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# Commander's Column: Taking Care of Yourself, "2-10-5-7"

By Col. James M. Suhr



# AIRSCOOP

#### 104th Fighter Wing

Barnes Air National Guard Base 175 Falcon Drive Westfield, MA 01085 www.104fw.ang.af.mil E-mail: usaf.ma.104fw.list.pa@mail.mil

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Happy New Year Barnestormers and Take 2-hours a day for yourself. welcome back. I hope you had a happy and safe holiday break. During last month's commander's call, I tried to sum up all the 104th Fighter Wing accomplished in 2017. Our list of accomplishments and hard work to improve combat readiness, strengthen community relationships, take care of our people, and improve our facilities is impressive and I am very proud of the wing's accomplishments. My pride also comes with an awareness that we are all working very hard.

The beginning of a new year is a great time to reflect and make sure that we are taking care of ourselves. This reflection is not about Service Before Self. Airmen display this Air working to get us the resources to Force Core Value on a daily basis and they will continue to make unbelievable sacrifices to ensure the safety and security of our country. This reflection is about a healthy work-life balance, prioritizing time in a busy day for ourselves and our families, and remembering to have fun

At last November's Air Combat Command Commander's Conference, Gen. James M. Holmes, Commander of Air Combat Command, suggested an easy technique that he uses to measure his work-life balance and I have found it |13 very helpful. It breaks down the 24hours in a day to, "2-10-5-7." The idea is to take 2-hours for yourself, 10-hours for work, 5-hours for your family, and 7-hours for sleep every day. I am not an expert, but here is how I understand "2-10-5-7."

This can happen early or late in the day and includes exercise, reading, or a hobby. Gen. Holmes mentioned that he gets up early and has a cup of coffee while reading the paper and watching the news before his family is awake. You get the idea, you have plenty of time set aside for work and family, don't skip time for vourself.

Limit your work day to 10-hours. For some of us, there are days where this is very difficult and this simply does not happen, for example exercises and deployments. We have several squadrons that have to work 12-hour shifts currently to cover mission requirements. I am

(Commander Cont. on pg. 3)

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(Commander Cont. from pg 2)

end 12-hour shifts as quickly as possible. I am asking our Active Guard Reservist's to make 10-hours the maximum planned work day. If the commander of ACC can do it, we can as well.

Take 5-hours for your family. This time normally occurs after work for those of us on day shift. That means that supervisors and commanders have spent a full work day on complex problems and taking care of their people. Fun and rewarding work, but also tiring. Remember that we serve to make a better life for our families. Prioritize quality time free from distractions while coaching their teams, helping with homework, talking over dinner, and enjoying each other's company.

The only way I can make sure that I can give my family the attention they deserve late in the day after

work is to follow the last step, 7-hours of sleep. Many of us make up for a lack of time in the day by cutting sleep time. I am certainly guilty and did not understand how important sleep was to health and performance when I was young and invincible. We owe it to ourselves, our coworkers, and our families to get 7-hours of sleep. It has a direct impact on our health and temperament.

The "2-10-5-7" technique is just one of many techniques out there to help people live a healthy, balanced, and happy life. I have found it simple and helpful, I hope some of you do as well. Take some time this week and reflect on your work-life balance. Start 2018 with the proper plan to make sure you are taking care of yourself and your family.

# 3rd Annual Command Chief Master Sgt. Patrick J. Shaughnessy Scholarship

The 104th Fighter Wing Chiefs Council is once again offering **two \$250** scholarships in **2018**. The Command Chief Master Sergeant Patrick J. Shaughnessy Scholarship is available to any enlisted member of the 104th Fighter Wing attending a two or four year college. Chief Shaughnessy was a leader, mentor, and friend to many unit members, both officer and enlisted. He taught and lived the whole Airman concept long before the phrase became popular, and he exemplified Air Force Core Values both on and off duty.

Applicants must submit a 500 word essay (approximately 2 paragraphs) explaining how they incorporate Air Force Core values into their everyday life. Essays must be submitted to Chief Master Sgt. Tom Orifice or Chief Master Sgt. Jim Burke by the close of business on April 8, 2018. Late submissions will not be accepted. Selections will be made by blind committee. The winners will be announced, and checks will be presented during the May RSD.

Please contact Chief Master Sgt. Orifice at x698-1434 or at <u>Thomas.b.orifice.mil@mail.mil</u>, or Chief Master Sgt. Burke at x698-1325 or at James.p.burke2.mil@mail.mil for additional information.

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#### **Chiefs Corner: What We Do For You**

By Chief Master Sgt. Thomas Orifice, Logistics Readiness Squadron

had a wonderful holiday season, and were able to spend time with your loved ones. I especially hope that you were able to carve out a little bit of time for yourself as well. After what we accomplished in 2017, you earned some peace and quiet. So now we push the throttle forward again, and accelerate into a new year loaded with opportunity. The members of the Chiefs Council have been working hard to ensure that we and our programs are ready to help our airmen succeed in many ways. We start the year off offering the Chief Master Sgt. Patrick Shaughnessy scholarships. Each year, the council offers two \$250 scholarships to unit members attending a two or fouryear college or a graduate program. Look for details in this edition of the Airscoop and on the 104th Fighter Wings social media platforms. You can also get the information on the Chiefs Council Sharepoint page as well as from your Chief or council member.

We will be recognizing one Barnestormer at the awards banquet with the awarding of the Major General George W. Keefe award. The Major General Keefe award is awarded to the unit member that the council has determined best exemplifies the Air Force Core values as well as models the ideals of the Air Force enlisted corp. We will also be unveiling a very special monument based on the ideals of this award. This will be a very special moment for those of you in attendance, and an especially meaningful moment for this year's awardee.

We will be introducing some other new initiatives in 2018 all designed to develop, motivate, and recognize our airmen. This is the first of a series of regular monthly articles written for you by one our council members. Topics will range from leadership, to enlisted development, to advice on how to become a better airman. I hope and trust that we will be able to provide you with sound advice and information that you will find useful in your everyday lives. We will continue to manage, assess, and improve the wing's formal mentorship program because it is something you asked for, and it is something you all deserve to have at your disposal. Again, don't hesitate to ask your Command Chief chief or council member for information about the

Welcome to 2018 fellow Barnestormers. I hope you all program. In the meantime, I encourage you all to go to MyVector on the Air Force Portal and look around. The site is loaded with excellent resources for enlisted and commissioned airmen of all levels.

> Finally, I would like to publicly thank Chief Master Sgt. Anthony Swana for his service as the Chiefs Council President over the last two years. Chief Swana is a true professional who has worked very, very hard for all of us, and we all owe him a huge debt of gratitude. Fortunately, the Chief is not leaving us. His term is up, and I now have the unenviable task of following in his footsteps. Thank you Chief Swana! The 104th is a far better organization because of your commitment, work ethic, and passion for its members.

The 104th FW Chiefs Council Members are sitting Chief Master Sergeants and Senior Master Sergeants occupying Chief Master Sergeant billets. The council meets at least once per month, identifies key issues and needs of primarily the enlisted force, and collaborates in order to address and solve these issues.

#### 2018 104th FW Chief Master Sergeants Council

Chief Master Sgt. Robert Beaulieu – AMXS Chief Master Sgt. Chester Bennet – MXS Senior Master Sgt. James Brown (Treasurer) - MDG Chief Master Sgt. James Burke (Vice President) -MSG

Chief Master Sgt. Scott Cardaropoli (Secretary) – **MXS** 

Senior Master Sgt. Robert Dickinson – LRS Chief Master Sgt. Todd Fappiano - CES Chief Master Sgt. Andres Huxtable – FSS Senior Master Sgt. Nate Mutti - LRS Chief Master Sgt. Thomas Orifice (President) - LRS Senior Master Sgt. Robert Patenaude - MOF Chief Master Sgt. Thomas Puccio (Past President) -

Senior Master Sgt. Jeff Samuelson – CF Chief Master Sgt. Todd Sheffield - LRS Chief Master Sgt. Anthony Swana (Past President) – FWHQ/IG

Chief Master Sgt. Maryanne Walts – 104 FW

Senior Master Sgt. Brian Wallace - MXS

**SFS** 

# First Sergeants Corner: Periodic Health Assessment Process Changing

By Master Sgt. Erin Barr, Medical Group First Sergeant

Happy New Year everyone. Here we go again with another year of non-stop fun. Along with a new year we have some new changes coming. Since I am the Medical Group First Sergeant, I wanted to inform you of one major change happening to the Periodic Health Assessment process and how this will affect you.

After many discussions with the wing leadership and observing other bases that have already implemented this process, we were given the go ahead to begin the new process. The March RSD will be our first "Fast track PHA Process". Potential deployer's will be the priority at that time. Then in September medical will

Just so we are all on the same page: the PHA is a screening tool used by the armed forces to evaluate the individual medical readiness of its service members. It is to be completed annually and includes, dental and immunizations.

As of right now each individual is on their own annual schedule that was probably set by the first PHA you received when you came to the 104th. Such a schedule spreads personnel's appointments throughout the calendar year. This is not convenient for anyone on the base. We all know the demands of the mission, AFSC training and annual training. Medical is no exception. Our Airmen have to receive training and certifications annually to stay qualified to do their jobs. Like most shops, we struggle to find the time to ensure the good quality training needed is completed in just two days of drill. Our current PHA schedule has our Airmen drawing blood, giving shots, administering hearing exams, examining teeth, checking eyes, along with a whole array of other jobs that leave them struggling to find the time to get anything else done. For these reasons (ones that effect the entire base), we have decided to complete everyone's PHAs in two annual RSD weekends.

After many discussions with the wing leadership and observing other bases that have already implemented this process, we were given the go ahead to begin the track PHA Process". Potential deployer's will be the priority at that time. Then in September medical will hold another one for the rest of the base. We are definitely feeling the pressure to make this efficient and smooth for everyone involved. We know coming to medical and sitting in our hallways waiting to be poked and prodded is not what any of you want to be doing, but it has to be accomplished to ensure everyone is mission ready. While there may be bugs that will need to be worked out, we ask for your patience as we will have done everything we can to prepare for this change. Our full time personnel have been working hard to ensure success with as few issues as possible. Your help is needed by showing up on time, keeping a positive attitude, and your resignation to be herded around a bit as we work to streamline the process.

The success of this new schedule will only help all of us in the long run. During your time in our hallways, I'm sure you will see me walking around checking on people. Please feel free to stop me and share any concerns you may have. I can't promise I will be able to change anything in that moment, but that doesn't mean we can't use your constructive feedback in the future. We look forward to seeing all of you. Have a great January RSD.



# **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

# The 104th Fighter Wing 44th Annual Awards Banquet

Date: January 6, 2018

Where: Sheraton Syringfield

Time: Cocktail hour at 5 p.m.

Check your email for the X Invite or use this link <a href="https://einvitations.afit.edu/v.v/tndex.cfm?i=367755&k=016750E7E52">https://einvitations.afit.edu/v.v/tndex.cfm?i=367755&k=016750E7E52</a>

Come enjoy a night out and show support for your peers...

If you have not yet altended the 104th Fighter Wing

Awards Banquet, please join us for great evening as we

recognize our outstanding unit members!

\*\*Tickets are scaled to your rank\*\*

Meal choices are

Príme Ríb Chícken Marsala Vegetable Napoleon







# **Financial Coaching Schedule**



Did you know the 104th has its own financial coach? That's right, Gil is a CPA and a CFP®, and he works out of the Equal Opportunity Office. Below is the schedule of the financial workshops being offered on upcoming Wednesdays in the Equal Opportunity office upstairs in Building 1, or in the

Chaplin's Building in their classroom if the group is too large for the EO office.

The Financial Coaching workshop schedule will be as follows at 10:00 a.m. on the selected dates:

- **Jan. 10** The TSP Which funds are best for you?
- Jan. 24 Saving for College
- **Jan. 30** Income Tax Deductions for the Guard and Reserve

Interested attendees are asked to email Gil to express an interest in the class and any topics they would like covered in future workshops.

Wilbert Guilford, CFP(r) Westover ARB/ Barnes ANG Personal Financial Counselor Phone (480) 403-1086

E-mail: PFC.Westover.USAFR@Zeiders.com

# **Chapel Team**

Please contact the Chapel Team for Dates and times of Worship Services

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.

# **Legal Assistance on Base**

As a friendly reminder, if you are interested in setting up and appointment with the legal office for legal advising, please send an email to usaf.ma.104-fw.mbx.legal-assistance@mail.mil.

In regards to our office assisting you with the execution of your Will or a Power of Attorney (POA), please complete the following tasks:

- Go to the following website: <a href="https://aflegalassistance.law.af.mil">https://aflegalassistance.law.af.mil</a>
   You can do this from home as the website does not require a CAC.
- 2. Fill out the appropriate worksheet (Will or POA or Both) and when done you will receive a ticket number
- 3. **IMPORTANT:** You must retain the ticket number, or the legal office cannot access the document
- 4. Email usaf.ma.104-fw.mbx.legal-assistance@mail.mil proving the ticket number provided by the legal assistance website
- 5. The legal office will contact you to setup and appointment
- 6. At the appointment, a JAG will review your Will and/or POA with you and then execute the estate planning documents

If you have any questions at any time in the process, please do not hesitate to contact the Legal Office at x698-1244 or x698-1380

V/r, Fallon A. Lundgren, A1C, MA ANG Paralegal 104th FW Barnes ANGB 175 Falcon Drive Westfield, MA 01085 Comm: 413-568-9151 ext: 698-1244

DSN: 698-1244

fallon.lundgren@us.af.mil

# **DPH Column: Some Tips for De-Escalating Conflict**

By Michelle Pennington, 104th Fighter Wing Director of Psychological Health

**Don't Take the Bait!:** Calm yourself before interacting, let go of any need to control or manage the other person to reduce the chance of escalating conflict

**Manage Yourself:** Monitor your body language. Maintain an area of personal space (1.5 to 3 feet is recommended), avoid pacing, weight shifting and fidgeting. Attempt to be eye level with the person or group and be relaxed, non-threatening, have an open stance – do not cross your arms.

**Speak Softly and Slowly:** do not get defensive even if insults are directed at you. Stick to the facts and use "I messages" rather than "you statements". (i.e. "I'm finding this difficult" instead of "You always cause a problem.")

**De-personalize:** Name the problem and separate it from the people involved. Externalize it and use language to invite working on a solution together (i.e....: we seem to have different ideas about...do you agree?" "What do you think about..?" "How can we work together on this?")

**Be Respectful:** Acknowledge, acknowledge, acknowledge. You may not agree with the other person's point of view but communicate that you are committed to working toward the best possible solution.

**Listen Carefully:** This piggy-backs on acknowledgement. Fully engage in understanding the other person's perspective, needs and interests. If you do not know their name, ask them and use it during your interaction. Ask them open ended questions and clarify what you hear them saying. Calling someone by name and making an effort to show your attempts at understanding will go a long way to de-escalating a situation.

**Be Tentative:** Use language that reflects your openness to their perspective ("Maybe..." "What if...." "It seems like..." "Perhaps..." "I wonder..." "I am confused about...could you explain...")

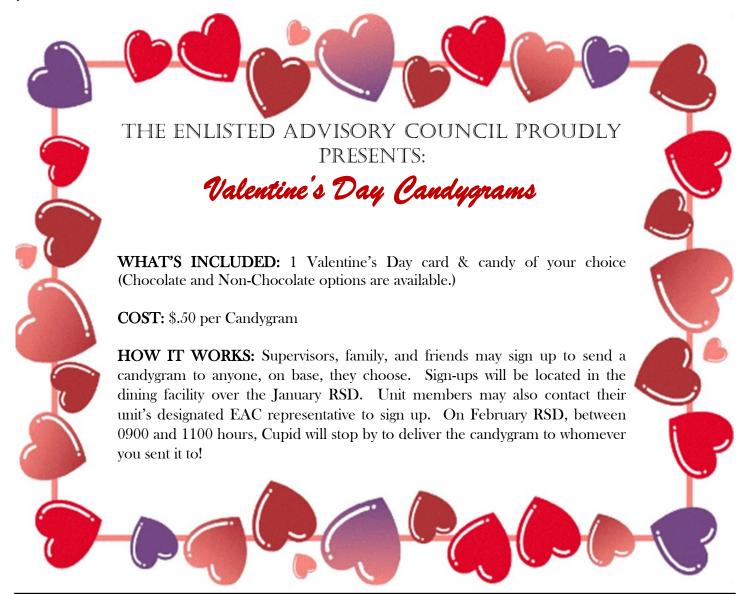
**Be Strategic:** Stay focused on goals. Look for underlying issues that may be sparking the conflict. Recognize what is and is not in your control to change. Reflect on what you have to offer the other person. Challenge any "all or nothing thinking" and irrational beliefs about "winning or losing" - choose your battles!

**Focus on the Future:** The past has come and gone – you have a much better chance at affecting the future. Keep the conversation in the present and solution focused. ("I am" ...rather than "you always"). Work together towards a solution.

**Take a Break!:** Amidst conflict, physiological changes occur in your body. It takes time for effects of "freeze, flight or fight" responses to resolve. Sometimes the most effective way to de-escalate a problem is to notice your physical and emotional reactions. Take a few deep breaths, take a walk, and distract yourself with music or a crossword puzzle. Give yourself some time and space to clear your head and come back to the

#### Pioneer Valley NCO Club Information

Did you know that the Pioneer Valley NCO Club is a Non-profit organization? Are you aware of what your membership money goes towards each year? A lot of people don't realize that the NCO Club is more than just a bar. We make donations to many different organizations on behalf of its members throughout the year. Your membership money goes towards all maintenance and improvements made at the NCO Club as well. Without your annual donations none of this would be possible. **POC: Senior Master Sgt. Shannon Huard x698-1281** 



# 104th Fighter Wing Yearbook for sale! January 4 – February 6

70th Anniversary, focus on 2007 to 2017 Beautiful 108 Pages, hardcover

Order online at www.jostensyearbooks.com

Search for: 104th Fighter Wing

Cost: \$63 January 4 - 15

\$69 January 16 - February 6

For more information, ask a 104FW Yearbook Committee Member leader:

Maj. Mary Harrington, FWHQ (mary.l.harrington.mil@mail.mil)

Master Sgt. Bob Oleksak, Maintenance (robert.g.oleksak.mil@mail.mil)

Chief Master Sgt. Tom Orifice, Logistics (thomas.b.orifice.mil@mail.mil)

Ms. Chrissy Bassett, Operations (christine.b.bassett.civ@mail.mil))

Master Sgt. Dana Thayer, Security Forces (dana.f.thayer.mil@mail.mil)

Master Sgt. Fred Fopiano, Communications (frederick.r.fopiano.mil@mail.mil)

Staff Sgt. Amarilis Rodriquez, Civil Engineering (amarilis.rodriguez3.mil@mail.mil)



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You are invite to join in the

# 102d Retirees Luncheon

June 27th 2018, Wednesday

102d Arnold Hall (DFAC), 159 Granville Ave, Buzzards Bay, MA 02542





Doors open at 1030, Lunch at 1100 RSVP by 6 June 2018 \$15.00 PP

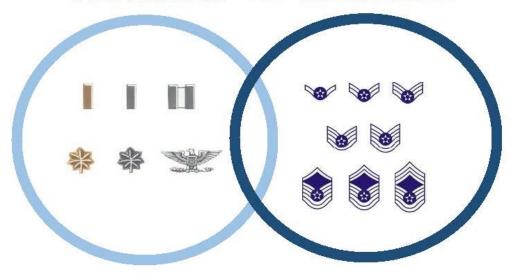
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#### Submit the following completed form by email to: usaf.ma.102-iw.list.retireesaffairoffice@mail.mil

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Home Phone	Cell Phone	
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# OFFICERS VS ENLISTED



# LET THE GAMES BEGIN

WHAT: OFFICER VS. ENLISTED OLYMPIC-STYLE EVENT TO INCLUDE GAMES SUCH AS BEIRUT, FLIP CUP, DARTS, SHUFFLE BOARD, FOOSEBALL AND MORE!

WHERE: PIONEER VALLEY CLUB WHEN: FEB.3, 2018; 1645 PROVIDED: BEER & PIZZA

#### **Public Affairs Information**

#### How we can help you:

Among Public Affairs capabilities and responsibilities, we can provide official studio photography, videography and photography support of events. Please email a completed AF833 request form to <a href="mailto:usaf.ma.104-fw.list.pa@mail.mil">usaf.ma.104-fw.list.pa@mail.mil</a>. Please route all requests for Base Tours to Senior Master Sgt. Julie Avey <a href="mailto:julie.l.avey.mil@mail.mil">julie.l.avey.mil@mail.mil</a>.

#### How you can help us:

We want to know about your achievements, training, and new beginnings! Let us know when your section will be training, when a member receives an award or graduates a course...

#### The Airscoop:

The deadline for submissions to the upcoming Airscoop will be two Mondays before that drill weekend. All submissions should be sent to <a href="mailto:lindsey.s.watsonkirwin.mil@mail.mil">lindsey.s.watsonkirwin.mil@mail.mil</a>. It is helpful if articles are Word documents written in 12pt. Times New Roman. Please submit pictures as individual JPEG files.



Dates: January 12th & 29th

February 9th & 23rd

Time: 1200-1245



Location: Barnes Dining Facility

Yoga Basics: Never taken yoga or taken very little?
This beginner's class in the Hatha style introduces students to the asana (posture) practice. This class begins to explore the fundamentals of yoga postures, breathing, alignments, and relaxation. Advanced classes coming soon!!

Please RSVP to Michelle @ michelle.a.pennington2.civ@mail.mil

Mats provided, but if you have your own, yoga mat please feel free to bring it!



The January RSD is being Catered by Hamels. The Price for AGR's and Officers has changed from \$5.55 to \$5.60.

Please Check the Drill Bits on SharePoint for more information or contact Tech. Sgt. Kayla Morin, at 698-1214.

#### Saturday RSD Soup

Chicken and Rice Soup Clam Chowder

#### **Entrees**

Orange Glazed Chicken Breast Mediterranean Basil Garlic Salmon

#### Starch

Roasted Red Skin Potatoes Jasmine Rice

#### **Vegetables**

Glazed Carrots Zucchini Squash

Assorted desserts and Salad bar

# Sunday RSD

#### Soup

Chicken and Rice Soup Cream of Tomato Soup

#### **Entrees**

Chicken Cordon Bleu Swedish Meatballs

#### Starch

Spicy Brown Rice Pilaf Jefferson Noodles

#### Vegetables

Corn

Butternut Squash

Assorted desserts and Salad bar

# **Promotions**

#### Airman

Miranda Piangerelli, LRS

#### **Senior Airman**

Joseph Manolakis, AMXS

#### **Staff Sergeant**

Cody Baron, AMXS John Severin, LRS

#### **Technical Sergeant**

Daniel Tourellotte, AMXS George Bahlke, MXS

#### **Master Sergeant**

Gregory Liptak, MXS

#### **Senior Master Sergeant**

Richard Duquette, LRS

# **Vacancies**

Contract Specialist supporting the 104th Fighter Wing <a href="https://cs2.eis.af.mil/sites/10819/FSS/Lists/FT%20Openings/Attachments/145/104-18-07%20(AIR)%20AGR%20CONTRACT%20SPECIALIST.pdf">https://cs2.eis.af.mil/sites/10819/FSS/Lists/FT%20Openings/Attachments/145/104-18-07%20(AIR)%20AGR%20CONTRACT%20SPECIALIST.pdf</a>

E5-E7 Closes: Jan. 15

### **Barber Shop Open**

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

#### **Proud of our Airmen!**



# Catch our Airmen in action on Instagram at 104fw! #104fw #MassGuard #AirPower



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





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