



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

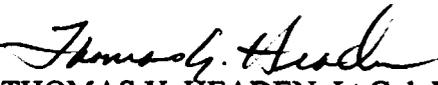
8 Mar 04

MEMORANDUM FOR SQUADRON PERSONNEL

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

SUBJECT: Federal Express Policy

1. Federal Express will only be used for official correspondence that requires a quick delivery or is more cost effective than the Postal Service. An accurate and valid justification is required prior to using this service.
2. Officer Accessions and MEPS are authorized to Federal Express specific items per my 1 Oct 02 Federal Express Blanket Authority Policy. All other squadron personnel must contact 367 RCS/RSS (Capt Gibson or TSgt Harvey) to obtain authorization and an internal billing reference number prior to sending out any package via Federal Express.
3. Members who fail to obtain authorization prior to sending a Fed Ex package will be charged the amount due to Federal Express without reimbursement.
4. If you have any questions, please contact MSgt Harvey at (719) 554-1258.


THOMAS Y. HEADEN, Lt Col, USAF
Commander