



Base Bulletin

Vandenberg AFB, CA 93437-0759



19 February 2003

No. 8

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to 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 Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.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. Base Town Hall Meeting for Deployed Spouses/Families: 19 Feb 03, 1900 at Chapel 1, Colonel Robert Worley, 30 SW/CC will host a Base Town Hall Meeting for deployed spouses/families. Col Worley will address the spouses/families about AEF extensions and VAFB security measures. Numerous Base support agencies will be there to address concerns and to reiterate support programs. Babysitting and refreshments provided by the Vandenberg Spouses Organization. POC: Lt Col Van Ness/30LRS/CC, 6-6994 or Major Taylor, 30MSS/CC, 6-6200.

b. Base Tour: 19 Feb 03 (Annual Award nominees only). The base tour is scheduled for the entire day beginning at 0800. The nominees will meet in the Pacific Coast Club parking lot. Transportation is provided. The tour includes the Heritage Center, Space Launch Center, and several other exciting landmarks throughout VAFB. POC: MSgt David Erb, 2SLS/CCS, 5-4683.

c. Unit Recognition Day: 20 Feb 03. This day is reserved for you to recognize your nominees. The options are unlimited. Here are a few ideas for your consideration: luncheon with the nominees and senior officer and enlisted leadership or a ceremony to present your group-level awards. POC: MSgt David Erb, 2SLS/CCS, 5-4683.

d. Annual Awards Banquet: 21 Feb 03: The annual awards banquet is at the Pacific Coast Club beginning at 1800 for the nominees and senior leaders. The banquet opens to the public at 1830 with dinner and awards beginning at 1900. POC: MSgt David Erb, 2SLS/CCS, 5-4683.

e. Career Day: 20 Mar 03, 0745-1140. Volunteers wanted for Career Day at Fesler Junior High in Santa Maria. To volunteer contact 2Lt. Ferguson by 6 Mar 03 at 6-3595.

f. 30CPTS Office Closure: The 30CPTS will close on 7 Mar 03 at 1200 for an official function. If you have an emergency please contact Lt Swiderski at 588-0701. POC: MSgt Pfoer, 30CPTS/FMFC, 6-4630.

g. Women's History Month: "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. POC: 2Lt Korinne Houston, 30 SFS/SFS, 6-3284.

★ **Essay and Coloring Contest for Women's History Month.** Enter by 11 Mar 03. Elementary through High School students may enter. The three winners will receive a savings bond! Express yourself and show pride in your roots! For more information and contest rules, call 6-3284.

★ **Treasure Hunt and Cake Cutting Ceremony for Women's History Month.** 03 Mar 03. 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 Services Center. 1200-1300: Cake Cutting Ceremony at the Services Center. (Pending approval).

- ★ **Self Defense for Dummies!** 12 Mar 03. Come learn three easy and useful self-defense techniques in the Services Center at 1830-1930. FREE. RSVP 6-3284. Sponsored by Women's History Month Committee. (Pending approval)
- ★ **Women's Film Festival!** 20 Mar 03. 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. For more information call 6-3284. (Pending approval).
- ★ **WHM are looking for Female DoD or Military** members to be shadow chaperons! 26 Mar 03. 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! For more information call 6-3284. (Pending approval).
- ★ **Women's History Luncheon:** 26 Mar 03, 1130-1300 in the PCC Ballroom. Guest Speaker: Lt. Col Angela Thompson. 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. RSVP and order tickets now, call 6-3284. (Pending approval).

h. 30MDG Operation Baby Launch: 10 Mar 03, 1700, at the VAFB, Clinic Auditorium located at 338 South Dakota St. Pregnant??? Planning a family? A great opportunity to learn valuable information on resources available from civilian representatives from our two local hospitals, TRICARE financial concerns, Vandenberg AFB Family Practice Clinic and much more. Receive a free formula kit, gifts and a free raffle from representatives. Spouses and partners are welcome, no registration is necessary. POC: Captain Rosales, 5-8254 or Nancy Sias, 6-8217.

i. Special Olympics: 19 Apr 03: The VAFB Special Olympic Committee needs several hundred volunteers for athlete escorts (escorts must be at least 18 years old), event workers, and setup/teardown teams during the annual Santa Barbara County Area Special Olympics. This event will be held at the base track. Please help make a difference, volunteer. POC: Capt Schin, 576FLTS/TEOT, 5-6279 or email derek.schin@vandenberg.af.mil.

2. 30th Space Communications Squadron:

Emission Security Announcement: If you have classified processors and have a need to switch classified and unclassified signal wire lines or share one monitor, keyboard, and mouse with a classified central processing unit (CPU) and an unclassified CPU, an A/B switch can be used. Contact TSgt Jimenez at extension 5-2352 for more information.

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)

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:

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

5. Security Forces Squadron: (30SFS/SFTC, 5-5025)

Combat Arms Range Off Limits: IAW AFI 36-2226, the 30th Security Forces Squadron Combat Arms Range Complex located off San Antonio Road West, is OFF LIMITS to all unauthorized personnel. Danger Signs are posted around the hazardous area of the Range Complex. For entry, contact the Combat Arms Section at 5-5025. POC: SSgt Barry, Combat Range Instructor, 5-5025.

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Mary E. Meyer
Chief, Publishing Management

SECTION III — UNOFFICIAL**General Information:**

a. Commissary Apple Pie Bake-Off: 20 Feb 02, 1030. Have your entry present by 1000 with a copy of your award winning recipe for your chance to win a shopping spree. POC: Paige Zuniga, DECA,734-3354, ext. 225.

b. Movie Schedule: 21 Feb 03: Just Married, Rated PG13, Showtime at 1930, with doors opening at 1910. 22 Feb 03: National Security, Rated PG13, Showtime at 1930 with doors opening at 1910. 23 Feb 03: No Showing. Please note, there is a 15-person minimum to show all movies, thank you for your support. POC: Vanessa Probert.

c. Commissary Warehouse Sale: 28 Feb 03, 0930-1800 and bring home the savings. POC: Paige Zuniga, DECA, 734-3354, ext. 225.

d. 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 for more information. Please note: Only female DoD employees can volunteer and must not work in a hazardous or high security environment.

e. 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 2nd and 4th Monday of each month (or Tuesday if the 2nd or 4th 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.

f. 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, frappuccinos, 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. Scholarships are available, call for details. There is a discounted rate of \$10.00 for spouses of deployed members. There will be a Continental Breakfast and Lunch included. For more information or to sign up please contact Tamra Collins at 6-5773 or Sharon Egan at 6-2523.

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. Pre-Separation Briefing: Required 90-120 days prior to leaving the service for military members scheduled to retire or separate. 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.

c. Single Parents Support Group meets the second and fourth Tuesday every month, 1130 to 1300 at the Services Center. This is an opportunity for single parents to meet other single parents as well as discuss any stressors with their responsibilities at home or at work. Facilitators are Linda Bastine, 6-9958, and Nancy Sias, 6-8217. No registration is required.

d. Manage Your Move: 19 Feb 03, 0845-1100 at the Family Support Center. For adults on the move, includes briefings from Housing, TMO, Finance, Legal Office, and tips from 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.

e. CAL-VET Home Loan Class: 21 Feb, 1330 - 1530 at the Family Support Center. One of the major Veterans' benefits is the Veteran's Home Loan Guaranty. It is made to Active duty members, retirees, and Veterans for the purchase of homes, townhouses and condominiums. Learn the application procedures & understand the basic CAL-VET Home Loan process and be cognitive of potential pitfalls. Call Bob Brown at 6-0801.

f. Sponsorship Training: 25 Feb 03, 1500-1600 at the Family Support Center. Learn sponsor responsibilities, relocation resources, and tips to assist your newcomer. Also offered as a tutorial on the "Intranet" or website <http://intranet/sponsor/index.htm>. Call 6-0801 for more information.

g. The Mechanics of Resume Writing: 26 Feb 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.

h. 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. Contact Lyn Smith at 5-8551.

30th 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:

♫ **Karaoke Night:** 21 Feb 03. 1800-2200. Officers' Lounge

♫ **Ladies Night:** 21 Feb 03, 2100-0100. Enlisted Lounge.

♫ **MUG Night:** 22 Feb 03, 2100-0200. Enlisted Lounge.

Menu:

🍖 **Mongolian BBQ:** 19 Feb 03, 1800-2000. \$8.95 - 5oz. Meat (\$0.95 per additional oz.) Vegetarian meal \$8.95. Show Club card for members discount.

🍝 **Pasta Mania Buffet:** Thursday nights, 1700-2000. Cost is \$8.95 (MFP-\$6.95). Children under 10 yrs are free. Children age 11-12 are half price.

🍽️ **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)

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

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

♣ **Airmen's Night:** 20 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)

⚾ **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)

🏌️ **Upcoming Tournaments:** 23 Feb 03, Scotch Foursome 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. February Testing: 19 Feb 03, 08:00 and 13:00. 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 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 detail information please call or stop by the Education Office between 09:00 and 15:00.

b. 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.

c. 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 DD Form 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.

d. 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 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 DDFM 1556 for all civilians that attend. If you are interested please contact Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

e. 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 DDFM 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 please contact Ms. Barbara LeFebvre, Civilian Training Office, 5-5913.

f. 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 6-3771 for more information, or e-mail: lexi.schwartz@vandenbergh.af.mil.

b. Computer Tip: Saving All Documents At Once In Word - So, you have multiple documents open in Word that you have been working on, which you now want to save? You can do a "Save All" by holding down the SHIFT key, then clicking on the "File" menu name. A "Save All" command will now appear on the menu. Click it to save all of the documents at one time! 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.

Course Name	Date(s)	Time
Project 2000	2/18-21	13:00-16:00
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
PowerPoint 2000	2/24-28	13:00-16:00
Photo - Image Correction	2/24	11:30-12:30
Outlook - Calendaring	2/26	11:30-12:30
EMSEC Training	2/26	08:00-11:30
Photo - Selecting What You Want	2/28	11:30-12:30

Note: Walk-ins are always welcomed!

American Red Cross

a. 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
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.

b. March is Red Cross Month: Be prepared through information gathering and sharing. The ARC is offering two classes, Emergency Operations Center and Serving the Diverse Community toward achieving this goal.

Course	Date	Time
Emergency Operations Center	1 Mar 03	0900-1700
Serving the Diverse Community	8 Mar 03	0900-1700

The only pre-requisite for either course is Intro to Disaster, which can be taken home if you haven't taken it yet - a workbook and video]. All classes are free. Both classes will be held at the Buellton Senior Center, 164 West Hwy 246 [behind the Post Office 2 blocks west of Avenue of the Flags] from 0900 till 1700. To register or for more information, call 928-0778, or 736-5110.

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. 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 @ 734-1653 if you are interested.

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: 99 Chevy Tahoe, 2dr, 4x4, Power everything, deluxe sound system, front and rear hitches, roof rack, new tires, dealer maintained, 50k miles, extended warranty asking pay off (~\$18k and dropping), PCSing to Greenland must sell. Small (110volt) arc welder, welding rod and accessories \$50.00. Weld on

regular house current. Small Oxy-acetylene welding outfit/cutting torch \$200.00. Includes gages, 2 tanks, striker and goggles. If interested please call Dominick for more details 734-2569 or to see.

Needed: 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.

Wanted: Roommate by 1 Mar 03, 3 bedroom, 2bath house in Santa Maria. Rent is \$625 plus utilities. If interested please call Karen Florio at 614-5122 (home), 6-1541, ext. 3708 or cell, 291-0797.