



# Base Bulletin

## Vandenberg AFB, CA 93437-0759



**12 February 2003 No. 7**

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 Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.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. 30<sup>th</sup> Operations Group Annual Award Winners:

Capt Ann Curtis	30OSS	CGO
SrA Andrew Piuma	30OSS	Airman
SSgt Jared Ey	30WS	NCO
MSgt Dave Erb	2SLS	SNCO
Mr. Francisco Gomez	30OSS	Civ Cat I
Mrs. Dayna Castro	30OSS	Civ Cat II
MSgt Greg Cain	30OG/OGV	Volunteer

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

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

**c. Retirement Ceremony:** Lieutenant Colonel Richard N. Wright, Commander, and the men of women of the 30 Security Forces cordially invite Team Vandenberg and tenant units to the retirement ceremony in honor of MSgt Charles Grayson on 13 Feb 03, 1000 at the 381<sup>st</sup> Training Group, Bldg 9192. POC: SrA Hubbard, 30SFS/CSSA, 5-8208.

**Women's History Month:** 14 Feb 03: Precious Animal-Shaped Balloons for sale on Valentine's Day! Give your Sweetie something special and something different! Just \$1-\$2, mix and match from mice, bears, snails, dogs, elephants, hearts, giraffes, and bunnies. For sale in front of the Base Exchange at 10:00 until we sell out; come early to get the best selection! Proceeds go towards Women's History Month and the Space Endeavor camp (Pending approval). "Women Pioneering the Future": Women's History Month Committee weekly meetings are held in the PCC quiet room on the enlisted side, from 1200-1300 every Wednesday. Join us to remind our community of the history of Women's struggle for advancement and explore our female leaders of the future. Essay and Coloring contest for Women's History Month. Elementary through High School students may enter. The three winners will receive a savings bond! Express yourself and show pride in your roots! . Enter by 11 Mar 03. **03 Mar 03:** Treasure Hunt and Cake Cutting Ceremony for Women's History Month. All ages welcome. Fun prizes for winning teams. Free cake and refreshments. 1000: Treasure Hunt; starting line is the east end of the PCC parking lot, finish line is in the Rec Center at 1200. 1200-1300: Cake Cutting Ceremony at the Rec. (Pending approval). **12 Mar 03:** Self Defense for Dummies! Come learn three easy and useful self-defense techniques in the Services Center at 1830-1930. FREE. Sponsored by Women's History Month

Committee. (Pending approval). **20 Mar 03:** Women's Film Festival! Come have a relaxing evening with the Women's History Month Committee and watch the Devine Secrets of the Ya-Ya Sisterhood. Eat, Drink, and be Merry! Free refreshments and movie style popcorn. Seating starts at 1700 in Chapel 1. Free! All genders are welcome. (Pending approval). **26 Mar 03:** WHM are looking for Female DoD or Military members to be shadow chaperons! Please volunteer a day to introduce female high school seniors to the world of women in the military environment. March is Women's History Month; be a role model for your community! (Pending approval). **26 Mar 03:** Women's History Luncheon, 1130-1300 in the PCC Ballroom. Guest Speaker: Alma Geneovese, a former WASP; hear her story! Tickets are \$10 for members/\$12 for non-members. Luncheon includes Women's History Month memorabilia, choice of Chicken Cordon Bleu or Beef Taco Salad and desserts. (Pending approval). POC: 2Lt Korinne Houston, 30 SFS/SFS, 6-3284.

**30 MXG/CC Annual Award Winners for 2002:**

1Lt Daniel Triplett	30 SCS/CCQ	CGO
SMSgt Michael Watson	SCS/SCMM	SNCO
TSgt Hemmel Montero Jr.	SCS/SCBG	NCO
SRA Steven Duame	SCS/SCMMA	AMN
Mr. Charles Shrontz	RMS/RMSS	CIV CAT II
Ms. Christa Strehö	SCS/CCS	CIV CAT I

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

**For Emission Security (EMSEC) information:** Check the AFCA Information Assurance web site at [https://www.afca.scott.af.mil/ip/infoserv\\_menu.cfm](https://www.afca.scott.af.mil/ip/infoserv_menu.cfm). You will find and review updated information in the form of Emission Security Information Messages (ESIM) at <https://www.afca.scott.af.mil/ip/ipnewstand/gcimessagesSub.cfm?messageCatID=4>.

**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 your 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 you upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

**4. Civilian Personnel: (30MSS/DPCE, 6-5847)**

**a. Voluntary Leave Transfer Program:** Doris Vogel - Vandenberg AFB, Janet Brown and Ethel Carter - Scott AFB, Denise Christopher - Luke AFB, Kevin Hanson, Anthony Karas, and Gail Knitter - General Mitchell IAP WI, Lora Hudson - Kirtland AFB, Jane Kelsey - Eglin AFB, Jacquelyn Schmidt - AF Academy, Mary Shepherd - Robins AFB, and Michael Zarbo - Ramstein AB are all in need of leave donations. Civilian employees who would like to donate a portion of their annual leave must complete an Optional Form 630-A. You can go by Building 11777, Room B-105 to pick-up and/or turn in your form. You can access this form on the web at: <http://www.opm.gov/FORMS/PDF/FILL/opm630A.pdf>.

**b. Weingarten Right:** Federal civilian employees who are members of a bargaining unit have the qualified right to union representation during investigatory interviews/meetings. This Weingarten right is mandatory when the following four (4) conditions are met:

- The meeting between the employee and management official(s) must be an examination;
- The examination must be in connection with an investigation;
- The employee must reasonably believe that disciplinary action may result from the meeting;
- and, The employee must request representation.

**5. Air Force Reserve:**

**Palace Chase Briefing:** 18 Feb 03, 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. Parent Advisory Board Meeting (PAB):** 12 Feb 03, 1500, Base Library Conference Room. We discuss the issues that affect the Child Development Center (CDC) and Home day-care on Vandenberg AFB. Drinks and Snacks will be served. Questions? Please contact TSgt Russ Granger at 5-4036, Chair PAB, or call Ms. Verna Brown, CDC Director at 6-1555.

**b. Newlyweds Night at Vandenberg AFB Commissary:** 13 Feb 03, 1900-2100. If you and your spouse have been married for less than five years and are interested in being contestants for “the Newlywed Game”. Please call 734-3354 x225 and ask for Paige or Stephanie, or just stop by the customer service office for a “couples night” questionnaire!

**c. Movie Schedule:** 14 Feb 03: Catch Me If You Can, Rated PG13, Showtime at 1930, with doors opening at 1910. 15 Feb 03: Antwone Fischer, Rated PG13, Showtime at 1930 with doors opening at 1910. 16 Feb 03: Pinocchio, Rated G, 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.

**d. Commissary operating schedule for President's Day:** Regular operating hours. 17 Feb 03: Main Store Closed/Mini Com open 0600-2100 hour. 18 Feb 03: Main Store opens 0930-1800 hours/Mini Com open 0600-0930 and 1800-2100 hours. POC: Paige Zuniga, DECA, 6-0125.

**e. 30<sup>th</sup> Medical Group Closure:** In order to continue providing “World-Class Healthcare”, the 30<sup>th</sup> Medical Group will close one day of each month for training. Beginning on 27 Feb 03 and subsequently, the 4<sup>th</sup> Thursday of each month the Clinic will be closed. This training time will enable the 30<sup>th</sup> Medical Group to improve its “War Ready” posture, while at the same time, enhancing the outstanding customer service they already provide to Vandenberg AFB and the surrounding communities. For emergencies (threat to life, limb or eyesight), please call 911 or go the nearest Emergency Room. For urgent care only, please call (800) 252-3299 or 606-CARE. POC: 1Lt William Menza, 6-1409.

**f. Women's History Month Celebration Committee:** Are scheduling a Shadow Program for senior high school girls. As a volunteer, you will be shadowed by a student while conducting your day to day activities so that they may gather a better understanding of the various position and responsibilities female DoD employees hold. If you would like to be a volunteer, please call SSgt Karon Williams at 5-3544 or email me at [Karon.Williams@Vandenberg.af.mil](mailto:Karon.Williams@Vandenberg.af.mil) for more information. Please note: Only female DoD employees can volunteer and must not work in a hazardous or high security environment.

**g. Bulk Trash Pickup -- Attention Military Family Housing Residents:** Just a friendly reminder regarding bulk trash (not recyclable) items that don't fit into your black refuse can: All items should be broken down to their lowest form. Scheduled pick-ups are the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month (or Tuesday if the 2<sup>nd</sup> or 4<sup>th</sup> Monday is a Federal holiday). Simply place the bulk trash items at the curb before 0700 on pick-up days. Please insure nothing is blocking the curbside pick-up area (i.e., parked cars, basketball hoops, bicycles, etc.) If you are PCSing or service separating (and have a copy of your orders), you may take your bulk trash items directly to the landfill. For more information read your Housing Brochure or contact Service Contracts, 30CES/CEOEC, Mr. Hall, 6-2330.

**h. Electronic Waste Disposal: Attention Military Family Housing Residents:** Did you know your unwanted TVs, computers monitors are considered “electronic waste” and cannot be disposed of in your trash or the landfill? If you live in MFH and are looking to dispose of these “e-waste” items, bring them to the Collection Accumulation Point, Building 6830, for recycling. Office hours are Mon.– Fri, 0800-1600. POC: Mr. Hall, 30CES/CEOEC, 6-2330.

**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. **Worship Schedule: Catholic Mass:** Sat, 1700 Chapel II; Sun 1000, Chapel I, Daily Mass 1130 M-F, Chapel II -- Protestant – Praise & Worship 0830 Sun, Chapel II; Gospel 1130 Sun, Chapel II; Traditional 1130 Sun, Chapel I.
- b. **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.
- c. **Married and Engaged Couples:** Come and take a day off together and enhance your relationship! You are all invited to attend “Real love in the real world” Couples Conference. This event will be held at the Chapel 1 Annex on the 15 March 2003 from 0800-1600. The cost is \$25.00 per couple. There will be a Continental Breakfast and Lunch included. For more information or to sign up please contact Tamra Collins 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. **Office Closure:** The Family Support Center will be closed for staff training every Monday from 0730-0930. Personnel requiring emergency Air Force Aid will be assisted. POC: Sally Galligan, 30 MSS/DPF, 6-0801.
- b. **How to Start Your Own Business:** 13 Feb 03, 1330-1530 at the Family Support Center. This workshop is tailored to assist individuals who are interested in starting their own full-time or part-time business. Topics include: general licensing requirements, business plans, applying for the VA backed (up to 85%) Small Business Administration (SBA) loans, components of a business plan, and resources available in every state. Contact Bob Brown at 6-0801 to register.
- c. **Bundles for Babies:** 14 Feb 03, 1400-1600 at the Family Support Center. This AFAS Program covers proactive informational topics such as financing for expectant parents, lifestyle changes, infant CPR, Nursing Moms Program, and Give Parents a Break Program. Learn parenting skills, meet other expectant parents and receive a free gift for your little bundle. Class is open to all ranks. Please be advised not to bring children to the program. Advanced registration is required. Contact Lyn Smith at 5-8551.
- d. **Pre-Separation Briefing:** Every Tuesday, 0800-0900. Required for military members scheduled to retire or separate 90-120 days prior to leaving the service. This mandatory counseling session consists of service member benefits. Spouses are welcome and encouraged to attend. This session is offered every Tuesday morning, 0800-0900 (except TAP seminar week). Contact Bob Brown at 6-0801.
- e. **Stress/Self Management:** Beginning 14 Feb 03 and will run through for 6 weeks, every Tuesday afternoon, 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.
- f. **Financial Basics:** 18 Feb 03, 1100-1200 at the Family Support Center. Need some financial advice? This class allows you to learn the financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count! Contact Jimmy Camacho at 6-4491.
- g. **Manage Your Move:** 19 Feb 03, 0845-1100. This workshop will be held at the Family Support Center. For adults on the move, includes briefings from Housing, TMO, Finance, Legal Office, and tips form TRICARE. An overseas cultural adaptation segment follows at 1100-1130. Have your questions ready and plan to attend within 90-120 days prior to departure. Spouses are encouraged to attend. Call 6-0801 for more information.
- h. **Henry H. Arnold Educational Grant:** Apply by 14 Mar 03. 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 accessed at [www.afas.org](http://www.afas.org). Contact Lyn Smith at 5-8551.

**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:**

♫ **Love Songs Countdown:** 14 Feb 03. Enlisted Lounge, 2100-0100. Officers' Lounge, 1800-2200.

♫ **Ladies Choice Mug Night:** 15 Feb 03, 2100-0200, Enlisted Lounge.

♫ **All Nighter:** 16 Feb 03, 2100-0400. Special Theme: R&B/Soul music.

**Menu:**

🍷 **Valentine's Day Dinner:** 14 Feb 03, 1800-2200. Choice of Salmon or Prime Rib. Dinner served from 1800-2000, with live music from 'DZIRE' from 1900-2200. Cost is \$33 per couple. Make your reservations today.

🍷 **Mongolian BBQ:** 19 Feb 03, 1800-2000. \$8.95 - 5oz. Meat (\$.95 per additional oz.) Vegetarian meal \$8.95. Show Club card for members discount.

🍷 **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. **Fitness Center:** (30SVS/SVMP, 6-3832)

🏃 **Sweetheart Fun Run:** 14 Feb 03, 1200.

🏃 **Armed Forces Boxing Championship:** 17-22 Feb 03. SrA Hernandez will be representing the USAF and Vandenberg AFB in the Armed Forces Championship at Naval Base Ventura County (Port Hueneme).

🏃 **Body Composition Testing:** 19 Feb 03, 1100-1300.

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

🎳 **Airmen's Night:** 13 Feb 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:** 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.

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

📷 **Amateur Photo Contest:** Photo contest in February for youths age 7-18. Entries deadline is 18 Feb 03 at 1700. 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, 0700 to 1700. Baseball ages are 5-13 years, and softball age is 8-14 years. Cost is \$50 for youth center members and \$55 for nonmembers.

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

👕 **Valentine's Sale:** 10-14 Feb 03. 10% off merchandise over \$10.00 not already on sale or marked down. (Excludes club sets.). Come out and shop for that special valentine in your life.

🏌️ **Upcoming Tournaments:** 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 certificates are available for Valentine's Day gift ideas.

🕺 **Ski Lift Tickets:** Available at the Services Center

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:** 19 Feb 03, 1700. Next meeting of the Bass Club at the equipment checkout building.

i. **Family Aquatics Center:** (30SVS/SVRO, 6-3581)

🏊 **Pool Closure:** Due to heater repairs, the pool will be closed until further notice.

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

🔪 **Classes & Workshops:** Woodworking, Ceramics, Stained Glass, Framing, and Auto Skills classes are available. Stop by for a complete schedule.

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

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

☞ **Las Vegas:** 9-12 Mar 03. Three nights at the Gold Coast Hotel/Casino!

☞ **Lake Tahoe Trip:** 23-26 Mar 03. Three nights at the Holiday Lodge.

☞ **Las Vegas Turnaround:** 29-30 Mar 03. Cost is \$40 per person. Get \$25 back in cash, play and food coupons. Leave Vandenberg at 0600, return around 1200.

☞ **Glory Of Easter:** 5 Apr 03. Cost is \$80 per person. Catch this amazing performance at the Crystal Cathedral. \$25 deposit to hold a seat.

☞ **Price Is Right:** 8 Apr 03. Cost is \$42 per person. Includes transportation and guaranteed seating.

☞ **CATS:** 12 Apr 03. Catch this award-winning musical! Cost is \$95 with transportation and orchestra seating at the Pantages Theater.

**l. 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.

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

**a. No Testing:** The week of 10-14 Feb 03.

**b. February Testing:** 19 Feb 03, 0800 and 1300. **Course 12 (SNCOA) Testing:** 18 Feb 03, call 5-5904 to schedule. If you have questions about the conversion from course 5 to course 12 please log onto: <http://course12.maxwell.af.mil> or call DSN: 596:4985. If you have questions about your SOS course, requesting extensions, or to check your test score please log onto: [SOC\\_dcx@maxwell.af.mil](mailto:SOC_dcx@maxwell.af.mil) or call DSN: 493-8046. The National Association of Radio and Telecommunications Engineers (NARTE) certification examinations are now funded by Defense Activity for Non-Traditional Education Support (DANTES). For detailed information please call or stop by the Education Office between 0900 and 1500.

**c. Community College of the Air Force Spring Graduation:** The cutoff date for the CCAF Spring graduation class is 20 Feb 03. To be considered in the Spring class, all documentation for degree candidate submissions must be received at Base Education on or before this date. If you have any questions about your degree, feel free to contact Kathy Moran at 5-5905 or set up a CCAF appointment by calling 5-5904.

**d. Civilian Management Training Committee (MTC):** The next Civilian Management Training Committee will meet on 28 Feb 03. If you wish to have a civilian training request considered for funding at the next meeting please have your packages submitted to 30 MSS/DPHE, Civilian Training, bldg 14002 (across from the Commissary), by COB Friday, 21 Feb 03. All packages must include an original DDFM 1556, course information, and a letter of justification and registration information. If you have any questions please contact Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

**e. Pre-Retirement Seminar for Civilians:** The Civilian Management Training Committee is hosting a Pre-Retirement Seminar for Civilians 18-19 Mar 03. The course is designed for those civilians who are five years or less away from retirement. It covers understanding retirement eligibility, computing retirement pay, understanding the components of Thrift Savings Plan (TSP), understanding health benefits and life insurance, approximate social security benefits, basic financial planning, and understanding wills and trusts. The exact time and location are yet to be determined. Class seats are limited and are on a first come first serve basis. Spouses are also welcome to attend. There is no cost to the attendee and the Civilian Training Office will complete a mass DD Form 1556 for all civilians that attend. If you are interested please contact Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

**f. Civilian Personnel Management Course (CPMC):** The Civilian Management Training Committee is hosting a Civilian Personnel Management Course 19-21 May 03 in Bldg 14007 Room D-4, across from the Commissary. Course hours are 0800-1600 daily. It is open to all civilians and military who are supervisors of civilian personnel. The course gives supervisors practical information on their responsibilities of civilian personnel management. The Air Force supervisory requirements in each area are discussed with emphasis on local policies and procedures. Local union contract is provided. There is no cost to the unit or attendee and the Civilian Training Office will complete a mass DD Form 1556 for all civilians that attend. You will need to bring a core document for the positions you supervise. Space is limited and seats will be filled on a first come, first serve basis. If you would like to attend contact Ms. Barbara LeFebvre, Civilian Training Office, 5-5913.

**g. Military Personnel Management Course (MPMC):** The Civilian Management Training Committee is hosting a Military Personnel Management Course 22-23 May 03 in Bldg 14007, Room D-4, across from the

Commissary. Course hours are 0800-1600 daily. It is open to all civilian and military supervisors of military personnel. The course gives supervisors of military employees practical information on their responsibilities for military personnel management. The Air Force supervisory requirements in each area are discussed with emphasis on local policies and procedures. Space is limited and seats will be filled on a first come, first serve basis. If you would like to attend please contact Ms. Barbara LeFebvre, Civilian Training Office, 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@vandenberg.af.mil](mailto:lexi.schwartz@vandenberg.af.mil).

**b. b. Computer Tip:** Move Images in Word to the Exact Position You Want – When you position an image in a Word document, it automatically aligns (or snaps) to an invisible grid, which helps keep everything lined up. If you ever need exact control over the placement of your image, you can temporarily override the grid by pressing the ALT key as you drag the object into place. You'll notice that the image moves smoothly and not in increments along the grid. Note: This tip works as long as the image is not set to be "In line with text". To make sure it works for you: Double-click the image, and select the Layout tab. Under "Wrapping" style, choose any style except "In line with text". Then, click OK. (Turning off "In line with text" also allows you to freely move the newly placed picture to any location on the document page.)  
POC Lexi Schwartz 6-3771

**c. Available 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.

<b>Course Name</b>	<b>Date(s)</b>	<b>Time</b>
Acrobat Reader	2/12	11:30-12:30
Outlook Email Only	2/14	13:00-16:00
Email Macros	2/14	11:30-12:30
Project 2000	2/18-21	13:00:16:00
Outlook	2/18-20	08:00-11:00
Photo-Special Effects II	2/19	11:30-12:30
ADPE EC Training	2/19	09:00-11:00
Outlook Email Only	2/21	08:00-11:00
Office- Drawing Toolbar	2/21	11:30-12:30

**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.

<b>Course</b>	<b>Date</b>	<b>Time</b>
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**

**For Sale:** 87 SAAB 900S-143, 000 miles, red, sunroof, A/C, Dealer maintained, great car, very reliable. Call anytime, 736-0954 or 570-4066.

**For Sale:** Computer desk, horseshoe shape, with bookshelves, file drawer, and cabinets with new desk chair, immaculate condition. lots of room to work and set computer, printer, etc. up. Color is black and gray. Must sell, moving and no room in new house. If new would cost approximately \$500 assembled. All for \$250.00. King size double bed, no bed frames, \$200.00, antique English pull out table and 4 chairs, solid wood, \$750. POC: Paul Rudd, (805) 736-9988.

**For Sale:** White Vertical Blinds 8ft wide (fits old housing sliding door). White Mini blinds: one 70 inches wide, two 35 inches wide, and one 45 inches wide - fits old housing bedrooms all for \$60. Fencing - three pieces totaling 47 feet in length, 3 ft high - \$10. Call 734-0747.

**For Sale:** Cannondale F300 mountain bike, in very good condition (Model 1999). The bike includes specialized speedometer, Coda components and a Panaracer Fire XC tire. Must sell, the bike frame is large for my size. Purchased for \$800, asking price \$300. Call anytime at 734-1653 if you are interested.

**Wanted:** Back-up plan for my two horses in case I am deployed! Must know how to ride well and have the time and knowledge to take care of them. Not for beginners. POC: 2Lt Houston, 6-3284.

**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 at 6-1521 or 734-0715 if you are interested.