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**Civil Engineering**



**PROCUREMENT OF AIR FORCE RECRUITING  
SERVICE FURNITURE AND ACCESSORIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-10, *Installations & Facilities*. It provides requirements and guidance for Air Force Recruiting Service (AFRS) personnel responsible for procurement and maintenance of furniture and furniture accessories. The intent of this instruction is to complement the *Recruiting Office Standards* document to promote a professional, functioning work place that enhances productivity and quality of life. Durability is integral to acquisition consideration; expect a 7 to 10-year lifespan on all procured furniture. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The appearance of hyperlinks does not constitute endorsement by the Air Force of this web site or the information, products, or services contained therein. For other than authorized activities such as military exchanges and morale, welfare and recreation sites, the Air Force does not exercise any editorial control over the information you may find at these locations.

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). See Attachment 1 for a glossary of references and supporting information.

**1. General Requirements and Responsibilities for Headquarters Personnel:**

1.1. HQ AFRS/RSSL is the office of primary responsibility for the overall direction, management, and procurement of furniture for AFRS.

1.2. Headquarters personnel will contact both the facility manager and HQ AFRS/RSSL before selecting, ordering, or purchasing any new furniture, desks, chairs, cubicles, shelving, accessories, or stand-alone furniture.

1.2.1. In accordance with HQ AFRS/CC guidance, HQ AFRS/RSXL will advise of current standards and potential suppliers.

1.2.2. The standard for modular furniture can be found at the Haworth web site, <http://www.haworth.com>, under the Unigroup style, savoy blue ridge panel colors, toccata montego bay flip doors, and smoke trim laminate with cobalt blue trim, similar to the specifications found in the Recruiting Operations Center. Aeron and wall unit side chairs are also standard.

## **2. Coordinating the Delivery and Installation of Furniture at HQ AFRS:**

2.1. HQ AFRS/RSXLL will coordinate with potential vendors and requesting users to obtain price estimates for the purchase, delivery, and installation of furniture and/or accessories for all offices, conference rooms, training rooms, and board rooms located throughout the headquarters.

2.2. HQ AFRS/RSXLL will coordinate with HQ AFRS/FM to ensure funds are available for the procurement and installation of requested furniture and/or accessories. HQ AFRS/RSXLL personnel, in turn, will pay for the procurement and installation of furniture and accessory items using the Government Purchase Card program or accomplishing an AF Form 9, **Request for Purchase**, whichever is appropriate.

2.3. Personnel requesting furniture or accessories must identify, at the time of request, any phone line movement or maintenance required in conjunction with the installation of their furniture. Provide an installation date and coordinate with the building telecommunications officer (TCO) to ensure a work order is accomplished through the 12th Communications Squadron (12 CS), if necessary. The 12 CS requires notification at least 30 days prior to the installation date.

2.4. Persons requesting furniture installation will inform HQ AFRS/RSXLL and the building TCO of any changes to the requested installation date. Coordinate all computer requirements with the division workgroup manager and have a representative from the applicable division, branch, or office present to provide guidance and assist with delivery and installation, if necessary.

## **3. General Requirements and Responsibilities for Group Headquarters, Squadron Headquarters, and Individual Recruiting Offices:**

3.1. Logistics, at group and squadron level, is the office of primary responsibility for the overall direction, management, and procurement of furniture at their respective group and squadron headquarters. Logistics, at squadron headquarters, is the office of primary responsibility for the overall direction, management, and procurement of furniture for recruiting offices.

3.2. Group or squadron commander approval is required prior to the purchase of any furniture or furniture accessory items.

## **4. The *Recruiting Office Standards* Document:**

4.1. The *Recruiting Office Standards* document provides broad guidance for any furniture and accessory acquisition. HQ AFRS further stipulates the UNICOR Harmony 5000, Light Oak series, as the standard for group/squadron headquarters and recruiting office furniture. This standard will promote a uniform appearance throughout AFRS. Any of the light oak style furniture in the Harmony 5000 series may be purchased. This includes the 5100 through 5500 series furniture as long as all furniture is the same

line/series. Size and layout of office space will dictate the number of individual pieces of furniture and accessories that may be purchased. Purchase only Aeron and wall unit side chairs.

4.2. The *Recruiting Office Standards* document may be requested from HQ AFRS/RXSL, DSN 487-6311. Specific information on Harmony 5000 series furniture and accessories may be found at the following website: <http://www.unicor.gov>.

## **5. Coordinating the Delivery and Installation of Furniture at Group Headquarters, Squadron Headquarters, and Individual Recruiting Offices:**

5.1. Logistics personnel at group/squadron headquarters will coordinate with potential vendors, and obtain price estimates for the purchase, delivery, and installation of furniture and/or accessories for all offices, conference rooms, training rooms, and boardrooms located throughout the headquarters, to include individual recruiting offices throughout squadrons.

5.2. Group or squadron logistics personnel will coordinate with group or squadron finance personnel to ensure funds are available for procurement and installation of requested furniture and/or accessories. Logistics personnel, in turn, will pay for the procurement and installation of furniture and accessory items using the Government Purchase Card program or accomplishing an AF Form 9, whichever is appropriate.

5.3. Group and squadron logistics personnel will assist with the delivery and installation of new furniture and the proper disposal of old furniture when appropriate and feasible. Due to the many unique geographic challenges within the boundaries of recruiting squadrons, commanders will determine when and where their logistics personnel assist with delivery and installation of furniture.

## **6. Waiver Requests:**

6.1. Waiver requests may be submitted when circumstances support the purchase of furniture other than the standard. All requests must be routed through HQ AFRS/RXSL for UNICOR and HQ AFRS/CV approval. Waiver requests may be submitted via electronic mail or memorandum. Justification should include an office diagram, space authorized, cost savings or delivery time improvement if applicable, pictures, facility condition, and a statement expressing no real estate action is pending.

6.2. Examples of when it is appropriate to submit furniture purchase waivers include, but are not limited to:

6.2.1. Significant savings can be shown.

6.2.2. Delivery times affect the mission, or when single item purchases match current office furniture that still has several years life expectancy.

## **7. Disposal of Replaced Furniture and Furniture Accessories:**

7.1. HQ AFRS personnel will contact HQ AFRS/RXSL or the facility manager for furniture and furniture accessory disposal instructions. Serviceable items will be stored in the building attic for future use. Unserviceable items will be properly disposed of.

7.2. HQ AFRS/RXSL or the facility manager will provide HQ AFRS personnel in possession of unserviceable furniture the phone number to the Defense Reutilization and Marketing Office (DRMO).

Personnel turning in the unserviceable items are responsible for contacting DRMO and making the appropriate pick-up arrangements.

7.3. Furniture and equipment disposal instructions affecting group and squadron units may vary slightly from one MAJCOM to another. Logistics personnel will contact host-base supply equipment management elements (EME) and DRMOs for current guidance or policy to ensure replaced furniture and furniture accessories are disposed of properly.

**8. Forms Adopted.** AF Form 9.

EDWARD A. RICE, JR., Brigadier General, USAF  
Commander

***1 Attachment***

Glossary of References and Supporting Information

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 32-10, *Installations & Facilities*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

***Abbreviations and Acronyms***

**AFRC**—Air Force Reserve Command

**AFRS**—Air Force Recruiting Service

**ANG**—Air National Guard

**DRMO**—Defense Reutilization and Marketing Office

**EME**—equipment management element

**TCO**—telecommunications officer