

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing transparency to stakeholders.

2. The second part outlines the specific procedures for recording transactions, including the use of standardized forms and the requirement for double-checking entries. It also mentions the need for regular audits to ensure the accuracy of the data.

3. The third part addresses the issue of data security, highlighting the risks of unauthorized access and the importance of implementing robust security measures to protect sensitive information.

4. The fourth part discusses the role of technology in streamlining the record-keeping process, such as the use of accounting software and digital storage solutions.

5. The fifth part concludes by reiterating the company's commitment to high standards of accuracy and security in its record-keeping practices.

6. The sixth part provides a detailed overview of the company's internal control system, which is designed to prevent errors and fraud. It includes a list of key control points and the responsibilities of various departments.

7. The seventh part describes the process of reconciling accounts and resolving discrepancies, ensuring that the company's books are always balanced and accurate.

8. The eighth part discusses the importance of training and education for staff involved in record-keeping, ensuring they are up-to-date on the latest practices and regulations.

9. The ninth part outlines the company's policy on data retention and archiving, ensuring that records are preserved for the required period and are easily accessible when needed.

10. The tenth part provides a summary of the key findings and recommendations from the audit, along with a timeline for implementing the necessary changes.

11. The eleventh part includes a list of references and sources used in the report, providing credibility to the findings and recommendations.

12. The twelfth part contains the final conclusions and a statement of the auditor's independence and objectivity.

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

1952

MEMORANDUM FOR ALL MPFs/DPMs

FROM: HQ ARPC/DPB
6760 E Irvington Place #2000
Denver CO 80280-2000

SUBJECT: Air Force Reserve Selected Reserve Lieutenant Colonel Selective Continuation Board, 20-25 October 2003

The Chief of the Air Force Reserve has requested approval from the Secretary of the Air Force to convene a selective continuation board at the conclusion of the FY04 Air Force Reserve Line and Nonline Colonel Promotion Selection Board.

The selective continuation board will consider Air Force Reserve officers, serving in the grade of lieutenant colonel, who are on the Reserve Active Status List as of the board convening date, who are rated officers or hold an Air Force Specialty Code manned at or below 90%, and assigned to the Selected Reserve or Limited Extended Active Duty (LEAD) recall, who will complete 28 years of commissioned service between 1 January 2004 and 31 December 2004. These officers may be selected for continuation on the reserve active status list to 30 years total federal commissioned service. No officer will be continued beyond the last day of the month in which that officer becomes 60 years of age. Continued lieutenant colonels will be eligible for promotion consideration for as long as they remain on the RASL.

The attachment lists lieutenant colonels who are currently eligible for selective continuation.

Recent change to Section 14701A of Title 10 U.S.C. terminates the requirement that a reserve officer apply for continuation on the RASL. This will afford all eligible officers consideration by the continuation boards without requiring advanced application for consideration. The officer still retains the option to accept or decline continuation if offered.

Request MPFs/DPMs contact commanders of eligible officers and advise them that they must submit a package IAW AFI 36-2504, paragraph 10.3.2 if they feel any of their officers are not qualified for continuation. Packages must be received prior to the board.

MPFs/DPMs must contact eligible officers and advise them of their option to write a letter to the board IAW AFI 36-2504, paragraph 4.7. If an officer chooses to write a letter to the board it

must be addressed as follows: Board President, Selective Continuation Board. Letters should be mailed to the following address and must be received NLT 0800 on board convening date (20 October 2003):

HQ ARPC/DPBB
6760 East Irvington Place #2020
Denver CO 80280-2020

In addition, MPFs/DPMs must advise officers writing a letter to the board to keep the following in mind: Letter must include signature with SSN; not attach anything that may become or is already a part of their selection folder, for example a draft OPR that is still being processed; and not have anyone write a letter on their behalf.

The selective continuation board will consider officers' qualifications and potential for continuation based on their selection folder. Officers selected for continuation will be notified and given the opportunity to accept or decline.

Action office is HQ ARPC/DPBB, DSN 926-6351, Comm 1-800-525-0102, ext. 71280, email arpc.dpbbdl@arpc.denver.af.mil.



DONNA M. G. PIKE, Major, USAF
Chief, Board Secretariat Division

Attachment:
Lieutenant Colonel Eligibility List