

# UPDATE

HQ Air Reserve Personnel Center, Denver, Colo.

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## Quotable Quote

*"We must be ready and willing to tell the Air Force story at every opportunity, or someone else will do it for us—but not as well and not with our message."*

— From *"Revolutionary Air Force Public Affairs – The Vision"* by Brig. Gen. Ronald T. Sconyers

Read the  
*Air Reserve Personnel Update*  
on the ARPC Web site at  
<https://arpc.afrc.af.mil>



Airmen model the proposed new utility uniform, as well as the new fitness uniform and the embroidered emblem on the lightweight blue jacket. (Courtesy Photo)

## Test uniforms hit the streets

by Tech. Sgt. David A. Jablonski  
*Air Force Print News*

WASHINGTON — Airmen at two bases are getting a first-hand look at the proposed new utility as the tiger-striped blue, green- and gray-patterned ensemble begins its wear-test phase.

Officials delivered the distinctive uniforms to testers at Wright-Patterson Air Force Base, Ohio, and Langley AFB, Va. A uniform board official provided an update on the utility uniform and also released details about the fitness uniform.

This is the largest wear test the Air Force

See "Uniform" on page 3

## Update goes totally electronic

By Tech. Sgt. Rob Mims  
*HQARPC Public Affairs*

After much input, discussion and reasoning, it has been decided that the ARPC Update would now only be available electronically, beginning with this issue.

Many thanks to everyone who submitted the postcards back to ARPC; how-

ever, only a very small percentage were received. How is this going to work electronically? ARPC Public Affairs will provide a link that will be sent out via email. Please ensure there is a current email address in the WOTS or vMPF. The address can be personal or professional. When a new UPDATE is posted, members will receive an email with the hyperlink for the UPDATE. ■

# Major General Barry visits ARPC

By Lt. Col. August G. Schalkham

HQARPC Public Affairs

Major General Jay Barry is the new mobilization assistant to the chief of the Air Force Reserve, The Pentagon, Washington, D.C. He serves as the principal adviser for the individual mobilization augmentee program supporting more than 12,000 Air Force Reservists. He chairs the individual mobilization augmentee allocation team which allocates funding for this program throughout the Air Force.



Major General Barry

A 1970 graduate of the Air Force Academy, the general is very proud of his family's connection with the United States Air Force. His father was a P-51 pilot in WWII. He has two brothers, a son and a nephew

who all graduated from USAFA. In addition, one son and a nephew were commissioned in the Air Force through the AFROTC

program. Gen. Barry continues his affiliation today with the Academy and AFROTC programs by serving as an Admissions Liaison Officer. The general is also a command pilot with more than 4,800 hours of flight time in C-130 and C-5 aircraft. In civilian life, he is employed by a major air carrier as a captain.

Recently, Gen. Barry visited ARPC which provided the Public Affairs office an opportunity to discuss many topics with him concerning Air Force Reserve.

**Does the active duty force fully realize the importance of the Air Force Reserve?**

**Gen. Barry:** "I believe we are fully appreciated by our active duty counterparts. It is well recognized that without the efforts of the members of AFRC, many day to day and contingency missions could not be accomplished. The force is absolutely integrated with a seamless concept that our sister services envy very much. What has also changed is the fact that Air Force senior leadership now understands that we have people with tremendous experience, from both the officer and enlisted ranks, who can be called upon to serve in command positions throughout the entire spectrum of our operations."

See "Visit" on page 8

## ARPC works to redefine promotion board process

By MSgt Mike Ruggeri

HQARPC/DPBX

When it comes to redefining the promotion board processes, the people at Headquarters Air Reserve Personnel Center, Selection Board Secretariat, are the Air Force's tip of the spear.

HQARPC/DPB's 21<sup>st</sup> Century approach in pursuing a "totally electronic selection board" utilizing current and future technological visions in the Personnel community is elementary, revolutionary and unlimited.

ARPC has successfully modified the Air Force Personnel Center's PRISM mass ballot scoring process into an all-encompassing promotion process.

The development of an electronic Officer Selection Brief with an integrated individual scoring module, and capabilities for an electronic Promotion Recommendation Form, Member's Letter to the Board President, Discrepancy Letter and Objective

Quality Review indicator is a unique working vision.

ARPC/DPB has successfully demonstrated the complete capabilities of a totally electronic board process with the Enlisted Individual Mobilization Augmentee Promotion Enhancement Program Board, Air Force Reserve Junior Officer of the Year Board, and most recently the October 20 Air National Guard Continuation Board.

During the ANG Continuation Board, board member's viewed and scored individual records utilizing an electronic selection brief with integrated scoring module which included hyperlinks to electronic evaluation reports and letters to Board President.

Panel members commented "Very user friendly even for the technically challenged," "Easy to read," "Quick access to records," and "Reduced workload for the backroom staff."

This inclusive system and process pro-

vided an immediate panel scoring status with real-time electronic historical storage medium for board reports, benchmarks and archived selection briefs.

The promotion board process must simultaneously upgrade with the technological modernization of the MILPDS system, Defense Integrated Management Human Resource System, Automated Records Management System, PureEdge IMTs and Customer Service Transformation changes.

These dynamic visions are reengineering current practices for upgrades to current applications and future developmental electronic mediums.

ARPC has pursued and proven the concept to advance promotion board processes with current technology.

A fluid integrated system will greatly enhance the promotions process adding immediate benefits to the entire Air Force, each member, and every Human Resource Specialist. ■

*Air Reserve Personnel*

# UPDATE

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changes to HQ ARPC/DPSSA/B, 6760 East Irvington Place #4000, Denver, CO 80280-4000.

*Editorial Staff*

Commander, ARPC ..... Col. Jim Playford  
Director of public affairs ..... Lt. Col. Gus Schalkham  
Editor ..... TSgt. Rob Mims

# Uniforms continued from page 1

has done. Typically an item goes through a wear test at a maximum of three bases and 300 people. This test will be conducted at nine bases with 700 airmen participating. "The Air Force is asking us what we need in a utility uniform and this is our opportunity to give our feedback," said Senior Master Sgt. Jacqueline Dean, chief of the Air Force Uniform Board office. "One thing people should understand is that this is simply a test, nothing about the uniform is set in concrete. And that is why we need to get that feedback from the participants and via the Web site."

The Web site is expected to be operational in April. The decision to launch the site in April was driven by a desire to allow testers time to wear the uniform. Officials also wanted others to see the testers wearing it and get the chance to ask them questions.

Sergeant Dean is asking people with constructive criticism, who have seen the actual uniform, to log on and answer the questions. Personnel officials will tally the data based on career field.

"For example, as a personnelist, I don't wear my BDUs on a daily basis, whereas a maintainer or civil engineer would," Sergeant Dean said. "We need to make sure we're looking at the right data in the right context."

Sergeant Dean said the board will take into account valuable suggestions and opinions that are concrete and have basis.

"We need to make sure we're not being emotional," she said.

"We need solutions."

Some solutions are already being addressed in the new design, Sergeant Dean said.

"The best features of the uniform are the permanent-press treatment and actual sizes," she said. "This uniform is distinctive, easy to maintain and fits better. Our current battle dress uniform comes in four sizes. The new uniform will come in actual men's and women sizes. Men's pants will come in sizes 28 to 48 and the shirts will come in jacket sizes 34 to 52; women's uniforms will come in sizes 2 to 24. It's going to provide a much better fit."

The test includes trying out two boots, one in suede and another that is a low-polish, low-shine black leather style. The suede boot will be tested in black, charcoal gray and tan. Sergeant Dean said high-operations tempo caused senior leaders to move away from the requirement to have a high-polish shine.

After the six-month test is complete, data is collected and evaluated to determine how the uniform stood up to conditions. Comments about style, color and a variety of issues will also be taken into consideration.

Other bases testing the utility uniform through July include Elmendorf AFB, Alaska; Hurlburt Field, Fla.; Luke AFB, Ariz.;

McChord AFB, Wash.; Ramstein Air Base, Germany; Robins AFB, Ga.; and Vandenberg AFB, Calif.

Sergeant Dean also revealed details about the fitness uniform fit test and planned distribution.

"We have already developed the fitness uniform running suit, shirt and shorts," Sergeant Dean said. "We need to do a fit test to ensure the patterns and sizes are accurate and will accommodate Air Force needs."

Air Force Chief of Staff Gen. John P. Jumper introduced a new fitness standard Jan. 1. Development of a new fitness uniform is the next step. Enlisted airmen will be issued two sets of shirts and shorts and one running suit. Basic training recruits will receive the shirts and shorts first and the running suit following warrior week. People scheduled for deployment will also get priority. Officers must buy their uniforms. Sergeant Dean estimates that the new uniforms will be widely available around October.

The chief of staff's biggest emphasis in the development of the uniform was to ensure adequate reflectivity features were incorporated throughout the uniform to keep people safe when running in the early morning or late evening, Sergeant Dean said.



New Air Force tape



Master Sgt. Dana Athnos tries on one of the gray no-polish boots being wear-tested here. Sergeant Athnos, who is assigned to the Air Force Uniform Board at the Pentagon, volunteered to assist with the Air Force Uniform Board's testing of a possible replacement for the current battle dress uniform. (photo by Master Sgt. Keith Reed)

The running suit is the same used by cadets at the Air Force Academy. Air Force blue provides the background and all of the piping is reflective white. Some features of the running suit include zippers under the arms, ventilation in the back, and pants zippers to help remove the suit without removing shoes.

The gray T-shirt has a reflective emblem on front and back. Shorts will have two pockets, one on a front leg to accommodate an identification card, and one in the waist-

band for a key. The shorts also have a reflective "V" on both sides and the Air Force logo. Shoes will not be issued with the uniform.

"We tried to go with items already in the procurement system to reduce the time with research and development," Sergeant Dean said.

The Air Force Clothing Office insisted on conducting a fit/wear test to validate pattern sizes and fit of the uniform, Sergeant Dean said.

"The shirt and shorts were patterned after the Army; however, the Army clothing experts have raised concerns regarding their sizing and requested to partner with us in this test," Sergeant Dean said. "This uniform also brings us up to speed with other services, who already have a fitness uniform."

The fitness gear will undergo a fit test next month at Wright-Patterson AFB and the wear test will begin in March at both Fairchild and Wright Patterson bases. ■

# Shaping The Force

By General John Jumper  
Air Force Chief of Staff

Over the last decade, we've seen a dramatic change in our security environment. We reduced our active duty force by nearly 40% — from 608,000 to 375,000 — while remaining engaged around the world at levels higher than at any time during the Cold War. To accommodate the changing world, we have completely transformed our Air Force, from one that dealt with the Soviet and North Korean threats into an agile Air Expeditionary Force, capable of rapidly responding anywhere, with tailored forces ready to deal with any contingency. Our transformation has yielded outstanding results. But, for the past two years, we have exceeded our mandated active duty end strength of 359,000. Under the President's declaration of a national emergency, our excess numbers are appropriate. While this is a temporary situation fueled by the Global War on Terrorism, we now need a plan to return to the authorized levels. By the end of 2005, we should reduce the size of our active force by 16,000 people, and we must reshape the force to correct existing skill imbalances and account for a new range of missions in the GWOT.

I know it may not be clear why our active duty end strength needs to decrease while we are still heavily engaged around the



world. Let me explain how we got to this point and what we are doing to fix it.

As a result of several years of high operations tempo, we were given some latitude on how quickly we came down to the legal end strength limit of 359,000. We also suffered an unprecedented recruiting problem during the 1990s. Recruiting has traditionally not been a problem for the Air Force, but a robust economy late in the 1990s had us falling short of recruiting goals for the first time since 1979. As a result, we took in thousands of people using skill mix assumptions that are no longer applicable to the demands of the GWOT. We now have several career fields over-

**See "Shaping" on page 5**

## Force Shaping

### What is the impact of Force Shaping on the AF Reserve?

As the active force tries to reduce manning by about 16,600, the Air Force Reserve is seeking to hire many of those experienced airmen and give them a flexible way to have a career in the military.

The new Force Shaping Program has scheduled active-duty numbers to drop by 3,900 officers and 12,700 enlisted airmen by September 15.

Current Air Force manning numbers are beyond the authorized end-strength of 359,300 airmen on active duty.

The Air Force is opening doors and modifying programs to give people leaving active duty an opportunity to continue their military careers in the Air Force Reserve.

Also, the Air Force Reserve is hiring people in overage jobs that have a high rate of turnover.

### How is the Air Force Reserve Command hiring new reservists during the Force Shaping Program?

The modifications to the Palace Chase

program has loosened many previous restrictions and made it easier for airmen to transition off of active duty

by trading their active-duty service commitments for Air Force Reserve Commitments.

Palace Chase is not a new program; it has just eased requirements for the Force Shaping Program.

Active-duty airmen can apply until March 12. To be approved, the applicant must separate from active duty between May 15 and September 15.

The normal application process is from seven to eight weeks. For applicants under the new rules, packages are expected to be approved in four to six weeks.

Though all AFSCs are eligible to apply for Palace Chase transfers to the Air Force Reserve, airmen must have graduated their initial training, qualified as 3-levels and not be scheduled to retrain.

Airmen in all AFSCs will be eligible to apply for Palace Chase with a minimum of two years in service.

### Of which category of reservists is AFRC hiring the most?

With individual mobilization augmentee end strength at 94.8 percent, this is a great

opportunity to fill some of our current vacancies.

IMAs are reservists assigned part time to active-duty units, backfilling or deploying when required.

Being an IMA is a flexible way to be in the Air Force, serving a minimum of 12 days throughout the year and two weeks of annual tour each year.

Although they may be mobilized by the president, they typically are volunteers to supplement active-duty manning requirements.

### Who is a good point of contact for active duty people joining the reserve?

Every effort is being taken to ensure that all potential candidates are aware of their release options - in service recruiters are our main points of contact and are located in the Military Personnel Flight.

Air Force Reserve in-service recruiters are located at 65 bases worldwide. During out-processing from active-duty, meeting with the in-service recruiter is a required stop.

Find more information about getting into the Air Force Reserve, go to [www.afreserve.com](http://www.afreserve.com) or by calling 1-800-257-1212 between 7 a.m. and 8 p.m. ■

# Shaping continued from page 5

manned, while suffering shortages in others. Our task now is to reduce the force while also fixing this skill mix imbalance.

One area that has affected our end strength is Stop Loss — a program we used in 2002 and 2003 to stop people from separating. When Stop Loss was lifted, many of those Airmen who intended to separate elected to stay. Other policies associated with the GWOT also influenced our end strength. We swelled the force by implementing programs that brought prior-service members and ARC volunteers on active duty to fill known critical skill shortages. Perhaps the most significant factor affecting our strength was, and still is, retention. Our goal for first term-enlisted retention is 55%, but, at the end of FY03, it was 61%. Across the board our retention is up, and for good reason! In addition to an increased sense of patriotism, the tax and pay changes — some implemented for GWOT — really work. Imminent Danger Pay, Hardship Duty Pay, Combat Zone Tax Exclusion, Family Separation Allowance and a host of others, plus bonuses we pay to ensure we can retain critical skills, all add up to a very attractive compensation package that turned the tide toward staying in uniform. We are proud of our retention rates and that our people are electing to continue to serve.

To start our reshaping effort, we have set new targets for recruiting, from 37,000 this year to 35,600 in FY05 and 34,500 in FY06. We are also working on fixing our stressed career fields. Where we are short of people for the rotational requirement, we've taken action to direct more of our recruits into the stressed career fields. However, we know we can't replace 5 and 7-levels with people right out of technical school. Part of our force shaping will have to be done by retraining and shifting experienced people from over-staffed career fields. Many of our Airmen are willing to make the shift, and we will encourage retesting and support for waivers to qualify for retraining into critical skills. But in some career fields, our ability to absorb more people is often limited by training facilities and capacity. We will work to unclog any training backlogs. I am dedicated to reducing our stressed career fields and putting in place the right incentives to retain the people we task the most.

In addition to looking at retention, recruiting, and retraining, we are also looking at where our people are — we have Airmen serving in jobs outside the Air Force who don't deploy as part of our AEF. Some of these, such as joint positions and some defense agency positions, require uniformed people, and we benefit by having an Airman's perspective in those jobs. Others, however, may not require a uniformed person, or a military person at all. These are positions that we are working to legitimately reclaim into our ranks. Until very recently, we had not made all the manpower cuts we agreed to during the 1990s. We've now made the adjustments in our books — over 13,000 positions eliminated — but we still need to move some of the people. That means we have Airmen with advanced training and professional skills filling positions that no longer exist.

It's hard for me to argue to the Congress that we don't have enough people when we should be using some of our

Airmen in other required positions.

All of these efforts will be combined with several additional force shaping tools to get to our authorized manpower levels and to get the right skills in the right places. We will include initiatives such as restricting reenlistment in overage career fields, voluntary transfers to the ARC, shortening service commitments, limiting officer continuation for those deferred for promotion, commissioning ROTC cadets direct to the ARC, limiting reclassification of those eliminated from technical school, rolling back separation dates, and officer and enlisted retraining.

We are out of balance for the contingency world in which we live. I recently returned from the AOR where I met people who had been deployed for more than 200 days. They take great pride in the job they are doing, but we are being unfair to them and their families.

If at all possible, our goal is to give every qualified Airman who wants to stay in the Air Force the opportunity to do so. In addition, we will use every tool to shape the force we have available to avoid the extreme measures that were used in the early 1990s.

Saddam Hussein buried his airplanes in the sand rather than face your Air Force. That's respect, and you continue to earn it every day. Secretary Roche and I are proud of you, and are honored to serve with you. We will continue to remain closely engaged on these issues to ensure that we reshape the force into one that is suited for the 21st century while sustaining the standards of excellence and morale that are emblematic of the world's greatest Air Force. ■

## Air Force Reserve Special Duty Assignment Pay program expanded

To align program incentives to Air Force Reserve needs, the Chief of Air Force Reserve has expanded the Air Force Reserve SDAP Program in FY04 by adding six enlisted Air Force specialties from the master Air Force SDAP list.

Effective 23 Dec 2003, qualifying Air Force Reservists in the specified Air Force career specialties below are authorized the payment of SDAP in accordance with current Air Force policy.

Reservists in these AFSCs must meet the criteria outlined to qualify for the payment of SDAP in the AFSC IAW AFI 36-3017, Special Duty Assignment Program.

The following AFSCs have been added to the eligibility list: AGR PROGRAM: 1A4X1D, 3N0X1 (Recruiting Svc SQ with 3N0X1CAFSC), and 3P0X1 (Phoenix Ravens Program only).

AFREAMO can assist with questions for AGRs.

Unit Program: 1A4X1D AND 3P0X1 (Phoenix Ravens Program only).

The assigned unit can assist with further information.

IMA PROGRAM: 1C100 (Certified Watch Supervisor E-5 and above with SEI 054, 055, 362), 1C191 (Certified Watch Supervisor E-5 and above with SEI 054, 055, 362), and 8M000 (8M000 SEI AS CAFSC).

Eligibility for SDAP for IMAs is established and verified by the assigned Program Manager. ■

# New temporary health benefits for Reserve announced

The Department of Defense announced today that it will implement the "2004 Temporary Reserve Health Benefit Program" for certain eligible Reserve Component sponsors and their family members.

The Emergency Supplemental Appropriations Act and the National Defense Authorization Act for fiscal 2004 authorized new health benefits, some permanent and some temporary. The 2004 Temporary Reserve Health Benefit Program includes three temporary Tricare benefit provisions; some are effective as of Nov. 6, 2003, and all expire Dec. 31, 2004. Total expenditures for these new provisions may not exceed the \$400 million limit established by Congress for fiscal 2004. Tricare Management Activity will implement the new provisions in phases starting in the spring.

"These new temporary provisions were designed by Congress to improve readiness and enhance access to care for Reserve servicemembers and their families," said Dr. William Winkenwerder Jr., assistant secretary of defense for health affairs. "We are implementing these new provisions as soon as possible," he said.

One provision temporarily authorizes Tricare medical and dental coverage for Reserve component sponsors activated for more than 30 days and their family members. Eligibility begins either on the day the sponsor receives delayed-effective date active duty orders or 90 days prior to the date the active duty period begins, whichever is later.

A second provision temporarily extends eligibility for Tricare benefits to 180 days under the Transitional Assistance Management Program for Reserve component sponsors who separate from active duty status during the period Nov. 6, 2003 through Dec.

31, 2004, and their eligible family members.

The third provision temporarily extends Tricare medical benefits to Reserve component sponsors and family members who are either unemployed or employed but not eligible for employer-provided health coverage.

These temporary provisions end on Dec. 31, 2004.

"We encourage Reserve component sponsors and family members to save health care receipts, claims and explanation of benefits for dates of service from Nov. 6, 2003, through Dec. 31, 2004. This is necessary in the event the sponsor is determined to be eligible and the care qualifies for retroactive Tricare reimbursement once the 2004 Temporary Reserve Health Benefit Program begins," said Winkenwerder.

The three permanent health benefit provisions of the NDAA include: benefit counselors for the Reserve component in each Tricare region; authorization for medical and dental screening and care for members alerted for mobilization; and Tricare eligibility for reserve officers pending orders to active duty following commissioning.

Additional information for Reserve component families, who have questions regarding the Tricare benefit or need assistance processing Tricare claims, are available on the Tricare Web site at <http://www.tricare.osd.mil/> and the Reserve Affairs Web site at <http://www.defenselink.mil/ra>. Each Tricare region will soon have a designated beneficiary counseling and assistance coordinator available to assist members and families with understanding and using their enhanced Tricare benefits. <http://www.defenselink.mil/releases/2004/nr20040212-0345.html> ■

## Obtaining military personnel documents

Members who are Mobilization Augmentees, non-participating reservists, retired or discharged awaiting pay at age 60, can send requests to HQ ARPC/DPSCB, 6760 E. Irvington Pl #4000, Denver, CO 80280-4000 or call 1-800-525-0102, ext. 71388, DSN 926-7071/7079, commercial (303)-676-7071/7079 or email requests to [arpc.dpscbl@arpc.denver.af.mil](mailto:arpc.dpscbl@arpc.denver.af.mil).

Discharged or retired receiving pay from AF Reserves or Air National Guard personnel records are located at the National Personnel Records Center, 9700 Page Ave. St. Louis, MO 63132. NPRC can be contacted at (314)-801-0800, (314)-538-4243 or fax requests to (314) 538-4175.

The preferred method for requesting information is to go to the NPRC Web Site at [http://www.archives.gov/research\\_room/obtain\\_copies/veterans\\_service\\_records.html](http://www.archives.gov/research_room/obtain_copies/veterans_service_records.html) and completing Standard Form 180.

People can request most documents in one of these two ways. However, when requesting a copy of a DD Form 214, submit request in writing with signature. Requests may be faxed or mailed.

When contacting these offices, find out what info they need as well as signatures. ■

## 2004 Guard and Reserve Fact Sheet

The latest edition of the Guard and Reserve Fact Sheet can be found on the ARPC website. The web site is <https://arpc.afrc.af.mil/> Once there click on main subjects and you will find it. In the past it was located under the Public Affairs site here at ARPC and many people were not aware of its existence. Enjoy! ■

# Reserve spouses now can tap job-placement program

## More than 1,300 Adecco offices available

By Karen Jowers

*Times staff writer*

A civilian job placement and training program for Navy and Marine Corps spouses has been expanded to spouses of all reserve components. Officials in the Defense Department Office of Reserve Affairs signed an agreement this fall for a partnership with Adecco, a worldwide staffing and human resources company. Adecco has been working formally with spouse employment managers on Navy and Marine Corps bases for more than a year.

"We know there are reserve spouses who are employed or would like to be, and those who want to improve themselves for better employment," said Army Col. James Scott, director of individual and family support policy for the office of the assistant secretary of defense for reserve affairs.

"This is an option at no cost to them or

us," he said. "What I really like about Adecco is that they are everywhere, in virtually every country in the world, and in a lot of communities and metropolitan areas" in the United States.

In an additional step that benefits all military spouses, Adecco recently has formed a partnership with another company to expand the number and types of job opportunities available.

Ajilon, a company that provides managed services, consulting and specialty staffing, specializes in such industries as information technology, communications, engineering, finance and accounting, sales and marketing. Pilot programs are operating in Annapolis, Md., and San Diego, said Erin Walerko, program director for the Adecco Career Accelerator program. They will examine the results in early 2004 to determine the next steps, she said.

The proximity of the Adecco offices especially is important to family members of

the reserve and National Guard who don't have access to on-base spouse employment assistance available to other military families, Scott said.

Adecco has more than 1,300 offices around the country, said spokeswoman Victoria Mitchell. "When the military is not close enough, Adecco is."

In addition, mobile military family members can retain such benefits as vacation pay, holiday pay, 401(k) savings plans and tuition assistance when transferring to other Adecco locations, whether in temporary or permanent jobs.

This assistance is available to any reservist spouse.

"This is not just for those whose reservist has been activated," Walerko said. "This is for everybody," she said.

### Total force availability

Scott said Reserve Affairs has tried to make programs available to the total force. In addition, he said, "the Navy came to us and said they had had some inquiries from Reserve spouses" about the program.

"We are continuing to explore and identify other spouse employment opportunities," he said.

As of October, after about a year of working with Navy and Marine Corps spouse employment offices, Adecco had registered more than 2,800 spouses, with more than 1,000 working — a placement rate above the national average, Walerko said.

The Navy and Marine Corps consider the partnership a success. "Any program that hires spouses is a success as far as we're concerned," said Chris DeGraw, spouse employment assistance program specialist for the Navy. "Any spouse who is able to get a position, expand on their career, contribute to the family income, it's a success."

Maxine Composto, manager of the Marine Corps family member employment assistance program, said, "This 'no-cost partnership' is providing excellent career opportunities to family members and transitioning service members."

Walerko said Adecco works on an informal basis with all the services. Army and Air Force spokesmen said the services have no formal agreements with Adecco at this time, but individual spouse employment managers work with the company's local offices.

The Air Force has test sites at Peterson Air Force Base, Colo., and Davis-Monthan Air Force Base, Ariz., said spokeswoman Jennifer Stephens.

Walerko said Adecco never turns anyone away. "I get a lot of individual calls from other service spouses, and we have posted a good number of spouses from other services," she said.

"I welcome them to contact me directly" for more information or to find out about the closest Adecco office, she said. Her phone number is (732) 676-0261; e-mail is erin.walerko@adeccona.com; and address is 628 Shrewsbury Ave., Tinton Falls, NJ 07701. ■

### *Split disbursement and supervisor approval required on all travel vouchers*

The Air Reserve Personnel Center and the Air Force Reserve Command have developed new procedures to expedite the approval of travel vouchers.

Individual Mobilization Augmentees may have their supervisors review and sign off on their travel vouchers before they leave the duty station, making sure that hotel/rental car rates, and/or amounts, are cited on the voucher and initialed by the supervisor, even if checkout has not been completed.

Complete the remainder of the voucher upon return home and submit to Dobbins pay office for payment.

This should eliminate delays resulting from having to send vouchers and receipts back to the supervisors for signature after the tour.

Mobilization Assistants can submit their vouchers to ARPC/CVG for approval. As always, make sure your voucher package is complete with all appropriate copies of orders, amendments, receipts, contract quarters authorizations and signatures prior to submission to Dobbins pay office.

Payment cannot be made until the package is complete, including the supervisor's signature in Block 20c of the DD Form 1351-2. ■

## Visit continued from page 2

### What can you share with IMAs regarding the Air Reserve Personnel Center?

**Gen. Barry:** "What you do here is critically important. The reorganization effort at ARPC currently underway is headed in the right direction and will make customer service even more effective. An initiative to change the promotion board process to make use of cutting edge technology will make that process much more efficient. Call centers with better responsiveness will help our IMAs get questions answered without additional callbacks. And the retiree community will be much better served as we look to their needs.

### What role do you see IMAs playing regarding the AEF?

**Gen. Barry:** "IMAs have been an under utilized resource in the AEF concept. In filling pop up AEF taskings, the IMA force has been a catch as catch can resource – last in the bucket. We must find ways to use our IMAs more effectively in support of the AEF and bring more predictability to their taskings. For example, we tasked IMAs to a TDY location when additional taskings in their local area were filled by other TDY IMAs. Doesn't make much sense to me and we will work on those kind of situations. But the key here is to understand that refining these processes is a work in progress. We have good people working the issue and I am pleased with the progress.

### Can you share your thoughts when it comes to three supporting pillars of the Air Reserve Force – family, employer and self?

**Gen. Barry:** Family, employer, reservist – not understanding the pressure each pillar can impose on the reservist will result in losing a valuable asset to the country. We must understand that in a reservists' life cycle, each one of these pillars will demand a period of attention over the others. Making constant demands on our reservists without concern for family or employee considerations will result in a decision by the member to leave and un-complicate his/her life. It is a balancing act we must under-

stand or lose our most valuable asset – our people.

### How do reserve members support the war on terrorism?

**Gen. Barry:** "Each and every day, AFRC members are on duty supporting the GWOT in a myriad of ways. But, we also support it in ways we don't even realize. Wearing the uniform, speaking to schools and civic groups, is one way. Being out there in the community, interacting with our civilian friends, talking about the important function we serve is another way. People see the news, but our presence gives them a chance to talk to someone who wears the uniform and understands the issues. Our friends and neighbors in the civilian community see the pride our people have in their service to the country and realize we protect their freedom and their very way of life.

### Why do you think IMAs have been successful working with their active duty counterparts?

**Gen. Barry:** "We bring a lot of valuable experience when we come to work along side our active duty friends. First of all, most of our reserve members have previous active duty experience and can put that experience to good use as they continue to serve. In addition, the civilian experience and expertise we bring to the table is a real plus for us. What we draw from our civilian jobs can be invaluable in many ways to the accomplishment of the active duty mission."

### What are some other thoughts you would like to share with reserve members.

**Gen. Barry:** "Critical point – When we are out there in our civilian worlds, especially if we are in uniform, we are a representative of the AF, and we all have to be on the same sheet of music. We need to know the AFRC command message and the bigger Air Force message and if we do not know what that is, we have the responsibility to find out. Everyone needs to support the command and Air Force's vision and objectives." With the upcoming big events – BRAC and QDR – it is really important to speak with one voice to our friends and neighbors and especially to members of Congress. ■

## Chaplain news

### Specialized Annual Tours

The United States Air Force Academy and Lackland Air Force Base provide opportunities for Chaplain Service personnel to perform a Specialized Annual Tour.

To take advantage of this chance to work in an intense training environment, it must be at least four years since any previous SAT, and you must be approved by ARPC/HCX.

If you have not yet begun planning your SAT and wish to do so, please contact Chaplain Miller at 1-800-525-010, ext. 71241 or commercial - (303) 676-6480 or DSN 926-6480, immediately.

### Notifying the Air Force of Pastoral Needs

Your "Air Force family" cares about you and your immediate family. If you have a pastoral need in your family, please notify your wing chaplain, who will pass along the word through the MAJCOM to the office of the Chief of the Chaplain Service. In this way people throughout the Chaplain Service can share your concern. ■

## MPF serves IMAs and PIRR members

A memo was sent recently to remind all active duty Military Personnel Flights that they are required to service individual Reservists (i.e., Individual Mobilization Augmentees and Participating Individual Ready Reserve members [Category E]), with identification cards, suspending and ensuring Performance Reports and Promotion Recommendation Forms are completed, deployment, etc. The reference is AFCSM 36-699, Vol. 1, Personnel Data Systems.

The MPF receives manpower credit for servicing the assigned and attached individual Reservists.

Every MPF must ensure they are fulfilling their responsibilities to these members of the Total Force Team. These responsibilities are not the duty of the Base Individual Mobilization Augmentee Administrator.

The BIMAA's roles is to provide training to active duty supervisors regarding their responsibility toward their individual Reservists

The BIMAA also functions as an advisor to the MPF Commander, providing important technical assistance for Reserve affairs. ■

## Medical Corps news

### WOTS requests

Help is needed in requesting orders in WOTS in a timely manner. AFMAN 36-8001, para. 5.72 states that WOTS "...requests must be received by HQ ARPC/FMF no later than 30 days prior to the tour start date." During 2003, 3,261 WOTS requests were processed by two orders technicians.

One of those technicians processed and published 2,879 of the requests. What makes this task even more remarkable is that out of the 3,261 requests, 1,094 were received under the 30 day window of the tour start date. This causes technicians to have to stop normal processing to accomplish late requests. Late requests represent 34 % of all requests submitted. The numbers are as follows:

Requests received 12 to 30 days from tour start date= 657 (20%)

Requests received 1-11 days to tour start = 236 (7%)

Requests received after the tour start date = 201 (6%).

While all these numbers are extremely high, the latter one is the most concerning. Approximately 201 IMAs began their tour in 2003 without orders in hand. Traveling without orders puts members in danger of a line of duty determination being denied

because they were not authorized to travel. In the future, HQ ARPC/SGW will not be authorizing orders to be cut after the fact. If members begin a tour without orders or without a letter from SGW stating that their orders are in the process of being cut and they are authorized to travel, they run the risk of not being funded for the tour they have begun. Please help SGW ensure members are traveling under authorized orders with coverage they are entitled to. For assistance, call the corps technician at 1-800-616-3775.

### vRED Completion

"Thank You" goes out to all IMAs who have logged onto the Virtual MPF to complete their Virtual Record of Emergency Data registration. Delinquency rates decreased from 61 percent to 43 percent. While great, there are still 843 medical IMAs who have not completed their vRED registration as of Feb. 10, 2004. The record of emergency data is mandatory and HQ ARPC/SGW will no longer be approving tour requests in WOTS until the vRED registration is completed. Log onto the vMPF at <https://www.afpc.randolph.af.mil/afpcsecure/default.asp>.

For assistance contact the corps technician at 1-800-616-3775. ■

## JAG and paralegal news

### Updates to ROSTER

The Judge Advocate General's Special Subject Letter 2004-1 directs that all TJAG Corps members, including the Air Reserve Components, ensure that their ROSTER information is accurate and complete, and prepare and upload a military biography and military photo to ROSTER. TJAGCR members must complete this requirement by April 1, 2004.

A copy of the SSL is located at [https://aflsa.jag.af.mil/FLITE/notices/ssl\\_2004\\_1.pdf](https://aflsa.jag.af.mil/FLITE/notices/ssl_2004_1.pdf).

Photos need not be a formal "official photo." The uniform for photographs is the duty uniform for their unit of attachment or Service Dress. Deployed personnel should accomplish a photo in their duty uniform if resources are available to do so; otherwise, they can accomplish the photo upon returning to their permanent duty location. The setting should be indoors with a professional or neutral color background. All photos should display a head and shoulders view. Create the photo in JPG, GIF or PNG format.

Re-size the image to 3"W x 3.75"H which also reduces the number of bytes. Files over 1,000,000 bytes will not be uploaded. A suggested format for military bios is located in the HQ USAF/JAR Docushare collection: <https://ds.jag.af.mil/View/Collection-2464>. Create the bio in HTML (.htm) or MS-Word (.doc) format. If the member's unit of attachment has specified a preferred format for military bios, then that preferred format should be followed. If using the unit's preferred format, the principal variation between active duty and ARC biographies should be inclusion of civilian occupation information and any pertinent ARC-specific data.

When composing a military bio, keep in mind that it is designed to be a simple overview of one's military career. Be concise!

Each user must log in to his or her personal ROSTER account to upload a photo and bio. Once logged into ROSTER, click on 'Upload Photo/Bio' on the left side of the page.

Follow the directions to upload the files. View the photo and bio after upload to make sure it displays properly.

Finally, each member should double-check their ROSTER information to ensure that it is accurate and complete. For all ARC judge advocates and paralegals, it is especially important to include phone numbers for both office and home, and a home address.

Additional e-mail addresses, such as a personal e-mail, is also very helpful. This enables each member to be contacted on short notice when necessary. When it comes to the ROSTER, the more information included the better.

As TJAG notes in his SSL, ROSTER is increasingly used for a wide variety of management purposes and is a critical tool for our senior active duty and ARC judge advocate and paralegal leadership.

### Policy changes for Forms 40A and 938

Effective immediately, IMA judge advocatess are no longer required to forward copies of completed/certified AF Forms 40A and 938 to ARPC/JA.

Having operated under the new quarterly IDT policy for the past few months, the need to collect and maintain these documents at ARPC/JA has been re-evaluated and determined they are no longer needed.

All IMAs are reminded that they must continue to submit the AF Forms 40A and 938 to their RPO and other appropriate offices in order to receive proper pay and point credit for duty performed. A copy should also be filed in the member's participation folder at the unit of attachment. ■

# Briefs

## Education benefits

Congress authorized IMAs who were mobilized and served on active duty for at least two years of continuous active duty in the Armed Forces are entitled to basic educational assistance. However, if an IMA, ever declined Chapter 30 or 32 VWEAP benefits, they are not entitled to and can't elect Chapter 30 benefits even though they may have been activated. Interested IMAs must contact HQ ARPC/DPAT for assistance. Active Duty education services are not responsible for certifying or updating legibility. For assistance contact Reggie Brewer, DPAT, DSN at 800-525-0102, ext. 71330 or via email at [reggie.brewer@arpc.denver.af.mil](mailto:reggie.brewer@arpc.denver.af.mil).

## Public speeches

The following are a few highlights from Lt. Gen. James Sherrard's letter dated Dec. 12, regarding public speeches

- Speeches in uniform - Creating a perception that the Air Force sanctions such comments is clearly permissible if the member in uniform is in fact speaking in an official capacity.

However, if not speaking in an official capacity they should avoid wearing the uniform.

- Speech Prejudicial to Good Order and Discipline or of a Nature to Bring Discredit Upon the Armed Services

Air Force Reserve members must in no way cast discredit upon the Air Force or the Department of Defense, in both official as well as unofficial contact with the public, both on- and off-duty.

Such actions can be in direct violation of the Uniformed Code of Military Justice.

## AWC point credit

Reservists are no longer required to forward course completion certificates to the Air Reserve Personnel Center and their Master Personnel Flight to receive credit for the Air War College program.

The AWC can now provide data processing support for completed volume review exercises and course examinations for members enrolled in AWC.

The automation of the process became effective on Dec. 17.

Prior to this change, ARPC (for individual

mobilization augmentees) and MPFs (for units) manually updated the points in the Military Personnel Data System upon receipt of course certificates forwarded by reservists.

Any questions may be directed to Sue Deardorff, ARPC/DPPK, DSN 926-6375, 1-800-525-0102, ext. 71285 or via e-mail at [sue.deardorff@arpc.denver.af.mil](mailto:sue.deardorff@arpc.denver.af.mil).

## Finance update

♦ Effective Jan. 1, the official government mileage rate increased to 37.5 cents per mile.

♦ IMAs are now able to access their tax statements through myPay beginning. The Web site is <https://mypay.dfas.mil>.

For assistance, users can call myPay customer support at 1-800-390-2348.

## WOTS Changes

Effective Jan. 15, 2004, ARPC added new reports to WOTS. Located under the "Report" item from the main menu, #5a will show members the number of IMAs their command currently has on tour.

Report #5b provides a listing of those individuals currently on tour that members can sort by name or report location.

Report #5c provides a listing of all tours for member's command for the fiscal year.

## TSP retirement/separation changes

When Reservists are being discharged or retired, they must notify their Reserve Pay Office if they want to make a withdrawal of their Thrift Savings Plan, or make any changes to it. Your RPO will notify DFAS-DE/PMJSB (TSP Section), if necessary.

## Deployment Checklist

For IMA's preparing for a contingency deployment, MAJCOM Program Managers have an outprocessing checklist that will help ensure readiness for upcoming deployment.

Completion of this checklist will help prevent problems and ensure that TDYs go as smoothly as possible. It is designed to guide members in obtaining the required ancillary training and medical/legal documents that they will need.

It also provides members with information on what to hand carry and which offices they need to check with during inprocessing/outprocessing.

By obtaining the required training and documents, members can make their deployment processing run much smoother and avoid the common problems.

Please contact respective MAJCOM Program Managers for a copy of this checklist. As a reminder, the AEF Deployment Checklist is posted on the ARPC Website under Mobilization/Demobilization.

## New Fitness Standards

### Get Ready!

Air Force leadership has stated the importance of maintaining a fit and ready force.

Both active duty and Reserve members must take their responsibility seriously to ensure they participate and are ready to pass the test.

Everyone needs to take the initiative to begin preparations now.

Maintaining fitness standards not only enables members to meet their military challenges, it can benefit their overall health and way of life.

## RCPHA for Flyers

The RCPHA consists of a Reserve Component Health Risk Assessment, a SF 600 overprint tailored to gender, age and flying status, a dental examination and immunization record review.

The RCHRA and SF 600 overprint must be completed by a military provider.

The dental examination can be completed by a military dentist using the SF 603A, Health Record – Dental Continuation, or a civilian dentist using DD Form 2813, Department of Defense Reserve Force Dental Examination, respectively.

The only additional form required for personnel in a flying billet is AF Form 1042.

This form provides for condensed communication of airman medical fitness for rated activities following a periodic medical assessment.

It is not "replacement" of "substitute" for the required RCPHA documents.

**See Briefs - Continued on page 11**

## Briefs

### E-mail orders

There have been some problems e-mailing orders to IMAs who have requested them sent via WOTS.

Members often have incorrect e-mail addresses saved on their Personal Information Page in WOTS.

Another problem is rejected e-mail due to full e-mail boxes.

Members should make sure their e-mail box has room for their orders, and that their e-mail address on their Personal Information Page is current and correct, prior to requesting orders to be e-mailed.

Also, remember in order to access order, members will need Adobe Acrobat software loaded on the computer from which the orders will be printed.

### New IVRS implemented

ARPC is implementing a new Interactive Voice Response System for IMA enlisted uniform purchases and questions.

ARPC is very excited to provide this system, which will allow 24-hour per day, 7-days per week customer service.

Effective immediately, all uniform calls, whether from AAFES store personnel or IMAs requesting information, need to be forwarded to commercial 303-676-6087 or toll free 1-800-525-0102, ext. 71314.

When transferred to the IVRS system, customers will receive a voice menu of option, and be able to select from there to get purchase authorizations, or any other information needed.

### Policy changes for authorized R&R leave

Policy changes effective Dec. 19, 2003 to the JFTR/JTR, Appendix U, authorize funded Rest and Recuperation (R & R) leave transportation all the way to the airport nearest the authorized leave location, for members and employees supporting operations Enduring Freedom and Iraqi Freedom.

Please see the appendix for a list of authorized R & R locations at <http://www.perdiem.osd.mil>.

### Travel Voucher reminder

Members who have performed IDTs in addition to a tour need to make sure they

forward a copy of their certified AF Form 40A, along with their orders, travel voucher, and appropriate receipts, etc., to Dobbins pay office to expedite proper travel payment. Dobbins cannot pay travel on alternate dates not reflected within the scope of member's tour without the AF Form 40A(s), and ARPC will not amend orders to include IDTs.

Travel vouchers should always be filed within five working days after completion of the tour.

### TRICARE Benefits

There have been many changes in TRICARE benefits based on the NDAA. Please check "Entitlements" on the ARPC website at <https://arpc.afrc.af.mil>. For more information go to: <http://www.opm.gov/in-sure/ltc/index.asp>; <http://www.ltcfed.com> <http://www.dp.hq.af.mil> under "Legislative Links"

### Combat zone leave tax exempt

In accordance with DFAS DEM 7073-3, leave earned while a member is on active duty in a combat zone is excludable from wages when used or sold, whenever use or sale occurs. For questions, contact Mr. Bilbrey at DSN 497-0516 or e-mail [mike.bilbrey@afrc.af.mil](mailto:mike.bilbrey@afrc.af.mil).

### Airline reservation tips

It is imperative that IMAs check the Bank of America website at <http://www.bankofamerica.com/government/>, or

contact their Agency Program Coordinator, to verify that their travel card is active, prior to scheduling airline or hotel reservations. Omega World Travel cannot make reservations or release an airline ticket without either an active travel card

number, or a copy of orders.

In the rare case a member's orders have not yet been published prior to their travel date, Omega World Travel cannot issue the ticket without an active travel card number, and confirmation from either ARPC order technicians or the member's program manager that published orders will be forthcoming. In addition, IMAs should make their reservations no earlier than 30 days prior to their travel day. Airline schedule changes, if reservations are made too early, are extensive and very problematic for IMAs and the travel office.

### CMS status on vMPF

You can now access vMPF to check the status of open cases established on the Case Management System. There is no longer a need to call DFAS—Cleveland Contact Center, or other agencies, to obtain the status of open CMS cases. VMPF is located at <https://www.afpc.randolph.af.mil/afpcsecure/Default.asp>.

### IDTs no longer on orders

ARPC will stop indicating IDTs members are performing in conjunction with their tour on the AF Form 938 order. In the past, ARPC has input the dates in the remarks section as a courtesy for billeting offices, etc. The practice is no longer deemed necessary. When member are making travel arrangements and/or filing their travel voucher, they must supply signed copies of their orders and AF Form 40As, so travel can be constructed accordingly. ■



Courtesy of <http://www2.acc.af.mil/gallery/contest/winners03.shtml>

Art by **Amn Nathan Arnold**

# Women in Air Force History

*Editor's note: With more than 38,747 women in the Air Force Reserve Command, it is only fitting to dedicate a page in the Update to Women in Air Force History in celebration of Women's history month.*

In 1981, the U.S. Congress passed a resolution establishing National Women's History Week. The week was chosen to coincide with the annual International Women's Day, March 8.

In 1987, Congress expanded the week to a month; it has issued a resolution every year since then proclaiming March to be Women's History Month.

The U.S. president also issues an annual proclamation on this occasion.

The Air Force is proud to have women within its ranks. The following are just a few of the milestones by women in the Air Force.

◆ May 5, 1970 Air Force Reserve Officer Training Corps expands to include women after test programs at Ohio State, Drake, East Carolina and Auburn Universities prove successful.

◆ March 2, 1971 The U.S. Air Force introduces a policy permitting women who become pregnant to remain on active duty or to be discharged and return to duty within 12 months of discharge.

◆ March 17, 1971 Jane Leslie Holley becomes the first woman commissioned through the Air Force Reserve Officer Training Corps program. She graduated from Auburn University, Ala.

◆ March 18, 1971 Capt. Marcelite C. Jordon becomes the first woman aircraft maintenance officer after completing the Aircraft Maintenance Officer School.

◆ April 7, 1971 Second Lt. Susanne M. Ocobock becomes the first woman civil en-

gineer in the Air Force and is assigned to Kelly AFB, Texas.

◆ July 16, 1971 Jeanne M. Holm, director of Women in the Air Force, became the first woman promoted to brigadier general.

◆ March 10, 1976 The first woman navigator candidates report to Mather AFB, Calif., to begin undergraduate navigator training.

◆ June 28, 1976 The U.S. Air Force Academy becomes the first of the big three service academies to admit women cadets when it admits Joan

Olsen.

◆ Sep. 29, 1976 The first of two groups of ten women-pilot candidates enter undergraduate pilot training at Williams AFB, Ariz., the first time since World War II that women could train to become pilots of military aircraft.

◆ May 2, 1977 First Lt. Christine E. Schott becomes the first woman undergraduate pilot training student to solo in the T-38 talon.

◆ Sep. 2, 1977 The first class of women pilots graduates at Williams AFB, Ariz.

◆ Oct. 12, 1977 The first class of five U.S. Air Force women navigators graduates, with three of the five assigned to Military Airlift Command aircrews.

◆ March 23, 1978 Capt. Sandra M. Scott, a KC-135 Stratotanker pilot, becomes the first woman tanker commander to perform alert duty for Strategic Air Command.

◆ May 2, 1980 Second Lt. Mary L. Wittick is the first woman to enter the Air

Force undergraduate helicopter pilot training program in Class 81-05.

◆ May 28, 1980 For the first time, 97 women are among those receiving commissions as second lieutenants in graduation ceremonies at the U.S. Air Force Academy.

◆ Jan. 4, 1985 Maj. Patricia M. Young becomes the first woman commander of an Air Force Space Command unit - Detachment 1, 20th Missile Warning Squadron.

◆ March 25, 1986 For the first time, an all-woman crew, assigned to the 351st Strategic Missile Wing, Whiteman AFB, Mo., stands Minuteman missile alert.

◆ June 10, 1989 Capt. Jacqueline S. Parker became the first female pilot to graduate from U.S. Air Force Test Pilot School.

◆ Jan. 13, 1993 U.S. Air Force Maj. Susan Helms, a member of the space shuttle Endeavor crew, becomes the first U.S. military woman in space.

◆ June 17, 1993 Lt. Col. Patricia Fornes assumes command of the 740th Missile Squadron at Minot AFB, N.D. She is the first woman commander of a combat missile squadron.

◆ Aug. 6, 1993 Dr. Sheila E. Widnall is sworn in as Secretary of the Air Force, becoming the first woman armed services secretary.

◆ May 6, 1994 First Lt. Leslie DeAnn Crosby graduates from the Air National Guard's F-16 Fighting Falcon training course in Tucson, Ariz., becoming the first U.S. Air Force Reserve woman fighter pilot.

◆ Feb. 3, 1995 U.S. Air Force Lt. Col. Eileen M. Collins becomes the first woman space shuttle pilot.

◆ During OPERATION IRAQIFREEDOM Capt. Jennifer Wilson, a B-2 Spirit pilot, is the first female B-2 pilot to fly a combat mission. ■



**Holm**



**Helms**



**Collins**



**Parker**



**Wilson**