

Lt. Col. Stephen Burgess, Physicians Assistant for the 104th Fighter Wing Medical Group, enjoys time with the children after providing medical check-ups to the orphanage. The 104th Fighter Wing, Medical Group deployed in support of a medical outreach in Kenya as part of the State Partnership Program. (Courtesy Photo from Capt. Andrew Christo) **Building Relationships in Kenya - Read story on pages 3-4**

# Commander's Column

By Lt. Col. Gary Archambault, Medical Group Commander



## 104th Fighter Wing

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Welcome to the start of a new fiscal year. Like many things here on base, the start of a new fiscal year signifies a “reset” of the funds available at the 104th and every other unit in the Department of Defense (DOD). Resets happen for other things as well. Some of these resets can be frustrating and time consuming. Of course I’m referencing the medical reset. Like many of the requirements we as Air National Guard Members have, the “medical reset” can be complicated.

## PHA – Preventive Health Assessment

According to AFI 44-170, the PHA is required annually for all ANG members regardless of your deployment status (deployable vs. non-deployable). The PHA is not the same thing as physical. When you first joined the Guard, you went to the nearest MEPS site and accomplished your enlistment or commissioning physical. The PHA is a much more streamlined assessment of your health that can be used to trigger an additional follow-up with a provider.

Once your PHA is complete, you are “green” in your Individual Medical Readiness (IMR) status. You remain “green” for 365 days at which point your IMR status turns yellow and 90 days later, red. Here’s the tricky part. The Medical Group (MDG) can’t perform another PHA on you sooner than 60 days prior to your existing PHA expiration. That does not give us much time to

schedule and perform these PHAs.

Add to that occupational exams, deployment exams (pre and post), and other medical requirements, and you can start to see how and why you’re spending so much time in medical! While the MDG tries to synchronize all these exams, it is sometimes not possible. Usually the limiting factor is time. We can’t perform some exams too early (as is the case with pre-deployment exams) or too late (occupational health exams and post-deployment exams), and as mentioned earlier, PHAs. Timing is everything.

Large scale deployments can really make things interesting. Now we get to add in the timing of the Wing’s deployment schedule.

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*(Cont'd from page 2)*

Medical is NOT the only item on your pre-deployment list. There's a lot of moving parts to the deployment process and we do our best to accommodate the Wing as well as the needs of the deployers.

Our goal in the Medical Group is to be #1 out of 89 ANG Medical Groups. In order to accomplish that goal, we need to be more responsive, efficient, and supportive to our customers – the women and men of the 104th Fighter Wing. And we plan on making that happen as soon as possible.

How will we do what we do better?

That's the million dollar question. We started looking at our processes and changing things to improve patient flow within the MDG. Don't be surprised if things are different your next time through the MDG. We encourage all 104th Fighter Wing members to reach out to us with ideas to assist with that endeavor.

We are also looking at how other units handle the PHA process. There are some creative solutions out there that may work well at the Wing. Some of these solutions are dramatic, such as performing all PHAs once a year during a Super PHA weekend.

Whatever we try, I can assure you that we are making changes in order to minimize your time waiting for something in the medical side of Building 29. Please understand that change can't happen overnight. It's going to take some time. However, you have our word that the 104th MDG is doing everything possible to make it better. We are committed to providing the best support possible to each and every one of you.

Stay safe and enjoy the fall weather here in New England. And remember to stay IMR "green!"

## Building Relationships in Kenya

By Senior Master Sgt. Julie Avey

Hearts and lives were touched by Airmen who traveled to Kenya on a medical mission, and the Airmen returned home to Massachusetts with a humbling experience.

The 104th Fighter Wing, Medical Group deployed in support of a medical outreach in Kenya as part of the State Partnership Program.

"It was definitely a humbling experience. It was an eye opener on how other people live and to see another culture. It was rewarding to be able to help those in need and to know we could put a few minds at ease," said Capt. Andrew Christo, a nurse at the 104th Fighter Wing.

The Massachusetts Air National Guard Medical Group Airmen treated over 2,000 Kenyan nationals and military members, the dental team performed 450 treatments ranging from extractions to fluoride and provided routine dental exams

along with supplies to an additional 1,000 children and adults.

"I feel we strengthened our partnership with Kenya by going out and providing medical treatment to people who haven't had medical treatment their entire life," said Christo.

The Airmen of the 104th Fighter Wing provided basic medical care. They provided antiparasitic treatment to everyone who came through to see them as well as basic medical checkups.

"We provided antibiotics for infections, cold respiratory infections, and there were a couple of burn patients," said Christo. "They all live in small huts so a lot of times they will have a fireplace in the hut and accidents would happen or just a small child will knock over hot tea and get burned that way. Much like



Courtesy photo by Capt. Andrew Christo

our emergency rooms."

"It was basic care but I feel like it made a big impact on their lives. We also made a lot of referrals out. A lot of patients would come in with cataracts or eye problems so we were able to refer to the appropriate services in Kenya."

Christo said there was a language barrier a lot of the time, but it didn't change the emotions.

"They wanted to come in for an assessment just so they could have that reassurance,"

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Christo explained. "A lot of times there was nothing wrong with them but they had never seen a doctor their entire life. Just having a medical professional lay eyes on them kind of put their minds at ease."

The 104th medical team treated patients at three different sites. They saw newborn to 90 year old patients. Doldol was their first location and is a large village in an austere part of Kenya, far from any cities.

"We were there for three days," said Christo. "What they would do is tell the whole community within 30 mile radius that we were going to be there providing basic medical treatment. Kenya Defense Force would let the village know. People either would walk or we would drive out in jeeps to pick up patients who were unable to walk."

The 104th Medical Group averaged about 300 people per day.

"We got a high volume of patient experience we don't normally see," said Christo.

Lakipia Air Force Base medical treatment facility was the second location they treated patients.

"This AFB is a little different as they treat military and civilians alike," said Christo. "Anyone in the local area can be treated there. Again they would let the surrounding area know they have extra staff. We worked alongside active duty Air Force and had a little more facilities where we could draw blood."

The final location the 104th served was the orphanage in Nairobi where newborns to young teens lived.

"We provided antiparasitic treatment, made referrals out to specialist if needed, and we were able to treat with antibiotics," explained Christo.

"There were a lot of ear infections. In the orphanage they live in such close proximity to each other they had a lot of communal diseases. If one person gets a cold they would all get it. If you can imagine 50 to 100 people to a room all on bunk beds."

When asked what was most impactful Christo described the remote village as being the most impactful.

"The remote village- they were miles and miles away from any hospital. They have a basic clinic but it is very limited. People would go their entire lives, 70 to 80 years, without seeing any medical treatment facility."

Christo continued, "I think the dental care was the most significant treatment we provided for them. Think about it, if you have a tooth infection how much that bothers you. That affects your daily life."

"It was wonderful to be able to assist and provide medical treatment to an underserved population. It was a very rewarding experience. It was a lot of hard work but it was so worth it," said Christo.

The 104th Medical Group Airmen were also able to teach a five day tactical combat casualty care course.

Through SPP, the National Guard conducts military-to-military engagements in support of defense security goals, but also leverages whole-of-society relationships and capabilities to facilitate broader interagency and corollary engagements spanning military, government, economic and social spheres.

Massachusetts Air and Army National Guard conduct mutually beneficial engagements in support of defense security cooperation goals and work to strengthen its partner



Courtesy Photo by Capt. Andrew Christo

nation's domestic response capabilities.

The State Partnership Program is administered by the National Guard Bureau, guided by U.S. Department of State foreign policy goals, and supports theater commanders' security cooperation objectives. The program has been successfully building relationships around the globe for the past 22 years.

Kenya is Massachusetts' second state partner. The commonwealth formalized a partnership with Paraguay in 2001. Since its inception, the Massachusetts National Guard has completed more than 100 exchanges with Paraguay, ranging from humanitarian assistance and disaster relief to maintenance, emergency management, engineering, and Army and Air Force aviation.

# Explosive Ordnance Disposal Airmen Strive for Mission Success

## By Senior Airman Cynthia Innocenti

104th Fighter Wing, Explosive Ordnance Disposal (EOD) Airmen strive for mission success, and do so through versatility and constant training.

Tech. Sgt. Robert Krider, Operations Non-Commissioned Officer in Charge (NCOIC), of the 104th FW EOD Squadron, explained that in their mission sets they have several requirements when it comes to training and training exercises. To name a few: standard unexploded ordnance recovery, improvised explosive device recovery, aircraft explosives hazards, Airfield Damage Assessment Teams, and chemical, biological, radiological, nuclear and high-yield explosive environment training.

“Everyone wears multiple hats in this unit because if there is a real world situation we have to respond to them — we need to be ready,” said Krider.

Their most recent mission was supporting the 2016 Republican National Convention in Cleveland, Ohio. Their primary missions are to support the F-15 mission at Barnes and domestic operations. They have also been tasked for deployments, the Boston Marathon, various air shows, assisting the state police, FBI and Secret Service, clearing bombing ranges of dead ordnance, and de-mining support.

One of the more common things they do is assist state police with UXO recovery.

Krider said, “what typically happens is someone will discover old rounds in a recently passed, retired military member’s house and not know what to do with it.”

“People just end up with stuff, it’s just the fact of the matter,” Krider said. “So when we get that call, we respond and recover no questions asked.”

A lot of the time EOD Airmen act as advisors, so maintaining their vigilance,

skillset, and knowledge is imperative. There is the real possibility of dire consequences, not only to themselves but the people they protect.

“Another one of our mission sets is advising foreign military, and I have experienced this first hand overseas,” said Staff Sgt. John Tourtellotte, Equipment NCOIC. “I’ve recently been deployed, I understand the value in training so much, we take advantage of the training.”

In order to maintain readiness the EOD, Airmen not only train in their Air Force Specialty Code (AFSC) career field, but they also have added physical training (PT) requirements. For example, they not only have to take the regular Air Force PT test, they have an additional PT test as well. Their Air Force Instruction (AFI) mandates them to go to the gym every day.

“We have minimum training exercise requirements a couple times a year on top of daily duties and normal work flow. So needless to say our drill weekends are extremely busy, but it is necessary we all keep up to speed in this career field,” said Krider.

Senior Airman Eric Franco, an EOD apprentice, explained that in their shop they make the effort to make their training not only valuable and relevant, but innovative and fun at times.

“You learn a lot in school, but there is so much more to learn when you get to your EOD unit,” said Franco.

One part of their training is learning how to operate the Remotec F6A robot, which is used for hazardous duty in the EOD career field. They set up an obstacle course for the Airmen to navigate through while accomplishing tasks. One of the ways they have made the obstacle course harder is by incorporating an egg. Airmen have to pick up an egg with the robot without breaking it, travel through the obstacle



**Staff Sgt. Daniel Tourtellotte wears a “bomb suit” weighing more than ninety pounds as he walks back from detonating an explosive ordnance. (Photo by Senior Airman Cynthia Innocenti)**

course and set it down at the end.

“A simple thing like picking up a cup, can become twice as difficult when you haven’t had enough training operating the robot,” said Krider.

Krider said they encourage participation from other units too. He said their training is more realistic when they have other Airmen playing different roles in their training.

Airman 1st Class, Amanda Bruso, an emergency management apprentice, 104th Civil Engineering, explained that in a real world scenario we may work with other EOD units at some point, so it is good to train stateside with them.

“We train a lot and sometimes it is hard but in the end it is really about mission success,” said Franco.



# Mentoring Match-Up

By Senior Master Sgt. Julie Avey

Mentoring is a term used quite often and may have different meanings to people. The focus of mentoring is to develop the whole person and help a them grow in areas of interest.

In the 2015 unit climate assessment there were suggestions from Airmen requesting a mentoring program. The 104th Fighter Wing leadership listened and will be unveiling a new mentoring program on a volunteer basis.

There are many different mentoring techniques: accompanying, sowing, showing, catalyzing, and harvesting. Whichever way mentoring is accomplished everyone probably agrees the mentor and mentee needs to match up and be in sync. "This program is a chance for mentors and mentees to match up and help each other broaden their thoughts," said Chief Master Sgt. Mark Bolduc, Superintendent of the 104th Fighter Wing Command Post. "In no means are we telling people they must have a mentor."

The goal of the 104th Fighter Wing's mentorship program is to provide an opportunity to foster growth in Airmen of all ranks through the development of mentor and mentee relationships through honest, constructive communication.

"Leaders need to be brave enough to be open and accept constructive feedback," said Bolduc. "Being able to change and adapt is necessary to enhance your skills. I've lived it as someone once told



**104th Fighter Wing Fuels Specialists refuel a C-17 Globemaster III after the aircraft returns equipment and Airmen home safely from the EUCOM deployment. During the refueling mission Airmen take time to discuss operations and mentor on the job. (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)**

me, 'Sport you keep doing this your way and you are done.' I have learned a fresh view and approach is necessary at times."

A list of mentors from across the Wing will be available on SharePoint along with their professional and personal traits. The Wing's mentoring program will include a formal agreement between the mentor and mentee to keep them accountable to each other.

Senior Master Sgt. Thomas Orifice of the 104th Logistics Readiness Squadron said, "The first meetings could include discussions such as responsibilities the mentees already have or where the mentee has fallen down in the past as well as strengths and goals."

"Mentorship opens doors for

communication," said Tech Sgt. Ashlee Bard of the 104th Logistics Readiness Squadron.

Bard has been a mentor as a part of a mentoring program Logistics Readiness currently has in place on a trial basis.

When asked if she would recommend mentorship to fellow Airmen she responded, "Of course, it's worth it to have a mentor and mentee to confide in. Sometimes someone on the outside can provide insight you wouldn't normally see."

Please visit <https://eissp.ang.af.mil/org/104FW/mentorship/> for more information on the 104th Fighter Wing mentoring program.

# The Focus is Now

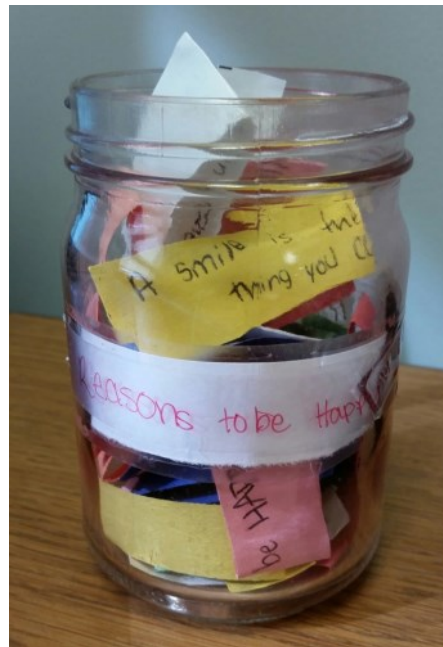
By Michelle Pennington, Director of Psychological Health

After a long week of working, caregiving and bill paying, I was sitting at the kitchen table answering emails. My mind began to swirl. Worries of what needed to get done that hadn't been done and the impending apocalypse because of it — I decided to stop. I closed my eyes, took several slow breaths, focusing on what it felt like just to quietly breathe. I then began to hear the sounds of life going on in the house. Kids, a pot being stirred, music. When I opened my eyes again, things I felt as a stress were now my blessings. My children helping each other with their homework, my cat sitting next to me, a great song on Pandora and my boyfriend making dinner. Bam. So I shared with them (including the cat) my gratitude. Unsolicited, each responded back with their own blessings (don't worry the cat didn't talk). A sense of calm and clarity replaced the previous worry.

So what just happened?

Mindfulness. It is a technique developed by Jon Kabat-Zinn in 1979 at the University of Massachusetts. Mindfulness is about clearing your mind of distractions of the past, worries of the future, current negativity and focusing on the here and now. In doing so, it frees our minds to direct our energies to what we truly intend to be thinking. Developing clear intentions for our behavior, relationships or work, helps us to recognize when opportunities arise. Be Mindful of when anxiety about

the future, or regrets of the past, bog down your mind and choose to take a moment to focus on the present. Clear your mind with a few deep breathes...feel those breathes...hear the sounds around you. Once you feel that sense of calm... you are there...free to find things to be grateful for instead of stressed about. Share that gratitude with the person next to you, call someone, take a picture of



something inspiring and send it out. Whatever way you choose, get it out there and see what comes back. It seems easy to do but humans are creatures of habit. We are more likely to fall into the traps negative thinking then to take a breath and focus on what our true intentions are. I found myself there a few weeks ago so decided to get back to basics. My daughter has since made me a "Reasons to be Happy" Jar.

In it she wrote blessings and affirmations on different strips of paper for me to pick out everyday at work. It's a great reality check and reminder of how important it is to count my blessings

Here's a challenge, take a few minutes everyday until next Drill and do just one of the following things:

- 1) Write down 3 new things everyday you are grateful for
- 2) Start a journal and write one positive experience you had that day
- 3) Set aside five minutes everyday to practice Mindfulness to help reset your mind
- 4) Use the first text or email each day to praise or thank someone you know

See what happens! If you are a techy, here are some fun apps to help support your well-being:

- 1) Grid Diary
- 2) Virtual Hope Box
- 3) Mindfulness Coach
- 4) Tactical Breather
- 5) Moving Forward

If you want to learn more about Mindfulness, Stress Management Techniques or area programs available stop by my office in Bldg. 29 or ext 698-1536.

# Diversity-It Might Not Mean What You Think It Means

By Master Sgt. Fran Frederick, 104FW Human Resource Advisor

When you hear the word “diversity”, what is the first thing that comes to mind? For many, it translates to mandatory trainings, hiring quotas, affirmative action, and “reverse discrimination.” But, I have good news. It doesn’t mean any of those things!

Diversity in the Air National Guard (ANG) is broadly defined as recognizing, respecting, and embracing the relative differences in thoughts, experiences, and abilities of our Airmen consistent with our Core Values. What kind of “differences” you might ask? Historically, the primary focus has been on race, color, religion, sex and nationality. More recently, age, language, and sexual orientation may have been included. There can be no doubt that these differences impact how one perceives the world. Why is that important, you might ask? The

real purpose of having a diverse workforce is because it just does a better job. Multiple studies have shown that diverse problem solving teams are more effective than those that are homogeneous. Which seems pretty obvious, right? If a group of people all look at a problem the same way, “group think” takes over and it is likely that they will come up with the same solutions. And, we continue doing things the same way as we have always done them. As they say, “the smartest person in the room is the room.” So, people with different perspectives bring more creativity to the group. Race, sex, nationality, etc., impact the way we see things.

But, are there other factors that change your way of looking at things? What about the type of work you do? How about your level of education? Where you are from and

where you live? If you are married and/or have children? Don’t these factors influence you, too? Of course they do! All of them are included when we talk about diversity. So are personal habits, physical ability, level of seniority, personality, temperament, and many other wonderful things that make us who we are. A group of people can all look the same, but that doesn’t mean that they all think the same way. It’s important we recognize differences. If we approach things as if we are all the same, we can unintentionally devalue what others hold dear. The goal is not to ignore our differences, but to acknowledge them. First, we have to understand who we are. More on this next month.....

In the November Airscoop: Four Lenses: What’s Your Color?

## Chapel Team Strengthens Marriages and Families

By Chaplain Steve Misarski

The Chapel Team just completed a season of Strong Bonds events for FY 2016 this past month. On September 23-25, eight couples from our base attended a **Strong Bonds Couples Training Event at Jiminy Peak Lodge in Hancock, MA**. Aside from a spacious accommodations, delicious food and a scenic location, the couples, many in their twenties, gained practical instruction and lighthearted guidance through the video-based training called **Laugh Your Way to a Better Marriage**.

Chaplain Misarski and Devoie highlighted points from the videos on how to develop better communication and listening skills. Couples gathered in small groups to discuss how to apply the principles to their marriage. They also discovered insights about each other through a tool called the **Flag Page**. Each couple came up with specific ways they could support each other in their relationship. Getting to know other Barnes couples and discovering that their issues are not unique was an added



Courtesy photo by Chaplain’s office

benefit. On Saturday afternoon, couples were released to enjoy the early autumn foliage in the Berkshires and a romantic dinner alone.





## ***Being prepared for emergencies takes someone to make it happen; SAFELY! Is that person you?***

**By Senior Master Sgt. Thomas Dumais, 104th Fighter Wing Safety Office**

### **Safety How Goes It October 2016**

**The unit has experienced 3 mishaps/injuries/medical events since the last How-Goes-It.**

- Worker experienced chest pain, ER for evaluation, medical event
- Worker moving equipment, strained shoulder, restricted duty days
- Bomb lift truck brake caliper broken, pins migrated out due to manufacturing error, dull sword reportable

As I write this, hurricane Mathew is in the Florida area and there is a possibility it may make its way to the northeast. Events such as this have frequented our area over the past several years with the tornado in June of 2011, hurricane Irene in August of 2011, the Halloween snowstorm in October 2011, and the ice storm of December 2008 coming to mind! Each of these was clearly a catastrophic event, especially if it involved you and your family. The question I have for each of you is this: Are you ready for a similar event? Do you have a plan for a

few days of food and water? How about medicine and electricity for medical devices? What is your plan for your pets? Do you have anything that you could use for light and emergency communications?

Your cell phone is a great idea, but only if you have a way you can charge it.



This is where you come into the picture to make it happen — safely!

As winter approaches we all need to do our parts to have a kit, have a plan, and to be informed. There are several great resources out there to assist you in putting this all together with two of them being [www.ready.gov](http://www.ready.gov) and [www.redcross.org](http://www.redcross.org).

For those of you who don't think you need to be prepared; Think again! Chances are at some point this winter you will need some type of plan for alternative heat, light, water, or food due to a storm. If by chance we get a mega storm that knocks out your power and blocks the roads what will you do? What do you have to weather the storm? The time to start thinking about these things is now! Things as simple as a battery operated radio, flashlights and lanterns, extra batteries, warm blankets, a plan for where everyone will sleep (basements are usually warmer than the first or second floor), a plan for the pets if you have them, some nonperishable food items such as granola bars, peanut butter, rice cakes, tortilla chips, dried nuts, raisins, and bottled water can go a long way to see you through the storm.

The key to this is for you to accomplish the following; have a kit, have a plan, and be informed! With everyone's help we can all weather the storm; **SAFELY!**

SMSGT Thomas M. Dumais  
104FW Occupational Safety Manager

## **Worship Schedule**

### ***Protestant Worship***

11:15 a.m. Saturday, October 15, 2016

### ***Catholic/Orthodox Worship***

11:30 a.m. Sunday, October 16, 2016

If you need to talk, the Chapel Team will be out and about. You can also stop in for a chat at the Base Chapel (Building 12, aka. the Fitness Center) or call ahead at ext. 698-1057.



# Bits & Bytes

## Communications Plans and Programs

Buying Computers, Software, Phones, Radios, etc.

With the fiscal end-of-year frenzy now behind us (again), it's time to reflect. Was it worth it? Did we get what we needed to do our jobs? If not, how can we be sure to get it when we need it? This article will help to answer that last question with regard to common IT requests. Here's the bottom line up front (BLUF):

### **Barnestormers don't buy IT without consulting Communications Flight first.**

In 2014, [AFMAN 33-153](#) was published. It contained a lot of new guidance for buying and maintaining proper accountability of IT hardware and software. Since then, we published a base instruction ([BI 33-103](#); presently under review/revision) to clarify local processes, and in 2015 the Air Force issued a two-year moratorium on purchasing any new desktop and laptop computers. Furthermore, the expanded use of blanket purchase agreements (BPA), enterprise licensing, and increased security reviews, testing, and approvals, has made acquiring IT more complicated (ergo, time consuming). Here's the basic gist:

- ALL IT assets – e.g., desktops, laptops, tablets, monitors, scanners, printers, software, etc. – must be purchased through AFWay. Only NGB A2/3/6 can issue a waiver to use another source.
- ALL AFWay buys must be processed by the Base Equipment Control Officer (BECO). 104th CF Plans office staff serve in this capacity.  
The same personnel serve as Base Software License Manager(s) (BSLM), and are in the best position to handle software requests.
- NGB A2/3/6 will deny purchases of new computers until current Air Force stocks and Quarterly Equipment Buy (QEB) inventories are depleted, and pending approval of Windows 10 on AFNET.
- All IT assets must meet minimum security requirements. The 104th CF Plans office will conduct (or coordinate) a review of current approved product lists and advise the requestor of any products meeting standards, as well as any configuration issues to be addressed prior to delivery.

### **Based on recent events, here are some additional points worth sharing:**

- Allow up to 48 hours for the AFWay process to run its course. This is in addition to the time required to process funds transfers, any contracting processes that might be involved, etc..
- NGB A2/3/6 will not approve waivers for common items (e.g., monitors, printers, etc.).
- Even when a waiver is approved, many purchases are governed by purchase agreements that stipulate particular processes that must be followed.
- Expect the contracting office to refer you back to CF if you ask to buy anything comm-related through their office.

So what's the take away? Plan ahead. Coordinate your IT needs through the Communications Flight. To do so, unit representatives can submit requirements in the CIPS Work Order Management System



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(<https://cipsaf.tinker.af.mil/WOMS>), or if unavailable, by sending email to USAF MA 104 FW List SCXP-Plans ([usaf.ma.104-fw.list.scxp-plans@mail.mil](mailto:usaf.ma.104-fw.list.scxp-plans@mail.mil)). If all else fails, contact the Communications Focal Point via 698-1204 or email to USAF MA 104 MSG Mailbox CFP ([usaf.ma.104-msg.mbx.cfp@mail.mil](mailto:usaf.ma.104-msg.mbx.cfp@mail.mil)).

## Wing Cybersecurity Office

NCSAM and the Air Force Cyber Secure Campaign

Twelve years ago, the Department of Homeland Security (DHS) established October of each year as the National Cybersecurity Awareness month (NCSAM).

In a [memo](#) published this September, LtGen Bender, the Air Force Chief Information Officer, weighed in on the subject, choosing to emphasize what he believes is the most important component of cyber defense in our service: Airmen. He also expressed his intent to establish a new office focused on information security, and announced a year-long campaign aimed at making cybersecurity a key part of Air Force culture. See the full press release at:

<http://www.af.mil/Portals/1/images/cybersecure/2016-09-23%20Cybersecurity%20Awareness.pdf>).



For more information, perspectives, and resources relevant to cybersecurity in the Air Force, please visit the Air Force Cyber Secure website at <http://www.af.mil/cybersecurity.aspx>. The DHS and FBI websites also contain a wealth of tips for securing personal and professional information. Take some time this month to read up on some easy, common sense steps anyone can take to protect themselves and their data online at <https://www.dhs.gov/publication/national-cyber-security-awareness-month-resources> and <https://www.fbi.gov/news/stories/national-cyber-security-awareness-month-2016>.

## Knowledge Management Center

Records Management & Knowledge Sharing

In the wake of the recent memo from the Secretary of the Air Force and Chief of Staff, many around the wing may be rejoicing at the (eventual) elimination of the additional duty Records Custodians (RC) and Functional Area Records Managers (FARM). It's true that AFI 33-322, *Records Management Program*, is indeed in revision following that announcement, but despite any rumors to the contrary, it isn't going away. In fact, in the future, commanders and users will be directly responsible for maintaining records in accordance with Federal laws and Air Force regulations.

Records management isn't that bad in the first place. The rules may be a little confusing, yes, but the fundamental goal is this: to ensure crucial information "is available to support effective decision making...to protect the legal rights of the Air Force, our employees, and the public...document official business, serve as the memory of the organization, provide a record of past events, and are the basis for future actions." Or to put it more succinctly: "To keep the right information, put it in the right hands at the right time, and ensure accountability to the civilian government and American taxpayer."

In the coming weeks and months, the Knowledge Management Center will be working harder than ever to make the work of record keeping easier to understand and execute. From visiting units to establish Knowledge Management Plans documenting where & how records and information are kept, accessed, and used, to providing additional training and/or resources to help users better understand what their role is and how to make it happen, to cleaning up and (hopefully) streamlining the pathways information follows when it gets stored on the network, to establishing a wing-wide Knowledge Sharing page where every continuity guide you ever (and never) wanted will be available, the KMC is tasked with supporting the wing in its effort to maintain and improve its record keeping and how information flows throughout all organizations. For

(Cont'd from page 11)

questions, contact the KMC via email at USAF MA 104 FW List FAL KOM-Knowledge Ops ([usaf.ma.104-fw.list.fal-kom-knowledge-ops@mail.mil](mailto:usaf.ma.104-fw.list.fal-kom-knowledge-ops@mail.mil)).

### **Air Force Lotus Forms**

The official Air Force forms inventory is migrating away from the familiar IBM Lotus (.xfl) forms to Adobe. The projected completion date is March 31, 2017 to have all AF forms hosted on the e-Publishing website available in fillable Adobe (.pdf) format.

In addition, early next year the Lotus software required to read forms in .xfl format will be removed from all Air Force & ANG computer. This will render them unreadable, so for those with historical records in .xfl format, it's important to save them to PDF format starting today, particularly if you have a large inventory.

### **Appointment Letter Management**

Commanders, in accordance with [BI 33-301, Appointment Letters](#) (currently under revision) please submit all appointment letter requests via email to [usaf.ma.104-msg.mbx.scxk@mail.mil](mailto:usaf.ma.104-msg.mbx.scxk@mail.mil) (GAL: USAF MA 104 MSG Mailbox scxk). The email is required to have the regulation governing the appointment, OPR's office symbol, Duty Title per the 104th Fighter Wing Delegations Database and the names of individuals that need added or removed from letter. Requests will be accomplished within 5 business days.

### **From the Mail Room**

We receive a lot of catalogs for people who no longer work here, or multiples for the same person. I see these thrown in the trash. Either on the inside front cover or the back of the catalog or periodicals are instructions for unsubscribing to the catalog. Usually a simple email with "MSgt Smith doesn't work here any longer and her replacement already receives a copy of this catalog" will suffice for the office to stop receiving the mail.

If you are like me and get a lot of unsolicited mail at home (credit card offers, multiple catalogs, etc) and junk emails, and want those to stop too, check out the Federal Trade Commission's website article "Stopping Unsolicited Mail, Phone Calls, and Emails". The article links to websites to help you opt out of the prescreened offers of credit and insurance, unsolicited commercial mail from many national companies, and unsolicited commercial emails. Cutting down on these will not only help eliminate the clutter, but lower your risk of identity theft.

<http://www.consumer.ftc.gov/articles/0262-stopping-unsolicited-mail-phone-calls-and-email>

### **Technical Tip**

#### **Outlook Web Access**

We've been repeating this tip for months, but it continues to be relevant. To access your .mil email from anywhere, try Outlook Web Access (OWA). Just click one of the links below (or copy & paste it into your browser), read the DoD warning page, click OK, and always use your email certificate. There's no waiting for Outlook to catch up, and you can access your email from wherever you might be as long as you have a CAC-enabled computer and a card reader.

Links:

<https://web-cols03.mail.mil/owa>

<https://web.mail.mil/>



## For Your Information

**All full time job opportunities will now also be posted on the SharePoint main page under Full Time Opportunities. Please look there for all Technician and AGR position postings as well.**

### **PUBLIC AFFAIRS OFFICER POSITION (Traditional)**

AFSC: 35P3

01-02 or individual eligible for commissioning

Unit: 104th Fighter Wing  
Application Deadline: Oct UTA

Projected Board date: Nov UTA  
Education: An undergraduate degree in Communications, Journalism, Marketing or Public Relations is desirable.

Appointment is contingent upon completion of the Academy of Military Science and Public Affairs Officer training.

**For Details contact the POC:**  
Capt. Anthony Mutti at 413-568-9151, ext. 698-1299.

### **Professional Shopper Wanted” ???**

Here is an opportunity to provide resources to the wing ensuring the 104th Fighter Wing is ready for the mission!

Are you a business major seeking hands-on experience? The Contracting Office is looking for a motivated individual to assist

through (at least) September 2016.

Duties involved are all business-related – to include market research, audit, purchasing,

solicitation preparation, contract preparation, and requirements and funding validation.

Dealing with complex requirements and addressing issues through critical thinking, intensive research, and analytical decision making is a hidden benefit.

Pay and benefits would be commensurate with current military grade and individual status.

**Please contact Senior Master Sgt. Kyle Kiepke at 413-572-1593 with questions.**

### **Mass Career Job Opportunities**

The Commonwealth of Massachusetts has over 800 positions in which they're trying to fill in various occupations.

**To view the entire list of opportunities and to**

**apply online please visit:**

**<https://massanf.taleo.net/>**

**[careersection/ex/jobsearch.ftl](https://massanf.taleo.net/careersection/ex/jobsearch.ftl)**



(U.S. Air National Guard Photo by Airman 1st Class Lane Plummer)

### **PHOTOJOURNALIST AND BROADCASTER POSITION**

Traditional Enlisted Positions Available!

**Please contact Senior Master Sgt. Julie Avey or Capt. Anthony Mutti if interested in telling our Air Guard Story! X698-1299**



Building 54 – South Entrance

Sign up: DFAC during lunch Saturday

POC: MSgt Dawn Soldan 698-1352

Walk-ins welcome!

Hosted By the 104<sup>th</sup> LRS Morale Council

Sunday, October 16<sup>th</sup> 0900-1400



## AIRPLANE FLIGHT INSTRUCTOR

This is an AIRPLANE FLIGHT INSTRUCTOR position supporting the 104th Fighter Wing. This is a Non-Bargaining Unit position. Positions in this series involve piloting or co-piloting aircraft to carry out various operational programs and functions of the Army and Air National Guard. For the job announcement and details, go to [usajobs.gov](https://www.usajobs.gov) or link below

<https://www.usajobs.gov/GetJob/ViewDetails/448862300>

Job Announcement Closes  
10/09/2016

Military grade: Maj.

**For Details contact the POC:**  
Chief Master Sgt. Brian Mapel at  
413-568-9151

## JUDGE ADVOCATE

This is a JUDGE ADVOCATE position supporting the 102nd Intelligence Wing. This is a Non-Bargaining Unit position. This Series includes professional legal positions that manage and provide legal services to preserve prerogatives of the United States Army National Guard and the United States Air Force and their Commanders. It's mandatory to have a Bachelor of Laws or Juris Doctor Degree in law issued by an ABA-accredited law school; and, must be admitted to practice law in the highest court of any U.S. state, commonwealth, territory or the District of Columbia. For the job announcement and details, go to [usajobs.gov](https://www.usajobs.gov) or link below

<https://www.usajobs.gov/GetJob/ViewDetails/448726700>

Job Announcement Closes  
10/08/2016

Military grade range: Immediately promotable to 2nd Lt. to Maj.

\* This is a commissioning opportunity

**For Details contact the POC:**  
Col. Virginia Doonan at 508-968-4597

## SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST

This is a SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST position supporting the 102nd Intelligence Wing. Work involves performing or supervising staff work in planning and coordinating logistical support activities to provide the money, manpower, material, facilities, and services needed to support a specified mission at the time and place they are needed. This is a Non-Bargaining Unit position. For the job announcement and details, go to [usajobs.gov](https://www.usajobs.gov) or link below

<https://www.usajobs.gov/GetJob/ViewDetails/451702900>

Job Announcement Closes  
10/27/2016

Military grade range: 2nd Lt. to Maj.

**For Details contact the POC:**  
Maj. Bethann Crouch at 508-968-4990

## Walk in Legal Assistance

The Legal Office provides legal assistance to all ANG members on the following legal deployment related issues: Wills, Powers of Attorney (Family Care Plans), Service members Civil Relief Act, and Employment and to Reemployment Rights. Walk In

Hours are available every Friday 9:00 a.m.-11:00 a.m. Saturday of the RSD from 9:30 a.m.-11:30 a.m.

If you are unable to come during this time, please call our office at ext. 698-1244 to make an appointment. We would be happy to accommodate your schedule. Notary Public Services also available.

## Barber Shop Open

The Barber Shop will be open for the 2016 RSD dates. Enter Building 008, South Entrance. POC for the Barber Shop operations call: (413) 568-9151, x698-1234.

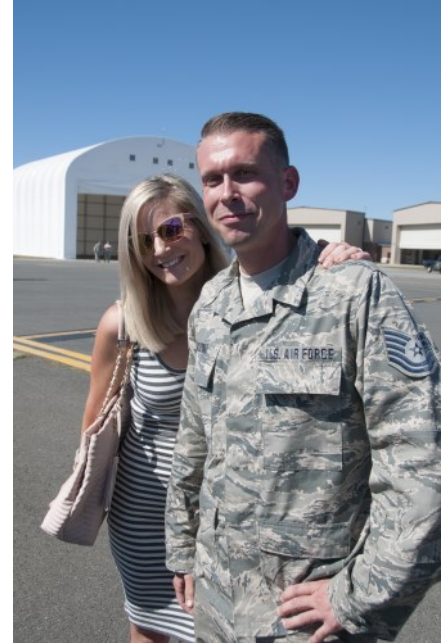


**Volunteer Lately?** Honor Guard is looking for volunteers to take part in base and community events representing the U.S. Air National Guard. POC: Master Sgt. Christine Lupacchino at 698-1420

For information on how to join the Base Honor Guard, please contact Master Sgt. Christine Lupacchino at 698-1420



# 104th Fighter Wing Airmen Homecomings



**Our 104th Fighter Wing Airmen were welcomed home by family, friends, and Wingmen home after deploying overseas on the NATO Air Surveillance mission as a part of a Theater Security Package (TSP) in support of NATO alliance commitments. (U.S. Air National Guard Photos by Senior Master Sgt. Julie Avey)**



## Around the Community at a glance!



The 104th Fighter Wing hosted the Greater Westfield Chamber of Commerce Breakfast for our community partners. (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)



The 104th Fighter Wing marched in the annual Big E Parade as the community cheered. (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)



Col. James A. Keefe, 104th Fighter Wing Commander coins the Westfield Chamber of Commerce Chairman for her support of our Airmen at Barnes Air National Guard Base (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)



The 104th Fighter Wing met with local disaster preparedness agencies to evaluate emergency procedure plans to prepare for the Westfield International Air Show next year. (Courtesy photo by Marie Georgefils)



Master Sgt. Larry Buell of the 104th Fighter Wing Fire Department has been giving back to his community for 15 years by hosting an annual golf tournament to support charities. Since 2006 the money has been donated to the Soldier's Home in Holyoke. A total of \$100,000 has been donated over the years to the Soldier's Home to help with outings, entertainment, and household items to make the stay more comfortable for Veterans. The Boot Drive is also a fundraiser done annually at Barnes Air National Guard Base to support the Soldier's Home. This year \$2,200 was raised from the Boot Drive alone! (U.S. Air National Guard Photos by Senior Master Sgt. Julie Avey)





JF&CS Shoulder to Shoulder invites you to our

# Military Family Fall Festival

OCTOBER 22 • 10:00 A.M. - 12:00 P.M.

Join us with your family for a day of apple picking with other local military families. Enjoy a New England farm and everything it has to offer. This is a great event for all ages!

Visit <http://bit.ly/2016MilitaryFamilyFallFestival> to RSVP

★ **PICK YOUR OWN APPLES** ★

**APPLE CIDER** ★ **TRAIN RIDE**

★ **CIDER DOUGHNUTS** ★

**HAY PYRAMID** ★ **FARM MAZE**

★ **FARM ANIMALS** ★

★ **KID-FRIENDLY ACTIVITIES** ★

Belkin Family Lookout Farm  
89 Pleasant Street, South Natick





## Military Kids

All Military Children receive **FREE** Youth Memberships at the Westfield Boys and Girls Club!! **FREE** transportation\*

Next Military Kids Club will be held on

# OCTOBER 15-16

To register your child, please contact Lisa Potito- Airman & Family Readiness Program Manager

Military Kids Club provides military members a reliable and fun place to bring their children, 4 to 12 years old, during drill weekends. During the day, children are under the watchful care of the Boys & Girls Club of Greater Westfield's licensed staff. Children are able to engage in group sports and activities, play in the games rooms, pool, gymnasium, computer lab and are provided a free nutritious snack and lunch.

\*Transportation from Pioneer Valley Club located at Barnes ANG Base  
Drop off Time 6:30 am -7:15 am. Bus leaves promptly at 7:30 am  
Children will return to base at 4:15 please pick up child promptly.



## Retirements

Tech Sgt. James Jyz OSF  
Maj. Sherman Cowan FW  
Lt. Col. David Castonguay

Thank you for your dedicated service!



## WHAT'S FOR LUNCH?

*AGR and Officer Meal Rate \$5.55*

**11 a.m.-1 p.m.**

### Saturday -

SOUP: CLAM CHOWDER / MINESTRONE

ENTRÉE: BEEF BRISKET / SAVORY BAKED CHICK-EN

STARCH: MASHED POTATOES / WILD RICE

VEGETABLE: PEAS&ONIONS / CORN

GRAVY: BROWN GRAVY / CHICKEN GRAVY

SHORT ORDER: CHEESEBURGERS / GRILLED CHICKEN

SALAD BAR, ROLLS & ASSORTED DESSERTS

### Sunday -

SOUP: CLAM CHOWDER / MINESTRONE

ENTRÉE: CHICKEN A LA KING / POLLOCK FILLET

STARTCH: BUTTERED EGG NOODLES / POTATOES AU GRATIN

VEGETABLE: GREEN BEAN ALMANDINE / CARROTS

SHORT ORDER: CHEESEBURGERS / GRILLED CHICKEN

SALAD BAR, ROLLS & ASSORTED DESSERTS

## Promotions:

### To Airman First Class (E-3)



Airman First Class Troy Chauvin LRS

### To Senior Airman (E-4)



Senior Airman Jessica Luczynska  
CMPT

Senior Airman Damian Iennaco MDG

Senior Airman Kendra Meissner MDG

Senior Airman Paul Ljubicic MDG

Senior Airman Cody Baron AMXS

Senior Airman Alex Blair AMXS

Senior Airman Tatiana Villa FSS

Senior Airman Dillon Woodside

131 FS

Senior Airman Robert Defazio OSF

Senior Airman Juan Torres MXS

Senior Airman Steven Abde MXS

### To Staff Sgt. (E-5)



Staff Sgt. Joshua Moynahan MXS

Staff Sgt. Chelsey Potter SFS

Staff Sgt. Thomas Kazery OSF

Staff Sgt. Blake Desiree LRS

Staff Sgt. Ryann Parker MOF

Staff Sgt. James Condiike AMXS

### To Tech Sgt. (E-6)



Tech Sgt. Daniel Williamson AMXS

Tech Sgt. Kayla Morin FSS

### To Master Sgt. (E-7)



Master Sgt. Christopher Byrne  
AMXS

## Proud of our Airmen!

Catch our Airmen in action  
on Instagram at 104fw!

#104fw

#MassGuard

#AirPower



**Photo Below:** Col. Ed Kindgdon from the Air National Guard Bureau presented awards to 104th Fighter Wing Security Forces members who raised the standards to new heights! Each year Airmen are recognized for their outstanding contributions to the Air Force mission! Thank you to our Security Forces award winners for their professionalism and dedication in securing our nation! Congratulations Staff Sgt. Steven Vigneault! (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)



**Photo Above:** Thank you to our Services Flight for hosting an outstanding Greater Westfield Chamber of Commerce Breakfast! (U.S. Air National Guard Photo by Senior Master Sgt. Julie Avey)

**Massachusetts Air National Guard**  
**104th Fighter Wing - PA**  
Falcon Drive, Westfield, MA 01805

www.104fw.ang.af.mil  
Phone: 413-568-9151  
Email: usaf.ma.104-fw.list.pa@mail.mil



**We're on the Web**

**WWW.104FW.ANG.AF.MIL**

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