipment may relocate between property custodians when MEMO approves. To transfer equipment, the property custodian *losing* the item *completes* an AF Form 601 stating "Relocation of Property" in the "Justification" block along with transfer from/to information.

Maintenance of equipment and facilities

Still under the area of Medical Logistics, you have maintenance of equipment and facilities. This section is *facility operations*. The individual in charge of this function has the title of chief, facility operations. You will also find that facility operations is responsible for housekeeping and the maintenance of equipment and facilities.

If you are requesting repairs, submit a work order through DMLSS, reporting the malfunction to the facility operations personnel. Facility operations reports the problem to the proper maintenance area. The procedure for submitting work orders may differ from base to base. Be sure you understand the procedures for your hospital. Work with all maintenance personnel by providing information on repairs to the facilities as well as equipment.

Customer support listings

There are several medical logistic listings provided to property custodians to aid in the management of their custodian accounts. There are listings that show you the equipment you are responsible for maintaining and there are listings that show how much money you spend on issues. Take the time to review the supply listings provided to you and ensure you understand the usefulness of each.

Equipment management listings

As you can imagine, one of the top priorities for a property custodian is effective management of supplies and equipment. Medical Logistics provides several listings to aid the property custodian in the management of property.

Custodian receipt and location list

The purpose of the CR/LL is to indicate each specific item for which a custodian is responsible. The quantity and dollar value of assets on hand show in stock number sequence. The custodian's signature on this list indicates that possession of property is transferred. Before signing for an equipment account, MEMO provides you with a copy of this listing to help you perform your initial equipment inventory. After the inventory is complete and any necessary adjustments are complete, you receive a new listing for your signature. MEMO maintains a signed copy of this list in the MEMO property custodian file. The second copy for you for you to file in your equipment folder.

Custodian action list

The CAL is an interim listing used to update the CR/LL. This list is produced each time Medical Logistics processes a change action affecting a custodian's account. The change may be an equipment issue, turn-in, transfer, or back order. The CAL is distributed, certified, and filed in the same manner as the CR/LL. You may destroy the CALs upon receipt of a new CR/LL incorporating the changes.

When you submit an AF Form 601 to the MEMO to record an equipment turn-in or transfer, normally you would receive a CAL within five workdays. If you do not, contact the MEMO. This is another reason it is important to maintain a file copy of your AF Forms 601 submitted to the MEMO. Your signed copy of AF Form 601 serves as proof if any questions of liability arise.

Uses for customer support listing

To make the property custodian's task easier, it is important to know the usage for different listings issued by Medical Logistics. Let us take a look at some of these reports.

Log back order report

This report is produced at the end of each month for customers who have supplies due out (owed) to their activity. Two copies of this report distribute to each activity that has supplies or equipment on back order. The property custodian reviews the report for items requiring cancellation, follow-up status, quantity error, item error, and so forth. After reviewing the list and checking current on-hand supply levels, the property custodian returns an annotated copy to Medical Logistics by the seventh calendar day of the month if changes or cancellation of a due-in is required. Keep one copy for your

records. Logistics uses your list to a process cancellation request and any other appropriate changes. Be aware, there is no guarantee that Logistics will be able to cancel your due-out, but they will try.

Issue and turn-in summary report

The using activity issue/turn-in summary report is produced for each activity supported by DMLSS that had issue action during the month. This listing contains all the issues, reversals, and turn-ins for your using activity. It is important to know that the issue/turn-in summary report contains the following four sections, but as an HSM, you will primarily only deal with section A and section C:

1. Section A – Issues.
2. Section B – Issue Reversal.
3. Section C – Turn-in.
4. Section D – Turn-in Reversal.

Issues

The issues portion of the list contains all issues and reversals of issues made during the month for each activity. It is produced by activity code in stock number/item identification sequence. The last page of each using activity contains a dollar value summary issued by refundable/reimbursable and nonrefundable/ non-reimbursable for medical and nonmedical supplies and equipment. This is helpful in managing your account funds.

Turn-ins

The turn-in portion of the list contains all turn-ins and reversals of turn-ins processed during the month for your activity. The last page of the list contains a dollar value summary for items turned in. Located to the right, the refundable/reimbursable line is the dollar amount you were granted credit on your turn in. This money has been refunded to your account, and can be used to make new purchases. To determine the dollar value for non-creditable turn in, review the dollar amount to the right of nonrefundable/non-reimbursable line.

After reviewing this listing, you may destroy the daily issue/turn-in lists that were generated during the month. Retain the monthly summary in your files to aid in the management of your account.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

645. Base level service delivery model and case management system

1. What is a tool that allows commanders and their delegates the capability to retrieve queries and perform actions on personnel within their unit, group, or wing?
2. What option in BLSDM is used to request basic information on members?
3. What type of personnel transactions is P&A able to request?
4. What roster contains the funded and unfunded positions and personnel assigned?

5. What reports reflects projected evaluation close-out dates less than or equal to current date plus 30 days?
6. What is used for entering, tracking, resolving, and reporting on pay and personnel related cases within the USAF?

646. Duty status tracking

1. How do commanders and functional managers use duty status information?
2. Who is responsible for updating, maintaining, and correcting duty status conditions?
3. What form is required when a member enters into an AWOL, deserter, military, or confinement duty status?
4. What are the three categories under the umbrella of unauthorized absences?
5. On the 31st day of unauthorized absence, what action does the commander take?

647. Performance evaluations program

1. What are the reasons performance evaluations are prepared and how are they used?
2. Who requires a performance evaluation?
3. What grade must the rater's rater be if the ratee is in the grade of AB-TSgt?
4. What form is used for an EPR on a ratee in the grade of AB-TSgt?
5. What are the P&A responsibilities in reference to administering the performance report program?

6. What should you check when editing the report?
7. What is the P&A and AFPC suspense for an EPR?
8. When can EPR/OPR feedback be conducted over the telephone or electronically?
9. What action is taken if the ratee refuses to sign the report?
10. Who may have access to the comprehensive assessment?
11. What are the purposes of the AF Form 77, Letter of Evaluation Sheet?
12. Who will notify the rater when an LOE is mandatory because of PCS or PCA action?

648. Basic allowance for subsistence and substance in kind

1. What are two aspects of the BAS program?
2. What entitles certain members to receive BAS?

649. Maintain medical publications and forms

1. What must all AF units do in reference to forms and publications?
2. What are the two types of Air Force publications?
3. All publications in the directive publications category must carry what statement in the publication header?
4. What are some directive publications?

5. Who approves all AFPMs?
6. What are publications that extend or add material to publications issued by higher headquarters or agencies?
7. Air Force personnel use nondirective publications in what manner?
8. What are the two types of VAs and how are they used?
9. Describe a departmental form.
10. What are the two types of reviews performed?
11. What are the two types of changes?
12. How many interim changes can be issued to an Air Force departmental publication?
13. On administrative changes, why is there no coordination required?

650. Process official mail

1. What is the term referring to the total system that collects, processes, and delivers communications?
2. What is the action office?
3. Who processes communication received from the P&A office?

-
-
4. What is done with undelivered mail containing the endorsement "DO NOT FORWARD" at the end of the workday?

 5. If you are suspicious of a mailing and you are unable to verify the contents with the addressee or sender what should you do?

 6. Name five ways to identify a suspicious package.

 7. Match the item in column A with the proper terms in column B. Each item in column B is used only once.

*Column A**Column B*

- | | |
|---|------------------|
| ___ (1) The most secure service the USPS system offers. | a. First-class. |
| ___ (2) Confirmation of delivery including date, time, and location, and you can request to have letter mailed to you with a copy of the recipient's signature. | b. Signature. |
| ___ (3) Mail sealed against inspections. | c. Confirmation. |
| ___ (4) Provides a receipt to the sender and a record of delivery. | d. Express. |
| ___ (5) Fastest service offered by the USPS. | e. Registered. |
| | f. Certified. |

8. What type of mail class *cannot* be used to send personal correspondence?

9. What are special mail services limited to?

10. What are the five types of special mail services?

11. What is considered "accountable mail?"

12. What does the Air Force use to help control the communications while in Air Force channels?

13. What is the *best choice* for ensuring accountable mail containers remain in a controlled environment?

14. When you receive an accountable mail container, what should you do?

15. When a response is *not* received on a receipt for classified information, within what time frame is a tracer action done?

651. Monitor personnel information file

1. Who has the authority to establish a PIF?

2. When is a PIF required?

3. Who must have access to a PIF?

652. Monitor drug demand reduction

1. What requirements must a trusted agent meet?

2. How long does the member have to report to the testing location?

3. When is the soonest you should notify members of the selection for drug testing?

4. If a teleworker chooses an alternate location, which is operated by another military service, what is required?

653. Process inventory management

1. What is custodial responsibility?

2. What is a property custodian?

3. Who designates an individual to be a property custodian?

4. What is pecuniary liability?
5. Why is supply discipline required?
6. Why is supply discipline important to the mission of the Air Force?
7. Define the following: (1) Medical investment equipment. (2) Medical expense equipment. (3) Medical supply item.
8. What are examples of nonmedical materiel?
9. What procurement sources are civilian companies contracted by the DLA and usually deliver supplies within 24 hours?
10. What is “local purchase” and when is it used?
11. What is a GPC?
12. The long-range plan for forecasting equipment requirements must consider what two equipment situations?
13. How should you calculate how much money your section will require for supplies?
14. What is the maximum authorized level of consumable supplies you should have in your work center?
15. Medical Logistics uses two primary methods to support customers’ routine supply requests. What are they?

16. What organization is responsible for inventorying, balancing, and delivering routine supply requirements?

17. What is the overall goal of FL?

18. What situation would validate an emergency supply issue?

19. What situation would result in a supply pre-issue?

20. What is a back order?

21. What listing does the MEMO provide the newly appointed property custodian when custodial responsibility is to be assumed?

22. When assuming custodial responsibility, when should you sign the CR/LL?

23. How do property custodians ensure that property in their account is charged to the account properly?

24. Under what circumstances will the MEMO take action to transfer a custodian's property or have it assigned to an authorized successor?

25. What form is required to request a piece of equipment?

26. When should you submit a request for purchase of a piece of equipment?

27. Who prepares the AF Form 601 to transfer equipment between property custodians?

28. What is the purpose of the CR/LL?
29. What does the custodian's signature on the list indicate?
30. What is the CAL?
31. When is the CAL produced?
32. What listing contains all of the supplies due out (owed) to an activity?
33. When screening the log back order report, for what information should you be looking?
34. What information is contained in the using activity issue/turn-in summary report?

Answers to Self-Test Questions

636

1. The commander.
2. Two-days.
3. Professional, have a strong work ethic and integrity. Is ready, willing, and able to reflect favorably on the unit and the section. Furthermore, the sponsor must have the skills and motivation necessary to help kick start the newcomers assignment by assisting them with in-processing, showing them around the base and the surrounding area, helping them to get settled in billeting, the dorms or even assisting them with locating a home or apartment.
4. A map of the surrounding area, home and apartment brochures, pamphlets of things to do and see in and around the area, specifics of the base, and a little about the unit, group and wing's mission and maybe a copy of the latest base newspaper.

637

1. In-processing checklist.
2. Creating a suspense file.
3. Call the member directly.
4. According to local procedures.
5. To delete the losing members' pertinent data in order to ensure they are no longer tracking the losing members.
6. The human resource (HR) module.

7. Every Thursday.
8. The member will need to update it through Mil PDS or through the MPS.
9. Terminate a record through DMHRSi.

638

1. PCA, PCS, CRO, and PAS code, among other things.
2. It would make accountability almost impossible.
3. Notify the MPS.

639

1. To strengthen the concept of military service as a distinct calling different from any civilian occupation.
2. (1) Promotes a way to achieve authorized force levels and grade distribution, (2) provides for the orderly administrative separation of personnel in a variety of circumstances, (3) is a means of clearly recognizing and preserving standards of conduct by the honorable discharge, and (4) ensures the Air Force is served by members who are able to meet AF standards of duty performance, conduct and discipline.
3. Determination reflecting a member's military behavior and duty performance during a specific period of service.
4. They are transferred to a reserve component when released from active duty.
5. A pattern of behavior rather than isolated incidents.
6. No characterization is appropriate unless a service characterization of under other than honorable conditions is authorized under the reason for discharge and is warranted by the circumstances of the case, or the SAF determines that characterization as honorable is clearly warranted by unusual circumstances of personal conduct and performance of military duty.
7. Honorable.
8. On their expiration term of service unless there is a specific authority for their retention.
9. The member must ask for separation in writing.
10. (1) The dependency or hardship is not temporary, (2) Separation will eliminate or materially alleviate the conditions, (3) The airman has made every reasonable effort to remedy the situation, (4) There are no other means of alleviation readily available other than the separation, (5) Conditions have arisen or have been aggravated to an excessive degree since the airman entered active duty.
11. Loss of the investment the AF made in recruiting, training, and equipping which leads to a need for more accession.
12. SJA and MPF.
13. Drug abuse, civil court conviction, fraudulent or erroneous enlistment.
14. Depending on individual circumstances, officers desiring separation tender a resignation, apply for discharge, or request release from extended active duty.
15. Members are eligible to retire on the first of the month after completing 20 years of total active federal military service (TAFMS), 10 years of TAFCS (in order to retire in officer status), and must have fulfilled all ADSCs.
16. The commander.

640

1. Specific unit responsibilities, procedures concerning leave, administrative leave policies, and special conditions affecting leave.
2. If they are eligible for special leave accrual.
3. 30 days.
4. The place where members live and from which they commute to the duty station.
5. Unit leave monitor.
6. Up to 60 days.
7. Period of authorized absence granted to members who are under medical or dental care as part of the treatment prescribed for recuperation and convalescence.

8. First sergeants.
9. If the delay does not interfere with the reporting date to either a port or a new assignment.
10. 10 days.
11. Due to military necessity or in the best interest of the Air Force.
12. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass.

641

1. Travel order.
2. Travel reservation system; audits travel documents for compliance with regulations, interfaces with various DOD accounting systems, pays travel related expenses, and archives documents to comply with IRS requirements.
3. No fee for trip cancellation or changes, access to last minute seat availability, and quicker reimbursement times.
4. Authorization and voucher.
5. The individual going TDY.
6. Up to 125% of the local lodging per diem rates for conferences.
7. Alternate means such as, SVTC or other web-based communication, are not sufficiently able to accomplish travel objectives.
8. \$75.

642

1. Service awards, unit awards, and achievement awards.
2. Participation in specific or significant military operations, honorable active military service during periods of war or national emergency, and specific types of service by personnel serving on active duty or as a member of Reserve forces.
3. No service award will be presented or awarded to any person whose entire service for the period covered by the award was not honorable, or to a person whose service for the period covered by the award was terminated under other than honorable conditions.
4. To recognize acts or services that place the unit's performance significantly above that of other units of similar composition and mission responsibility.
5. Awarded to numbered units such as air forces, air divisions, wings, groups, and squadrons. Organizations must have performed meritorious service or outstanding achievements that clearly set the unit above and apart from similar units.
6. Air Force Longevity Service Award, Air Force Overseas Ribbon, Air Force Training Ribbon, NCO PME Graduate Ribbon.
7. Special trophies or awards.
8. Duty performance, impact of the accomplishment, the level of responsibility and authority.
9. To preserve the integrity of decorations.
10. The decoration must clearly state that the quality of one or more acts was characterized by courage, gallantry, or intrepidity. In the case of voluntary risk of life, the facts *must* clearly show that the individual would *not* have been censured had he or she not voluntarily accomplished the action.
11. To recognize a single specific act or achievement that is separate and distinct from regularly assigned duties.
12. Exceptionally meritorious conduct in the performance of outstanding service to the United States.
13. Any person, other than the person being recommended, having first hand knowledge of the act, achievement, or service believed to warrant awarding a decoration might recommend an award.
14. The commander or vice-commander at each headquarters designated to review recommendations must personally review and sign the forwarding endorsement for each recommendation.
15. Forward requests for reconsideration of disapproved or downgraded recommendations through the same official channels as the original recommendation. The justification for reconsideration must be in

memorandum format not to exceed one page. There must be a copy of the original recommendation with all endorsements and new citation. Submit requests into official channels within 1 year from the date of the awarding authority's decision. A one-time reconsideration by the award authority is final.

16. Personnel that clearly go above and beyond the rest of their peers
17. Leadership and job performance in primary duty, significant self-improvement and base or community involvement.

643

1. Grade ceilings do not limit promotions to Amn, airman first class (A1C), and SrA. As a result, Airmen promote to these grades when they satisfy *minimum* eligibility requirements.
2. When they are recommended by the commander in writing and they have 28 months' TIG *or* 36 months' TIS *and* 20 months' TIG, whichever occurs first.
3. Large units (seven or more eligibles) receive quotas and promote at unit level. Small units (six or less eligibles) are combined into one pool of eligibles to form the CBB.
4. If an individual is unable to physically appear before the board due to PCS, TDY, hospitalization, or emergency leave, then the board will consider all eligibles based solely on their personnel records.
5.
 - (1) b.
 - (2) g.
 - (3) c.
 - (4) f.
 - (5) e.
 - (6) a.
6. They are in the best position to observe an Airman, particularly the Airman's duty performance and training progress.
7. If, before the promotion effective date, the commander notifies the Airman in writing or verbally not to assume the higher grade.
8. On the basis of relative importance to promotion. For example, the SKT and PDG account for 200 of the 460 points, constituting 44 percent of the total point value.
9. When a new or revised SKT is published.
10. As 68.37.
11. At the rate of one-half point per month in grade up to 10 years, as of the first day of the last month of the promotion cycle.
12. As a full month.
13. The closeout date of decoration must be on or before the PECD, and the "prepared" date of the DECOR-6, Recommendation for Decoration Printout (RDP), is before the date AFPC makes the selections for promotion.
14. 27 points.
15. 5.
16. TIG is computed as of the first day of the last month of the promotion cycle. TIS is computed as of the last day of the last month of the promotion cycle.
17. When the AFSC is a chronic critical shortage specialty.
18. Time in service is credited on one-twelfth point for each month of total active federal military service, up to 25 years, computed as of the last day of the cycle.
19. To familiarize members with the evaluation process, content of records, and the scoring method.
20. Using a 6 to 10 rating scale with one-half-point increments.
21. All performance reports closing out 10 years prior to PECD; however, only the reports covering the last 5 years (maximum of 10) are used to compute the EPR time-weighted factor score.
22. Because it reflects data the evaluation board will use.
23. They do not lend themselves to predetermined values.

24. Because a 100 percent audit of the data used in the selection process must be accomplished, as errors may result in erroneous selection or nonselection.
25. SSgt through MSgt.
26. SrA is the exception. A SrA may be promoted to SSgt with a minimum of 6 months' TIG.
27. MPS or promotion authority.
28. When the condition that caused the promotion to be withheld has expired, the Airman is recommended by the promotion authority, and the Airman is otherwise eligible.
29. If a SrA has not completed Airman Leadership School; or if a TSgt has not completed the command NCO Academy; or if a SMSgt has not completed the Senior NCO Academy (or equivalent) in residence.
30. Only MAJCOM, FOA, or DRU.
31. The promotion is valid and cannot be retroactively deferred.
32. The first day of the month after the date the deferral period ends.

644

1. Approximately 45 days prior to the PECD for each cycle, AFPC announces processing instructions through an MPSM or address indicator group (AIG) message.
2. Preselect.
3. For control, verification of eligibility status, and to research promotion status inquiries.
4. Individual verifying the data and the NCOIC, career enhancement, or other official designated by the MPs commander must certify this listing to the effect that the data has been verified against source documents in the UPRG.
5. It can cause promotions records to be reconsidered, reactivated, deactivated, and ineligible.
6. Records of performance, officer pre-selection brief, information obtained from PRISM, and promotion recommendation forms.
7. Early enough to allow all necessary updates to be entered into the MilPDS no later than 14 days before the board convening date.
8. By message requesting that promotion information be manually posted to the OSB used by the board.

645

1. The BLSDM.
2. Individual Form.
3. Request report on an individual personnel, request change of status and report duty status change in BLSDM.
4. UPMR.
5. Pending and projected evaluations.
6. CMS.

646

1. To make informed force management decisions by providing quick and accurate determination of members available for mission taskings by name, number, and type of personnel.
2. The unit duty status program manager.
3. AF Form 2098, Duty Status Change.
4. Failure to go, AWOL, deserter.
5. Prepares a status report, retrieves the dependent ID cards, and completes another AF Form 2098 to change member's status from AWOL to deserter.

647

1. They are prepared to access personnel performance, conduct, and potential. They are used in making personnel management and promotion decisions.

2. All EAD and non-EAD officers in the grade of colonel and below. All enlisted personnel in the grade of A1C (20 months TAFMS) through CMSgt. In addition, any member released from AD to the AFR or ANG who has 120 days of supervision prior to separating.
3. Must be in a grade equal to or higher than the rater and must be at least a MSgt or civilian in the grade of GS-7 or above.
4. AF Form 910, Enlisted Performance Report.
5. Sending performance report notices to the rater and, when applicable, attaching LOEs for the reporting period to the notices; performing an administrative review of all evaluation reports and if necessary, returning them for correction/completion before sending them out of the unit.
6. The formatting, rate identification data, type, font, nicknames, and acronyms
7. Due to the P&A no later than 30 days after close-out and to AFPC no later than 60 days after close-out.
8. Only in situations where face-to-face feedback is not feasible.
9. The rater selects "Member declined to sign" from the drop down menu in the ratee's acknowledgement block. Rater will sign the block.
10. Only persons within the agency who have a proper need to know.
11. It is used to (1) substitute for a missing evaluation report; (2) cover gaps in performance records; (3) document duty performance with less than 120 days of supervision; (4) provide a continuation sheet for referral reports; (5) provide comments by commanders, Air Force advisors, or acquisition examiners; (6) document enlisted personnel participation in the WCAP; and (7) perform other purposes directed by Headquarters USAF. (8) An LOE is also used to document periods of performance too short to require an EPR, OPR, or training report (TR) or periods of time when the ratee is supervised by someone other than the designated rater. LOEs can be very helpful to a rater when preparing EPRs, OPRs, or TRs.
12. Notify the rater during reporting period.

648

1. Meal cards for those individuals not authorized the BAS; the allowance itself, authorized to those who meet certain eligibility requirements.
2. DOD and Air Force policy.

649

1. They ensure publications and forms are complete, accurate, current, and accessible to Air Force users.
2. Directive and non-directive.
3. "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY."
4. (1) Policy directives, (2) Policy memorandums, (3) Mission directives, (4) Instructions, (5) Guidance memorandums, (6) Manuals, (7) Interservice publications, (8) Supplements, (9) Installation publications, and (10) instruction checklists and addenda.
5. SECAF.
6. Supplements.
7. They use these publications as reference aids and "how-to" guides.
8. (1) Permanent is used to explain or instruct. (2) Temporary is to inform or motivate, such as a poster promoting safe driving.
9. A form used Air Force-wide or by more than one MAJCOM, FOA, DRU, base or wing. It is prescribed by a departmental publication such as an AFI or manual.
10. Two-year reviews and special reviews.
11. Interim and administrative.
12. 1 to 5, after the fifth change, the publication must be rewritten.
13. Because these types of changes are non-substantive.

650

1. BITS.
2. The office that uses or responds to a communication. Basically, it's the person receiving a piece of mail.

3. Action office.
4. Must be stored in a classified storage container.
5. You should protect yourself and your office by doing the following: (1) Stop. Do not open or handle the article, (2) Isolate the article and evacuate the immediate area, (3) Do not put the article in water or a confined space such as a desk drawer or a filing cabinet, (4) If possible, open windows in the immediate area to assist in venting potentially explosive gases. (5) Do not take any chances or worry about possible embarrassment if the item turns out to be innocent. If there is any reason to believe a letter or parcel is dangerous, contact your supervisor immediately.
6. Any of these five will work: (1) Return address, (2) Restrictive markings, (3) Sealed with tape, (4) Misspelled words or badly typed or written, (5) Unknown powder or suspicious substance, (6) Possibly mailed from a foreign country or excessive postage, (7) Oily stains, discolorations, crystallization or wrapper, (8) Strange odor, (9) Incorrect title or addressed to title only, (10) Rigid or bulky, (11) Lopsided or uneven, (12) Protruding wires.
7. (1) e.
(2) b.
(3) a.
(4) f.
(5) d.
8. Standard mail.
9. Instances when required by law, by DOD, AF policy, or when mission essential.
10. (1) Registered mail, (2) certified mail, (3) certificate of mailing, (4) signature confirmation and (5) insured mail.
11. Communications for which accountability must be maintained.
12. Container numbers.
13. Registered mail.
14. Compare the container number with the number listed on the container receipt to make sure you're signing for the correct package.
15. Tracer action is initiated 30 days for material sent within the CONUS or 45 days for material sent OCONUS.

651

1. Commanders.
2. When an officer receives a LOA or LOC that is not filed in an UIF.
3. The members, commanders, raters, senior raters, first sergeants, OSI, and SJA personnel.

652

1. (1) No UIF, (2) No recent record (within five years) of conviction by courts-martial or civilian criminal court for matters not involving dishonesty, fraud, or drug abuse, (3) No record or conviction (active or closed) for misconduct involving dishonesty, fraud, or drug abuse, and (4) No medical or mental health conditions that will prevent them from performing their assigned duties as a Trusted Agent
2. 2 hours.
3. No sooner than one hour prior to the available testing period.
4. An MOA between the squadron or higher level commander and the equivalent commander at the alternate location.

653

1. The responsibility an individual has who has acquired possession of government property to keep it safe and ensure it is used properly.
2. Someone who has been designated the authority to order, receive, and sign for materiel.
3. The MDG/CC.

4. The statutory obligation of an individual to reimburse the government for loss, damage, or destruction of government property arising from his or her negligence.
5. To conserve and protect AF supplies and equipment for operational requirements.
6. Because it is imperative that equipment and supplies are operational and maintained in the best possible condition, in constant readiness, and in the absolute minimum quantity necessary to accomplish the assigned mission.
7. (1) Item with a unit cost of \$250,000 or more; 5-year life expectancy; maintains identity during use. (2) Item with a unit cost of at least \$3,300 but not more than \$250,000; 5 year life expectancy, maintains identity during use. (3) Item with a unit cost of less than \$2,500 and does not require any form of maintenance.
8. Office and janitorial supplies, and equipment.
9. Prime vendors.
10. Procurement by Medical Logistics through the base contracting office. It is used to procure items not stocked by the DLA, GSA, or prime vendors.
11. A US government credit card whereby purchases are made and charged to an authorized account established with the servicing BCO and finance office.
12. (1) Replacing existing equipment as it wears out through normal use and(2) Programming the procurement of new equipment.
13. By basing it on the previous year's requirements.
14. Two weeks.
15. FL and CAIM.
16. Medical Logistics.
17. To develop a proactive logistics function that is responsive to customer needs.
18. Any situation that requires an urgent, unexpected need to be met.
19. When issue transactions cannot be processed through the DMLSS system (e.g., when the computer is down).
20. An order established when there is no stock on hand or there is not enough to fill the total order.
21. CR/LL.
22. After performing a complete inventory.
23. By spot checking and making periodic inventories.
24. Before a property custodian is relieved from duty, transferred, separated from service, or absent from the account in excess of a 45-day period.
25. TIGERS (The Integrated Global Equipment Request System (request), Equipment Action Request.
26. When you wish to replace old equipment or buy new equipment, submit an AF Form 601.
27. Property custodian losing the equipment.
28. To indicate each specific item for which the custodian is responsible.
29. Possession of equipment taken by custodian or possession of property is transferred.
30. It is an interim listing used to update the CRL.
31. Each time Medical Logistics processes a change action affecting a custodian's account.
32. Log back order report.
33. Items requiring cancellation, follow-up status, quantity error, item error, etc.
34. Issues, reversals, and turn-ins for your using activity.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field Scoring Answer Sheet.

58. (636) Through what system are allocation notices generated?
- MilPDS.
 - PCIII.
 - MURT.
 - DTS.
59. (637) What is *one* of the *most* important aspects of in processing?
- Completing GTC form.
 - Creating a suspense file.
 - Deleting from database.
 - In processing into database.
60. (637) What is the *first* step to take in DMHRSi when inprocessing a member?
- Add the members profile.
 - Delete the members profile.
 - Remove employee from the command.
 - Verify the source system information with the member.
61. (638) What is *not* an action a PAC worksheet can communicate to the CSS?
- PCA.
 - CRO.
 - PCS-in.
 - Promotion.
62. (638) Once the change request has been submitted, what do you check to ensure the change has been made?
- Alpha roster.
 - Unit manning document.
 - Expense assignment system.
 - Medical expense and performance reporting.
63. (639) What is defined as termination of active duty status *and* transfer or reversion to a reserve component *not* on active duty, including transfer to the individual ready reserve (IRR)?
- Discharge.
 - Release from active duty.
 - Military service obligation.
 - Expiration term of service (ETS).
64. (639) What is *not necessarily* a consideration for a hardship voluntary separation?
- The family is separated.
 - Separation will eliminate the hardship.
 - The dependency or hardship is not temporary.
 - The airman has made every reasonable effort to remedy the situation.
65. (639) When is involuntary discharge *not* mandatory?
- Drug abuse.
 - Alcohol abuse.
 - Civil court conviction.
 - Fraudulent enlistment.

66. (640) What is emergency leave?
- Chargeable leave that is granted within the limits of accrued, advance, or excess leave for a personal or family emergency that requires the member's presence.
 - Non-chargeable leave that is granted within the limits of accrued, advance, or excess leave for a personal or family emergency that requires the members to be present.
 - Chargeable leave that is granted to members who are under medical care as part of their prescribed treatment.
 - Non-chargeable leave that is granted to members who are under medical care as part of their prescribed treatment.
67. (640) How many permissive TDY days may a losing commander approve for eligible members?
- 20 days CONUS/30 days OCONUS.
 - 30 days CONUS/20 days OCONUS.
 - 30 days CONUS/30 days OCONUS.
 - 20 days CONUS/45 days OCONUS.
68. (641) What order is issued by a competent authority for reimbursement of expenses incident to official travel?
- Travel.
 - Written.
 - Accounting.
 - Permissive.
69. (641) The sponsoring unit can authorize lodging allowance *up to* what percent of the local lodging per diem rate for conferences?
- 110.
 - 115.
 - 120.
 - 125.
70. (642) What is awarded *only* to numbered organizations that perform meritorious service or outstanding achievements that clearly set the unit above and apart from similar units?
- Air Force Outstanding Unit Award (AFOUA).
 - Air Force Organizational Excellence Award (AFOEA).
 - Joint Meritorious Unit Award (JMUA).
 - MAJCOM Award.
71. (642) What is *not a more common* Air Force achievement awards?
- Air Force Longevity Service Award (AFLSA).
 - Air Force Overseas Ribbon (AFOR).
 - Air Force Training Ribbon (AFTR).
 - Service Award.
72. (642) Who may *initiate* a recommendation for a decoration?
- Supervisor.
 - Commander.
 - First sergeant.
 - Anyone, other than the person being recommended.

-
-
73. (643) When an airman will *not* be allowed to assume the next higher grade, the commander's written notice *must include* the *reasons* for the non-recommendation, *inclusive* dates of the non-recommendation action, and
- the Airman's acknowledgement.
 - the promotion eligibility status code.
 - the Airman's time in grade and time in service.
 - a statement indicating that the status is withheld.
74. (643) In the WAPS, what two weighted factors account for 44 percent of the total point value?
- PDG and EPRs.
 - SKT and PDG.
 - PDG and time in grade.
 - SKT and decorations.
75. (643) In the weighted airman promotion system (WAPS), time in grade (TIG) is computed at the rate of
- one-fourth point per month in grade up to 10 years.
 - one-fourth point per month in grade up to 20 years.
 - one-half point per month in grade up to 10 years.
 - one-half point per month in grade up to 20 years.
76. (643) What is the enlisted performance reports (EPR) conversion factor?
- 27.
 - 18.
 - 15.
 - 9.
77. (643) A TSgt is eligible for promotion to MSgt *after* becoming a 7 level,
- 23 months TIG, and 7 years TAFMS.
 - 23 months TIG, and 8 years TAFMS.
 - 24 months TIG, and 7 years TAFMS.
 - 24 months TIG, and 8 years TAFMS.
78. (643) Under the stripes for exceptional performers program (STEP) program, no airman may be promoted *more* than once during any 12-month period under any combination of promotion programs *except*
- SrAs.
 - SSgts.
 - TSgts.
 - MSgts.
79. (644) Monthly increment products are produced *automatically* upon receipt of the monthly promotion increment transactions that flow from Air Force Personnel Center (AFPC) before the promotion effective date and on or about what day of the month?
- 1st.
 - 5th.
 - 10th.
 - 15th.
80. (645) What the P&A staff *not* able to do in BLSDM?
- Request an individual report.
 - Request change of status.
 - Report duty status change.
 - Change of rater.

81. (645) What is used for entering, tracking, resolving and reporting on pay and personnel related cases?
- Case Management System.
 - Military Personnel Data System.
 - Base-Level Service Delivery Model.
 - Defense Medical Human Resources System - Internet.
82. (646) You change members' duty status to "absent without leave – AWOL" when they have an unauthorized absence of more than
- 24 hours, but less than 15 days.
 - 24 hours, but less than 30 days.
 - 48 hours, but less than 15 days.
 - 48 hours, but less than 30 days.
83. (646) You may change members' duty status to "deserter" if they are absent for less than 30 days and
- are in civil confinement.
 - are known to have purchased airline tickets.
 - have received counseling for personal problems.
 - have action pending on a previous unauthorized absence.
84. (647) An enlisted performance report (EPR) will have at *least* how many evaluators?
- 2.
 - 3.
 - 2, unless the rater qualifies as a single evaluator.
 - 3, unless the rater qualifies as a single evaluator.
85. (647) Who is the evaluation forwarded to upon completion?
- AFPC or ARPC.
 - AETC.
 - HQ USAF.
 - Members command.
86. (647) In which situation would a letter of evaluation (LOE) *not* be mandatory?
- Officers when required by AFI 36-3208.
 - Enlisted members participating in the WCAP.
 - Active duty A1Cs and below with less than 20 months' TAFMS when a CRO occurs due to PCS/PCA of the rater or rate or separation/retirement of the rater.
 - A1C with 5 months TAFMS.
87. (648) What below is *not* one of the three substantiating document used in conjunction with the BAS program?
- AF Form 220.
 - DD Form 114.
 - DD Form 714.
 - DD Form 1475.
88. (649) What is an example of a *nondirective* publication?
- Policy memorandums.
 - Mission directives.
 - Instructions.
 - Handbooks.

-
-
89. (649) A MAJCOM or FOA issues what type of forms for use within the organization and subordinate organizations?
- Field.
 - Departmental.
 - Non-prescribed.
 - Headquarters and unit.
90. (649) This is a form used Air Force-wide or by more than one MAJCOM, FOA, DRU, base or wing.
- Field.
 - Departmental.
 - Non-prescribed.
 - Headquarters and unit.
91. (650) What is the *second* step if you have identified suspicious mail?
- Isolate the article and evacuate the immediate area.
 - Put the article in an enclosed area (desk drawer) and evacuate the area.
 - Place the package in the trash bag, seal the bag, and put it in the dumpster.
 - Open the item to make sure it is something significant, before calling security forces.
92. (650) What is the *best* choice for ensuring that accountable containers remain in a controlled environment?
- Certified mail.
 - Registered mail.
 - Image confirmation.
 - Certificate of mailing.
93. (651) Personnel information file (PIF) contents are available to everyone *except*
- Office of special investigation.
 - Area defense council.
 - First sergeant.
 - Commander.
94. (652) Who *appoints* the trusted agents for issuing and ensuring member notification to provide a urine sample?
- First sergeant.
 - Commander.
 - Drug demand reduction manager.
 - Staff judge advocate.
95. (653) Individuals who have been designated the *authority* to order, receive and sign for equipment materiel in writing by the medical group commander are
- supply representatives.
 - property custodians.
 - accountable officers.
 - logistics liaisons.
96. (653) The statutory obligation of an individual to reimburse the government for loss, damage, or destruction of government property arising from his or her *negligence* is the definition of
- pecuniary liability.
 - monetary liability.
 - financial liability.
 - fiscal liability.

97. (653) The end item of medical equipment that has a unit cost of between \$3,300 and \$250,000, a life expectancy of at *least* 5 years, and *maintains* its identity during use is classified as
- a. a maintenance significant supply item.
 - b. medical investment equipment.
 - c. medical expense equipment.
 - d. a medical supply item.
98. (653) Which statement best defines prime vendors?
- a. Civilian companies contracted by Defense Logistics Agency (DLA) that usually deliver supplies within 24 hours.
 - b. Civilian companies that accept the International Merchant Purchase Authorization Card (IMPAC).
 - c. Civilian companies with which the government has a blanket purchase agreement.
 - d. Civilian companies that use the 13-digit national stock number (NSN).

Do not return your answer sheet to AFCDA.

Glossary of Abbreviations and Acronyms

A&D	admissions and dispositions
AAD	Airman Advancement Division
AC	administrative change
ACA	Airman Comprehensive Assessment
ACR	authorization change request
ADAPT	Alcohol and Drug Abuse Prevention and Treatment
ADSC	active duty service commitments
ADSCD	active duty service computation date
ADHD	attention deficit hyperactivity disorder
ADS	Ambulatory Data System
ADSC	active duty service commitment
AEP	accrued expenditures paid
AEU	accrued expenditures unpaid
AFAM	Air Force Achievement Medal
AFCM	Air Force Commendation Medal
AFDPO	Air Force Department Publishing Office
AFH	Air Force handbook
AFI	Air Force instructions
AFLCMC	Air Force Life Cycle Management Center
AFLSA	Air Force Longevity Service Award
AFSC	Air Force specialty code
AFMAN	Air Force manual
AFMD	Air Force mission directives

AFMOA	Air Force Medical Operating Agency
AFMS	Air Force Medical Service
AFMSA	Air Force Medical Support Agency
AFO	Accounting and Finance Office
AFOEA	Air Force Organizational Excellence Award
AFOR	Air Force Overseas Ribbon
AFOUA	Air Force Outstanding Unit Award
AFPC	Air Force Personnel Center
AFPD	Air Force policy directives
AFPM	Air Force policy memorandums
AFRES	AF Reserve
AFRIMS	Air Force Records Information Management System
AFSC	Air Force specialty code
AF/SG	Air Force surgeon general
AFTR	Air Force Training Ribbon
AHLTA	Armed Forces Health Longitudinal Technology Application
AiC	Airman First Class
AIG	address indicator group
ALO	Accounting Liaison Office
AmnM	Airman's Medal
ANG	Air National Guard
AO	authorizing official
ARC	authorization change request
ARI	alcohol-related incident
ASD	Account Subset Definition
AWOL	absent without leave

BAG	budget activity group
BAS	basic allowance for subsistence
BCO	base contracting office
BER	budget execution reports
BES	Business Enterprise Systems
BITS	Base Information Transfer System
BLSDM	base level service delivery model
BMT	basic military training
BPA	blanket purchase agreement
BRAC	base realignment and closure
BTZ	below the zone
CAC	common access card
CAFSC	control Air Force specialty code
CAIM	customer service inventory management
CAL	custodial action list
Cat I	Category I
CBB	central-based board
CCM	cost center manager
CCS	chronic critical shortage
CCT	combat controller
CEM	chief enlisted manager
CEMR	commander's enlisted management roster
CHCS	Composite Health Care System
CID	command identifier
CMA	competent medical authority
CMS	Case Management System

CMSgt	Chief Master Sergeant
CO	certifying official
COB	close of business
CONUS	continental United States
CPG	career progression group
CPR	cardiopulmonary resuscitation
CRA	continuing resolution authority
CRIS	Commander's Resource Integration System
CR/LL	custodian receipt/location list
CRO	change of reporting official
CSB	central selection board
CTO	commercial travel office
DAFSC	duty Air Force specialty code
DAO	defense accounting officer
DAS	date arrived station
DDLDS	date departed last duty station
DDRP	Drug Demand Reduction Program
DEROS	date eligible for return from overseas
DES	direct expense schedule
DFAS	Defense Finance Accounting Service
DFC	Distinguished Flying Cross
DHA	Defense Health Agency
DHP	Defense Health Program
DHSS	Defense Health Services Systems
DJMS	Defense Joint Military Pay System
DLA	Defense Logistics Agency

DMHRSi	Defense Medical Human Resources System internet
DMIS	Defense Medical Information System
DMLSS	Defense Medical Logistics Standard Support
DO	disbursing officer
DOB	date of birth
DoDD	Department of Defense Directive
DODI	Department of Defense Instruction
DOE	date of enlistment
DOR	date of rank
DOS	date of separation
DQ	data quality
DQMC	data quality management control
DRA	deployment resiliency assessments
DRI	drug-related incident
DRU	direct reporting unit
DSERT	Duty Status Effectiveness Report
DSM	Distinguished Service Medal
DTOD	Defense Table of Official Distances
DTS	Defense Travel System
DVR	data verification record
EAS	Expense Assignment System
EEIC	element of expense and investment code
EKG	electrocardiogram
EOD	explosive ordnance disposal
EOM	end of month
EPR	enlisted performance report

ESO	equal selection opportunity
ETS	expiration term of service
FAC	functional account code
FAD	funding authorization document
FAP	family advocacy program
FCA	fund cite authorization
FCC	functional cost code
FINPLAN	financial plan
FL	forward logistics
FOA	forward operating agency
FPRG	field personnel record group
FSO	financial service office or officer
FSS	Force Support Squadron
FTE	full time equivalents
FWG	financial working group
FY	fiscal year
FYDP	Future Years Defense Program
GPC	government purchase card
GRD	funded grade
GS	general schedule
GSA	General Services Administration
GSR	grade status reason
GSU	geographically separated unit
GTCC	government travel credit card
HA	health assessment
HAF	Headquarters Air Force

HEAR	Health Enrollment Assessment Review
HIPAA	Health Insurance Portability and Accountability Act
HIV	human immunodeficiency virus
HOI	Headquarters operating instruction
HR	Human Resources
HSM	Health Services manager
HYT	high year of tenure
IC	interim change
ID	identification card
IDMT	independent duty medical technician
IFC	initial flying class
ILC	installation or location indicator
IM	Information management
IMA	individual mobilization augmentee
INTRO	individualized newcomer treatment and orientation
IRR	individual ready reserve
IRS	Internal Revenue Service
JAG	judge advocate general
JFTR	Joint Federal Travel Regulation
JMUA	Joint Meritorious Unit Award
JTF	joint task force
JTR	Joint Travel Regulation
LEAD	limited extended active duty
LOA	line of accounting or letter of admonition
LOC	letter of counseling
LOE	letter of evaluation

LOM	Legion of Merit
LP	local purchase
LSD	lysergic acid diethylamide
MAC	medical affirmative claims
MAJCOM	major command
MCRP	Medical Cost Recovery Program
MDG	Medical Group
MDV	mobile distribution vehicle
MEMO	Medical Equipment Management Office
MEPRS	Medical Expense Performance Reporting System
MERHCF	Medicare Eligible Retiree Health Care Fund
MFP	major force program
MGIB	Montgomery GI Bill
MH	mental health
MHC	mental health clinic
MHS	Military Health System
M&IE	meals and incidental expenses
MilPDS	Military Personnel Data System
MIPR	Military Interdepartmental Purchase Request
MIPR	military interdepartmental purchase request
MOA	memorandum of agreement
MORD	miscellaneous obligation/reimbursement documents
MPES	Manpower Programming Execution System
MPM	Medical Expense Performance Reporting System (MEPRS) program manager
MPS	military personnel section
MPSM	military personnel section (MPS) memorandum

MSA	medical services account
MSgt	Master Sergeant
MSM	Meritorious Service Medal
MSO	military service obligation
MTF	military treatment facility
NC2	nuclear command and control
NCO	non-commissioned officer
NCOIC	non-commissioned officer in charge
NCOPMER	NCO PME Graduate Ribbon
NDEA	non-DTS entry agent
NET	not earlier than
NLT	no later than
NSN	national stock number
O&M	operating and maintenance
OAC	operating agency code
OASD-HA	Office of the Assistant Secretary of Defense - Health Affairs
OBA	operating budget authority
OBC	operating budget code
OBL	operating budget ledger
OCO	oversees contingency operations
OCONUS	Outside the continental United States
OCR	organizational change request
ODL	open document listing
OF	optional forms
OI	operating instruction
OPB	officer preselection brief

O&M	operations and maintenance
OPR	office of primary responsibility or officer performance report
OS	overseas
OSB	officer selection brief
OSC	organizational structure code
OSI	Office of Special Investigations
OTC	over the counter
P&A	personnel and administration
PA	Privacy Act
PAC	personnel action changes
PAFSC	primary Air Force specialty code
PAS	personnel accounting system
PBAS	Program Budget Allocation System
PCA	permanent change of assignment
PCMH	patient-centered medical home
PCS	permanent change of station
PDC	publishing distribution center
PDG	professional development guide
PDHA	post-deployment health assessments
PDHRA	post-deployment health re-assessment
PDI	potentially disqualifying information
PDS	permanent duty station
PEC	program element code
PECD	promotion eligibility cutoff date
PEPP	Physical Examination Processing Program
PES	promotion eligibility status

PETS	prior to expiration term of service
PF	promotion file
PFD	present for duty
PHA	physical health assessment
PIF	personnel information file
PIMR	preventative health assessment and individual medical readiness
PIRR	participating individual ready reserve
PJ	pararescue
PME	professional military education
PO	post office
POC	point of contact or 3 personally-owned conveyance
POS	position number
PPS	Prospective Payment System
PRE	personnel relocation element
PRDA	personnel records display application
PRISM	Promotion Recommendation and In-board Support Management Information System
PRP	personnel reliability program
PSD	personnel services delivery
PSI	personnel security investigation
PSP	presidential support program
PTDY	permissive temporary duty
PTSD	post-traumatic stress disorder
QC	quality check
RA	resource advisor
RC/CC	responsibility center/cost center
RDP	recommendation for decoration printout

RDS	records disposition schedule
RE	reenlistment eligibility
RGR	required grade
RI	reporting identifier
RIP	report on individual personnel
RIP	reporting identifier
RMO	resource management office
RMSC	resource management steering committee
RNLTD	report no later than date
RO	reviewing official
ROTC	Reserve Officer Training Corps
SAA	site application administrator
SDI	special duty identifier
SECAF	Secretary of the Air Force
SEI	special experience identifier
SF	Standard form
SG	surgeon general
SGP	Chief, Aerospace Medicine
SIK	substance in kind
SIMS	Services Information Management System
SJA	staff judge advocate
SKT	specialty knowledge test
SLA	special leave accrual
SMSgt	Senior Master Sergeant
SNCO	senior non-commissioned officers
SNM	special nuclear material

SORTS	Status of Resources and Training System
SrA	Senior Airman
SSBI	single scope background investigation
SSgt	Staff Sergeant
SSN	social security number
STEP	Stripes for Exceptional Performers
SVTC	secure video teleconference
TAFCS	total active federal commissioned service
TAFMS	total active federal military service
TAFMSD	total active federal military service date
TDY	temporary duty
TEMSD	total enlisted military service date
TIG	time in grade
TIGERS	The Integrated Global Equipment Request System
TIS	time in service
TLA	temporary lodging allowance
TLE	temporary lodging expense
TPC	third party collection
TPOCS	Third Party Outpatient Collection System
TR	training report
TSgt	Technical Sergeant
UBO	uniformed business office
UCMJ	Uniform Code of Military Justice
UIC	unit identification code
UIF	unfavorable information file
UMD	unit manpower document

UOO	undeliverable orders outstanding
UPMR	unit personnel management roster
UPRG	unit personnel record group
USAFOMS	Air Force Occupational Measurement Squadron
USPS	United States Postal Service
UTC	unit type code
VA	Veterans' Administration or visual aids
vMPS	Virtual Military Personnel Service
WAM	workload assignment module
WAPS	weighted airman promotion system
WCA	world class athletes
WHMO	White House Military Office
ZBT	zero balance transaction

Student Notes

AFSC 4A051
Z4A051 04 1403
Edit Code 04