

Recruiter

September 2002

The magazine for the Air Force recruiting professional



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AFRS Support

Top EA Recruiters

Name	SQ/FLT	Net Res	Goal %
TSgt Robert Garret	337/E	17	850%
SSgt Stephen Ellmore	362/B	6	600%
SSgt Mark Pennock	331/A	11	550%
SSgt Randy Jackson	331/E	10	500%
SSgt Jeffrey Moffet	337/B	5	500%
SSgt Brett Boyum	342/B	10	500%
MSgt Antonio McFarland	336/H	9	450%
SrA Howard French	330/F	4	400%
SSgt Jeffrey Presson	337/B	4	400%
SSgt Johnson Warwick	339/F	4	400%

Top Flight Chiefs

Name	SQ/FLT	Net Res	Goal %
MSgt Anita Wall	337/E	30	300%
TSgt Robert Bosch	367/G	37	218%
MSgt Angel Gonzalez	362/E	21	210%
MSgt Reginald Destin	341/B	23	209%
MSgt Michael Kromoff	332/G	19	190%
TSgt Eric Pond	344/E	36	189%
MSgt Timothy Little	367/C	32	188%
MSgt Angel Guterrez	364/I	30	188%
MSgt Brad Buening	368/H	13	186%
MSgt Mik Williams	333/H	26	186%

Source: AFRS Operations

Information current as of August 19

Top OA Producers

	Physician	Nurse	Dental
1st place	348	348	364
2nd place	314	344	345
3rd place	330	367	343
4th place	333	336	330

Cover photo: Staff Sgt. Mike Ciaravino, assistant NCOIC Headquarters Air Force Recruiting Service command section information management, knows how important support is to AFRS. For more on support roles within AFRS, see page 4.
Photo by Staff Sgt. John Asselin

AFRS Spotlight

Name : Staff Sgt. Melissa Tuggle
Job: 349th Recruiting Squadron, Enlisted Accessions Recruiter, Oklahoma City, Okla.
Hometown: Huber Heights, Ohio
Time in the Air Force: 13 years
Time in AFRS: 21 months
Prior career field: Information management
Hobbies: Shopping
What inspires you to do what you do? I just want to succeed and do my best.
What are your personal and career goals? I want to make technical sergeant.
What hints can you give to others about recruiting? Perpetuate, Perpetuate, Perpetuate!
What is the best advice you have ever received? Think quality, and you'll be quality, Think you'll fail, and you will.



Photo by Staff Sgt. Mike Hammond

Sergeant Tuggle watches the Basic Military Training video with an applicant.

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Strong support makes strong recruiters

By Brig. Gen. Edward Rice
Air Force Recruiting Service

Our main job at headquarters, the group and the squadron is support. Everything we do, everyday, supports the street recruiter.

In past issues we've highlighted the more visible areas — marketing and information systems — but there are many more that complete the AFRS support network. They provide the “infrastructure” so recruiters can concentrate on the mission of recruiting quality airmen for the Air Force.

Support in Air Force Recruiting Service is much like the legs of a table. If we don't have enough support, our “table” wobbles and the recruiters have to spend time putting things in balance. If we really come up short, it falls over and we have to stop everything to clean up the mess. That's how important support is to our mission. If our legs are strong, so are our recruiters.

There are a lot of things that go into the day-to-day operations in recruiting. Our logistics troops make sure recruiters have a workspace, furniture, transportation, telephones and, in some cases, housing. Our finance people make sure we can purchase the items recruiters need.

Personnel and manpower make sure people are accounted for, in the right places and getting performance reports when they are due. Public affairs helps keep us and the community informed, the judge advocate keeps us legal, and the inspector general keeps us doing things the right way.

Imagine if a recruiter had to find a car and lease it, stop by the store and buy some furniture, and find the best cell phone rate plan. Throw in building the budget to buy those needed items and tracking their own EPRs, and you have recruiters who don't have enough time to recruit.

The support our recruiters receive is necessary to perform the mission. It may not always be visible, but that is good, because the less a recruiter has to worry about those functions, the better. Our support people are doing a great job, and they will continue to provide excellent service to our front-line recruiters through constant improvement.

You can count on me to do all I can to provide you with the support you need to make our recruiting mission a success. Thanks for all you do, day in and day out, to keep our Air Force strong.

Judge advocate,
public affairs,
inspector
general,
finance,
personnel and
logistics are the
legs of our
recruiting table



Support proves Vital for AFRS lift-off

By Senior Airman Marti D. Ribeiro
Air Force Recruiting Service

Before an F-16 Fighter pilot can climb into his aircraft, a busy support staff takes care of a multitude of tasks that help him concentrate on his mission.

Air Force Recruiting Service is the same way. Recruiters can focus 100 percent on finding quality applicants for the Air Force, because of the men and women standing behind them taking care of the details.

More than 200 people in finance, personnel, public affairs, inspector general, judge advocate general and logistics take care of the “preflight” details so recruiters can concentrate on recruiting.

“Support is fundamental to the street recruiter,” said Col. Darrel Greer, AFRS vice commander. “It lays the foundation for successful recruiting.”

An organization as geographically separated as AFRS requires a highly trained and dedicated sup-

port staff at each squadron, group and headquarters level.

“We require so many support functions because of our many diverse requirements,” Colonel Greer said. “We have recruiters in all corners of this country and we need to make sure they have everything they need to recruit.”

The geographical separation means that for many street recruiters the support staff is as anonymous as a voice on the phone or e-mail. But their presence helps provide the synergy that allows AFRS to meet its mission.

“I know I’m not on the street actually recruiting applicants,” said Staff Sgt. Mike Ciaravino, assistant NCOIC, headquarters command section information management. “But, I do know that what I do helps.”

Sergeant Ciaravino processes around 100 regular correspondence and 100 suspenses per month while

also preparing travel orders for the headquarters AFRS command section – playing his part in the recruiting mission.

Support ensures recruiters have the proper tools to be successful, according to Colonel Greer. “Recruiters need things like computers, fax machines, desks, chairs and literature,” he said. “Things just don’t magically appear.”

It takes more than magic for a joint effort from finance, maintenance, the child development center, the dining facility and other organizations on a base to launch an aircraft – it takes just as much effort to put an applicant in the Air Force.

“At base-level, the installation couldn’t function without its support group,” Colonel Greer said. “AFRS is much the same way in that we couldn’t put quality applicants in the Air Force if it wasn’t for the people behind it all.”

JA provides legal review, assistance to recruiters

By 2nd Lt. Jason L. McCree
Air Force Recruiting Service

The Air Force Recruiting Service Judge Advocate staff is here to help recruiters tackle various legal issues. School access, home school validation and other legal assistance are only a small part of what they can do for recruiters.

“Our advice is focused on keeping recruiters out of trouble and on the right legal track,” said Maj. Michelle Raven, AFRS Staff Judge Advocate. “We’re here to help recruiters deal with legal issues and make informed decisions.”

Legal assistance

The JA office helps recruiters with issues like gaining access to an otherwise closed off school. “We can draft letters and make phone calls to help recruiters gain access to the school,” Major Raven said.

JA is also available for home school validation. “We’ve had several calls thanking us for our quick home school validation turn around at the end of the month,” she said. “I think recruiters should know that we are trying to help them make goal.”

Another part of making goal, is having a good working and living environment. JA is available to take calls about leased family housing and offices. “JA can look over contracts or help resolve a problem with a landlord,” the major said.

According to Major Raven, in addition to getting recruiters into schools, home school validations and handling leased housing queries, the JA staff can connect recruiters to base legal offices for personal legal assistance. “If recruiters cannot get the assis-

tance they need, we can give them limited personal legal assistance or otherwise get them the help they need.”

Sanity check

“Sometimes instead of legal assistance,” Major Raven said, “the JA office gives recruiters a sanity check.” For instance, according to the major, she gets frequent phone calls and e-mails from recruiters and others with great recruiting ideas.

“Most of these ideas are not illegal, but sometimes they are not consistent with command initiatives and goals,” she said. “JA channels these ideas and helps develop concepts that are in line with command policy.”

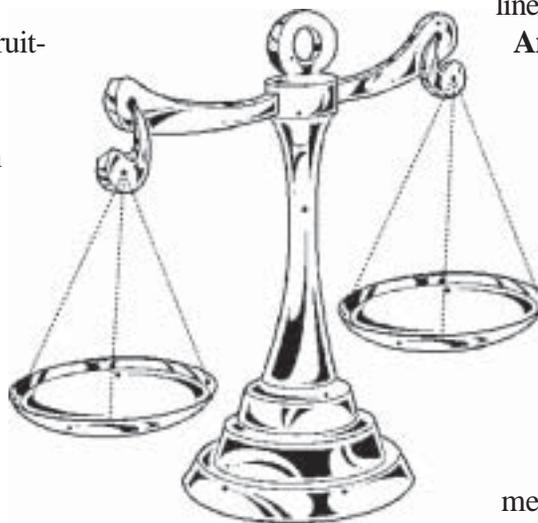
Annual training requirements

Along with aligning concepts with command policies, JA also ensures some annual training requirements are met. According to Tech. Sgt. Cynthia Woodruff, AFRS JA law office manager, the JA office provides recruiters the Law of Armed Conflict, Homosexual Policy and Conduct and Ethics training.

Beyond annual training requirements and day-to-day business, JA wants recruiters to know they are here to help.

“Many recruiters see JA as a necessary evil because they associate JA with discipline” Major Raven said. “However, it’s important that recruiters know we are members of the AFRS team focused on helping recruiters recruit the right number of the right people for the right jobs to meet AF needs. Our role is much more than advising on disciplinary matters.”

For legal assistance, contact your host base JA or call the headquarters AFRS JA office at DSN 487-3729 or (210) 652-3729.



Public affairs helps tell

**By 2nd Lt. Jason L. McCree
Air Force Recruiting Service**

Communication is an important part of everyday life, whether it's getting information internally to people who work in the unit or to the community and media. In Air Force Recruiting Service this job is done by public affairs.

Headquarters AFRS has a media, DEP outreach, community relations and internal staff and each squadron has a PA NCO ready to help recruiters with their public affairs needs.

"Public affairs NCOs teach our recruiters how to confidently handle the media and surrounding community," said Jerry Thomas, AFRS PA media chief. Recruiters use the media, community relations and writing experience their

public affairs NCOs bring to the recruiting squadron.

"Although I encourage our recruiters to speak to the media, they know to contact me beforehand so I can give them some pointers," said Staff Sgt. Lori Mills, 361st Recruiting Squadron PA NCO.

According to Sergeant Mills, the most important pointer is advising recruiters to stay in their lane. "By saying this, I am reminding them that they are recruiting experts," she said. "Recruiters should not give opinions about Air Force issues or combat missions — just recruiting."

"Along with learning how to deal with the media, recruiters should work with their PA NCOs to send local educators to one of the four annual educator tours hosted by AFRS," Mr. Thomas said.

"Educator tours provide a great opportunity for recruiters to score points with educators," said Staff Sgt. John Asselin, AFRS PA chief of community relations. "During this tour we simply show the educators Air Force people," he said. "Transportation, lodging and per diem is provided by the Air Force."

According to Staff Sgt. Asselin, the tour's positive impact is obvious in the educators' exit critiques. "I will help educate my colleagues and students about the



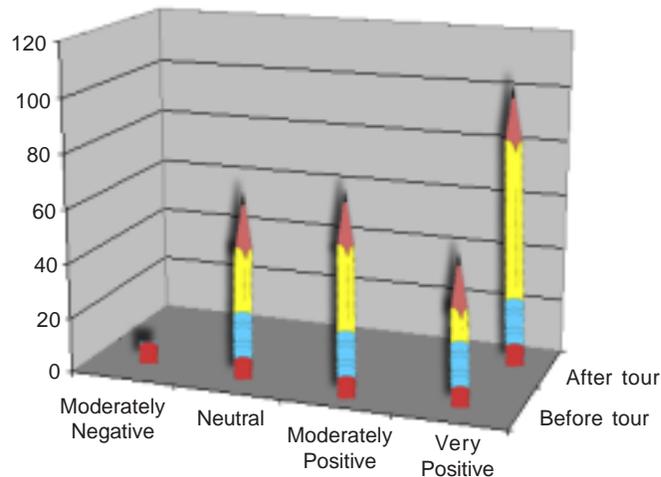
An educator from one of the four Fiscal 2002 tours, inspects the cockpit of a T-38 Tweet while visiting the flightline at Randolph Air Force Base, Texas.

recruiting story

Good education

The educator tours help improve the image of the Air Force held by the influencers in your high schools. Out of the 106 educators who responded to the survey given at the end of the tour, all said their image of the Air Force was “very positive” after the tour. Before the tour, only 26 had a “very positive” view of the Air Force.

Graphic by Staff Sgt John Asselin
Source: AFRS Public Affairs



opportunities that are available in the Air Force,” wrote one educator from a 2002 tour. Another wrote, “The best made decision is an informed decision, and I have a much better understanding of the experiences that an individual can expect by his or her enlistment in the Air Force.”

Local recruiters also see an immediate difference. “Recruiters tell me that after an educator tour, the educator is much more comfortable with them and becomes proactive in recruiting,” he said. “Recruiting in that school gets much easier in most cases.”

Besides the educator tour, written stories and news releases are other functions of the PA NCOs. “Recruiters should use the knowledge and abilities of their PA NCOs to release written products to the media,” Mr. Thomas said.

“When new recruiters come to

the squadron, I show them the easiest way to write a good news release,” said Staff Sgt. Mike Edwards, 318th Recruiting Squadron PANCO. “I basically take them step-by-step through the process of writing a release.”

According to Sergeant Edwards, recruiters call him during their big events to ask for help writing releases. “I get all the facts and story angle from the recruiter, and help them tailor the facts to give the story its best chance to run,” he said.

Getting accurate information to the community in a timely matter is important to keeping a positive relationship between the Air Force and the civilian sector, said Mr. Thomas. “The effective use of public affairs is vital — especially in recruiting,” he said. “Recruiters must ensure they use their squadron public affairs NCOs daily to help tell the recruiting story.”

Logistics NCOs provide recruit

With telephones,
real estate,
leased vehicles,
furniture and
applicant travel,
loggies help
keep an office
ready to recruit

By Staff Sgt. John Asselin
Air Force Recruiting Service

A recruiting office is more than four walls and a recruiter. It's real estate, furniture, telephones, leased vehicles and sometimes even housing. All those assets are in place for one reason – a logistics NCO put them there.

"It's ultimately the recruiter that gets the applicant, but there are a lot of tools they need that logistics helps provide," said Maj. Lea Duncan, Air Force Recruiting Service chief of real estate and logistics. "Logistics NCOs go out of their way to take care of the recruiters.

"Logistics at the staff level is challenging; we do programming and policy, which is standard," she said. "The group NCOs are responsible for training and soon will be taking on some more responsibility in that field."

The squadron, as with most functions, is the workhorse, according to Major Duncan.

"The squadron logistics NCOs provide the behind-the-scenes support as far as the tools the recruiter requires," she said. "They put just about everything in the office except the computer and marketing items.

"Most of our logistics NCOs are taking on programs outside what they've had in their formal training," Maj. Duncan added. "We're asking them to be a jack-of-all-trades – learning applicant travel, leased vehicles, leased housing, real estate, reports of survey and telecommunications. These are mid-level NCOs that are technical experts, and we're asking them to broaden their purview."

One of the major areas of



ers with basic tools for mission

responsibility for the logistics NCOs is real estate, according to Master Sgt. Rick Boshart, AFRS superintendent of real estate and logistics.

“Real estate is a pretty extensive program,” he said. “There are several actions: relocating an office, opening a new office or improving a current office which are all managed through a complicated computer management information system.

“Right now there are a couple big things happening, as far as the joint recruiting facilities committee goes — providing some security force protection enhancements, as well as bringing all marginal and unsatisfactory offices up to speed,” Sergeant Boshart added.

Leased housing is another important aspect of real estate, the major said.

“Housing is a quality-of-life issue,” she said. “Although BAH is being increased, it’s still very important for mid-level NCOs with two or three

dependents to have an opportunity to occupy adequate leased housing if they don’t live within the 20-mile drive of a military installation.”

AFRS logistics also works closely with the Army Corps of Engineers, according to the major. “Without the Corps of Engineers, our organization would be 10 times larger,” she said. “They work actions to secure real estate for us, from offices to leased housing and they work hard to expedite the housing application process.

“People’s offices and people’s homes are very personal, and there are a lot of quality-of-life issues we get to work in conjunction with squadron commanders and first shirts,” Major Duncan said.

In addition to their day-to-day duties, logistics NCOs also have two major projects on their plate, according to Major Duncan.

“Standardizing furniture is a special interest item with our leadership,” she said. “We’ve spent \$7 million over the last few years to reach a higher, more professional standard.

“Another big project is acquiring special events clothing, so that when our folks go to outdoor special events, they have something to wear that’s more comfortable and durable,” she added.

The logistics NCOs meet challenges every day, according to Sergeant Boshart.

“Anytime something is wrong in a recruiting office, logistics gets the call and they have to fix it now,” he said. “They are always up against the wall to get things done quickly.

“Anything they don’t get fixed within an office, whether it be a vehicle, a cell phone or the professional look of an office, affects the recruiter and the recruiter can’t do their job to the best of their ability, Sergeant Boshart said. “Just about everything the recruiter touches goes through logistics. The bottom line is great recruiting depends on great support.”



Show me the money (and people)

AFRS finance, personnel make business run smooth

By Senior Airman Marti D. Ribeiro
Air Force Recruiting Service

Recruiters in the field don't really have to worry about paying government bills, ordering furniture or tracking their next enlisted performance report thanks to the ever-present finance and personnel support they receive at the squadron, group and headquarters levels.

Whether it's cell phone bills, travel card questions, enlisted awards or second tier assignments, the finance and personnel people across AFRS stay busy.

"We make sure the utility bills are paid for recruiting offices and pay for the gas in the government cars," said Gary Paris, AFRS budget officer. Finance also provides funding for supplies and cell phones as well as other operations tempo costs.

"We also act as a customer support," he said, "answering questions about payroll, government travel card and COI payments."

With one finance person at each squadron and nine at the headquarters, recruiters have a throng of people ready and willing to help with their finance needs.

With bills paid, supplies ordered and furniture in place, it's time to turn our attention to the recruiters. Personnel is responsible for taking care of the "people" side of AFRS.

"We process officer and enlisted performance reports and are responsible for getting the senior endorsement on them," said Tech. Sgt. Candace Escobedo, NCOIC AFRS headquarters personnel, midwest region.

"We also process awards and decorations for people in AFRS," said Tech. Sgt. Craig Jones, assistant NCOIC of military personnel. The headquarters personnel office also verifies second tier assignments after a recruiter has applied online and AETC has made the selection.

"We stay pretty busy," Sergeant Escobedo said, "handling any tasking that comes down, like promotion lists, manning numbers and special duty assignment pay."

The headquarters personnel office is also the only point of contact for information on the recruiter ribbon.

Each squadron has two personnel people, usually found in the command and support staff, and there are nine people at the headquarters available to take questions on personnel issues.

"The key thing," Mr. Paris said, "is that our job allows the recruiter to concentrate on the mission."

For more information visit www.dfas.af.mil for finance issues and www.afrecruiting.com for AFRS personnel information.

IG doesn't spell trouble

If a call from the Air Force Recruiting Service Inspector General office prompts you to ask “Am I in trouble, what have I done wrong ... ?” There are some things you should know about how the IG supports the recruiting mission.

As part of the Air Force Inspector General system, the AFRS IG staff functions as investigative fact finders for the commander. However, unless you're intentionally doing something wrong, a call from the IG staff doesn't mean trouble, according to Lt. Col. C.B. “Chip” Harper, AFRS IG.

“It means we're looking for information to help resolve a complaint about Air Force Recruiting — and to do that, we have to talk to folks having first-hand knowledge of the issues,” Colonel Harper said.

Additionally, just because a matter has been referred to the IG doesn't necessarily mean there will be an investigation. “If, after our thorough analysis, we find no evidence of wrongdoing, we may refer the matter to the group commander as a training or managerial issue, or simply dismiss the complaint, in accordance with the regulation,” he said.

Although not traditional “IG complaints,” most of the IG shop's daily business comes from Congressional or White House Inquiries, as well as from basic

military trainees. The four-member staff spends 90 percent of their time responding to complaints from dissatisfied applicants or new airmen unhappy with the recruiting process or people.

“We particularly note issues relating to customer service,” Colonel Harper said. “We advise commanders directly — from Brig. Gen. Rice to squadrons — as a means of helping everyone focus more clearly on our markets and customers.”

As an organization, AFRS receives the second highest number of Congressional Inquiries in the Air Force — almost 1,000 annually. “Given the numbers, there is better than a 50/50 chance that someday one of your applicants will file a congressional,” said Paulette Collier, the AFRS congressional response program manager.

Inquiries are generated when an applicant contacts their congressman or the president. According to Ms. Collier, most come from medically-disqualified applicants. Typical examples include applicants seeking an exception to policy or medical waiver, as well as those simply disagreeing with the Air Force physical standards.

“If you think about it, there's some irony to the process. Legal restrictions are about the only thing that will keep a recruiter from bringing someone on active duty,” Ms. Collier explained. “So most people filing a congressional

IG works for you

The AFRS IG provides a means of redress for anyone who feels the chain of command is inappropriate or unresponsive.

“Most IG complaints are problems that can usually be handled by the group or squadron commanders,” said Lt. Col. C.B. “Chip” Harper, AFRS IG. “So we encourage everyone to give their local commanders a chance to resolve complaints first. However, if this doesn't work, or if you feel your chain of command may be part of the problem, you can go directly to the IG.” Contact them by calling DSN 487-5992, commercial (210) 652-5992 or e-mail at afrshqlg@rs.af.mil.

Continued on page 12

are looking for someone to accommodate them by changing a law.”

It’s because of this that so few of the congressionals received by AFRS are substantiated. “Less than a hundred turn out to be cases where the recruiter didn’t do enough to help the applicant,” Ms. Collier said. “And even then, many times it’s a rookie recruiter’s honest mistake or a training issue.”

For applicants going to Basic Military Training before realizing they have a problem, the IG has a three-person liaison team assigned to Lackland Air Force Base, Texas. Staffed by two veteran recruiters and an informa-

tion manager, this team helps keep trainee complaints from escalating into Congressional or White House Inquiries.

“We handle the ‘My recruiter said ...’ complaints,” said Master Sgt. Michael Pfeifer, chief of the AFRS IG liaison office. “We are the unofficial channel for interviewing recruits, recruiters, MEPS staff and others to determine any necessary corrective action.”

Although not “official” IG staffers, this team handles close to 3,500 referrals annually. “Of all the allegations we receive, less than 25 percent have some foundation of credibility,” Sergeant Pfeifer said. “And only 10-

15 cases a year are elevated to IG status.”

Addressing all complaints helps preserve recruiting’s collective integrity while giving everyone a chance to be heard fairly, according to Colonel Harper.

“It’s understandable that no one likes getting ‘the call,’” he said. “It can be uncomfortable, but it’s required to help get at the information we need to improve and safeguard our process.”

His advice if an IG staffer calls: “Be upfront and honest. Don’t take it personally if someone complains,” he said. “It’s their right and our way of ensuring our system is sound.”

Take note



TRICARE Update

TRICARE beneficiaries can now fill prescriptions at any Walgreens. Active duty and family members should present their military ID or TRICARE card when filling a new prescription. Family members should expect a \$3 copayment for generic medications and \$9 for brand name medications for a 30-day supply. Active-duty members do not pay copayments for prescriptions at retail network pharmacies. For more information on TRICARE pharmacy benefits, contact the TRICARE Service Center at (800) 406-2832.

Graco products recall

The Army and Air Force Exchange Service is voluntarily assisting in the recall of toy tracks attached to children’s activity

centers.

The recalled activity centers include the Tot Wheels V, models 4511 and 4521, and the Convertible Entertainer, models 4652 and 35225. AAFES sold the activity centers nationwide from November 2001 through May 2002.

The toy track can break, presenting a cut or pinch hazard and the exposed small parts pose a choking hazard to young children. Graco has received 11 reports of the toy tracks breaking. Four children received minor scratches and one child’s finger was pinched.

Consumers should stop using these activity centers with toy tracks immediately, and contact Graco to receive a replacement track. Graco can be contacted at (800) 673-0392 or www.gracobaby.com.

New Air Force insurance plan

Air Force active-duty, selected Reserve, appropriated-fund civilian employees, retirees and qualified family members now have the opportunity to purchase long-term care insurance during an open season enrollment period. The initial enrollment period began July 1 and continues through Dec. 31. The Federal Long Term Care Insurance Program is a benefit authorized by Congress in September 2000 to help federal employees, including military, defray the rising costs of long-term care.

Interested individuals can sign up online at the Long Term Care Insurance for the Federal Family website at <http://www.opm.gov/insure/ltc/>. For more information on the insurance program call (800) 582-3337.

Recruiter's idea gets mini jet a makeover

By Senior Airman
Marti Ribeiro
Air Force Recruiting Service

School starts this month for many students and recruiters are eager to find new ways to get those qualified applicants interested in the Air Force.

Tech. Sgt. Kevin Stefanovsky, 338th Recruiting Squadron, Huntington, W.Va., approached the instructors at Cabell County Career Technology Center in Huntington and asked them about refurbishing one of the squadron's mini jets.

"They all thought this would be a great experience for the students to work on something other than cars," Sergeant Stefanovsky said.

The mini jet is the only F-111 left in AFRS, and has been sitting outside for the past couple of years. "After the F-111 was phased out, the jet sat behind a recruiter's house for years in the weather, then it was left behind the flight chief's office for another one and half years," he said. "If it was not for me taking the jet to the school, this piece of history would have rotted away to nothing."

Around 210 man hours over a period of seven weeks have been put into to restore the badly damaged interior, frame and body of the F-111. It has been primed and is waiting in the paint shop for next semester to start so it can be finished.

"Our project was to completely restore the mini jet and the trailer used to pull the aircraft," said Andy Reynolds one of the six students who worked on the mini jet at Cabell.



Photos by Tech. Sgt. Kevin Stefanovsky

Above, a student from Cabell County Career Technology Center refurbished the F-111 mini jet as a class project. Right, parts of the mini jet were badly damaged by weather. Below, the trailer the mini jet rests on was also refurbished.



According to Donald Diehl, another auto body repair student, working on the mini jet was exciting. "It was a nice break from working on cars and I was able to learn a lot about aircraft."

"Having the school work on the mini jet benefits both the Air Force and the school," Sergeant Stefanovsky said. "The students had a chance to work on something different and the Air Force saved thousands of dollars by not having a professional body shop do the work."

Sergeant Stefanovsky is marking this experience down, as a success. "It helps to establish a good relationship with a school like this," he said. "Cabell has a good number of Air Force qualified students in both the mechanical and electronics field – you never know how many great applicants we'll get out of this."

The mini jet will be finished this fall and will return to the squadron and once again, enter active duty.

BEST PRACTICES

Recruiter's Toolbox

ZONE POSTING - Build packets for potential Zone Posting establishments. Include a letter explaining AFRS and a list of items AFRS will provide, like posters and business cards. Include a stamped envelope to mail back if the proprietor decides to display the AFRS products. SSgt Keith Geddick, 319th RCS, (603) 427-5052

HEALTH PROFESSION BINDERS - OA recruiter developed personalized binders for potential HP applicants. Binders use custom-made cover sheets for each prospective applicant and contain literature, prospectus and worksheets summarizing Air Force benefits. SSgt Paul Gaffney, 313th RCS, (518) 438-6973

DEP CHALLENGE - Give each DEPper five "take one" boxes at DEP Commander's Call and ask them to place the boxes at pizza parlors, delis, etc. The applicant who brings a list in first, indicating where they placed the boxes, gets a gift certificate to a movie theatre. TSgt Mark Spivak, 314th RCS, (631) 727-2053

SUPPORT FLIGHT DAY OUT - One day a quarter, link each support flight member with a recruiter for zone canvassing — focus on low production areas. This gives support flight members a better understanding of recruiting. SMSgt Oreste Dicerbo, 311th RCS, (724) 743-8500

QUICK SHIP LIST is forwarded from the flight chief to operations, weekly. It's used to identify and contact applicants who wish to leave for basic training earlier than their current departure date, along with their important information and job selections. TSgt Sean Rose, 317th RCS, (301) 567-7162

COI GUEST SPEAKERS - The support staff attends various COI events as guest speakers. This not only lets potential applicants learn more about the Air Force and its different career fields, it also builds morale and rapport with the field and support staff. SSgt Gisela Salaver, 317th RCS, (301) 567-6928

FORMER MTI VISIT - EA recruiter, a former Basic Military Training instructor, coordinated with squadron flight chiefs to appear in the MTI role at DEP Commander's Calls to brief "helpful tips" on surviving and excelling as a trainee. SSgt James Barry, 313th RCS, (518) 438-6856

SPECIAL INCENTIVES - Developed a program encouraging recruiters to move up applicants to fill current cancels within the group. One recruiter moved up 22 people during the competition period insuring BMT and tech school seats went filled. MSgt John Gersper, 332nd RCS, (615) 889-9122

SPOUSES GROUP - CC and CCF's wives formed a spouses group to enhance the "family" atmosphere in the squadron. Allows members to get together socially and provides baked goods for CC and CCF to deliver on road trips. Lt Col Andy Pears, 331st RCS,

EPR/OPR TRACKING SYSTEM - Devised a tracking system using Microsoft Excel to automatically project suspenses for EPRs and OPRs. SSgt Johnny Fontenot, 336th RCS, (229) 257-5800

ENLISTED AVIATOR JOB SALES - Obtained a CD outlining enlisted aviator positions from the local base and produced copies for all flights to increase sales of enlisted flying jobs. Lt Col Andy Pears, 331st RCS, (334) 416-4073

TAPPING COLLEGE MARKET - Approached local college radio station to play public service announcements advertising 1-800-423-USAF and www.airforce.com. TSgt David White, 311th RCS, (216) 621-3225

Captain



Anthony Min	362 RCS
Philip Galdeano	362 RCS
Erin Karl	344 RCS

Donn Clarkson	361 RCS
Michael Stevens	361 RCS
Keith Bandoske	369 RCS
Carl Thomas Jr.	369 RCS

First Lieutenant



Angel Betancourttoyens	336 RCS
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Master Sergeant



Gil Cormier	HQAFRS
Sherri Trowbridge	HAAFRS
Mark Lucano	IG
Derek Urban	311 RCS
Bradley Rees	313 RCS
Howard Rodriquez	314 RCS
Herbert McCoy	317 RCS
Carmen Wright	317 RCS
Charles Hall	331 RCS
Peter Muhr	331 RCS
Sharon Cate	332 RCS
Craig Davis	333 RCS
Kevin Napper	338 RCS
Kenneth Swensen	338 RCS
Michael Egenreider	343 RCS
Eric Pond	344 RCS
George Bland	344 RCS
Aaron McKenzie	344 RCS
Brett Derouin	347 RCS
Dennis Minear	349 RCS

Technical Sergeant



George Linen	314 RCS
Michael O'Neill	314 RCS
Mark Dedek	319 RCS
Donald Hill II	331 RCS
Jerry Gobble	331 RCS
Jose Ortiz Jr.	333 RCS
James Shibe	333 RCS
Scott Chomic	336 RCS
Robin O'Bannon	337 RCS
Ronald Waller	337 RCS
Rodney Bracey	338 RCS
Robert Romanowski	339 RCS
Gavino Duron Jr.	341 RCS
Timothy O'Neal	341 RCS
Jeffrey Powell	344 RCS
James Viall II	347 RCS
Jack Cauldwell	349 RCS
Larry Bettles	364 RCS
Edward Solomon Jr.	369 RCS

Staff Sergeant



Paula Breneman	313 RCS
Anthony Heim	318 RCS
Julio Alvarado	362 RCS

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A year ago this month, the World Trade Center in New York and the Pentagon in Washington, D.C., were attacked in what was the worst ever terrorist strike on U.S. soil. Air Force Recruiting Service would like to remember those lost in that attack and reiterate our mission to 'Recruit today ... to win tomorrow'.