

# UPDATE

HQ Air Reserve Personnel Center, Denver, Colo.

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## In This Issue

- 2 - The Secretary's Vector
- 3 - No commissary privilege cards needed
- 4 - IMAs answer the call
- 5 - 2004 Outstanding IMAs of the Year
- 6 - Enlisted IMA Incentive Bonus explained
- 6 - May is National Military Appreciation Month
- 7 - CSAF Sight Picture: Reading List 2004
- 8 - Air Force logo gets embroidered
- 8 - Getting Active Duty Sanctuary
- 10 - Pay the GTC online
- 12 - Medical Corps news
- 13 - Chaplain news
- 14 - JAG and paralegal news
- 14 - Members must provide CEI
- 15 - Briefs

## Quotable Quote

*"Character comprises the emotional, intellectual, and moral qualities that distinguish one group from another — and the judgment to discern them. Our core values and the unique demands of military service under gird our Air Force character. These values — integrity first, service before self, and excellence in all we do — endure as the fundamental standards of behavior of our Air Force team."*

— Gen. John P. Jumper  
Air Force chief of staff

## General Sherrard bids farewell

By Tech. Sgt. Sean P. Houlihan

For the past 33-plus years, Lt. Gen. James E. Sherrard III has been contributing to the Air Force mission as a reservist, with the last five-plus years as the commander of Air Force Reserve Command and chief of Air Force Reserve. During that time, he has worked with a lot of great people, fought for better benefits and entitlements for reservists, and been a key player in the nation's largest-ever activation of reservists.

With Air Force blue running through his veins, General Sherrard admits it's going to be tough letting go of an organization and group of people he loves so much. However, the time to start saying his goodbyes has come. Air Force Chief of Staff Gen. John P. Jumper recently approved General Sherrard's retirement to be effective June 1, which will culminate a career spanning almost 39 years of commissioned service.

In a recent interview, General Sherrard discussed a wide range of topics concerning his career and the Reserve and expressed his sincere gratitude to all the people who have supported him throughout his career.

See "Farewell" on page 9

## Air Force Reserve begins fitness testing

By 2nd Lt. Lance Patterson  
Air Force Reserve Command Public Affairs

ROBINS AIR FORCE BASE, Ga. — No fooling, individual mobilization augmentees and participating individual ready reserve across the country are under the new Air Force fitness testing standards April 1. Previously, the Air Force measured height-based weight restrictions



Lt. Gen. James E. Sherrard III

and tested IMA's aerobic health through a three-mile walk. The new Air Force-wide fitness standards include a waist measurement as well as push-ups, crunches and a 1.5-mile run. "Our emphasis is on the overall health and wellness of our members' lifestyles," said 2nd Lt. Eric Doggett, unit fitness program manager for the Air Force Reserve Command headquarters here. "Being physically fit paves the way for

See "Fitness" on page 11

# *The Secretary's Vector*

## America's Airmen fighting the war on terrorism

By Dr. James G. Roche  
Secretary of the Air Force

*"The world needs America's leadership. ... Democracy and freedom are threatened around the world. ... It would be easy for America to withdraw behind the oceans. ... What you do saves our countries from the threat of worldwide terror. ... We support you and respect you."* - Mayor Jean-Pierre Dardenne, April 13, 2004

The mayor of LaRoche-on-Ardenne, Belgium delivered those stirring words on the first day of my trip to visit our deployed Airmen as we remembered the sacrifices of a previous generation. With the World War II crash site of an Air Corps B-17 bomber as the backdrop, his compelling address set the tone for my eight-day, seven-country journey. He praised our strength of purpose in Iraq and elsewhere in the world, and noted that without it, democracy and liberty were threatened.

He encouraged us to stay the course, and relayed the support of the citizens of Belgium for our leadership in the war on terror-

ism. As I stood alongside the mayor on that Belgian hilltop, it made me incredibly proud to be an American, and to serve our nation and freedom-loving people everywhere.

Like the United States in the 21st Century, Belgium in the 20th Century suffered foreign aggression and brutal attacks that forever changed their perspective on the value of freedom. As we continue our fight in the war on terrorism, we should consider this history. It reminds us that there is no greater motivator, no force for change more compelling, no condition more worthy than freedom. Freedom is not a privilege reserved for some, it is a right for every nation and people, and only by ensuring freedom will we enjoy peace and security around the globe.

From Western Europe, to Central Asia, to the Persian Gulf, I visited our Airmen currently serving this worthy cause. As I traveled throughout these regions, I asked our folks to keep the following points in mind; I ask each of you to do so as well:

1) We are at war. The cancer of al Qaeda is not gone, and radicalism and technology combine in a deadly mix. As recent

See "Vector" on page 10

# BRAC ethical considerations

## Do's and don'ts for Air Force personnel

The Secretary of Defense has issued guidance regarding the participation of Air Force personnel in non-Federal organizations whose activities relate to (or have the appearance of relating to) the protection of Air Force installations during the Base Realignment and Closure 2005 process.

Until the BRAC process is complete, all Air Force personnel must be particularly careful in any dealings with state and local officials and civic groups.

Pursuant to SECDEF guidance, the following are examples of interaction with state and local officials and civic groups

that are not permissible:

- Participating in BRAC-specific discussions;
- Speculating about the likelihood or impact of BRAC on any installation;
- Providing any support to organizations working to "insulate" a base from closure or realignment;
- Off-base mission briefings to groups having interests that could be impacted by BRAC;
- On-base tours or mission briefings designed to help groups gain an advantage in, or avoid altogether, the BRAC process; and
- Accepting or endorsing community reports or similar information designed to influence the BRAC process.

While this does not mean there can be no interaction with the local community and civic officials, the general subject of

BRAC may not be discussed.

Per SECDEF guidance, the following interactions with state and local officials and civic groups are permitted:

- Giving standard base tours and on-base BRAC-neutral mission briefings to individuals and organizations; and
- Participating in permissible organizations as official liaisons (if there is a significant and continuing DOD interest to be served by such representation and if the organization is not one whose purpose or activities include protecting a DOD installation from closure or realignment).

Although Air Force personnel may voluntarily participate in non-Federal organizations in a personal, off-duty capacity, they must take care that they not engage in any outside activities that conflict with their official duties or that would suggest endorsement by the Air Force or DOD.

*Air Reserve Personnel*

# UPDATE

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# AF, Schriever welcome help from the IMA force

By Lt. Col. Mary Fleurquin  
50th Space Wing Plans and Programs

SCHRIEVER AIR FORCE BASE, Colo. - Individual mobilization augmentees make up more than 12,000 positions in the Air Force Reserve, but blend into active-duty units to make up one of the most flexible and cost-effective elements in the Air Force.

There are about 58 IMAs assigned to Schriever AFB and 620 IMAs assigned to Air Force Space Command.

The list of career fields and specialties in which IMAs serve here is as varied as the satellites, weapons systems and support functions required to carry out the Air Force mission.

"IMAs are a tremendous asset to the accomplishments of the Schriever mission," said Col. Mike Selva, 50th Space Wing vice commander.

"They are a trained cadre of people who can step in at a moment's notice and support the mission, and they have a corporate knowledge and expertise that some active duty do not even have because they don't move around a lot."

Tech. Sgt. Karen Brun is an IMA. She lives in San Antonio, Texas, and is attached to Lackland AFB, Texas, but just completed 105 man-days with the 50th Space Wing historian Master Sgt. Daniel DeForest.

Sergeant Brun said she is moving to Colorado Springs this summer and was looking for a local unit to attach to when she saw a job opening advertised on the Volunteer Reserve System Web site. (<https://vrs.afrc.af.mil>)

"I contacted Sergeant DeForest and was soon up here working full time," said Sergeant Brun.

"Now he knows my skills, and I am in the process of getting attached here to Schriever."

"A one-man shop has some unique challenges, especially when it comes to deployment and leave schedules," said Sergeant DeForest.



Courtesy photo

"For me, an IMA was a better fit than a contract or temporary civilian hire. It's not that someone else couldn't do the job, but the hiring time was shorter and the prior military experience and public affairs background of Sergeant Brun saved me a lot of training time."

Another example of the uniqueness of the IMA program is Maj. Robert Fennell, Chief IMA to 50th Space Wing Plans and Programs, who left active duty in October 2000 and transferred to the IMA program. When his civilian contract job didn't go through, he was utilized on man-days in XP.

After the terrorist attacks of Sept. 11, 2001, Maj. Fennell was mobilized to fill critical needs at the wing and also helped in mobilizing reservists for the 50th Security Forces Squadron.

Now he is filling urgent manning needs due to the recent deployments supporting the war effort in Iraq and Afghanistan.

"I really like the IMA program because of its flexibility," said Major Fennell. "I have helped out in many different areas, and it's been very exciting. You still feel like you're part of the 'real' Air Force because you're working directly with active-duty personnel."

Maj. Fennell also said that if the IMA isn't needed full-time, he can go back to the basic requirements of the Reserve program and continue supporting the Air Force in that capacity."

## No commissary privilege cards needed

The signing of the 2004 National Defense Authorization Act signaled unlimited shopping privileges for Reserve component members and their families.

It also signaled the end of issuing, tracking and checking off those little pink Commissary Privilege Cards.

Previously, Reserve component personnel and their families were allowed 24 commissary shopping days per calendar year

and they had to have their CPCs initialed at the commissary each day they shopped.

However, the extended benefit may not apply worldwide. While Reserve and Guard personnel not on active duty can enjoy unlimited shopping in the U.S., Guam or Puerto Rico, many overseas installations are impacted by host nation agreements that limit on-base shopping by non-active-duty personnel.

When visiting or living outside the United States or its territories, Guard and Reserve personnel should always check with appropriate installation authorities about local commissary shopping privilege before destroying their CPC.

For more information about commissary privilege cards, contact HQ ARPC Entitlements Branch at (800) 525-0102, ext. 71227 or DSN 926-6438.

# IMAs answer the call

By Maj. Lori Ann R. Ryder  
ARPC Accessions, Assignments & Flight Management Chief

Reservists from the various Armed Services have been called to duty in times of war and National Emergencies. Since the Korean Conflict, 1950 – 1953, when 146,000 reservists were mobilized until today, reservists have served their country honorably and proudly.

Our world forever changed on Sept. 11, 2001. The terrorist attacks on our homeland necessitated again the call-up of the United States Reserve forces across all services in order to meet our wartime mission needs.

With this, the Air Reserve Personnel Center, and the individual mobilization augmentees played a significant role on the war against terrorism. Not since Desert Shield/Desert Storm, when 2,663 were mobilized, have the IMAs played such a significant role in our nations defense and war time missions.

On Sept. 21, 2001, Master Sergeant John L. Zumwalt, a Security Forces Specialist from Air Education and Training Command, marked our history as being the first IMA to be mobilized to

Keesler AFB, Miss., in support of Operation Noble Eagle.

The 4,225 IMAs mobilized for Operations

Noble Eagle, Enduring Freedom and Iraqi Freedom served in a number of Air Force Specialties, working side by side their active duty brethren. As of May 1, only three IMAs remain mobilized.

The last IMA, Col. Kurt I. Peterson, a Tanker Navigator with HQ Air Mobility Command, is scheduled to be demobilize May 30. Col. Peterson, will complete his mobilization tour of 730 days. This is the maximum number of days a reservist can be mobilized for partial mobilization under the current executive order signed by President Bush on Sept. 14, 2001.

Close to 3,000 IMAs have served in a volunteer status on mandays and 4,225 have served in a mobilized status. With an IMA force of more than 12,300, this equates to more than half of the IMA force dedicating their time, away from their homes and family, and serving their nation honorably in times of need. ARPC and the active duty Air Force, thank each and every man and woman who has helped fight the war on terrorism in either a volunteer or a mobilized status. We salute you for a job well done!

## IMA opportunities

There continue to be many opportunities for IMAs who wish to volunteer. For those interested, many tours are advertised on the ARPC web site at <http://arpc.afrc.af.mil> under the Volunteer Reserve System. Note Reservists must have their Program Managers approval to apply for these tours.



*Courtesy photo*

**Special Agent Wesley A. Struble**, Special Investigations, mobilized to Iraq. Once the 3rd Infantry Division and supporting units announced their occupation of the airfield at Baghdad International, and with combat operations still underway in the city, IMA Special Agent, Wes "Woody" Struble stepped off one of the first planes into the airport with the Air Force Ground Assessment Team. He was deployed to Kirkuk Air Base, Iraq where he lead numerous counterintelligence missions in combat zones.



*Courtesy photo*

**MSgt. James Hotaling**, 720th Special Tactics Group, was mobilized to Afghanistan and Iraq. MSgt. Hotaling was the first and only combat controller in the IMA program. MSgt. Hotaling activated days after the terrorist attacks on 9/11 and was assigned to the 22nd Special Tactics Squadron at McChord Air Force Base, Wash., where he spent eight weeks training. By November 2001, Hotaling was on the front lines in Afghanistan. He is also the 2003 Outstanding Enlisted IMA of the Year.



*Courtesy photo*

**Special Agent Santiago T. Garcia**, Special Investigation, mobilized to Iraq. Special Agent Garcia was initially mobilized on Nov. 7, 2001 to Lackland Air Force Base, Texas, where he analyzed and processed much of the counterintelligence information. His history is rich. He is a Vietnam Veteran who was wounded, and a member of the San Antonio Police Department, where he retired early in order to assist on the war on terrorism.

# 2004 Outstanding IMAs of the year

A selection board was held at HQ ARPC to consider IMA nominees for the outstanding IMA of the Year Award. The following individuals were selected in each category:

Officer – **Maj. Derek K. Hirohata**, HQ ARPC/JA

Enlisted – **SMSgt. Vickie L. Outley-Tabor**, HQ AFMC

The two members selected will be recognized and honored at the annual Reserve Officers Association convention in Salt Lake City, Utah in June.

Congratulations to both selectees.

Questions can be directed Mrs. Melissa Castillo, DSN 926-6396, toll free (800) 525-0102 ext 71330.



Courtesy photo

SMSgt. Vickie L. Outley-Tabor



Courtesy photo

Maj. Derek K. Hirohata

## Out with the old, in with the new

### ARPC gets new office symbols

As of 1 Mar 2004, some of ARPC's functions reorganized.

Two new directorates were established; the Directorate of Individual Reserve Programs and the Directorate of Quality Records Management. Other offices within ARPC were realigned.

Following is a list of affected offices with their new office symbols to aid you in contacting the appropriate office for assistance. Dial **1-800-525-0102, Ext. XXXXX**

OLD	FUNCTION	NEW	EXT.
DPA	Individual Reserve Program Directorate	DPR	71210
DPRA	Accessions/Assignments Division	DPRA	71333
DPABA	Accessions Branch	DPRAA	71291
DPRAB	Assignments Branch	DPRAB	71333
DPAFF	Flight Management Branch	DPRAC	71295
N/A	Field Activities Division	DPRF	71300
DPSTP	Program Management Branch	DPRFP	71301
DPSTQ	Quality Force Management Branch	DPRFQ	71307
CVG/DPSTP	Senior Officer/Special Programs Branch	DPRFS	71300
DPAF	Personnel Support Division	DPRP	71330
DPAFP	IMA Personnel Support Branch	DPRPP	71348
DPAT	Military Training Branch	DPRPT	71330
DPS	Customer Assistance Directorate	N/C	71212
DPSC	Call Center Division	N/C	71298
DPSCA	Call Center A Branch	N/C	71388
DPSCB	Call Center B Branch	N/C	71388
DPSC	Customer Service Division	DPSP	71228
DPSSE	Entitlements Branch	DPSPE	71228
DPSC	Personnel Data Update Branch	DPSP	71228
N/A	Data Management Division	DPSS	71349
DPABB	Force Development/Career Branch	DPSSC	71333
DPAFV	Service Data Update Branch	DPSSU	71307
DPSSS	Service Verification Branch	DPSSV	71300
N/A	Quality Records Management	DPQ	303-676-6240
XP	Plans and Programs Directorate	N/C	71246
DPAR	Personnel Readiness Center Division	XPC	71246
XPM	Manpower and Organization Division	N/C	71246
XPX	Plans and Policy Division	N/C	71246

# Enlisted IMA Incentive Bonus explained

Enlisted IMAs may qualify in one of four categories to receive an incentive bonus: reenlistment, prior service, affiliation or retraining.

Bonus eligible Air Force Specialty Codes are on the critical career listing (AFI 10-201, Status of Resources and Training Systems, Table 3.4) and manned at less than 100 percent. Eligible AFSCs will be reviewed every six months and are subject to change. The current eligible AFSC list is valid through 30 Sept. 2004. A lists of qualified AFSCs is in the box.

## Eligibility Criteria:

a. Enlistment/Reenlistment: Must have no more than 14 years (exactly) total service based on pay date, at the time of prior service enlistment or reenlistment.

b. Retraining/Affiliation: Must have at least six years, but not more than 10 years (exactly) total service based on pay date at the time of retraining or affiliation. Affiliation are personnel coming directly from the regular Air Force, into the IMA program, from an ANG or USAFR unit into the IMA program, or from the Ready or Standby Reserve.

c. Must enlist or reenlist in a bonus qualifying DAFSC with a CAFSC of at least a 3-skill level.

d. Enlistment or reenlistment must be for three or six years.

e. Must satisfy FY training requirement each year

f. No previous bonus from any reserve component

g. If reenlisting, must be within six months of ETS (not one day after ETS)

## Bonus Amounts:

Authorized bonus amounts are \$5,000 for a six-year enlistment/reenlistment or \$2,500 for a three-year enlistment/reenlistment and \$2,000 for a subsequent three-year reenlistment.

Authorized bonus amounts for prior service enlistment (i.e. Member has completed their military service obligation while on active duty and is enlisting into the Air Force Reserve for a pe-

riod of three or six years) are \$8,000 for a six-year enlistment or \$4000 for a three-year enlistment and \$3,500 for a subsequent three-year reenlistment.

The initial payment for the retraining bonus is due upon completion of technical training or award of the three-skill level in the CAFSC as validated by HQ ARPC, Military Training Division. Additional payments will be made on an annual basis based on the anniversary date of technical training completion or award of the three-skill level.

Affiliation bonus payments are paid at the rate of \$50 for each month of remaining Reserve obligated service. Half of the total payment will be made at the midway point of the member's military service obligation and the remaining half upon completion of the MSO.

Prior service, enlistment and reenlistment payments are paid in yearly increments based on satisfactory participation for the previous fiscal year. Termination will occur if participation for the previous fiscal year was not satisfactory and no payment will be authorized.

## Applying for the bonus

An AF Form 4010, Application for IMA Enlisted Bonus and Incentive, must be completed by the member applying for the bonus.

A copy of the DD Form 4, Enlistment/Reenlistment contract (if applicable) and a signed written agreement must be submitted through the program manager or their designated representative to the ARPC Personnel Support Division.

HQ ARPC/DPRPP will provide the AF Form 4010, DD Form 4 and the written agreement to each eligible member.

AF Forms 4010 will not be accepted without the owning program manager's signature or the signature of their designated representative.

All payments will be done via electronic fund transfer.

Members with questions can contact the Personnel Support Division at (800) 525-0102 Ext. 71348 or e-mail [dprpp@arpc.denver.af.mil](mailto:dprpp@arpc.denver.af.mil)

Qualifying AFSC LIST (1 APR 04 – 30 SEP 04)		
1A8X1	2A3X2	3C1X1
1C0X1	2A5X0	3C1X2
1C0X2	2A6X1	3C2X1
1C1X1	2A6X6	3E0X0
1C2X1	2E0X0	3E0X1
1C3X1	2E1X1	3E0X2
1C5X1	2E1X4	3E2X1
1C6X1	2E2X1	3E4X1
1N0X0	2E6X2	3E4X2
1N0X1	2F0X1	3E7X1
1N1X1	2G0X1	3E8X1
1N3X0	2M0X2	3E9X1
1N3X3	2S0X0	3P0X1
1N3X4	2T0X0	3S2X2
1N3X5	2T0X1	3V0X1
1N4X1	2T1X1	3V0X3
1N5X1	2T2X1	4A0X1
1N6X1	2T3X7	4A1X0
1S0X1	2W0X1	4A1X1
1T0X0	2W1X1	4H0X1
1T0X1	3A0X1	4N0X1
1T2X1	3C0X0	6C0X0
1W0X1	3C0X1	6C0X1
2A1X0	3C0X2	7S0X1

# May is National Military Appreciation Month

There are many commemorations being held in support of National Military Appreciation Month which will encompass several local and national events:

- U.S. Senate and U.S. House resolutions;
- Armed Forces Day (May 15);
- Memorial Day (May 31); and
- National Moment of Remembrance (3 p.m. May 31).

Communities across America have scheduled public events and private citi-

zens have found their own ways to show support.

In a recent interview, Chief of Staff of the Air Force talked about how our country supports its troops. As he travels as a member of the Joint Chiefs of Staff, he said, he sees evidence of support for our troops everywhere.

Communities are:

- Supporting military aid organizations;
- Supporting our bases and the families

of those who are deployed;

•Offering any kind of help needed when our people are killed or wounded.

Official organizations like the Air Force Aid Society are helping our Airmen who are in distress as a result of the pressures of deployment.

And people all over America come out of nowhere, CSAF said, to thank those they see in uniform, to help them understand how valuable they are.

# ESGR and Richard Childress racing to run All-Star salute to America's employers in NASCAR Busch Series races

ARLINGTON, VA. (May 3, 2004)—Richard Childress Racing and the 2002 NASCAR Cup Series Champion, Tony Stewart, joined forces with the National Committee for Employer Support of the Guard and the Reserve in the May 1, 1-800-PIT-SHOP.com 300 NASCAR Busch Series race at California Speedway for a second place finish.

“It’s an honor to drive the ESGR car for Richard Childress Racing in the Busch race at California Speedway,” commented Stewart. “With all that’s going on in the world today, from homeland security to the war in Iraq, our National Guardsmen and Reservists are playing an important role in defending our country. And thanks to their employers and the support of the ESGR, they’re able to serve their country while knowing that their families are being cared for and that job is secure. I’m very proud to be associated with the ESGR.”



Courtesy photo

The ESGR #29 Car driven by Bobby Lebonite, stops in the pit for fresh tires and gas. The pit crew servicing him comes from the #30 AOL Nextel Cup Series team.

The National Committee for Employer Support of the Guard and Reserve and Richard Childress Racing brings together some

See “ESGR” on page 11

## CSAF Sight Picture: Reading List 2004

By General John P. Jumper

*Air Force Chief of Staff*

The collective abilities of our active, guard, reserve, and civilian Airmen provide our Air Force a full spectrum of capabilities that are second to none. To sustain our dominance and understand the world in which we operate, we must develop a wider perspective and an appreciation of views other than our own. I encourage each of you to make time for professional reading as part of your continuing development as Airmen.

As our Air Force continues to adapt to new and enduring challenges across the spectrum of conflict, I intend to adapt my Reading List as well.

This year, I added three new books that offer insight into on-going conflicts and furnish organizational and leadership success stories.

Although I may not endorse all views or interpretations of selections on my Reading List, I have found them informative and thought provoking. Here’s a brief explanation of the three new additions:

***An Army at Dawn***, by Rick Atkinson, provides a superb historical assessment of the invasion and ensuing war in North Africa in 1942-1943. This book combines in-depth insight into Allied campaign planning, strategy, and tactics directed at ejecting the German Army from North Africa. The

leadership traits and wartime relationships of Eisenhower, Patton, Bradley, Montgomery and Rommel are thoroughly chronicled and are instructive to leaders in the 21st century.

***Of Paradise and Power***, by Robert Kagan, examines the past and present geopolitical dissimilarities between Europe and the United States, providing an understanding of diplomacy in the post-Cold War world. This book offers a thought-provoking post Sept. 11 appraisal of America’s preparedness to respond to strategic challenges around the world.

***The Age of Sacred Terror***, by Steven Simon and Dan Benjamin, illustrates the intellectual foundation of radical Islam and offers an in-depth analysis into the beliefs of those responsible for waging a Jihad against the West. This book also provides a revealing description on the different understandings of Islam and its ancient and deep-rooted history.

As in the past, these books will be made available through our institutional schools at Air University and our Air Force libraries.

The updated reading list, complete with a brief summary of the new selections, can be accessed at <http://www.af.mil/csafreading>.

# Air Force logo gets embroidered

Many members have seen the Air Force logo embroidered on the light weight blue jacket recently. Now all Air Force members can have the same logo on their jackets. Below are the specifications on how the logo should be placed on the jacket.

✘ Air Force logo is embroidered in a polyester thread conforming to Department of Defense Heraldic Yarn for Embroidery and Ribbon, Cable # HA White 67101 with a stiff tear-off backing.

✘ The total stitch count of the logo and lettering shall be 4,631 stitches minimum.

✘ The Wing symbol is to fit within a two-inch square. There is a 1/4 inch space between the symbol's lowest point and the top of the U.S. AIR FORCE type.

✘ The U.S. AIR FORCE type is to be 1/4 inch high, 3 1/4 inches long, and is Berthord Aklindenz Grotesk bold

✘ If Berthord Aklindenz Grotesk is not available, use all capital Arial bold font, 24 point.

✘ The symbol is to be embroidered on the upper left chest.

✘ The dot in the center of the symbol is centered vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and centered horizontally between the zipper and the sleeve armhole seam.



## Getting active duty sanctuary

*AFI 36-2131, Administration of Sanctuary in the Air Reserve Components, Jan. 17, 2003, establishes policy and procedures for administering the provisions of AD and Reserve/Guard sanctuary. Active duty sanctuary applies to all Reserve members with 18 but less than 20 years of total active federal military service, while Reserve sanctuary applies to members with 18 but less than 20 satisfactory years of service.*

All members requesting a voluntary MPA/RPA tour are required to submit a sanctuary waiver package prior to tour start date. Waiver packages are only required on members currently in the sanctuary zone (18 to 20 years TAFMS) or who will enter the sanctuary zone during the requested tour.

A Reserve member claiming sanctuary on a Reserve Personnel Appropriation tour is assigned to an Active Guard/Reserve position, may not be involuntarily released from that position until reaching 20 years TAFMS, and will be entitled to active duty retirement benefits.

If a member claims sanctuary while performing a Military Personnel Appropria-

tion tour, the person will be immediately accessed to the active duty Air Force rolls, are a loss to Reserve manpower files, and receive active duty retirement benefits.

HQ ARPC/DPRP, Personnel Support Division is OPR for ensuring proper coordination is received on individual mobilization augmentee waivers.

The waiver package consists of a Statement of Understanding covering tour days and a justification letter from the command that is requesting use of the member. The owning program manager must coordinate on all packages.

Blanket waivers are not authorized and a new waiver package is required for each tour.

Sanctuary waiver packages should be submitted as soon as you become aware of the tour, preferably no later than two weeks prior to the tour start date. HQ ARPC/CC is now the final coordination on all IMA packages, so please allow for this additional processing time.

Questions can be directed to ARPC/DPRPP, DSN 926-6542, toll free (800)525-0102, Ext. 71348 or email [arpc.dprpp@arpc.denver.af.mil](mailto:arpc.dprpp@arpc.denver.af.mil)

## Today in History

**May 10, 1972** - Operation Linebacker begins during the Vietnam War.

**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.

**May 23, 1999** - NATO began a bombing campaign of the Yugoslav electricity grid, creating a major disruption of power affecting many military related activities and water supplies.

**Jun 27, 1950** - President Truman announces that he has ordered the US Air Force to aid South Korea, which North Korean communist forces had invaded two days previously.

**Jun 29, 1955** - The first Boeing B-52 Stratofortress to enter operational service is delivered to the 93d Bombardment Wing, Castle Air Force Base, Calif.

**Jun 3, 1959** - The U.S. Air Force Academy graduates the first class of 207 graduates. Two hundred and five receive commissions as regular officers in U.S. Air Force.

# Farewell continued from page 1

“One of the key things I am most proud of is having the opportunity to work with such great people over the years,” he said. “In particular, the NCO corps in the Air Force Reserve is phenomenal. Our NCOs have so much talent and experience. To just have the chance to watch them do what they do is an honor.”

General Sherrard said reservists understand the great need for their service, which allows the active-duty Air Force to do the work it is tasked to accomplish worldwide.

“We all should take great pride in the essential work we do for the Air Force, allowing the United States to be the world leader it is today and will continue to be in the future,” he said.

Concerning the Air and Space Expeditionary Force, the general said that with the conclusion of AEF Silver and Blue deployments in February, requirements should begin to stabilize. The Air Force is working hard to return to the predictability of its AEF schedule that was in place before Sept. 11, 2001. However, even with the AEF schedule stabilizing, the operations tempo isn’t expected to return to pre-Sept. 11 levels.

“Will the world ever go back to pre-Sept. 11? No one knows, but I am confident, based on the way we have structured ourselves within the AEF, that we are ready for all taskings,” General Sherrard said. “We will have predictability, in terms of meeting worldwide requirements, as well as flexibility to react to changing events if we need to do so.

“The key to success is being able to continue meeting our AEF requirements with little or no mobilizations. There is no question that when we have a large surge requirement, like we currently have in our C-130 force, which exceeds our volunteer availability, the only option is mobilization. However, we are committed to only use mobilization when no other option meets the demands being asked of our forces, and we are also committed to returning the forces to non-mobilized status as soon as possible.”

One area General Sherrard has worked hard to improve is entitlements and benefits. Providing adequate entitlements and benefits boosts retention and helps the Reserve recruit people who are separating from active duty. Recruiting former active-duty people is crucial to the Reserve’s ability to maintain its high experience levels, which, in turn, helps the command meet critical mission requirements, he said.

During the general’s tenure, reservists have benefited from increased commissary benefits, health-care options, and promotion opportunities for the enlisted and officer corps. Also, enlistment and re-enlistment bonuses have increased to be more in line with what active-duty Airmen receive.

Providing more equitable benefits and entitlements for reservists is important, General Sherrard said, to avoid situations where reservists are penalized or treated unfairly for serving their country.

The general praised family and employer support as key components that allow the command to provide experienced NCOs and officers to the Air Force mission.

“I am convinced that reservists are willing and able to serve because of the superb support they receive from their families and civilian employers,” General Sherrard said. “Our members understand and are willing to do what it takes for the Air Force to respond to world events. However, we must never forget to tell



families and employers how critical their support is to our Reserve members. They are key members of the Air Force Reserve team, and as such we must work to keep them fully informed as well as provide predictability and stability for our members.”

The general explained the outpouring of support on the part of employers goes back to the days of Desert Shield and Desert Storm. However, as commander he did not just sit back with the expectation that this level of support will go on forever. He tirelessly worked with Employee Support for Guard and Reserve committees across the United States to gain more support for reservists while at the same time educating employers on the Reserve’s roles and missions.

Getting reservists involved in new mission areas is key to the future of the Reserve, and General Sherrard made it a priority to seek out opportunities for people to get involved with new and exciting missions.

“It’s almost like looking over a menu at a restaurant,” he said. “There are new opportunities everywhere: integrated fighter-associate units, the instructor pilot program, space initiatives, the Predator and Global Hawk unmanned aerial vehicles, and the essential security, intelligence and medical missions. You name it, and we are there and stand ready to be part of any new Air Force mission area.”

The general said he knows there is always more to accomplish and additional needs to be met, but he hopes that when people reflect upon his time as commander they will see that the Reserve was postured with resources to accomplish the mission of today and tomorrow.

Asked if he would do it all over again, he answered with an emphatic, “Yes.”

“I have had great opportunities to serve and grow with a lot of superb people within the Air Force and Air Force Reserve,” he said. “It has been a fun-filled and exciting career. I am just proud to have been part of a great team.”

# Vector from page 2

Although we have made progress, we must remember that the threat continues to metastasize, and that we face a factional insurgency that threatens the Iraqi people's wonderful opportunity for freedom. We must stay focused, and on the offensive to root out and destroy these grave threats — in Afghanistan, in Iraq, in the ungoverned regions in the Horn of Africa, and around the globe. This campaign will last a long time; your vigilance and focus will make the difference between success and failure in this important cause.

2) We are evolving the Air Force to this new era. Our focus on Core Competencies has had a dramatic payoff in operations around the globe, as has our renewed emphasis on close air support, and integration with ground forces. Throughout my visit, I witnessed the professionalism of our Airmen in a variety of settings and missions:

- Flying with NATO Squadron 1 of the NATO Airborne Early Warning and Control Force over the Balkans, I observed our efforts to preserve stability for the people of that troubled region;

- Our team at Incirlik Air Base, Turkey has made dramatic improvements to support forces transiting the theater, and are prepared to dramatically expand their footprint if required;

- In Manas, Kyrgyzstan, our Airmen operate and sustain Ganci Air Base, the strategic hub for ground forces entering Afghanistan. Their aerial port, intra-theater lift, medivac, and aerial refueling missions make this former Soviet base vital to our pursuit of terrorists in the region;

- At Karshi-Khanabad in Uzbekistan, Soldiers and Airmen work side-by-side, delivering special operations, combat search and rescue, and theater lift to our combatants;

- At Bagram Air Base, Afghanistan, the focal point of our joint force, our Airmen there exemplify the expeditionary mindset, and are providing the air-to-ground cooperation that General Jumper and I have envisioned. Maj. Gen. Eric Olsen, the U.S. Army officer commanding CJTF-180, called air and space power his "hammer" in the fight against a distributed, resilient enemy;

- In Qatar, our mobility, reconnaissance, C2, and strike forces integrated their capabilities to produce a range of effects. I had the opportunity to fly with the "Alley Cats" of the 128th Expeditionary Air Command and Control Squadron over Afghanistan. This superb JSTARS team expertly combined with the Predator, Rivet Joint, Special Operations Forces, and strike assets to produce a lethal package of combat capability;

- The Total Force team in Morón, Spain provides critical support to the largest swap out of military forces in history. I'm proud of what they are doing for our Air Force and for the Soldiers and Marines transiting this irreplaceable gateway to Southwest and Central Asia.

At every stop, our base defenders, maintainers, communicators, engineers, and logisticians were making the mission happen, despite a variety of challenges from land mines to host nation limitations. Our Airmen were mission-focused, and highly motivated, a tribute to leaders and supervisors — at home station and those forward deployed.

3) Respect and care for every Airman. During every stop, I also spoke about the obligation we have to respect the competence and excellence of our fellow Airmen, regardless of gender, ethnic origin, or race. Every Airman should view another Airman as their wingman, someone in whom they can trust their life. We cannot and will not tolerate sexual assault or harassment of any kind. We cannot have any Airman afraid of any other Airman. These offenses are contrary to good order and discipline and undermine the character and integrity of every member of our team.

Respecting and caring for each other also means helping your fellow Airmen during times of stress. Each of us also has a responsibility to identify and help prevent suicides. Worry about each other, care for each other, and when you spot depression, let someone know or intervene yourself. Our success as a service depends on this special brand of trust, loyalty, and personal fortitude.

During my travels, I was again convinced of a fact you know to be true: we are the world's finest air and space force, and this generation is indeed worthy of America's admiration and praise. You are serving proudly in this just cause, and I am honored to help lead this great team.



## Pay the government travel card online

Members can now make Government Travel Card payments online. Specifically, although split disbursement of GTC payments is mandatory for military members and by default for civilians, there are unavoidable situations when the split disbursed amount does not cover their total GTC charges.

For example, members may lose a credit card receipt, the foreign exchange rate may change before the overseas merchant charges their GTC account, members may make a mistake on their voucher that reduces the total payment, and subsequently the amount split disbursed, or just

delays processing of their voucher. In these and other situations, members will have a residual balance on their GTC even though members split disbursed their payment. As with any other credit card, it is the cardholder's responsibility to reconcile the statement and keep track of their charges. Balances can be obtained at any time by calling the 1-800 number on the back of the GTC.

But when members find that split disbursement did not pay their bill in full, members can log on Bank Of America's MyEasyPayment Web site at [www.myeasypayment.com](http://www.myeasypayment.com) and pay that

outstanding balance.

This feature is available to all GTC cardholders. Members do not have to be a Bank of America checking or savings account customer.

All members need is: (1) the dollar amount members want to pay, (2) their GTC account number and security code (from the back of their card), and (3) their checking account and bank routing numbers (from the bottom of their personal check).

If members have questions about MyEasyPayment, they can contact Bank of America's customer service at (800) 472-1424.

## Fitness from page 1

more productive and energetic way of life.”

Since Sept. 11, 2001, about one in four Air Force reservists has been called up at some point. About 6,000 Air Force reservists are currently mobilized – on full-time, active-duty status by order of the president.

“Air Force reservists play an integral role in our national defense and are vital to the effectiveness of our military in combat,” said Maj. Richard Watson, commander of the 951st Reserve Support Squadron at the headquarters. “Having our people physically fit not only helps that individual stay healthy, but it also ensures the Air Force Reserve Command mission is a success.” Earlier in February, key staff members of Air Force Reserve Command headquarters were tested under the new standards to set the pace for the command.

“In a climate with a high operations tempo, we just need to be better fit,” said Major Watson. “The senior leadership provided us a good opportunity to see how the new fitness test works.”

Airmen from all Air Force components are expected to meet the new physical fit-

ness program standards. People who score above 90 percent are considered in excellent health. A total score of 75 to 89.99 is good; 70 to 74.99 is marginal; and less than 70 is poor. New Air Force charts provide the scoring, broken down by age and gender. Beginning with “under age 25,” the charts go up every five years for both men and women, grouping them at 25-29, 30-34 and so on. As an Airman’s age progresses, the number of push-ups and crunches required for a 100 percent score goes down and more time is allowed for the run. However, the waist measurement standard remains constant, no matter what the Airman’s age.

“Abdominal circumference is the only chart that doesn’t allow for age,” said Lieutenant Doggett. “For men, a top score of 30 points means a measurement of less than 32.5 inches, whether

you’re 18 years old or 55. For women, it’s 29.5 inches.”

For more information on the new fitness program log onto <https://www.mil.afrc.af.mil/hq/sg/FitnessProgram/PhysicalFitness.htm> (AFRC News Service)



## ESGR from page 8

of NASCAR’s biggest stars for a five-race NASCAR Busch Series salute to America’s supportive employers of National Guardsmen and Reservists.

“It’s an honor for RCR to put this program together with ESGR to help bring awareness to the important work they’re doing on behalf of the men and women who serve in the National Guard and Reserve,” said Richard Childress, president and CEO of Richard Childress Racing. “The trips I’ve taken overseas with ESGR to meet with our troops in places like Iraq, Kuwait, and Bosnia have made me even more proud of the dedication and patriotism our troops have for our country. It’s very important for all employers to support their employees who are defending our country in the Guard and Reserve and I appreciate Tony Stewart, Bobby Labonte, Ricky Craven, Kevin Harvick and Kerry Earnhardt for driving the ESGR #29 Car.”

“We are excited to partner with the RCR Team and the five Dream Team Drivers that Richard has recruited to drive for America’s Outstanding Employers,” said Bob Hollingsworth, ESGR Executive Director.

A unique paint scheme will be featured at each of the 5 selected Busch Series races honoring each National Guard and Reserve

Component Service. In addition to this unique race plan, a show car, known as “America’s Car,” is currently touring the United States stopping in a minimum of one hundred cities.

ESGR, in cooperation with the local chambers of commerce will host a series of educational breakfast or lunch forums that are designed to educate employers about the importance of the National Guard and Reserve in the nation’s defense and to solicit their support for their citizen soldier employees.

The American public will also have the opportunity to be photographed with “America’s Car” and be asked to show their support by signing their name to several large banners associated with the show car.

“Our goal is to get one signature of support for everyone of the 1.2 million men and women who serve in the National Guard and Reserve,” added Hollingsworth.

Bobby LeBonte, the 2000 NASCAR Cup Series champion, was the first of

the all-star drivers to drive the ESGR #29 car representing the Army National Guard and Army Reserve at the Texas Motor Speedway April 3 with an 11<sup>th</sup> place finish.

Craven will run July 10 at the Chicagoland Speedway representing the Navy Reserve. Earnhardt will follow Sept. 25 at the Dover (Del.) International Speedway in the Air National Guard/Air Force Reserve car, and Harvick will wrap up the program Nov. 2 at the Homestead-Miami Speedway, representing the Coast Guard Reserve.



# Medical Corps news

## Special Tours funding

For fiscal year 04, we were funded 60 percent of the monies spent in FY 03 supporting special tours. We were hopeful that money would be made available later in the year.

That has not happened. More than 40 people who had orders in hand for a special tour occurring after April 15 were cancelled. We have exhausted our special tour money for FY 04 and have no prospects at this time of receiving additional funds.

Those currently enrolled in the "Jump" program and those needing EMT recertification will receive the highest priority.

All other requests for special tours will not be approved unless they are funded by an external source.

Please ensure the fund site is clearly identified in your WOTS request. If additional funds are received later in the FY, we will notify you by e-mail.

Make sure your e-mail is current in the WOTS system. That will be our primary means of notification.

-Another fiscal year is rapidly ending, and it is time to remind you to place your annual tour request into WOTs NLT 31 May 31. Annual tour monies come from a different funding source and projected to support your needs.

Requests received after May 31 require special approval and have a high probability of not being approved if received after this date.

If you are unsure of the exact dates, select your best estimate and if they need to be changed, we can amend an existing order after May 31.

For assistance, call the corps technician at (800) 616-3775.

## 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 percent of all requests submitted. The numbers are as follows:

657 requests received 12 to 30 days from tour start date (20 percent)

236 requests received 1-11 days to tour start (7 percent)

201 requests received after the tour start date (6 percent).

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.

## Interim vouchers for long tours

Members ordered to active duty more than 45 days are authorized a monthly accrual or advance payment every 30 days for reimbursement of accrued per diem and other expenses. There are two methods of filing for an accrual or advance payment.

1. File an interim voucher every 30 days using DD Form 1351-2.

2. Request a monthly advance on-line by using the Accrual Payment Worksheet on Virtual MPF.

If members choose to use the DD 1351-2, they should file their first interim voucher as soon as possible after the first 30 days of the tour have elapsed. The first interim voucher should show the arrival date and place with the word "INTERIM" written prominently on the DD 1351-2.

Subsequent vouchers must show "In Place" and include the period the voucher covers with the word "INTERIM" written prominently on the DD 1351-2. Interim

claims should be submitted after each 30-day period has elapsed. Travel vouchers should clearly indicate all travel (including authorized and voluntary returns to the permanent duty station or residence, side trips, travel to locations other than the PDS, etc.). For example, if members have a consecutive tour, additional TDY on DD Form 1610 or AF Form 938, please include these orders with their monthly "interim" voucher.

Submit contract quarters authorization and/or lease agreement with the members first interim voucher so Dobbins IMA Travel Pay can correctly compute the per diem. Although receipts for reimbursable items over \$75 are not required when members submit accrual vouchers, it is advisable to do so as it could prevent errors during the computation of the final settlement voucher.

If receipts are not provided each month,

members must provide all receipts for the entire tour on the final settlement voucher. The supervisor's signature is required on your final settlement voucher only. If members have a consecutive tour, additional TDY on DD Form 1610 or AF Form 938, settlement vouchers for all tours must be computed at Dobbins ARB to prevent possible duplication of payment on their final settlement voucher.

To submit a request through vMPF, complete all known information on the accrual worksheet. Email the worksheet by selecting "Dobbins (IMA)" under the 'Organization and Station' category.

This sends the payment worksheet to the IMA travel office at Dobbins ARB. Confirm the email address as [imatravel@dobbins.af.mil](mailto:imatravel@dobbins.af.mil) on the "Verification Page."

Once the worksheet is emailed to Dobbins, members must fax a copy of their orders to the IMA Travel Office.

**See "Voucher" on page 14**

## Chaplain news

### Wilford Hall hosts Clinical Pastoral Education workshop

Wilford Hall Medical Center hosted eight IMA chaplains for a conference to generate interest in Clinical Pastoral Education and the possibility of being attached to the 59<sup>th</sup> Medical Wing. Two IMA chaplains and a Reinforcement Designee (Category E) chaplain conducted the workshop, which also included exposure to the program at Brook Army Medical Center at Fort Sam Houston, Texas.

In addition to its focus on Clinical Pastoral Education and tours of the two hospitals, the workshop included sessions on personality assessment tools, theology, community, networking and self-care.

### MacDill IMAs Take Charge by Chaplain, (Lt. Col.) Al McGowen, USAFR

What phrase best describes the relationship between active duty troops and Guard or Reserve forces? We hear "Total Force" or "One Force." Others call it a "Seamless Force." Whichever term we choose, it is important that we operate as one. Our current ops tempo requires it. Moreover, the fact large numbers of Guard and Reserve are presently serving 24/7/365 demands it.

During a "Contingency Weekend" for the MacDill AFB, Fla., Chapel 5-7 March 2004, the IMAs took over the reigns of ministry from the active duty. The scenario went like this: All active duty personnel were deployed. All IMAs reported for duty, having previously "shadowed" their active duty counter parts, and took on the rolls of their active duty partners. The senior IMA Chaplain augmented the Wing chaplain. The senior Protestant IMA augmented the active duty senior Protestant. The Catholic IMA augmented the senior Catholic and so forth. Chaplain Assistants, according to rank, did the same. In a nutshell, all attached IMAs became active duty.

Though a longer exercise would have helped even more, the Contingency Weekend not only advanced mission, it better pre-

pared the IMAs on their home front. Civilian employers got a clearer picture of what they need to do when a reservist is called up, and IMAs got a reality check for the impact on their lives. A Contingency Weekend is a win-win situation for all concerned.

To my knowledge, this is a first for the Air Force Chaplain Service.

The Air Reserve Personnel Center sent a chaplain to observe and evaluate the effectiveness of this exercise. Other career fields might also benefit from a similar exercise. "Deploying" your active duty force and bringing in IMAs can transform the seam within our service into a seamless fabric. That will only make us all more ready to accomplish the mission.

### Lackland HC IMA Conference "Being Ready To Serve" By Chaplain, (Maj.) Lynn Hargrow, USAFR

IMA Chaplains at Lackland AFB came together on Feb. 25-27 in their first IMA Conference under the theme, "Being Ready to Serve."

Team building between IMAs and active duty Chaplain Service personnel helped make IMAs ready for full military duty.

The three-day conference allowed IMAs as a group to complete all of their required training, including Self Aid/Buddy Care, Law of Armed Conflict, OSI briefing, chemical warfare, and immunizations. IMAs made a trial run with the new physical training standards to test their current fitness.

They also strengthened their Officer Performance Report writing skills and met with Lackland Chapel branch chiefs to develop projects and ministries corresponding to active duty programs.

The conference gave IMAs a chance to meet Chaplain, (Col.) Neil McBride, MA to the Chief of Chaplains; SMSgt. Sam Smalls, Lackland BIMMA representative; Mr. Jim Mantlo, Lackland ARMO; and Col. Clarence "Buster" Horlen, MA to the Wing vice commander. Wing Chaplain, (Col.) Wayne Knutson applauded IMA contributions to Lackland.

## Voucher from page 13

Members with the capability to scan documents may email the scanned orders to the email address listed above rather than faxing them. IMA Travel Pay cannot compute advances without a valid copy of orders. Based upon the information members provide on their worksheet, an advance will be automatically forwarded to you every 30 days. If monthly expenses change during the tour, members may complete another Accrual Payment Worksheet on the vMPF and email it to Dobbins. Members are not required to complete a travel voucher or turn in receipts until

travel is complete. All receipts (over \$75) for the entire tour will be filed with the final settlement voucher upon completion of the TDY or deployment. The final settlement voucher will be computed to include your entire tour including any TDYs performed.

The IMA travel office will compute the entitlements based on the comprehensive voucher (with receipts) and will take into consideration all advances previously paid.

The supervisor's signature is required on the final settlement voucher.

### WORTH REPEATING

*"Every good citizen makes his country's honor his own and cherishes it not only as precious but as sacred."*

**- Andrew Jackson, seventh President of the United States of America**

# JAG and paralegal news

## WebFLITE's LYNX

What is LYNX? LYNX is a new way to organize, find and upload HQ JA Web information. WebFLITE is migrating to LYNX as offices transfer content from their former sites. Therefore, every office is not yet represented on LYNX, and indexes and other features will not be complete. There will be growing pains as the system is built from the ground up.

LYNX is not simply a new Web site...or solely a new look...or just another portal. It is an integrated system. On the surface, it offers a consistent appearance for HQ JA web sites that replaces the numerous dissimilar formats that now exist. It features a streamlined "two-column" design that makes for easy downloading.

Underneath, it offers an integrated series of pathways through and around HQ JA sites with consistent components, including each office's:

- □ Fields of practice with associated documents, briefings, and other resources;
- Time-sensitive news;
- Reporting requirements;
- Publications;
- Contact information.

As with any new system, there are some new terms that need to be defined. They can be found through the "Site Information" link at [https://aflsa.jag.af.mil/AF/lynx/php-bin/site\\_index.php](https://aflsa.jag.af.mil/AF/lynx/php-bin/site_index.php). LYNX contains substantive legal data and "sustainment" information (i.e., Corps internal support topics such as personnel and

administration). Each organization's content is "rolled up" into "Major Practice Areas" in a "Fields of Practice Index."

When LYNX is fully fielded, Air Force legal professionals will quickly be able to find current, authoritative information from HQ JA offices in a simple, yet multidimensional, "one-stop shopping" format.

All HQ JA offices are expected to be represented by the end of 2004. The Air Reserve Component LYNX page can be found either by linking off FLITE's home page or by going to <https://aflsa.jag.af.mil/AF/lynx/arc/>.

## IMA Paralegal Quality Review Panel

The results of the IMA Paralegal Quality Review Panel will be released July 1. The list of IMA paralegals selected to fill higher graded positions will be posted on the LYNX ARC Website on that date.

## Hails and farewells

There are many changes in the ARPC legal office. We bid farewell to Maj. Steve Goodwill as he leaves JAR in May to become an IMA. Best wishes in his attachment to OO-ALC legal office at Hill Air Force Base, Utah.

Maj. Andy Kirkpatrick moved over to replace Maj. Goodwill as the Chief of the Reserve Programs Division. Maj. Jeff Vires is now the Chief of Information and Technology and Legal Assistance.

## Members must provide

Department of Defense policy requires implementation of a CEI program that captures and maintains current and accurate civilian employment related information on each member of the Ready Reserve.

This includes Air Force Reserve unit members, Air National guard members, individual mobilization augmentees, and both participating and non-participating individual ready reservists.

The purpose for collecting CEI Program information is to:

- a. Achieve fair treatment between members in the Ready Reserve who are being considered for recall to active duty without their consent.
- b. Ensure that there will be no significant attrition of the Ready Reserve members or units during a mobilization and;
- c. To inform Reserve Component members and their employers of their

## Civilian Employment Information

rights, benefits, and obligations under the Uniformed Services Employment and Reemployment Rights Act.

The CEI program culminates a year-long effort to establish a Department of Defense-wide system to collect information and understand who employs the 1.2 million members of the reserve components. The Air Force Reserve must identify, collect, and report the following data on each member:

- a. Employer's name
- b. Employer's complete mailing address
- c. Member's current civilian job title
- d. Total years experience in current civilian occupation.

Members can enter their employer data by going to the Defense Manpower Data Center Web site by going to: <https://www.dmdc.osd.mil/Guard->

**ReservePortal.** After clicking on the Web site, enter the member's employment status.

Employer Support of the Guard and Reserve staff will not directly contact any employer about an individual reservist unless the reservist asks for assistance with an employer issue.

It is the duty of each individual member of the Ready Reserve to comply with these requirements.

A member of the Ready Reserve who knowingly fails or refuses to provide required employment-related information or who knowingly provides false employment-related information may be subject to administrative action or punishment for dereliction of duty under Article 92, Uniform Code of Military Justice.

## Briefs

### CONUS COLA Information

Reservists are not entitled to CONUS cost of living allowance for the first 139 days of a call or order to active duty. The exception is a contingency order. CONUS COLA is only paid to members who are in the commuting area, and is based on the zip code on the orders. Additional information can be found at <http://www.dtic.mil/perdiem/ccola.html>.

### Change to complimentary meals

Effective May 1, the Joint Federal Travel Regulation, par. U4171, is scheduled to change with regard to complimentary meals.

Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Meals provided by a common carrier do not affect per diem.

### Vote - to make a difference

As most of us remember, the last presidential election was very close and absentee votes were critical to the outcome! During the 2004 election cycle, the president, several Senators, and numerous other federal, state, and local officials will be elected.

We all know these officials have a direct impact on the quality of life of all military personnel and their families.

Your vote makes a difference; by not voting, you are surrendering a privilege that other have fought so hard to achieve.

Voting is a privilege and a right that should not be taken for granted.

There are less than 215 days left until the 2004 General Elections. Are you registered to vote? Do you have any questions about voting?

If so, you can check out all this information and more at the Federal Voting Assistance Program web site [www.fvap.gov](http://www.fvap.gov).

Do not surrender; register and vote!

### IDTS no longer reflected on orders

ARPC will stop the practice of 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 making travel arrangements and/or filing a travel voucher, supply signed copies of orders and AF Form 40As, so travel can be constructed accordingly.

### RSC program

The instruction for the Reserve Service Commitment program has been published. It is AFRCI 36-2102, Reserve Service Commitment Date Program. Members may obtain a copy from the AFRC publications page at the following link: <http://www.publishing.af.mil/pubs/publist.asp?puborg=AFRC&series=36>.

For questions please contact Jim Jenkins at DSN 926-6299, or e-mail; [Jim.Jenkins@arpc.denver.af.mil](mailto:Jim.Jenkins@arpc.denver.af.mil).

### TSP open season

The current Thrift Savings Plan open season started April 15 and runs until June 30. This is the time servicemembers can start or change their contributions to their TSP account. Servicemembers can contribute up to 9 percent of their base pay each month, and up to 100 percent of incentive pay and special pay, including bonus and combat pay. Total contributions from taxable pay may not exceed the Internal Revenue Service limit of \$13,000 for 2004.

TSP is a tax-deferred savings option and lowers the taxable income for participants. The savings plan is similar to 401K plans offered by many private employers. TSP enrollment can be done online through the myPay Web site at <https://mypay.dfas.mil/mypay.aspx> or by completing a TSP enrollment form (TSP-U-1) and turning it in at the local pay or personnel office. Enrollment forms are available on the TSP Web site at [www.tsp.gov](http://www.tsp.gov).

### Military phone card donation program goes public

The selling of prepaid calling cards by the Army and Air Force Exchange Service to any person or organization that wishes to purchase cards for deployed servicemembers has been authorized by Defense officials. The "Help Our Troops Call Home" program is designed to assist

servicemembers calling home from Southwest Asia. To donate a prepaid calling card to a servicemember people can log on to the exchange Web site at [www.aafes.com](http://www.aafes.com) and click the 'Help Our Troops Call Home' link. From there, a prepaid calling card may be purchased for an individual at his or her deployed address or for "any servicemember" deployed or hospitalized. The exchanges operate telephone call centers in Iraq, Kuwait, Afghanistan, other countries and aboard ships. The cards never expire and there are no added charges or connection fees.

## Pause to Remember

"On this Memorial Day, in gratitude for our country's blessings, let each of us pause in a national moment of remembrance for America's sons and daughters who gave the last full measure of devotion — to recall their hopes, their dreams, their valor. Let us be inspired by their selfless idealism and pledge ourselves anew to do our part to ensure the children of today and tomorrow will not have to share in their suffering and sacrifice."

— Secretary of Defense  
Donald H. Rumsfeld,  
encouraging participation in the  
Memorial Day Moment of  
Remembrance, an act of  
national unity to honor  
America's fallen.

All Americans, wherever they are, at 3 p.m. local time May 31, should pause for a moment of reflection honoring those who died for our country.

The goal is to put "Memorial" back in Memorial Day as only 28 percent of Americans realize the meaning of this sacred holiday.

For more information, go to [www.remember.gov](http://www.remember.gov)