

UPDATE

HQ Air Reserve Personnel Center, Denver, Colo.

Vol. 4, Issue 6

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New IDT Policy has exceptions

Updated form must be used to receive payment

(Editor's note: This story contains information from an Air Force Reserve News Service article.)

Changes went into effect Oct. 1 limiting the number of inactive duty for training periods a reservist may perform during a three-month quarter.

The changes provide a training schedule policy for all members of Air Force Reserve Command.

Under the new policy, individual mobilization augmentees who are required to perform 48 inactive duty for training periods per year will be authorized a maximum of 16 IDT periods per quarter, not to exceed 48 training periods during the fiscal year.

IMAs who must perform 24 IDTs per year will be authorized by their supervisor or program manager to schedule a maximum of eight training periods per quarter not to exceed 24 per fiscal year.

In the past, the number of training periods IMAs could sched-

ule during a quarter was unrestricted.

The changes also require IMAs to project a yearly schedule of IDTs with supervisors not later than Aug. 15 for the fiscal year starting Oct. 1 each year.

Unit commanders must prepare their fiscal year IDT schedule for unit training assemblies not later than May 15 for the upcoming year.

They are also limited to scheduling 16 training periods per quarter, not to exceed 48 periods per fiscal year.

IMAs requesting to perform all IDTs in one block, not associated with a long MPA or RPA tour, need to identify why these specific dates are advantageous for training for the member and for the Air Force Reserve.

Mission essential for the active duty unit cannot be sole justification.

Personal hardship requests will be handled on a case by case basis.

Units must go through their numbered air force commander to request an exception to policy, and IMAs must seek approval

See "IDT policy" continued on page 7

Health assessment deadline approaches

By SMSgt. Richard Ellis

Health Services Individual Reserve Programs

It is our mission to be ready to answer our nation's call to serve. One aspect of readiness is ensuring we are medically fit to perform our duty. The Annual Reserve Component Preventative Health Assessment is the mechanism used to track readiness. A policy has been disseminated to all Individual Mobilization Augmentees and Participating Individual Ready Reservists which states those "who are not current in their RCPHA will be cut off from performing pay and point gaining activi-

ties effective 31 December 2003." What does it take to be considered current? Your reserve medical records must reflect completion of **both** the annual medical and the annual dental assessments within the last twelve months.

Monitoring of medical readiness will be on-going. To stay in compliance, members should begin the scheduling process on or before the anniversary (12-month point) of their 2003 RCPHA. If 2003 medical and dental assessment dates differ, **the earlier assessment date is the RCPHA anniversary date**. Members are expected to dili-

gently pursue a military treatment facility (MTF) appointment until both medical and dental assessments are completed and documented in their military medical records. Once a periodic health assessment has been scheduled, members need to notify both their Program Manager and HQ ARPC/SGP.

Contact HQ ARPC/SGP via e-mail: arpc.sgpdl@arpc.denver.af.mil with enough time to allow a copy of your last exam to be forwarded to the military medical treatment facility conducting your exam.

Inside this issue

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Read the *Air Reserve Personnel Update* on the ARPC Web site at arpc.afrc.af.mil

AF plans to demobilize reservists, return to AEF schedule by March

WASHINGTON – The Air Force plans to return to its 15-month Air and Space Expeditionary Force schedule in March and expects to demobilize involuntarily called-up reservists by then or shortly thereafter.

“It’s also important to point out to our force that these plans can change,” said Michael Dominguez, assistant secretary of the Air Force for manpower and reserve affairs, in a Sept. 10 e-mail to Lt. Gen. James Sherrard III, commander of Air Force Reserve Command.

The Air Force will remain on schedule unless Secretary of the Air Force James Roche and Air Force Chief of Staff Gen.

John Jumper “are convinced that extension of deployments and mobilization are the best way to meet any expansion in the combatant commanders’ requirements,” Dominguez said.

“Should such a case be presented and accepted, the Air Force will provide affected airmen and their families ample notice through their chain of command.”

Dominguez heads a four-division department that deals at the policy level with Air Force manpower and reserve affairs issues.

His responsibilities include force management and personnel, equal opportunity and diversity, reserve affairs and Air Force review boards. (*AFRC News Service*)

IMAs must submit worksheet to update DD Form 214

In order for HQ ARPC Service Documents Branch, to issue a DD Form 214 for Operation Noble Eagle/Enduring Freedom and Operation Iraqi Freedom Individual Mobilization Augmentees must mail or fax their 214 worksheet, located on the v/MPF making sure address, awards and decorations, etc. are correct, to HQ ARPC/DPSSS, 6760 E. Irvington Pl #4000 Denver, CO 80280-4000. Members can contact DPSSS for more information at (800) 525-0102, Ext. 71350; fax DSN 926-6768 or e-mail arpc.dpsssd1@arpc.denver.af.mil

DPAT explains school tour requests process, procedures

By CMSgt. Lee Boteler
Military Training Division

“How do I request a formal school tour?” is almost a daily question in the Military Training Division. The answer, while not simple, involves a step-by-step process.

To ensure success, members must work directly with their supervisor, training manager or base individual mobilization augmentee administrator to identify the specific course they need for their assigned job-skill and proficiency. A description of the Air Force courses may be found on the Education and Training Course Announcement website at <https://etca.randolph.af.mil>.

Once the required course has been identified, members must complete an online application for attendance on the Web Order Transaction System at <https://arpc1.mn.uswest.net/wots/ASPCode/Default.asp>. A WOTS request must indicate that the tour is a “Formal School Tour.”

Members should complete all required information and submit their WOTS request at least 60 days prior to the course start date. If the IMA is self-nominating directly to a schoolhouse for a class, the WOTS request should be submitted at the same time the nomination is submitted. The “remarks” section of the WOTS request should include the following statement, “I have applied to the course owner for selection and will notify ARPC/DPAT if selected or if not selected for this course.”

The WOTS request will then be forwarded to the member’s program manager for approval. Once approved, the request is

forwarded to HQ ARPC/DPAT. Again, requests for a school tour must arrive at least 60 days prior to the class start date.

When the IMA program manager receives the WOTS request and there is a quota available, the program manager will assign a Quota Line Number to the WOTS request and will forward to HQ ARPC/DPAT. If there is no quota available, the IMA program manager will forward the request to DPAT and DPAT will attempt to secure a quota from AETC.

DPAT obtains and allocates quotas based on requests from IMA PMs only. DPAT notifies the requesting program manager when a quota is secured or if a quota cannot be obtained. If a quota is secured and allocated, DPAT will publish the TDY orders and forward to the member with copies to the program manager.

If the course requested is not an Air Force course, the member must identify the school, the school point of contact with telephone number, and provide a course description and justification for the program manager’s approval.

In all cases, members must meet course prerequisites and be within Air Force weight standards. All prerequisites and attendance criteria may be found on the previously cited ETCA website. ARPC/DPAT POCs for school tours are Catherine Wheatley, SSgt Jason Benjamin, or Bruce Paige at 1-800-525-0102, ext. 71330, DSN 926-6396, or e-mail miltng-ed@arpc.denver.af.mil. Further information about all the division’s process and procedures may be viewed at <http://arpc.afrc.af.mil/dpat/index.htm>.

Air Reserve Personnel UPDATE

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National Defense Service Medal extended

Paul Wolfowitz, Deputy Secretary of Defense, extended eligibility for award of the National Defense Service Medal to members of the US Armed Forces serving on active duty on or after Sept. 11, 2001.

Specifically for the Air Force Reserve, the NDSM is awarded for honorable service to all members called to active duty, which is defined by title 10, United States code (U.S.C.) section 101(d)(1), as "full time duty in the active military service of the United States. Such periods include full-time training duty, annual training duty, and attendance, while in the active military service at a school designated as a service school by law or by the secretary of the military department concerned."

Air Force Reserve members in the following categories are not considered eligible: any member on active duty for the sole purpose of undergoing a physical examination; or any member of the Individual Ready Reserve, Standby Reserve or Retired Reserve whose active duty service was for training only or to serve on boards, courts, commissions or similar organizations.

Commanders may deny the NDSM in cases where an individual did not serve honorably.

The military personnel flight is responsible for the update of the NDSM for all assigned, attached, or serviced personnel.

The MPF is also responsible for first-time issue (upon request by the member) of the NDSM to eligible members. The NDSM takes precedence immediately after the Humanitarian medal and before the Korean service medal.

Eligible members wear the basic ribbon for initial award of the NDSM. A bronze service star denotes additional award of the NDSM.

Individuals who believe that they are authorized the NDSM



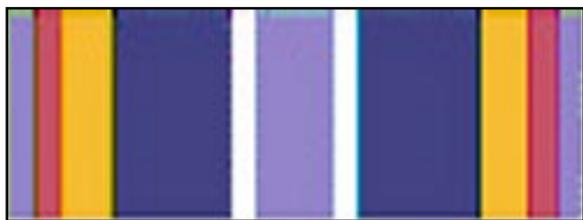
Front and back of National Defense Service Medal. The award has been extended for members of the Armed Forces serving on or after Sept. 11, 2001.

under the criteria established above should contact their local MPF to resolve any questions/concerns.

A mass update for all Individual Mobilization Augmentees and Participating Individual Ready Reserve personnel has already been accomplished and should be visible on the Virtual MPF.

Members with any questions can contact DPSTQDL at dpstqdl@arpc.denver.af.mil or call 1-800-525-0102 ext. 71343 or DSN: 926-6134.

Air Force Expeditionary Service Ribbon approved



Secretary of the Air Force Dr. James Roche approved the Air Force Expeditionary Service Ribbon June 18, as recognition for Air Expeditionary Force deployed status.

The AFESR is awarded to Air Force active duty, Reserve, and Guard personnel credited with completion of a contingency deployment after Oct. 1, 1999 (the date the AEF cycle was implemented).

Deployment credit is defined as either 45 consecutive days or 90 non-consecu-

tive days in deployed status. There is no time limit on the amount of time required for non-consecutive days to be accumulated.

The AFESR is classified as an Air Force achievement award. The AFESR is a ribbon and there is no medal associated with it. It should not be confused with Department of Defense campaign or service medals.

These medals are higher in precedence and are for specific military campaigns or service.

Just as award of the Overseas Short Tour Ribbon does not prevent or count against receipt of personal decorations or earned Department of Defense campaign or service medals, award of the AFESR does not

prevent award of other types of recognition normally associated with deployment.

The AFESR will not have any promotion points under the Weighted Airman Promotion System.

The AFESR will be available via Army Air Force Exchange Service within approximately three months.

The Air Force Personnel Center will develop specific implementation guidance and procedures for military personnel flights to update the AFESR and for personnel to claim entitlement.

Members should retain copies of AEF deployment orders, travel vouchers and earned decoration citations in anticipation of validation needs.

For more information, e-mail DPSTQDL at dpstqdl@arpc.denver.af.mil or call 1-800-525-0102 ext. 71343 or DSN: 926-6134.

Across the Reserve, people answered the call to arms



Clem

By Maj. Gen. Ralph S. Clem
*Mobilization Assistant to the
Chief of Air Force Reserve*

It has been two years now since the horrific events of Sept. 11, 2001, and over this period the Air Force Reserve was called upon to integrate quickly and massively into this nation's continuing military response to those attacks.

This we did and did so in a way that validated the training, readiness,

professionalism, and fighting spirit of the extraordinary men and women who make up our great organization.

Across the units, the individual mobilization augmentee program, and the active Guard and Reserve and civilian work force, our people answered the call to arms. And, just as we expected, they performed brilliantly and often with great courage in Operations Noble Eagle, Enduring Freedom and Iraqi Freedom, as well as the wider global war on terrorism.

Indeed, at this writing we are just now completing the demobilization of scores of reservists who have been on active duty continuously since the dark days of that September two years past. As this process is completed and we transition back into a steady state, many challenges still remain.

The return to the air and space expeditionary force deployment schedule suggests two main implications for us: we are wanted and needed, and we will continue to be busy.

In the first regard, from the outset it has been clear that the expeditionary air and space force concept does not work without the full integration of the Guard and Reserve. On the other hand, with us in the mix, it works very well. The vast experience that the typical Air Force reservist brings to EAF is frequently what makes the difference in getting the job done in this demanding mission.

Lt. Gen. James Sherrard III, chief of Air Force Reserve and Air Force Reserve Command commander, has made it clear in his messages to commanders and supervisors that now, as the force is reconstituted, it is especially important that we take care to ensure our people are looked after in every way possible. Their efforts on behalf of this country should be recognized and justifiable pride taken in a job very well done.

However, this does not mean we can rest on our laurels for long. Overdue training and inspections, weapons systems modernization, skills upgrades, professional military education,

IMA new judge for Court of Criminal Appeals



Staff Sgt. Amber K. Whittington

BOLLING AIR FORCE BASE, D.C. — Col. James Van Orsdol (right) helps Lt. Col. Lindsey Graham don a judge's robe in a courtroom here Nov. 4, after Graham was sworn in as a new judge for the Air Force Court of Criminal Appeals. Graham, an individual mobilization augmentee, is a U.S. senator from South Carolina in civilian life. Van Orsdol is a former chief judge for the court.

attendance at schools and courses, skills upgrades, and, in some cases, unit conversions must all get done. In short, a return to the normal — and busy — steady state.

I need not tell you that our "routine" is anything but routine, and it challenges us all to keep intact and healthy our relationships with families and employers.

In that regard, let me digress to encourage each of you to enroll in the Your Guardians of Freedom program, easily done online at www.yourguardiansoffreedom.com, and extend to parents and employers the recognition they deserve on your behalf.

On a personal note, with a retirement scheduled in the near future after 13 years of service in Air Force Reserve units and another 14 years in the IMA/mobilization assistant program, I wanted to take this opportunity to ask only that you continue to do what you all do best: provide this country with a first-rate combat and combat-support force that, on a daily and continuing basis, stands on the ramparts. It has been an honor to serve with you.

Thrift Savings Plan open season begins

RANDOLPH AIR FORCE BASE, Texas (AFPN) — Military employees, including Individual Mobilization Augmentees and reservists, along with civilian employees, can sign up for, or change, their Thrift Savings Plan contribution amounts during the “open season” now through Dec. 31.

“TSP is an easy, long-term retirement savings plan, that everyone should consider,” said Senior Master Sgt. Felipe Ortiz, superintendent of the Air Force Personnel Center’s contact center here. “Current account holders might be interested, too, in transferring money from one fund to another — the TSP folks are set up to handle that.

“Either way, it’s a great supplement to military and civilian retirement plans,” Ortiz said. “It’s important to note that TSP is not limited to investing in stocks. People can choose safer government securities as well.”

Open season applies only to regular contributions. It does not include catch-up contributions, as they are not tied to open seasons, said Janet Thomas of AFPC’s civilian benefits and entitlements service team.

The program offers investors the chance for lower taxes each year they contribute while not having to pay taxes on earnings until they reach retirement.

“Eligible employees can take out loans and make in-service withdrawals from their TSP accounts,” Thomas said. “And you

can keep your account, even if you leave military or federal service.”

Investment money is deposited directly from each paycheck “so you never have to think about it,” Ortiz said. “That makes it easy to pay yourself first while only investing what you deem appropriate.”

The five funds are: the Government Securities Investment (G) Fund; the Common Stock Index Investment (C) Fund; the Fixed Income Index Investment (F) Fund; the Small Capitalization Stock Index Investment (S) Fund; and the International Stock Index Investment (I) Fund.

“As with any individual retirement account, the sooner you begin contributing, the better,” said Thomas.

Contribution elections or changes made between now and

Dec. 13 will take effect Dec. 14, for both military and civilian personnel. Changes made after Dec. 14 will become effective at the beginning of the pay period following the pay period in which the election is made for civilians and the following month for military. Some of the specifics of the program include:

- Airmen can continue to contribute up to 8 percent of their base pay through November. Beginning Dec. 1, they may increase their contribution to 9 percent as long as the annual total of tax-deferred investment does not exceed \$12,000 for 2003. Air-

See “TSP Open Season” continued on page 6



Major changes made to WOTS

Updates effective Nov. 7

By Carol Klein

Comptroller Plans Division

As of Nov. 7, major changes to the WOTS have been made. The changes are as follows:

- ◆ The biggest change being made is the addition of special authorization templates. This has been requested by users for a long time, and should greatly reduce the number of requests program managers return to IMAs due to lack of justification and information. When a person inputs a tour request and they need to request a special authorization, they will enter a check next to the appropriate items on the Special Authorization Page. An automatic template will then come up to assist the user with inputting the required information.

The largest of these is the rental car justification and cost comparison. When completing that page, the system will do

the math to validate a cost savings.

- ◆ IMAs using the Revise/Amend command to make changes to tour requests will now see a mandatory fill box requesting them to specify what change they are making to a request. These remarks will populate automatically in the remarks section.

- ◆ A block will be added to the tour in-

Web Orders Transaction System

formation page, allowing users to elect to have their orders sent to via e-mail instead of regular mail. Users will get a screen message if they have not provided an e-mail address on the Personal Information Page. Note that Adobe Acrobat software will be needed to print a copy of the e-mailed order. Users are reminded to review their e-mail address in the system for accuracy.

- ◆ In the past, users have been required to make changes to personal information

via the Update Personal Information main menu item and saving them there. Now, if a change is made to the personal information page during the course of inputting a new order request, those changes will be saved also.

- ◆ Users will be required to enter either a daytime or evening phone number, prior to being able to save a tour request.

It will be up to the individual’s program management staff to carefully review these templates prior to approving a request, and make sure that if they decide to approve a special authorization, they click the approved button next to the item. If it is not approved, the order technicians will not put them on the order. If the program manager is not satisfied with the information provided on the template, they still have the ability to return the request to the member for additional information.

For more information contact Carol Klein at DSN 926-3087, toll free 1-800-525-0102, ext. 71325, commercial (303) 676-3087 or by e-mail at carol.klein@arpc.denver.af.mil.

Exceeding tour limits requires waiver

By TSgt. Mike Stephens
IMA Specials Programs

According to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, reserve personnel seeking to exceed the 139 day maximum RPA allowance must first have an approved waiver granted by HQ ARPC/DPS prior to starting their tour. HQ ARPC/DPS will evaluate and either approve or disapprove the waiver. At a minimum, ensure all items, according to AFMAN 36-8001, Chapter 6, para 6.8 – 6.8.1 are included.

According to with the new IDT policy, ensure if member is not going to perform their quarterly IDTs, they have an exception to policy granted by HQ ARPC/CC.

As a reminder, AFMAN 36-8001 requires that PMs submit the WOTS request NLT 30 days prior to tour start date, so sufficient time is given to all waiver granting and orders cutting officials.

HQ ARPC/DPS can only grant waivers for tours up to 179 days. Any tour requests beyond 179 days will either be disapproved by HQ ARPC/DPS or forwarded with recommendation for approval to USAF/RE.

NOTE: MPA Tours are used to provide manning assistance to active duty in support of active duty programs. MPA tour orders are requested, using AF Form 49, *Application for MPA Man-Day Tour*, and published by MAJCOMs and Field Agencies. Local O&M funds must be budgeted to pay travel and per diem for MPA Tours.

RPA Tours are used to provide necessary training to Reservists and or support of reserve programs and missions. RPA tour orders are requested through WOTS (Web Orders Tracking System) and published by HQ ARPC/FMF.

TSP open season continued from page 5

men also can invest all or part of their bonuses or special pay.

- Those serving in tax-free combat zones are allowed up to \$40,000 in annual contributions.

- Airmen can enroll through the Defense Finance and Accounting Service Web site at <http://www.dfas.mil/emss>. They can also enroll by filling out a form TSP-U-1 at local military personnel flights, finance offices and family support centers.

- How an employee chooses to invest money among the five funds can be made by calling the TSP automated ThriftLine at (504) 255-8777 or on the TSP Web site at <http://www.tsp.gov/>. For general TSP questions, call the AFPC Contact Center at DSN 665-5000 or (866) 229-7074.

Specific TSP information is available for airmen at: http://www.afpc.randolph.af.mil/mpf/TSP/thrift_savings_plan.htm.

How an employee chooses to invest their money among the five funds are made by calling the TSP automated ThriftLine at (504) 255-8777 or on the TSP Web site at <http://www.tsp.gov/>.

More information about the Thrift Savings Plan can be found in the booklet "Summary of the Thrift Savings Plan" on the TSP home page under civilian or uniformed services TSP Forms and Publications. (*Courtesy of AFPC News Service.*)

Air Force Reserve works on Force Development

Air Force leaders are launching a spread-the-word tour this month, explaining force development, a new system that transforms how the service will train, educate and assign people to meet mission challenges.

Although the first phase of implementing force development targets processes affecting members of the officer corps, all elements — enlisted, civilian, Reserve and Air National Guard — will eventually benefit from the force development construct, said Air Force Chief of Staff Gen. John Jumper.

"Force development is all about getting the right people in the right job at the right time with the right skills to fight and win in support of our national security objectives, now and in the future," he said. "It will result in significant changes to our current program of officer progression."

"The Air Force Reserve, like the active force, wants to provide our reservists with the appropriate developmental opportunities through education, assignments and training experiences," said Lt. Gen. James Sherrard III, Commander.

"We want to make sure that our people are comfortable doing what they're doing, that the needs of the Air Force are balanced and that they are not sent to do something they are not prepared for. The Force Development concept is a sound one and will help us develop our force to meet future challenges."

Air Force Reserve Command has chartered a Force Development working group, consisting of representation from across the command, to focus this effort and study how best to implement Force Development.

The group will meet regularly and report back to senior leaders in the command on its recommendations. Command officials plan to provide more information on the AFRC Force Development initiative in early 2004.

The following web sites have additional information.

- <http://www.af.mil/stories/story.asp?storyID=123005859> (recent article on IDE/SDE from AFPC/PA)

- <https://www.dp.hq.af.mil/afslmo/fd/news.cfm> (consolidated list of news releases)

- <https://www.dp.hq.af.mil/afslmo/fd/sightpicture.cfm> (CSAF FD Sight Pictures)

- <https://www.dp.hq.af.mil/afslmo/fd/> (FD Website) (*Courtesy of AFRC News Service.*)

Voters should submit Federal Post Card Application in 2003 for early 2004 primaries

The registration and absentee ballot request deadlines are quickly approaching in states holding Presidential Preference Primaries in January and February 2004.

In some states, voters should submit a Federal Post Card Application (SF-76) to their states before the end of 2003 in order to vote in these 2004 elections.

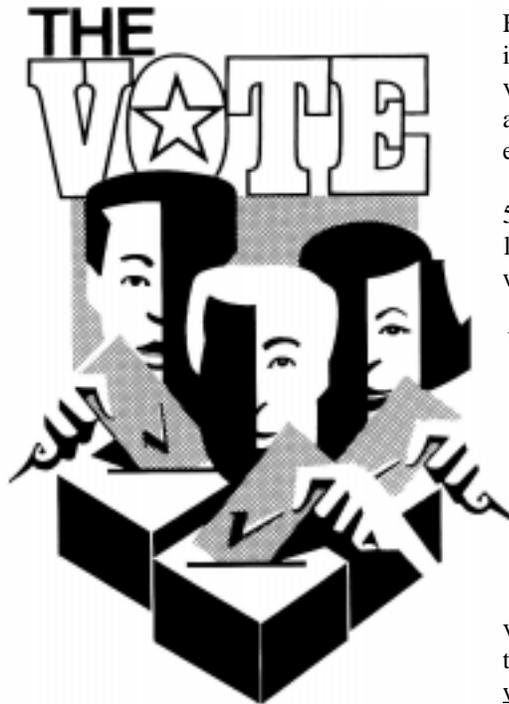
The following states are holding Presidential Preference Primaries on the following dates:

- * District of Columbia: Jan. 13
- * New Hampshire: Jan. 27
- * Arizona: Feb. 3
- * Delaware: Feb. 3
- * Missouri: Feb. 3 (Submit FPCA Not Earlier Than Dec. 22)
- * Oklahoma: Feb. 3
- * South Carolina: Feb. 3
- * Tennessee: Feb. 10 (Submit FPCA Not Earlier Than Nov. 5)
- * Virginia: Feb. 10
- * Wisconsin: Feb. 17

Citizens who are covered by the Uniformed and Overseas Citizens Absentee Voting Act who are residents of these states

should register and request a ballot by completing and submitting an FPCA to their local election official before the end of 2003.

Voters should also submit a second



FPCA after Jan. 1, 2004. FPCAs received after Jan. 1, 2004, will allow voters to receive absentee voting materials for the 2004 state primary and November General Elections.

For assistance, you may contact an FVAP staff member through the DoD Voting Information Center. The VIC also provides recorded messages from candidates, as well as other information concerning elections, 24 hours a day.

Citizens may reach the VIC toll-free from 59 countries using the toll-free numbers listed on the FVAP web site at <http://www.fvap.gov>.

In the U.S. members can call 1-800-438-VOTE (8683) or local (703) 588-1343 or use DSN 425-1343.

Questions regarding the above may also be referred to the Director, Federal Voting Assistance Program, Department of Defense, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC 20301-1155.

Additionally, the FVAP can be reached via e-mail at vote@fvap.ncr.gov and on the World Wide Web at <http://www.fvap.gov>. (Courtesy of FVAP.)

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from their program managers and the commander of the Air Reserve Personnel Center (ARPC) in Denver.

IMAs who wish to ask for an exception to the IDT policy need to plan ahead.

This means personnel must submit their paperwork to their program managers so each reaches ARPC at least two weeks before the date required. The goal for ARPC is to turn requests for exceptions around in two days and back to the program managers.

Exception Examples

Here are some exceptions to IDT policy examples:

- Waivers due to AD mission requirements: If IDT supports IMA training -- approved; if not, MPA tour
- Waiver due to a long MPA/RPA: IMA constructively present for the quarters he/she is performing the long tour with remainder of IDTs prorated for the remainder of the year to be performed on a quarterly basis.
- Waiver due to hardship: Look at waiver individually for justification -- it must be extraordinary/financial, employer, fam-

ily hardships not normally experienced.

- Waiver due to a school tour: quarterly scheduled IDTs during the school tour will be considered constructively present and IMA will need to perform all remaining IDTs (pro-rated) in the remaining quarters.

- Waiver due to deployment: yes, IMA is considered constructively present for period of deployment/mobilization and will need to schedule the remainder of their IDTs (pro-rated) in the remaining quarterly basis.

New Form for IDTs

The AF Form 40A at <http://www.e-publishing.af.mil/formfiles/af/af40a/af40a.xfd> is used to record Reserve member's inactive duty training for payment, and/or points for service credit, and determining fulfillment of requirements for retention in the Ready Reserve.

Use of the new form dated May 1, 2003 is required effective February 1, 2004.

Payment will be denied if the old version of the AF Form 40A is used.

Please direct questions to Jim Jenkins at DSN 926-6299 or 1-800-525-0102, Ext. 71246 or email: jim.jenkins@arpc.denver.af.mil.

Lt. Gen. James Sherrard III sends holiday greetings to Air Force Reserve Command

WASHINGTON - As we celebrate this holiday season and the start of 2004, we give special thanks and recognition to the men and women of Air Force Reserve Command.

Reservists, their families and their employers have given much to their country since 9/11 and much may be required in the future.

Therefore, it is with deep pride that I salute each of you and yours for a job well done.

All of you have shouldered a tremendous responsibility

in fighting the global war on terrorism.

Your dedication to duty has helped make the world a safer place. It is a privilege to serve with you.

Marsha and I wish each of you -- wherever you might be in the world -- the very best this holiday season has to offer.

May you and your family find peace, joy and happiness as you continue to safeguard our great nation. God bless you, and God bless America. *(AFRC News Service)*

Deadlines set for holiday mailings

By Sgt. 1st Class Doug Sample
American Forces Press Service

WASHINGTON — If you want make sure your holiday packages arrive to service members overseas on time, mail them now.

Otherwise, your package could very well be on the proverbial “slow boat to China,” said Mark DeDomenic, chief of postal operations for the Military Postal Service Agency.

Military postal operations employees ship about 250,000 pounds of mail each day to Iraq. That number is expected to go up to about 325,000 pounds each day during the year-end holiday season, which is why DeDomenic suggests that people mail holiday packages early.

“Mailing early is the best way to ensure that mail gets through the pipeline and to its destination on time,” he said.

The Military Postal Service Agency has set the following deadlines for holiday mail: Space Available, Nov. 28; Parcel-Airlift

Mail, Dec. 4; Priority and First-Class Letters or Cards, Dec. 11.

Those dates also should be observed when sending mail from most overseas locations to the United States as well, DeDomenic said. The Army’s 1st Armored Division has a pop-up window that appears on its Web site, linking to an electronic information sheet with specific guid-

quicker we can move it,” DeDomenic said. “Shoe box-sized packages are perfect.”

Because packages going to an APO or FPO address will require a U.S. Customs label, DeDomenic said, senders should be specific about what is inside the package. “People tend to like to put on the customs label ‘Gifts,’” he said. “This is very vague and that is the type of thing that will slow mail down. We must know exactly what is in those boxes to ensure that they are mailable items.”

Although some service members move from place to place, DeDomenic said customers should mail packages to the recipient’s most recent known address.

Although in most places mail will reach its destination in a timely manner, troops on the move often mean that mail will have to be forwarded.

“The packages will catch up, but sometimes it may take a little longer,” he said.

It’s a good idea to place a copy of the address inside the package, just in case the address label or package gets damaged.

Mailing deadlines for holiday mail

- **Space Available** **Nov. 28**
- **Parcel Airlift Mail** **Dec. 4**
- **Priority and First-Class Letters and Cards** **Dec. 11**

ance for people sending mail to and from Germany.

Other tips for faster delivery include mailing smaller packages. “The smaller the package, the easier it is to handle, the



If you aren't looking at the United States Air Force Online News, you aren't getting all of the news. After you read this paper, check out your other Air Force newspaper at www.af.mil/news.

Air Force releases fitness standards

WASHINGTON (AFPN) — Air Force leaders released the fitness-scoring charts that will be used beginning Jan. 1.

“The standards will be the same for IMAs as they are for active duty,” said SMSgt. Richard Ellis, Directorate of Health Services Individual Reserve Programs superintendent, who will help write the Air Force Reserve Command supplement that will provide specific implementation instructions.

“The amount of energy we devote to our fitness programs is not consistent with the growing demands of our warrior culture. It’s time to change that,” said Air Force Chief of Staff Gen. John Jumper in a July Sight Picture, explaining the rationale behind the change.

Officials said the fitness score will include four components: crunches, push-ups, an abdominal circumference measurement and the 1.5-mile timed run. People who are not medically cleared to run will continue to take the bike test.

The component scores are then added to get a composite fitness score and determine if the person falls into the excellent, good, marginal or poor category. The charts are available online at www.af.mil/news/USAF_Fitness_Charts.pdf.

Fitness scores will determine how often a person must retest. For instance, a composite score of 70 to 74.9 places the person in the marginally fit category.

This designation requires retesting at six-month intervals.

A score of less than 70 places a person in the poorly fit category. That score requires a retest every three months. People at the marginal and poor levels also will participate in educational programs.



photo by Lt. Col. Gus Schalkham

Airmen from the Air Reserve Personnel Center perform crunches during their weekly fitness regimen. Crunches are part of the “muscle fitness” component of the Air Force fitness test and account for 10 points of the overall 100 points possible.

The fitness standards for testing individuals have different requirements based on age. The age categories start with under 25 years, then proceed in five-year in-

crements until the category of 55 and up.

Air Force leaders encourage commanders to recognize people who attain an excellent fitness level or make substantial improvement.

“The focus of the new fitness program is not the assessment. The program is about integrating fitness into our culture, and our members adopting fitness as a way of life,” said Maj. Lisa Schmidt, the Air Force Surgeon General chief of health promotion operations.

Officials are finalizing the instruction related to the program and plan to publish it by January. It will address unit physical training, testing procedures and programs to facilitate improvement, they said.

The Air Force has established an e-mail account for comments at fitness.program@pentagon.af.mil. Officials emphasized that the Air Force fitness program will be reviewed annually for continuous improvement.



Briefs

vRED completion mandatory

Virtual Record of Emergency Data replaces the Form Flow version of DD Form 93, "Record of Emergency Data."

Completion of the vRED is mandatory for all Air Force members.

The vRED, which resides within the Virtual Military Personnel Flight, or vMPF, architecture will enable member's 24/7 access to their emergency data through the Air Force Personnel Center secure server from any computer with internet access. It provides real time central data storage and backup capabilities.

Members must access the vMPF Web site and update their vRED information immediately.

The vMPF is available at www.afpc.randolph.af.mil. Click on the vMPF logo in the center of the page.

Individuals need to establish a vMPF account by logging onto the vMPF Web site and following the directions.

Individuals will need their Social Security number, major command, pay date and date of birth to establish this vMPF account.

SGLI

Servicemembers Group Life Insurance is a Department of Veterans Affairs program that provides up to a maximum of \$250,000 to beneficiaries payable upon death in a lump sum, or in 36 equal monthly installments if the service member or the beneficiary so choose.

Unless members decline the coverage, they are automatically enrolled in full-time SGLI for \$250,000.

If personnel are assigned to the Air Force Reserve or Air National Guard in training Category A, B, or E, full-time coverage is in effect 365 days a year, regardless of duty status, and continues for 120 days after the member is reassigned from the qualifying position.

For totally disabled members, full time coverage is extended for as long as the total disability continues up to one year, at no charge to the member.

Visit the VA web site at <http://www.insurance.va.gov> for helpful information or contact Entitlements @ 1-800-525-0102 ext 71270, (303) 676-6438 or DSN 926-6438.

New name tag reminder

Just a reminder that the new metallic name tag is required for wear on the service dress uniform and the pull over sweater as of Jan. 1, 2004.

Initial letters authorizing purchase of a one-time issue of the new name tag for enlisted participating IMAs expired on Sept. 19. All name tag purchases now must be made through the replacement-in-kind process via ARPC Form 29.

Members who received a name tag via the initial letter will not be eligible to receive any additional name tags via Form 29.

Travel voucher issues

Dobbins Travel Pay Office reminds IMAs that they must file a split disbursement voucher indicating the amount to be paid directly to the government travel card in block 1 of the DD Form 1351-2, and that block 20c must be signed by your active duty supervisor, in order for payment to be made. Vouchers without a supervisor signature, or signed in block 21a as the approving official, will be returned to the IMA and will delay.

Mobilized members RCSBP election period clarified

Erroneous information has been given out concerning an extension given to mobilized members beyond the 90 day Reserve Component Survivor Benefit Plan (RCSBP) election period.

According to law, there are currently no provisions which allows ARPC to extend the period of election beyond 90 days once notification has occurred.

If members were deployed while notification of the RCSBP package was sent and signed for at their residence and they were a nonrespondent, they will be considered to have made an election.

If members have eligible beneficiaries, automatic option "C" (immediate annuity) will be elected for the member.

If members do not have eligible beneficiaries, option "A" (decline to make an election until age 60) will be elected for the member.

Please accept apologies for any confu-

sion or misunderstanding that may have occurred. Questions can be directed to Entitlements at 1-800-525-0102 ext 71228, DSN 926-6438 or (303) 676-6438.

Airman and Citizen Airman magazines online

Every month people can read stories about arimen from all walks of life in Airman magazine and every other month in Citizen Airman magazine.

See the latest issue of Airman at <http://www.af.mil/news/airman> and Citizen Airman at <http://www.afrc.af.mil/hq/citamn/Default.html>.

Uniform Policy

People who are mobilized and come under operational control of United States Central Command Air Forces need to take steps to avoid being out of uniform. Under a new policy, people are required to wear the USCENTAF patch on the desert flight dress uniform and desert camouflage uniform instead of their home major command patch. The 8-point utility cap (U.S. Marine Corps) will be the primary headgear in the continental United States and area of responsibility. However, the "floppy" hat may be worn as an alternative in the AOR. Since it may take months to obtain these items, people may deploy without a patch and wear the camouflage cap pattern class 2 (Army style) until supplies become available.

ASPJ available online

The Air and Space Power Journal is now available through electronic subscription free of charge.

ASPJ is the professional journal of the U.S. Air Force; and publishes articles written by air and space power practitioners.

The journal is still available through the Government Printing Office for \$32 a year.

The electronic subscription will allow literally every person interested in air and space power to receive the journal via e-mail free of charge.

Subscribers will receive an e-mail mes-

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Chaplain news

Chaplain Assistance Program

The Chaplain's Service is always looking for more members. Members of the Chaplain's service should continue to look for potential candidates.

As a reminder, here is just a brief sketch for the Chaplain Assistant Program for enlisted members.

Candidates should be E-6 and below. They will be assigned to Denver but be attached to a unit near their home to complete 24 full days a year. This program is a valuable resource which needs to recruit in earnest. For more information, have individuals review the Air Reserve Personnel Center Web site at <http://arpc.afrc.af.mil/hc/index.htm>.

Outstanding Volunteer

Chaplain (Col.) Karl Chimiak not only serves as a civilian Catholic priest and as an IMA chaplain attached to Bolling AFB, Md., but also gives much of his time to the Maryland State Police.

As a volunteer chaplain at La Plata and Leonardtown Barracks, Md., Chimiak provided outstanding pastoral service following a devastating tornado April 28, 2002. Chaplain Chimiak organized four teams of chaplains from five different agencies to offer pastoral care to victims and their families.

In recognition of his distinguished support, Chimiak received the Military Outstanding Volunteer Service Medal (Second Oak Leaf Cluster).

Medical profession news

Special Tours (CME)

For people planning to attend a CME or applying for a special tour, RCPHA and dental exams must be current.

Everyone is strongly encouraged to complete their emergency data information and be progressing toward completing their annual participation requirements.

Emergency medical technician certifica-

tion and status of on the job training upgrade training, if applicable, will be reviewed as part of the approval process.

The Surgeon General's Policy Letter 03-001 states, "If you are attending a civilian-hosted conference where civilians wear business suits, wear our service dress.

If you are attending a civilian-hosted conference where civilians are wearing polo shirts or open collar, wear your short

sleeve blue shirt with or without tie/tab."

All personnel must conform to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

Additionally, effective Jan. 1, 2004, the military nametag is required for the service dress uniform. Members should contact their program technician if there are any questions about eligibility to attend a CME or support a special tour request.

JAG and paralegal news

The Judge Advocate General's Corps

Effective July 1, 2003, by order of the Secretary of the Air Force, "The Judge Advocate General's Department" became "The Judge Advocate General's Corps."

The SECAF's order "... effects a change in organizational title only and does not alter the duties and responsibilities of The Judge Advocate General of the Air Force as established by statute or Air Force policy, nor does it affect the personnel status, promotion status or career management of judge advocates."

Accordingly, JAGs remain line officers. The change is effective for all personnel, military and civilian, who previously were included within The Judge Advocate General's Department. In other words, everything is exactly the same as it was on June 30, except the name.

The new name absolutely does not imply any shift in the relationships and responsibilities regarding the rest of the Air Force.

It is a Corps within the Air Force, just as the "JAG family" is an integral part of the greater "Air Force family."

Whatever the name, the Corps maintains the special roles that uniformed and civilian legal professionals fulfill for commanders and the men and women of the Air Force.

As the Corps continues to press forward in the 21st century, they will now do so under a designation that evokes a rich military tradition.

Striding towards the future with an enduring appreciation of

military heritage ... that's the United States Air Force ... and The Judge Advocate General's Corps.

IMA JA and Paralegal orientation workshops

These workshops offer the "A to Z" of the IMA judge advocate and paralegal programs.

The workshops include hands-on computer training and mock quality review panels. The upcoming workshops are scheduled for:

- IMA Judge Advocate Orientation Workshop: March 25-26, 2004.

- IMA Paralegal Orientation Workshop: April 1-2, 2004

The paralegal workshop is open to active duty Law Office Managers and supervisors on a space available basis.

Members interested in attending can contact the POC below at DSN 926-6494; (303)676-6494; (800)525-0102, Ext. 71251, or e-mail arpc.ja@arpc.denver.af.mil.

- IMA Judge Advocate Orientation Workshop: Maj. Steven Goodwill or TSgt. Johnnie Dorris

- IMA Paralegal Orientation Workshop: CMSgt. Deborah Fischer or MSgt. Joyce Balding

Hails

We are pleased to welcome Denise McGee to the ARPC/JAR team. She will be assisting in processing IMA judge advocate orders requests.

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sage containing a table of contents with links to full-text articles in the journal. Each quarter, subscribers will receive notification of the journal posting online. This new feature will ensure subscribers are notified as soon as an issue has been posted. Subscribers' e-mail addresses will be added automatically to the journal's electronic distribution list and they will begin receiving notification of the electronic publication.

To subscribe, people can go to the Air Force Link subscription center Web site at <http://www.af.mil/subscriptions.asp> and select Air & Space Power Journal. Customers will be notified via e-mail of their subscription and asked to confirm it with a reply message.

TRICARE Dental Program

In Miguel de Cervantes' 1605 tongue-in-cheek novel about chivalry, Don Quixote says: "Every tooth in a man's head is more valuable than a diamond."

The book's hero had problems with reality but he was forward-thinking when it comes to the cost of restorative dental work. Today, an installed porcelain crown runs about \$650 to \$1,000 and implants go for about \$1,500. To help keep your chop-pers in biting order, the Department of Defense offers the TRICARE Dental Program. If you are not on active duty, monthly dental care costs \$8.14 for you, the same as a single family member for an active-duty troop.

Under the single and family enrollment plans, you pay 2 1/2 times what an active-duty member pays, but it's still reasonable if you or your spouse don't have dental insurance through work. Bottom line: DOD wants you to keep your "diamonds" where they retain their value – in your mouth, not under your pillow.

Maternity uniform

We now have a process established for payment of a maternity uniform allowance.

When we receive the request for the initial maternity uniform on the ARPC Form 29, along with the physical profile (AF Form 422) verifying pregnancy, we will initiate payment of a \$283 allowance for maternity uniforms. This allowance is applicable to enlisted, Category A or B IMAs only, and is limited to once in a 3-year period.



Art by 2nd Lt. Gary O. Cirujales

Alternate meal statements

If an IMA is working shift work, or the mission requires an alternate meal statement other than what is authorized via AFP 34-604, Government Quarters and Dining Facilities, remember to ensure the item is checked on the Special Authorization Page in WOTS, and that justification is provided in the remarks section of the request.

Chaplains bear no arms

Chaplain, Maj. Gen. Lorraine K. Potter, Chief of the Chaplain Service, issued a memorandum last month emphasizing a long-standing Air Force policy "that under no circumstances may a chaplain ever carry a weapon or transport weapons or ammunition."

As chaplains are exposed to combat, their status as noncombatants becomes a matter of great importance.

"Being a noncombatant is both a way of thinking and a way of acting," said Chaplain Potter. "This way of thinking and acting must be evident in deployed and nondeployed environments."

Similarly, the Law of Armed Conflict prohibits chaplains from assisting in planning military actions, conveying military intelligence, and directing response to

hostile fire.

"When serving in a combat environment," the memorandum states, "the chaplain will never remove the Geneva Convention brassard from his/her outer clothing."

While failure to comply with this policy constitutes a dereliction of duty for a chaplain, the rule applies only to officers in the Chaplain Service. Enlisted Chaplain Assistants provide force protection to chaplains.



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