



# THE VOLUNTEER



VOL. 12 NO. 9

134TH AIR REFUELING WING

SEPT 2012

## MacDill Tankers Take Refuge from Hurricane Isaac at McGhee Tyson



Four KC-135R Stratotankers from MacDill AFB, Florida lined the ramp at McGhee Tyson ANG Base on Aug 28. The aircraft were evacuated to avoid possible damage from Hurricane Isaac as the storm neared the Gulf coast. (National Guard photos by Capt Joseph Keith and Master Sgt. Kendra Owenby, 134 ARW Public Affairs)





Photo by Master Sgt. Kendra M Owenby, 134 ARW Public Affairs

"The Mission of the 134th Air Refueling Wing is to project Global Reach and Global Power in the interest of our National Defense by providing vital Air Refueling and Airlift for rapid deployment, sustained combat operations and effective training as directed by the Secretary of Defense."

**COMMANDER'S CALL SUNDAY 1430 @ WILSON HALL**

**ATTENTION NEW MEMBERS - REPORT TO PUBLIC AFFAIRS MULTIMEDIA DEPT AT 1230 ON SAT DRILL TO HAVE YOUR OFFICIAL PHOTO TAKEN**

Customer Service  
Hours for  
**Photo Studio**  
**Sat Drill**  
**1300-1500**

Customer Service  
Hours for  
**Security Forces:**  
**Mon/Wed/Fri 0800-1100**  
**Sat 0830-1130**  
**Sun 0830-1130**

Customer Service  
Hours for  
**Clothing Issue:**  
**Sat 0830 -1100**  
**1215 -1530**  
**Sun 0830 -1430**

**Anti-Terrorism Force Protection Threat Levels Defined**

**IMMINENT**

**WARNS OF A CREDIBLE, SPECIFIC, & IMPENDING  
TERRORIST THREAT AGAINST THE U.S.**

**ELEVATED**

**WARNS OF A CREDIBLE TERRORIST THREAT  
AGAINST THE U.S.**

**CURRENT LEVELS:**

**FPCON ALPHA INFOCON 3**

**REPORT SUSPICIOUS ACTIVITY!**

**Call Extension 336-3274 or 911 - Your Call May Save Lives  
THREAT LEVELS ARE SUBJECT TO CHANGE AT ANYTIME**

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**134th Air Refueling Wing  
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Vice Commander**

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Chief Master Sergeant**

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(Medical)  
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# COMMAND CHIEF'S CORNER



By Chief Master Sgt Steve Payne, 134 ARW Command Chief Master Sgt

**CONGRATULATIONS** to McGhee Tyson Airbase Satellite NCOA Class 12-4! The students recently completed thirteen weeks of nightly study followed by two weeks of in residence curriculum at the Paul H. Lankford EPME Center located on McGhee Tyson ANG Base culminating in a graduation on June 27, 2012. Chief Master Sgt Jim Quagliana served as our sites lead facilitator . A compliment of EPME Center professional military instructors teamed up with our own MTAB top notch NCO's who were serving as facilitators. Instructors were Senior Master Sgt Michael Smeltzer, Master Sgt Diana Bayne, Master Sgt Doug Burt from the 134 ARW and Master Sgt Don Pierson and Tech Sgt Bill Smith from the Paul H. Lankford EPME Center. The class consisted of varied backgrounds including Maintenance, Medical and Security Forces Airmen. Chief Quagliana stated that the class quickly adopted the EPME motto "Exceed



Congratulations (Cont. on Page 4)



Members of the Satellite Non-Commissioned Officer Academy Class 12-4. Front row left to right, Tech Sgt Jennifer Fortenberry, Tech Sgt Allen Rosas, Tech Sgt Megan Reilly. Back row, left to right, Tech Sgt David A. Mayes, Tech Sgt Jason Sidsworth, Tech Sgt Richard L. Harris Jr., Tech Sgt Lisa Hollis, Tech Sgt Gabriel Griffin. (National Guard photo by Master Sgt Kurt Skoglund, TEC)



to Succeed”.

In particular, Tech Sgt Lisa Hollis of Maintenance Plans and Scheduling exceeded all expectations and as a result was awarded the honor of Distinguished Graduate (DG). The DG selection criteria is based on summative objective and performance evaluation, as well as instructor and peer leadership points. The DG award is presented to the top 10 percent of the class. TSgt Hollis entered active duty in April 2002 initially serving as an Airborne Operations Technician completing six years of service. After a short break in service she enlisted with Air National Guard in 2009.

I recently sat down with Tech Sgt Hollis to congratulate her and gather her perspective on the Satellite NCOA experience.

I posed the following questions to Tech Sgt Hollis:

*What did you like BEST about Satellite NCOA?* “The environment facilitated learning new things about yourself, having the opportunity to improve yourself and work on flaws. It gives you the opportunity to improve your skill set”.

*What ADVICE do you have for future Satellite NCOA applicants?* “The course is long and you have to really balance family and employer commitments to stay on course. Keep an open mind, approach the course in a proactive manner by looking ahead in the syllabus and staying ahead of schedule”.

As Tech Sgt Hollis and I wrapped up our discussion on the Satellite NCOA experience, we agreed that this venue is a great option that fits some schedules thus giving our MTAB NCO's the opportunity to complete required PME therefore allowing them to lead at the next level.

*In Memory of  
Neil Armstrong  
(1930-2012)*





# No CCAF Degree = No Promotion

By Tech. Sgt. Jack West, 134 ARW/PA

"It's already required on active duty, and it's required for the Air Force Reserve, and it's almost ready to be a requirement for the Air National Guard," said Command Chief Master Sgt. Steve Payne. "It was a unanimous decision of the Enlisted Field Advisory Council for this issue to move forward with the favorable endorsement of the EFAC to support a CCAF degree for promotion to E-8/E-9."

The concept of The Community College of the Air Force began evolving in 1970 as a means of gaining accreditation and recognition for Air Force training. Air Force visionaries recognized the need to enhance the skills of NCOs as technicians, leaders, and citizens. A series of conferences was held in 1971 to discuss the need for increased development of NCOs as managers of Air Force resources. The conferees recommended the founding of an Air Force community college. The college was established in April 1972.

Today, the program has grown to include more than just NCOs. The program is now open to all currently enlisted personnel, said McGhee Tyson ANGB Base Education & Training Manager Tech. Sgt. Bertie Wiggins.

"Once somebody separates, retires or gets commissioned, they are no longer eligible for a CCAF degree," said Wiggins.

CCAF graduates receive an Associate of Applied Science degree in their Air Force specialty code career field.

"For a lot of employers and also a lot of agencies, it may count a little bit more than just a regular or general associate's degree or even some bachelor's degrees," said Wiggins. "As an applied science degree, it means you not only have the book knowledge and book smarts, you also have the experience that goes along with it because you've actually done the job that you have your degree in."

Personnel are automatically enrolled in the program after they've complete tech school. To earn a degree, a total of 64 credit hours are required. Certain military requirements, such as having a 5-level in the career field, have to be met along with 15 hours of civilian course work.

There is no limit to the number of CCAF degrees a person can earn.

"CCAF degrees are AFSC specific," said Wiggins. "There is a degree for every career field. Once you're enrolled in that AFSC, and have attended that tech school, that's the CCAF degree you're enrolled in. So if you change career fields while you're in the Air Force, you can get more than one CCAF degree depending upon what your AFSC is."

Just as with any other degree, graduates receive a diploma as proof of their work.

"Diplomas are only cut twice a year, April and October," said Wiggins. "We nominate people for graduation all year round. Once you have been nominated for graduation and have been marked as a graduate, that day becomes your graduation date even though you won't receive your diploma until the next April or October. You can actually put down that you're a graduate on your resume without having received your diploma."

Wiggins said having the CCAF degree can help you with getting promoted just because it's a degree on your resume.

"It shows your employers and your supervisor that you're committed to furthering your education," said Wiggins. "For job knowledge it gives you a hand up because you've been dedicated to completing the other requirements to get your associates degree. I'm a proponent of you can't have too much education."

Statistics show that only 16% of the McGhee Tyson enlisted force have at least one CCAF degree. Payne emphasized the importance of earning your CCAF degree even if you already have other degrees.

"A lot of personnel we find have master's, doctorates, bachelor's or whatever, and just lack one or two things to get that CCAF," said Payne. "It won't be good enough to have a bachelor's, master's, or even a doctorate. They want you to have the CCAF." "I've got one in security administration and one in human resources management with my



(CCAF, Cont. on Page 6)



(CCAF, Cont. from Page 5)

1st Sergeant background,” said Payne. “That’s on my resume for everything I submit. It’s not just for E-8/E-9.”

Payne and Wiggins both emphasized the uniqueness of the CCAF program. The Air Force *is* the only service with such a program.

“It’s fully accredited,” said Payne. “We’re the only service that does that, so take advantage of it. It’s the wave of the future. It’s coming. If the active duty is doing it and the Air Force Reserve is doing it, and the EFAC, our top enlisted, are saying ‘yes,

favorable comments from us;’ it’s coming. Get on yours right now. Start early.”

More information about the CCAF program can be found in the Air Force Portal. From the portal’s main page, go to the featured links section and click on the box next to Force Development. When the list expands, click on AFVEC-AF Virtual Education Center. Other information can be found on the Internet using a search engine and searching for either Community College of the Air Force or CCAF.

## McGhee Tyson - 50 Years of Class A Free Mishaps

By Lt Col David Cline, 134 ARW Safety Officer

This past March marked a tremendous milestone for the 134 ARW. It marked 50 years of flying airplanes without a Class A mishap. A Class A mishap is essentially one that either destroys an aircraft or fatally wounds a person. The last Class A mishaps this unit suffered were on 19 and 21 March of 1962. On 19 March 1962, two F-104s collided during final approach to Ramstein AB, Germany killing 1Lt. James Rideout III and 1Lt. Edward Schultz. On 21 March 1962, a single F-104 crashed at Bas Schwalbach, Germany. The pilot ejected safely, but the aircraft was destroyed. These mishaps occurred while our unit was deployed to Germany in support of the Berlin crisis from November 1961 to July 1962.

Fifty years without a Class A mishap is no small achievement and reflects dedication, teamwork, and excellence upon every person who has contributed to the mission of our Wing. It is something to be celebrated and looked upon as yet another outstanding achievement to be added to an already long list of achievements. In celebration of this event, the Wing Safety office designed the above nose art and the Maintenance Group chose to place it on aircraft 59-1505. As this aircraft is flown all over the world, our pride in who we are and what we have achieved will go with it for all to see.

It has been said that having this nose art is a jinx. If you are the superstitious type, I can understand why you would think that. However, here is what the Wing Safety office thinks. It is true those 50 years without a Class A mishap is a significant period of time. It

is also true that to continue maintaining this record beyond 50 years will be even harder than before,



The newly applied nose art reflecting 50 years of Class A-free mishaps dons the nose of a KC-135R on the ramp at McGhee Tyson ANG Base. (National Guard photo by Senior Master Sgt. Michael Smeltzer, 134 ARW Safety Office)

requiring each of us to remain focused, to be diligent, and to fight complacency within our jobs. So this nose art represents both a celebration and a challenge. When you see it, think about all of the 134<sup>th</sup> members before you that set the bar high and held it there. Think about your own contributions with pride. Think about the challenges that lie before us and strive to work harder and more safely than ever to hold our Wing up as the premiere unit that we are. From the Safety Office, thank you for your sacrifices and dedication to your job, the continued efforts towards safety in all we do, and congratulations on yet another outstanding achievement.

The 134 ARW Safety Team - Lt Col David Cline, Senior Master Sgt Michael Smeltzer and Master Sgt Larry Harper.



## **MilPDS Not Available During the Month of December**

**The Military Personnel Data System (MilPDS) will shut down for a period up to 23 calendar days in December 2012 for system upgrade. How does this affect you? MilPDS is the Human Resource (HR) system that contains all personnel data within your computerized military records. This upgrade/migration will affect certain personnel actions that are required for military pay transactions.**

**During the planned upgrade/migration, critical transactions are being defined as those that affect the start or stop of basic military pay/entitlements (basic pay, BAH, BAQ). All other items affecting other pay transactions (i.e., promotions, special duty assignment pay, medical special pay, foreign language proficiency pay, etc.) will be processed for pay before the beginning of the upgrade/migration period or updated after the completion of the upgrade/migration period.**

**Listed below are the personnel programs/actions that will be a point of emphasis to manage during the upgrade/migration period:**

- \* Accessions - Enlisted/Officer**
- \* Casualty Reporting**
- \* Reenlistments**
- \* Retirements**
- \* Separations, Discharge, Resignations**
- \* Servicemember's Group Life Insurance (SGLI)/Family SGLI**



**It is imperative that each individual be proactive by ensuring any actions required by you be accomplished no later than 1 December 2012. Some action items will need to be accomplished prior to December 2012. Please be sure to consult with your local Military Personnel Section to alleviate any potential impact to your military record or benefits/entitlements.**

**It is highly recommended that members print a copy of their Report on Individual Person (RIP). You can do this by visiting the virtual Military Personnel Flight (vMPF) and click on the Record Review/Update link under the Most Popular Applications located on the lower left side of your screen. Then click on the View/Print All Pages link.**

**NOTE: For promotion approvals during the upgrade/migration, the approval authority action will be effective on the date documented on the order/AF Form 2096. The promotion update action in MilPDS will be held until after migration. All applicable increases to pay/entitlements will be applied retroactively to the effective date of the promotion.**

**Self-service applications within virtual Personnel Center - Guard Reserve (vPC-GR) will be available during downtime of MilPDS containing static data as of the last day before the upgrade/migration period begins.**

**Here are a couple of examples of how processes will be affected during the downtime of MilPDS:**

**Example 1: A self-service request to update your address using the vPC-GR - Personal Data Updates application will be received and updated in MilPDS after migration.**

**Example 2: An award or decoration approved during the MilPDS upgrade/migration will not reflect on your Awards and Decorations pictorial in the virtual Military Personnel Flight (vMPF) until after migration.**

**Example 3: Enlisted member's Expiration Term of Service (ETS) is 15 December 2012. You must finalize all your reenlistment/extension paperwork prior to (end of November Unit Training Assembly (UTA)) to ensure your ETS does not expire during the downtime of MilPDS. Failure to do so could result in a delay in receiving your military pay.**

**Finally, we strongly recommend that any personnel actions requiring your individual attention be completed immediately upon receipt and provided to your servicing Military Personnel Section for updating in MilPDS as soon as possible.**



# 134th Firefighters Get Valuable Hands-On Training in Patriot Exercise

By Chief Master Sgt. Rob McCormack, 134 ARW Fire Chief

Twelve 134th ARW firefighters deployed to Volk Field CRTC, WI to participate in PATRIOT EXERCISE From 14 to 22 July, 2012. The exercise is an annual event, sponsored by the National Guard Bureau that is used to increase domestic and combat readiness capabilities of National Guard Units. As part of a 1,100 member force of combined military and civil authorities, the 134<sup>th</sup> firefighters led by MSgt Jeff Cable, performed exercise and real world fire protection activities. The exercise scenario this year was based on a large scale earthquake covering a multi state area. Beginning with protecting aircraft sorties transporting supplies and personnel to performing medical first responder and firefighter duties, the team kept very active throughout the 8 days. Unfortunately the extremely dry conditions in the area kept

the team from carrying out structural and aircraft live fire scenarios. Those limitations only drove them to find other critical training modules that could be completed. TSgt Clint Montgomery had the distinguished opportunity to lead automobile accident extrication training with Lieutenant General Harry Wyatt, Director of the Air National Guard, closely observing. Other training that is extremely hard to get included structural collapse rescue at an actual collapsed building designed solely for this purpose. The 134<sup>th</sup> team was accompanied by Colonel Randall Gratz and Colonel Wallace Houser who traveled to the site to observe national level Incident Commander roles and responsibilities. We were fortunate to get this opportunity and look forward to being invited to attend again in the future.



Members of the 134 ARW Fire Dept. (above) speak with Lt. Gen. Harry Wyatt, Director of the Air National Guard, while deployed to Volk Field, Wis. for the Patriot Exercise on July 14, 2012. Members of the 134 ARW practice techniques for rescuing trapped individuals during a mock earthquake scenario. The exercise is an annual event, sponsored by the National Guard Bureau that is used to increase domestic and combat readiness capabilities of National Guard Units (National Guard photos)



# OFFICER Vacancy Announcements

The 134th Air Refueling Wing is accepting applications from Unit Members interested in pursuing a career as an Air National Guard commissioned officer. We are currently recruiting for the following career fields:

**32EX** Civil Engineer Officer

Education requirement- Undergraduate academic specialization is mandatory in architecture or civil, electrical, environmental, construction, architectural, or mechanical engineering in a school that has at least one program accredited by a nationally recognized body in engineering; or in architecture in a school that is accredited by a nationally recognized body in architecture; or graduation from a service academy with a major in an engineering discipline.

**38FX** Force Support/MEO Officer

**21AX** Aircraft Maintenance Officer

*Applications must be received by 28 OCT 2012.* An officer selection board will convene November UTA for final selection. Individuals interested in applying must forward their application package to MSgt Curtis LaRue in person or by Email. Upon receipt of application the applicant will be notified of specific board interview time.

## OFFICER PACKAGE SHOULD INCLUDE THE FOLLOWING

- Resume (To Include Military and Civilian experience)
- Current Record Review RIP
- AFOQT Score (Minimum score of 15 Verbal & 10 Quantitative)
- Letters of Recommendation
- 2 Copies of Official College Transcripts



**Close Date: 28 OCT 2012**

*Interviews: November UTA*

**MSgt Curtis LaRue**  
**Ext: 865-336-3242**  
**Curtis.LaRue@ang.af.mil**



# Data Encryption

Submitted by Master Sgt. Carolyn LaDue, 134 Communications Flt



*Protecting information begins with you. Yes, I know you have heard this before. It is so important to avoid the temptation to become complacent in our thinking. Information technology continues to bring advances by providing built in mechanisms that make it easier to apply increased levels of protection. No matter how technically savvy a program might be, the main cause of unauthorized disclosure of information is ultimately connected to a user failing to apply simple guidelines before releasing information or protecting stored data.*

*Over time we have become more proficient at applying encryption to emails containing sensitive information before hitting the "send" button, but what about the data stored on CD, DVD, USB external drives and/or magnetic tape? Sensitive information stored on removable media must be encrypted. Review the removable media that you use and ask, "Does it contain Controlled Unclassified Information (CUI), For Official Use Only (FOUO), Personally Identifiable Information (PII), Health Insurance Portability & Accountability Act (HIPPA), Privacy Act (PA), or Proprietary information?" If the answer is yes, then encryption must be applied.*

*134 ARWI 33-200, Network Security Program, DODI 8500.2, DOD CIO Memorandum, "Encryption of Sensitive Unclassified Data at Rest (DAR) on Mobile Computing Devices and Removable Storage Media," and USCYBERCOM CTO 08-001, Encryption of Sensitive Unclassified Data at Rest (DAR) on Mobile Computing Devices and Removable Storage Media Used Within the Department of Defense (DoD) are key documents to refer to regarding data encryption.*

*Your efforts to protect stored data do make a difference in preventing unauthorized disclosure.*

## New Wing IAM

*The 134th Communications Flight would like to take this opportunity to introduce the new 134th ARW Information Assurance Manager (IAM) – SSgt Adam Huskey.*

*SSgt Huskey worked in Cyber Surety within the 119th CACS for four years. Recently he completed an extended TDY with the 624th Operations Center at Lackland AFB, where he worked at the help desk. SSgt Huskey brings a lot to the table for the Information Assurance program at McGhee Tyson.*

## FAREWELL

*My experience as the Wing IAM has taught me so much. It has been an amazing journey, not always easy but one that stretched my abilities enabling me to develop and grow professionally. I endeavored to create processes that achieved directives with excellence, while constantly tendering consideration to minimizing the burden on personnel getting the job done.*

*The IAM is responsible for managing the core disciplines that encompass information protection: Communications Security Program (COMSEC), Emissions Security (EMSEC) and Computer Security (COMPUSEC). To successfully pull that off takes a team of people that utilizes the training and tools provided to build unit level programs that achieve the objectives in a superb fashion. I am truly honored to have worked with sharp dedicated people who serve their units as: Information Assurance Officer, Client Support Administrator, Telephone Control Officers, Secure Voice Officer, and COMSEC Responsible Officer. My success is truly yours.*  
*- Master Sgt. Carolyn LaDue*

**Information  
Assurance POCs:  
MSgt Jennings, 336-4924  
or SSgt Huskey, 336-4936**

# CHIEFS' COUNCIL SCHOLARSHIP

*The Chiefs' Council Scholarship is designed to provide financial assistance to enlisted Air National Guard members who are continuing their education after high school. The scholarship is made possible through Chiefs' Council projects. The amount of the scholarship and the number of scholarships offered is dependent on the success of our projects, and will vary from year to year.*



## **ELIGIBILITY REQUIREMENTS:**

- 1. Applicants must be an enlisted member in good standing with the 134 ARW, 119 CACS, ANG TEC or the 572 AF Band.**
- 2. Applicants must be either currently enrolled or contemplating enrollment in a post-secondary educational institution (college, university, business, trade or vocational school) for the academic term for which the scholarship is awarded. Attendance may be either full or part time.**
- 3. Prior recipients are eligible to apply again. However, applicants cannot be awarded a Chief's Council scholarship in consecutive years.**

## **APPLICATION PROCEDURES:**

**Applicants must complete the Chiefs' Council Scholarship Application form and attach the following documents:**

- 1. A copy of the high school transcript for applicants who have never attended post-secondary education, or a copy of a college or other academic transcript.**
- 2. A current CCAF progress report or degree (if applicable).**
- 3. A commander's recommendation letter stating the applicant is in good standing with his or her unit.**
- 4. A personal letter to the scholarship selection committee which will address the applicant's financial need, accomplishments, involvement in activities, academic or educational goals, career goals to include both civilian and military career plans for at least 1 year from the date of application, and any other pertinent information.**

## **SELECTION CRITERIA:**

**The award of this scholarship will be based on:**

- 1. Meeting requirements for entrance in the educational institution of the applicant's choice.**
- 2. Demonstrated leadership in home, school, church, community and military activities.**
- 3. Demonstrated financial need in order to begin or continue a program of study.**
- 4. Educational and life goals.**

**The scholarship is for \$500. Applications will be accepted beginning 8 September 2012 and must be submitted by 31 October 2012. The winner will be notified during December.**

**Application forms are available from any Chief or your unit First Sergeant. Turn in completed application packages to any Chief.**



## CHIEFS' COUNCIL SCHOLARSHIP APPLICATION

1. NAME OF APPLICANT

2. ADDRESS

3. UNIT OF ASSIGNMENT

4. ETS

5. MARRIED \_\_\_\_ SINGLE \_\_\_\_ NUMBER OF DEPENDENTS \_\_\_\_

6. ARE YOU CURRENTLY RECEIVING EDUCATIONAL FINANCIAL ASSISTANCE FROM OTHER SOURCES? (YES) (NO)

IF YES, PLEASE LIST THE SOURCES AND THE TOTAL AMOUNT:

7. WHAT IS YOUR CURRENT EDUCATION LEVEL?

ARE YOU CURRENTLY ATTENDING OR DO YOU PLAN TO ATTEND (CIRCLE ONE):

COLLEGE/UNIVERSITY BUSINESS SCHOOL TRADE SCHOOL VOCATIONAL SCHOOL

8. LIST THE PRIMARY ACTIVITIES IN WHICH YOU HAVE PARTICIPATED (SCHOOL, CHURCH, COMMUNITY, MILITARY):

9. LIST THE OFFICES YOU HAVE HELD AND THE NAME OF THE ORGANIZATION:

10. LIST THE HONORS/AWARDS YOU HAVE RECEIVED:

11. I HAVE ANSWERED THE ABOVE QUESTIONS TO THE BEST OF MY KNOWLEDGE AND BELIEF. IF I AM AWARDED THIS SCHOLARSHIP AND I FAIL TO COMPLETE THE SCHOOL TERM FOR REASONS OTHER THAN SICKNESS OR PHYSICAL INJURY, I AGREE TO RETURN ALL AWARD MONIES RECEIVED BY ME OR ON MY BEHALF TO THE CHIEFS' COUNCIL TREASURER. I FURTHER STATE THAT I CONSENT TO PROVIDING THE INFORMATION REQUESTED IN MAKING THIS APPLICATION. I HAVE PROVIDED THIS INFORMATION FREELY AND VOLUNTARILY AND HEREBY WAIVE ANY OBJECTIONS TO PROVIDING THIS INFORMATION PURSUANT TO PUBLIC LAW OR STATUTE. THE CHIEFS' COUNCIL IS GRANTED PERMISSION TO USE THE INFORMATION GIVEN IN THE APPLICATION IN CONSIDERING AND PROCESSING THIS APPLICATION.

12. SIGNATURE

13. DATE

## 72-Hour Auto Cancellation

Beginning October 1, 2012, any authorization that includes air travel must be approved within 72 hours in advance of the trip start date to avoid airline reservation cancellation. This is due to the new policy being instituted by the airlines under the FY13 GSA City Pair Program contract.

Under the new policy, if an Authorizing Official (AO) does not approve an authorization within 72 hours of departure, the airline reservation will be cancelled and the traveler will arrive at the airport without a ticket or a reservation in the airline's system. This applies to all City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO).

Those travelers making travel plans within 72 hours of departure must have their authorization approved

within 24 hours of creation to avoid cancellation.

Arriving at the airport without a ticket can impact mission, travel funds, and put unnecessary stress on the traveler. Travelers are not advised to rebook at the airline counter. Often, counter agents are not familiar with GSA's City Pair Program and may book the traveler on a full priced fare at a much higher cost due to the last minute booking. To rebook a flight, travelers should follow their normal travel ticket procurement process.

In the near future, DTS will be modified to automatically send a notification to the traveler before cancellation occurs. Until this change can be implemented, travelers will not receive any notification.

In the current fiscal environment where it is necessary to be conservative with travel budgets, monitoring the statuses of travel documents and ensuring travel authorizations are approved, is the best way to avoid unnecessary costs and stress associated with rebooking travel.

### Tips for Travelers

- **Monitor the status of your travel authorization.** If your trip is approaching and your authorization hasn't been approved, contact your Authorizing Official (AO) immediately. If your AO is not available, contact your DTA.
- **Ensure your DTS Profile is current.** Often, travelers forget to update their profile with the GTCC expiration date if they received a new card. Without a current card in your profile, a reservation cannot be purchased.
- **Check the status of your GTCC.** Some organizations deactivate a traveler's GTCC if he/she is not scheduled for any travel. It is important to ensure that your card is reactivated so your airline ticket can be purchased upon travel authorization approval.
- **Cancel reservations as soon as you know the trip is cancelled.** This opens up inventory to those that may need that seat.
- **Take your travel itinerary with you to the airport.** If your reservation has been cancelled, the itinerary will provide contact information for assistance, as well as, reservation details to help you rebook.

### Tips for DTAs

- **Run the Approved Status Report** more frequently to assist travelers and AOs with travel that is "at risk" of cancellation.
- **Run Traveler Status Reports** to notify Agency Program Coordinators (APCs) which travelers are scheduled for travel to ensure GTCCs are activated.
- **Run an Accounts Information Report** monthly and send to your APC to verify validity and expiration dates of GTCCs in DTS profiles.

### Tips for AOs

- **Monitor documents awaiting your approval.**
- **Ensure a back-up AO is designated** if you will be on leave or deployed.

### Tips for APCs

- **Review the Accounts Information Reports** and advise DTAs regarding invalid and expired GTCCs.
- **Review the Approved Status Report** and ensure GTCCs are activated for travelers with upcoming travel.





## 151 ARS FLYING MILESTONES

### 7500 Hours

*CMSgt James M. Quagliana*  
*MSgt Floyd W. Atkins*

### 3500 Hours

*Maj Chad B. Cheatwood*  
*Maj Bradley M. Cook*  
*Maj Hiram C. Williamson*  
*MSgt Brian K. Thomas*

### 2500 Hours

*Maj Andrew K. Foss*  
*Capt Timothy I. McCay*  
*1Lt Jason R. Harper*  
*MSgt Shannon B. Price*  
*MSgt James B. Rogers*



## MEDICAL GROUP SCHEDULE



### SATURDAY UTA

**0815-1130 HOURS**  
**0830-0850 HOURS**  
**0830-1130 HOURS**  
**0830-1130 HOURS**  
**0900-1100 HOURS**  
**1130-1230 HOURS**  
**1300-1430 HOURS**  
**1300-1400 HOURS**  
**1300-1330 HOURS**

### PHAS

**FITNESS FOR DUTY EVALUATIONS**  
**IMMUNIZATIONS-TO INCLUDE TDAP**  
**QNFT TESTING**  
**ALL DEPLOYMENT PROCESSING/ANAM TESTING (CAPT KING)**  
**LUNCH**  
**BALLISTIC EYEWEAR & M-50 GAS MASK INSERTS**  
**IMMUNIZATIONS-TO INCLUDE TDAP**  
**FITNESS TESTING EVALS (ATKINS/LONG)**

### SUNDAY UTA

**0845-0900 HOURS**  
**1000-1100 HOURS**  
**1230-1330 HOURS**

### FITNESS FOR DUTY EVALUATIONS

**SMALLPOX CARE BRIEF/IMMUNIZATIONS (DEPLOYERS)**  
**CMSGT RILEY'S RETIREMENT CEREMONY (AIM FACILITY)**



NOTE 1: INDIVIDUALS REQUIRING LIPID TESTS MUST FAST FOR 14 HOURS PRIOR TO PHYSICAL EXAMINATION.

NOTE 2: INDIVIDUALS ARE NOT TO CONSUME ANY ALCOHOL FOR AT LEAST 72 HOURS PRIOR TO PHYSICAL EXAMINATION.

NOTE 3: IF YOU WEAR GLASSES YOU MUST BRING THEM WITH YOU FOR PHYSICAL. PLEASE DO NOT WEAR CONTACT LENS FOR EXAM.

NOTE 4: IF YOU ARE DEPLOYING, PLEASE CHECK WITH THE CLINIC WELL IN ADVANCE OF DEPARTURE DATE FOR IMMUNIZATION REQUIREMENTS.

NOTE 5: DNA TESTING IS CONDUCTED FROM 0830 - 1100 HOURS OF SATURDAY UTA. PLEASE HAVE YOUR PERSONNEL REPORT AT SCHEDULED TIME.

# Medical Minute

By Capt. Jennifer King, 134 MDG

Now that school is back in swing, it seems an appropriate time to address Preventative Medicine for children. Most of us initiate formal preventative medicine for our children as a matter of course during their first “Well Child” visit and continue into yearly school physicals. Yet, many of the vital areas supporting children’s health are daily life practices. Below are more details of their daily needs.

**Nutrition** – Remember, your child’s stomach is the size of their fist! As long as they are getting a healthy variety (lean protein, vegetables, healthy fat and slow burning carbs), they don’t need anywhere near the volume of food we do. I teach my children to taste a bite of everything on their plate and to stop when their belly is no longer hungry in attempt to encourage adventurous palates and healthy portions.

**Exercise** – Physical activity has all the benefits for kids as it does for adults – cardiovascular, metabolic and musculoskeletal health. It also serves to ensure they grow strong and with a balanced physique, provides them with constructive outlets for energy and gives them a sense of accomplishment and confidence in their abilities (team sports will encourage friendship, sportsmanship and teamwork too).

**Hygiene** – Let’s admit it, our children can be gross! Nose picking, potty accidents, obsession with scabs... we’ve got to do something to help these poor little people out. I find that singing little songs are helpful. We sing the “Brush, brush” song from sprout during teeth brushing, “Happy Birthday” during hand washing and strangely enough, the “Clean Up” song from Barney during bathing. It helps them to remember the steps and length of time necessary for each one. I must admit I’m dreading the shower battle in puberty, but daily baths and/or showers need to continue throughout their years at home. Remember too that deodorant and appropriate hygiene items will need to be introduced (and sometimes enforced) as they become applicable.

**Intellectual Stimulation** – Mrs. Crissy Haslam, our governor’s wife, visited the children of McGhee Tyson to promote her READ20 Family Book Club. The club encourages reading to or with your child 20 minutes every day, as verbal and visual language stimulation is vital to their intellectual growth. As they become proficient readers, spend 20 minutes a day discussing what they’re reading, what’s going on with them or any topic you want them to be aware of (faith or morals, world politics, family history, etc).

**Emotional Support** – Our children need to feel we are invested in their lives and care about them. There are two great ways to do this. The first is the well-touted advice of eating dinner together, sans TV. For our family this can be any meal of the day due to schedules, but we try to put on music, light candles and “make it special.” The other way to do this is to set aside a few minutes a day, be it bedtime or bath time for little ones or in the car for tweens and teens, and consciously pay attention to what they’re saying. As a mom, it’s so easy to “uh-huh” and “oh, really” when our children talk. Yet, you’d be amazed what will come up when they feel you’re truly present to the conversation and they will “feel the love.” In turn, they’ll be more likely to confide in you for help and advice than if they feel you’re inaccessible.

In the end, preventative health for children is very similar to our preventative health, just with more intense and focused support because they won’t do it on their own. You know your child and you know when they’re sick or not getting what they need. Trust your gut and be their advocate. If you have questions or need help, feel free to contact myself or any of the 134th MDG members. We’d be happy to help or get you connected with appropriate resources. Thanks for reading and have a great school year!





# NEW AIR GUARD MEMBERS



**SSgt Michael Craven**  
**134 CES**



**SrA Nathaniel Hartley**  
**134 MDG**



**SrA Bianca Boehm**  
**134 LRS**



**SSgt Scotty Tucker**  
**134 MXS**



**A1C Francisco Vargas**  
**134 CES**



**SrA Matthew Good**  
**134 CES**

## RECRUITER'S CORNER

*Submitted by the 134 ARW Recruiting Office*

### **Student Flight – Listen Up!**

**\*\*\*Pre-BMT class** – You will report to the FSS breakroom in the Headquarters building for roll call on **SATURDAY** of each drill at **1300**. This is a **mandatory** class (**as directed by Col. Cauthen**) until you ship out to BMT. You must report to roll call in order to get paid. Any absence must be cleared through the recruiting office supervisor, Master Sgt. Curtis LaRue, ahead of time.

**\*\*\*In Processing Checklist - Saturday** at **1230** of your first drill weekend you are required to report to the Public Affairs/Multimedia Photo Studio (in the headquarters building) to have your **portrait** taken. This photo 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-quip**, 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, Maj. Dean Thiele.** 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) 336-3242, 3257, 3258, or 3262; or go to: **<http://www.134arw.ang.af.mil/careers/index.asp>**

# McGhee Tyson Chili Cook-Off

**When: 17 Nov (Sat Drill)**

**Where: Wilson Hall Time: 1530 'til ?**

**\$1.00 per Vote/Taste Chili**

**(all the chili you want to taste)**



**Retirees are Invited!!!**

**The cost is \$1.00 to taste chili and vote.**

**You can buy as many votes as you like.**

**Buying votes is encouraged!!! If you think  
your chili is the best then put your money  
where your mouth is!!!**

**Proceeds will go to JEAA,  
Chief's Council, and Santa Cops.**

**To enter your award-winning chili contact  
TSgt Matt King at 336-3244.**

**We will take all entries; No Chili left behind!  
Cheating is Encouraged!!!!**

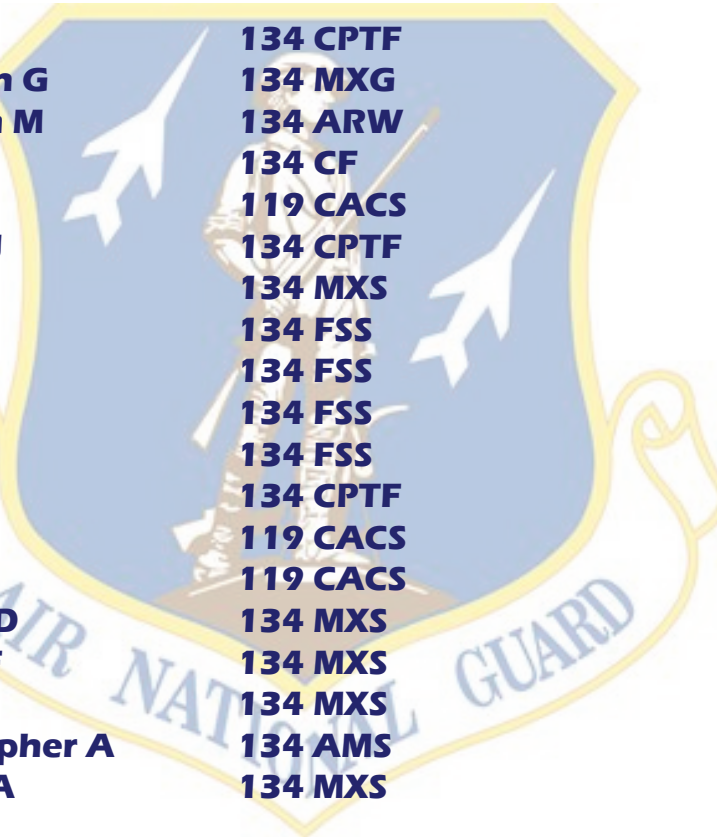


# PROMOTIONS

Lawson, Sandra L  
Stremsterfer, Alan G  
Bertlshofer, Karla M  
Tunkel, Peter J  
Baxter, Cynthia R  
Wagner, Joseph J  
Martin, Ronald L  
Thomas, Crystal J  
Small, Justin L  
Davis, Kelsey A  
Hamby, Aaron M  
Brock, Scott W  
Charnley, Kyle J  
Davis, Steven C  
Lindsey, Michael D  
Watson, Marcus F  
Burke, Joseph E  
Michalek, Christopher A  
Kimmins, Daniel A

134 CPTF  
134 MXG  
134 ARW  
134 CF  
119 CACS  
134 CPTF  
134 MXS  
134 FSS  
134 FSS  
134 FSS  
134 CPTF  
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## What's For Lunch...?

### Saturday:

Savory Baked Chicken  
Kickin Chicken  
Cajun Baked Fish  
Fried Okra  
Green Beans  
Mashed Potatoes  
Chicken Gravy  
Rice  
Salad Bar  
Drink Line  
Ice Cream  
Tomato Soup  
Peanut Butter Cookies  
Brownies  
Banana Pudding  
Peach Cobbler  
Apple Cobbler



### Short Order Line:

Grilled Cheese Sandwich  
Fried Bologna Sandwich  
Fries  
Baked Beans

### Sunday:

Cheese Enchiladas  
Beef and Bean Burritos  
Spanish Rice  
Mexican Medley Vegetables  
Refried Beans  
Taco's  
Enchilada Sauce  
White Cheese Sauce  
Mexican Salad  
Chili  
Chicken Enchilada Baja Soup  
Mexican Corn Bread  
Salsa  
Caramel Flan  
Sopapillas  
Blackberry Cobbler  
Salad Bar  
Drink Line  
Ice Cream

### Short Order Line:

BBQ on Bun  
Baked Beans  
Onion Rings



**The Junior Enlisted Advisory Association will be meeting in Bldg 134 in the FSS classroom on Saturday drill from 14:30 p.m. to 15:30. All E-1's through E-6's are encouraged to attend!**