

# On-final



Vol 15 No 3 March 1995

507th Air Refueling Wing

Tinker AFB, OK



Scenes like this one from the February drill weekend mobility exercise may become more common as Reserve and Guard forces are tasked with increasing roles in national defense. See related story on this page. (Photo by TSgt. Mitch Chandran)

## Increased workload predicted

WASHINGTON -- The Air Force is considering an expansion of assignments for Air Force reservists and members of the Air National Guard -- possibly including service with combat units, the service's top general said.

"Is the great involvement of the Guard and Reserve in the day-to-day activities of the Air Force going to be the norm? The answer is yes," said Air Force Chief of Staff Gen. Ronald Fogleman.

Fogleman said he was well aware that some elements of the Guard and Reserve have had to adapt to a "pretty heavy workload" in recent years, perhaps even spending months stationed far away from home.

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***Year-long study begins to determine proper mix of duties to be shared between Reserve and active-duty forces.***

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But given the cutbacks in force structure and current budget restraints, that is not going to change, the general said.

Fogleman said the Air Force has been successful in integrating part-timers into jobs in transport and refueling units, but that could well translate into other areas, such as combat.

The general said he has begun a year-long study of the mix of duties given the active duty and part-time force and doesn't expect to make any major changes before that study is complete.

Asked whether he thought placing a greater load on reservists might cut into the numbers willing to serve, Fogleman said he did not think that was the case.

"We've discovered that if we're flexible in terms of tour lengths, we can do it," Fogleman said, particularly given the numbers of people that are self-employed or able to be flexible about their other employment.

"In the near-term, I expect to continue to use ... the Guard and Reserve in this way," he said. Fogleman added that he was studying putting active duty personnel in reserve units to maintain a continuity of service in the unit, something that the Army has done in some areas.

At the end of 1994, there were about 416,000 active duty men and women in the Air Force; 73,000 in the Air Force Reserve and 113,000 in the Air National Guard.

## McIntosh sends

Quality of life in the services is a hot topic in the Department of Defense right now. I assure you that I'm equally concerned about YOUR quality of life. A working group headed by Brig. Gen. Dave Sibley, Air Force Reserve assistant vice commander, came up with three issues for us to focus on: lodging/quarters, family services and personnel turbulence.

You voluntarily give your time and services, and it's reasonable that you'd expect us to provide you with adequate living conditions while on duty, compensation and support for your families.

If there are any issues you feel we need to address, I encourage you to bring them to our attention. You have my word that I will carry the quality of life message for all Air Force reservists. As we take on a larger role in our nation's defense, these issues will become more important.



## Denial: Costly, deadly approach to safety

*Carolyn Morgan  
60th AMW safety office  
Travis AFB, Calif.*

Define the word denial. No, it's not a Farmers Market in Roseville. It is defined as a refusal to admit the truth or reality. It can be a costly and dangerous attitude when people fail to use seatbelts or to drive defensively.

Many people are in denial that they could be injured or killed in a vehicle mishap, so they don't feel the need to protect themselves or their family. Maybe it's just something they don't want to even think about.

Reality checks should be given to those people who believe that because they are safe drivers, they won't be hurt.

The fact is car crashes are the number one killer of children and the number one cause of accidental death for adults under age 78. Children are especially vulnerable to injury because they have softer bones, weaker neck muscles, and larger, heavier heads in proportion to their bodies.

In a sudden stop or swerve, unrestrained passengers keep moving at the speed the car is traveling until they hit something, usually the car's interior or windshield.

Most injuries to children in crashes are the result of being thrown into a windshield or dashboard, crushed by an unrestrained adult in the car, or thrown from the car. If the driver is not belted in, it is likely he or she will not be in a position to regain control of the vehicle.

Bodies can slam into each other with great force even when observing legal speeds. If you are thrown from the vehicle, it is likely you will suffer massive injuries from impacting the ground, other vehicles or stationary objects in your path.

The safest place to be in a car crash is properly restrained in your seat. In fact, it increases your chances of survival by 50 percent. Those are odds that can't be denied.

Individuals who have been involved in serious vehicle mishaps when using seatbelts, usually live to tell how the belt saved their life. We can't control the actions of others, but we can control our own.

Don't be in denial about your chances of being a victim of someone else's reckless driving. Acknowledge that the possibility is real, and take the necessary precautions to protect yourself and your family in the event that the worse does happen.

It only takes a couple of seconds to buckle up -- a couple of seconds that may save you a lifetime of suffering. (AMC News Service, courtesy the Travis Tailwind)

*On-final*

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The editorial content is edited, prepared and provided by the Public Affairs Office of the 507th Air Refueling Wing, Air Force Reserve, Tinker Air Force Base, Oklahoma. All photographs are Air Force photographs unless otherwise indicated. **Copy deadline is noon on UTA Sunday for the next month's edition.**

This is your newspaper. Take it with you to share with family, friends and employers. The PA phone number is 734-3078.

**Make it click!**



*Talk it up!*

## **The best PR program starts with you**

**Editor's Note: In today's world of military cutbacks and increasing military demands on reservists, it's more important than ever to talk up your reserve experience at work and in your community. In the workplace where reservists and those with no prior military experience labor side-by-side, showing how Reserve skills benefit the company's bottom line helps foster understanding and support. One-on-one, you can make a difference.**

**By TSgt. Larry Wilson  
72nd APS Unit Public  
Affairs representative**

I am the lab manager for a Tulsa business where we process microfilm. Having been with the company a short time, the branch safety monitor, Nicole Morgan, came to me and said, "I need to train you on hazardous chemicals."

I asked her if she had a test for me to take and asked if I could take before her training class. I took the test and handed it back in about 3 minutes.

She had a look of surprise on her face as she said "You passed." I explained to her I had been my squadron's safety officer for 5 years and had learned quite a bit. Several days later she said, "You also need respirator training because we have anhydrous ammonia on the premises and you are one of the primary users." Again,



**TSgt. Larry Wilson, 72nd Aerial Port Squadron, poses with Nicole Morgan of Tulsa, after demonstrating the effectiveness of breathing masks and promoting the value of Reserve training at his civilian job.**

I said I knew how to use gas masks because, in the Air Force Reserve, I wear chemical warfare ensemble during every training assembly weekend.

Being a good safety officer, Nicole said, "I still need to see that you know how to put it on and use it."

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***The extensive training  
received through the reserve  
duties is useful in civilian jobs  
and sometimes it's just as  
important to show that to  
fellow workers as well as the  
boss.***

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Fifteen seconds later the mask was on, straps tightened and breathing passage cleared. Surprised again, Nicole said I knew more about the gas mask than she did. Knowing she was new to the safety program, I asked her if she had ever experienced using the respirator in a real-life situation. Did she trust her mask? I had her put the mask on and took her to the ammonia chamber on one of our microfilm duplicating machines.

I opened the chamber so she would get a good whiff then asked if she could smell ammonia. She couldn't. I had her lean over the open chamber and take a real deep breath of air and tell me if she smelled ammonia. She still couldn't. When we stepped out of the room, took the mask off, she said, "I can sure smell it now."

## **Reserve activates new KC-135 unit at McConnell AFB**

MCCONNELL AFB, Kan. -- A former member of the 931st Air Refueling Group assumed its command during a unit activation ceremony here Jan. 31.

Col. Vik C. Malling's command consists of 100 airmen already assigned to the 931st Civil Engineer Squadron at McConnell. Another 460 air reserve technicians and traditional reservists will fill in the ranks of the 931st ARG. The group will activate its 18th Air Refueling Squadron in October and its 44th ARS in October 1996.

"I'm really excited that we get to hire quality people from ground zero," said Malling, who was a KC-135 instructor pilot and chief of safety for the 931st ARG at Grissom AFB, Ind., from July 1978 to February 1985.

"This is a chance to shine as the first KC-135 associate unit and a cost-effective way to get more for America's tax dollars. We're already fielding a lot of inquiries from quality people interested in being a part of the new unit."

The 931st ARG traces its roots to Jan. 15, 1963, when it was activated as the 931st Troop Carrier Group, Medium, at Bakalar

AFB, Ind. Seven years later, the unit moved to Grissom and has changed its designation and mission several times over the years. The 931st ARG inactivated the last time July 1, 1987, at Grissom, and its KC-135 aircraft, aircrews and support personnel transferred to the newly activated 434th Air Refueling Wing.

History of the group's future flying squadrons go back even farther. The 18th ARS was formed as the 18th Aero Squadron on Aug. 20, 1917. It was consolidated with another unit to become the 408th Bombardment Squadron in April 1942. The 44th ARS was formed June 15, 1942. Both units served with distinction during World War II.

Today the 931st ARG is the only KC-135 associate unit in the Air Force Reserve. The group's aircrews and aircraft maintainers will fly and work alongside their active-duty counterparts from McConnell's 22nd Air Refueling Wing.

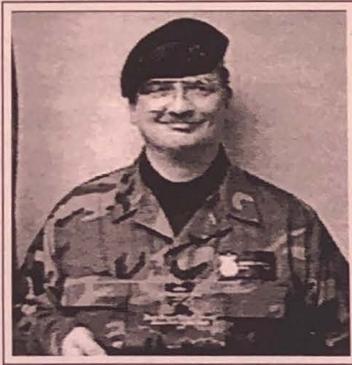
Other Reserve associate units fly and maintain C-5 Galaxy, C-9 Nightingale, C-17 Globemaster III and C-141 Starlifter transports along with KC-10 Extender tanker/cargo aircraft. (AFRESNS)

# 507th picks top Sr. NCO, NCO, Airman

The 507th ARW selected its Senior NCO, NCO and Airman of the Year last month.

The Senior NCO of 1994 is MSgt. Rickey G. Lawrence. He is a Squad Leader assigned to the 507th Security Police Squadron and the squadron's interim First Sergeant, Career Enhancement Officer, Dependent Care Monitor and the Awards and Decorations Monitor.

Sergeant Lawrence was born in Tulsa and attended East Central High School. After graduation, he enrolled in Tulsa



**MSgt. Rickey Lawrence**

Junior College in the Fall of 1974 and attended classes for one semester. On November 22, 1974 he joined the U.S. Marines Corps. After completing basic military training at the Marine Corps Recruit Depot, San Diego, Calif. he was sent to Camp Pendleton.

According to his supervisors, Sergeant Lawrence's leadership ability abounds, setting the standard for subordinates to emulate. He demonstrates comprehensive knowledge in his career field and is a driving force in improving the unit's training program. On his own he developed a Security Police "stress test" training exercise to test the SP's job knowledge and skills under stressful combat situations. This test was so successful that it became part of the unit's annual training.

Supervisors state Sergeant Lawrence far exceeds expectations in every job assignment he receives. His communication skills and concern for the troops resulted in his selection as the squadron's first, First Sergeant and his appointment to the enlisted advisory council. He also serves as the unit's Career Enhancement representative.

He is currently enrolled in the course 8 CDC for advancement. In 1994 he

attended the Patriot Warrior Ground Combat Readiness Center for Phase II training and the Special Operations School on the Dynamics of International Terrorism. Sgt. Lawrence is also an active participant in the Wing's Jump Start program. He is currently enrolled in the Community College of the Air Force and is three hours shy of receiving a degree in Industrial Security to go along with a bachelors degree in political science. He intends to enroll in a masters program in 1995.

Sergeant Lawrence is a voting member of the Tulsa County Gang Intervention Task Force. He is a nationally certified DARE instructor and began the first and only DARE program in the nation to teach the program.

He was awarded the runner-up award from the Tulsa Sertoma Clubs Metropolitan Officer of the Year for in 1994. He was selected as the only Senior NCO Peacekeeper of the quarter for the 507 SPS in 1994 and was selected as the ARW's Senior NCO of the quarter for the first quarter of 1994. He designed a squadron newcomers welcome pack and overhauled the awards and decorations program.

Lawrence's supervisors state he displays a high degree of honesty, integrity and loyalty to his squadron and the Air Force while projecting a professional military image.

The NCO of the year is Technical Sergeant Shannon D. Buhl, a Security Specialist assigned to the 507th Security Police Squadron. He is the squadron Air Base Defense Coordinator.

Sergeant Buhl was born in Tulsa and attended East Central High School. After high school he enlisted in the U.S. Army Reserve under the Delayed Entry Program (DEP). He was assigned to the 95th Infantry Training command. He attended Army Basic Military Training at Fort Benning, Georgia.

Supervisors report Sergeant Buhl sets the standard for his subordinates to emulate. He is credited with setting up the Unit Anti-terrorism program. The program is designed to inform and train military personnel and their families about current trends in terrorism around the world to prepare them for deployments to foreign countries.

Sergeant Buhl is the Second Squad's Assistant Squad Leader. He was chosen to be Flight Sergeant during Operation Coral Relief in southern Florida.

He was responsible for the security of Homestead Air Force Base and the welfare of a 40-man Security Police Flight, following Hurricane Andrew. He is coordinator for all Air Base Defense Operations conducted by the 507th SPS which involves training personnel and the deployment of tactics in an ABD situation. He is also the Self Aid and Buddy Care Monitor for the unit.

Sergeant Buhl is currently enrolled in the CCAF. He is a graduate of Tulsa Junior College with an Associate Degree in Criminal Law and is currently a Senior at Langston University, majoring in Psychology. He is also enrolled in course 6 at the NCO Academy.

Sergeant Buhl was selected to attend the Joint Aviation Foreign Internal Defense Class at the USAF Special Operations School. He was one of only two enlisted personnel to attend the class. He was also selected to attend a symposium on the Role of Special Operations Peacekeeping, where he was among General Staff Dignitaries, and Representatives from the United



**TSgt. Shannon Buhl**

Nations. He attended the National Tactical Officers Association and Tulsa Police Department SWAT schools.

He is a Red Cross First Aid and CPR Instructor, volunteering his time at the Tulsa County Chapter of the American Red Cross. Buhl is a member of Oklahoma Search and Rescue organization that searches for missing people using dog teams. He was the primary searcher that found the body of a newborn baby after it's mother dumped it in a trash site. He is a member of the National Tactical Officers Association, and a 32 degree Mason.

Buhl was awarded the Air Force Achievement Medal for duties

**Continued on next page**

# March Schedule of Events

<u>Date/Time</u>	<u>Meetings, Etc</u>	<u>Location</u>
<b>Fri, 10 Mar</b> 1400	Pre-UTA 1st Sgt Meeting	Bldg 1043, Conf Rm
<b>Sat, 11 Mar</b> As designated by unit	Sign-in	As designated by unit
0730-0930	Newcomers In-Processing	Bldg 1043, Rm 201C
0730-0745	Sign-in for Physical Exams	Base Hospital
0900	Newcomers Orientation	<b>TO BE DETERMINED</b>
0900-1000	3A0X1 Training	Bldg 1043, Conf Rm
1000	Mobility Rep meeting	Bldg 1043, Conf Rm
1030	First Sergeants Meeting	Dining Hall, Sun Rm
1300	Sexual Harassment Sensitivity Trng	Bldg 3333, South Entrance
1300-1400	Ancillary Training Manager Meeting	Bldg 1043, Conf Rm
1300-1400	IG Complaint period w/Lt Col Despinoy	Bldg 1067, CC Office
1300-1430	Immunizations/Flu Shots	Bldg 1030, Hanger Floor
1400-1500	Training Manager Meeting	Bldg 1043, Conf Rm
As designated by unit	Sign-Out	As designated by unit
<b>Sun, 12 Mar</b> As designated by unit	Sign-in	As designated by unit
0745-1500	Initial Chemical Warfare Trng	Bldg 1115, Prime Beef
0830-0930	Enlisted Advisory Council Meeting	Bldg 1043, Conf Rm
0900-1100	Newcomers Ancillary Trng Phase I	Bldg 3333, South Entrance
0900-1000	Supervisor Safety Training	Bldg 1030, Comm Flt Trng
0930-1030	Unit Career Advisor meeting	Bldg 1043, Conf Rm
1230-1600	Newcomers Ancillary Trng Phase II	Bldg 3333, South Entrance
1300	Sexual Harassment Sensitivity Trng	Bldg 3333, South Entrance
1300	CDC Course Exam Testing	Bldg 460, Rm 213
1400-1500	3A0X1 Training	Bldg 1043, Conf Rm
<b>1500-1630</b> As designated by unit	<b>MPF Closed for In-House Trng</b> Sign-out	<b>Bldg 1043, MPF</b> As designated by unit

# Training

# Planner

## March-April '95

<b>March 95</b>	
11-12	Primary UTA
<b>April 95</b>	
8-9	Primary UTA
ORE (Employment)	
29 Apr-13 May	72aps AT Hickam
<b>May 95</b>	
6-7	Primary UTA
<b>June 95</b>	
1-30	Deny Flt
3-4	Primary UTA
3-17	Med Sq, Nellis AFB
10-24	72APS, Kadena FB
29-12 Jul	MSS/SV, Germany
<b>July 95</b>	
15-16	Primary UTA
<b>August 95</b>	
12-13	Primary UTA
<b>September 95</b>	
16-17	Primary UTA
16	Family Day
16	CLSS Dining Out

## Memorandum for the Record...

### 1. NCO Academy Class Dates for FY 95

Listed below are the FY95 NCO Academy class dates. SSgts with 8 years satisfactory service, and TSgts are eligible to attend.

Each squadron may submit 1 and only 1 nomination to DPMAT

Nominations must be endorsed by Unit Comman

Class Dates	Nominations Due
NCOA	DPMAT
31 Jul 95-7 Sep 95	7 May 95
18 Sep 95-26 Oct 95	16 Jul 95

2. AMN/NCO/SNCO of the Quarter/Year: Nominations are due EOD, Saturday of the following UTAs: Quarter - March, June, September, December 95'

Year - Dec 94'

Contact DPMPE, TSgt Fuqua, 734-7494

3. Location of Sexual Harassment Sensitivity Class & Newcomers Ancillary Training, Phases I, II: Bldg 3333 is located east of Bldg 3001, it's a one story beige metal building, looks like it's sitting in the middle of a parking lot.

4. Ancillary Training Phase I & II: 0900 Social Actions Newcomers orientation, followed by Security briefing from 1000-1100, Lunch, return for Ethics briefing 1230-1305, followed by UCMJ 1315-1430, Safety 1445-1545, Comsec Opsec/Local Conditions, 1530-1615.

### BAQ Recertification Deadlines

If your Social Security Number ends with a **4** or **9** you have until **EOM April** to recertify your BAQ or have it terminated. *The reserve payroll office will forward a listing to Unit BAQ Monitors prior to the Feb UTA.* BAQ Monitors are to return the listing complete with all BAQ recertifications to the Reserve Payroll office. Please complete AF Form 987 located at your unit.

**NOTE:** If you don't have dependents you do not need to recertify your BAQ.

# April Schedule of Events

<u>Date/Time</u>	<u>Meetings, Etc</u>	<u>Location</u>
<b>Fri, 7 Apr</b> 1400	Pre-UTA 1st Sgt Meeting	Bldg 1043, Conf Rm
<b>Sat, 8 Apr</b> As designated by unit	Sign-In	As designated by unit
0730-0745	Sign-in for Physical Exams	Base Hospital
0730-0930	Newcomers In-processing	Bldg 1043, Rm 201C
0900	Newcomers Orientation	<b>TO BE DETERMINED</b>
0900-1000	3A0X1 Training	Bldg 1043, Conf Rm
0900-1015	Newcomers Orientation	Bldg 1043, Rm 201C
1000	Mobility Rep Meeting	Bldg 1043, Conf Rm
1015	Escorts Pick up Newcomers	Bldg 1043, Basement Classroom
1030	First Sergeants Meeting	Dining Hall, Sun Rm
1300	Sexual Harassment Sensitivity Trng	Bldg 3333, South Entrance
1300-1400	IG Complaint Period w/Lt Col Despinoy	Bldg 1067, CC Office
1300-1430	Immunizations	Bldg 1030, Break Rm
1300-1400	Ancillary Training Monitor Meeting	Bldg 1043, Conf Rm
As designated by unit	Sign-Out	As designated by unit
<b>Sun, 9 Apr</b> As designated by unit	Sign-in	As designated by unit
0745-1200	Refresher Disaster Preparedness	Bldg 1115, Prime Beef Bldg
0830-0930	Enlisted Advisory Council Meeting	Bldg 1043, Conf Rm
0900	Newcomers Ancillary Training Phase I	Bldg 1043, South Entrance
0900-1000	Hazardous Communications	Bldg 1030, Comf Flt Trng*
0900-1000	3S0X4 Training	Bldg 1043, Rm 204
1000-1100	Unit Career Advisor Meeting	Bldg 1043, Conf Rm
1300	Sexual Harassment Sensitivity Trng	Bldg 3333, South Entrance
1300	Newcomers Ancillary Training Phase II	Bldg 3333, South Entrance
1300	CDC Course Exam testing	Bldg 460, Rm 213
1400-1500	3A0X1 Training	Bldg 1043, Conf Rm
1500-1630	<b>MPF Closed for In-House tng</b>	<b>Bldg 1043, MPF</b>
As designated by unit	Sign-out	As designated by unit

## CDC and PME Course Exam Testing

UTA Sunday, 1300, Bldg 460, Rm 213  
Wednesday, 1300, Bldg 1043, Rm 206

Names of personnel with tests on file are published in the "CDC COURSE EXAM LISTING" distributed each month to all Unit Tng Managers prior to the UTA. Trainees enrolled in mandatory CDCs will have a Test No Later Than Date of two UTAs from receipt of exam. Voluntary exams must be taken within 90 days of receipt. Course exams not taken within the time allowed will be destroyed.

The exceptions to this rule are 6E, 8E, and Officer PME course exams. If you are unable to test within the allotted time frame, contact your Unit Training Manager immediately.

If extenuating circumstances prevented you from taking your exam on or before the Test No Later Than Date, notify your Unit Training Manager (UTM) as soon as possible. The UTM will contact DPMAT to prevent possible destruction of your exam.

To schedule testing on a Wednesday, call LGLT, 45508 if you are Maintenance Sq, 465 AMU, LSS, LG. 507 CLSS call MSgt Moore 95375. Everyone else call DPMAT 47075 to schedule testing on a Wednesday

**Ancillary Training Information: Phase I & II will be conducted qtrly; Feb, May, Aug**

## Disaster Preparedness Information

All personnel who normally wear contact lenses, attending Chemical Warfare training, will not wear them during training. Bring your New Mask, and spectacles if you have them. Personnel are to be on time for all classes, or be reported as "No Shows". **Ensure all personnel bring their Go-Bags with them to all classes.**

Supervisors may schedule Chemical Warfare training thru-out the year by calling the DW office at x45249, NLT 1 UTA prior to class requested. Units must report the names of personnel requiring training when scheduling training.

In order to utilize the go-to-war MCU-2A/P protective masks for training, TQT, ORE's and deployment; notify 507 LSS at extension 45871. Let them know **Two Weeks Prior** to your need for masks, the quantity of each size your organization requires. Specify when they will be returned to Base Supply. Personnel retrieving masks will sign an AF Form 1297 (Hand Receipt) for all of the masks you receive.

An MCU-2A/P guidebook will be provided to everyone signing for masks. The guidebook will cover the fitting, donning, cleaning, sanitizing, and inspection of the masks.

## UCMJ Briefing

All first and second term enlisted personnel are required to have the UCMJ briefing. Second term enlisted personnel are due the UCMJ briefing within two UTAs of reenlistment.

\* Contact the OPR for any changes to Schedule or Locations

# More What, When, Where

## MPF Customer Service

### Hours of Operation

#### Primary UTA Weekends

Saturday 0730-1630

Sunday 0730-1500

Closed Sunday for In-House Training  
from 1500-1630

#### Weekdays

Monday-Friday

0730-1630

Closed Thursdays for In-House Training  
from 0730-1230

### Phone Numbers

DPM Management, 47494

DPMPs...Customer Service, 47492

DPMAE...Personnel Employment, 47493

DPMPE...Career Enhancement, 47494

DPMAT...Training & Education, 47075

DPMAR...Personnel Relocations, 47493

DPMZ...Information Management, 47494

## TDY & Reassignment Out-Processing

Personnel Relocations (DPMAR) is standing by to help with relocation processing, but they need your help.

TDY to school or reassignment out-processing can only be initiated through DPMAR during the times listed below:

Monday thru Friday: 0730-1530

UTA Saturday: 0800-1530

The schedule is for your convenience; times noted assure your access to agencies with processing responsibilities. Your cooperation in complying with this schedule is greatly appreciated. If you have any questions, please call DPMAR, x47494.

## Chapel Service Information

Devine service held Saturday at 1515, Hospital Pharmacy. Sunday service held at 0730, Disaster Preparedness, Bldg 1030, flightline side.

Catholic Mass: Sat, 1700, Sun, 0940, 1220.

## Tips for Faster MPF Service

ARTS, or Reservists on Mandays or annual tour can conduct personnel business any week day and avoid contributing to UTA congestion.

Avoid Saturday morning unless you have an appointment. Due to In-Processing activities, the Customer Service section is short handed until about noon on Saturday. Call ahead, find out how long the wait may be. Be sure you bring any required documents with you and avoid the need for a second trip to finish your business.

### DD Form 93

#### Record of Emergency Data

This is the single most important source of information within your personnel record for dependent data and next of kin information.

If data is incomplete or incorrect, the Air Force cannot extend dependent benefits, nor can notification be made in the event you become injured, seriously ill or die while on duty.

You are the only one who can update this record. Remember there are no minor errors on a DD Form 93. Data accuracy is critical. You may be one of the lucky ones and escape injury or illness, but can you risk the alternative?

Check the form in your mobility folder, if it is wrong, come by MPF Customer Service and get it updated.

## Hours of Operation for...

### Pass & ID

Located in Bldg 590, is open on UTA Saturday, 1200-1600, for ID cards, fingerprints, vehicle registration and base decal.

### Individual Equipment Issue (IEU)

Located in Bldg 469, is open on UTA Saturday, 0800-1530. Enter door #36 on the south side of the building. Check with your Unit Orderly room before you attempt equipment issue or exchange.

## Medical Services Information

### Immunization Monitors

All shot records that are mutilated and or have no space left need to be brought to the immunization clinic located in the Hospital between 1000-1200 on Sunday of the UTA for new records to be made up and issued. Point of contact is Capt Livengood, x42487.

### Physical Examinations

Sign in for Physical Exams is at 0730 at the Base Hospital. Attendance is mandatory due to Air Force Reserve requirements, however, reschedules will be permitted due to special circumstances. If you are on flying status your physical must be accomplished no later than the last day of your birth month. It is recommended that flight personnel schedule their physicals 3 months in advance of their birth month. If you are unable to meet an appointment, you must call TSgt Latta, 43151 and reschedule in advance of the UTA.

### Random Drug Testing

Drug Testing is conducted at 0900 on UTA Saturdays. The names of those randomly selected for testing are released by Social Actions to Unit Commanders immediately after sign-in on Saturday. If selected, you should consume as much liquid as possible prior to reporting to the lab. You cannot be released until the required sample amount has been obtained. If you have questions about the Random Drug testing program contact Social Actions, x45019.

### Military Pay: Ext 45016

File for pay on or before: Receive Direct Deposit by:

12 Mar	22 Mar
14 Mar	24 Mar
19 Mar	29 Mar
21 Mar	31 Mar
26 Mar	05 Apr
28 Mar	07 Apr
02 Apr	12 Apr
04 Apr	14 Apr
09 Apr	19 Apr

### Dining Facility

Meal times are shorter, lines are longer: Plan ahead!

Breakfast	0600-0900
Lunch	1100-1300
Dinner	1530-1800

## The Video Display Terminal and YOU

**The Workstation:** The principles of ergonomics - how people interact with their environment - can be used to make your job easier and reduce physical strain on your body. Good ergonomic concepts include:

- Positioning the top of the VDT screen at eye level

- Increasing the height of the keyboard so that the user's arms hang freely, with the keyboard at a slight angle

- Locating the VDT 18 to 28 inches from your eyes

**Hand Position:** Incorrect hand position can lead to common hand disorders like carpal tunnel syndrome. Keyboard operators can do two things to avoid these ailments:

- Keep your wrists in a straight line with your forearms.

- Take periodic breaks to give your hands a brief rest.

**Sitting Correctly:** The combination of proper posture and a good chair can be a great help to your on-the-job comfort and well-being.

**Proper Posture:**

- Keep your spine and head upright.

- Sit well back into the chair.

- Keep your feet flat on the floor and use your thighs to help support the weight of your body.

- Keep your knees at about the same level as your hips.

- Use a footrest if necessary.

**A Good Chair:**

- The chair should support and encourage the natural curvature of your back.

- Its height should be adjustable.

- A chair that curves down in front will reduce harmful pressure on the back of your knees.

- A chair seat that adjusts forward and backwards will provide even more flexibility in accommodating your back.

**Eye Strain:** Eye strain is caused by overexertion of the muscles that focus your eyes. When you're looking at the VDT for long periods of time, these muscles have no time to expand, move or rest. Eye strain can lead to headaches and blurred vision.

**Glare:** Lighting for your office is tricky. It needs to allow you to work comfortably, but not become harmful when working on your VDT. Glare is your biggest concern with lighting.

- Turning your VDT at a right angle to windows.

- Putting blinds, louvers or awnings over windows.

- Eliminating all reflective surfaces near your VDT.

- Try using smaller task lights instead of overhead lighting.

**Vision Breaks:** Taking a short vision break every half hour or so will help relax your eyes. The following exercises can usually be done right at your work station.

**Palming:**

- Form shallow cups with the palms of your hands.

- Place them lightly over your closed eyes, and keep them there for about one minute.

- Do not put direct pressure on your eyeballs.

**Focus Change:**

- Look at and focus directly on an object at least 20 feet away.

- Hold this distant focus long enough for your eye muscles to adjust, move and expand.

- Repeat.

**Deep Wink:**

- Close your eyes tight for several seconds.

- Open them very wide, holding them for a few seconds.

- Repeat.

**Short Physical Breaks:** Continual sitting, staring and concentrating can be hard on your body. The national Institute for Occupational Safety and Health (NIOSH) recommends taking a short break every couple of hours when you're doing uninterrupted work.

Taking a break from your VDT doesn't mean taking a break from work. When you feel your concentration is starting to lag, affecting your productivity, move on to a different task.

Mailing, filing or printing are all examples of tasks that need to be done during the work day. Try and schedule these kinds of non-VDT jobs around the work that needs to be done on your shift.

**Summary:** If your job has you spending most of your workday in front of a VDT, being comfortable there is not a luxury, it is a necessity. Be sure your workstation is set up with the principles of ergonomics in mind, and be sure you stretch and refresh yourself throughout the day. You will work better and more efficiently with these principles in mind.

# Top enlisted for 1995 are selected

Continued from previous page

performed as the Flight Sergeant during Operation Coral Relief. He assumed a position normally staffed by a master sergeant. He was the recipient of the



SrA Howard Donaldson

Homestead Hero Award. He also took second place at the Tulsa Police SWAT School, where he competed against 30 civilian law enforcement officers.

He was team leader for the Defense Force and Circulation Control elements at the JRTC (Joint Readiness Training Center). He is instrumental in planning

and implementation of Security Police deployments and exercises.

His supervisors report his presence in many situations has helped to discover a solution to a problem or calm a volatile situation, adding his commitment to community and country has been lauded by civilian and military officials.

The Airman of the Year is Senior Airman Howard R. Donaldson, a Security Specialist assigned to the 507th Security Police Squadron.

Airman Donaldson was born in Mobile, Ala. He attended Star Spencer High School, Okla. and graduated in 1990. He attended Detroit-Jordan Junior College in Mich. He went one semester and then joined the Air Force in 1992.

On completion of basic military training at Lackland Air Force Base, Texas in 1992, he went across base and began training in the Security Police Academy for his technical career field. He graduated from the school in April and went to Fort Dix, N. J. for a four-week Air Force Level I Ground Combat Skills course and finished in May. He was then assigned to Tinker Air Force Base, and began his five-skill level training with the 507th SPS.

Airman Donaldson is currently enrolled in Rose State College, Midwest City, and has completed 48 hours of credits with a major in Criminal Justice. He is balancing his studies while working Military Personnel Appropriation days assisting the active duty 72nd Security Police Squadron during a critical manpower shortage. He has received two letters of appreciation within the last 60 days from the 72nd for his outstanding support and performance on flight.

Airman Donaldson is engaged to be married next year. He is active in his church and coaches the boy's basketball team. He was selected as the Peacekeeper of the Quarter for the fourth quarter of 1993 and again for the first quarter of 1994. The 507th Air Refueling Wing selected him as the Airman of the Quarter for the first quarter of 1994. Airman Donaldson was nominated for the award of the Twelve Outstanding Airman Program and was selected as the 507th ARW's nominee to 4th Air Force. He received the Air Force Achievement Medal for meritorious service by the 507th ARW in November 1994.

## Some reservists qualify for early medical retirement

ROBINS AFB, Ga. -- Some reservists who become physically disqualified for military service because of illness or disease incurred while not on active duty may be eligible for early retirement.

To qualify, members of the Selected Reserve must have completed at least 15 but less than 20 years of qualifying service upon the start of administrative discharge procedures. If approved for transfer to the Retired Reserve instead of administrative discharge, they may qualify for retired pay at age 60. In the past, a reservist with less than 20 years of service who had a physical disqualification that was not the result of military service was not entitled to retired pay.

The policy change is one of the provisions of the Fiscal Year 1995 National Defense Authorization Act, enacted Oct. 5. That provision took effect on that date, is not retroactive and will remain in force until Sept. 30, 1999.

Reservists who are physically disqualified through intentional misconduct, willful neglect, willful failure to comply with standards or injury incurred during a period of unauthorized absence are not eligible to transfer to the Retired Reserve.

The policy regarding physically disqualifying injuries or illnesses that occur while on active duty, including unit training assemblies and annual tours, has not changed. Reservists discharged in these cases are eligible for a form of retired pay with the same benefits as a medically retired active-duty person, including medical care and commissary and base exchange privileges.

Military personnel flights have more information about these policies. (AFRESNS)



SSgt. Kathy Lowman, KC-135 crewchief with the 465th Aircraft Maintenance Unit, displays a silk-screened T-shirt being sold to raise squadron funds. In addition to shirts, jackets and hats are also on sale.

Silk screened jackets sell for \$43, sizes small through extra large. Silk screened jackets with an additional left breast patch (R's Are Bigger or Osage Shield) sell for \$47. For sizes XXLarge and XXXlarge add \$5 or \$10, respectively. T-shirts sell for \$9 while hats sell for \$8. Members can pick up order forms at the AMU.

# Don't take the bait

By Capt. David B. Cook  
Base Legal Office  
McChord AFB, Wash.

When your phone rings, is a stranger trying to sell you vitamins, low cost vacations, magazine subscriptions or club memberships? Do they say you've just won a contest, and if you pay shipping and handling, it's all yours? Do they want your credit card number? If you agree and give out personal information, you may be the victim of TELEFRAUD!

While most telemarketing firms, i.e., those who sell goods and services by

telephone, are reputable, there are numerous unethical companies who only want to take your money. Telefraud costs consumers nearly a billion dollars a year.

These operations use well-rehearsed sales pitches designed to sound believable. You may be transferred from person to person, so it sounds like a genuine business setting. A "vice president" may even call you back to try to convince you to buy.

The best way to protect yourself against telefraud is to learn to recognize the warning signs. Some common phrases you may hear are:

"You've been specially selected to hear this offer;" "You'll get a wonderful free bonus if you buy our product;" "You've won a valuable free prize;" "You must act now;" or "You can just put the shipping and handling charge on your credit card."

To avoid being a victim, ask yourself these questions: Does the caller refuse to



give me time to make up my mind? Does the caller refuse to mail me any written information? Does the caller pressure me for my credit card number or for immediate payment? Do I have to pay to win a "free prize" or to enter a "contest?" If the answer to any of these questions is "yes," hang up the phone.

The bottom line is this: If an offer sounds too good to be true, it probably is not true. Use your mind, don't take the bait. (AMC News Service.)

## Recruiting is more than "just a job"

By Tsgt. Mitchell B. Chandran  
Public Affairs

Are you bored with your reserve job? Feel that when you show up for your UTA it's just another weekend? Feel like your contributions aren't being recognized? How about a reserve job that is exciting, dynamic, and rewarding? That is what recruiting is all about.

The Air Force Reserve Recruiter is much more than a warm-body sitting in an office waiting for a potential recruit to walk in, promise them the best job in the world, sign them up then send them off to basic training and forget they ever existed.

"Our recruiters have a challenging mission. They are continually striving to meet the needs and requirements of the AF Reserve, unit/section commanders, supervisors and the applicant's desire and needs," said SMSgt. Thomas H. Pitzer, senior recruiter for the 507th and the new 931st Air Refueling Group at McConnell, Kan. "The rewards are twofold: your unit excelling due to the people placed here and the recruit maturing. Unlike active duty, recruits are usually recruited exclusively for this unit," said Pitzer.

There are two types of recruiters in a unit: In-Service Recruiters (ISR) and Unit Recruiters. The ISR recruits airman and officers electing to separate from active duty Air Force. Normally, this involves Palace Front, Palace Chase, High Year Tenure, SSB and VSI. Msgt. Mickey L. Vickers, Msgt. Bob V. Wright, Tsgt. Micheal A. Tubbs are ISRs. The Unit Recruiter recruits from the local community for non-prior service, and prior service people who have served in any military branch that have separated from the military. Msgt. Jon L. Brasher, Tsgt. Paul C. Weld are unit recruiters.

Pitzer said recruiters come from many other fields. 507th recruiters consist of:

Pitzer, formerly an aircraft loadmaster, A-10 crewchief and CH-3 flight engineer came into recruiting from 1987;

Vickers, formerly in the medical administrative field came into recruiting in 1989;

Wright, came into recruiting in 1982 from civil engineer; Brasher, came into recruiting from life support and avionics in 1991;

Weld, formerly a security specialist, came into recruiting in 1991 and;

Tubbs, formerly medical logistics and came into recruiting in 1990.

The Century Club Award, the second highest award that is

given when a recruiter recruits more than 100 people, is not new to the 507th recruiting team. Both Vicker and Brasher won this award last year which makes this the second time for Vickers who won in 1990. Only 33 out of 280 recruiters received this award for FY94. Pitzer, when he was a recruiter, won in 1990 and 1993.

"What's special about these two individuals winning the award last year is that it was the year that we went through the conversion which closed recruiting from December to June which only gave us six months to work with. With Brasher, out of that six months, he worked at an unfamiliar unit for three and a half months at the 913th Air Group at Willow Grove, Penn. "This is exceptional performance not only for a recruiter to overcome these obstacles but also to achieve this highly coveted award in which only 12 percent of all recruiters had won." said Pitzer.

"These people are professional recruiters," said Pitzer. "They enter this career knowing that this is a chosen field. It's a tough field. It takes a very dynamic, self motivated, highly ethical and very dedicated individual. AF Reserve recruiters are on a four-year active duty tour with the Reserve that is extendible." Pitzer continues, "We recently sent Msgt. Victor L. Bradford, services specialist here, to Reserve Recruiting School who graduated Mar. 2 and will PCS to another reserve unit."



MSgt. Jon Brasher



MSgt. Mickey Vickers

*Say what?*

# Program checks potential hearing loss

ROBINS AFB, Ga. -- Listen up. Thousands of traditional reservists who work on non-flying jobs under potentially hazardous noise conditions may have their hearing checked on an annual basis starting next year.

This new policy is the result of Air Force changes to meet or exceed the Occupational Safety and Health Administration standard for occupational noise exposure.

Air Force Reserve leaders adopted a command program in February to help prevent possible hearing loss by traditional reservists who work around aircraft or industrial machinery, or in high-decibel noise areas.

In December, Reserve officials initially identified nearly 30,000 reservists in some 400 units potentially exposed to hazardous noise. Career fields on that list included aerial port, aeromedical, various aircraft maintenance, civil engineer, RED HORSE and security police.

Full-time Department of Defense civilians and air reserve technicians have always been included in this program as required.

"There may be up to several hundred additional reservists at each unit who will require annual audiograms," said Lt. Col. Barry L. Savory of the bioenvironmental engineering management branch at AFRES headquarters, Robins AFB.

"It will take time to integrate all those people into the program. Right now there isn't any additional funding available to implement the program on a full scale, so medical units must prioritize and work within existing capabilities."

AFRES is implementing the program in three phases. Phase one will involve a survey to identify traditional reservists now being overexposed to hazardous noise. Phase two will have the local Aerospace Medical Council determine who will be entered into the Hearing Conservation Program. The third and last phase will place reservists in the program and begin annual audiograms.

"We are going to work hard to have the first two phases completed by Dec. 31," Savory said. "Medical unit commanders will work manpower shortfalls by using the fiscal year 1995 manning policy. Individuals who will participate in the program will be notified as soon as they can be identified."

(AFRESNS from Citizen Airman magazine)



## AFRES targets tardy travel vouchers

ROBINS AFB, Ga. -- It never fails. Hit the road for a few days TDY and a mountain of work always greets your return home. As you try to catch up on all the latest catastrophes, often the last thing you want to worry about is filing your travel voucher, but it should be one of first things you do.

The Joint Federal Travel Regulation requires vouchers to be turned in within five working days of returning from a temporary duty assignment. Why the rush? Travelers who fail to meet this deadline cause big problems for the people who are responsible for managing an organization's travel funds.

According to financial management officials at Headquarters Air Force Reserve at Robins, money is obligated from an organization's travel budget for each trip based on an estimate of the amount that will be spent. Circumstances could occur--the trip may be extended or cut short--that would cause the estimate to be too low or too high.

If it's too low, officials said, and the situation isn't corrected by the prompt filing of a voucher, then the organization may wind up obligating more money than

is actually available. This is especially true if a lot of people ignore the voucher deadline or at the end of a fiscal year, when money gets tight and every dollar counts. If the estimate is too high, then



money is needlessly tied up in obligations when it could be used to pay for other requirements.

Filing travel vouchers within five working days of returning from a trip ensures that actual expenses are posted as quickly as possible so travel budget managers know exactly how much money they have available.

"We don't have too much of a problem with people who use their American Express cards to pay for their TDYs," said Susan Walker, an accounting specialist in

the Headquarters AFRES directorate of financial management.

"Normally, these people file their vouchers promptly so they can get their money and pay off their charge card bills. Also, travelers who receive a cash advance prior to their trip aren't a big problem either. If they don't file their vouchers within 30 days, the travel accounting office takes action to deduct the amount owed from their paycheck.

"The people who give us the most trouble with outstanding travel vouchers are those who engage in local travel and don't incur any expenses other than mileage in their personal vehicles. They don't have any credit card bills or cash advances to pay, so they tend to hold these vouchers and submit several at one time for payment."

Since each local travel situation usually involves a relatively small amount of money, holding onto the vouchers for a while may not seem like a serious problem, Walker said. However, multiply these small amounts by several hundred people, and the numbers quickly grow into thousands of dollars. (AFRESNS)

# Reserve News

## VA establishes help line for Gulf War vets

WASHINGTON -- The Department of Veterans Affairs started a new VA Persian Gulf Information Center in St. Louis in February. Gulf vets and their families can get free, direct access to current information by dialing 1-800-PGW-VETS. (AFRESNS)

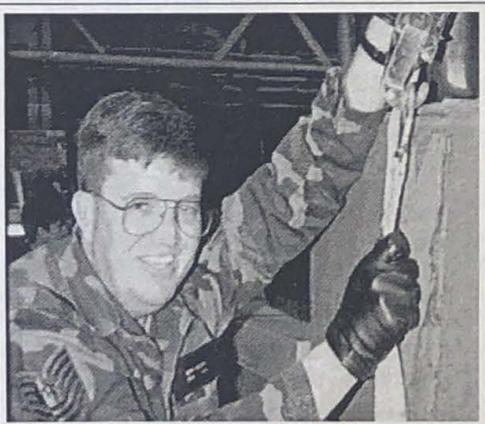
## Units fly humanitarian relief supplies

ROBINS AFB, Ga. -- Air Force reservists from units in Texas and Pennsylvania are airlifting humanitarian goods to help people in Paraguay and Haiti.

A third unit, the 934th Airlift Wing, Minneapolis-St. Paul IAP, Minn., stored and prepared 44,000 pounds of humanitarian goods for delivery to Paraguay. A Reserve C-5 Galaxy transport aircraft from the 433rd AW, Kelly AFB, Texas, will pick up the cargo Feb. 14 and deliver it to Paraguay Feb. 16.

A group from Avon, Minn., called "Project for the People of Paraguay," gathered the donated goods, which consisted of boxed medical supplies, dehydrated food and clothing.

A C-130 Hercules transport aircraft from the 911th AW, Pittsburgh IAP ARS, Pa., left for Port Au Prince, Haiti, Feb. 10 with 30,000 pounds of donated cargo.



On-final is produced for members of the 507th Air Refueling Wing, like MSgt. Jimmie Guthrie, 507th Communications Flight, shown building a pallet during last month's exercise. (Video photo by TSgt. Mitch Chandran)

Churches in western Pennsylvania collected the humanitarian goods, which included non-perishable food items, fertilizer, seeds and gardening tools. Officials from the Eglise Methodiste d'Haiti church will accept the donated items.

The flights were made possible by the Denton Amendment, which allows Department of Defense organizations to transport humanitarian relief supplies on a space-available basis without charge to the donor or receiver. (AFRESNS)

## President announces proposed defense budget

WASHINGTON -- President Clinton released his Fiscal Year 1996-97 defense budget proposal Feb. 6.

For 1996 the request seeks \$246 billion in budget authority and \$250 billion in outlays for the Department of Defense. The Air Force portion of the budget is \$72.9 billion.

The budget calls for a 2.4 percent pay raise for FY 96 and a 3.1 percent hike in FY 97. Another item of interest is the expansion of child-care spaces in FY 95-97.

Under the "Mission Readiness" concept, readiness funding for Guard and Reserve units will be directly determined by how early in a crisis they are scheduled to deploy. Proposed funding also supports greater use of Guard and Reserve forces for peacetime operations to help prevent excessive strain on active forces. An added benefit is more realistic training for reservists, creating a double payoff for dollars spent.

Congress will determine how much funding it intends to appropriate to DOD. (AFRESNS)

## CENTRALIZED STAT TOUR OFFICE

A centralized enlisted 678 statutory tour office went on line January at Headquarters AFRES. The new office will announce stat tour vacancies at

Headquarters USAF in the Pentagon, AFRES headquarters at Robins and Headquarters ARPC in Denver. The office will also verify eligibility, publish orders and provide general customer service to interested reservists.

You can find out about stat tour vacancies on a 24-hour basis by calling 1-800-223-1784, Ext. 71232; commercial 912327-1232; or DSN 497-1232. Information provided will consist of the location of the vacancy, specialty code and duty title, tour start date, and application procedures.

Call the 507th military personnel flights at ext. 47491 for more details about stat tours.

## Advice given to injured Reservists

Military Sick Call at the base hospital on week days is from 7 to 7:20 a.m. and 1 to 1:20 p.m.

If you are injured while on UTA/Orders go to the emergency room at the time it happens. 507th medics state members will probably have trouble getting treatment if they wait until Monday or after their orders end.

Squadrons should not send people over during the week without calling TSgt. Latta first at ext. 42487.

## Convention set

The ROA State Convention will be held April 21-22, 1995. On Friday a reception will take place at the Officer's Club from 6 to 8 p.m.

The main session will be on Saturday starting at 9 a.m. with Maj. Gen. McIntosh as the principal speaker. At 10 a.m., members will meet with the Air Force section followed by a luncheon with representatives of the OC/ALC Commander's Office.

At 2 p.m., the business meeting starts followed by a banquet and installation of 1995 officers at 6 p.m.

## Refer a friend!

There are still dozens of positions available within the 507th. Help out unit recruiters by providing them a name.

Drop this form off at 507th Recruiting in Bldg 1043 or mail to: 507ARW/RS, 7435 Reserve Rd., Tinker AFB, OK 73145-8726 (405) 734-5331.

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex: M F  
 Address \_\_\_\_\_  
 Work Phone( ) \_\_\_\_\_ Best time to call \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Best time to call \_\_\_\_\_  
 Prior service: Yes / No What Branch(es) \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ AFSC/MOS \_\_\_\_\_ Rank \_\_\_\_\_  
 Referred by: \_\_\_\_\_ Phone#( ) \_\_\_\_\_