



# THE VOLUNTEER



Vol. 10 No. 03

134th Air Refueling Wing

MARCH 2010

## Maintainers Keep Tankers in Tip-Top Shape

Submitted by Master Sgt Dennis Newroth

There are many interesting processes that take place in the 134th Maintenance World such as aircraft washes, Phase inspections, etc. One of the more interesting ones to watch is putting an aircraft up on jacks or more commonly known as "jacking" an airplane. MSgt Bill Harness, Shop Chief of the Repair & Reclamation (R & R) shop, took me through this process.

The first step happens before the airplane comes into the hangar. The Crew Chiefs configure the fuel load on the airplane to obtain the correct center of gravity (CG) which makes the aircraft easier to jack. The aircraft is then towed into the hangar and

the jacking team takes over. The jacking team consists of eight people. Let's take a look at each of their duties.

The first team member is the jacking team supervisor. He/she is responsible for the entire operation including safety. The second team member is the jacking manifold operator. They are responsible for operating the jacking manifold which controls the pressure going to each jack. They are in constant communication with the third team member which is the Plum bob operator. The Plum bob operator is watching a mechanism which tells them if the aircraft is level as it is rising. He/she

gives hand signals to the jacking manifold operator that tells them if the aircraft is level or needs adjusting and from which direction. The jacking manifold operator will adjust the pressure to the appropriate jack by turning

a control valve until the aircraft is level. The other five team members monitor the five jacks as the aircraft is rising. Their primary responsibility is to ensure the jacks stay seated on all three jack pads which keeps the airplane stable. They also monitor the collar on the jack ram. On the way up they keep the collar lowered and on the way down the keep it raised. This is in case the jack fails it will fall on the collar

instead of releasing from the aircraft. Once the aircraft is jacked to the appropriate level, another jack is placed under the nose for stabilization.

This is just one of the many processes that the R & R shop is responsible for. MSgt Harness has 2 full-time and fourteen Traditional Guardsmen that are also responsible for maintaining the flight controls, aircraft windows, tires, and landing gear. These are just a few of the responsibilities that the R & R shop meticulously handles. They do an outstanding job and they are a vital part of the 134th Maintenance Group.



Aircraft maintainers do final checks on a KC135-R as part of thier preparation for an upcoming orientation flight on February 25th. (Air National Guard photo by Tech. Sgt. Kendra M Owenby)

# 134th Air Refueling Wing

**Mission - To provide air operations and support in response to any call of the military command structure.**



US Air Force Photos by Tech. Sgt. Kendra Owenby

**Customer Service  
Hours for**

**Clothing Issue:**

**Saturday**

**0830 -1100**

**1215 -1530**

**Sunday 0830 -1430**

**Customer Service  
Hours for**

**SECURITY FORCES:**

**Sat**

**0830-1130**

**Sun**

**0830-1130**

## Anti-Terrorism Force Protection Threat Levels National Threat Levels for MARCH 2010

**ELEVATED**

**SIGNIFICANT RISK OF TERRORIST ATTACKS**

**HIGH**

**HIGH RISK OF TERRORIST ATTACKS AGAINST  
THE TRANSPORTATION SECTOR**

**FPCON ALPHA**

**GENERAL THREAT OF TERRORIST ACTIVITY**

**INFOCON 3**

**NORMAL ACTIVITY**

**REPORT SUSPICIOUS ACTIVITY**

**CALL EXTENSION 3274 OR 911**

**YOUR CALL MAY SAVE LIVES**

**THREAT LEVELS ARE SUBJECT  
TO CHANGE AT ANYTIME**

## VOLUNTEER

### 134TH AIR REFUELING WING EDITORIAL STAFF

**Col. Timothy T. Dearing  
Commander**

**Capt. Gary L. Taft  
Chief of Public Affairs**

**Capt. Jaime Blanton  
Public Affairs Officer**

**Tech. Sgt. Jack West  
Journalist**

**Tech. Sgt. Kendra Owenby**

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**SrA Scott Hollis**

**Multimedia Division**

**Staff Sgt. Mark Finney  
Knowledge Operations  
Management**

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The VOLUNTEER welcomes articles and ideas that will improve the paper. If you have questions or comments, please contact Capt. Jaime Blanton CCE/PAO at extension 985-3205, fax at 985-3284 or [jaime.blanton@ang.af.mil](mailto:jaime.blanton@ang.af.mil).

**Article Submission  
Deadline for Feb  
Volunteer is  
Thurs, Apr 1st**

# What do the "Miracle on the Hudson" and Aug. 6, 2009 have in common?

Submitted by Lt. Col. Gary Smith, Safety Officer

As we all know the "Miracle on the Hudson" was a result of geese meeting US Airways Flight 1549. The outcome of this untimely meeting was a calculated execution of emergency landing procedures; inoperative engines finally crashing into the Hudson River. All 155 personnel aboard survived with very minor injuries. Pilot Chelsey "Sully" Sullenberger is given the credit for saving many lives. The rest is history. Yet what does this event have to do with the events of Aug. 6, 2009?

What may not be known, is that on Aug. 6, 2009, a similar event occurred at McGhee Tyson with one of our own KC-135Rs. The mission was to transport Security Forces personnel to an exercise. Events up to takeoff were normal, and just like US Airways Flight 1549 a flock of birds flight path coincided with the path of a KC-135R. Birds and tanker met at the moment the KC-135 was lifting for takeoff position. The pigeons impacted the right side of the aircraft including the number three engine. Most engines similar to, and including the KC-135R, are tested against a four-pound frozen bird, but not against 12 pigeons, much less goose-sized birds. The crew evaluated the situation. Fortunately, this bird strike did not have such dramatic results as the US Airways flight. Our own KC-135 crew masterfully returned the aircraft to a safe landing at McGhee Tyson where the aircraft underwent numerous inspections and repairs.

Besides this pigeon strike at McGhee Tyson, the 134 ARW experienced a dramatic increase (300% over the past several years) in bird strikes. Last year saw a dramatic increase in bird strikes, and this year the 134<sup>th</sup> is on track to beat last year's record numbers.

Fortunately no more serious incidents occurred during the year, yet the damage potential to the aircraft, crews and local area still exists. In order to determine the hazards and how to reduce them, the



USDA Wildlife management specialist Brian Kirby stands in front of the pickup truck that he will be driving while on McGhee Tyson ANG base. (Air National Guard photo by Tech. Sgt. Kendra M Owenby)

134<sup>th</sup> has received some outside assistance.

The National Guard Bureau (NGB) and United States Department of Agriculture (USDA) have an agreement where NGB will supply funds to local USDA/APHIS (Animal Plant Health Inspection Services) agents to perform a variety of wildlife assessments and mitigation functions on Guard bases. The 134<sup>th</sup> ARW was given a grant for APHIS personnel to perform these functions for

one year. APHIS personnel have already begun their assessments in and around the airport property.

Over the next year, these assessments will expand into control/mitigation measures against wildlife that threaten the safe execution of aircraft operations. The individual performing these functions is Mr. Brian Kirby, a USDA Wildlife Management Specialist who is trained in wildlife hazard management techniques.

Additionally, Mr. Kirby is authorized a variety of control measures such as traps, firearms, and toxicants. Your safety office, the USDA personnel and a variety of other agencies both on and off base are working together to ensure everyone's safety and an understanding of APHIS personnel working areas. Attached is the 'office' AHPIS personnel utilize.

Mr. Kirby will be one and around base at a variety of times. Please allow him to perform his duties so that we all are less likely to experience our own "Miracle on the Hudson".



### *13.2.3 Calling a Room to Attention*

The enlisted custom is for the first person to see an officer entering the room to call the room to attention. If an officer of equal or higher rank is already in the room, the room is not called to attention. When the officer departs, the room is called to attention again. However, it is not proper for officers to follow this practice. How do you then get junior officers to render proper courtesies when a senior officer enters the room? Here's how many units over the years have handled the situation. When gathered in a conference room or theater awaiting the arrival of a senior officer, someone is posted to watch for his or her arrival. As the senior officer approaches, the watcher may sound off "at ease, ladies and gentlemen," as a warning. When the senior enters the room, one officer will announce "Ladies and gentlemen, the commanding officer," or "Ladies and gentlemen, General Jones." All officers stand at attention until told to be seated. Note that common sense has to play in deciding when a work center is called to attention. When a senior officer enters an operations center, for example, it's customary for them to be announced, but operators remain seated at their consoles and politely acknowledge the superior's presence by sitting at attention and making eye contact, if doing so does not affect the performance of their job.

**The complete ANG Enlisted Airman Handbook can be found on the Air Force Portal at** <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC1AAE360FB5E044080020E329A9&programId=t6925EC3146D20FB5E044080020E329A9&eBook=true>

## **Combating Human Trafficking (CTIP)**

Submitted by Lt Col Sandra Grice, 134 ARW IG

In January of this year 10 American missionaries went to Haiti to render assistance to some of the displaced children. When they take some of the children out of the country without proper authorization they were arrested and charged with human trafficking. So just what is human trafficking and how might it impact me as a member of the military? Following is a brief description of the DoD directive regarding Combating Human Trafficking:

- National Security Presidential Directive - 22 (2002) mandates a "zero tolerance" policy among members of the US armed services and civilian employees/contractors.
- Trafficking is recruitment, transportation, transfer, harboring or receipt of persons by means of threat, force, coercion, abduction, fraud, deception, abuse or exploitation.
- Defenseless women and children are often victimized due to: poverty, low family status, ill informed families sell children, cultures of shame ban trafficked persons.
- Perpetrators include international organized crime, small trafficking groups that specialize in one specific country and individual freelancers.
- **YOU** assist perpetrators by: hiring prostitutes, attending strip clubs, patronizing businesses that use forced labor, not reporting cases of suspected trafficking.
- If you believe you have witnessed a trafficking operation or believe a person who is being trafficked, you must report the information to your chain of command or IG.
- Military and statutory punishments for trafficking in persons or supporting those who do include imprisonment and fines.
- A wing commander guidance memorandum is posted on your unit bulletin board.
- Your CTIP manager is Lt Col Sandra Grice, 134 ARW/IG, 865-985-4444.

*To The Mess!!!...A Success!!!*



*Scenes from 2010 Dining Out*



Photos by Senior Master Sgt. Anthony Taylor (Ret.)

# HRA Minute

Submitted by Senior Master Sgt. Michael Lonas, Human Resource Office



As John Maxwell, author of numerous books on leadership, said, "It's been said that there are two kinds of people in life: those who make things happen and those who wonder what happened. Leaders have the ability to make things happen. People who don't know how to make things happen for themselves won't know how to make things happen for others." He went on, "What you do with the future means the difference between leaving a track record and leaving a legacy." Legacies aren't just wishful thinking. They're the result of determined doing. The legacy you leave is the life you lead. You just never know whose life you might touch. What you do know is that you can make a difference. You can leave this world better than you found it.

A legacy comes from the idea that everyone, regardless of rank or position, can make a difference. Legacies encompass the past, present and future, and force us to consider where we

have been, where we are now, and where we're going. A quest to leave a lasting legacy is a journey from success to significance. By asking ourselves how we want to be remembered, we plant the seeds for living our lives as if we matter. By living each day as if we matter, we offer up our own unique legacy. By offering up our own unique legacy, we make the world we inhabit a better place than we found it. When we choose to lead every day, we choose aspirations of long-term significance over short-term measures of success. It takes courage to lead. It takes courage to make a life. Courage, like leadership, is a choice. Above All, our legacy is defined in how we defend America. We do this by dominating air, space, and cyberspace. It is part of our warrior ethos - focused *culture, conviction, character, ethic, mindset, spirit, and soul* we foster in all Airmen. It's the pride in our heritage, the recognition that our Nation depends on us, and our willingness to accept the burden of those immense responsibilities. It is our distinctive contribution that reflects our commitment to leaving the Air National Guard a better place each day because we are here!

## RECENT PROMOTIONS

### Airman

Jason J Dranger 134 ARW MXS

### Senior Airman

Anthony Berry 134 ARW CES  
 Justin Gadell 134 ARW MXS  
 Michael Gardner 134 ARW MXS  
 Richard Gause 134 ARW MXS  
 Robert Gentry 119 CACS  
 Christopher Graham 134 ARW CES  
 Daniel Cunefare 134 ARW SFS  
 Cory Ferguson 134 ARW SFS  
 James Moore 134 ARW SFS

### Staff Sergeant

Dustin Roberts 134 ARW MXS  
 David Salyer 228 CBCS  
 Christopher Tunkel 134 ARW CES



### Technical Sergeant

Randall Ferguson 134 ARW MXS

### Master Sergeant

Randall Pressley 134 ARW MXS

### Second Lieutenant

Leigh Curry 134 ARW MDG  
 Sean Coombs 134 ARW MXS  
 Timothy Ledbetter 119 CACS  
 Bryan Rollins 119 CACS  
 Lenard Ross 119 CACS

### Captain

Willis Parker 151 ARS  
 Erik Swanson 151 ARS

### Colonel

David Evans 119 CACS



## 119TH COMMAND AND CONTROL SQUADRON NON-PRIOR AND PRIOR SERVICE OFFICER SELECTION BOARD

The 119th Command and Control Squadron will be accepting applications from non-prior and prior service enlisted members interested in pursuing a career as an Air National Guard commissioned officer. Applications must be received by May 1. An officer selection board will convene on May 15 for final selections. Individuals interested in applying must forward their application package to Master Sgt. Rebecca Nicholson at the 119th CACS. Upon receipt of application the applicant will be notified of specific board interview time. Applicant package must contain the items listed below.

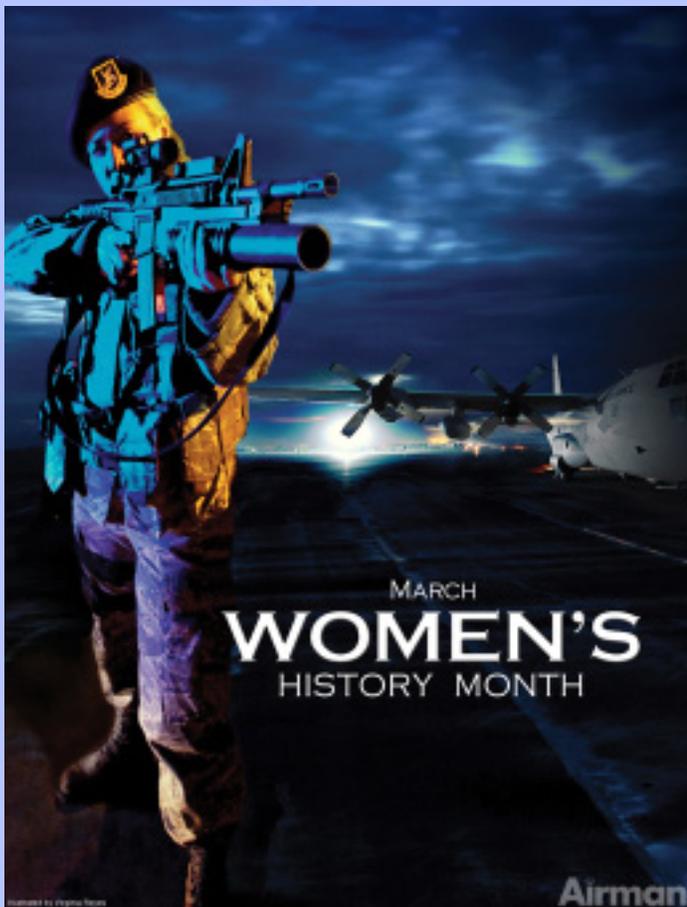
Date: May 15  
Time: TBA  
119th Comm & Control  
Conference Room  
Master Sgt. Rebecca Nicholson  
Extension: 985-4564

### OFFICER PACKAGE SHOULD INCLUDE THE FOLLOWING

- \*Resume
- \*Current Record Review Rip
- \*AFOQT Scores
- \*Military Performance reports or evaluations
- \*Letters of Recommendations

## MARCH IS WOMEN'S HISTORY MONTH

Submitted by Senior Master Sgt. Michael Lonas, 134 HRO



The Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and United States Holocaust Memorial Museum join in paying tribute to the generations of women whose commitment to nature and the planet have proved invaluable to society.

### Writing Women Back into History

The overarching theme is "Writing Women Back into History." In celebration of their 30th anniversary, the National Women's History Project will be highlighting themes and honorees from previous years. Each of these past themes recognizes a different aspect of women's achievements, from ecology to art, and from sports to politics.

Visit this fascinating website to read about some of the incredible accomplishments of women during our nation's history at:

<http://womenshistorymonth.gov/>

# 134th OG Intelligence Enlisted Position Open

Submitted by Lt Col Marvin Wyatt, Operations



The 134 ARW has an OG Intelligence Enlisted position available. To be considered for this position an individual must possess a previous or current 5-Skill Level or 7-Skill Level AFSC in the Intelligence career field plus required clearance. Promotion potential to Master Sgt.

If interested contact Lt Col. Marvin Wyatt at (865) 985-4414 or marvin.wyatt.1@ang.af.mil or Tech. Sgt. Curtis Larue at (865) 985-3242 or curtis.larue@ang.af.mil.

# Is Your College Degree Showing on Your vMPF?

Submitted by Senior Master Sgt. Ricky Wise, Training & Education

Have you received a degree (Associates, Bachelors, or Masters) recently or in the past that is not showing on your vMPF? A college degree could mean the difference on being selected for higher profile positions, promotion or selection as an officer candidate. You worked hard to earn that degree, so why not get full credit for your efforts. Please review your record on the vMPF and if a degree (s) is not showing on your record go by the Base Training Office with an Official Copy of your college transcript that reflects your degree. The Base Training Office will update the degree in the Military Personnel Data System (MilPDS) for all enlisted personnel. Once updated in MilPDS the data will flow into the vMPF.

Officers' education updates are through the Air Force Institute of Technology (AFIT) via an official transcript from your school. Please contact the Base Education and Training Office at extension 3253 if you have any questions.

## Environmental Management Systems



Thomas S. Croston, Colonel TN ANG  
Vice Wing Commander  
ESOH Council Chairman

### Environmental Management System (EMS)

An EMS is that part of an overall management system that includes policy development, organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental program and achieving environmental goals.

### Significant Aspects

#### 1. Hazardous Waste

Objective: Reduce amount of hazardous waste generated  
Target: Reduce hazardous waste by 15% by 2011

#### 2. Solid Waste

Objective: Reduce solid waste through increased recycling  
Target: Increase quantity of material recycled by 10% by 2011

### Environmental Policy

1. Protecting the environment is one of our highest priorities and will be a major factor in decision-making. The 134<sup>th</sup> Air Refueling Wing located at McGuire Tyng Air National Guard Base is dedicated to the continued improvement of our processes to prevent and reduce waste generation. The Wing endorses the development and execution of an installation-wide EMS and a commitment to compliance with federal, state, and local environmental laws and regulations. Our mission is to provide support and support in response to any call of the military command structure.

2. The 134<sup>th</sup> Air Refueling Wing activities include operating and maintenance of KC-135R aircraft with the support of operations control, aerospace ground equipment, vehicle maintenance, administrative functions, and facilities maintenance in conjunction with several tenant units. In all activities, we will seek to "SOAR":

**Set Objectives:** We will fulfill or exceed our environmental objectives to improve operational readiness.

**Obey requirements:** We will comply with environmental regulations while reducing compliance costs/liabilities.

**Achieve improvement:** We will continuously improve our programs and processes.

**Reduce Pollution:** We will reduce or eliminate the use of hazardous materials and releases of pollutants, while encouraging recycling.

3. The 134<sup>th</sup> Air Refueling Wing has achieved a respectable environmental reputation within the Air National Guard and continues to be good neighbors within the local community. Through our efforts we prove that we are good neighbors and citizens within the Blount County community.

4. This environmental policy is made available to the public on the Wing's public website. Questions concerning this policy should be addressed to Capt J. David Barnett, Environmental Manager, (865) 985-4256.

### Solid Waste Hierarchy

1. Preventing the creation of waste is preferable to recycling or handling the waste after it is generated;
2. Waste that cannot be prevented at the source will be recycled;
3. Waste that cannot be recycled will be treated in an environmentally safe manner; and
4. Waste that cannot be prevented, recycled, or treated in an environmentally safe manner will be sent for disposal at the last resort.

### Waste Reduction Strategies

- + Two-sided printing and copying;
- + Use of electronic mail versus printing;
- + Circulate only one copy of printed material;
- + Establish central document and file areas;
- + Maintain and repair durable products;
- + Reuse bags, containers, and other items;
- + Reuse paper by making it into scratch pads, or print draft copies on the back side of used paper;
- + Reuse and reuse corrugated boxes;
- + Reuse or recycle pallets and wrapping materials;
- + Reuse newspapers for padding/packaging;
- + Purchase supplies in bulk;
- + Establish a materials exchange among surrounding organizations;
- + Use reusable containers;
- + Use aluminum, cups, and dishes instead of disposable items;
- + Use glass, plastic, or paper cups instead of non-recyclable materials;
- + Recycle all usable metal;
- + Proof, review, and edit documents on the computer screen before printing;
- + Keep mailing lists electronically and keep them current to avoid duplication;

# MEDICAL GROUP

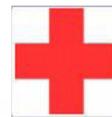
## CUSTOMER SERVICE HOURS:

### SATURDAY UTA

0730-0800 HRS ROLL CALL  
0815-1130 HRS PHAs  
0830-0850 HRS FITNESS FOR DUTY EVALUATIONS  
0830-1130 HRS IMMUNIZATIONS/NO YELLOW FEVER SHOTS  
0830-1130 HRS QNFT TESTING (BEE OFFICE)  
1130-1230 HRS LUNCH  
1300-1400 HRS IMMUNIZATIONS/NO YELLOW FEVER SHOTS

### SUNDAY UTA

CLOSED FOR TRAINING  
1300-1330 HRS IMMUNIZATIONS/NO YELLOW FEVER SHOTS



## Recruiter's Corner

By The 134ARW Recruiting Office

### Student Flight – Listen Up!

\*\*\*Roll Call – Sunday at 1215 you will report to the Headquarters building. Sunday morning you will report to your unit for roll call. You must report to roll call in order to get paid.

### \*\*\*Pre-BMT class – Sunday of each drill at 1220.

This is a **mandatory** class (as directed by Col. Dearing) until you ship out to BMT. Any absence must be cleared through the recruiting office supervisor, Master Sgt. Bart Welch, ahead of time.

\*\*\*In Processing Checklist - Saturday at 1300 of your first drill weekend you are required to report to the photo lab (in the headquarters building) to have your **portrait** taken. This is **mandatory** in order to complete your in processing checklist.

### \*\*\*Security Clearance Process – All new enlistees

please ensure you have logged onto [www.opm.gov/e-gip](http://www.opm.gov/e-gip), to initiate your clearance. Once you have logged on, you have 60 DAYS to complete this. This is a **mandatory** item. **Failure to complete on time will result in a counseling session with the Force Support Squadron Commander, Lt. Col. Beth Hill.** Note: answer 'unknown' the first time and only the first time you answer the question 'place of birth.'

### To Contact the Recruiters

Call DSN 266 or (865) 985-3257, 3242, 3262, 3258 or go to: <http://www.tnknnox.ang.af.mil/Recruiting.htm>



# New Guard Members - Welcome



AIC Aaron Peterson  
134th SFS



AIC Benjamin Duncan  
134th SFS



AIC Benjamin Kiser  
134th LRS



AIC Brandon Plott  
134th SFS



AIC Christopher Barnes  
134th MXS



AIC David Churchill  
134th CES



AIC Eric Flora  
134th SFS



AIC Eric Norman  
134th SFS



AIC Jakie Tipton  
134th SFS



AIC Josh Myers  
134th SFS



AIC Joshua Peters  
134th SFS



AIC Khristian Pickett  
134th SFS

# New Guard Members - (Continued)



A1C Michael Howell  
134th MXS



A1C Michael Lindsey  
134th MXS



A1C Nicholas Molnar  
134th SFS



A1C Tanner Roberson  
134th Air Trans.



MSGT Melissa Tavilla  
134th MDG



SrA Chris Labanca  
119th CACS



SrA Glenn Gent  
134th SFS



SrA Kiely Edward  
134th Fuels



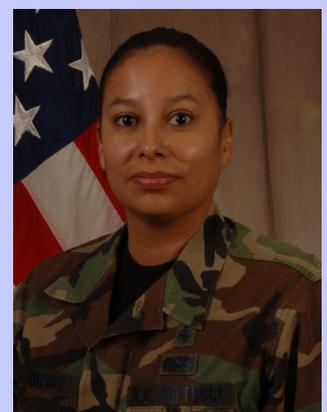
SrA Shannon Greene  
151st ARS



SSGT Glenn White  
134th MDG



SSGT Joe Pitney  
134th MXS



SSGT Lacey Simpson  
134th MDG

## Why Wait in Line???

Submitted by Capt. Jaime Blanton, 134 FSS

Starting 1 August, McGhee Tyson ANGB will convert to Electronic Records. For the next six months, the 134th Personnel Flight will audit all records and send them to a designated contractor to be scanned and placed in the "Virtual" system.

The Air Force's goal is to facilitate a paperless organization. All future paperwork will be sent to the Air Force Personnel Center where it will be scanned and will be viewable to the member online 24/7. In fact, many applications are available online now that allow you to look at your personnel record, awards and decorations, review point summaries, RIPs, statement of service, DD214's, performance report information and many other personnel functions. These applications are available through the VPC-GR (<https://arpc.afrc.af.mil/vPC-GR>) and the Virtual MPF (<https://wwa.afpc.randolph.af.mil/vs>).

All the information is readily available and no action is needed by the member. Your Military Personnel Flight is working hard to upload your information and afford you the convenience of having your personnel information anytime/anyplace 24/7. So with all this information at your finger tips, why wait in line at your Military Personnel Flight.

Personnel Services Tutorial- <http://www.arpc.afrc.af.mil/library/PSD/index.asp>

Personnel Services CoP-

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-DP-AN-26>

\*\*Each section has a CSS to help guide you through this conversion process. Please contact your section CSS before visiting the Military Personnel Flight.\*\*



## INFORMATION SECURITY

### SECURITY ALERT:

Do you have children at home? Increasingly children who have access to the internet are vulnerable to exploitation. Therefore it is important to understand the present risks and measures necessary to protect children.

"A Parent's Guide to Internet Safety" is a good source of information. It can be accessed at:  
<http://www.fbi.gov/publications/pguide/pguidee.htm>

*Information Assurance POCs: MSgt LaDue, ext 4936 and MSgt Benson, ext 4925*

Recommended Reading "Cyber Threat Bulletin" accessed via the AF Portal main page under "Cyber" tab.

### Telecommunications & Monitoring

ANG members use various forms of unsecured telecommunications systems such as telephones, cell phones, radios, facsimile, pagers, computer networks, and other wired or wireless electronic devices to conduct day-to-day official business. Never discuss sensitive or classified information over an unsecured device.

Of course the Air Force monitors all unsecured and unprotected telecommunications systems to determine if they are being used to transmit sensitive or classified information. General notification of monitoring is provided to all users of DoD telecommunications systems and devices through the use of various methods such as visual aids like the DD Form 2056 affixed to each unsecured phone. Your phone is missing this red label? Please contact your unit Telephone Control Officer to ensure the phone is properly marked. This label is one of the methods used to ensure that you are aware and consent to telecommunications monitoring by using the device. Below are some rules of practice that you may not be aware of:

#### Rules of Practice

FAX Cover Sheets - DODM 4525.8-M, AF Sup 1, Official Mail Manual, mandates the use of AF Form 3535, as a cover sheet for fax transmission as it already contains the notice and consent statement. However, if any other cover sheet is used, the following notice and consent statement must be printed on it: "Do not transmit classified information over unsecured telecommunications systems. Official DOD telecommunications systems are subject to monitoring. Using DOD telecommunications systems constitutes consent to monitoring."

Portable Electronic Devices - When issued a government device, personnel are required to sign a form that includes the notice and consent statement. These forms remain on file for 6 months after the device is turned in.

Hand Held Radios - Either the DD Form 2056 must be affixed or a consent form must be signed.

More information is available in AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*

<http://www.e-publishing.af.mil/shared/media/epubs/AFI33-219.pdf>



# Volunteer Photo Submission

Please submit your photos to Tech. Sgt. Kendra Owenby, Multimedia NCOIC



## Scenes from Antarctica



Photos by Capt. Rick Steen, 134 ARW Chaplain

# Protect Your Workplace



## Physical Security Guidance

- Monitor and control who is entering your workplace: current employees, former employees, and commercial delivery and service personnel.
- Check identification and ask individuals to identify the purpose of their visit to your workplace.
- Report broken doors, windows, and locks to your organization's or building's security personnel as soon as possible.
- Make back-ups or copies of sensitive and critical information and databases.
- Store, lock, and inventory your organization's keys, access cards, uniforms, badges, and vehicles.
- Monitor and report suspicious activity in or near your facility's entry/exit points, loading docks, parking areas, garages, and immediate vicinity.
- Report suspicious-looking packages to your local police. **DO NOT OPEN or TOUCH.**
- Shred or destroy all documents that contain sensitive personal or organizational information that is no longer needed.
- Keep an inventory of your most critical equipment, hardware, and software.
- Store and lock your personal items such as wallets, purses, and identification when not in use.

Call your local police department to report a suspicious person, vehicle, or activity in or near your workplace.

Call 911 if it is an emergency.

To download this poster, visit [www.US-CERT.gov](http://www.US-CERT.gov)



## Spouse Orientation Flight

Submitted by Steve Latham, Family Readiness



If your spouse has never experienced an air refueling operation on one of our KC-135 aircraft, they now have the chance. An orientation flight is tentatively scheduled for Saturday, May 1, 2010 for spouses of base military personnel. For more information please contact Steve Latham in the Family Program Office at 985-3107.

## Air Guard Members Visit 4th Graders Who Wrote Letters to Them



Staff Sgt. David Dalton looks on as Capt. Rick Steen explains to the 4th graders where they were located on their deployments. (Air National Guard photo by Tech. Sgt. Kendra Owenby)

Capt. Rick Steen, 134 ARW Chaplain, and Staff Sgt. David Dalton, CES recently visited the 4th grade class at Union Grove Elementary School in Friendsville. The two 134 ARW members were asked to share their experiences from recent deployments with the students. Chaplain Steen recently returned from a two month deployment to Antarctica and Staff Sgt. Dalton from a four month deployment to Iraq. The visit was sponsored in part by the Family Readiness Section to help the youth better understand guard member deployments and their duties while on deployment.

## MARCH LUNCH MENU

### Saturday

BAKED HAM  
TEMPURA FRIED FISH  
MASHED POTATOES  
BROWN RICE  
BROCCOLI  
FRIED CAULIFLOWER  
GRAVY  
SOUP

ASST FRUITS & BREADS  
YOGURT

SHORT ORDER

### Sunday

BEEF & NOODLES  
BAKED CHICKEN  
PAPRIKA BUTTERED POTATOES  
OKRA & TOMATOES  
CORN COMBO  
GRAVY  
SOUP

ASST FRUITS & BREADS  
YOGURT

SHORT ORDER

## Junior Enlisted Advisory Assoc.

**The Junior Enlisted Advisory Association will be meeting in Bldg 134 in the headquarters conference room on drill Saturdays from 2:30 p.m. to 3:30 p.m. All E-1's through E-6's are encouraged to attend!**



## Annual Family Readiness Base Easter Egg Hunt

**WHEN-** Saturday, 3 Apr 2010  
**TIME-** 2:00pm  
**WHERE-** Base Track  
**FOR-** All Base Children  
Ages 1-4 and 5-10

Come out and bring your baskets and cameras!

\*Please have Military ID ready to show at the Main Gate\*

\*Sponsored by the McGhee Tyson Family Readiness Group\*

