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DEPARTMENT OF THE AIR FORCE

11TH WING

July 28, 1999

11 CS/SCSR (FOIA)  
1000 Air Force Pentagon  
Washington DC 20330-1000

John Greenewald, Jr.

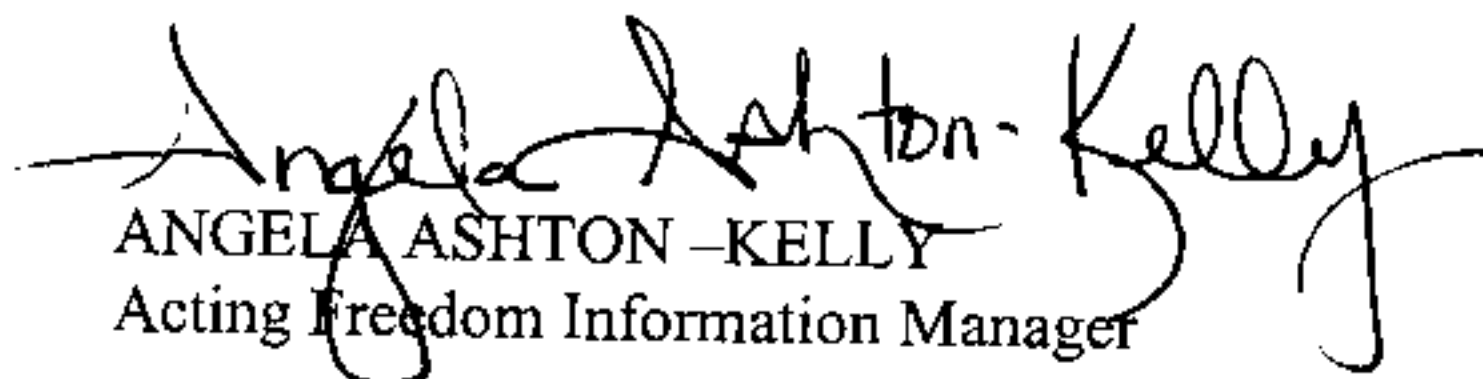
Dear Mr. Greenewald

This is response to your July 02, 1999 Freedom of Information Act request for all documents pertaining to "Project Softbook".

The attached documents are provided in response to your request.

Penny Jenkins is the action officer at (703) 696-7270.

Sincerely

  
ANGELA ASHTON-KELLY  
Acting Freedom Information Manager

Attachments:  
Releasable documents

99-1269

ACM08 EIAW H OPB HRS FY00 SOFTBOOK PGM GUIDELINES  
DIS ACM08 OPR: RSOPB MESSAGE NBR: 990047  
CREATION DATE: 990303 CHANGE DATE: 990308

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PURGE DATE: 301

FROM: HQ AFRS/RSO

SUBJECT: FY00 SOFTBOOK PROGRAM GUIDELINES

TO: ALL RCG & RCS PERSONNEL

1. The following information and guidelines are provided to manage the softbook program for the spring 2000 high school graduates. Please note, the major change for the program this year is softbook applicants no longer are required to have a 50 QT.

2. GENERAL INFORMATION:

a. DEFINITION/PURPOSE: Softbooking is a manual process used to obtain a reservation on an applicant beyond the normal 12-month PROMIS booking window. This allows us to attract the "quality" student before they commit to one of our sister services or other employment opportunities. It is designed to encourage these applicants to perpetuate among their friends during their senior year. We will allocate 1000 softbook jobs for FY00.

b. DURATION: The FY00 softbook program will run from 1 JUN 99 through 9 OCT 99. Additionally, cutoff dates are established by month. After these cutoff dates, groups will not be allowed to make changes or additions to the month's list of softbook applicants. These dates are firm--no exceptions. The cutoff dates are:

LAST DAY TO REQUEST A RESERVATION GOING EAD IN JUN 00 -- 25 JUN 99  
LAST DAY TO REQUEST A RESERVATION GOING EAD IN JUL 00 -- 23 JUL 99  
LAST DAY TO REQUEST A RESERVATION GOING EAD IN AUG 00 -- 27 AUG 99  
LAST DAY TO REQUEST A RESERVATION GOING EAD IN SEP 00 -- 24 SEP 99

c. RESERVATION AND CREDIT: On the established cutoff dates, HQ AFRS/RSOPB will begin working the softbook lists in PROMIS and matching jobs with EAD dates. Reservations for JUN 00 EADs will be entered into PROMIS by HQ AFRS/RSOPB no later than the eighth workday of JUL 99. Subsequent monthly reservations will also be accomplished by the eighth workday of the corresponding month. DO NOT provide applicants a firm EAD until the reservation has been made in PROMIS. NET RES credit will be given once HQ AFRS/RSOPB makes the PROMIS reservation.

d. ELIGIBILITY: Applicants must be high school juniors who will graduate in the spring of 2000 and are eligible to enter the 1999/2000 school year as a senior. All applicants must meet all criteria in AFI 36-2002 and AETCI 36-2002 except for being a "currently enrolled high school senior".

e. PROCESSING: Softbook applicants can be ASVAB tested and administered a physical. Softbook applicants must be 17 years of age PRIOR to taking the physical. Softbook applicants CAN enter the DEP when they physical.

f. JOB SELECTION: Qualified applicants must choose a job from the list provided to each group. Groups must ensure that overselling does not occur. There will be no increases in the number of jobs released.

g. Due to instability of future requirements, please be aware that any decrease in accession levels, or AFSC requirements, could cause contract changes and/or changes in enlistment dates.

3. GUIDELINES:

a. GROUPS:

(1) Groups will be allocated a specific number of GTEPS based on their percentage of NET RES goal.

(2) Groups must ensure the applicant's requested job is entered in the AFSC preference on page 5 of their PROMIS record prior to softbooking, and that the availability dates are correctly loaded.

(3) Groups must submit a list of requested softbook reservations to HQ AFRS/RSOPB (by AFSC and SSAN) by each month's established cutoff date.

(4) GROUPS WILL ENSURE ALL APPLICANTS ARE PLACED ON THE QW. This will help to eliminate applicants who are not qualified for the AFSC requested.

(5) Due to late graduation and the strong possibility of snow days extending graduation dates into late June throughout the northeast, the 360 RCG's allocations will extend from JUL through SEP only.

b. MEPS:

(1) MEPS are responsible for ensuring all applicants meet job prerequisites (TO INCLUDE MANUAL QC CHECKS), and for entering the softbook AFSC preference on page 5 of the applicant's record.

(2) MEPS will coordinate with SQ/Group to obtain softbook allocations. Once an allocation has been obtained from the group, the MEPS will enter the following information in the applicant's record:

(a) Enter an "SB" dispo code in the appropriate block on page 1.

(NOTE: If the record is updated for any reason AFTER the initial input of "SB", MEPS MUST ensure the dispo code is corrected to reflect "SB".) This is critical; failure to ensure the "SB" codes are accurate could result in the loss of softbook allocations.

(b) In the NARRATIVE block on page 1, make the following three part entry: "SOFTBOOK", followed by the EAD month (3-letter abbreviation) and then the AFSC (5 digits). For example: SOFTBOOK/JUN/1C231

4. PROMIS RECORD PROBLEMS/LOST SOFTBOOK ALLOCATIONS:

a. If the applicant does not meet the prerequisites for the job when HQ AFRS/RSOPB attempts to make the reservation in PROMIS, an alternate choice WILL NOT be considered and the softbook allocation will be lost. Any subsequent booking attempts will have to be made by the MEPS or squadron operations through normal booking procedures.

b. If it is discovered an applicant does not meet the manual QC checks after the reservation has been made, the allocation will be lost with the cancellation and no backfill authorized.

c. If HQ AFRS/RSOPB is unable to reserve any applicant due to RIC not on file, record errors, or wrong SSAN on the list provided by groups, the group will be notified of the problem. The group will have 24 hours to correct the above listed problems or the allocation will be lost. As stated before, NO APPLICANT SUBSTITUTIONS will be considered.

5. Refer any questions, through your appropriate chain of command, to TSgt Youngblood or Salinas HQ AFRS/RSOPB, at DSN 487-4565 or commercial 210-652-4565. APPLICANT SUBSTITUTIONS will be considered.

RONALD SEYLE, Col, USAF  
Chief, Operations Division