



**DEPARTMENT OF THE AIR FORCE**  
AIR EDUCATION AND TRAINING COMMAND

22 Mar 2004

**MEMORANDUM FOR SQUADRON PERSONNEL**

**FROM:** 367 RCS/CC  
3990 East Bijou Street  
Colorado Springs CO 80909-6806

**SUBJECT:** Applicant Travel Bus Ticket Policy

1. As of 1 Oct 2003, all bus tickets are ordered, issued, and printed online using the new eTRANSCOR website. Each recruiting office and MEPS station will be issued a UserID and Password from the squadron Logistics section (to access the website). These tickets ordered online have no expiration date. After an initial ticket order request has been processed, the recruiter will print out the "Receipt for Accountable Form" from the website, sign and date it, and forward it to the Logistics section. Upon issuance of the last ticket from a particular "set" of tickets, the recruiter will fax or mail a completed Ticket Log (another website form) to Logistics for review and filing. All Ticket Logs must be filled out completely with NO missing entries, especially applicants' names and signatures. Any missing entries will be explained by the recruiter or MEPS personnel in the form of a Memo-for-Record. Recruiting offices and MEPS stations are required to keep copies of completed Ticket Logs for a period of one year before destruction. Finally, recruiters and MEPS personnel will make sure DEP tickets are not issued to NPS applicants and vice-versa. This is a finance issue and must be closely quality controlled.
2. If there are any questions concerning the bus ticket website or ordering procedures, please contact the 367RCS Logistics section at DSN 692-1261/1262, commercial (719) 554-1261/1262. If Logistics personnel are unavailable, TRANSCOR can be contacted at 1-888-633-5063. They will be more than happy to answer any questions or resolve any problems that may arise concerning their website.

A handwritten signature in black ink, appearing to read "Thomas Y. Headen".

THOMAS Y. HEADEN, Lt Col, USAF  
Commander