



# Base Bulletin

Vandenberg AFB, CA 93437-0759



14 May 2003

No. 20

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 805-6-6614 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 Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.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 — OFFICIAL7

### 1. Team Vandenberg:

**a. 30MSS/Office Closure:** 16 May 03 from 1400-1630 for an official function. An emergency phone number will be posted on each customer service office door. POC: 30MSS/DPMAR, SSgt Wilfong at 6-3969.

**b. 101 Critical Days of Summer Campaign Mandatory Briefing:** 19 May 03 at the Pacific Coast Club at the following times: 0800, 1000, 1300 and 1500. Attendance is mandatory for all 30SW personnel. Associate units will be provided video copies one week after the event. 30SW/SEGB, 6-8804.

**c. Base-Wide Blood Drive:** 20 May 03, 0900-1400 at the Community Center. This event is open to everyone. Tri-Counties Blood Bank will be on hand to conduct the drive. All donors will receive donuts, cookies and coffee or juice as long as supplies last. Please take the time out of your busy schedules to donate and GIVE THE GIFT OF LIFE!

**d. Vandenberg AFB Technology Exposition:** 21 May 03, 1000-1400 at the Pacific Coast Club. All personnel are invited to attend at no fee. Many different exhibitors will be on-hand demonstrating the latest computer hardware, software and services. There is no fee to attend and complimentary refreshments will be served. Free giveaways will be available while supplies last. POC: 30SCS, Leslie Listwak at (301) 596-8899 or via email at [Listwak@ncsievents.com](mailto:Listwak@ncsievents.com).

**e. Unit Security Manager Formal Training Course:** 21-22 May, 0830 at bldg 11025. In accordance with DoD 5200.1-R and AFI 31-401, newly assigned security managers are required to attend a formal information security-training course. Please contact your current unit security manager for enrollment. For more information, contact the 30 SFS/SFAI at 6-4615.

**f. Retirement Ceremony:** Colonel David J. Thompson, 30<sup>th</sup> Space Wing Chief of Safety cordially invites you to attend the retirement ceremony in honor of Lieutenant Colonel Mark W. Schoning, 2 Jun 03, 1000 in the Readiness Review Center, Building 8500. POC: TSgt Mark Shydliniski at 6-8805 or 5-2128.

**g. NCO Retraining Program:** Air Force officials have announced the start of the FY03 NCO retraining program (NCORP). The FY03 NCORP will target approximately 1,400 NCOs (SSgt, TSgt, MSgt) to retrain from AFSCS with NCO overages to AFSCS with NCO shortages. The voluntary phase of the program runs through 6 Jun 03. Formal FY04 program objectives (AFSC/grade) will be announced early Oct 03 targeting approximately 2,000 - 2,500. Some restrictions apply, depending on grade and AFSC. Please contact SSgt Gomez at 6-7681 or Sra Stringer at 6-8617 in the MPF for complete details. (30MSS/DPMA)

**h. 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? (30CES/CCS/DP, 6-3612)

**i. Camping Safety:** The following rules will assist in providing heat inside a tent or camper: 1) Use one of the new portable heaters that are equipped with an oxygen depletion sensor (ODS). If oxygen levels start to fall inside your tent or camper, the ODS automatically shuts down the heater before it can produce deadly levels of carbon monoxide (CO). 2) Do not attempt to use alternative sources of heat or power to warm a tent

or camper. Traditional camping heaters, charcoal grills, camping lanterns, and gas generators can cause CO poisoning. POC: 30SW/SEGB at 6-8804.

**j. Library Aide Position:** Part-time – 15-20 hours a week. Education: High School Diploma and one or more years beyond High School. Experience: One year general experience with clerical, office, or library work. Knowledge of library filing systems or experience working in a library is helpful. Alphabetizing and correct placement of new and returned material is very important. Computer literate with excellent written and verbal skills. Able to multi-task and service oriented with excellent interpersonal skills. Physical Requirements: Must be able to stand during an entire shift if need be and some lifting of library materials. Duties: Processing Serials and Mail, Weeding of Library Collection, Book and Equipment Inventory, DRMO (packing books into boxes), Shelving, Filing Update Pages, Technical Orders - inputting updates, Perform other general duties as assigned. Wage: Above Minimum Wage. (This position is for the Vandenberg Air Force Base Technical Library- under the contractor MoonSpace Corporation. This is a temporary position for the summer of 2003, and possibly longer. The position will be available June 1, 2003. The individual will be trained. Please send resumes to: Vandenberg AFB Technical Library, Attention: Michele La Rue Knight, 806 13<sup>th</sup> Street, Building 7015, Room 115, Vandenberg AFB, CA 93437, (805) 606-9745.

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

**a. EMSEC, COMPUSEC, IAAP, COMSEC, Network Security?** Find out more on the AFSPC Information Assurance web page at <https://midway.spacecom.af.mil/infoprotect/index.htm>. (30SCS/SCBI, 5-2352)

**b. Records Management Appointment Memorandums:** The Base Records Management Office is currently reviewing its RM appointment memorandums and asks that all units update their RM appointment correspondence and send to 30 SCS/SCBR (Base Records Management). In addition, request for RM training can be incorporated in the appointment memorandum, faxes accepted at 6-0261. (30SCS/SCBR, 6-4212)

## 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:

**a. Recruitment for Individuals with Disabilities Program Manager:** The Department of Defense and the United States Air Force have been steadily working toward increasing employment opportunities for individuals with disabilities. To support this initiative, Vandenberg AFB will be accepting applications for a Special Emphasis Program Manager to run the Individuals with Disabilities Program. This is a highly visible program with positive results. It is considered a collateral duty to an employee's normal position and will require supervisory approval before being appointed. The individual must be able to devote at least 20% of their time to the program while fulfilling the duties of their present position. Responsibilities of the program manager include educating and assisting supervisors and managers with providing reasonable accommodations (accessibility, availability of resources and assistive technology) for prospective and current employees with disabilities, evaluating progress and reporting data. Interested applicants must be current appropriated fund civil service employees serviced by the Vandenberg AFB Civilian Personnel Office. To obtain an application, please e-mail Rhonda Dean, [rhonda.dean@vandenberg.af.mil](mailto:rhonda.dean@vandenberg.af.mil). Completed applications should be delivered to Bldg 11777, Suite B-102. (30 MSS/DPCS, 6-9049)

**b. Voluntary Leave Transfer Program:** Jeannette H. Parker - Vandenberg AFB, Anonymous (employee does not wish to be identified) - Tyndall AFB, Janet Brown, Ethel Carter, Richard Porterfield, and Sue Sommers - Scott AFB, Denise Christopher - Luke AFB, Kaye Ferguson - Los Angeles 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](http://www.opm.gov/FORMS/PDF_FILL/opm630A.pdf). (30MSS/DPCE, 6-5847)

**c. Thrift Savings Plan (TSP) Open Season:** The TSP open season began 15 Apr 03 and will end 30 Jun 03. During this next open season, FERS employees may elect to contribute up to 13 percent of their basic pay and CSRS employees may elect to contribute up to 8 percent of their basic pay. Federal civilian employees can use the Benefits and Entitlements Service Team (BEST) automated system, 1-800-997-2378, or the EBIS website [http://www.afpc.randolph.af.mil/dpc/BEST\\_GRB/EBIS.htm](http://www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm). To allocate which funds you want to contribute to, access the TSP website at <http://www.tsp.gov/>. This site also provides rates of return, guide booklets, forms, and much more. The IRS elective deferral limit for 2003 is \$12,000. FERS employees who are affected by the annual limit on elective deferrals should be cautious regarding the effective date of an increase in their contribution amount. Timing is extremely important to ensure these employees do not reach their annual limit prior to the end of the year. **Catch-up Contributions:** The President signed legislation (P.L. 107-304) on 27 Nov 02, authorizing a program of "catch-up" contributions for TSP participants who are age 50 and over, and are already contributing the maximum amount to the TSP without exceeding the \$12,000 IRS limit. The maximum allowable amount for catch-up contributions for 03 is \$2,000. Eligible participants will be able to elect catch-up contributions in Jul 03, or anytime thereafter. Elections made in July will be effective in August. The TSP Loan interest rate for new loans is 4%. Loan agreements and withdrawal requests must be approved by 30 Apr 03 for payments to commence in May 03 and must be approved by 30 May 03 for payments to commence in June 03. (30MSS/DPCE, 6-5847)

**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 interested in starting this program in your area call 5-0792. (30 SFS/SFOS)

**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 Law Enforcement Desk, Bldg. 13675. For more information call 5-0792. (30 SFS/SFOS)

**c. Firearms Registration:** IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1. all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

**OFFICIAL**

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

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

**SECTION III — UNOFFICIAL**

**General Information:**

**a. Vandenberg Bass Club Membership Meeting:** 14 May 03, 1700 at the Base Library. Our next tournament will be 18 May 03 at 0600 at the Punch Bowl Lake. POC: Mr. Calvin Long at 6-30313 or via email at [calvin.long@vandenberg.af.mil](mailto:calvin.long@vandenberg.af.mil).

**b. Commissary Drawing Contest:** Children, please assist us by decorating for spring. Just draw a picture of your favorite flower and submit it to the Customer Service Center NLT 15 May 03. Judging will take place on 16 May 03 and will be comprised of three age groups: age 4 and under, ages 5 through 8 and ages 9 through 12. Pictures will be judged on originality, creativity and colorfulness. (DECA, 734-3354, ext. 225)

**c. Clinic Closure:** 22 May 03, 30MDG will be closed for training. For emergencies (threat to life, limb or eyesight), please call 911 or go to the nearest Emergency Room. For urgent care, call 888-252-3299 or 6 CARE. POC: 30MDG/CCE, 1Lt Menza, 6-1409.

**d. American Legion Golf Tournament for Scouts:** 24 May 03, 4-man scramble, registration at 1030 and tee-time at 1200 at Marshallia Ranch Golf Course. Entry fee is \$50, includes dinner. Dinner guest is \$7. Green fees and Cart: Members \$9, Non-Members-Military, \$25-\$28, Non-Members-Civilians, \$39. Prizes: 04

Pontiac Grand Prix or 03 Chevy Trailblazer, 36 dozen Nike Golf Balls, set of Nike Pro Combo Irons, GMAC Smart Card certificate and Nike Forged Titanium Driver. POC: Lee Wise at 733-4246.

**e. Vandenberg Chiefs Group Pancake Breakfast:** 3 Jun 03, 0645-0930 in the Chapel One Annex. This is a dining in or carry out breakfast. Price is \$4.00 presale or \$5.00 at the door. You may purchase a ticket from any Chief on the installation. POC is CMSgt Sun Chee Fore at 6-1793.

**f. Immunization Updates:** A recent review of the Air Force Complete Immunization Tracking Application database on children assigned to the 30th Medical Group, under the age of 2 years, revealed deficiencies in immunization status. We understand this may only be a matter of omission or incomplete documentation. Please bring your child's shot record to the Immunization Clinic for review prior to future medical appointments. POC: 30MDG, Immunization Clinic at 6-8474.

**g. Classroom Available:** Does your unit need a classroom or a meeting place? The 30 SW/MO office has a room available with a whiteboard, TV, VCR, stereo, and other training aids. It can accommodate 25 people and is located in building 9360. POC: MSgt Fox, 5-6468 or TSgt Murray, 5-6459. (30 SW/MO)

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

**a. New Classes:** The Health and Wellness Center now offers 2 new classes on a quarterly basis, *Breastfeeding and Infant Care*, and *Exercising During Pregnancy*. These classes will aid you in what type of exercise is allowable during your pregnancy and tips and techniques on how to successfully breastfeed and take care of your new baby. The next classes will be held on 22 May 03. The Breastfeeding and Infant Care will take place from 1000 - 1200 and the Exercise Class will be from 1400 - 1530 (this class is informational only, you will not be exercising during this class). For information or registration call the HAWC at 6-2221.

**b. Civilian Fit Time Approved:** The long desired Civilian Health and Fitness Program has been approved on a 6-month trial basis. Call the HAWC for details at 6-2221.

**Chapel:** (30SW/HC, 65773)

**a. Community Prayer Service:** All Vandenberg is invited to a Service for our Nation, Troops, and families of those deployed. On 13 May 03 at 1900 in Chapel One.

**b. New Chapel Hours:** The Chapel is open from 0700-1700 Monday — Friday. Any questions, call 6-5773.

**c. Daily Prayer:** Every morning from 0715-0725 at Chapel I. All Vandenberg is invited to pray for our Nation, Troops & Families.

**d. 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.

**e. 381 Training Group Chapel Events:** Please come and join us for the following weekly events: Bible Study & Prayer on Wednesday's from 1130-1230 Group Conference room (Bldg 8290). Friday from 1730-1830 Praise & Worship Service at the Group Auditorium (Bldg 8290). Friday from 1830-2000 Pizza/Game Social in the Group Foyer (Bldg 8290). These events are open to all. For those desiring to volunteer in Group Chapel Ministry's please coordinate with the 381 Training Group Chaplain. POC: Ch Beeman 6-8963.

**f. 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. Located in the Delta Dayroom across the street from Breakers Dinning Facility. For further information, contact SSgt Jennifer Wilkins or Chaplain Mike Martin at 6-5773.

**Family Support Center:** (To pre-register for all classes, workshops, and seminars, call the designated POC)

**a. Marriage Enrichment Counseling:** Offered on a one-on-one basis for couples married or planning to marry. Contact Linda Bastine at 6-9958 to make an appointment.

**b. 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.

**c. Pre-Separation Briefing (DD Form 2648):** 20 May 03, 0800-0900 every 3rd Tuesday of the month at the Family Support Center. This mandatory briefing is for military members scheduled to retire or separate and must be completed at least 90-120 days prior to departure. Subjects covered include benefits in employment, relocation, and education/training, medical, financial, disability, and more. The DD Form 2648 acts as a checklist to identify Pre-Separation subjects of interest as a basis for development of an Individual Transition Plan (ITP). The completed form is required for final out-processing. Spouses are welcome and encouraged to attend. No registration is required! Contact Larry Davis at 5-0134.

**d. Financial Basics:** 20 May 03 1100-1200 at the Family Support Center. Need some financial advice? Learn the financial basics such as checkbook maintaining, credit spending, choosing a financial institution,

credit pitfalls, decode financial terminology and make your paydays count! Call Jimmy Camacho at 6-4491.

**e. The Mechanics of Resume Writing:** 21 May 03, 1300-1530, at the Family Support Center. Prepare your resume for the upcoming job fair, summer job search, separation, or retirement! Participants will learn about different types of resumes, resume dos and don'ts, and tips on building a powerful resume that will get you an interview. Workshop is open to all active duty personnel, family members, retirees, and DoD civilians. Contact Teresa Orozco at 5-8557 to register for this informative workshop.

**f. Manage Your Move:** 21 May 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. Must attend this briefing if you are within 90-120 days prior to departure. Please have your questions ready and spouses are encouraged to attend. Call 6-0801 to sign up.

**g. Single Parents Support Group:** Meets the 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. Registration is not required.

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

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

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

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

- **Deployed Spouses Day:** Tuesdays, 0900-1200. Deployed spouses can play for just \$1 per game. All pre-school age children bowl for free with a paying parent.
- **Airmen's Night:** 15 May 03, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.
- **Thunder Alley:** Thursdays, 1800-2100. Fridays, 2200-0100. Saturdays, 2100-2400.

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

- **Extended Dining:** Breakers has extended the Saturday dinner hours to 1600-1900 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 Child Care Providers has never been greater! Help make a difference and find out how you can become a licensed childcare provider. Call Gwendolyn Jones at 6-4639 or 6-3255.
- **Open House:** 20 May 03, 0900-1200 & 1400-1600. Family Child Care (FCC) is sponsoring an Open House of 10 homes. Parents and other personnel will be allowed to view the homes and explore the FCC program. A listing of homes will be available at the Child Development Center (CDC), Youth Center, Family Support or the FCC office.

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

- **Atlantis Room Circuit Training:** 19 May 03, 2000.
- **Body Composition Testing:** 21 May 03, 1100-1300.
- **May Fitness Day:** 30 May 03. Watch for details!

**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, changes each Sunday).

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

- **Youth Golf Lessons:** Saturdays at 1:30pm. For ages 8 years and older. Cost is \$5 each session, includes use of rental club set and range balls.

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

- **Santa Barbara Sailing:** 31 May 03, 1030-1730. Cost is \$46 each. Make an escape for the high seas with Outdoor Rec! Limited space is available.

**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.

- **DJ:** 16 May 03, 2100-0200, in the Enlisted Lounge.
- **Karaoke & DJ:** 16 May 03, 1800-2200, in the Officers' Lounge.
- **Mug Night:** 17 May 03, 2100-0200, in the Enlisted Lounge.
- **Classic Rock DJ:** 23 May 03, 2100-0200. Music by Rick Anderson and 'Big Dog' from *99.1 The Fox*. T-Shirts, promo records and more!

**Menu:**

- **Pacific Fried Chicken Night:** Tuesdays, 1700-2000.
  - **Pasta Mania Buffet:** Thursday Nights, 1700-2000. Children 4 years and younger are free, children age 5-11 are half price.
  - **Mongolian BBQ:** 7 May 03, 1800-2000.
  - **Steak Night:** 14 May 03, 1700-2000.
  - **Weekly Lunch Schedule:** Tuesday-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesday-Santa Maria BBQ Buffet, Thursday-Chicken and Ribs Buffet, and Friday-Seafood Buffet.
- k. Rod & Gun:** (30SVS/SVRR, 6-4560)
- **Open Shoot:** Open Trap & Skeet shoot every Wednesday, Friday and Saturday morning at 0830.
  - **Intramurals:** Season is underway. See your sports unit rep for details.
  - **Sporting Clays:** 2nd and 4th Sunday each month.
- l. Services Center:** (30SVS/SVYR, 6-7976)
- **Free Dance Lessons:** Wednesday, 1830-2100. Free country-western line dancing lessons.
- 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.
  - **Children's Creative Mat Decorating:** 17 May 03, 1100-1400.
  - **Basic Framing & Matting:** 20 May 03, 1800-2030. (8" X 10" project)
  - **Ukrainian Egg Painting:** 24 May 03, 1830-2100.
- n. Swimming Pool:** (30SVS/SVRO, 6-3581)
- **Lap Swim:** Mon-Fri, 1000-1300.
  - **Water Safety:** Looking for a great summer job as a swim lessons instructor? Sign up for the American Red Cross water safety instruction course at the pool. Must be at least 17 years old. Course runs 24-26 and 31 May 03 and 1 Jun 03.
- o. Youth Center:** (30SVS/SVYY, 6-2152)
- **Vandenberg Flyers:** Cheerleading/Dance Team program for age 4 and up. Sign up at the Youth Center.
  - **Summer Camp:** Open registration runs through 16 May 03. Please contact the Youth Center for more information.
  - **Hoops Registration:** 5 through 30 May 03. Sign up for the Operation Teen Night Hoops this summer at the Youth Center. Cost is \$ 25 (\$20 for Youth Center members). Season will run from 9 Jun through 28 Jul 03. Limited slots available per division.
  - **T.R.A.I.L. Triathlon:** 17 May 03. Registration start at 0900, the triathlon starts at 1000. Kids age 10-18 are eligible. This event can be done as a team or as an individual.
  - **Magic Mountain Sign-up:** 14 through 21 May 03. Don't miss the sign-up period for the 6 Jun 03 Magic Mountain Trip. Register at the Youth Center front counter. Limited slots are available.

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

**a. 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.

**b. Civilian Management Training Committee (MTC):** The next Civilian Management Training Committee will meet on 29 May 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 23 May 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.

**c. English College Level Examination Program (CLEP) with Essay Test:** 6 Jun 03, 0800 at the Base Education Center. For more information or to schedule, please call the Base Education Center at 5-5904.

**d. Scholastic Aptitude Test (SAT) Exam:** 13 Jun 03 0800 at the Base Education Center. This test is open to active duty military only. The SAT may be required for various Commissioning Programs. For more information or to schedule, please call the Base Education Center at 5-5904.

**e. Career Enhancement Plans (CEP):** the Civilian Training Office has distributed The FY04 Career Enhancement Plans to supervisors of Career Program Registrants. 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.

**f. Tuition Assistance for Career Program Registrants:** Civilians who are registered in a Career Program are eligible for tuition assistance. Under Civilian Tuition Assistance Program (CTAP) policy, Career Programs will use a standard rate of 75% of tuition costs not to exceed \$187.50 per semester hour or \$124.50 per quarter hour and will be limited to \$3500 per fiscal year. TA will not be provided, in whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships or grants, etc. Funding is limited and submission of a mission-related request for TA does not mean automatic approval. Registrants should not attend any classes until funding documents have been approved by Career Programs. To apply for Tuition assistance the individual must submit a DD Form 1556, Request for Training, to the immediate supervisor for signature in block 32. The individual then faxes the DD Form 1556, a course description, and cost to their appropriate career program. Refer to Section 3 of the DPK Training Guide for more information on tuition assistance and Section 5 for specific requirements for each career program which can be found at: <http://www.afpc.randolph.af.mil/cp/DPKD/guide/default.htm>. Questions can be referred to Ms. Barbara LeFebvre, Civilian Training Manager, 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 class for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access 2000 Advanced; Access Lab; Palm PDA Beginning; Project 2000; Publisher 2000; Front Page 2000; Outlook 2000; and Outlook Email Only (a class specifically for those in process of getting an email account). 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 CBTs at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frames. Call 6-3771 for more information, or e-mail: [lexi.schwartz@vandenbergh.af.mil](mailto:lexi.schwartz@vandenbergh.af.mil)

**b. Computer Tip: Linking Movies and Sounds** - It's easy to liven up your PowerPoint presentations by inserting movies and sounds (choose Insert, Movies And Sounds and pick the option to insert them from either the Clip Gallery or from a file). Sometimes this can cause problems when you move your presentation to a different machine, though. Since these tend to be very large files, PowerPoint links to them rather than embedding them (that is, it remembers where they came from and finds them when it needs to display or play them rather than including them in your presentation file). This keeps your presentation files smaller, but it also means that you'll have to remember to include any sound or movie files when you take your presentation to another machine. If you're bringing them into PowerPoint from various folders on your hard drive or on the company network, that can easily turn into a tracking nightmare. Instead, copy any media files you need into the same folder as your PPT file, and then insert them into PowerPoint. Then when it's time to ship the presentation off to a different computer, you simply ship everything in that folder. 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>Class</b>	<b>Date(s)</b>	<b>Time</b>
Photo - Cropping and Cloning	5/14	11:30-12:30

Outlook Email Only	5/16	13:00-16:00
Internet Explorer - Using Search Engines	5/16	11:30-12:30
Photo - Special Effects I	5/19	11:30-12:30
Office -- Routing Documents	5/21	11:30-12:30
ADPE EC Training	5/21	09:00-11:00
Outlook - Rules & Organizing Email	5/23	11:30-12:30

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

### American Red Cross:

Lompoc Valley District Office, 312 H Street, Lompoc (805) 736-5110. All Disaster Preparedness classes are free! Email us: <mailto:disaster@sbaco-redcross.org>.

**a. ERV Ready, Set, Roll! #4002:** 17 May 03, 0900-1500. Prepares participants to drive the Emergency Response Vehicle and its function during a disaster.

**b. Shelter Operations # 3068-11:** 20 May 03, 1800-2200. Part 1 of a two-part class that teaches participants to open, maintain, and close a shelter. Includes management of equipment and supplies, space allocation, and problem solving.

**c. Shelter Simulation #3068-12:** 22 May 03, 1800-2200. Part 2 of a two-part course that teaches participants to open, maintain, and close a shelter. The simulation is a tabletop exercise conducted under the guidance of the instructor.

**d. Providing Emergency Assistance to Families #3072:** Sat., 24 May 03, 0900-1700. Prepares participants to interview and provide standardized financial assistance to victims of smaller, chapter based disasters and larger, nationally administered disaster operations

**e. Disaster Action Team (DAT) Workshop #4001:** Tues., 27 May 03, 1800-2000. Prepares participants to serve on the chapter Disaster Action Teams that respond to local residential fires and provide immediate assistance to those who are displaced.

**f. Communications For Disaster Workers #3058-A:** Tues., 27 May 03, 2000-2200. Familiarizes participants serving on assignments with the knowledge of communication regulations and procedures and the ability to operate communication equipment.

### Items For Sale, and Free To A Good Home:

**For Sale:** 2002 Dodge Neon SXT, 2.0 liter V-4, automatic, 2-wheel drive, 4-door, 5,000 miles, AC, power steering, power windows, power door locks, cruise control, AM/FM stereo, cassette, multi compact disc, dual front airbags, ABS (4-wheel), sliding sun roof, premium wheels, rear spoiler, and still under warranty. Must sell! Moving overseas, only asking what we owe. One owner, have routine maintenance records. This car is in pristine condition and is fun to drive. Paid over \$19,000, only asking \$15,300, call Doug at 734-3060.

**For Sale:** 2002 Chevy Avalanche 4WD SUV/Truck, only 22,000 miles, leather seats front and back, loaded with everything, Z71 off-road package, towing package, \$27,500. If interested call 734-1927.

**For Sale:** 1993 Mercury Tracer, 4-door, white, automatic, A/C, AM/FM cassette, alloy wheels; 82,500 miles new tires. Excellent car, runs and looks great. Retail valued at \$3,825.00 (KBB). Asking \$3,000.00 OBO. Can be seen at Base Auto Sales Lot. If interested call 734-4440.

**For Sale:** Classic 1987 Pontiac Fiero GT mid-engine sports car, black with silver ground effects & trim; auto, sunroof, A/C, power windows & mirrors, tilt steering wheel, power locks, cruise control, rear window defroster, 4-wheel disc brakes, rear spoiler, new tires, custom factory wheels w/locking lugs. This car handles like its on rails and draws attention wherever it goes; reliable transportation, adult owned; can be seen at Base Auto Sales Lot. Asking \$3900 OBO. If interested call 734-7198.

**For Sale:** Electric Dryer, 220 volt, with power cord. Three cycle, white, like new condition. \$75 or best offer. PCSing to Europe must sell. If interested call 928-6889.

**For Sale:** New Olympic weight set, includes 2 each-45, 35, 25, 10, 5, 2 1/2 lbs plates, a 45lb straight bar, 25lb curl bar, collars, one large used bench, one small used bench. Asking only \$200, serious inquiries only. Pick up or delivery available. If interested please call 740-1882.

**Ride Swap:** Need to drop off vehicle at the Vehicle Processing Center in LA the around the first week of June. Anyone needing to pick up a vehicle and willing to swap rides contact SMSgt Michael Tierney at 6-9815 or 734-3560.