

OFFICIAL MAGAZINE OF THE DISTRICT OF COLUMBIA AIR NATIONAL GUARD

# POTOMAC

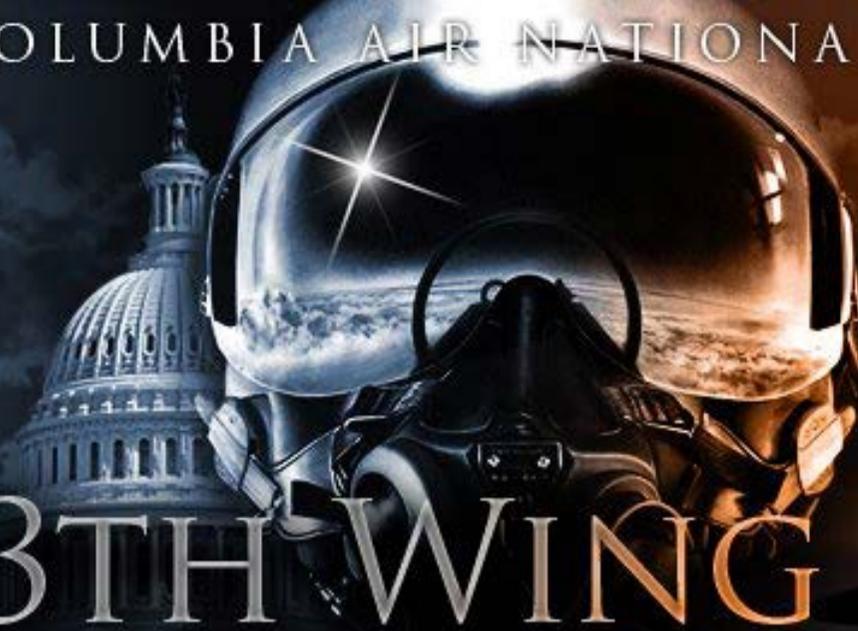
## *Air Monthly*

July 2016

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[www.113wg.ang.af.mil](http://www.113wg.ang.af.mil)



# 113TH WING

## CAPITAL GUARDIANS

### Potomac Air Monthly

**113th Wing Commander**

Brig. Gen. George M. Degnon

**113th Wing Vice Commander**

Col. Robert Bowie

**113th Wing Command Chief**

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Senior Airman Jennifer Stone

Senior Airman Anthony Small

**Broadcast Journalists**

Tech. Sgt. Tabitha Hurst

Staff Sgt. Justin Hodge

Senior Airman Terace Garnier

#### Air Force Core Values

*Integrity First, Service Before Self, Excellence in All We Do*

#### Mission

*The 113th Wing will defend the National Capital Region, provide exceptional lift to enable global engagement of national leaders, provide resilient fighter and support forces capable of rapid global employment and support the District of Columbia and local communities.*

#### Vision

*To be an elite team of citizen Airmen, prepared for any mission, serving locally, defending nationally, and engaging globally.*

### Commander's Action Line



Brig. Gen.  
George Degnon  
113th Wing  
Commander

The Commander's Action Line gives all Airmen a direct link to the 113th Wing commander for any questions or suggestions regarding the 113th Wing.

The action line can be used to express constructive points of view on the policies and procedures of the wing, as well as discuss safety and security issues. The goal is to provide you with an accurate, timely response.

Airmen should use this tool after coordinating problems or concerns with supervisors, first sergeants or commanders. If you're not satisfied with the response or are unable to resolve the issue, e-mail the action line at [113WG.CAGL@ang.af.mil](mailto:113WG.CAGL@ang.af.mil).



Chief Master Sgt.  
Kimberly Turner  
113th Wing  
Command Chief

#### CONTACT INFORMATION

Phone: 240-857-4867

DSN: 857-4867

Email: [113wg.pa.mil@mail.mil](mailto:113wg.pa.mil@mail.mil)

# July UTA training and events schedule

## Saturday, July 9

Start	End	Event	Location	POC	Phone
09:00	11:00	Medical Appointments ONLY (Profiles)	Bldg 3282, Room A14	CMSgt Katt	857-6615
10:00	13:00	End of Course Testing (EOC) - PME/CDCs	CE Bldg 3236 Room 121	SMSgt Zayas	857-3084
12:00	13:00	Chiefs Council Meeting	LRS Conference Rm	CMSgt Thomas	857-3228
13:00	14:00	IDS Meeting	Bldg 3213, WCR	Maj Lee	857-6464

## Normal Hours of Operation

08:30	15:00	CPTF Customer Service	Trailer R62	SMSgt Brown	857-0678
09:00	11:00	EO Out and About	Wing-wide	Capt Hartsfield	857-3238
08:30	15:00	FSS Customer Service	Trailer R62	SMSgt A. Wilson	857-4012
09:00	15:00	Mobility and Clothing Issue	Bldg. 3212	MSgt Robinson	857-9316
08:00	15:00	CF Customer Service	Bldg. 3222	MSgt Noon	857-0714
13:00	15:00	Walk-in Legal Assistance	Bldg. 3213	MSgt Blaser	857-5511

## Sunday, July 10

07:00	12:00	Fitness Testing	East Fitness Center	SMSgt Brown/MSgt Marx	857-3997
07:30	08:30	Contemporary Service	CE Bldg 3236 Conference Rm	Ch Lt Col Bowen	857-1032
07:30	08:30	Catholic Mass	LRS Conference Rm	Ch Lt Col Bowen	857-1032
08:00	16:30	Newcomers Orientation	Bldg 3056 (next to Base Supply)	TSgt Yarnell	202-465-2867
08:00	10:00	Medical/Dental Appointments ONLY	Bldg 3282, Room A14	CMSgt Katt	857-6615
09:00	11:00	POSH/ HRE Training	LRS Conference Rm	TSgt Green	857-3238
09:00	12:00	End of Course Testing (EOC) - PME/CDCs	CE Bldg 3236 Room 121	SMSgt Zayas	857-3084
10:00	10:30	Medical Walk-ins	Bldg 3282, Room A14	CMSgt Katt	857-6615
12:00	13:00	Top III Meeting	Bldg 3213, WCR	CMSgt Katt	857-6615
13:00	14:00	Rising 6	CE Conference Room	TSgt Fair	857-9888
14:30	16:00	Green Dot Training- sign up on ARCNET	Bldg 3213, WCR	MSgt Tjarks	857-6900

## Normal Hours of Operation

08:30	15:00	CPTF Customer Service	Trailer R62	SMSgt Brown	857-0678
08:30	15:00	FSS Customer Service	Trailer R62	SMSgt A. Wilson	857-4012
09:00	15:00	Mobility and Clothing Issue	Bldg. 3212	MSgt Robinson	857-9316
08:00	13:30	CF Customer Service	Bldg. 3222	MSgt Noon	857-0714
10:00	12:00	Walk-in Legal Assistance	Bldg. 3213	MSgt Blaser	857-5511

## Council Meetings

12:00	13:00	Chiefs Council Meeting (Sat)	LRS Conference Rm	CMSgt Thomas	857-3228
12:00	13:00	Top III Meeting (Sun)	Bldg 3213, WCR	CMSgt Katt	857-6615
13:00	14:00	Rising 6 (Sun)	CE Conference Room	TSgt Fair	857-9888



# New Promotees

## Senior Master Sergeant (E-8)

Tamayo McMurphy, Irma

Sepulveda Jr., Elias

## Master Sergeant (E-7)

Basinger, Jason

Deutsch, David M.

Diggs, Brandon J.

Fair, Nathan C.

Murray, Cheryl M.

Robinson, Hector A.

Yates, Erin J.

Zakszeski, Stephen

## Staff Sergeant (E-5)

Diggs, Sheldonna M.

Hedges, Aaron S.

Manard, Dylan J.

Sommers, Alyssa N.

# Important financial information

By 113th Comptroller Flight

**JUNE UTA Pay date –July 22, 2016**

**Customer Service Hours – 8:30 a.m. -3 p.m.**

## Reminders:

**Military Pay Outstanding Order:** Please check for outstanding Military Pay order by logging into AROWS- click on awaiting action or In Progress. If there is outstanding Military Pay Order you will see the link to click on to e-certify your AROWS order for pay.

**Outstanding Travel Order in DTS:** Please check for outstanding travel order by logging into DTS: Under Review/Sign Tab select Digital Signature, The routing status will be separated in two sections: Pending Actions-waiting for approval or review and Document History-completed routing.

**SATO Declines:** Members must ensure new chip + PIN is correct in DTS. When booking flights SATO will decline your GOVCC if your expiration month and year is incorrect.

## SATO

SATO is open and available 24 hours a day. For SATO 24 hours a day call 1-800 705-7286. In addition, assistance is available at the 113th TMO office. Please call Tech. Sgt. Luna or Teach. Sgt. Edwards at 240-857-3211 during normal business hours.

## Purchasing Airfare

**DO NOT purchase your airline ticket at the TICKET COUNTER!** Most tickets cost up to 3 times the government rate and the JTR prohibits the reimbursement over and beyond the cost of the government rate to fly you to your TDY location. If you get to the airport and find out you do not have a ticket, call the 24-hour SATO line at 1-800-705-7286

## myPay

- The most convenient way to view your Leave and Earning Statement (LES) AND manage your account is through myPay. myPay provides faster service, security, accessibility and reliability to all DFAS customer worldwide.
- Following transactions are available for members in myPay: update EFT information, correspondence address, start Traditional TSP and Roth TSP, print out Tax Statement ( W-2)

## GTCC:

- Make sure your GTCC is turn on by your APC one week prior to any TDY/Deployment.

## GTCC Delinquencies

- Cardholders are responsible for payment in full of the undisputed amount stated on the monthly billing statement by the due date indicated on the statement. Accounts are considered past due at 31 days past billing and delinquent if unpaid 60 days after the billing date. Cardholders are responsible for payment regardless of the status of their travel reimbursements.

## DTS

- All airfare receipt must be attached to DTS voucher even if booked through DTS.
- Lodging – DOD policy mandates that travelers must use DOD lodging or government privatized lodging. Do not reserve lodging outside of DTS



# D.C. National Guard on duty for Independence Day festivities



About 300 Guardsmen are deputized as Special Police Officers during Guardian Task Force July 4 at Joint Base Anacostia-Bolling, D.C., Their mission is to augment local law enforcement agencies and provide security, crowd and traffic control during the Independence Day festivities near the National Mall. (Photo by Spc. Malikah Anderson)

**By Spc. Malikah Anderson**  
D.C. Public Affairs Detachment

Plastic covered people and a sea of umbrellas navigated their way along busy streets as the rain poured down around the District. About 300 District of Columbia National Guard Soldiers and Airmen were on duty throughout the city, manning intersections and providing security, traffic and crowd control in support of federal and local law enforcement agencies during the annual Independence Day celebrations and festivities.

“On behalf of the Commanding General of the District of Columbia National Guard, and the President of the United States, thank you for volunteering to forego your July 4th holiday so that others can enjoy theirs,” said Brig. Gen. Renwick L. Payne, D.C. National Guard Adjutant General.

Soldiers and Airmen started their day getting deputized as Special Police Officers and were issued reflective vests, flashlights, and their essential gear before they headed out from the Joint Base Anacostia-Bolling, D.C., staging area. They drove out in military tactical vehicles to their assigned locations in the vicinity of the National Mall and surrounding areas.

“The DC National Guard is a part of the family and community we serve, said Army Maj. Travis Sloane Guardian Task Force commander. We are not just faceless people in uniforms, but that we are actually a part of the community because we work and live here. It is important for us to help the community out by bringing value and being visible.”

Many Soldiers commented about the populous who approached them for photo opportunities, expressed their appreciation for their

service, and asked for direction to different locations for the many festivities.

While many Guardsmen were visible on the streets, a component of personnel was not visible but providing support to the task force.

“My role is to provide the Guardsmen with everything they need so they can go out and focus on their mission,” said Staff Sgt. Jay Antenor-cruz, 273rd Military Police Company supply sergeant. “It’s an honor to be part of an organization who’s mission is to assist in serving and protecting our Nation’s Capital.”

The 33rd Weapons of Mass Destruction-Civil Support Team, or WMD-CST, provided an additional support aspect to the mission to detect potential chemical biological radiological nuclear explosive (CBRNE) threats.

“Our mission is to act as a joint hazardous assessment and response team with our inner agency civilian partners to anything that is classified as a Weapon of Mass Destruction in the District of Columbia,” said Sgt. 1st Class Earl Johnson, 33rd CST Chemical Biological Radiation and Nuclear Noncommissioned Officer In Charge.

The unit uses air monitoring systems that detect traces of chemicals for life safety threat analysis. All the information gathered by the CST is transmitted into a mobile, field workstation which transmits back to an off-site operations center that has an overview of the area of operation.

This mission occurs annually in support of local and federal law enforcement and first responders. The DCNG also provided support for the 2015 Papal visit, the 2016 Nuclear Security Summit. Additionally, the DCNG will partner with National Guard units from across the country to provide support for the 2017 Presidential Inauguration.

# Political activity and you

By JFHQ-DC Judge Advocate

## WHAT IS POLITICAL ACTIVITY?

Political activity means an activity directed toward the success or failure of a political party, candidate for partisan political office, or a partisan political group.

## WHAT IS MEANT BY “PARTISAN” POLITICAL GROUP?

“Partisan” means identified with a party or issue. If, for example, there is no party or issue identification for elected membership on a county board of education or a public library administration, then it is non-partisan. If, however, there is a party or issue identification of the candidates, e.g., Green Party, Democratic, Republican, etc., then it is a partisan political group.

## WHAT POLITICAL ACTIVITIES ARE PERMITTED?

When you are NOT ON DUTY, you may:

- Register by party as you choose;
- Make political contributions;
- Join political clubs or parties;
- Express opinions about candidates and issues;
- Sign nominating petitions;
- Attend political rallies and conventions; and,
- Participate in nonpartisan activities.

The important thing to remember is that these activities cannot be done while you are on duty.

## WHAT ABOUT VOTING ON ELECTION DAY?

Commanders and supervisors may allow Guardsmen to come in late on an election day, or allow them to leave early on an election day if it is necessary to give them the opportunity to vote.

## PROHIBITED POLITICAL ACTIVITY ISSUES WHILE ON DUTY

When you are on duty, your purpose is to accomplish the mission. The time, equipment, and work space are to be used only for the accomplishment of the mission.

## ARE THERE LIMITATIONS ON MY GOVERNMENT COMPUTER AND E-MAIL ACCOUNT?

Yes, if you have been provided a computer, internet access and an e-mail account by the Government it may only be used for a Government purpose. This time and equipment cannot be used for political purposes.

Do not send or forward political comments from your Government computer or e-mail account. You cannot blog on government time. You cannot visit or communicate on social networks on government time. You cannot edit Wikipedia or any other webpage during government time.

The prohibition on using Government equipment for political purposes also applies to persons who are telecommuting. While telecommuting you are on government time so the rules apply.

## WHAT ABOUT EXPRESSING PERSONAL POLITICAL OPINIONS ON SOCIAL MEDIA?

As a civilian employee of the DCNG and as a National Guard member you may generally express your personal views on public issues or political candidates via internet social media platforms, such as Facebook, Twitter, or personal blogs, much the same as they would be permitted to write a letter to the editor of a newspaper.

Note that your internet social activity must be done on off duty time and with your own personal computer equipment and never with a government internet connection or equipment.

If, however, when expressing your personal opinion, you are identified by a social media site as a member of the National Guard, your posting must clearly and prominently state that the views expressed are yours only and not as a member of the National Guard.

You must also understand that you cannot express contempt towards officials as defined in the Uniform Code of Military Justice (UCMJ).

## UCMJ ARTICLE 88

In addition to prohibitions on certain political activities, uniformed members of the armed forces cannot express contempt towards officials. That prohibition is found in the UCMJ:

UCMJ Article 88 – Contempt towards officials

“Any commissioned officer who uses contemptuous words against the President, the Vice President, Congress, the Secretary of Defense, the Secretary of a military department, the Secretary of Homeland Security, or the Governor or legislature of any State, Territory, Commonwealth, or possession in which he is on duty or present shall be punished as a court-martial may direct.”

The take away is that a careful distinction between on duty and off duty status must be understood when determining whether a political activity is permitted or prohibited activities depending on your duty status, location, and dress and government time.

## WHAT ABOUT CAMPAIGN LITERATURE, BUTTONS AND BUMPER STICKERS?

You may not post or distribute campaign literature on Government time and in a Government owned area. Do not wear political buttons, t-shirts, etc. to work or pin political buttons on your uniform. This prohibition against political buttons and t-shirts includes civilians while at work and in their Government work area.

Bumper stickers are permitted if affixed to your private vehicle so long as they are not offensive. No bumper stickers can be placed on a Government Services Agency (GSA) or tactical vehicles such as the High Mobility Multipurpose Wheeled Vehicle (HMMWV), commonly known as the “Humvee”.

## EXAMPLES OF PROHIBITED POLITICAL ACTIVITIES

You MAY NOT use your official authority or influence to interfere with an election. Examples of interference are use of an official title or rank in connection with a partisan candidate or issue; coerce subordinates to support or oppose a candidate or party; solicit or discourage political activity of anyone who does business with the DCNG.

While you are on duty you MAY NOT solicit, receive or make political contributions. You MAY NOT mail solicitation letters (signed or unsigned); fundraise, host, invite, or sell tickets to a political event.

## REMEMBER THESE FOUR SIMPLE RULES

There are four simple rules that will keep you from committing a prohibited political activity. You MAY NOT engage in political activities while:

- 1) On duty;
- 2) In a government office;
- 3) While wearing a military uniform; or,
- 4) While using a government vehicle, e.g., GSA or HMMWV (“Humvee”)

## DUTY TO POST

All Commanders and Supervisors are required to post this ethics advisement and law alert on unit and area bulletin boards.

Email any questions to Lt. Col. Thomas Forrest at [thomas.w.forrest.mil@mail.mil](mailto:thomas.w.forrest.mil@mail.mil).

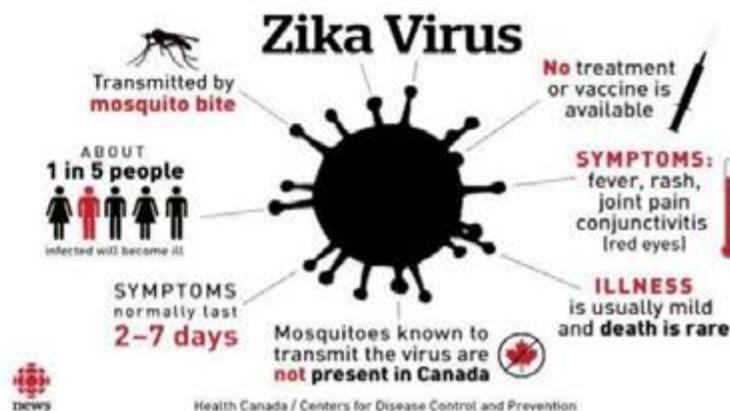
# Understanding the Zika virus

By Airman 1st Class Bria Coles  
113th Medical Group

## Zika Virus and Responses

### What is Zika Virus?

Zika virus is a disease spread through the bite of an infected Aedes mosquito. It can also be spread through sex with an infected man or from a pregnant woman to her fetus. Many people infected with Zika virus often go asymptomatic. If they do have symptoms, they are usually not severe enough to seek medical treatment. Zika virus infection during pregnancy can cause a serious birth defect called microcephaly, as well as other severe fetal brain defects. Once a person has been infected, he or she is likely to be protected from future infections.



### Zika among the CONUS

No local mosquito-borne Zika virus disease cases have been reported in the US, but lab tests have confirmed Zika virus in travelers returning to the United States. These travelers have gotten the virus from mosquito bites and some non-travelers got Zika through sex with a traveler. With the recent outbreaks, the number of Zika cases among travelers visiting or returning to the United States will likely increase.

### How is Zika Diagnosed?

Diagnosis of Zika is based on a person's recent travel history, symptoms, and results of blood tests. A blood test is the only way to confirm a Zika infection.

### Treatment for Zika

There is no specific medicine or vaccine for Zika virus. Recommended treatment symptoms are:

- Rest
- Drink fluids to prevent dehydration
- Take Tylenol to reduce fever and pain

### Preventative Measures

- Keep mosquitos outside of your home
- Treat clothing/gear with permethrin
- Wear insect repellent/ cover exposed skin
- Use protection during sex



For more information, visit <http://www.cdc.gov/zika/about/index.html>

# Transgender Service Member Policy Implementation Fact Sheet

The Secretary's announcement on open service by transgender individuals involves two key documents. The first is a Directive Type Memorandum (DTM) that outlines Department policy with respect to military service by transgender individuals. The second document is a Department of Defense Instruction (DoDI) detailing the procedures by which a serving transgender Service member may transition gender. Both documents reflect the Department's finding that open service by transgender Service members, while being subject to the same standards and procedures as other members with regard to their medical fitness for duty, physical fitness, uniform and grooming, deployability, and retention, is consistent with military readiness.

## Implementation Highlights

Today, the Department of Defense is ending the ban on transgender Americans serving in the United States military:

- This policy was crafted through a comprehensive and inclusive process that included the leadership of the Armed Services, medical and personnel experts across the Department, transgender Service members, outside medical experts, advocacy groups, and the RAND Corporation.
- Effective immediately, transgender Service members may serve openly, and they can no longer be discharged or otherwise separated from the military solely for being transgender individuals.
- These policies will be implemented in stages over the next 12 months—starting most immediately with addressing the needs of current Service members and their commanders, and followed by training for the entire force, and ultimately, beginning to admit transgender recruits.

## Starting today:

- Otherwise qualified Service members can no longer be involuntarily separated, discharged, or denied reenlistment or continuation of service solely for being transgender individuals.

## No later than 90 days from today (October 1, 2016):

- The Department will issue a training handbook for commanders, transgender Service members, and the force.
- The Department will issue medical guidance for providing transition related care to transgender Service members.
- The Military Health System will be required to provide transgender Service members with all medically necessary care related to gender transition, based on the guidance that is issued.
- Service members will be able to begin the process to officially change their gender in our personnel management systems.

## Next, over the 9 months that follow (October 2016 – June 2017):

- Based on detailed guidance and training materials that will be issued, the Services will conduct training of the force—from commanders, to medical personnel, to the operating forces, and recruiters.

## Not later than 1 year from now (July 1, 2017):

- When the training of the force is complete, the military Services will begin accessing transgender applicants who meet all standards—holding them to the same physical and mental fitness standards as everyone else who wants to join the military.
- The gender identity of an otherwise qualified individual will not bar them from joining the military, from admission to our Service Academies, or from participating in ROTC or any other accession

*“As I’ve said before, we must ensure that everyone who’s able and willing to serve has the full and equal opportunity to do so, and we must treat all our people with the dignity and respect they deserve.” -  
Defense Secretary Ash Carter*

program.

- Our initial accession policy will require an individual to have completed any medical treatment that their doctor has determined is necessary in connection with their gender transition, and to have been stable in their preferred gender for 18 months, as certified by their doctor, before they can enter the military.
- This standard will be reviewed no later than 24 months from July 1, 2016 to ensure it reflects what more we learn as this is implemented, as well as the most updated medical information.

## Policy Highlights

- Service members with a diagnosis from a military medical provider indicating that gender transition is medically necessary will be provided medical care and treatment for the diagnosed medical condition, in the same manner as other medical care and treatment.
- Gender transition in the military begins when a Service member receives a diagnosis from a military medical provider indicating that gender transition is medically necessary, and concludes when the Service member's gender marker is changed in the Defense Enrollment Eligibility Reporting System (DEERS) and the Service member serves and is recognized in the preferred gender.
  - At that point, the Service member is responsible for meeting all applicable military standards in the preferred gender and will use berthing, bathroom, and shower facilities associated with their gender.
  - Any discrimination against a Service member based on their gender identity is sex discrimination and may be addressed through the Department's equal opportunity channels.

[Click here for more information](#)

# Joint Base Andrews Driving Safety

On-base vehicle registration and issuing of decals is no longer required to drive a personally owned vehicle on Andrews. All drivers should be aware of the following rules and guidelines:

## Headphone and Cell phone Use

Use of headphones, earphones, and cellular telephones hinders or prevents recognition of emergency signals, alarms, announcements, approach of vehicles, human speech, and the ability to determine the direction from which sounds are coming.

Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle, running, jogging, walking, bicycling, or skating (e.g. roller skates, roller blades, skateboards, etc.) on Air Force installation roadways is prohibited (AFI 91-207, para 3.2.3.) Cellular phones.

Use of non-hands free cellular telephones while operating a motor vehicle on base is prohibited. Vehicle operators using non hands-free cellular phones must exit the main roadway and bring their vehicle to a complete stop out of the flow of traffic before using the phone.

Any vehicle operator who receives a citation for distracted driving will have their base driving privileges suspended for 30 calendar days for the first offense. If an operator is cited a second time within a year, the suspension will be for 90 calendar days. When a driver is cited for distracted driving they will also be issued an immediate suspension. During the issuance of the suspension, the driver must indicate if they will request a hearing to vacate the suspension or elect not to request a hearing to vacate the suspension.

## Speed Limits

Speed limits for JBA (unless otherwise posted) are as follows:

Areas on Base Mph

Housing areas 15 /25

Posted School Zones 15\* unless otherwise posted

Dormitories 25

Main Base (cantonment area) 25\* unless otherwise posted

East Perimeter Road 35/25 (varies with location)

North Perimeter Road 25/45/35

Arnold Avenue 35

Parking lots/parking areas 5

(EXCEPTION: Emergency vehicles)

Maximum speed limit while backing is 5 mph. Construction areas or dirt roads are 10 mph. Gravel and graded roads are 20 mph.

## Prohibited Parking On-Base

Parking is not authorized in the following areas :

- Parking in or along fire lanes.
- Blocking driveways or walkways.
- On seeded or grassy areas.
- On the shoulder of a road, unless in an emergency.
- More than 12 inches from the curb (except in housing areas).
- Parking in any area not designated for parking.
- Parking within 25 feet of intersections.
- Parking within 25 feet of fire hydrants.
- Parking is prohibited when parked opposite the direction of traffic flow.
- Within 20 feet of a dumpster.

Request to implement new traffic pattern on or around 5 July 2016. In support of the new MSA new signs are ready to go for speed change along South & East Perimeter Road.

Outer Loop, Place reduce speed ahead sign

Outer Loop, Change 45 mph sign to 35 mph

Inner Loop, Change 45 mph sign to 25 mph

Outer Loop, Remove reduce speed ahead sign

Inner loop, add 35 mph sign, outer loop gets 25 mph sign



# Enlisted Performance Reports

## Drill Status Guardsmen and Technicians Timeline

Rank	Evaluation Start Date	Midterm ACA Closeout	Evaluation Closeout
CMSgt	1 Jun. 2015	31 May 2016	31 May 2017
SMSgt	1 Aug. 2016	31 July 2017	31 July 2018
MSgt	1 Oct. 2015	30 Sep. 2016	30 Sep. 2017
TSgt	1 Dec. 2016	30 Nov. 2017	30 Nov. 2018
SSgt	1 Feb. 2017	31 Jan. 2018	31 Jan. 2019
SrA and below w/ 20 months TIS	1 Apr. 2016	31 Mar. 2017	31 Mar. 2017

## Active Guard Reservists Timeline

Rank	Evaluation Start Date	Midterm ACA Closeout	Evaluation Closeout
CMSgt	1 Jun. 2015	31 Jan. 2016	31 May 2016
SMSgt	1 Aug. 2015	31 Mar. 2016	31 July 2016
MSgt	1 Oct. 2015	30 May 2016	30 Sep. 2016
TSgt	1 Dec. 2015	30 July 2016	30 Nov. 2016
SSgt	1 Feb. 2015	31 Sep. 2015	31 Jan. 2016
SrA and below w/ 20 months TIS	1 Apr. 2015	31 Nov. 2015	31 Mar. 2016

### Top 10 Reasons for Return from Total Force Service Center

1. Incorrect Period of Report
2. Prohibited PME statement
3. Missing Signatures
4. Evaluation on the incorrect form
5. Feedback date is outside the period of report
6. Incorrect use of Additional Rater is Also the Reviewer
  - a. "THE RATER IS ALSO THE REVIEWER."  
(officers only) par. 1.11.3
  - b. "THIS SECTION NOT USED."  
(enlisted only) par. 1.11.4.2
7. Missing mandatory bullet when Additional Rater and Reviewer are different
8. Ratees not afforded the required time to submit a rebuttal to referral evaluation

9. Mandatory comment missing in additional rater section on referrals
10. Prohibited fitness comments

### Other Reasons:

- Not checking concur box in the Final Evaluator section
- FDID confused with SRID
- Not having SRID
- Not using bullet format
- Not having AGR or NON-EAD for Annual or Bi-Annual Quality Force Review not marked yes

## ***Want to be in the 2016 CCAF graduating class?!?!***

CCAF has two graduating classes a year, April and October. You must meet all requirements and have documentation submitted to CCAF by the last Friday in February to be in the April graduation and the last Friday in August to be in the October graduation.

Please request official transcripts from your institution to be sent to the Community College of the Air Force. It is taking CCAF about 15 weeks to update credits to your Progress Report but you don't have to wait that long to become a graduate! You can check to see if CCAF has received your transcripts via the Air Force Virtual Education Center by clicking "See when student transcripts were received by CCAF" link. Once you see transcripts have been received, contact the Education and Training Section to be submitted for Graduate Status. This process can take about a week to complete. The sooner you request your transcripts the better.

Have your civilian institution send official transcripts to the following mailing address:

CCAF/DESS

100 South Turner Blvd

Maxwell-Gunter AFB, AL 36114-3011

If your institution uses one of the following companies; AVOW, Docufiled or eScript for electronic transcripts, they can e-mail an official transcript to: [Ccaf.etranscript@us.af.mil](mailto:Ccaf.etranscript@us.af.mil)

Please remember, CCAF will not accept transcripts from the student. An official transcript has to be sent from institution to institution.

The 2016 graduation hasn't been scheduled yet but graduates will be notified of the exact date, time and place once confirmed. If you have any questions, please contact the Education and Training Section at 240-857-3084/1211.

**Thursdays**  
19 May 2016  
to  
21 July 2016

**DINNER &  
A MOVIE**



**JB Andrews Chapel One**  
1345 Arkansas Rd.

Join us for a **FREE** dinner and a movie  
Every Thursday evening, 1700-2000  
19 May 2016 - 21 July 2016  
(excluding 2 June 2016)

Call Chapel One at 301.981.2111 for  
more information.

