



Base Bulletin

Vandenberg AFB, CA 93437-0759



9 April 2003

No. 15

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 805-6-6614 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 Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.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. 30th Operations Group proudly recognizes their quarterly award winners!

Rank	Name	Category	Unit
Capt	Michael A. Horowitz	CGO	30 OSS
MSgt	Thomas E. Seward	SNCO	30 OG
SSgt	Jason Porter	NCO	2 SLS
A1C	Charles N. Beran	Amn	30 WS
Mr.	Wayne E. Davis	Civilian (Cat II)	30 RANS
2Lt	Isaac A. Wright	Volunteer	2 SLS

Good luck at the wing competition! (30OSS/OSOD, 5-0239)

b. Titan Gate Hours of Operation: Effective 7 April 03, Titan Gate will open at 0600hrs and remain open 24hrs a day, 7 days a week until further notice. POC: MSgt McKinney, 30 SFS/SFO, 5-2585.

c. Team Vandenberg 2003, 1st Quarter Awards Suspense: All Company Grade Officer, Enlisted, Civilian, and Volunteer packages are due NLT 9 Apr 03, 1630. Hand carry packages (except Civilian Category) to Bldg 10577, Room C-104, 30 SW/JAE, addressed to 30 SW/CGO Board Facilitator, 30 SW/Enlisted Board Facilitator, and 30 SW Volunteer Board Facilitator. Deliver Civilian nomination packages to 30 MSS/DPMP, Bldg 11777, Room C-216. Rules of Engagement/Criteria can be found at the following link: http://www.vandenberg.af.mil/awards_promotions/guidance/index.htm POC: MSgt Chuck Smith, 5-6207. (30SW/CCC, 6-9900)

d. Free Family Portraits for Deploying Members: 9 Apr 03, 1500-1830 by appointment at the Base Services Center, corner of Washington and California. Rollins Photography, a Lompoc professional photography studio offers free family portraits to all Vandenberg active duty who are scheduled for deployment. To schedule an appointment please call 6-7976. POC: 30SW/PA, 6-3595.

e. American Institute of Aeronautics & Astronautics Luncheon: 16 Apr 03, 1130 at the PCC. Guest speaker will be Colonel (Ret) Mark Lee, fighter pilot and four-time shuttle astronaut. Lunch menu is as follows: turkey wrap or chicken Caesar salad, cost is \$11. RSVP NLT 11 Apr 03. POC: 2SLS/MAFB, Lt John Morris, (805) 733-1856.

f. 30 LRS Vehicle Maintenance Section Closure: 23 Apr 03, will be closed for training. Only priority and safety related maintenance problems will be accepted. POC: MSgt Benesh, 30LRS/LGRVM, at 6-8696.

g. 30 SW/PA Closure: 28 Apr 03 the Public Affairs office will be closed for an official function. For emergencies, call Command Post, 6-9961, to contact an on-call PA representative. POC: SSgt Doctor, 30 SW/PA, 6-3595.

h. Preservation Of Historical Records Pertaining To Iraq. The Secretary of Defense has directed that we identify, collect, organize, and preserve records, including paper, electronic media, imagery and recorded information pertinent to activities in connection with the current and projected Iraq operation. Records should be maintained using AFMAN 37-139, Table 10-6, Rule 3. (30 SCS/SCBRI-DCI, 6-4221)

i. Electronic Records Keeping: It is important that we begin to promote and manage our records through active electronic records management ensuring integrity throughout their life cycle. More official records are being maintained electronically and it is vital records management personnel review, AFSPC Interim Electronic Records Management System Policy Letter 98-002. To ensure this does not create a problem for MAJCOM or Base Records Management inspections contact your Unit Functional Area Records Manager for AFSPC Policy Letter 98-002 or contact the Base Records Management Office. (OPR: 30 SCS/SCBRI-DCI, 6-4212)

h. Fish and Wildlife Section Operational: As directed by the 30 MSG/CC the Fish and Wildlife Office has been ordered to re-open all outdoor recreational activities on VAFB. Please call 6-6804 for further questions.

i. Airmen Against Drunk Driving: Looking for a free, safe ride home with no questions asked? Call us, and we will come get you! 605-AADD is the number. We care, do you? (30 CES/CCS, 6-3612)

j. Dorm Manager Positions Available: The 30th Mission Support Group has two immediate openings for Dorm Managers for the grade of SrA, SSgt or TSgt who are highly motivated. Must have letter of recommendation from unit Commander, copies of last three EPRs and submit to 30MSG/CD. These positions are a 2-year controlled Special Duty tour with the award of the 9D000 Special Duty Identifier (no SKT testing required for duration of tour). Come join a dynamic Dorm Management team that makes an everyday difference in the lives of young airmen. For further information, contact SMSgt Brian Joseph at 6-2990.

2. 30th Space Communications Squadron:

a. Need EMSEC training? Look out for a global e-mail announcement called: "PC, Security & ADPE Classes" by Ms. Lexi Schwartz, from our MCA Contractor. In addition to EMSEC, you will find other security training opportunities for: Unit Computer Security Manager, Computer Certification and Accreditation, and IAAP (SATE) training courses. To register, or for additional information, contact Ms. Lexi Schwartz (Lexi.Schwartz@vandenberg.af.mil). For questions only, not reservations, call MCA at extension 6-3771.

b. Change Forms/Office Symbols: Effective 1 Oct 02 a major reorganization transpired. As a result, several organizations now have new office symbols assigned. Please ensure that these changes are incorporated into organizational documents prior to submitting to the Publishing Management Office for review. In particular, the new IMT forms will be updated with the new office symbol that you provide. Your cooperation in this matter is greatly appreciated. (30SCS/SCSP-DCI, 6-7892/4)

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 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 and Jeannette H. Parker - Vandenberg AFB, Anonymous (employee does not wish to be identified) - Tyndall AFB, Janet Brown, Ethel Carter, and Sue Sommers - Scott AFB, Denise Christopher - Luke AFB, Debra Bucheck, Kevin Hanson, Anthony Karas, and Gail Knitter - General Mitchell IAP WI, Lora Hudson - Kirtland AFB, Jane Kelsey - Eglin AFB, Jeff Moody - Patrick AFB, Jacquelyn Schmidt - AF Academy, Mary Shepherd - Robins AFB, Yvonne Williams - Dobbins ARB, 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.

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

a. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program, call 5-0792. (30SFS/SFOSP)

b. Vacation Quarters Check: If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Security Forces Dispatch Bldg. 13730. For more information, call 6-3911 or 5-0792 (30SFS/SFOR)

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Mary E. Meyer
Chief, Publishing Management

SECTION III — UNOFFICIAL**General Information:**

a. Free Admission Circus Chimera: Scheduled to visit the greater Santa Ynez, Lompoc and Santa Maria Valleys and wish to show their appreciation by inviting all current cardholding active duty military dependents to be their guests free admission on the below listed dates and times at the following locations.

Solvang, Santa Ynez Mission Grounds: 28 Apr 03 at 19:30, 29 Apr 03 at 16:30 and 19:30. **Lompoc at Central and O Street:** 30 Apr 03 and 1 May 03 at 1630 and 1930. **Santa Maria, Santa Maria Fairpark:** 2 May 03 at 19:30, 3 May 03 at 13:30, 16:30, 19:30 and 4 May 03 at 12:30, 15:30, and 18:30. POC: 30SW/PA, Jack Hokanson at 6-3595.

b. 30CES Activities Council Cuisine Luncheon: 16 Apr 03, 1100-1300 at the Bowling Alley Parking Lot. Menu: Beef & Broccoli, Teriyaki Chicken, Fried Rice also includes soda or water. Cost is \$6. POC: 30CES/CEOEI, Sony Apilado at 6-1936, SSgt Karon Williams 5-3544 or TSgt Lisa Mitchell 6-8057.

c. Vandenberg Bass Club: Interested in fishing, are you new to the base, or interested in competition with fellow anglers? Then the Vandenberg Bass Club is for you. We will be having our next membership meeting at the Base Library on 16 Apr 03 1700. Our next tournament will be 20 Apr 03, 1800 start at Pine Canyon lakes. If you are interested in joining the club contact the President of the club: Mr. Cal Long at 6-3013 or E-mail: calvin.long@vandenberg.af.mil. POC: Calvin Long, 30MDG/SGOM

d. Commissary Photo Contest: 17 Apr 03. Enter your favorite baby picture for your chance to win a \$25 shopping spree. Entries will be accepted up to and including the day of the contest at our Customer Service Office. POC: Paige Zuniga, DECA, 734-3354, ext. 235.

e. Commissary Children's Appreciation Day: 18 Apr 03, 1700. There will be fun, food and games for the whole family. POC: Paige Zuniga, DECA, 734-3354, ext. 235.

f. Second Annual Earth Day Event: 22 Apr 03, 1000-1400 at the Base Exchange. Visit the exhibits and displays sponsored by the Environmental Flight. Free BBQ, giveaways, and lots of information. POC: Mr. Pat Maloy, 30 CES/CEV, ext. 5-0544.

g. Military Family Housing Occupants and Base Facility Managers. Effective immediately, a new Vandenberg AFB Tree Trimming Contract was implemented. This is primarily a maintenance tree contract for the Military Family Housing area and occupants are no longer required to submit a work request to have routine tree work accomplished. If a tree emergency exists, occupants may submit a work request to the Base Housing Office. Facility Managers may continue to submit tree work requests to Service Contracts. POC: Domingo Zavala, 30CES/CEOEC/6-2330/1928

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 22 May 03, 1400.

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

a. New Chapel Hours: The Chapel is open from 0700-2100 seven days a week. There will be a Chaplain available during this time. Any questions, please call 6-5773.

b. Daily Prayer: Every morning from 0715-0725 and evenings 2000-2010 at Chapel I. Team Vandenberg is invited to pray for our Nation, Troops and Families.

c. Worship Schedule: Catholic Mass: Sat, 1700 Chapel II; Sun 1000, Chapel I, Daily Mass: 1130 Mon through Fri, Chapel II. Protestant: Praise & Worship 0830 Sun, Chapel II, Gospel 1130 Sun, Chapel II; Traditional 1130 Sun, Chapel I.

d. Protestant Holy Week Schedule: 13 Apr 03, Palm Sunday, Services at regular times and the Chapel Easter Egg Hunt is from 1400-1600 at the Religious Education Complex. 17 Apr 03, 1900, Monday through Thursday service at Chapel 2. 18 Apr 03, 1530, Ecumenical Good Friday service, at Chapel 1. 20 Apr 03, 0630, Sun Easter Sunrise service at Chapel 1. All other services are at regular times.

e. Catholic Holy Week: 12 Apr 03, 1700 Sat Mass at Chapel 2, 13 Apr 03, 1000 Sun Mass with the Children Palm Procession at Chapel 1, 17 Apr 03, 1900 Holy Thursday Last Supper at Chapel 1, 18 Apr 03, 1900 Good Friday Liturgy 1 at Chapel 1, 19 Apr 03, 1900 Sat Easter Vigil at Chapel 1, 20 Apr 03, 1000 Easter Sun at Chapel 1. Mon through Wed 1130 Mass Chapel 2.

f. Vandenberg-Lompoc Jewish Community: Everyone is invited to participate in the Passover Seder Service and meal on 16 Apr 03, 1800 at the Pacific Coast Club. Call Anita Friedman for a reservation by COB, 14 Apr 03 at 5-7564 or 736-5822. This event will also transpire on 17 Apr 03, at Temple Beth El. Call Thomas Geiger at 925-0398 for more information.

g. Stations of the Cross: Will be held at Chapel 1 from 1700-1900. Please come and join us for soup and bread at the Chapel 1 Annex followed by the stations. Stations will be held on the following Friday's: 11, 17 Apr 03.

h. G.I Java: Need a shot of Caffeine? All dorm and Billeting 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. G.I Java is 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.

i. Easter Egg Hunt Registration: All children from toddler to age 12 must be registered to participate in the chapel-wide egg hunt. The hunt is scheduled for 13 Apr 03, 1400-1600 at the Religious Education Complex. Donations of plastic eggs, Polaroid film, and lots of wrapped candy are still needed. To register call the Chapel Office at 6-5773.

Family Support Center: (To pre-register for all classes, workshops, and seminars, call the designated point of contact.)

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). Call 5-0134 for more information.

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. Contact Linda Bastine at 6-9958. No registration is required.

d. Separation, Retirements and Stop Loss Effect: Now that Stop Loss is in full swing and you are wondering about your future, we are here to help. The Family Support Center, Bldg. 10525 is still conducting the mandatory Pre-separation Briefing and the Transition Assistance Program (TAP) Seminar. Don't let Stop Loss hold you up from continuing your future plans. We are here to help and want you to be ready when Stop Loss is lifted. Don't wait until the last minute, visit your FSC or call Mr. Larry Davis at 5-0134.

e. 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.

f. Bundles for Babies: 11 Apr 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.

g. Deployment Support Class: 14 Apr, 1600-1730 at the Family Support Center. Three counselors from the local area will meet with deployed family members to help them with coping skills. There will be a group for kids ages 5-11, a group for teens ages 12-18, and a group for parents. Contact Linda Bastine at 6-9958 to register.

h. Financial Basics: 15 Apr, 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.

i. Job Search 101 for Teens: Thursday, 17 April, 9:00-11:30 am at the Family Support Center. Workshop targets 14-19 year olds who are beginning their search for summer employment. Participants will learn how to build a resume, fill out applications, interviewing tips, how to identify skills, dress, manners, appearance, and what employers are looking for in teen employees. Lunch provided. Contact Teresa Orozco at 5-8557 to register.

30th Services Squadron: (30SVS/SVK, 6-0276)

a. Auto Hobby Shop: (30SVS/SVRA, 6-6013)

- **Auto Skills Classes:** By appointment. Tune-up and maintenance class for non-mechanics and equipment safety classes.

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

- **Airmen's Night:** 10 Apr 03, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.
- **Deployed Spouses Day:** Starting 1 Apr 03. Deployed spouses can play for just \$1 per game every Tuesday from 0900-1200. All pre-school age children bowl for free with a paying parent.

c. Breakers Dining: (30SVS/SVMF, 6-7540)

- **Extended Dining:** Breakers has extended the Saturday dinner hours to 1600 through 1900 on a trial basis. These hours will run through 31 May 03.
- **Deployed Spouses:** Thursdays, starting at 1800. Open to all spouses and dependents of deployed members. This offers spouses a chance every week to socialize with other spouses and gives them a break from cooking. E-4 and below pay cost of food only, E5 and above include surcharge.

d. Child Development Center: (30SVS/SVYC, 6-1555)

- **Give Parents a Break:** This program offers parents one evening of childcare per month for parents who need a break. Give us a call and find out if you qualify.

e. Family Child Care: (30SVS/SVYD, 6-3255)

- **Providers:** The need for childcare providers has never been greater!

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

- **Boxing Training:** Mon-Fri, 1800-2000. Free Boxing training is available at the Boxing Annex (Bldg 14019).
- **Dumbbells for Beginners:** 9 Apr 03, 1800.
- **Fun Run In Spring:** 11 Apr 03, 1200.
- **1-Pitch Softball Tournament:** 17 Apr 03, 1800.

g. Library: (30SVS/SVMG, 6-4202)

- **Pre-School Story Time:** Every Thursday at 1000.
- **Dial-a-Story:** The phone number is 6-4300 (Available 24/7).
- **Professional Reading Group:** 11 Apr 03, 1500. Sponsored by the CGOC, this new group would like to read and discuss professional reading materials. For more information about reading groups at the library, contact Dixie at 6-6050.

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

- **Spring Open:** 12-13 Apr 03. Cost is \$20, sign up at the Pro Shop by 10 Apr 03.
- **Youth Golf Lessons:** Saturdays at 1330 for ages 8 years and up. Cost is \$5 each session, includes use of rental club set and range balls.

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

- **Rafting Guide Training:** 12 through 16 May 03. Training course for volunteer rafting guides for future outdoor rec trips. Cost is \$100. Must be 18 or older and is good physical condition. Call Curtis at 6-5908 for details.
- **Horseback Trail Ride:** 19 Apr 03, 1300-1445. Ride the Pacific Dunes at the Oceano preserve. Cost is \$32. Sign up by 11 Apr 03.

j. Pacific Coast Club: (30SVS/SVRMC, 734-4375 or 734-4376)**Entertainment/Events:**

- **Club Card Drawing:** The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.
- **Kids Night:** 10 Apr 03, 1700-2000, in the dining room.
- **Rock & Roll:** 11 Apr 03, 2100-0200 in the Enlisted Lounge.
- **Karaoke & DJ:** 11 Apr 03, 1800-2200 in the Officers' Lounge.
- **Mug Night:** 12 Apr 03, 2100-0200, in the Enlisted Lounge.

Menu:

- **April Special:** Get a dozen hot wings for just \$3.95 with purchase of 1 large pizza of your choice.
- **Mongolian BBQ:** 16 Apr 03, 1800-2000.
- **Easter Brunch:** 20 Apr 03, 1000-1400. Reservations are required.
- **Pasta Mania Buffet:** Thursday Nights, 1700-2000.
- **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.

k. Rod & Gun: (30SVS/SVRR, 6-4560)

- **Open Shoot:** Open Trap & Skeet shoot every Wed, Fri and Sat morning at 0830.
- **Intramurals:** Starting in April. See your sports unit rep for details.
- **Sporting Clays:** 2nd and 4th Sundays each month.

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

- **Free Dance Lessons:** Wednesdays, 1830-2100. Free country-western line dancing lessons.
- **Chess Tournament:** 11 Apr 03, 1630. Open to all ages and skill levels. Entry fee is \$5.
- **Natural Knead Massage:** Gift baskets and gift certificates are available.

m. 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.
- **Ceramic Painting:** 12 Apr 03, 1100-1400. Ceramic painting basics for children. Sign up by 10 Apr 03.

n. Swimming Pool: (30SVS/SVRO, 6-3581)

- **Lifeguard Training:** 14 through 18 Apr 03. American Red Cross lifeguard training is available. Class will convene Mon through Fri. from 0900-1730 at the Base pool. Must be 15 years of age or older. Cost is \$95.

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

- **Vandenberg Flyers:** Cheerleading/Dance Team program for ages 4 and up. Sign up at the Youth Center.
- **Easter Egg Hunt:** 12 Apr 03, 1000 sharp. Annual Easter Egg Hunt to be held at the Youth Center. The hunt will begin at 1000 sharp! Bring your own basket and your camera to get a picture with the Easter Bunny. Don't be late!!! For more information call 6-2152. Hunt is for ages 2-10.
- **Summer Camp:** 1 through 18 Apr 03. Summer camp Priority registration for those currently enrolled in the school age program. Registration for all others starts 21 Apr 03 and ends 16 May 03. Please contact the youth center for more information.
- **Salute to Youth:** 26 Apr 03, 1200-1600.

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

a. Civilian Management Training Committee (MTC): 24 Apr 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 18 Apr 03. All packages must include an original DDFM 1556, course information, and a letter of justification and registration information. POC: Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

b. Air & Space Basic Course (ASBC) and Squadron Officer School (SOS) For Civilians: The call for nomination packages for civilians to attend ASBC and SOS in residence is out. Nomination packages must be submitted to the Careers Program Office at AFPC by 28 May 03. Packages must be routed through the Civilian Training Office for Wing/CC endorsement. ASBC is open to all PAQ, Copper Cap, and Base Level Interns who have at least six months continuous federal service. SOS is open to GS-9 to 12. Both courses require that the attendee meet the same physical standards as the military. Information on both courses and nomination procedures can be found at <http://www.afpc.randolph.af.mil/cp/guide/sec-4.htm>. Point of contact is Ms. Barbara LeFebvre at 5-5913.

c. Career Enhancement Plans (CEP): The FY04 Career Enhancement Plans will be distributed to supervisors of Career Program Registrants by the Civilian Training Office by 4 April 03. The CEP is primarily designed to document required training and development needs for registrants in Air Force Civilian Career Programs. It replaces the individual development plan (IDP) and provides an in-system interface between individual training requirements and the career program training budget process. The CEP is also a mentoring tool. In preparing the CEP, the supervisor and employee tailor enhancement activities to individual needs. The supervisor may also use the CEP to help evaluate an employee's short and long-term training requirements that will help the employee reach a certain goal. The Civilian Training Office is required to have all CEP training inputs updated by 27 Jun 03. Therefore, the suspense for CEPs to be returned to the Civilian Training Office is 13 Jun 03. Point of contact is Ms. Barbara LeFebvre 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 6-3771 for more information, or e-mail: lexi.schwartz@vanderberg.af.mil.

b. Computer Tip: Have you ever needed to know the largest value in a series of cells? You can create a formula to do that, but there is a faster way. To view the largest value in a series of cells: Select the cells in which you are interested, and you will see the sum of the range displayed on the status bar, which is the horizontal area below the worksheet window. If the status bar is not displayed, click Status Bar on the View menu. Right-click the status bar, and then click "Max". Now you can see the maximum value displayed on the status bar. You can use the same technique to find the average of, the sum of, or the minimum value in the selected range. You can also count the cells that contain numbers (by selecting Count Nums) or count the number of filled cells (by selecting Count). 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
Word- Forms	4/10	11:30-12:30
Photo Shop Elements	4/10-14	08:00-11:00
Outlook Email Only	4/10	13:00-16:00
Windows-Tips and Tricks	4-12	11:30-12:30
IAAP Managers	4-12	08:00-11:30
Publisher 2000	4-17-20	08:00-11:00
Outlook Email Only	4-17	08:00-11:00
Excel-Headers and Footers	4-17	11:30-12:30

Note: Walk-ins are always welcomed!

American Red Cross:

Lompoc Valley District Office, 312 H Street, Lompoc (805) 736-5110, Email us: disaster@sbaco-redcross.org.

Training Courses

Introduction to Disaster Services #3066 & Orientation to Red Cross

	Date	Time
Introduces participants to the American Red Cross and Disaster Services. Provides basic information about disasters & their effects and how the Red Cross assists.	6 May 03	1800-2100

Mass Care Overview #3068-1

Overview of immediate Mass Care services on chapter administered disaster relief operations, as well as <i>on</i> larger relief operations.	8May 03	1800-2100
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Damage Assessment # 3067

Prepares participants to conduct the damage assessment that is used as the basis for Red Cross family assistance. Covers the kinds of damage to be assessed, how to document damage & submit reports.	13 May 03	1800-2100
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ERV Ready, Set, Roll! #4002

Prepares participants to drive the Emergency Response Vehicle and its function during a disaster. 17 May 03 0900-1500

Shelter Operations # 3068-11

Part 1 of a two-part class that teaches participants to open, maintains, and to close a shelter. Includes management of equipment and supplies, space allocation, & problem solving. 20 May 03 1800-2100

Shelter Simulation #3068-12

Part 2 teaches participants to open, maintains, and to close a shelter. The simulation is a tabletop exercise conducted under the guidance of the instructor. 22 May 03 1800-2100

Providing Emergency Assistance to Families #3072

Prepares participants to interview and provide standardized financial assistance to victims of smaller, chapter based disasters & larger, nationally administered disaster operations. 24 May 03 0900-1700

Disaster Action Team (DAT) Workshop #4001

Prepares participants to serve on the chapter Disaster Action Team that respond to local residential disasters and provide assistance to those who are displaced. 27 May 03 1800-2030

Items For Sale or Free To A Good Home:

Free To A Good Home: 4 yr old black lab mix, spayed female. Housebroken, does not chew, very friendly and good with children. Shots up to date. PCSing and need to find her a good home. If interested please call 734-2124.

Free to a Good Home: Two cats and all accessories. Housebroken and loving. Moving and must give up. If interested call 734-3660.

Free to good home: Gray and brownish speckled white lop eared bunny-rabbits w/ brown eyes. Two males (age 1 & 2 yrs.) and one female (age 2 yrs.) available. If interested please call 736-0813 and leave a message.

For Sale: Boy's 15-Speed Bike, \$20, Girl's 10-Speed Bike, \$10, Barbie Doll House, \$15. If interested please call 734-1044.

For Sale: 2000 Mitsubishi Montero Sport XLS, 3.0 liter V-6, automatic, 2-wheel drive, 39,000 miles, AC, power steering, power windows, power door locks, tilt wheel, cruise control, AM/FM stereo, single compact disc, dual front airbags, ABS (4-wheel), leather interior, sliding sun roof, roof rack, privacy glass, running boards, two-tone paint, alloy wheels. One owner, have all routine maintenance records, garaged and in excellent condition. Asking \$17,900, call Doug at 734-3060.

For Sale: New Olympic Weight set, includes 45Lb bar, 2ea plates (2 1/2, 5, 10, 35, 45Lbs) totaling 245LBS. Also includes a used bench. A \$300 dollar value! Take all for only \$150. 740-1882.

For Sale: (Motorcycle) 1999 Yamaha V-Star 1100, 12,000 miles, very good condition, NADA retail \$5,900. Asking \$5,600 O.B.O. Please contact Juan Cruz, home at 734-1897.

For Sale: 2002 Chevy Avalanche 4WD, leather interior, on-star, loaded, 20,000 miles. Asking \$28,500. If interested please call 734-1927.

For Sale: Glass Top Dining Table with Metal Base and 4 chairs. Items are in excellent condition! Asking \$75.00. If interested please call 588-1039.

For Sale: Peacekeeper deactivation coins will be on sale in Bldg 1800. Cost is \$6.50 prepay and \$7.00 cash on delivery. POC: MSgt Church, 6-0285 or SSgt Gentry, 5-7615.