

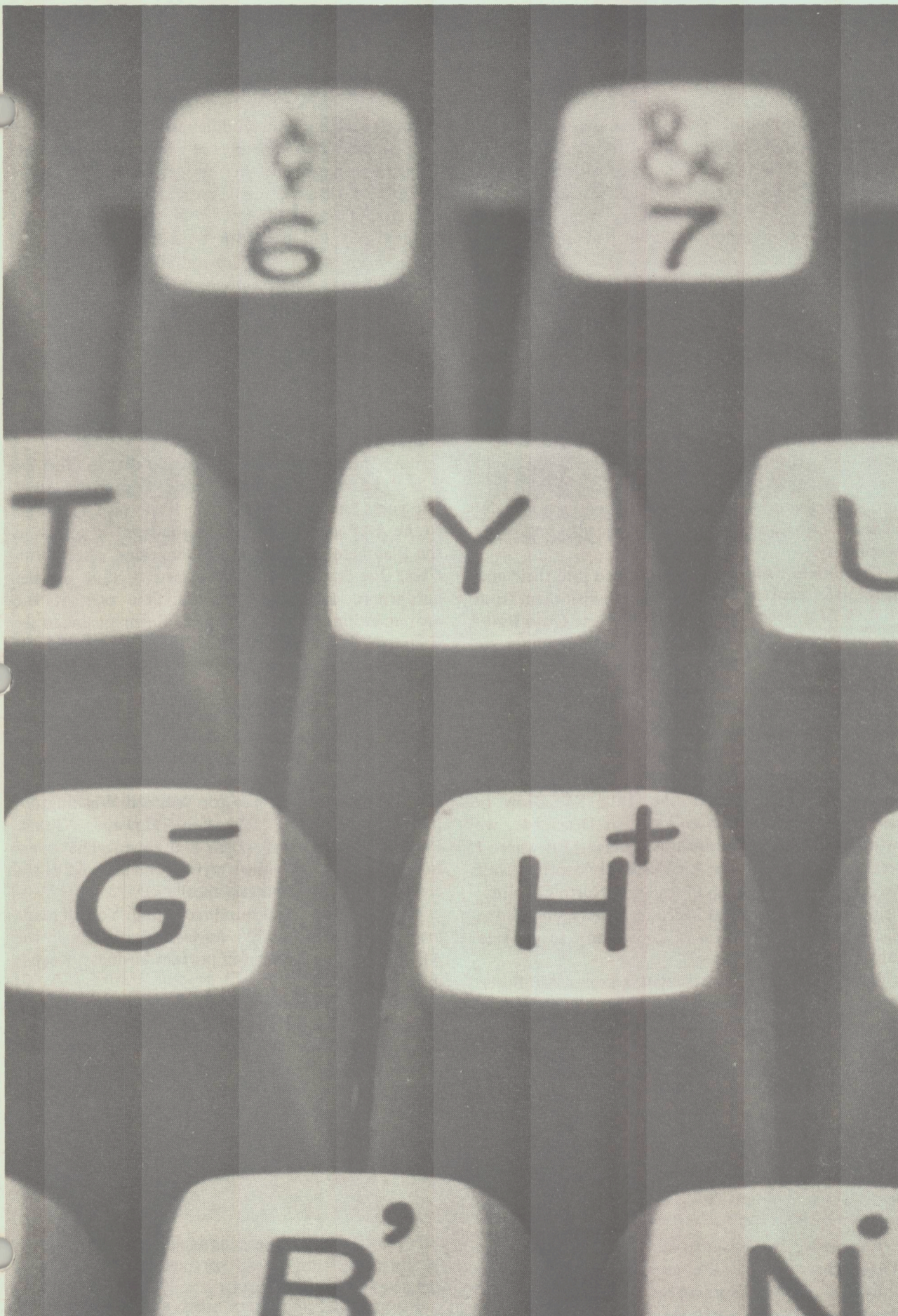
The Air Force RECRUITER

'Serving the recruiting family'

Vol. 30, No. 6

USAF Recruiting Service, Randolph AFB, Texas

June 1983



Keyboard knowledge

A word processing guide to help develop good applications for processors will be in the field soon. The guide will include submissions from squadrons, stan-

dardized formats developed at HRS and information about the system. See feature story page 7. (U.S. Air Force Photo by MSgt. Wayne Bryant)

Jacques selected as one of 12 best in AF

SMSgt. Bobby Jacques has been selected as one of the Air Force's 12 Outstanding Airmen of the Year. Sergeant Jacques is assigned to Headquarters Recruiting Service's training team and is currently attending the Senior NCO Academy. Selections were made from 78 nominations submitted by major commands and separate operating agencies. During the 1983 competition all major commands were represented. Further coverage will appear in future issues of the RECRUITER.

PME revisions help officer training

Changes recently made in the officer professional military education criteria will allow more officers to complete appropriate levels of PME at the proper time in their career development. The changes were implemented after extensive studies by Air Force Manpower and Personnel Center officials.

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By his own hand, Cabe builds aircraft

Maj. Bob Cabe, Headquarters Recruiting Service, recently completed a 10-year project of building his own airplane. Major Cabe worked on the aircraft at three different bases during that time span. The final step is certification by the FAA. Since the plane is considered experimental, Major Cabe can't take any passengers up until he has logged 25 hours.

page 6

Flying 'Old Glory', do it the right way

During the upcoming summer holidays, many Americans show their patriotic spirit by flying the American Flag. In this issue, guidelines of how the flag should be handled, displayed and cared for are reprinted for personal use.

page 9

viewpoint

Dallas to Seattle... continued



I left you off last month in October 1982, returning from the 44th's annual meeting. Chief Barnette, Bob Cantu, and I braved dark and clouds in a light plane to return to San Antonio in time for the annual HRS Conference the first week in November. What a conference, highlighted by the first annual Great HRS Relay Race. The 03rd Group may have won the annual recruiting competition, but the 06th "ran away" with the jock award for the fastest group in the race. Fleet-footed Col. Mike Vergamini running the anchor leg for his team would just not give any slack. Col. Jack Salvatore got so distracted by an HRS cheerleader in the stands that he lost his will to win.

The next week we drove all the way across town from Randolph to Lackland for the 04th Group Annual. Col. Parke Hinman was there as a guest and got to see the recruiters he would later lead.

Lancaster, Penn., may not be everyone's idea of a garden spot, but it was a great place for the 18th Squadron's Annual on November 12. Lynch, Cantu, and I took advantage of the motel's jacuzzi. Only problem was it was outside in 28 degree weather. Man, what a thrill! Good group, great banquet that night. SMSgt. Ray Marino had a good time!

The following week brought three Group Annuals. The 06th started it out on the West Coast where I surprised Gib Linzman with a STEP promotion to MSgt. during the banquet. Two nights later across the country at Chanute AFB, it was another surprise at the 05th's Annual for Pete Meelberg. He went from TSgt. to MSgt. with a STEP promotion.

Now the next morning the plan was to proceed to Tyndall AFB for the 03rd Group's Annual, but old man weather got us. The weather was so bad, ducks were writing their congressman. To finally get out of the bowl of fog, we drove up to Chicago, but it was

too late to make it down for the 03rd's Banquet. Sorry troops, I was really disappointed.

It's early December now and we're back up in the 01st Group's territory still looking for cold weather. Not to be found! Newburgh, New York (home of the 16th Squadron), reportedly colder than a well digger's backside, called for a short-sleeved shirt. Ramelle came along on this trip and Bob Cantu brought his super wife, Imelda. We were all introduced to the Army's "best" in visiting quarters at Ft. Stewart. The 16th's hospitality was superb. Lt. Col. Mel Parsons gave us a good tour through some of his territory and then handed us over to Lt. Col. Joe Mazziotto at a restaurant halfway to the 15th Squadron. Had a nice dinner that evening with some of the squadron family, and headed out the next morning for the Big Apple.

A lot's been written about New York City; its teeming masses, its fast pace, its weirdos, its traffic, its majesty. I want to tell you about its recruiters. Simply put, they have to be tough! Maj. Ron Later and Chief "Rock" Cerrachio and their recruiters are just that. I visited an AFRO in Brooklyn and was told we all had to close up and leave before 5:00 p.m. because the neighborhood gets too rough after that hour. I saw the evidence of several "break-ins" into that office, and the Times Square office was broken into while I was in the city — rammed by a vehicle! Thanks, 14th Squadron, for a terrific visit and super hospitality.

The 13th Squadron had just moved into their new office in Syracuse when we flew up to visit them from N.Y.C. Maj. Roy Survillas and SMSgt. Gene Rathfon were proud of their new home after living in the likes of a tenement building on Hancock Field.

Did I mention the 41st Squadron in San Antonio? Being in the same town with us at HRS gets them a lot of visits — sometimes the no-notice type. I changed commanders on December 15th, placing Lt. Col. Mick Gayer in and moving Maj. Maury Stocks up North to take over the 18th Squadron in Harrisburg, Pennsylvania. Later in December, we swung by the 37th Squadron at Shaw AFB where I presented them with the Air Force Outstanding Unit Award. Then flew on up to Raleigh, North Carolina, visited with some great recruiters there and did a media blitz. The 37th really knows how to get free publicity for the Air Force!

The week before, I presented another Air Force Outstanding Unit Award to the 31st Squadron in Montgomery, Alabama. Lt. Col. Denny Murphy, the commander, has the unique distinction of having the territory that covers the hometowns of General Ryan, ATC Commander; Maj. Gen. Acker, ATC Vice Commander; and mine. All in Georgia.

Salem, Virginia, and the superb 34th Squadron in

By Brig. Gen. W. S. Harpe Commander

early February. Lt. Col. Mike Seibel and that bashful, shy squadron sup, Chief Bob Koch have really put together a team. Started the Squadron from scratch in 1981 and won Top Squadron honors in the group for that year. They also produced the Top Recruiter in the nation last year, TSgt. Dennis Thompson.

Ever been to Cleveland? Lt. Col. George Long and SMSgt. "Sandy" Sanderson run a great show up there with the 53rd Squadron. Their headquarter building is actually in Middleburg Heights — a very nice community on the edge of a big city. I saw a fine DEP ceremony while there in early March. Hit the MEPS and did a few media events they had set up for me. Great visit.

Michigan and the 54th Squadron where I had earlier been promised a snowmobile ride by Lt. Col. Bob Miller and his recruiters. Instead again, you got it, short-sleeve weather. Enjoyed it though because I got to see a lot of fine recruiters and one of our premier superintendents, CMSgt. Don Haygood. SSgt. Mark Holthus of the office in East Tawas wrote me later and promised me a snowmobile trip if I'd come visit him next winter. I'll be up in February, Mark.

What's the most unlikely place to end up on a TV talk show with a centerfold girl? You win it all if you guess Salt Lake City, Utah. It was also a surprise to the A&P gang of the 68th Squadron! If you want the Playmate's name and the magazine, check with Chief Joe Barnette or Bob Cantu — they got her autograph. It's also rumored that one of the aforementioned bought a copy of the magazine to see if it was really her. Lt. Col. Vern Steele and his people really rolled out the carpet for us — one of my best visits.

At last, the end of the line, of my trip around to all groups and squadrons, and of this story: the 61st crowd of Seattle. Running this outfit is no small feat. Maj. Brian Quarrie, Chief "Red" Viands, and their recruiters are responsible for Western Washington, Northern Oregon, Alaska, Hawaii, Guam, Phillipines, Okinawa, Korea and Japan. They were in town, though, when we arrived and showed us the end of a continual string of excellence.

It was a grand trip around recruiting. You all made me very, very proud. We have the best team in the Air Force doing its most important business. Keep it up!

P.S. . . . I've already started back out for a second tour around. See you.

W. S. Harpe

dients that separate the amateurs and the average performers from those persons who consistently achieve outstanding results.

Professional recruiters (this should include all levels of management) appear to be aware of and realistic about their personal abilities. Through periodic self-appraisal, these superior performers remain ahead of their peers. The check-list, below, of qualities which the "professional recruiter" could use to judge himself, is not totally inclusive, but rather, is meant to be thought-provoking.

Perhaps your answers will provide some insight into your skills, and will highlight specific areas where

continued on page 12

family

Off to Nashville and the Recruiting Team of the Year

By Ramelle Harpe

Learned the other day that I needed to write to you all before we left for Nashville to meet with the

Recruiting Team of the Year and their wives. Really disappointed that I couldn't wait until we returned so I could tell you all about our trip — so will have to

wait until next time. This will be really short — not much news and I've got to pack!

The wives of Recruiting Headquarters would like to pay for the trip of the top recruiters' spouses at the annual HRS Conference in October. We're so excited about being able to do this. We plan to raise the money by participating in a flea market on base and later we'll probably have a bake sale at the headquarters building. Think this will be a special treat, so you all keep working hard! Can't wait to see who will be here . . .

Received a nice letter from Diana Twaroski, wife of MSgt. Michael Twaroski, the top recruiter from the 01st Group. They will be celebrating their 13th wedding anniversary June 6, so we'll help them celebrate in Nashville a little early. Diana and Michael were here last year for Blue Suit, so it will really be nice to see them again.

A few weekends ago, all of Headquarters Recruiting were invited out to Bill and Lib Langley's ranch for a picnic. Bill is the liaison to recruiting from the San Antonio Chamber of Commerce. He and Lib have been very special friends to us and we all thank them again for a delightful day!!

Need to get back to cleaning the house and packing. Our son will be home this time — might as well leave the house picked up anyway and hope for the best!



DAY IN THE SUN - Gen. and Mrs. W.S. Harpe (right), and Mr. and Mrs. William Langley enjoy the day's activities at the Langley's ranch. Recruiting Service personnel were invited to the ranch for a day-long picnic. (U.S. Air Force Photo)

Unfamiliar with family medical benefits ?

Q. What is CHAMPUS?

A. CHAMPUS is the Civilian Health and Medical Program of the Uniformed Services. It provides medical benefits for the families of active duty and for retired members and their families. When you can't get care in military medical facilities, CHAMPUS shares your costs for authorized services by civilian doctors and hospitals.

Q. Where do I find out about CHAMPUS?

A. Your squadron CHAMPUS Monitor can help you get the most from your health benefits. There is also a Health Benefits Advisor at every military hospital and most clinics. Or, you can call the claims processor's toll-free number for advice about CHAMPUS. If you don't know who your claims processor is, call the CHAMPUS Beneficiary and Provider Relations Division, Aurora, Col. (303) 361-3907.

Q. Who is covered under CHAMPUS?

A. CHAMPUS is a health benefits program for all seven Uniformed Services: the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service and National Oceanic and Atmospheric Administration. Here's a list of who's covered by CHAMPUS.

- Husbands, wives and unmarried children.
- Retirees, their husbands or wives and unmarried children.
- Reservist's families when reservist is on duty for more than 30 days.
- Unmarried husbands and wives and unmarried children of active duty service members who have died.
- In general, unmarried children up to age 21. In addition unmarried children over 21 are covered if severely handicapped and the handicap occurred before age 21 or if in school full time (the latter to age 23; the handicapped child, as the handicap persists). A stepchild who leaves the sponsor's household is no longer covered.
- Unmarried former husbands or wives who at the time of the final divorce decree were married at least 20 years to a service member while that member was in service creditable toward military retirement.

Q. I understand we pay a deductible when we use CHAMPUS. How much is it?

A. For outpatient care only, there's a yearly deductible of \$50 for an individual or a maximum of \$100 for a family. That is, you pay the first \$50 (or for a

family, \$100) worth of medical bills in a fiscal year. The fiscal year runs from October 1 to September 30.

Q. What does it cost for inpatient care?

A. For inpatient care, there is no deductible. Active duty families pay at least \$25 or a small fee per day, whichever is greater. All others pay 25 percent of the allowable charges. If the non-participating health care provider charges more than the allowable, you also pay the difference between the amount allowed and the amount billed. And remember, all families also pay for any care, inpatient or outpatient, that is not covered by CHAMPUS.

Q. Is supplemental insurance coverage recommended by CHAMPUS?

A. You'll find that CHAMPUS is one of the best health plans anywhere. CHAMPUS offers the spouse and eligible children of an active duty or retired service member an expanded program of civilian inpatient and outpatient care. But there are limits and rules you need to know before using the benefits. For one thing CHAMPUS doesn't cover routine items like checkups, pap smears in the absence of any abnormality, eyeglasses and examinations, and ordinary dental care. To find out more about CHAMPUS, check with your CHAMPUS Monitor.

medics corner

By Capt. John Olsen
3552nd Recruiting Squadron

Care to test your professional awareness? All truly "professional" recruiters and their supervisors can answer these three questions. Can you?

- 1) Joe Garrard owns a nationwide stereo chain. T F
- 2) Ziglar and Associates manufacture the ZAGNUT candy bar. T F
- 3) Tom Hopkins, great-great-grandson of John Hopkins, the founder of the famous medical school, is a renowned Neurosurgeon. T F

Of course, the answer to each of the above is false. These three people are current generation sales trainees and authors of "state of the art" methodology.

We expect professionals all around us — lawyers, doctors and engineers — to be aware of new developments, trends and equipment. Should we expect any less of ourselves, professional recruiters? It then seems apparent, we should be refining our abilities through self-study and awareness of recent developments in the art of sales and management.

In a recent issue of the Air Force RECRUITER, Brig. Gen. Richard Abel shared his thoughts on professionalism. Specifically, he inquired as to the ingre-

family

What is Air Force life through your child's eyes?

Did you ever wonder how Air Force life is seen through your children's eyes? MSgt. Robert Scoble, 3553rd Recruiting Squadron knows.

Sergeant Scoble's daughter, nine-year-old Corinne, wrote a short essay when told they would be moving next month to a new duty station.

"How would you change your life?"
By Corinne Scoble

"My dad is the Air Force recruiter in Sandusky, so we always move. If

we could stay in one spot for a long time, we would be all changed around. But my father put in for 30 more years. We will still be moving alot.

"I would really be happy if my friends would not take it so seriously. This time I am not moving far, only to Bowling Green. I am really proud that my father's in the Air Force. I really enjoy it. My father's the smartest father in the world, because he passed the test to go in the AIR FORCE!"

The end,
Corinne Scoble.

Family problems, stress created during PCS

If there is a theme song for the military family, it is probably the one popularized by Willie Nelson not too long ago, called "On the Road Again." Fortunately, there is enough excitement and adventure still left in moving to new places and different jobs that the positive aspects of relocating usually outweigh the negative.

In spite of the excitement of new jobs, schools and homes, people who keep tabs on the millions of Americans who move each year tell us that relocation is still at the top of the hit list of those events which create the greatest amounts of stress and family problems.

Since those of us who are military families move far more frequently than our civilian counterparts, it's pretty easy to figure out why military families need to be masters at the skill of relocating. The stress and anxiety that is experienced each time we move — whether for short distances or long — can be used to work for us or it can get out of hand and create problems that can weaken or even destroy an otherwise productive family unit. If there are unusual family considerations, such as handicapped members or special education needs, the problems associated with moving can become overpowering.

Young couples with less experience and, therefore, fewer family management skills, are especially vulnerable; but all of us regardless of experience are affected by relocation — either positively or negatively, maybe both.

The biggest favor a military family can do for itself in regard to a permanent change of station (PCS) move is to prepare fully for the changes that lie ahead. When military people operate equipment, we have a check list, whether it involves the engine rooms of a ship, missile control centers, aircraft or tanks. A family will operate smoother if it sets up a preflight check list when it first learns of a move. Each family is different but here are a few items that should be included:

— **The New Place.** Family centers at your support base either have on hand or will help you get information about the place you are moving to. The new command also will help; and, in fact, most commands assign your family a sponsor who should send you a packet of information on the new command, the area and housing. You should write the command for this information if you don't hear. Local Chambers of Commerce will send packets of information, if you ask. Should the move be overseas, the gaining organizations also will provide you information about the new area including the culture you are about to become part of, as well as other pertinent material. You should have this information shortly after you receive the PCS orders. If you don't, you should ask.

— **Your New Quarters.** If government quarters are to be available, you will be advised; and if you haven't heard shortly after PCS orders are in hand, again, you need to ask the new command. Remember that quarters are not available for the majority of military families. If you are going to live on the economy, you will either rent or buy a home, as convenient as possible to the base or job. Even with current high interest rates, there are tax advantages and other reasons that many military families, both enlisted and officer, elect to own their homes, especially as they advance up the pay grade scale. If you are new to the idea of buying a home, make sure that you have competent, professional advice and be sure that your total financial picture is taken into consideration, which takes us to the next check-off item.

— **Financial Review.** Professionals who work with military families tell us that even though we move often in the military, many families seem unable to get their finances squared away from one move before it is time for another. If a military family moves every three years which is average — and sometimes more often — and each time it moves it sinks deeper into a financial quagmire, it is quite apparent that financial management counseling could be a highly valuable tool in helping that family. There are a number of offices and organizations on every base that can provide assistance on money matters. Air Force Family Support Centers can help direct you to one of them. Relief societies and Credit Unions also are available. Recruiters and their families, which are not near military bases, can also

find many sources of help in civilian communities. Credit Unions and Red Cross chapters are two examples.

— **Consumer Goods.** Financial counseling will alert the military family as to the advisability of making a major purchase. If possible, it is a good rule to stay away from activities that will add new credit debts, especially at moving times. There is a tendency in the excitement of moving to say, "What the hell, let's buy a new car." New car fever is almost untreatable. There will be exceptions, but holding off on major purchases until well after the move has taken place often will result in cooler and wiser decisions.

— **Overseas Schools.** Each military installation's family center is able to provide information about the Department of Defense Dependents Schools (DODDS). If you are having trouble getting information, write: Department of Defense, Office of Dependents Schools, 2461 Eisenhower Ave., Alexandria, Va., 22331. That office can tell you about the overseas schools and also provide information on special problems your family may have, like learning disabilities, handicapped children and others. You will be pleased to know that, in general, children attending Department of Defense schools do exceptionally well on nation-wide scholastic tests.

This list, of course, is the tip of the iceberg as all veteran family movers will readily confirm. The preflight check list should also include, for example, information on preparing the household goods for the move and, equally important, how the kids should be prepared for moving day.

(Reprinted from April issue of Military Family)



news

PME changes help officers complete courses

Several changes have been made in officer professional military education criteria that will allow more officers to complete the appropriate level of PME at the proper time in their career development.

Air Force Manpower and Personnel Center officials said the following changes were made as the result of an extensive study:

• **Resident intermediate service school.** Officers will continue to be considered for resident ISS candidacy at the time they are considered for promotion to major. Effective with the calendar year 1983 major promotion board May 16, 1983, captains who are nominated but not selected below the promotion zone also will be considered for candidacy. The previous policy restricted candidacy to majors and major selectees.

• **Non-resident ISS.** Effective immediately, officers may enroll in the Air Command and Staff College correspondence or seminar program when they complete six years of total active federal commissioned service. The previous policy required seven year TAFCS.

• **Resident Squadron Officer School.** Effective with class 84D May 22, 1984, officers with two through six years of TAFCS will be eligible to attend

SOS. The Air Force Manpower and Personnel Center may waive the TAFCS criteria in exceptional circumstances, officials said. The previous policy allowed officers with two through seven years of TAFCS to attend.

Passing reins of command

Six group, squadron commanders change throughout RS in June

Six group and squadron commanders will change this month throughout Recruiting Service.

Lt. Col. Gerald J. Lopez assumed command of the 3554th Recruiting Squadron, Selfridge ANG Base, Mich., on June 6.

Lt. Col. Henry J. Williams took command of the 3511th Recruiting Squadron, Pittsburg, on June 7.

At Patrick AFB, Fla. Lt. Col. James B. Jenkins assumed command of the 3533rd Recruiting Squadron June 15.

Lt. Col. Bert W. Steinhaff is scheduled to assume

• **Non-resident SOS.** Effective immediately, all officers regardless of grade, or time in service, may enroll in the SOS correspondence course. The previous policy limited enrollment to officers in the grades of major and below.

command of the 3515th Recruiting Squadron, McGuire AFB, N.J., on June 16.

Maj. Frederick L. Crawford II will take over at the 3549th Recruiting Squadron, Tinker AFB, Okla., on June 17.

Col. David W. Frutchey, currently deputy director of Operations, Recruiting Service Headquarters, will assume command of the 3506th Recruiting Group, Mather AFB, Calif., on June 29.

Lt. Col. James D. Johnston will take over at the 3568th Recruiting Squadron, Ft. Douglas, Utah, on June 30.

Command concerns of recruiters addressed for clarity

EDITOR'S NOTE: The following questions and answers were prepared by Col. Gene T. Broyles, director of Resources, Headquarters Recruiting Service, in an effort to clarify questions frequently asked by recruiters. The intent of the article is to give insight into how or why some decisions are made at the headquarters.

Question: How is an individual identified to augment the Selective Service during mobilization?

Answer: The Selective Service identified certain Armed Forces Recruiting Offices across the nation to be used for registration/processing during mobilization. Each service was then directed to provide personnel to work in these offices for a period of 45 days. Individuals are selected on nearness to identified offices and most retainability. Assigned individuals are changed only when going PCS. Stability of assigned and trained personnel is essential. Training is conducted annually for two days by Selective Service personnel.

Question: How are positions within Recruiting Service squadrons changed, i.e., switched from NPS to OTS, moved from one office to another, to increase a one man RO to two, etc.?

Answer: ATC Regulation 23-3 reflects Recruiting Services field operational organization. If a change is to occur in this regulation which would in fact change the field's organizational structure, an ATC Form 1399 (USAF Recruiting Office Change Request) would have to be approved by Headquarters Recruiting Service and ATC. Squadrons normally prepare the ATC Form 1399 and submit it to their group for approval/coordination. The group forwards the request to HRS for approval.

Headquarters Recruiting Service reviews the request for completeness and coordinates the request within the headquarters. If the action is approved, it is sent to ATC manpower for their approval and placed in the ATC Manpower computer.

ATC manpower returns the ATC Form 1399 to Recruiting Service for further processing. Recruiting Service logs the action back in as approved or disapproved, makes copies for RS personnel, ATC Real Estate, ATC Recruiter assignments and a copy for the groups.

The Headquarters annotates ATCR 23-3 to reflect the change (if approved) and distributes the ATC Form 1399 to the appropriate addresses.

From the time HRS receives the action request to the time it is sent back to the group is approximately 30 days. Requests for new offices take a little longer to process.

Question: Who has the authority to approve or disapprove decorations?

Answer: Group commanders have approval authority for the Air Force Achievement Medal and disapproval authority on Air Force Commendation Medals. Recruiting Service commander has the approval authority for the Air Force Commendation Medal and disapproval authority on the Meritorious Service Medal. Meritorious Service Medals must meet an ATC board and are approved by the ATC Vice Commander.

Question: Can I as a recruiter move on a base of preference (BOP) within Recruiting Service?

Answer: ATCR 39-14 is the regulation that gives guidance on career progression and BOP PCS moves for recruiters within Recruiting Service.

Question: How do I apply to be an instructor at the recruiting school?

Answer: ATCR 39-14 is the regulation that gives guidance to those recruiters wishing to apply for instructor duty with the Recruiting School located at Lackland AFB, TX.

Question: Do Recruiting Service personnel have the opportunity to attend PME?

Answer: NCO Academy and Leadership school allocations are available throughout the year for interested personnel. Locations and dates can be obtained from the squadron personnel NCO.



GROUP DISCUSSIONS — Brig. Gen. W. S. Harpe, commander of Recruiting Service, left, leads a discussion on Health Professions recruiting during a meeting of the five group commanders at Randolph

AFB. During the sessions, commanders addressed a variety of subjects vital to the interest of future recruiting objectives. (U.S. Air Force Photo by Walt Weible)

feature

Cabe takes to the skies in hand-built airplane

By MSgt. Wayne Bryant

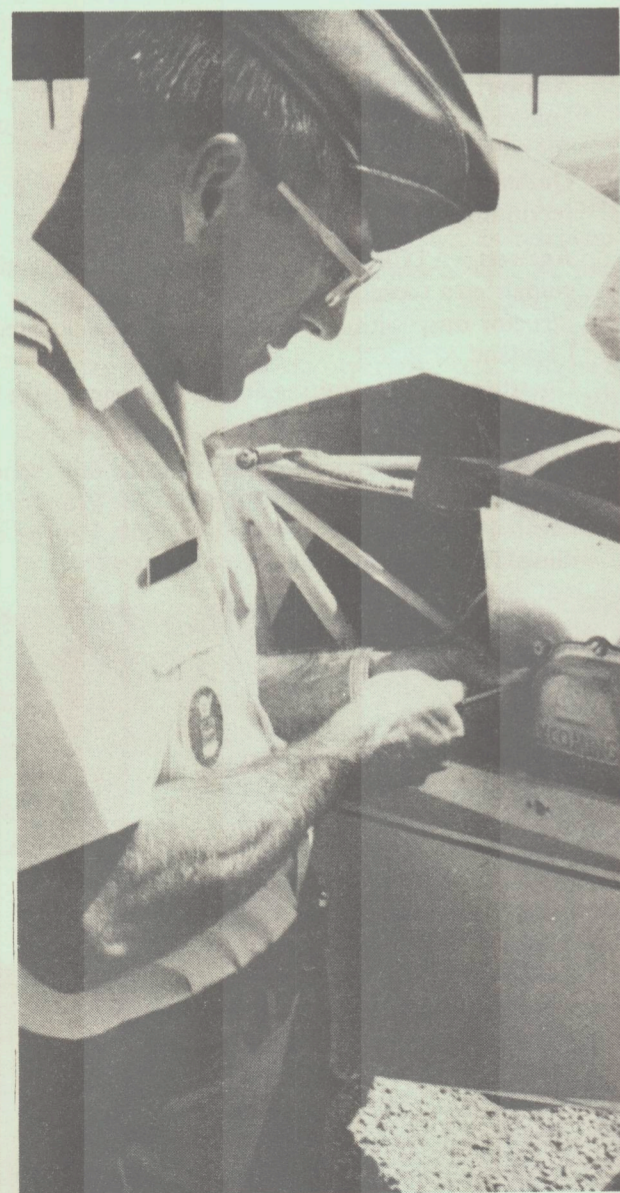
A 10-year dream came true recently for Maj. Bob Cabe, Headquarters Recruiting Service, when he completed and flew his home-built aircraft.

The single-engine Wittman Tailwind was built by hand from a set of plans purchased 10 years ago. "It really has been a labor of love," said Major Cabe. "I've worked on that plane for the last 10 years at three different bases. I even had the fuselage strapped to the top of my car when we moved to Randolph."

The fuselage is made of steel tubing and the wing is all wood. Both are covered by dacron fabric. With its 150 horsepower Lycoming engine, it climbs at 1,500 feet per minute and cruises at up to 170 miles per hour.

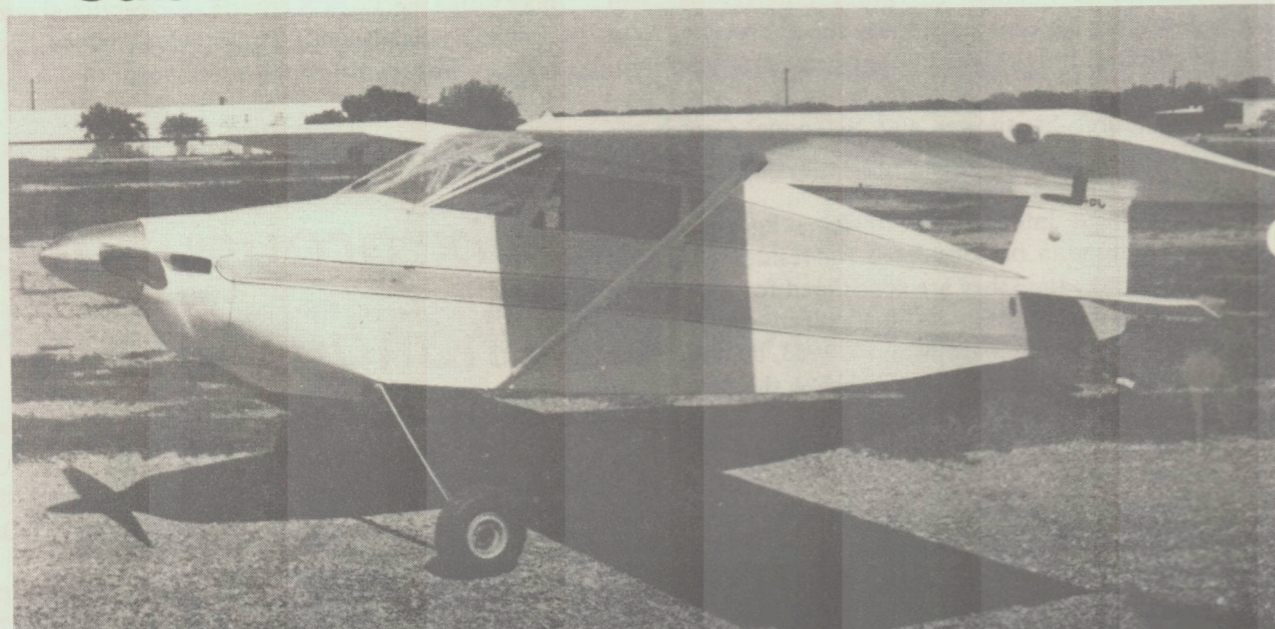
It comes equipped with all the essential instruments for IFR flight, except for a radio which is planned for later. "I've learned quite a bit about a variety of jobs through this project," the major said. "I've done sheet metal work, wood work, electrical work and even welding, gluing and some 'inventing' when the need arose."

Now that the plane is complete, guess what's next. You guessed it, the paperwork. The airplane must pass a 'physical' by the Federal Aviation Administration. In addition, Major Cabe's plane is considered 'experimental' and therefore he can't take any passengers up until he has at least 25 flying hours accrued.



TINKERING — Maj. Bob Cabe tightens the covers of the Lycoming engine on his home-built aircraft. The plane has taken him 10 years to complete and should be certified later this year. (U.S. Air Force Photos by MSgt. Wayne Bryant)

Cabe airlines awaits certification



LONG TIME COMING — The completed airplane sits at the small landing field where Major Cabe put on the finishing touches. The single-engine aircraft

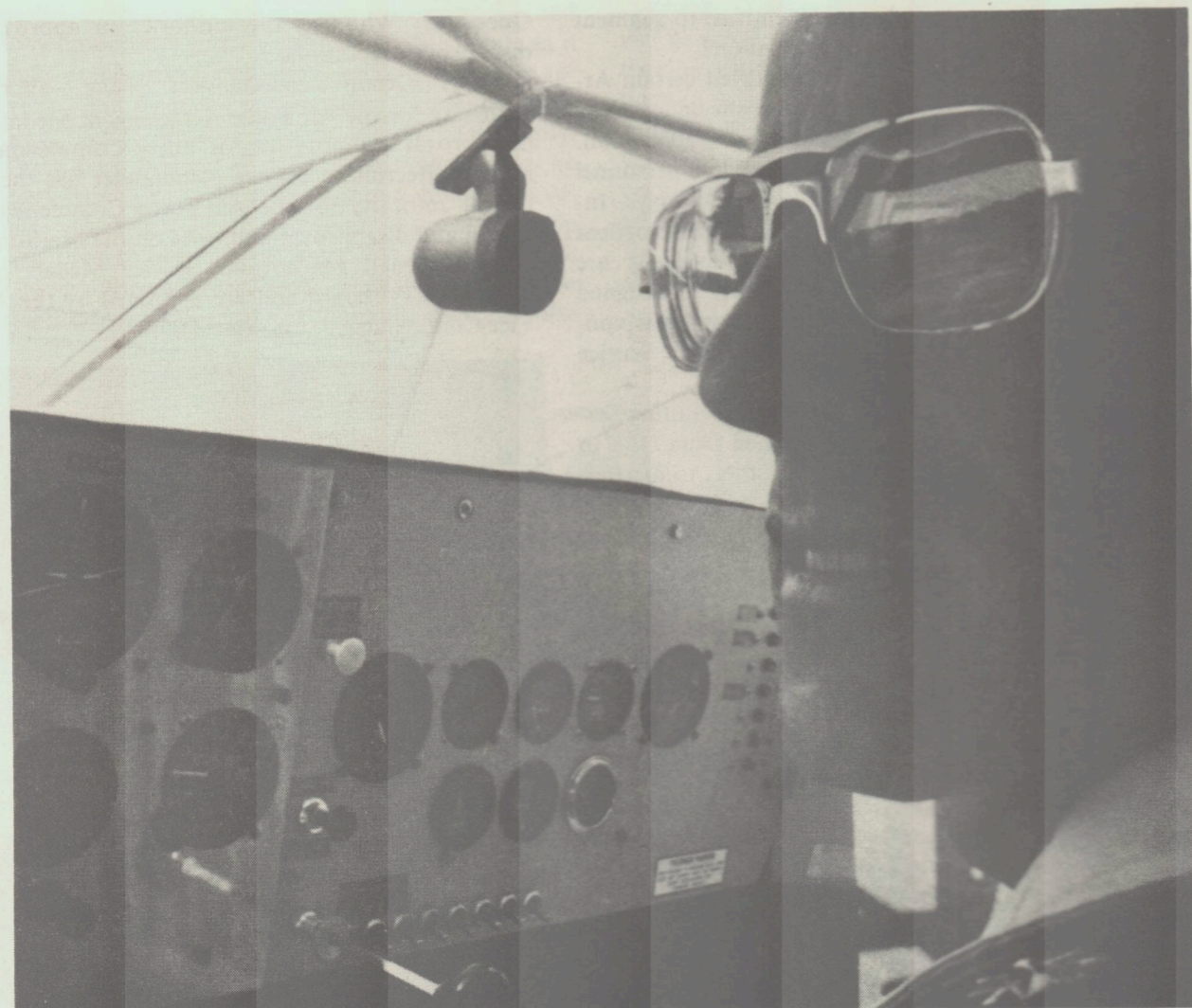
"My wife really isn't too anxious to get in," said Major Cabe. "She's more than willing to wait the required 25 hours and see how I fare before she steps in."

Where do you keep your own home-built, private aircraft? In this case, at a small landing strip about 15-minutes from Randolph AFB. This field is a former auxiliary field used by Randolph during the 1930s for training pilots. Today, the field is slightly

still has some hurdles to overcome before it's ready for passenger transport.

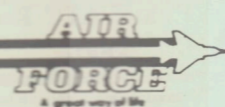
overgrown but provides enough clear space for take-offs and landings of small craft. The major keeps his airplane tied down under a protective awning, where it's ready to push out onto the field for a flight or work on in the shade.

"I'm really looking forward to the day it's fully certified," Major Cabe said. "I've been waiting so long now, that having it this close is a real thrill to me."



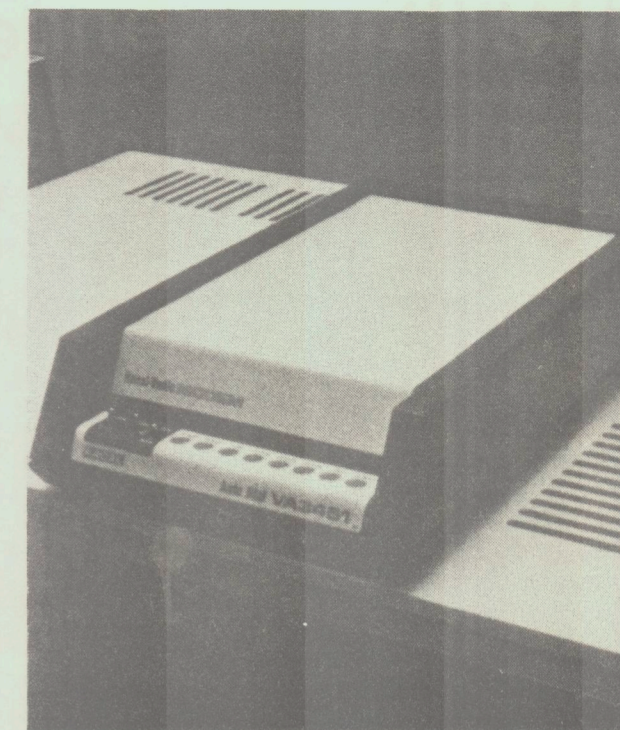
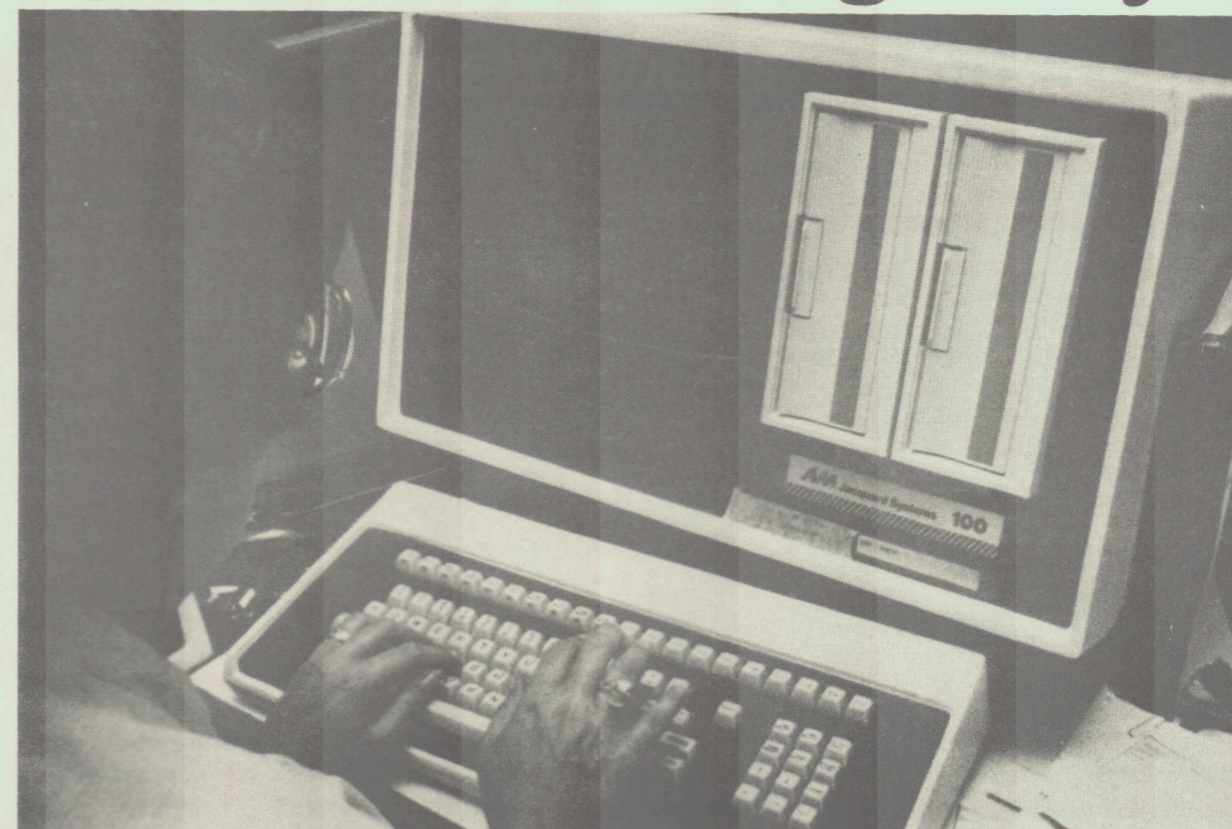
FORWARD VISION — Looking from the cockpit of his 'project,' Maj. Bob Cabe is ready to take to the

air. His experimental aircraft only requires FAA certification before it's ready for passengers.



feature

Squadrons realizing benefits



U.S. Air Force Photos by
MSgt. Wayne Bryant

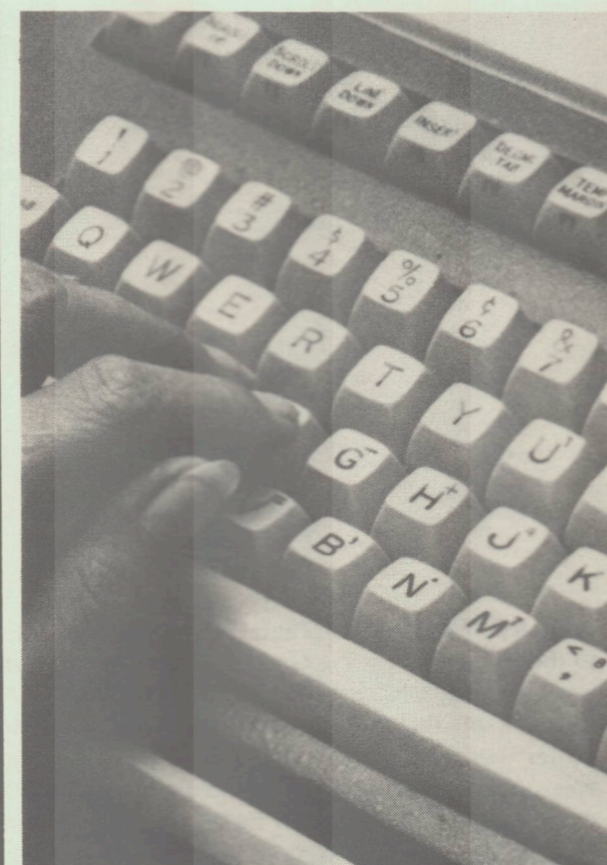
Word processing made easy with guide book

By Sgt. Mark Schwarz

When recruiting groups and squadrons began using word processing equipment four years ago, two of the most important benefits were increased production and time savings.

Recruiting Headquarters is on the verge of a nationwide hookup with the five groups tied directly to their respective squadrons. The link provides immediate access to information transmitted from the squadrons to the groups.

Because of this interacting link, squadrons must develop some standardized formats. To aid the field in their applications, a "Word Processing Guide" is being compiled and includes standardized formats, suggested formats and information to encourage use of equipment.



Included in the guide are ideas submitted by squadrons and standard formats developed at the headquarters. Representatives of each directorate at HRS selected the material to be included in the guide. The guide should be distributed by the end of June or first part of July.

The purpose of the guide is to equalize use of the equipment throughout the squadrons. Although the guide will contain standard and suggested formats, squadrons are encouraged to experiment with locally designed applications.

One such application was developed by the 3513th Recruiting Squadron three years ago for a more efficient and easily correctable method of completing APRs and OERs. Because the documents must be error free, the word processor was perfectly suited because of its on-screen correction capability. Much of the information on the report is mandatory and stored in the system to be recalled for future reports.

According to MSgt. Norbert C. Corbeille, Recruiting Service personnel branch, the equipment helps meet suspense dates because the time consuming corrections and retyping process is virtually eliminated.

In the Advertising and Publicity area, the 3555th Recruiting Squadron's MSgt. James Bryant and SSgt. Charles Brown developed a comprehensive news release format.

Fill-in-the-blank news releases on various recruiting topics are available, as is a listing of news media outlets within the entire squadron area. When a flight has a request for a release on a program with a corresponding fill-in-the-blank release, its called to the screen and completed. A listing of media outlets from the flight area is called up and their addresses are printed on mailing labels. Copies are made for each recruiter in the flight and all news media in the area as well.

Information contained in the system saves valuable time used for research, corrections and printing. Although the program is not standardized, it is suggested for squadron use.

In the 3503rd Recruiting Group, a funding analysis

report was developed. After refinements at the headquarters, it is planned that this format will be used at all groups and squadrons.

When the link between HRS and the groups is completed in July, the budget reports compiled by the groups can be transmitted to the headquarters and reprinted as one comprehensive budget report. Also included are end of the year projections and forecasts to determine amounts of unfunded money during the year.

Without the use of the processor, 35 accountants and five budgeting officers would be needed to compile and screen the figures. Additional support would also be needed from accounting and finance.

A format developed by TSgt. Richard Deuel, 3548th Recruiting Squadron was sent to Recruiting Service Operations and is being used to track overall production facts and figures.

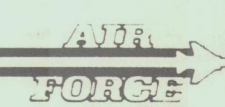
Up-to-date figures and percentages of each flight will indicate trends — particularly useful to squadron superintendents and flight supervisors.

The report contains figures on MEPS processing, cancellations, reasons for cancellations and testing data. Those figures are divided into officer and enlisted, male and female categories by month, quarter and year-to-date statistics.

Superintendents are able to call up the information on any flight before their visit and have a working knowledge of the flight's status and latest trends before arrival. Since superintendents are checking this information before their visits, flight supervisors should track the same information.

Copies of these reports are given to the operations officer and the commander as an overview of the entire squadron's production. Easily adaptable into this format are competition standings and points.

These ideas and many others will be included in the forthcoming guide. As it is periodically updated, more of the formats will become standardized for use in the field. The headquarters will continue to solicit ideas squadrons have found to be successful and possibly include them in the updates.



people

William Langley treats recruiters to Texas BBQ

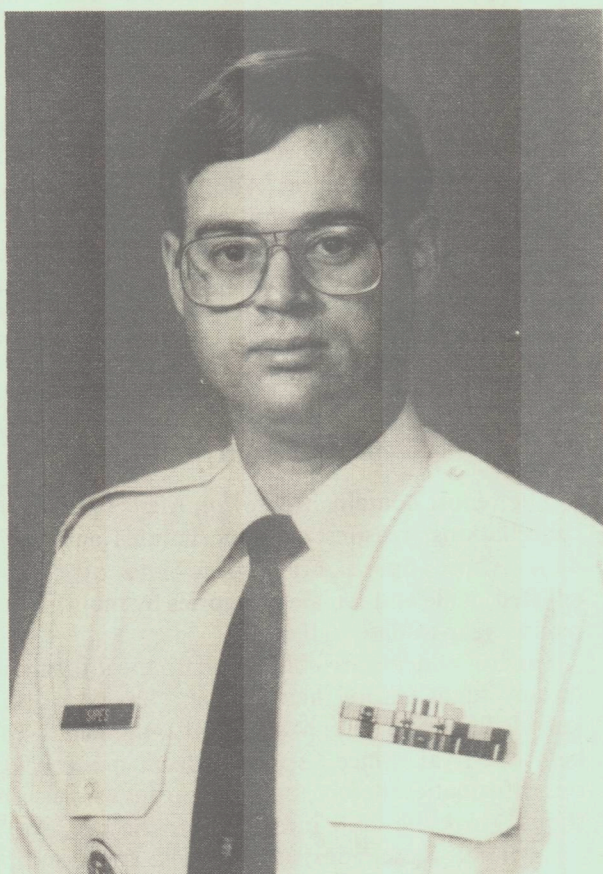


TEXAS STYLE — Recruiting Service members bask in the sun and enjoy a Texas style barbeque as special guests of William Langley, San Antonio Chamber of Commerce member. Mr. Langley was recently recognized for his contributions to recruiting when

he was presented the Air Force Exceptional Service Award. He was a key player in creating the Recruiting Service Blue Suit competition program. (U.S. Air Force photos)



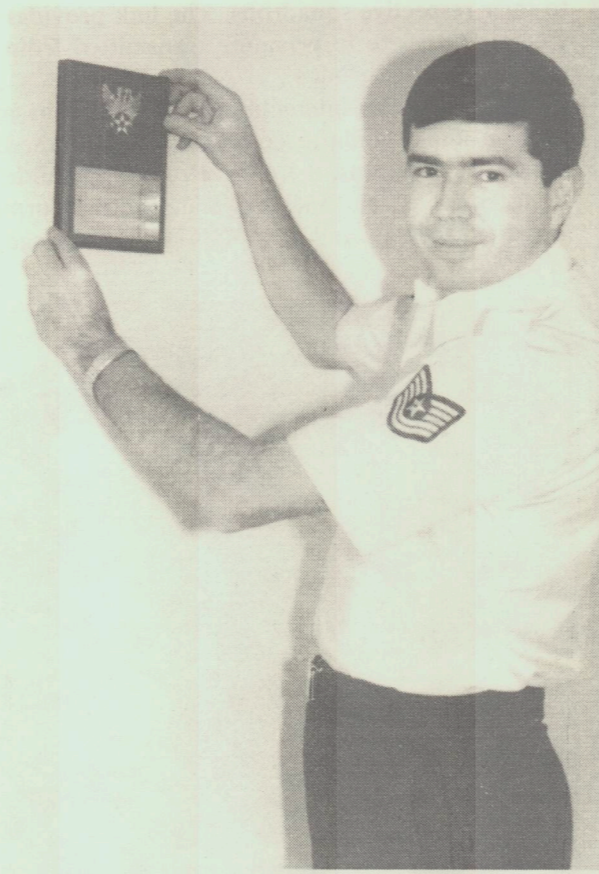
faces



MR. AIR FORCE — According to his squadron, TSgt. Pat Sipes is "Mr. Air Force" in San Angelo, Texas. A former administrative specialist, Sergeant Sipes recently arrived as the recruiter in San Angelo. He is married to the former Amala Davis of San Antonio. Prior to his arrival in San Angelo, he served at Camp Smith, Hawaii, with headquarters Pacific Air Forces. (U.S. Air Force Photo)

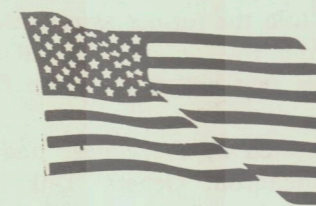


OTS BOUND — The 3546th Recruiting Squadron is proud to be losing SSgt. Jon Kin. Sergeant Kin will be entering Officer Training School later this year after completing his degree in civil technology at the University of Houston. Sergeant Kin will work as a communications-electronics officer upon completing OTS. (U.S. Air Force Photo)



AWARD WINNER — TSgt. Tom Stofer, assigned to the 3506th Recruiting Group's operations section, was recognized recently by the Sacramento, Calif., Chapter of the Air Force Association. Sergeant Stofer was presented the chapter's Meritorious Service Award for 1983. His dedication and involvement, both on and off duty, were contributing factors to Sergeant Stofer's selection. (U.S. Air Force Photo by SSgt. Jean Rodriguez)

potpourri



American Tradition



Display your flag proudly, properly this summer

Each military service has its own rules and regulations for proper care and handling of the flag. There are also a number of laws on the subject.

But how do you handle "Old Glory" on your own, at home, church, PTA, patriotic society meetings, or at school parades? Respect for the national colors and some knowledge of how the flag should be handled, displayed and cared for is the responsibility of every citizen.

Here are some general rules on handling and display of the flag:

The national colors should be raised and lowered by hand. Do not raise the flag while it is furled. Unfurl, then hoist quickly to the top of the staff. Lower it slowly and with dignity.

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

Take every precaution to prevent the flag from becoming soiled. It should not be allowed to touch the ground or floor, or to brush against objects.

When carried, the flag should always be aloft and free — never flat or horizontal.

The flag should not be dipped to any person or thing, with one exception: Navy vessels, upon receiving a salute of this type from a vessel registered by a nation formally recognized by the United States, must return the courtesy.

When displayed from a staff in a church or public auditorium, the flag should hold the position of highest prominence, in front of the audience, and at the clergyman's or speaker's right as he or she faces the audience, with other flags at the speaker's left.

The flag should never be displayed upside down except as a signal of dire distress.

Do not use the flag as a portion of a costume or athletic uniform.

Place no objects on or over the flag.

Never use the flag as drapery or to cover a speakers platform.

When the flag is used in unveiling a statue or monument, it should not serve as a covering of the object to be unveiled. If it is displayed on such occasions, do not allow the flag to fall to the ground, but let it be carried aloft to form a feature of the ceremony.

Do not use the flag as a receptacle for receiving, holding, carrying, or delivering anything. Never place upon the flag, or attach to it any mark, insignia, letter, word, mark, design, picture, or drawing of any nature.

No other flag may be flown above the Stars and Stripes, except: (1) The United Nations flag at U.N. Headquarters; (2) the church pennant, a dark blue cross on a white background, during church services conducted by chaplains at sea.

When the American flag becomes tattered and torn or too soiled to clean, it should be destroyed by burning, not dumped in the trash.



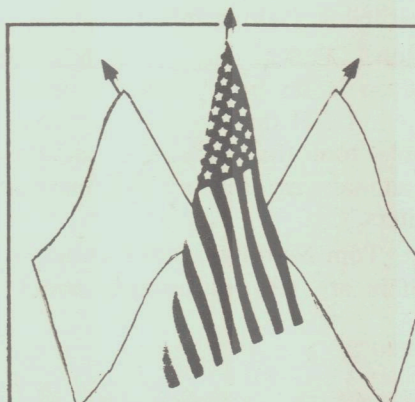
When displayed with another flag from crossed staffs, the flag of the United States of America should be on the right (the flag's own right) and its staff should be in front of the staff of the other flag.



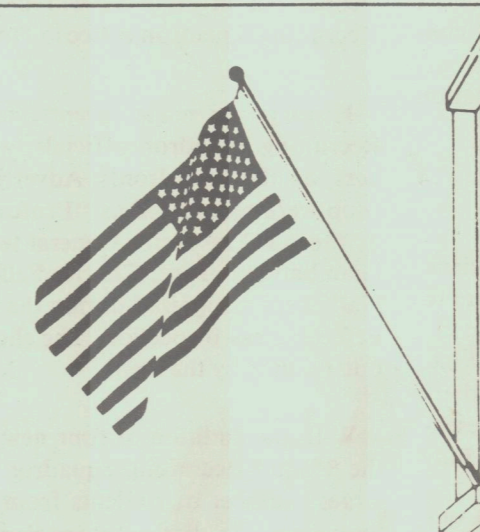
When the flags of two or more nations are displayed they should be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

Dates to remember

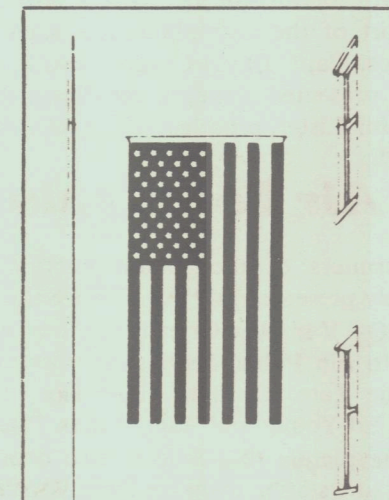
- July 4 Independence Day
- September 6 Labor Day
- October 11 Columbus Day
- November 11 Veterans Day
- May 15 Armed Forces Day
- May 31 Memorial Day
- June 14 Flag Day



When a number of flags of states or cities or pennants of societies are grouped and displayed from staffs with our national flag, the latter should be at the center and at the highest point of the group.



When the flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the union of the flag should go to the peak of the staff (unless the flag is to be displayed at half-staff).



When the flag is suspended over a sidewalk from a rope extending from house to pole at the edge of the sidewalk, the flag should be hoisted out from the building, toward the pole, union first.

Duke visits past, looks to future

By 1st Lt. Daniel Helt
3512th Recruiting Squadron

WORCHESTER, MA. — Brig. Gen. Charles M. Duke arrived in Worcester, Mass., recently to tell the history of his moonwalk and adventures during the Apollo 16 mission. What awaited him was a piece of history that laid the foundation for our country's space exploration.

As an invited guest of Worcester Polytechnic Institute and TSgt. Charles Wayman, 3512th Recruiting Squadron engineering recruiter, General Duke had the opportunity to visit the past and talk about the future.

His visit to the past took him to a farmer's field in Auburn, Mass., to visit the Dr. Robert H. Goddard Memorial. At this site 57 years ago, Dr. Goddard launched the world's first liquid propellant rocket. "This is where it all started," General Duke said. "I owe Dr. Goddard a lot. If it wasn't for this man, I may never have had the opportunity to walk on the moon."

Before addressing an audience of more than 250 people at Worcester Polytechnic Institute, General Duke talked with an engineering class that is working on a special project to be carried aboard a future space shuttle mission. MITRE Corporation has

reserved space on a 1958-86 shuttle flight and offered the college five cubic feet of cargo space. The engineering students told the former astronaut that the container will hold five or six different self-contained experiments that will not require flight crew maintenance.

During a dinner hosted by the college and the 3512th Recruiting Squadron, General Duke was presented a Proclamation from the State of Massachusetts by Congressman Richard T. Moore. The Proclamation cited General Duke for his accomplishments in the space program, and dedication to his fellow man and country.

In talking about his Apollo 16 experiences, General Duke said, "There's a humility that comes to you when you've been on top of the mountain, when you lift your eyes up, and see how far above you God is."

Advisory Council emphasizes communication

"He who leads ... heeds." With this quote, Lt. Col. Skip Fuller organized the 3512th Recruiting Squadron Advisory Council.

The purpose of the Advisory Council is to bring to the commander's attention certain suggestions or problems that are on the minds of 12th Squadron recruiters.

The council meets monthly and is composed of a representative from each flight, MEPS, and specialty team. The council is chaired by the Squadron Trainer, TSgt. John Hoime, with staff officers or staff NCOs attending by invitation only. After each meeting, council members report the results to each of their fellow flight members.

Colonel Fuller said, "Emphasis in the 12th Squadron is on people. We're very, very people oriented. I feel that the advisory council is an invaluable tool that helps the squadron meet the professional, as well as personal needs of the recruiters."

SSgt. Tom Murphy, council member, said, "The recruiters are very enthusiastic about this forum."

This gives us an opportunity to better understand new policies, air grievances, provide suggestions, and provide inputs into planning squadron functions. Through this council, every squadron member has an opportunity to let his or her feelings be known on any

subject that affects the Air Force, recruiting, or his or her family."

The Advisory Council has helped plan squadron events such as the semi-annual awards luncheon and the upcoming squadron picnic.

Recruiters value mini briefings

Quick now, what goes click, click, spins around for about 10 minutes, and does a bang-up recruiting job? If you answered minibriefing, then you're correct. If you didn't answer minibriefing, then you're probably unaware of a potentially effective recruiting tool.

By the end of this year, you'll have minibriefings to support every major recruiting program. You should have nurse, FSP and S&E presentations. Yet to come are updated versions on OTS, UPT, UNT, and new ones on CSEP, Physicians and MIMSO. That should cover the waterfront.

The Kodak Ektagraphic projector, model 460, can show the minibriefings. Each flight should have one

of these projectors. A minibriefing package consists of slides, cued audio track and narrative script. This gives each recruiter the flexibility of giving the briefing in person or letting the machine do the work.

Minibriefing programs explain in detail the nuts and bolts of a particular program. They rely on the strength of audio/visual presentations to get the message across, but are less costly to produce and update than a film. We can tailor them to meet any need. For example, the minibriefings which support the rated programs are being changed to stress the difficulty and rigors of flying training.

Minibriefings are effective recruiting tools. Use them. They'll make your job easier.

here and there

NCOA support

The 3504th Recruiting Group recently recognized the Noncommissioned Officers Association for its support of the Group's annual sales training conference. Capt. David Crouch, Group operations officer, presented a special certificate of appreciation to Frank Lister, president of the NCOA.

Air Force salutes

Recruiters of the 3546th Recruiting Squadron recently presented an "Air Force Salutes" plaque to WGNO-TV in New Orleans for their continuous efforts to run Public Service Announcements. MSgt. Freddie Tate, D flight supervisor, and recruiters TSgt. Ed Young and TSgt. Julius Theodore presented the plaque to public service coordinator Judy Lyons and station manager Dean Ward.

Staking claims

SSgt. Dennis M. Magdule, 3518th Recruiting Squadron, "claims" to have held the most positions

in the past 14 months. In this time period he has twice been an NPS recruiter, Health Professions recruiter, Scientific and Engineering recruiter and Nurse recruiter. He is currently recruiting in Harrisburg, Penn., but in June he will depart for the 3561st Recruiting Squadron office in Honolulu, Hawaii.

History was made recently according to 3534th Recruiting Squadron officials, when all three members of the squadron's Advertising and Publicity shop were recognized as "Professional Performers" by the ATC Inspector General team. Capt. Kathleen Giambattista, TSgt. Charles Fellows and Sgt. Richy Hall, were recognized during the recent Management Effectiveness Inspection. The shop was also rated as outstanding by the team.

With the addition of four new CSEP enlistments, the 3532nd Recruiting Squadron says they have the largest number of students from one school ever to be included in that program since its inception, two years ago. On hand for the enlistment of the four computer engineering majors were the 3503rd Recruiting Group Commander, Col. David Saunders and Lt. Col. Herbert Meyer Jr., squadron comman-

der. The squadron has seven CSEP enlistees currently attending the University of Evansville.

Engineers meet

The 3515th Recruiting Squadron and ROTC units from several universities recently hosted an Engineer Symposium at the Landmark Inn, Woodbridge, N.J.

The symposium brought together administrators and engineering faculty members from several prominent New Jersey colleges and universities. Lt. Gen. James W. Stansberry, commander of Electronic Systems Division, Air Force Systems Command, Hanscom AFB, Mass., served as the guest speaker during the symposium's luncheon.

The general gave the educators his views of how they play a large role in supplying needed engineers to the Air Force for the nation's defense. He went on to state that the United States will continue to be a superpower in the world in the future through higher technology.

After the luncheon, General Stansberry met with ROTC cadets for a question and answer session.

RSA calendar

Advertising projects due out in June and July are listed below. Details on specific projects are in the Recruiting Service Advertising Project Book. Copies are available in group and squadron A&P offices.

Note that the availability month listed here differs from the distribution month listed in the project book. This allows time for the project to be shipped directly or delivered to the Publications Distribution Center (PDC), and made available to recruiters.

The designation "RDS" in the remarks column indicates the project will be available from PDC, but should not be ordered until "fair share" notification is received.

Recruiters can expect to see leads from magazines and direct mail within 30 days after the publication or mailing date. Listing shows name and issue of periodical, program(s) supported and media codes which identify them on the prospect listing. General Support (GS) ads are those which support more than one recruiting program.

JUNE

Recruiter Support Items

Projects	Remarks
GS 83-17, Book Covers	RDS
GS 83-40, "High Hopes" Litho Reprints	Direct ship to squadrons
HP 83-6, Health Professions Mailback Card	Direct ship to squadrons
HP 83-16, Nurse Mailback Card	RDS
RES 83-7, Air Force Reserve Program Brochure	Direct ship to squadrons

Periodical Advertising

Publication	Program	Issue	Media Code
Boy's Life	GS		BF
Popular Science	GS		PS
*#Field & Stream	Influencer		
*#Time	Influencer	Jun 6	
*#TV Guide	Influencer	Jun 4	
Dental Management	Physician		DM
Diversion	Physician		DV
Annals of Surgery	Physician		AS
Journal of Bone & Joint Surgery	Physician		JB
American Assn. of Nurse	Nurse		AA
Anesthetists Journal			

*A.F. Times	Retention	Jun 13
*Personnel & Guidance Journal	Educator	
*American Meteorological Society's Employment Bulletin	S&E	
*College Engineer Magazines	S&E	
*Astronautics & Aeronautics	S&E	
I.E.E.E. Spectrum	S&E	ST

*Doesn't include business reply card
Upscale Influencer campaign

Thunderbirds Performances

Location	Date
USAF Academy, CO	1 Jun
Myrtle Beach AFB SC	5 Jun
Scott AFB IL	11 Jun
Offutt AFB NE	12 Jun
Madison WI	16 Jun
Chanute AFB IL	18 Jun
Youngstown OH	19 Jun
Greenville SC	25-26 Jun
Dover AFB DE	28 Jun

Conventions

The National League of Nursing	1-3 Jun	Philadelphia, PA
Opportunities Industrialization Centers of America	5-8 Jun	Washington, DC
*Nurse Association of the American College of OB & GYN	5-9 Jun	Washington, DC
International Conference on Consumer Electronics	8-10 Jun	Des Plaines, Ill
The National PTA	12-14 Jun	Albuquerque, NM
National Cable Television Association	12-15 Jun	Houston, TX
American Industrial Arts Student's Association	16-17 Jun	Houston, TX
American Society for Engineering Education	19-23 Jun	Rochester, NY
Distributive Education Clubs of America	26-30 Jun	New Orleans, LA
League of United Latin American Citizens	28 Jun - 3 Jul	Detroit, MI
Vocational Industrial Clubs of America	29 Jun - 1 Jul	Louisville, KY
National Education Association	30 Jun - 2 Jul	Philadelphia, PA

* denotes local convention

JULY

Recruiter Support Items

Projects	Remarks
GS 83-7, High School Folder	RDS
HP 83-18, Health Professions Thermo Coffee Mugs	Direct ship to squadrons
HP 83-19, Health Professions COI Pen - Pointer	Direct ship to squadrons
HP 83-23, Reprint of Airman Magazine Article (The Doctor Who Healed Himself, Feb 83)	Direct ship to squadrons

Periodical Advertising

Publication	Program	Issue	Media Code
Resident & Staff Physician	Physician		RS
Archives of Otolaryngology	Physician		AT
Obstetrics & Gynecology	Physician		OG
RN	Nurse		RN
*A.F. Times	Retention	Jul 11	
American Meteorological Society Employment Bulletin	S&E		
The Bent of Tau Beta Phi	S&E		

* doesn't include business reply card

Broadcast Products

TV Spots		
A.F. Montage	:60	GS 82-51-5
Crew Chief	:30	GS 82-33-A(1)
High Hopes	:20	GS 82-51-B(3)
B-52 (Alt)	:10	GS 82-33-C

Tours

Date	Squadron	Location	Type
30 Jun - 2 Jul	03rd Gp	Wright-Patterson	S&E
10 - 12 Jul	04th Gp	Eglin	S&E
10 - 12 Jul	01st Gp	Kirtland	S&E
14 - 16 Jul	06th Gp	Wright-Patterson	S&E
24 - 26 Jul	04th Gp	Kirtland	S&E

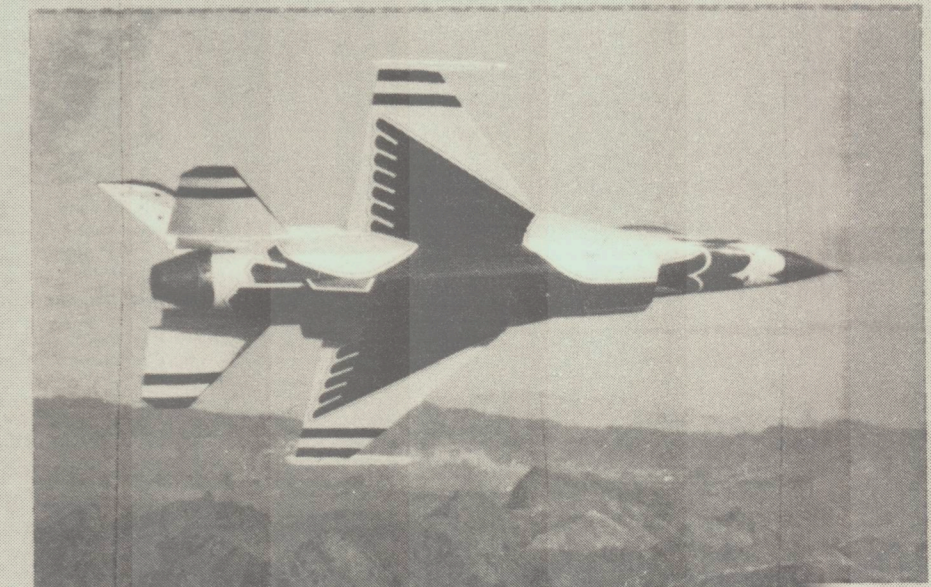
Location	Date
Brooklyn NY	2-4 Jul
Pasco WA	9 Jul
McChord AFB WA	10 Jul
K.I. Sawyer AFB MI	13 Jul
Chicago IL	16-17 Jul
Dayton OH	23-24 Jul
F.E. Warren AFB WY	27 Jul
Hanscom Field MA	30 Jul

Thunderbirds Performances

Conventions

National Association for the Advancement of Colored People	11 - 15 Jul	New Orleans LA
*National Technical Association	25 - 30 Jul	Kissimmee FL
National Medical Association	31 Jul - 4 Aug	Chicago IL
National Urban League	31 Jul - 3 Aug	New Orleans LA

*denotes local convention



Air Force Recruiting school graduates 81

TSgt. Robert D. Pond, 3543rd Recruiting Squadron, and SSgt. Robert L. Olson, 3555th Recruiting Squadron, were named the Distinguished Honor Graduates of the two most recent classes to complete the Air Force Recruiting School, Lackland AFB, Texas.

Seven other NCOs were selected as the Honor Graduates of the two classes. They are: TSgt. Jerry E. Dorman, 3555th RSq., SSgt. Larry W. Gibson, 3556th RSq., SSgt. Michael E. Furlong, 3543rd RSq., Sgt. William S. Turner Jr., 3550th RSq., TSgt. Richard D. Kozik, 3532nd RSq., SSgt. Ricky A. McLellan, 3514th RSq., and Sgt. Charles P. Carrier, 3513th RSq.

Sergeant Furlong was also named the winner of the Sales Award in the March class, while SSgt. Kathryn Rath, 3555th RSq., earned the Speech Award for the same class.

Other graduating NCOs and their assignments are:

March class

SSgt. Gail A. Amster
SSgt. Charles E. Black
TSgt. Patricia D. Carter
SSgt. William K. Deist
TSgt. Terry L. Denton
Sgt. Hector R. Diaz
SSgt. Ricky A. Fitzgibbon
TSgt. Larry Fort
TSgt. Douglas B. Frischen
SSgt. William F. Gales Jr.
Sgt. Dennis Harland
SSgt. Thomas D. Hindle
SSgt. Robert A. Hupper
SSgt. Lewis F. Jennings
TSgt. Solomon L. McKinley
SSgt. Richard D. Story Jr.
Sgt. Milton A. Jackson
SSgt. Hector Merced
TSgt. Alfred P. Ross
SSgt. David L. Sheppard
SSgt. James E. Skoor
SSgt. Kip E. Smith

3512th RSq
3569th RSq
3534th RSq
3569th RSq
3532nd RSq
3569th RSq
3513th RSq
3550th RSq
3552nd RSq
3566th RSq
3555th RSq
3543rd RSq
3516th RSq
3552nd RSq
3535th RSq
3543rd RSq
3531st RSq
3562nd RSq
3546th RSq
3556th RSq
3543rd RSq
3513th RSq

TSgt. John E. Supra Jr.
TSgt. Clyde H. Wood II
Sgt. Darryl S. Wray
SSgt. Daniel Johnson

April class

SSgt. Darrell R. Bingham
TSgt. Paul J. Carstens
SSgt. Timothy P. Clark
SSgt. Michael E. Curcio
TSgt. David M. Dunning
TSgt. Joseph A. Elbrecht
SSgt. Danny H. Harp
SSgt. Ernest J. Luke
TSgt. Arthur Maddox
TSgt. William J. Morrison
SSgt. Jeffrey D. Schneider
SSgt. John W. Shields
SSgt. Ann E. Taylor
SSgt. Leander D. Weary
Sgt. Anthie K. Wells
SSgt. Coy C. Bennett
SSgt. Michael E. Dimick
SSgt. Jeffery E. Hart
TSgt. David E. Issac III
Sgt. Ramona T. Lloyd

3566th RSq
3549th RSq
3551st RSq
3555th RSq

3563rd RSq
3555th RSq
3518th RSq
3543rd RSq
3555th RSq
3533rd RSq
3532nd RSq
3545th RSq
3511th RSq
3554th RSq
3551st RSq
3511th RSq
3552nd RSq
3566th RSq
3566th RSq
3532nd RSq
3566th RSq
3554th RSq
3515th RSq
3554th RSq

SSgt. Christopher J. Molloy
SSgt. Stephen J. Pelham
SSgt. Bryan E. Pratt
SSgt. Russell S. Ray
SSgt. Harvey E. Silas
Sgt. Darryl J. Smith
SSgt. Alfred G. Traylor
TSgt. Albert L. Vincent
TSgt. James Walker
SSgt. Anthony J. Wolff
Sgt. Stephen D. Boen
TSgt. Dennis Buffington
Sgt. Ira A. Burns Jr.
TSgt. Doris J. Hay
SSgt. Mark A. Hoffman
SSgt. Francis P. Horan
SSgt. Ricky W. Johnson
SSgt. Timothy P. Kafel
SSgt. James A. Loser
SSgt. Fernando E. McLean
SSgt. Arlisa K. Molina
SSgt. John A. Royster
SSgt. Rafael Santiago-Morales
SSgt. Peter Smith
SSgt. Armando B. Suyat
SSgt. Gary L. Worth

3516th RSq
3566th RSq
3554th RSq
3511th RSq
3534th RSq
3568th RSq
3535th RSq
3534th RSq
3534th RSq
3555th RSq
3543th RSq
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3535th RSq
3549th RSq

medics corner

Con't from page 2

increased emphasis may produce dynamic results.

No matter what your answers are, you now have, perhaps for the first time, an analysis of why you are, or how you can become, a superior performer — a professional recruiter.

However, as General Abel further reflected, although enthusiasm, dedication, knowledge, skill and imagination head the list of professional traits, they are only words!

This article and checklist have little significance unless you use them. Will you retain this article, add to it, and share it with others, or will you peruse it and forward it to file 13? What would a "real" professional do?

- Are your sales literature, visual aids and reception/office areas current, clean and orderly appearing?
- Are your sales aids organized and ready for immediate use during presentations?
- Do your contacts consider you an authority on the Air Force?
- Do you do all the talking when you call on a prospect?
- Are you a good listener?
- Do you ever knock the competition?
- Are there more "I's" and "Me's" in your sales presentation than "You's"?
- Can you honestly say that you control the interview?
- Do you make it a point to provide each contact with something of interest (brochure, a list of benefits, business cards, etc)?
- How many business cards do you give away on a daily basis?
- Do you ever "make up" answers to questions asked by prospects or customers, rather than admit you don't know but will find out?
- Do you ask all contacts for referrals?
- After an unsuccessful call, do you ask yourself what went wrong and try to find the answer?
- Do your personal goals of accomplishment equal or exceed goals established by HRS, Group and Squadron?
- Do you keep current on all your paperwork?
- Do you keep a daily record of expenses?
- Do you volunteer your services, to help an applicant, office partner or professional acquaintance solve problems not directly connected with recruiting?
- Are you passing along ideas, news items, and suggestions to your colleagues and supervisors?
- When was the last time you read a book on sales techniques, organizational skills, or time management?
- Are you a member of a civic or public service organization?
- Do you maintain a personal library of applicable articles and books?
- Do you regularly read at least one news magazine?
- Are your thoughts, ideas, etc. maintained in a singular notebook rather than relying on your memory or a piece of scrap paper?
- Do you take pride in the appearance of your uniform, or do you believe everything you read (wash and wear)?
- Do you ever send thank-you notes, Christmas or other seasonal cards to those persons who continually assist you in your recruiting efforts (secretaries, deans, professors, etc.)?
- Are you perfectly content with your current volume?
- As a recruiter, what is your greatest shortcoming?
- What are you doing to correct it?

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