



# THE VOLUNTEER



VOL. 14 NO. 12

134TH AIR REFUELING WING

DEC 2014

## ARMY KIOWA WARRIORS HOME FROM AFGHANISTAN



Tennessee Army National Guard OH-58D Kiowa Warrior helicopters recently returned to home station Army Aviation Support Facility #2 (AASF#2) at McGhee Tyson ANG Base from a deployment to Afghanistan. The small armed reconnaissance aircraft were transported back on larger C-17 Globemaster aircraft from the 315th Airlift Wing, Joint Base Charleston. (U.S. Air National Guard photo by Master Sgt. Kendra M. Owenby, 134 ARW Public Affairs)



# "Volunteers Supporting and Defending America"

## 134TH AIR REFUELING WING CHAIN OF COMMAND

Col Tommy Cauthen  
**Commander**

Col Mike Lindeman  
**Vice Commander**

Chief Master Sgt Rich Parker  
**Command**  
**Chief Master Sergeant**

Col Bobby Underwood - Operations  
Col Burl Lambert - Maintenance  
Col Wally Houser - Support  
Col Jeff King - Medical  
**Group Commanders**

Maj Gary L Taft  
**Wing Executive Officer**

## 134TH AIR REFUELING WING EDITORIAL STAFF

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**Chief of Public Affairs**

2nd Lt. Marcie Mascaro  
**Public Affairs Officer**

Master Sgt. Kendra Owenby  
**Public Affairs**  
**Multimedia NCOIC**

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Staff Sgt Jessica Seiferth  
**Knowledge Operations**



Air National Guard photos by Master Sgt Kendra Owenby, 134 ARW Public Affairs

**Mission Statement:**  
Federal: Project Global Reach & Global Power in the interest of National Defense by providing world class personnel, vital Air Refueling & Airlift capabilities for contingency response & sustained combat operations  
State: Provide personnel and equipment to protect life & property during emergency response operations as directed by the Governor of Tennessee & the Adjutant General

### Customer Service Hours for PA Photo Studio:

**Sat 1300-1500**

Please adhere to the scheduled times as staff will only be available during those hours

### Customer Service Hours for Security Forces:

Mon/Wed/Fri 0800-1100  
UTA Sat 0800-1100  
UTA Sun 0800-1100

### Customer Service Hours for Clothing Issue:

Mon-Thur CLOSED  
Fri - 0700-1100 & 1230 - 1600  
UTA Weekends  
Sat 0830 - 1100 & 1215 - 1530  
Sun 0730 - 1100

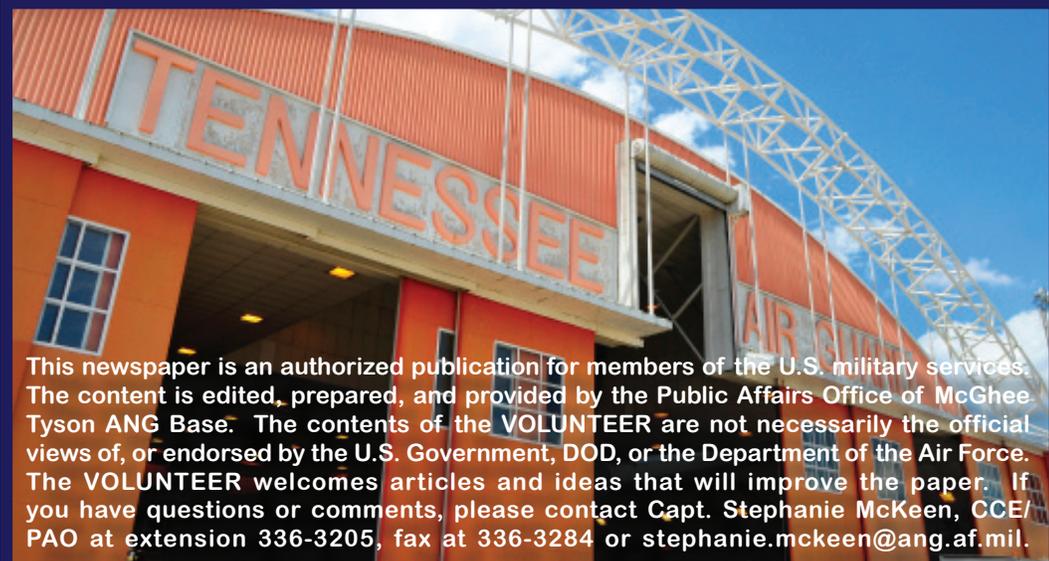
### Customer Service Hours for Mobility (Bldg 264):

Mon-Thur CLOSED  
Fri - 0700-1100 & 1230 - 1600  
UTA Weekends  
Sat 0830 - 1100 & 1215 - 1530  
Sun 0730 - 1100

**Commander's Call 1400 Sunday Wilson Hall**



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



This newspaper is an authorized publication for members of the U.S. military services. The content is edited, prepared, and provided by the Public Affairs Office of McGhee Tyson ANG Base. The contents of the VOLUNTEER are not necessarily the official views of, or endorsed by the U.S. Government, DOD, or the Department of the Air Force. The VOLUNTEER welcomes articles and ideas that will improve the paper. If you have questions or comments, please contact Capt. Stephanie McKeen, CCE/PAO at extension 336-3205, fax at 336-3284 or stephanie.mckeen@ang.af.mil.

# COMMAND CHIEF'S CORNER



Merry Christmas Everyone!



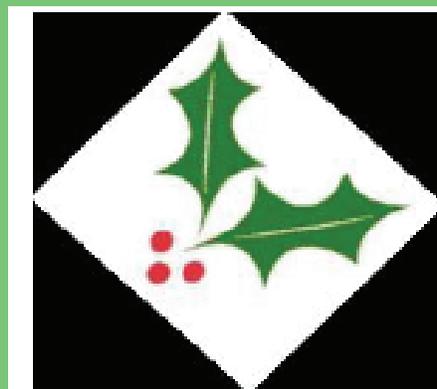
I wanted to take a minute to wish everyone a Merry Christmas. I am very proud of the work that you do and consider you to be part of my extended family. The Christmas Holiday is usually a time of celebration and joy for everyone but, please remember that it can also be a time of sadness and distress for some. As you do on a daily basis, take care of each other and be there for each other. Also, think of those that are deployed and their families during this holiday season. It is truly my honor to serve alongside each of you!

Chief Master Sgt. Richard Parker  
134 ARW Command Chief



## Come Join the Fun at the Children's Christmas Party!

The McGhee Tyson Airman & Family Readiness Program will be having our annual Children's Christmas Party at 1:30 PM on Sunday, Dec. 7th, 2014 at Wingman Hall, Bldg. 401 (Base Chapel). Please bring your child out for snacks, songs, arts & crafts, and pictures with Santa. For more information please contact the Airman & Family Readiness Program Office at ext. 3107.



## Flat Rate Per Diem for Long Term TDYs (31-180 days) Effective 1 November 2014

Submitted by A1C Sarah Strange, 134 ARW Financial Management

As many of you know, on 1 November 2014, a new flat rate per diem policy was put into place for TDY travel greater than 30 days (in the same location), but not exceeding 180 days when the member is lodged off base after receiving a letter of non-availability from base lodging. It establishes a flat rate per diem allowance for long term TDYs that would authorize a traveler 75% of the locality per diem. This includes lodging plus meals and incidental expenses (M&IE) payable for each full day of TDY at that location.

Data analysis demonstrates the flat rate per diem adequately covers lodging, meals, and incidental expenses, more accurately reflecting actual costs incurred. The commercial lodging industry considers stays greater than 30 days to be "extended stays", and typically offers reduced rates to ensure occupancy. Travelers may also consider furnished apartments or similar types of lodging which are typically cheaper than room rates in commercial lodging.

Any traveler that is unable to find suitable commercial lodging at the reduced per diem rate should contact their Commercial Travel Office (CTO) for assistance. If both the traveler and the CTO determine that lodging is not available at the reduced per diem rate, the Authorizing Official may authorize reimbursement of actual lodging expenses (not to exceed the locality per diem rate). In this instance, the traveler will receive M&IE at the reduced rate. Documentation will be required.

To determine the full per diem rate, go to: <http://www.defensetravel.dod.mil/site/perdiem.cfm> or log in to Passport/TraX (<https://www.defensetravel.dod.mil/Passport/>) and click on Per Diem on the left side of the screen.

**NOTE:** For members lodged on base and for short term TDYs (30 days or less), the old rules still apply!

### Orders:

- If an order is created for 30 days or less and then 30 or fewer days are added, the normal per diem rate applies for the additional days.

- If an order is created for 30 days or less and 30 or more days are added, the flat rate per diem rate applies from the amendment date forward.

- If an order is cut for 45 days and then cut back to 30 days, the 75% flat rate is still payable for the entire order.

Please see your ODTA or NDEA with any questions about how the flat rate per diem should be input into DTS, or call Finance at 336-4027.

### FAQs:

Q: If I stay in government quarters, will I still get the flat rate per diem?

A: No. If you're on base, nothing has changed – you will still receive the on base per diem rate (\$16.85) on all stationary days where lodging is charged, and actual cost of lodging will be reimbursed.

Q: If I am at one TDY location for 29 days, and then go to another for 30 days, does the flat rate per diem apply?

A: No. Flat rate per diem only applies when you are in a TDY location for 31 days or more. In this instance, if you were lodged off base at both locations, you would receive the full per diem rate.

Q: Can I still claim taxes separately on my voucher when flat rate per diem applies?

A: No. Taxes are included in the 75% computation. Members can no longer be reimbursed for the taxes under non-mileage as a separate charge for TDYs over 30 days (not to exceed 180).

Q: Must I provide lodging receipts for the flat rate per diem rule?

A: Yes, It is AF policy that lodging receipts are required to be included with the travel voucher.

Q: If my flat rate lodging amount is \$65, and I find lodging for \$40, can I pocket the difference?

A: Yes. This is another incentive for travelers to utilize extended stay discounts.

Q: If I am on a long term TDY and on GMR or PMR, what occurs if missed meals result in no meals for a particular day? Is that day supposed to be the Flat Rate, or the normal Full Rate?

A: If the traveler is on GMR or PMR, flat rate per diem is not an issue. Flat rate per diem is not applied on a day-by-day basis, but for an entire period. If the traveler misses all meals on a given day, then they would receive the locality rate. If a traveler is TDY to an installation where government meals and quarters are available and directed, but the dining facility shuts down for an extended period (over 30 days), then the meals would no longer be available, so flat rate per diem would apply. That would be the sole exception.

So:

Traveler misses a meal where meals are normally available - no flat rate per diem

Meals no longer available for more than 30 days - flat rate per diem applies for that period.

Q: If I have a TDY scheduled for 179 days and I sign a lease to rent an apartment for the entire period (in a good faith effort to save money by staying under the reduced per diem costs) and this trip is cancelled in the middle unexpectedly, do I have any recourse or way to pay the remaining amount due on my lease?

A: Appendix G of the JTR allows for such reimbursable expenses as necessary/deemed appropriate; however, it is best to check to see if the lease has a military/early

termination clause before signing.

Q: If long term lodging rates do not include utilities, how will those costs be factored?

A: Utilities, cable, etc... are not a separate expense and the intention is for these to be covered by the flat rate.

Q: Are monthly lodging rates based on actual calendar days or simple 30-day month like some military pay allowances when it comes to averaging daily lodging costs?

A: This calculation should be based on the actual days in the month.

Q: Does per diem changes affect deployments at OCONUS contingency locations (i.e. Al Udeid) or any other overseas locations if member deploys on CED orders?

A: The type of order issued has no bearing on whether the flat rate per diem is applicable. If the TDY is more than 30 days in length and, the member is quartered off the installation (not being paid by contract/provided by the government), the applicable flat rate per diem rate would apply. If the traveler is quartered on a US installation, the applicable flat rate would apply if all government meals were not available. The CENTCOM special incidental rate of \$3.50 is still applicable for those areas designated by CENTCOM (Afghanistan for example) for

the majority of deployers.

Q: What is the affect for lodging when staying with friends/relatives?

A: If no lodging costs are incurred, there is no entitlement to lodging flat rate entitlement reimbursement (JTR para U4250-B2).

Q: Now hotels go to the per diem website and match their rates to what the member is entitled, how will they do this now?

A: Local hotels can set whatever rates they feel is appropriate for their establishment to conduct business. It should not be driven by the posted per diem rates. If hotels are establishing their rates based on the posted per diem rates, then they will assuredly understand that the long term rates are now applicable and follow suit. Either way, the business practices of the local hotels are not the driving force behind per diem rates as determined by the GSA.

If you have any additional questions, please contact or stop by Finance. Happy traveling!

## **Updating Beneficiary Designations for Servicemembers' Group Life Insurance and Veterans' Group Life Insurance:**

If you had a recent life event such as a change in marital status, the addition of a child or the death of a loved one, now is the time to review your beneficiary designations for Servicemembers' Group Life Insurance (SGLI), Veterans' Group Life Insurance (VGLI) and VA Insurance policies. This is the best way to ensure your life insurance benefit is paid to whom you want.

Keeping your beneficiary information up to date is vital. Failure may result in your benefits going to a former spouse, deceased parent's estate, your estate, or no one. It could also result in payment delays at a time when a loved one needs the money. For example, if the listed beneficiaries are children from a first marriage, children from a current marriage may contest the claim if they believe they have more recent documents proving they should be the beneficiaries. No one may be paid until it is determined who is legally entitled to the money.

It is important to review your beneficiaries at least once a year. Make this review at the same time you receive the reminder email to review your vRED, DD Form 93. Remember, you have the legal right to name or change any beneficiary at any time.

If you would like to update your SGLI beneficiaries please come see the customer service section of the FSS located behind the ID card section.

### **Virtual Record of Emergency Data (vRED):**

The Virtual Record of Emergency Data (vRED) satisfies the requirement of the DD Form 93, and is the official source document required by law for you to provide the Air Force with emergency contact information in the event you become a casualty and for designating beneficiaries for certain benefits in the event of your death. It is your responsibility to keep this information current, and completion of this program is mandatory. If any of the information changes, the vRED should be updated as soon as possible. Delays in next of kin notification are most often associated with incomplete or outdated information. vRED is located on the Virtual Military Personnel Flight (vMPF) at <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/AppRedir.aspx?appID=5>

# The McGhee Tyson Air National Guard Base Chief's Council

Submitted by Chief Master Sgt. Rob McCormack, 134 ARW Fire Chief



Many of you may have heard of the Chief's Council, but I was wondering if you actually know what the council is all about? As a member of the Chief's Council, I would like to take this opportunity to inform you, the members of the base, about the council, its purpose, and our goals.

The Council functions as a non-profit organization that promotes professionalism among the enlisted personnel by fostering and mentoring esprit-de-corps. We do not confine ourselves by boundaries set by wing, group, squadron or flight as we are comprised of Chiefs from the 134th, 119th, and TEC. The group remains ever mindful of the inherent responsibilities associated with being Air National Guard Chief Master Sergeants while constantly seeking ways to promote the general welfare, improve morale, quality of life, working conditions, and recruiting at McGhee Tyson Air National Guard Base.

Some of the responsibilities the Council has includes, but is not limited to: funding scholarships, convening scholarship boards, convening Chief Master Sergeant promotion boards, convening Airman quarterly and annual awards boards, serving meals during the holidays at the Dining Facility, cooking at the annual base picnic, advocating for EANGTN and EANGUS, supporting the TEC Chiefs Panel, serving as guest speakers for the ALS / NCOA Satellite Courses, and attending PME graduation ceremonies. Most importantly though, is the Chiefs ensuring the welfare of base personnel.

As Chiefs, it's our obligation and duty to reach back and mentor our guardsmen and future leaders of this base. We want to ensure that McGhee Tyson Air National Guard Base has the leadership to carry out the mission and goals of the Tennessee Air National Guard in the present and for years to come. Mentorship is the key to achieving this goal.

As you can see, everything the Council does fosters, promotes, and gives a voice to members of the installation. The Chief's Council is committed to making a positive difference to the base personnel by providing a platform for members to have representation. Please forward your thoughts, concerns and ideas on how the council can improve or enhance the quality of this fine organization. At the end of the day, it's not the Chief's Council; it is "Your Council."

## TIPS FOR SCRUBBING SOCIAL MEDIA

Submitted by Chief Master Sgt. Terry Hickle (Ret.), 134 ARW Anti-Terrorism Officer

In order to minimize the damaging information that an adversary can glean from Social Media (Facebook, Twitter, etc.) ensure that you are employing the following best practices:

### Personal Information:

- Keep sensitive, work-related information off your profile. Pay special attention to information about DoD events, unit information, and missions.
- Keep your plans, schedules, and location data to yourself.
- Protect the names and information of your coworkers, friends, and family by limiting the information you post about them. Ask that they do the same for you.
- Modify your search profile so that people can't search for you based on generalized terms (e.g. Military Planner in Topeka area).

### Security Settings:

- Never use social media from risky locations (e.g. public hotspots) that do not have secure login available. You'll recognize secured login by HTTPS and a lock icon on your browser's navigation bar.
- Maximize each social media platform's security settings so that only your friends or followers can see your content. By not doing this, you provide the whole world with exploitable data.
- When possible, change security settings to require that posts or images in which you are tagged must be approved prior to publication.
- Turn off location settings that geo-tag your posts with your current location.

### Intelligent Social Media Use:

- Only befriend users with which you have a real-world relationship and who you can readily identify.
- Craft unique passwords that are sufficiently hard-to-guess and are not used on multiple platforms.
- Don't fall for entrapping links with outrageous or appealing titles or images as they are likely malicious.
- Verify that an actual friend is sending you a hyperlink in a private message. Their account could be hacked, so ask them a personal question before clicking on a suspicious link.
- Ignore questions about yourself from unknown parties, especially about your work or military affiliation. This could be a phishing attempt.



# **134TH ANNUAL CHRISTMAS PARTY**

**December 6<sup>TH</sup>**

**1630: SEC Championship Game on big  
screen**

**1800: Social Hour  
1930: Prize Giveaway**

**Music by the 572 Band of the South  
Dress: Casual**

**Menu: Heavy Hors D'oeuvres**

**Tickets: \$10 in advance (\$13 at the door)**

**\*Tickets can be purchased from  
First Sergeants and Section Chiefs – Nov UTA**





# INFORMATION ASSURANCE

## Information Assurance Awareness: Staying ahead of cyber threats!



Submitted by Tech. Sgt. Adam Huskey, 134th Communications Flt

### Federal Government Struggles against preventing / mitigating cyber attacks

Federal employees and contractors scattered across more than a dozen agencies, from the Defense and Education Departments to the National Weather Service, are responsible for at least half of federal cyber incidents each year since 2010, according to an Associated Press analysis of records.

At a time when intelligence officials say cybersecurity now trumps terrorism as the No. 1 threat to the U.S., an AP review of the \$10 billion-a-year federal effort to protect sensitive data shows that the government struggles to close holes without the knowledge, staff or systems to keep pace with increasing attacks by an ever-evolving and determined foe.

While breaches at businesses such as Home Depot and Target focus attention on data security, the federal government isn't required to publicize its own data losses, with news of breaches emerging sporadically.

Recently, the U.S. Postal Service said it was the victim of a cyber-attack and that information about its employees, including Social Security numbers, may have been compromised. And last month, a breach of unclassified White House computers by hackers thought to be working for Russia was reported not by officials but The Washington Post. Congressional Republicans complained even they weren't alerted to the hack.

Read the full article here:

<http://wtop.com/289/3739227/Feds-struggle-against-cyberattacks>

**Remember to:  
Always keep your software  
up to date**

Softpedia, 22 Nov 2014:

A rundown of this week's software updates from Cupertino, California reveals that Apple has quietly patched a total of 15 flaws in its mobile, desktop, and TV software. These seemingly unimportant updates are actually must-have for users who take security matters seriously. Released unceremoniously as part of the three major updates deployed this week, the 15 vulnerabilities addressed in Apple's software are actually important flaws that got overlooked by the media.

Watch the full story at the link below:

<http://news.softpedia.com/news/Apple-Patches-15-Security-Holes-in-iOS-8-OS-X-10-10-and-Apple-TV-7-465662.shtml>

**Information Assurance POCs:  
Master Sgt. Jennings (865)336-4924  
Tech. Sgt. Huskey (865)336-4936**



# Preparation is the Key in the Event of an Emergency

By Master Sgt. Steve Breeden, 134 ARW Emergency Management

***“We will not waver; we will not tire; we will not falter, and we will not fail. Peace and Freedom will prevail.”***

***-George W. Bush***

I would like to start off by saying as an Emergency Manager I have studied many different natural disasters in the United States. In 2012 Hurricane Sandy made a negative impact across the entire eastern ocean seaboard from Florida to Maine and west across the Appalachian Mountains to Michigan. This storm caused major flooding and wind damage with estimated costs upwards of 65 billion dollars. The Federal Emergency Management Agency was prepared days before the occasion and was able to respond promptly with coordinating a “large-scale mobilization of Federal teams, supplies and other assets both before and immediately after landfall.” With the great work of emergency responders and the coordination effort, life and property were saved. Because of the magnitude of this event unfortunately over 100 people lost their life.

In 2011 Joplin Missouri was struck by an EF-5 tornado. The winds were estimated to be more than 200 mph and the storm moved as slow as 10 mph. The size was a half mile to three-quarters of a mile wide. The National Weather Service issued a tornado warning at 1717 (local time), with 17 minutes of lead time for touchdown and 19 minutes lead time before entering Joplin. The storm destroyed fire and emergency responder’s locations inside the city. With the quick response from region responders people were rescued. Unfortunately this tornado claimed more than 158 fatalities and became the deadliest tornado in modern record keeping history for the United States.

There are many other disasters that have occurred in the last ten years that have claimed hundreds of lives and caused billions of dollars in damage. As a member in the Air National Guard, you can be called to assist for any disaster across this nation. And after studying these events I want you to stay safe. I would like to make the point that even though we have a great nation with vast resources and emergency professionals dedicated to saving lives, the first person responsible for your life is YOU. In all disasters the very first responder to your house will normally be your neighbor and not FEMA. The community emergency responders could be overwhelmed with calls. I suggest maintaining a close relationship with your neighbors. Also, keep supplies at your house to include bottled water, flash lights, and canned foods. Keep a “go bag” in your vehicle with water and first aid materials. A first-aid kit can be found at Walmart for around ten dollars. It’s well worth the money. Be Ready, Be Prepared, and above all, Stay Safe!

Master Sgt. Steve Breeden  
134 ARW Emergency Management

## Sources for this Article:

134 ARW / CEX / Emergency Management

Emergency Management Prevents, Prepare, Responds, and Recovers from all hazards events!

Hurricane Sandy FEMA After-Action Report. July 1, 2013

[http://www.fema.gov/media-library-data/20130726-1923-25045-7442/sandy\\_fema\\_aar.pdf](http://www.fema.gov/media-library-data/20130726-1923-25045-7442/sandy_fema_aar.pdf)

Onstot, Lynn. May 22, 2011. Joplin, Missouri hit by EF-5 Tornado on May 22, 2011.

<http://www.joplinmo.org/DocumentCenter/View/1985>

National Weather Service Weather Forecast Office. May 22, 2011.

Joplin Tornado Event Summary. [http://www.crh.noaa.gov/sfg/?n=event\\_2011may22\\_summary](http://www.crh.noaa.gov/sfg/?n=event_2011may22_summary)



# 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 prior to roll-call through the recruiting office supervisor, Master Sgt. Curtis LaRue.

\*\*\*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](http://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, Lt. Col. 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>



AIC BRITNI LEON - 134 ARW



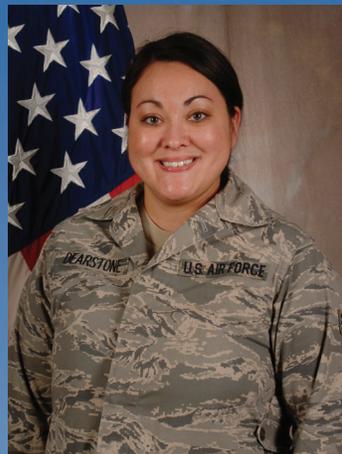
AIC RODNEY KING - 134 ARW



AIC DARIEN JACKSON - 134 CES



SRA JAMES BRANNON - 572ND BAND



SRA MELISSA DEARSTONE - 134 PA



SSGT QUINTEN GOODWIN - 134 LRS



SSGT STEVEN MULLANE - 134 SFS



# MEDICAL MINUTE

By Capt. Jennifer King, 134th Medical Group

Happy Holidays Everyone! This time of year tends to be a time so very focused on joy and light and making memories, that it can be easy to overlook risks and danger. The Air Force has a formal Risk Management program that applies to our work environments, but I would like to discuss how the same concepts can be applied to our daily lives. Below is the model that is a basic overview of the program.

It's a pretty simple and outstanding concept for protecting our processes and work places, but how does it apply out of work? The most obvious is off duty hazardous activities. If you're going to go sky diving, recognize the risk, get proper training and use a reputable sky diving service to minimize the risk as much as possible. Yet, most injuries are not encountered during hazardous, but during daily activities. Let's apply these steps to a few daily life circumstances.



Running through the store and slipping on a wet spot:

1 - Identify Hazards - Pay attention to what's happening in front of you. Don't read labels or look at your list while walking. 2 - Assess Hazard - Don't brush off the wet floor sign. Look to see if the floor is still wet. Is it simply damp and not slippery or is it a big patch of slippery oil? 3 - Develop Controls - Are you wearing non-skid boots or worn down treads or heels? Do you have to walk through it? Is there a rail or steady shelf you can hold on to as you go through the wet area? 4 - Implement Controls - Avoid risk completely, or if must, hold on to the shelf and move slowly. 5 - Supervise & Evaluate - A step or two in, pause and see how it is working. If you feel steady, continue. If not, reevaluate.

Cooking the holiday dinner with help from children or elderly: 1 - Identify Hazards - Do your helpers have shaky hands, motor control sufficient for handling knives, strength to hold heavy pots? Are they steady on their feet? 2 - Assess Hazard - If too unsteady or not enough motor skills, they may need to be away from the stove completely and assigned a long and simple task like sitting and snapping the beans. 3 - Develop Controls - Make sure you have the necessary supplies to make the process safe. Non-slip hot pads or mittens to grasp hot pans, large grip peelers and no blade blenders. Keep dangers like cords and sharp knives completely out of reach for the duration. 4 - Implement Controls - let everyone know of the safety measures and demonstrate if needed. 5 - Supervise & Evaluate - Watch to make sure things are done safely at all times.



The 5-Step RM Process Wheel:

- 1) Identify Hazards. A hazard is any real or potential condition that can cause mission degradation; injury, illness, or death to personnel; or damage or loss of equipment or property.
- 2) Assess Hazards. Quantify and qualify the probability and severity of loss from exposure to the hazard
- 3) Make Control Decisions. The appropriate decision maker uses cost versus benefit analysis to choose the best control(s).
- 4) Implement Controls. Plan for implementation of control(s) and the commitment of resources to do it.
- 5) Supervise and Review. Proactive follow-up on effectiveness of control(s).



# MEDICAL SCHEDULE

## **SATURDAY UTA**

**0815-1130 HOURS PHAS**

**0830-0850 HOURS FITNESS FOR DUTY EVALUATIONS**

**0830-0930 HOURS NEW ACCESSION ORIENTATION (MDG TRAINING ROOM)**

**0830-1130 HOURS IMMUNIZATIONS/FLU SHOTS**

**0830-1130 HOURS QNFT TESTING**

**0900-1100 HOURS ALL DEPLOYMENT PROCESSING/ANAM TESTING (TBD)**

**1000-1100 HOURS FITNESS TESTING EVALS (COLLINS)**

**1130-1230 HOURS LUNCH**

**1230-1400 HOURS WAIVER/MEDCON/LOD APPS W /DOCS & PAS**

**1300-1430 HOURS IMMUNIZATIONS**

**1300-1400 HOURS FLU SHOTS FOR THE BAND-IDMT OFFICE @ MDG**

**1300-1400 HOURS DEPLOYMENT HEALTH ASSESSMENTS (WILLIAMS)**

## **SUNDAY UTA**

**CLOSED FOR TRAINING WITH EXCEPTION OF FOLLOWING TIMES:**

**0830-0850 HOURS FITNESS FOR DUTY EVALUATIONS**

**1230-1330 HOURS IMMUNIZATIONS**



U.S. Air National Guard photo by Staff Sgt. Ben Mellon, 134 ARW Public Affairs

**PLEASE REMEMBER TO REPORT ALL MEDICATIONS THAT YOU ARE TAKING TO THE MED GROUP IMMEDIATELY!!!**

**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 LENSES 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.

**TENNESSEE AIR NATIONAL GUARD  
HEADQUARTERS 134TH AIR REFUELING WING  
MCGHEE TYSON ANG BASE TN 37777**

**MEMORANDUM FOR CIVILIAN DENTISTS**

**FROM:** 134th Medical Group/SGD  
420 Post Avenue  
McGhee Tyson ANG Base, TN 37777-6206

**SUBJECT:** Required Documentation of Dental Treatment for Active Duty Military Personnel

1. The purpose of this cover letter is to explain required documentation of dental treatment for Active Duty military personnel by a civilian dentist.

2. Patients will provide an SF 603A for the civilian dentist to document treatment rendered. A new SF 603A is required for each civilian dentist rendering treatment to an Active Duty military member. The active duty military member/patient must return the updated SF603A no later than 72 hours after appointment date.

3. The dentist will date, document treatment rendered, document class and the dentist's name, address, phone number and dentist's signature will follow the documented treatment on the SF 603A.

4. The class can be documented as follows:

a. Class 1: Patient has good oral health and is not expected to require dental treatment or reevaluation for 12 months.

b. Class 2: Patient has some oral conditions, but you do not expect these conditions to result in dental emergencies within 12 months if not treated (i.e., requires prophylaxis, asymptomatic caries with minimal extension into dentin, edentulous areas not requiring immediate prosthetic treatment).

c. Class 3: Patient has oral conditions that you do expect to result in dental emergencies within 12 months if not treated. Examples of such conditions are, acute oral infections, pulpal or periapical pathology, chronic oral infections, or other pathologic lesions and lesions requiring biopsy or awaiting biopsy report; dental caries or fractures with moderate or advanced extension into dentin, defective restorations or temporary restorations that patients cannot maintain for 12 months; edentulous areas requiring immediate prosthodontic treatment for adequate mastication, communication, or acceptable esthetics; acute gingivitis or pericoronitis, active moderate to advanced periodontitis, periodontal abscess, progressive mucogingival condition, moderate to heavy sublingual calculus, or periodontal manifestations of systemic disease or hormonal disturbances; unerupted, partially erupted or malposed teeth with historical, clinical, or radiographic signs or symptoms of pathosis that are recommended for removal; temporomandibular disorders or myofascial pain dysfunction requiring active treatment.



# AROUND BASE

## JEAA



The Junior Enlisted Advisory Association welcomes all junior enlisted members to join the group.

All E-1s through E-6s are encouraged to attend. The JEAA meeting will be in the FSS breakroom room on Saturday at 1400. Bring the most new members and win a prize! Hope to see you all there!



## ROCKY TOP DINING FACILITY

Saturday:

Sunday:

Herbed Baked Chicken  
Orange-Spiced Pork Loin  
Steamed Rice  
O'Brien Potatoes  
Carrots  
Spinach  
Chicken Gravy  
Bean Soup

Roast Turkey  
Roast Beef  
Corn Bread Dressing  
Mashed Potatoes  
Sweet Potato Casserole  
Cream Corn  
Green Beans  
Chicken Gravy  
Beef Gravy  
Chicken w/ Rice Soup

## KNOW WHO TO CALL!

### OPSEC

Capt. Shawn Poche  
(865) 336-4151

### Combatting Trafficking in Persons & Wing Inspector General

Lt. Col. James Blanton  
(865) 336-4444

### Sexual Assault Response Coordinator

Capt. Stephanie McKeen  
(865) 336-3277

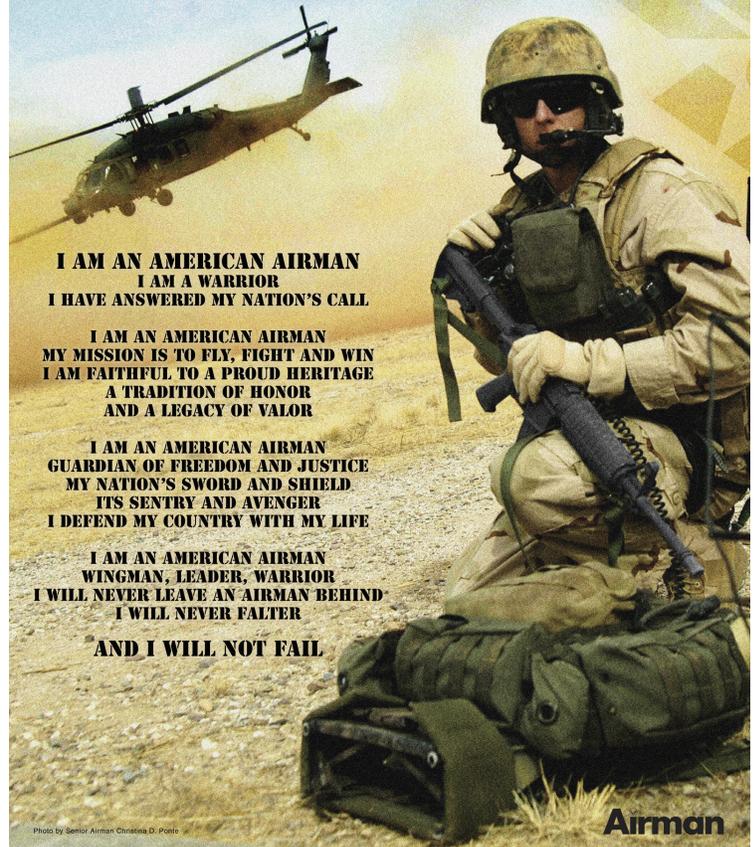
### Alt. SARC/TN Join Force Headquarters

MAJ. Scott Villeneuve  
(615) 347-9372  
DoD Safe Hotline: 1-877-995-5247

### Director of Psychological Health

Elizabeth Arnold  
(865) 201-8129

## AIRMAN'S CREED



I AM AN AMERICAN AIRMAN  
I AM A WARRIOR  
I HAVE ANSWERED MY NATION'S CALL

I AM AN AMERICAN AIRMAN  
MY MISSION IS TO FLY, FIGHT AND WIN  
I AM FAITHFUL TO A PROUD HERITAGE  
A TRADITION OF HONOR  
AND A LEGACY OF VALOR

I AM AN AMERICAN AIRMAN  
GUARDIAN OF FREEDOM AND JUSTICE  
MY NATION'S SWORD AND SHIELD  
ITS SENTRY AND AVENGER  
I DEFEND MY COUNTRY WITH MY LIFE

I AM AN AMERICAN AIRMAN  
WINGMAN, LEADER, WARRIOR  
I WILL NEVER LEAVE AN AIRMAN BEHIND  
I WILL NEVER FALTER

AND I WILL NOT FAIL

Airman