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Readiness:

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Education and Training:

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Career Enhancements:

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Customer Service/Relocations:

SSgt Billie Wilkinson, ext. 3255

ID Cards/DEERS:

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Personnel Systems:

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Services Sustainment Flight:

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05 Nov 2011

FSS Bulletin

"A Special Edition of the Volunteer"
134 ARW, Tennessee Air National Guard

134th Force Support Squadron

Why are you receiving this Bulletin?

The 134th Force Support Squadron Bulletin will be provided monthly to all members of the 134th Air Refueling Wing and tenant units. Our objective is to provide important information that will affect your career which is ultimately managed by you. Please contact the appropriate POC to the left for further information on the content of this Bulletin?.

Readiness

Deployers Listen Up

- Members on Active Duty orders in support of Contingency Operations, i.e. Operation Enduring Freedom, Operation Noble Eagle, etc may be authorized Pre-Alert TriCare & Transitional Assistance TAMP- 180 benefits. Visit <http://www.tricare.mil/mybenefit/> to confirm eligibility and learn more about TriCare benefits and options. POC: MSgt Reed, 3256

Education and Training

Last Call for State Tuition Assistance

- State Tuition Assistance Applications for the Fall 2011 semester will be due to our office by EOD **15 November 2011**. All applicants must complete the application, addendum, and attach a data verification brief (from vMPF), current PT scores, and a degree plan. POC: TSgt Wiggins, 3247

Career Enhancements

Personnel Records Display Application (PRDA)

- You can now view your personnel records from the comfort of your own office. The Personnel Records Display Application (PRDA) is one of the Virtual Personnel Services Center (vPSC) application modules and will augment the current capability to search electronic record documents stored as images within the Automated Records Management System (ARMS). PRDA can be found on the AF Portal under Top Links, Personnel/Finance. POC: SMSgt Wise, 3250

Customer Service / Relocations

Separation Policies and Procedures

- IAW 134 ARW 36-103, Unit Commanders are responsible to ensure all unit members complete final out-processing actions utilizing the 134 ARW Form 7 Checklist prior to departure for new assignment. Member's will not be released until 134 ARW Form 7 is complete and all unit equipment is returned and accounted.
- Members should be aware when selecting a retirement or separation effective date that they will be effectively separated on that day. Please do not drill on the day you are effectively separated because you WILL NOT get paid. The last day to participate in a pay status will be the day before your separation effective date.

What types of orders qualify for a DD 214?

- Contingency: Must be in support of named operation (OEF, OIF, ONE, etc.) for **any** amount of days.
- Non Contingency (Title 10 or 32): Must be 90 consecutive days or more.

POC: SSgt Wilkinson, 3255

Unit Commander Support Staff:**134 ARW:**

MSgt Mary Myers

119th:

MSgt Rebecca Nicholson

572nd Band:

TSgt Brian Erickson

Mission Support Group:

TSgt Matthew King

Maintenance:

MSgt Scott Jones

Operations:

TSgt Amy Cornett

Logistics:

TSgt Lydia Circello

Medical:

MSgt Jana Johnson

Civil Engineering:

MSgt Kim Bowers

Upcoming Events:

Airman of the 4th Quarter
Packages Due to SMSgt
Wise **6 November**

State Tuition Assistance
applications due to the
Education Office **15 November**

ASVAB testing, please
call x3250 if interested **17 November**

AFOQT testing, please
call x3250 if interested **18 November**

*"We are committed to
delivering exceptional
quality of life
programs to our
McGhee Tyson
Family"*

"People are our Mission"

ID Cards / DEERS

- If you are serving on Contingency Orders please do not bring them to the ID card section for a manual update in DEERS. They must flow in system for benefits such as Pre-Alert and TA-180.
- You can now make ID Card appointments online at <https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=445&AspxAutoDetectCookieSupport=1>

Personnel Systems

- DD 214:** process has changed for individual and small group deployers. It is now member initiated through the vMPF on the AF Portal. If you are missing a DD 214 please send the systems POC an e-mail requesting the instructions for the new process.
- POINTS:** AFPC has discovered a trend in missing IDT points, please be diligent in checking your retirement points through AF Personnel Services or vMPF.
- Orders:** Did you know you have access to your own orders in AROWS? Contact your CSS for instructions (POC listing on the left) Systems POC: SrA Trentham, 3259

Services Sustainment Flight

- Our Food Service Staff strives to serve healthy, quality meals for all our customers. The menu patterns of the Air Force World-Wide Menu standards are used. The purpose of these standards are to provide the best menus for Air Force dining facilities. Local recipe adjustments are authorized. Comment Cards are available near the Cashier Stand.
- Billeting Reservations/cancellations can now be made by email, phone and in the reservation book located in the Billeting Office.
 - 1) You can email your request to 134arw.lodging@ang.af.mil. Please include the following information: name, phone number, check-in date, check-out date, arrival time.
 - 2) You can call the reservation desk at 865-985-3300 option 1 and leave a message with your reservation/cancellation request.
 - 3) You may also make future reservations by filling out the reservation book located on the front desk at Billeting.

The Deadline for making reservations for Billeting is Wednesday prior to drill.

Officer Vacancy

The 134 FSS has a vacant Traditional Force Support Officer position. Force Support Officers lead and supervise contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, manpower requirements determinations, programming force modules, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.

Applicants require as a minimum a Bachelor's Degree from an educational institute listed in the current Accredited Institutions of Post Secondary Education. For entry into this AFSC, an undergraduate degree in human resource management, business, sociology, psychology, public administration, mathematics, industrial engineering technology, management engineering, systems management, computer science, management, organizational development, behavioral science, operations research, education, hospitality, restaurant and hotel management, recreation, fitness, finance or accounting is desirable.

Non-prior commissioned officer selectee: Must attend the Academy of Military Science (AMS), for the duration of 6 weeks. Selectee must successfully complete the Force Support Officer course at Keesler AFB, MS for the duration of approximately 10 weeks

If you are interested in applying, please send a Resume, AFOQT Scores, Record Review RIP/Personnel Information RIP, and Letters of Recommendation (optional) to Capt Jaime Blanton, Jaime.Blanton@ang.af.mil. The deadline for applications is 4 December 2011. Please call Capt Blanton at 985-3251 if you have further questions.