



# Base Bulletin

Vandenberg AFB, CA 93437-0759



29 January 2003

No. 5

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to [publishing.management.dci@vandenberg.af.mil](mailto:publishing.management.dci@vandenberg.af.mil) or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614 to arrive at 30SCS/SCSP-DCI by noon Friday, the week before you want your item to appear. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## SECTION I — ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961.

Safety Hazard: Dial 5-SAFE (If off base, dial 605-SAFE).

## SECTION II — OFFICIAL

### 1. Team Vandenberg:

**a. Airmen Against Drunk Driving:** The next Airmen Against Drunk Driving meeting will be held on 29 Jan 03 at 1500 in the Services Center. This will mark the first meeting held with the new years executive council. The program is open to all DoD personnel and rides home are confidential. If you or someone you know have been drinking without a designated driver, please call 698-8822/23 Thursday – Sunday. For more information call SrA Paige Ramos 6-6070 or TSgt Thomas Merrett 6-9876. Effective 27 Jan 03 the following are appointed AADD executive council: Manager: SrA Christopher Doyle 30 SFS, Coordinator: TSgt Frank Barbosa 14I WF, Recorder: SrA Tiffanie Burns 30 SFS, Publicist: SSgt Jayme Lima 30 CES. (30SCS/SCSVC, 6-7544)

**b. Retirement Ceremony:** Lieutenant Colonel Allan J. Chromy Chief, and the men and women of the Vandenberg Consolidated Command Center cordially invites you to attend the Retirement Ceremony in honor of Master Sergeant Lisa D. Johnson NCOIC, Vandenberg Consolidated Command Center Friday, 31 Jan 03, Pacific Coast Club, Warrior Room Vandenberg Air Force Base, California, 1400 hours. Dress: Uniform of the Day/Civilian Attire. POC: MSgt Mark Woodbury 30SW/CP, 6-9041.

**c. Promotion Ceremony:** 3 Feb 03, 1500 at the Pacific Coast Club. Show time for participants is 1400. Uniform for SSgt Inductees is service dress, all others, uniform of the day. POC: 30 OG/CCF MSgt Wingett at 6-9600.

**d. JPASO Scheduling Conference Meeting:** 6 Feb 03, 1000 at Bldg. 7025 Auditorium. There will be special Airborne Laser Lab presentation during this meeting. In addition several range scheduling briefings are planned with presentations by representatives from JPASO Pacific area ranges including PMRF Barking Sands Hi, Naval Air Pt. Mugu, CA, U.S. Army Kwajelein Atoll and others discussing range instrumentation and operations schedules and issues. POC: Russ Johnson/30RANS/DOUS, 6-8985.

### e. 30<sup>th</sup> Wing Staff Annual Award Winners:

Capt Daniel E. Weak	30 SW/XP	CGO
SSgt Keith R. Egelston	30 SW/JA	Airman
SSgt David E. Davis, Jr.	30 SW/JA	NCO
SMSgt Jeffrey B. Pridemore	30 CPTS	SNCO
Alinda G. Nelson	30 SW/CCD	Civ Cat I
Junell I. Tillman	30 SW/MO	Civ Cat II

Congratulations to all award winners. POC: Ms. Agramonte, 30SW/CCD, 6-8780.

**f. Legal Assistance Closure:** The 30<sup>th</sup> Space Wing Legal Office will be closed for legal assistance 10 through 12 Feb 03. Normal legal assistance hours are Monday, Wednesday and Friday 0830-0930; Tuesday

and Thursday from 1530-1630. Notaries and Power of Attorney can be obtained during regular office hours from 0730-1630. POC: MSgt Rosson at 5-6200.

## 2. 30<sup>th</sup> Space Communications Squadron:

**a. Emission Security:** EMSEC is a base-level program requiring compliance with equipment and system installation standards as outlined in AFMAN 33-214V2, Emission Security Countermeasures Reviews. This applies only to classified computers, systems, or facilities. For information on what the VAFB EMSEC program has to offer, check out our website at the following address: <https://milnet/wiao/emsec.htm>.

**b. Pure Edge Link:** There are more Information Management Tools (IMT's) available from the Air Force E-Publications Forms site weekly. To use the new IMT's you must install the Pure Edge software. For easier access, there is a Pure Edge Download Link available on the VEPDL. If you have any difficulties with the download, please contact your Workgroup Manager. (30SCS/SCSP, 6792/4).

**c. DMS E-mail 3.0 Server Upgrades/Outage:** On 17 Feb 03 from 0800-1600 PST email services will be down in order to upgrade to DMS 3.0. This outage will affect all email and Outlook Web access. If you have any questions please contact the NCC at 5-BNCC or 6-BNCC. POC: Barry Lokken, 30 SCS/SCBN, 6-7881.

**d. Accountability Of Records:** Base Records Management (30 SCS/SCBR-DCI) strongly urges all Records Management personnel to review their Records Management Information System (RIMS) ("Office of Record Listing for all Offices" module). If necessary, start conducting hands-on inspections for all office file plans your agency maintains. If your unit recently underwent organizational restructuring, ensure all records reflect that fact; that they can be located and are accountable. This is an IG inspection item. RIMS will give you a complete unit file plan listing. If you are uncertain of what you have or do not have, please contact 30 SCS/SCBR-DCI in Bldg 9340. What we (SCBR) have on file should match with what you have filed. (30 SCS/SCBR, 6-4212)

**e. Product Announcements:** In case you haven't noticed, AFDPO added a new section in the Product Announcement starting with PA 26-02; the section lists products or forms that are on backorder and the dates stock is due in. We hope this will reduce some frustrations with backorders and not having any idea when you can expect to receive the product. As always, if you or your customers run into a critical state and need an emergency supply, please contact Publishing Management to lobby AFDPO for special assistance in meeting your needs. (30 SCS/SCSP-DCI, 6-7892/4)

**f. AFSPCIND9:** AFSPCIND9 has been finalized and published with a Jan 03 date. The index will soon be available on the AF e-Publishing website and the AFSPC Publishing Library website. (30 SCS/SCSP-DCI, 6-7892/4)

**g. OF and SF Forms Availability:** There is a very helpful website for OF and SF forms at [http://www.gsa.gov/Portal/content/pubs\\_content.jsp?contentOID=121604&contentType=1008](http://www.gsa.gov/Portal/content/pubs_content.jsp?contentOID=121604&contentType=1008) that lists non-electronic forms whereas the other GSA site lists electronic forms only. On this page, under Publications on the right side of the screen select either SF or OF. The site states: "The GSA General Products Center listing contains not only the standard and optional forms that GSA is selling but also contains forms that are no longer produced by GSA. We provide customers with information as to how to currently obtain the form be it web page or another agencies point of contact. On the currently stocked forms, you will find not only stock number, unit of issue, title of form but also the current revision date and selling price. Note that the selling price may change every 6 months so our catalog price is not always correct." The following URL is the main page, just scroll down to "Publications" and follow through: <http://www.fss.gsa.gov/genprod>. (30SCS/SCSP-DCI, 6-7892/4)

**h. IMT Conversion:** AFDPO sent a message out saying they have another 400 IMTs converted; they are currently out to the OPRs for approval prior to being published. AFDPO anticipates they should start being released around the first of February. Most users are anxious for the Personnel forms to be converted. The AF Personnel Center Forms Manager expects the following personnel forms will be released in February as long as there aren't any new problems that arise. (Air Staff Personnel will be sending out further instructions as what the transition period will be for using the FormFlow form or the IMTs, probably a 60-90 day window; watch for notification through Personnel channels).

AF77	Supplemental Evaluation Sheet
AF78	Air Force General Officer Promotion Recommendation
AF475	Education/Training Record
AF707a	Field Grade Officer Performance Evaluation Report
AF707b	Company Grade Officer Performance Evaluation Report
AF709	Promotion Recommendation
AF910	Enlisted Performance Report (AB Through TSgt)
AF911	Senior Enlisted Performance Report (MSgt Through CMSgt)

**3. Traffic Management Office:**

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: SSgt Papa, ext 6-0904 (30LRS/LGRT)

**b. It's Your Move:** If you are scheduled to make a Government sponsored move this message is for you. The Traffic Management Office (TMO) would like to send you information to assist you with your move. Along with the briefings, an "E" package of tips and information on your upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

**c. Traffic Management Closure:** Will be closed on 24 Jan 03 due to declared Family Day. For emergencies please call 6-8037 or the Command Post at 6-9961. POC: Mr. Haury, 30LRS/LGRT, 6-6931.

**4. Air Force Reserve:**

**Palace Chase Briefing:** 10 Apr 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

**OFFICIAL**

**Robert M. Worley II**  
**Colonel, USAF**  
**Commander**

**Mary E. Meyer**  
**Chief, Publishing Management**

**SECTION III — UNOFFICIAL**

**General Information:**

**a. Outdoor Recreation Closure:** Areas of North Vandenberg AFB will be closed to all outdoor recreation now through Friday, 31 Jan 03. The area affected is referred to as "Area #4", and includes all areas north of San Antonio West, and east of Lompoc-Casmalia Road. Contact the Vandenberg Fish & Wildlife Section at 6-6804 if you have any questions. (30SFS/SFOW, 6-6804)

**b. Movie Schedule:** Friday, 31 Jan 03: Star Trek Nemesis, rated PG-13, showtime at 1930 with doors opening at 1910. Saturday, 1 Feb 03: Drumline, rated PG-13, showtime at 1930 with doors opening at 1910. Sunday, 2 Feb 03: closed. Friday, 7 Feb 03: Lord Of The Rings: The Two Towers, rated PG-13, showtime at 1930 with doors opening at 1910. (doors will open early if necessary.) Saturday, 8 Feb 03: Lord Of The Rings: The Two Towers, rated PG-13, showtime at 1930 with doors opening at 1910. (doors will open early if needed.) Sunday, 9 Feb 03: The Wild Thornberrys, rated PG, showtime at 1500 with doors opening at 1430. Two Weeks Notice, rated PG-13, showtime at 1930 with doors opening at 1910. Please note, there is a 15-person minimum to show all movies, thank you for your support. POC: Vanessa Probert.

**c. Sale of NAF Furniture:** Saturday 1 Feb 03, Bldg 11177 from 1000-1300. Purchasers must have a valid ID (military/retiree/DOD civilian/contractor) and must bring own help to move and load furniture. Terms are strictly cash (checks OK) and carry. Items must be removed at time of sale. Items include desks, chairs, cribs, lamps, TVs, sofas, tables, and chairs. Call 5-0266, Fiona Dennler, if you have any questions. POC: Sheila Carroll 30SVS/SVML, 6-9704.

**d. Scouting For Food:** Cub Scout Pack 102 and Boy Scout Troop 394 will be collecting nonperishable food items on 1 Feb 03 from 0900-1600 at the Base Commissary. POC: Matt Lester 6-0002.

**e. Lompoc Community Concert:** The Lompoc Community Concert Association's 55th year of concerts in Lompoc continues Monday, 3 Feb 03 at 1930 with the Laurel Trio. The classical trio consists of: Sunghae Anna Lim playing the violin, Amy Levine Tsang on the cello, and Reiko Uchida at the piano. The concert will be held at The Trinity Church of the Nazarene - at 500 E. North Avenue in Lompoc (across from the Lompoc Public Library). Adult series, student, and family subscriptions for the remaining three concerts are still

available. Single tickets will be available at the door also. For more information contact: Molly Blaschke at 733-2125 or Jean Jacoby at 736-8713 in Lompoc or in the Santa Ynez Valley contact Anabelle Dalberg at 688-4687. (ITT, 6-3118)

**f. Vandenberg Officer Christian Fellowship (OCF):** Non-denominational bible study meeting Wednesday nights, 1900, at the home of Capt Keith and Christy Keana, 612 Cherry St. We are currently studying from the "Fruits of the Spirit" bible study series. POC: 2SLS/DOA, Capt Keana, 6-6461 or Christy at 734-0696 (home) for more information. [Keith.keana@vandenberg.af.mil](mailto:Keith.keana@vandenberg.af.mil).

**g. Used Eyeglasses Needed:** 30 MDG personnel are deploying on a humanitarian mission and are in need eyeglasses now so they can be washed, neutralized and shipped. Drop off points are VAFB Optometry Clinic or Crestview Elementary School as soon as possible. 30MDG/SGPE, 734-1008.

**h. Youth Sports Volunteers:** Looking for volunteers to be on the Vandenberg youth baseball/softball board. Positions available are publicist, equipment manager, field manager and commissioners for each division. If you are interested in helping out please contact MSgt Douglass at 6-3178 or 733-7187 or the youth sports director at 6-9374. (30SFS/SFOC, 6-3178)

**Health and Wellness Center:** (To Pre-Register for classes call 6-2221)

**a. Tobacco Cessation Classes:** 6-week program that includes medication.

**b. Sensible Weigh:** 4-week weight/fitness class. Call for schedule and to sign up.

**c. Risk Reduction Classes:** Weekly classes meeting at the MDG, which address Cholesterol, Diabetes, Hypertension and Weight. Topic varies call for schedule and to sign up.

**d. Prenatal Exercise Class:** Quarterly class. Next class 21 Feb 03, 1200-1300.

**e. Breastfeeding and Infant Care Education Class:** Quarterly class. Next class 28 Feb 03, 1400-1600

**Chapel:** (30SW/HC, 6-5773)

**a. National Prayer Luncheon:** Buy your National Prayer Luncheon tickets from your First Sergeant of the Base Chapel (6-5773). The Luncheon is at 1130 on 3 February at the PCC. AFSPC Command Chaplain, Colonel Richard Hartwell is the guest speaker. The tickets are \$7.00 each for Lemon Herb Chicken or Chef Salad or Vegetarian Salad.

**b. This Week's Worship Schedule: Catholic Mass** Saturday, 1700 Chapel II, Sunday 1000, Chapel I - **Protestant** - Combined Service on Sunday, 2 Feb 03, 1130 Chapel I with a Fellowship meal after the Service. Ch, Col Richard Hartwell is the guest speaker for this Service.

**c. G.I Java:** All dorm residents are invited to come and enjoy FREE lattes, frappicinos, sodas, chips, and fellowship at a world-class CYBERNET CAFÉ. Open 7 days a week, 1700-2100. Located in the Delta Dayroom across the street from Breakers Dining Facility. For further information, contact SSgt Jennifer Wilkins or Chaplain Mike Martin at 6-5773.

**Family Support Center:** To Pre-Register for all Classes, Workshops & Seminars, call the designated point of contact. (30 MSS/DPF, 6-0039)

**a. The Mechanics of Resume Writing:** 29 Jan 03, 0900-1200 at the Family Support Center. Many people launch into resume writing without preparation. In this workshop, participants will learn about the different types of resumes, hear about resume "do's and don'ts," learn resources, and get tips on building a powerful resume that will get you an interview. Hear from a guest speaker who will give tips on what employers are looking for on a resume. Participants are asked to bring pertinent information needed for building a resume. Registration is necessary. Call Teresa Orozco at 5-8557 for more information.

**b. Marketing Yourself for a Second Career:** 3 Feb 03, 1300-1530 at the 381st Auditorium, Bldg 8290. A free 2 and 1 half hour professional lecture for officers and senior NCOs who plan to leave the service in the next one to five years. Learn about your competition for finding a job, how employers read your resume, salary negotiations and benefit packages, and much more. Call Teresa Orozco at 5-8557 for more information.

**c. Stress/Self Management:** Begins 4 Feb 03 and runs for 6 weeks, every Tuesday afternoon from 1400-1600. You will learn how the events in life that trigger distress, many times are caused by thinking styles, and what are tools to help minimize negative stress. You will learn skills on dealing with conflict, relaxation techniques, and positive lifestyle choices. Contact Linda at 6-9958 to schedule an appointment.

**d. 3-Day TAP Seminar:** 4 through 6 Feb 03, 0800-1600 at the Family Support Center. This is a highly recommended seminar for those who are scheduled to separate or retire from military service within a one-year window. Speakers brief you on job search, networking, resume writing, interview technique, federal employment opportunities, relocation, education and vocational opportunities, and other topics. Sign up early! Contact Bob Brown at 6-0801.

**e. Henry H. Arnold Educational Grant:** AFAS provides \$1,500 grants for undergraduate studies to dependent sons and daughters of active duty, retired, deceased, and Title 10 AGR/Reserve, or spouses of active duty members and Title 10 AGR/Reservists, and surviving spouses of deceased Air Force members. Applications are available at the Family Support Center. The applications can also be reached at [www.afas.org](http://www.afas.org). Contact Lyn Smith at 5-8551.

**f. Volunteers Needed:** If you are looking for a rewarding way to help our military community, meet other people, and learn about the base and local area, then consider volunteering at Family Services. Just a few hours a week can make a real difference in the lives of our military families. Free childcare for up to 15 hours/month is available for our volunteers. Call 6-5484 or 6-0039 for more information.

**g. Office Closure:** The Family Support Center will be closed for staff training every Monday, 0730-0930, beginning 27 Jan 03. Personnel requiring emergency Air Force Aid will be assisted. POC: Sally Galligan, 30 MSS/DPF, 6-0801.

### 30<sup>th</sup> Services Squadron: (30SVS/SVK, 6-0276)

**a. Pacific Coast Club:** (For information on any Cub functions, please call 734-4375 or 734-4376).

**\$ Club Card Drawing:** The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.

#### Entertainment/Events:

♫ **Live Music:** 31 Jan 03, 1800-2300. "D'Zire" live in the Officers Lounge.

♫ **Fabulous 80's Music:** 31 Jan 03, 2000-2300. Don't miss an evening of pure 80s fun in the Enlisted Lounge.

#### Menu:

🍖 **Mongolian BBQ:** 29 Jan 03, 1800-2000.

🍖 **Sunday Brunch:** 9 Feb 03, 1000-1400.

🍖 **Weekly Lunch Schedule:** Tuesdays-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesdays-Santa Maria BBQ Buffet, Thursdays-Chicken and Ribs Buffet, and Fridays-Seafood Buffet.

**b. Bowling Center:** (30SVS/SVRB, 6-3209/734-1310)

🎳 **Airmen's Night:** 23 Jan 03, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.

🎳 **Name the Bowling Center Contest:** Bowl a game submit a new name. It's as easy as that! From now until 15 March 03, you can enter the 'Name the Bowling Center' contest. Get an entry form each time you bowl and suggest your new name. Have a chance to win weekly prize drawings. If your name is picked, you get an entire summer of free bowling!

**c. Youth Center:** (30SVS/SVYY, 6-2152)

📷 **Amateur Photo Contest:** Photo contest in February for youths age 7-18. Entries must be in by 17 Feb 03. Entry forms available at the Youth Center.

⚾ **Youth Baseball & Softball:** Registrations will be held at the Youth Center Wednesday through 21 Feb 03, Monday to Friday, 7 am to 5 pm. Baseball ages is 5-13 years, and softball age is 8-13 years. Cost is \$50 for youth center members and \$55 for nonmembers.

💃 **Valentine's Dance:** 8 Feb 03, 1900-2100. The Valentine's Sweetheart Dance is back! Join the fun this year at the Services Center. Get your tickets at the Youth Center by 5 Feb 03.

**d. Library:** (30SVS/SVYR, 6-6414)

📀 **New CD/Video Return:** The library now has a new return slot for videos and music CDs. The new return is located in the window next to the library staff entrance.

**e. Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)

#### 🏌️ Upcoming Tournaments

30 Jan 03: Hi Neighbor Shotgun Tournament. Call the Pro Shop for details.

16 Feb 03: Florida Four-Ball Tournament. Sign up with the Pro Shop.

**f. Services Center:** (30SVS/SVYR, 6-7976)

🕺 **Free Dance Lessons:** Wednesdays, 1830-2100. Free country-western line dancing lessons.

🎁 **Natural Knead Massage:** Gift baskets and gift certificates are available for the holidays.

**g. Family Child Care:** (30SVS/SVYD, 6-4639)

👶 **Child Care Providers:** The need for Child Care Providers has never been greater! Help make a difference and find out how you can become a licensed childcare provider. Contact Gwendolyn Jones at 6-4639 or 6-3255.

**h. Outdoor Recreation/Equipment Checkout:** (30SVS/SVRO, 6-5908)

🎣 **Bass Club 2003:** 5 Feb 03, 1700. First meeting of the 2003 season will be held at the equipment checkout building.

**i. Skills Development:** (30SVS/SVRS, 6-6438)

☞ **New Hours:** The Skills Development Center will be open longer every Tue-Thu. The new hours are from 1100-2100.

☞ **Advanced Woodworking Class:** 6, 13, 20, 27 Feb 03 from 1700-1900. The topic for Feb is shadow box construction. Sign up for this four-part class that runs Thursday evenings.

**j. Information, Tickets & Travel:** (30SVS/SVYR, 6-7976)

☞ **Valentine Cruise Getaway:** 10 through 14 Feb 03. \$356 per person, inside cabin (shared); \$406 per person outside cabin (shared). Cruise San Pedro to Catalina Island to Ensenada Mexico. Includes round trip transportation.

☞ **Lake Tahoe Trip:** 23 through 26 Mar 03. \$200 per person single occupancy (\$150 double, \$120 triple). 2 days and 3 nights at the Holiday Lodge, next to the Heavenly ski lift (tickets also available).

**Education Center:** (30MSS/DPHE, 5-5904).

**a. Civilian Education Records Updates:** In order for college degrees or hours to be updated and reflected in your personnel records in the Personnel Data System, a copy of your transcripts must be brought to the Civilian Training Office. The school must be accredited by the American Council on Education (ACE). A copy of the Accredited Institutions of Postsecondary Education book is available for viewing in the Civilian Training Office. Questions can be directed to Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

**b. FY03 Career Broadener Announcements for Civilians:** The FY03 Career Broadener announcements for the Personnel Civilian Career Program (PCCP) Integrated Human Resource (HR) Career Path will be open effective 10 Jan 03. It is open to all internal civilians with experience in the HR career field. The announcements will close 23 Jan 03 and candidates who self-nominate will have until 7 Feb 03 to submit the required application package. The target for this year is 15 selections (6 GS-12s, 5 GS-13s, and 4 GS-14s) for reporting to their new duties in May - Aug 03 (selection board scheduled for Mar 03). There will also be 6 additional selections as alternates (to cover declinations and unexpected vacancies over the next 12 months). These developmental opportunities are all designed to expand the selectees' knowledge of the HR career field and help prepare them for senior leadership. They are designed to capitalize on the leadership and managerial abilities of PCCP employees and develop those skills for use in all PCCP functional areas. These positions are at base level, MAJCOM, Air Staff or SAF level. Types of positions include Deputy MSSQ commander, Division/Flight Chief Deputy, HR Specialists with duties in multiple functions, Plans and Resources Specialists, EEO Program Analyst (Mil and Civ), Total Person Score Manager, Advanced Distance Learning Specialist, and Quality of Life Specialist. Employees interested in a career broadening opportunities should log on to the AF Civilian Employment web site during the open period at <http://www.afpc.randolph.af.mil/afjobs>, select View Job Announcements, and then select Texas. There will be several announcements based on the grade level and method of recruitment. The job series listed in the announcements are Human Resource Specialist, GS-201, as there is no systems code for multiple series. However, these career broadening positions may be filled in either GS-201 or GS-301 series. There will be several announcements at the GS-12, GS-13, and GS-14 levels. Only internal permanent Air Force employees who self-nominate under this announcement prior to the closing date will be considered. In addition to the self-nomination process, employees are required to submit an application package consisting of two items: (1) a resume using the standardized resume format available on the PCCP web site and (2) the completed IHR Career Broadening Assessment Form available on the PCCP web site. The resume format has specific page and font limitations that must be followed and all sections must be completed. Current supervisor and MAJCOM Director of Personnel or Air Staff Director must sign the IHR Career Broadening Assessment Form. Completed application packages should be submitted via e-mail to [pccp@randolph.af.mil](mailto:pccp@randolph.af.mil); however, you may also send via fax (DSN 665-4028 or commercial 210-565-4028) or regular mail (HQ AFPC/DPKCP, 555 E Street West, Suite 1, Randolph AFB, TX 78150-4530) as long as it is received before 7 Feb 03. Application packages not submitted in the standardized format or do not containing all required signatures will be returned. Electronic submissions from the individual signing the document with "Signed by..." in signature block are acceptable. Candidates who self-nominate, but do not submit the application package will not be considered. Questions can be directed to Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

**Computer Training:** (MCA, 6-3771)

**a. Personal Computer Systems Training:** Call for information and dates for our new classes, Adobe Acrobat Writer, Photoshop Elements, and Advanced Access. Learn Introduction to Computers -- A basic classes for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access Lab, Palm PDA Beginning, and Project 2000; Publisher

2000, Front Page 2000, Outlook, and Outlook Email Only. In addition to the existing traditional demonstration/lecture courses offered at the Computer Training Facility located within Bldg. 9360, MCA Engineers, Inc. also reserves 4 hour blocks of time specifically for those students interested in completing Computer Based Training (CBT) Courseware. This provides an alternate method for those who are unable to satisfactorily complete CBT's at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frame. Call for more information, or e-mail to: [lexi.schwartz@vandenber.af.mil](mailto:lexi.schwartz@vandenber.af.mil).

**b. Computer Tip:** Have BOTH your Outlook Inbox and your Outlook Calendar open AT THE SAME TIME! Instead of clicking back and forth between your Inbox and your Calendar, open them side-by-side on your screen. First, quit all other programs. Click Inbox on the Folder List to open it. (If the Folder List is not displayed, click Folder List on the View menu.) Right-click Calendar on the Folder List, and then click Open in New Window on the popup menu. Right-click an empty area of the Windows taskbar, and then click "Tile Windows Vertically" on the popup menu. Or, resize the Calendar and Inbox so they can fit side by side on your screen. Now you can view both easily. When you are done for the day, quit Outlook by clicking Exit on the File menu. This way, your settings are saved, and the next time you open Outlook, the windows will open side by side. POC Lexi Schwartz 6-3771

**c. Upcoming Classes:** The following classes currently have room and are available on a "first come-first serve" basis. Email us to register for classes you would like to attend.

Course Name	Date(s)	Time
Photo - Panorama	1/29	11:30-12:30
Certification & Accreditation	1/29	08:00-11:30
Internet Explorer - Using Search Engines	1/31	11:30-12:30
Photo - Special Effects	2/3	11:30-12:30
Outlook Email Only	2/3	13:00-16:00
Front Page 2000	2/3-6	08:00-11:00
FormFlow	2/4	13:00-16:00
Word 2000	2/5-7	13:00-16:00
Outlook - Tasks: Making, Assigning & Tracking	2/5	11:30-12:30
Word - Styles	2/7	11:30-12:30
Access Lab	2/7	08:00-11:00

**NOTE:** Walk-ins are always welcomed!

### American Red Cross

**Spanish Bilingual Disaster Responder Courses.** Santa Barbara County Chapter, Santa Maria Office American Red Cross, 222 West Carmen Lane, 928-0778. We are looking for bilingual volunteers to participate with the Red Cross in case of disaster to assist the affected community. Classes will be held in Spanish.

Course	Date	Time
Damage Assessment	31 Jan 03	1800-2130
Shelter Operations	7 Feb 03	1800-2130
Shelter Simulation	14 Feb 03	1800-2130
Providing Emergency Assistance to Families	24 Feb 03	0830-1700
Disaster Action Team Workshop DAT	28 Feb 03	1800-2130

Classes are held in the Santa Maria Office at 222 West Carmen Lane, Suite 102. All classes are free. The objective is to train individuals and/or groups as primary responders with the Red Cross in case of disaster in our community. To register or for more information, please call (805) 928-0778.

### Items For Sale or Wanted

**Garage Sale:** Huge garage sale!!! Feb. 1, 03, 0800 – 1400, 733 Arbor Drive. Books, Computer Software, Golf Clubs, Golf Bags, VCR, Printer, Toys, Clothes, 200ft Fence with 2 gates and top rail, Storage Shed, Trampoline Frame, and much more! 734-3587. (30CPTS/FMFC, 6-1851)

**For Sale:** Cherry Computer work center, in very good condition. Sells downtown for about \$175, I'll sell it for \$70. Pair of Klipsch speakers, VERY NICE, black \$500. Matching center channel \$150. \$600 takes all. Originally paid \$600 EACH for speakers and \$300 for center channel!! Start that Super Home Theater system TODAY. 734-6985 or 896-2566 Cell, Please Leave Message... Thank you. (534TRS/ DOCB, 6-1542 x3252)

**For Sale:** Like new, computer desk, horseshoe shape with bookshelves, cabinet, pull out keyboard holder and file cabinet drawer, new chair. Moving, must sell. All for \$250.00. Call Paul Rudd at home, 736-9988.

**Donations:** Do you have a vehicle that you don't want anymore? Would you consider donating it to help needy families without transportation? The vehicle must be in good condition and be reliable... minor repairs are ok. Please call TSgt Farrier @ 6-1521 or 734-0715 if you are interested.