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WWW.110AW.ANG.AF.MIL

COMMANDER

By Colonel Ronald Wilson, 110th Attack Wing Commander



Members of the 110th Attack Wing, welcome to December drill.

Vince Lombardi once said, “In order to succeed, this group will need a singleness of purpose, they will need dedication, and they will have to convince all of their prospects of their willingness to sacrifice.” As Wing Commander of the 110th Attack Wing for the last 3 ½ years, I have witnessed first-hand the truth of these words in the actions performed by each and every one of you. No matter the hurdle this wing has faced while under my command, you have consistently found a way to get over or bulldoze through to ensure mission success. For this I can unequivocally say that it has been an honor to stand alongside what I consider to be the greatest men and women that the Air National Guard has ever produced. Words cannot adequately express how thankful I am to you for making my tenure as Wing Commander far less complicated than it could have been, particularly at a point in the 110th’s history marked by a great deal of uncertainty and change.

When I took command, the best comparison I could have made in regard to the future of the 110th was to liken it to a moving target. As all who were there will undoubtedly recall, 2012 was a time when we were facing the possibility (and eventual reality) of losing the C-27J, conceivably gaining a C-130 mission, likely losing our Maintenance Group and full-time firefighters, and definitely parting ways with the

C-21’s at some point down the road. I think it is safe to say that for most of us, every day of that year was pretty much an adventure is ambiguity, frustration, and digging into a steady supply of Tylenol to balance out the headache of not knowing where or when we would eventually land. Little did anyone know that when the dust would finally settle and all the political wrangling was resolved we would end up with an RPA mission that, along with the AOG, would shove the 110th to the forefront of America’s fighting force. In the summer of 2012, I think we can all agree that the primary goal was simple: Find a few inches of solid ground and stand on it!

I started my term as Wing Commander by laying out a vision of what I believed was critical to secure our future—a three-fold triangle of interconnected core principles that has since been used as a guide to keep us on track. At the base of the triangle is the pillar by which everything above is supported; a solid foundation made up of family, our homes, and our communities. This is where we would find the strength to effectively press on in services to this great country. The second piece of the triangle is comprised of the unit and the Wing. This is our identity, what keeps us at the top of the world’s strongest fighting force. The final piece of the triangle, at the peak, is our commitment to the State, the Air National Guard, and the Nation. My message was simple: No matter the obstacle, when all three pieces are strong, we are strong. As we faced an unclear future, strength would be a critical element of our success.

Respecting the value that information has in the reduction of collective anxiety, one of my first goals upon taking command was to improve transparency and abate misinformation that I felt was contributing to issues we were having with wing morale. I made it a priority to not only provide you with as much information as quickly as possible, but also give you the means to offer your thoughts and ideas

directly to me through the “Ask the Commander” process. I can proudly say that opening these lines of communication directly resulted in some very positive changes that continue to add value to the wing, including the base track, an ATM, public mailbox, and a host of other initiatives. Between 2012 and 2015, we safely deployed and welcomed home members of our Security Forces Squadron, Civil Engineering, and Small Air Terminal. The number of tenet units on base considerably increased—to include several universities—adding to the cache of resources available to our airmen. Cooperation between Battle Creek, Selfridge, Lansing, and Alpena CRTC reached a level that I had not previously experienced in my career—all four locations now collaborating in support of the entire Michigan Air National Guard. We mitigated the FAA’s proposal to substantially reduce our 10,003 foot runway, while Skyline Drive was finally removed, paving the way for our expansion and eventually connection with Fort Custer. The Ops Group’s new building is now close to completion, Reaper pilots and sensors have been trained, and in a few short months the wing will be fully engaged in a kind of technologically-advanced warfighting far beyond anything previously experienced at the 110th. And of course, I would be remiss if I did not mention our successful execution of the 2015 ACC IG, UEI Capstone Inspection. With any luck, I will also have the privilege of formally announcing the addition of a Cyber Squadron before I leave.

The bottom line; if success is defined by a singleness of purpose, unshakable dedication, and willingness to sacrifice as Vince Lombardi said, then I can say that the last 3 ½ years have been an indisputable triumph. We are here because of you. The 110th Attack Wing is now thriving because of you. I am just a man who was lucky enough to have been part of it.

Until next time, be safe and have a great weekend.

Change of command ceremony

December 1, 2015

On December 5, 2015 at 1 p.m., there will be a change of command ceremony as Colonel Bryan Teff assumes command of the 110th Attack Wing, Battle Creek Air National Guard Base, from Col. Ronald Wilson who has served as wing commander since 2012.

Col. Teff was selected to serve as wing commander by the Adjutant General of Michigan, Maj. Gen. Gregory Vadnais. Teff has more than 26 years of military service and brings a wealth of leadership experience to the position, having served as vice wing commander for the past 8 months.



BIOGRAPHY, USAF

COLONEL RONALD W. WILSON

Colonel Ronald W. Wilson is the Commander, 110th Attack Wing, W.K. Kellogg Air National Guard Base, Battle Creek, Michigan. He is Commander of approximately 1,000 personnel where his responsibilities include command of three groups and a tenant unit. The groups include an Operations Group, Mission Support Group, and Medical Group. The tenant unit, which is administratively controlled by the 110th, is the Air Operations Group. The 110th Attack Wing has 323 full-time technicians and Active Guard Reservists; drill status manning is 679 personnel.

Colonel Wilson is a 1982 graduate of the University of Wisconsin-Superior. He entered the Air Force in April of 1983 after receiving his commission from the Reserve Officer Training Corps. He has served eight years active duty and more than 22 years in the Air National Guard. All of his time spent in the Air National Guard has been with the 110th Fighter Wing now 110th Airlift Wing. His previous assignments include Pilot Training at Reese Air Force Base, Lubbock, Texas, Flight Training at Davis-Monthan Air Force Base, Tucson, Arizona, A-10 Aircraft Commander at England Air Force Base, Alexandria, Louisiana, Fighter Lead instructor at Holloman Air Force Base, New Mexico, and multiple positions at W.K. Kellogg Air National Guard Base, Battle Creek, Michigan. These positions include Chief of Scheduling, Assistant Deputy Operations, Chief of Plans, Flight Commander, Operations Support Flight Commander, Deputy Group Commander, Operations Group Commander, Vice Wing Commander and currently Wing Commander.

ASSIGNMENTS

1. April 1983 – June 1984, Pilot Trainee, 64th Training Squadron, Reese Air Force Base, Lubbock, TX
2. August 1984 – January 1985, A-10 Trainee, 355th Wing, Davis-Monthan Air Force Base, AZ
3. January 1985 – March 1988, Aircraft Commander, A-10, 74th Tactical Fighter Squadron, England Air Force Base, Alexandria, LA
4. March 1988 – September 1990, Fighter Lead Instructor, 436th Tactical Fighter Training Squadron, Holloman Air Force Base, NM
5. December 1991 – February 1993, Plans Officer, 110th Fighter Wing, W.K. Kellogg Air National Guard Base, Battle Creek, MI
6. February 1993 – May 1995, Assistant Flight Commander, 172nd Fighter Squadron, W.K. Kellogg Air National Guard Base, Battle Creek, MI
7. May 1995 – August 1998, Flight Commander, 172nd Fighter Squadron, W.K. Kellogg Air National Guard Base, Battle Creek, MI
8. August 1998 – July 2000, Assistant Deputy of Operations, 172nd Fighter Squadron, W.K. Kellogg Air National Guard Base, Battle Creek, MI
9. July 2000 – August 2003, Operations Support Flight Commander, 172nd Fighter Squadron, W.K. Kellogg Air National Guard Base, Battle Creek, MI

10. August 2003 – March 2007, Deputy Operations Group Commander, 110th Fighter Wing, W.K. Kellogg Air National Guard Base, Battle Creek, MI
11. March 2007 – April 2010, Operations Group Commander, 110th Airlift Wing, W.K. Kellogg Air National Guard Base, Battle Creek, MI
12. April 2010 – June 2012, Vice Commander, 110th Airlift Wing, W.K. Kellogg Air National Guard Base, Battle Creek, MI
13. June 2012 – Present, Commander, 110th Airlift Wing, W.K. Kellogg Air National Guard Base, Battle Creek, MI

FLIGHT INFORMATION

Rating: Command Pilot

Flight Hours: More than 4,000 Aircraft: AT-38, A-10A/C, C-21

AWARDS & DECORATIONS

Distinguished Flying Cross
Meritorious Service Medal with 1 Device
Air Medal with 3 Devices
Air Force Commendation Medal with 1 Device Air Force Achievement Medal with 1 Device Air Force Combat Action Medal
Meritorious Unit Award with 2 Devices
Air Force Outstanding Unit Award with Valor Device and 7 Devices
Combat Readiness Medal with 7 Devices National Defense Service Medal with 1 Device Armed Forces Expeditionary Medal with 1 Device Kosovo Campaign Medal
Afghanistan Campaign Medal
Iraq Campaign Medal with 1 Device
Global War on Terrorism Expeditionary Medal
Global War on Terrorism Service Medal Armed Forces Service Medal with 1 Device Air Force Overseas Ribbon-Short
Air Force Expeditionary Service Ribbon with Gold Border
Air Force Longevity Service with 4 Devices
Armed Forces Reserve Medal with 2 Meritorious Devices and 1 Device
Small Arms Expert Marksmanship Ribbon (Pistol) Air Force Training Ribbon
Michigan Legion of Merit
Michigan Broadsword Service Medal with 4 Devices
Michigan OCONUS Ribbon with 7 Devices

EFFECTIVE DATES OF PROMOTION

Second Lieutenant, December 1982
First Lieutenant, December 1984
Captain, December 1986
Major, August 1996
Lieutenant Colonel, September 2002
Colonel, June 2008



BIOGRAPHY, USAF

COLONEL BRYAN J. TEFF

Colonel Bryan J. Teff is the Vice Commander of the 110th Attack Wing, W.K. Kellogg Air National Guard Base, Battle Creek, Michigan. He is Vice Commander of approximately 1,000 personnel where his responsibilities include oversight of four groups. The groups include an Operations Group, Mission Support Group, Air Operations Group and Medical Group.

Col. Teff earned his commission at the United States Air Force Academy along with a Bachelor of Science degree in Operations Research. Following pilot training, his first assignment was at Columbus Air Force Base, Miss., as a T-38 instructor pilot. Col. Teff was a Distinguished Graduate from pilot instructor training, Randolph AFB. Col. Teff received an A-10 assignment in 1994 and was a Distinguished Graduate from Fighter Fundamentals. After serving in various A-10 pilot and leadership roles, Col Teff was assigned as the Chief of Combat Operations and the 110th Air Operations Squadron Commander at Battle Creek Air National Guard Base, Mich. Col Teff was a distinguished graduate from the AOC formal qualification course. In January 2011, Col Teff was assigned to the Alpena CRTS where he served as the base commander until March 2014. In April 2014, Col Teff was assigned to the 127th Wing, Selfridge ANGB as the Mission Support Group Commander. In April 2015, Col Teff was assigned to the 110th Attack Wing as the Vice Wing Commander.

Colonel Teff is a command pilot with 3,800 hours of flight time in the T-38, A-10A, and A-10C aircraft. He has deployed seven times to southwest Asia, encompassing over 100 A-10A and A-10C combat missions in support of Operation Iraqi Freedom and Operation Enduring Freedom.

EDUCATION

- 1989 Bachelor of Science degree in Operations Research, USAF Academy, Colorado Springs, Colorado.
- 1996 Squadron Officer School, Maxwell AFB, Ala.
- 2003 Air Command and Staff College, by correspondence
- 2007 Air War College, by correspondence
- 2014 Master of Science in Management, American Public University

ASSIGNMENTS

1. August 1989 – August 1990, Undergraduate Pilot Training, 14th Flying Training Wing, Columbus, Mississippi.
2. August 1990 – January 1991, Pilot Instructor Training, Randolph AFB, Texas.
3. January 1991 – November 1994, Instructor Pilot T-38A, Stan/Eval pilot, Executive Officer, Flight Commander, 50th Flying Training Squadron, Columbus AFB, Mississippi.
4. November 1994 – January 1995, Introduction to Fighter Fundamentals, Columbus AFB, MS

5. January 1995 – June 1995, A/OA-10A RTU, Davis Monthan AFB, Arizona.
6. June 1995 – May 1998, A/OA-10A Pilot, Flight Commander, Wing Life Support Officer, 70th Fighter Squadron, Moody AFB, Georgia.
7. May 1998 – June 2000, A-10A Pilot, 110th Fighter Wing, Battle Creek, Michigan.
8. June 2000 – June 2003, Flight Commander, A-10A Instructor Pilot, 110th Fighter Wing, 172nd Fighter Squadron, Battle Creek, Michigan.
9. June 2003 – March 2005, 110 Operations Group Chief of Stan/Eval, A-10A Instructor/Evaluator Pilot, 110th Fighter Wing, Battle Creek, Michigan.
10. March 2005 – March 2008, Commander, 110th Operations Support Flight, A-10A and A-10C Instructor/Evaluator Pilot, 110th Fighter Wing, Battle Creek, Michigan.
11. March 2008 – November 2008, Director of Operations, A-10C Instructor/Evaluator Pilot, 172nd Fighter Squadron, Battle Creek, Michigan.
12. November 2008 – January 2011, Commander, 110th Air Operations Squadron and Chief of Combat, Operations, Battle Creek, Michigan.
13. January 2011- April 2014, Base Commander, Combat Readiness Training Center, Alpena, Michigan.
14. April 2014 – April 2015, Commander, 127th Mission Support Group, Selfridge ANGB, Michigan.
15. April 2015 – Present, Vice Wing Commander, 110th Attack Wing, Battle Creek ANGB, Michigan

FLIGHT INFORMATION

Rating: Command Pilot

Flight Hours: More than 3,800 Aircraft: T-38, A-10A/C

MAJOR AWARDS AND DECORATIONS

Legion of Merit
Distinguished Flying Cross
Meritorious Service Medal with 2 devices Air Medal with 6 devices
Aerial Achievement Medal with 2 devices Meritorious Unit Award with 2 devices
Air Force Outstanding Unit Award with Valor and 9 devices Air Force Organizational Excellence Award

EFFECTIVE DATES OF PROMOTION

Second Lieutenant	May 31, 1989
First Lieutenant	May 31, 1991
Captain	May 31, 1993
Major	January 1, 2000
Lieutenant Colonel	January 10, 2004
Colonel	July 22, 2009

PROMOTIONS

1 December 2015

Chief Master Sgt. Mark A. Fisher (MSG)
 Senior Master Sgt. Tara E. Hauff (CRTC)
 Master Sgt. Joshua Busick (CES)
 Master Sgt. Margaret J. Jobin (CRTC)
 Master Sgt. Joseph Rodriguez (CES)
 Tech. Sgt. Chad M. Balcom (MSG)
 Tech. Sgt. Kevin A. Mix (CES)
 Tech. Sgt. Bradley M. Moehlig (51st/HQ's)
 Staff Sgt. Lateia N. Kelley (CPTF)
 Staff Sgt. Mary B. Pesce (CES)
 Staff Sgt. Michael T. DeJune (SFS)
 Airman Tiffany A. Clark (ATKW)

DFAC MENU

Saturday

Spiral Roast Ham	Roast Turkey
Roast Beef	Cocktail Shrimp
Sweet Potatoes	Mashed Potatoes
Stuffing	Corn on the Cob
Green Bean Casserole	Mixed Vegetables
Tomato Soup	

Sunday

Pork Loin	Baked Chicken
Franconia Potatoes	Ginger Rice
Peas and Carrots	Green Beans
Corn Chowder	Chili Dogs
Burgers n' Fries	

UTA CHILDCARE

Attention 110 AW military members:

Need childcare during UTA? 3 Slots available for childcare on Saturday & Sunday of UTA 0600-1800.

Requirements: Must be attending UTA; Officer or Enlisted children can participate.

Children's age must be between 6 weeks-12 years.

Child must be immunized according to American Academy of Pediatrics.

Currently, completely free. Call MSgt Tammy Zerafa with questions. 269-969-3565

FITNESS ON BASE

Wing Fitness Center

Hours 0500-1900

(SFS can open outside these hours if you ask)

Services will be providing Practice fitness tests at the Track at 1530 Every Saturday of Drill. Our core target audience will be members who are currently enrolled in the Fitness Improvement Program. We will have fitness and Recreation Personnel available to assist in proper form for Pushups and Sit ups. The 1.5 mile run will also be timed. The classes are in Arcnet so that attendance can be tracked. Please schedule your members for the classes.

Please do not sign up for practice tests during fitness testing on Sundays. Saturdays will be for Practice testing.

We will not be providing Waist Measurements during these sessions.

We encourage all UFPMs and PTLs to attend to document members progress.

Thank you and we hope to see you out at the track!

BASE BOX

(affiliate name TBD)

Building 6900 (Large Hangar) WOD Day/Times

(Workout of the Day)

Sun of UTA 0630-0730

Tues-Fri 0630-0730

Tues-Fri 1600-1700

All Skill /Fitness Levels welcome and encouraged!

WHAT WE DO AT THE BOX?

<https://www.youtube.com/user/CrossFitHQ>

MICHIGAN NATIONAL GUARD WEBSITE

www.minationalguard.com

GREEN KNIGHTS
 Military Motorcycle Club
 Chapter 124
 Battle Creek, MI

Monthly Meetings
 Saturday of UTA's
 Held in Bldg. 6911 @1700

ACC IG RECOGNITION



“Most bases don’t get it, but when they do, they only get one.” These were the words of Col. Stanekwicz of the ACC/IG team as he presented the ACC/IG General’s coin to Senior Airman Anthony Woodruff of the 217th Air Operations Group. Senior Airman Woodruff received this special form of recognition as a result of his “no notice” performance in front of 7 ACC/IG inspectors. To quote one of the inspectors after their interaction with Senior Airman Woodruff, “we don’t have many senior airmen in active duty who are that sharp and professional.” Senior Airman Woodruff is a member of the Combat Reports team within the 217th Air Operations Squadron.

STATE MILITARY BALL

February 20, 2016

Amway Grand in Grand Rapids, Michigan.

STATE TUITION ASSISTANCE ONLINE

State Tuition Assistance is now an online process!

Go to: www.michigan.gov/dmva

Click on education assistance

Go to MI State Tuition Assistance Program

Click the online application to begin.

Register as new user

Password is dmva123

Matt, a representative with the MING-STAP will be here for the College Day on Saturday of November UTA to answer any questions.

BOW HUNTING ON BASE

Once again we will be allowing Bow Hunting on the installation outside of duty hours and planned wing activities. Individuals interested in Bow Hunting on Base for the current season should visit the Installation Hunting SharePoint Page (below) and complete both the “Hunter’s Responsibilities” and “Hunting Waiver” and return them to Wing Safety for further processing.

<https://eis.ang.af.mil/org/110AW/WingStaff/SE/Ground/Hunting/Installation%20Hunter%20ROE/Forms/AllItems.aspx>

Please Contact Wing Safety Staff with any further questions.

COLLEGE SURVEY

There have been several inquiries for humanity classes to fulfill the CCAF requirement. Please take the time to complete this survey that CMU designed. It is a very simple survey to gauge interest in two class options, found at the following URL: <https://www.surveymonkey.com/r/BCANGHUMANITIES2016>

CMU will also be here during the college fair with more information about possible courses.

PUBLIC AFFAIRS MESSAGE

AFH 33-337 27 MAY 2015, THE TONGUE AND QUILL

“People of all ages use social media daily.” According to December 2012 Pew Internet Project data, 67percentof adults who are online participate in social networking. It’s an efficient way to keep in touch with friends and family, and it is how many people get their entertainment, connect with people over common interests and receive news.

You are encouraged to use social media to share your experiences as an Airman. You can contact your local public affairs office to see if they can share your story, or you can publish information on your social media accounts. Whether you’re sharing information with just your close friends and family, or sharing it with the world in an online video or a blog, you’re informing people on what it’s like to be a part of the world’s greatest Air Force.

- Your stories might inspire someone to join the Air Force, support the Air Force, comfort a parent or spouse, improve morale or correct inaccurate information.

- Air Force families may want to use social media to keep in touch with deployed Airmen, network with other military families and share stories on social media.

Things to Consider when using Social Media:

1. Airmen are encouraged to tell their unique Air Force stories.
 - a. You are personally responsible for what you say and post—in all media at all times.
 - b. Be honest about your unit and mission (without violating OPSEC).
 - c. Consider how a post can be interpreted by the public.
2. Be cautious with the line between “funny” and “distasteful.”
 - a. Your “funny” may be “distasteful” or offensive to others—see 1.a., above.
 - b. When in doubt, err on the side of caution and leave it out.
3. Respect yourself, other Airmen, and your Air Force with what you post: the spoken word can never be taken back; social media magnifies this fact” (p. 143-149).

COLLEGE COURSES

COMMUNICATIONS AND MATH

Step 1- Submit an application (if this has not already been completed)<http://www.wmich.edu/apply/undergraduate/nondegree>

*Waiver code for 110th ANG BC151903

Step 2- Have all official transcripts mailed to 1903 W. Michigan Kalamazoo MI 49008 We can accept emailed transcripts to get conditionally admitted but will need official ones by the time classes start.

Step 3- Once accepted- register for classes.

Step 4- If you are taking MATH 1140, you need to take a placement test on 11/7- email Tammy to set at time (between 1-4pm) tamara.morgan@wmich.edu

Any problems registering (once accepted) Tammy can help you with registration.

COM 1040 Public Speaking Spring 2016 CRN: 16151

Study of the application of principles of communication underlying effective oral presentations, with attention given to speaking in business, professional and public settings. Includes practice in preparing, presenting and evaluating speeches and other forms of oral presentations. This course may be offered in an accelerated format.

Additional Information Campus: Battle Creek

Schedule Type: Lecture/Lab/Discussion. Meeting on February 6 and April 2 from 7:00-8:30pm at the College of Aviation. The remainder of the class will be completed online.

Instructional Method: Hybrid Attribute:P4D:OralCommunications

Course Fees: Communication Class Fee \$5.00 Flat Fee Instructor(s): Northouse, Lisa J. (Primary)

MATH 1140 Excursions In Mathematics Spring 2016 CRN: 16127

This course satisfies the general education requirement of a college level mathematics course. It is intended for students whose programs of study have no further mathematics requirements. Its purpose is to develop an awareness of the use of mathematics in the world around us. Areas of application may include: compound interest and monetary growth, planning and scheduling, collecting and interpreting data, games and decision making, measurement and geometry, patterns and art.

Additional Information: Campus: Battle Creek

Schedule Type: Lecture

Instructional Method: Hybrid. Classes meeting on Saturday January 11, February 6, March 5, April 2 from 5:30-7:00pm at the College of Aviation. Remainder of the class will be online.

Attribute: P3: Coll Level Quant Reason

Course Fees: Mathematics Class Fee \$8.33 per Bill Hour fee

Prerequisites and Restrictions: Required number of Courses: 1 in MATH 1100 - 1199 Min grade = C or MATH 110 Min grade = C or MATH 111 Min grade = C or ACT Math Test Score at least 19 or

SAT Mathematics Test Score at least 460 Instructor(s): Horsmon, Christine M. (Primary)

Thank you-Tammy Morgan, Assistant Director, Western Michigan University-Battle Creek, Office: 269-964-2793 Fax: 269-965-2306 Learner Centered-Discovery Driven-Globally Engaged

CFC

The Combined Federal Campaign is here!

“You can change a life” is this year’s theme!

Your representative has a copy of:

1. The charity listing codes (you can do a search within the book) and:

2. the electronic pledge slip (Individuals who opt to do the electronic form will still have to manually calculate Total Gift Amount, it does not populate, and type it in the box).

We have three fundraisers this year!

- The Chili Cook off Thursday December 17th • POC is MSgt Jenney
- The Pancake Breakfast Friday, December 4th with a silent auction during breakfast.
- A silent auction with Group/Squadron baskets Dec. 4th during the Pancake

Breakfast.....See your representative for questions.

Volunteers needed for breakfast and chili cook off. See your CFC rep.

Representatives will be assisting in the fundraising events as well as any questions you may have. Please contact them for information.

AOG MSgt Lavengood	MSG MSgt Jenney
CES MSgt Bowling	CF TSgt Monje
FSS SMSgt Parks, J. (alternate)	FSS MSgt Jenney, (SVC-TSgt Mosser)
SFS MSgt Gonzalez	AW MSgt Marshall
CPTF MSgt Marshall	MDG MSgt Richards,
OG TSgt Ballard Miller	OSS TSgt Monje
172 TSgt Monje	CRTC MSgt Franklin,
HQ SMSgt Whynot	

Thank you, CFC Committee

Safe Online Holiday Shopping



Michigan Cyber Security

From the Desk of Thomas F. Duffy, Chair, MS-ISAC

It's that time of year again – food, fun, parties, and lots of online shopping. Online shopping can be a savior, allowing you to find the perfect gift while saving time, but it can also end with identity theft, malware on your computer, and other cyber unpleasantness. Rather than letting it ruin your holiday season, you can take a few simple security precautions, and be careful where you shop, to help reduce the chances of you being a cyber victim.

When purchasing online this holiday season—and all year long—keep these tips in mind to help minimize your risk:

- 1. Be cautious what devices you use to shop online.** Mobile devices, such as smartphones and tablets, make shopping convenient at anytime and place, but they frequently lack the security precautions of a regular computer. If you use a mobile device to shop, make extra sure you are taking all the precautions listed below.
- 2. Do not use public computers or public wireless for your online shopping.** Public computers and wireless networks may contain malicious software that steals your information when you place your order, which can lead to identity theft.
- 3. Secure your computer and mobile devices.** Be sure to keep the operating system, software, and/or apps updated/patched on all of your computers and mobile devices. Use up-to-date antivirus protection and make sure it is receiving updates.
- 4. Use strong passwords.** The use of strong, unique passwords is one of the simplest and most important steps to take in securing your devices, computers, and online accounts. If you need to create an account with the merchant, be sure to use a strong, unique password. Always use more than ten characters, with numbers, special characters, and upper and lower case letters. Use a unique password for every unique site. The August Newsletter contains more information about the dangers of password reuse and is available at: <http://msisac.cisecurity.org/newsletters/2015-08.cfm>
- 5. Know your online shopping merchants.** Limit your online shopping to merchants you know and trust. If you have questions about a merchant, check with the Better Business Bureau or the Federal Trade Commission. Confirm the online seller's physical address, where available, and phone number in case you have questions or problems. Do not create an online account with a merchant you don't trust.
- 6. Pay online with one credit card.** A safer way to shop on the Internet is to pay with a credit card rather than debit card. Debit cards do not have the same consumer

protections as credit cards. Credit cards are protected by the Fair Credit Billing Act and may limit your liability if your information was used improperly. By using one credit card, with a lower balance, for all your online shopping you also limit the potential for financial fraud to affect all of your accounts. Always check your statements regularly and carefully, though.

7. **Look for "https" when making an online purchase.** The "s" in "https" stands for "secure" and indicates that communication with the webpage is encrypted. This helps to ensure your information is transmitted safely to the merchant and no one can spy on it.
8. **Do not respond to pop-ups.** When a window pops up promising you cash or gift cards for answering a question or taking a survey, close it by pressing Control + F4 for Windows and Command + W for Macs.
9. **Be careful opening emails, attachments, and clicking on links.** Be cautious about all emails you receive, even those purportedly from your favorite retailers. The emails could be spoofed and contain malware.
10. **Do not auto-save your personal information.** When purchasing online, you may be given the option to save your personal information online for future use. Consider if the convenience is really worth the risk. The convenience of not having to reenter the information is insignificant compared to the significant amount of time you'll spend trying to repair the loss of your stolen personal information.
11. **Use common sense to avoid scams.** Don't give out your personal or financial information via email or text. Information on many current scams can be found on the website of the Internet Crime Complaint Center: <http://www.ic3.gov/default.aspx> and the Federal Trade Commission: <http://www.consumer.ftc.gov/scam-alerts>.
12. **Review privacy policies.** Review the privacy policy for the website/merchant you are visiting. Know what information the merchant is collecting about you, how it will be stored, how it will be used, and if it will be shared with others.

What to do if you encounter problems with an online shopping site?

Contact the seller or the site operator directly to resolve any issues. You may also contact the following:

- Your state's Attorney General's Office or Consumer Protection Agency
- The Better Business Bureau - www.bbb.org
- The Federal Trade Commission - <http://www.ftccomplaintassistant.gov>

Provided By:



MULTI-STATE
Information Sharing
& Analysis Center™



The information provided in the Monthly Security Tips Newsletter is intended to increase the security awareness of an organization's end users and to help them behave in a more secure manner within their work environment. While some of the tips may relate to maintaining a home computer, the increased awareness is intended to help improve the organization's overall cyber security posture. This is especially critical if employees access their work network from their home computer. Organizations have permission and are encouraged to brand and redistribute this newsletter in whole for educational, non-commercial purposes.

Disclaimer: These links are provided because they have information that may be useful. The Center for Internet Security (CIS) does not warrant the accuracy of any information contained in the links and neither endorses nor intends to promote the advertising of the resources listed herein. The opinions and statements contained in such resources are those of the author(s) and do not necessarily represent the opinions of CIS.

SATURDAY		5 Dec 15	
Activity	Location BLDG/Rm	Normal UTA	Training/Meeting OPR
Customer Service Hours (FSS, SFS, CPTF, LRS, MDG) (Monthly)	As Applicable	0945-1200 1300-1430	110 Unit/CC
Public Affairs Open Studio	BLDG 6900 PA/VI	0900-1100	110 ATKW/PA MSgt Pawloski
Immunizations (Monthly)	BLDG 6930 Medical	0900-1100 1300-1500 ext	110 MDG SMSgt Carroll
In-Out Processing	BLDG 6930 Medical	0900-1100	110 MDG SMSgt Carroll
Retirement Briefing	BLDG 6905 Testing Room	0900-1000	110 FSS MSgt Jenney
WIT Training Dec and Jan UTA	BLDG 6913 OPS Auditorium	0930-1030	110 IG Lt Col Shay
Professional Development Council	BLDG 6905 Wing Conf Room	1000-1100	Council President
Ground Testing	BLDG 6930 Med Conf Room	1100-1130	110 MDG SSgt Bean
Lunch - Dining Facility (Monthly)	BLDG 6930 Dining Facility	1100-1230	110 FSS/SVF Major Poston
Company Grade Officers Council	BLDG 6909 AROMS	1100-1130	Council President Capt. Bechtel
Com Flight Classroom Open for CBT's (Monthly)	BLDG 6900 CF Classroom	1200-1500	110 CF/CC Major Guy
Wing Change of Command Schedule of Events	Hangar 6900 All members in place First Sergeant form up groups by Squadron	1230	Capt Kallenberg
Change of Command		1300	
Intermission/Finish Table & Chairs Set Up		1345	
Families Arrive		1400	
Town Hall, Presentations & Refreshments		1415	
Holiday Party		1500	
Conclusion/cleanup/dismissal		1600-1630	
ANG Ancillary Training Free Exercise of Religion	Base Wide	5 min	Chaplain /SME

SUNDAY		6 Dec 15	
Activity	Location BLDG/Rm	Normal UTA	Training/Meeting OPR
Catholic Mass (Monthly)	BLDG 6909 Student Flight	0715- 0745	110 ATKW Chaplin's Office
Protestant Services (Monthly)	BLDG 6909 Star Base	0730-0800	110 ATKW Chaplin's Office
Fitness testing	BLDG 6900 Fitness Track	0730	110 FSS/SVF Major Poston
Air Force Training Course (Quarterly) Feb, May, Aug, Nov	BLDG 6905 Testing Room	0800-1100	110 FSS / FSD SMSgt Parks
ASVAB Testing (Monthly) 3rd Thursday (Quarterly) Jan, Apr, Jul, Oct	BLDG 6905 Testing Room	0745-1100	110 FSS MSgt Jenney
Customer service Hours (FSS, SFS, CPTF, LRS, MDG) (Monthly)	As Applicable	0800-1130	110 Unit/CC
Wing Drug Testing (Monthly)	BLDG 6909 AROM Club	0830-1100	110 MDG Maj Diaz
CDC/PME Testing (Scheduled by UTM) (Monthly)	BLDG 6905 Base Training Testing Room	0900-1200	110 FSS/FSD SMSgt Parks
3S0X1 Training	6905 IPR office	0900-1000	110 FSS TSgt Mongeon
Immunization	BDLG 6930	0900-1100	110 MDG SMSgt Carroll
Public Affairs Open Studio	BLDG 6900 PA/VI	0900-1100	110 ATKW / PA MSgt Pawloski
Quantitative FIT/Respiratory Testing (Gas Mask) (Monthly)	BLDG 6930 Room 118	0900-1100	110 MDG/Bio Enviro A1C Vierzen
Junior Enlisted Advisory Council (JEAC)	BLDG 6905 Wing Conf Room	0900-1000	Council President
Senior Enlisted Advisory Council (SEAC)	BLDG 6905 Wing Conf Room	1000-1100	Council President
Chief's Council	BLDG 6905 Wing Conf Room	1130-1230	Council President
In House AFSC Training All Individual Sections	Base Wide	1200-1600	
WIT Training Dec and Jan UTA	BLDG 6913 OPS Auditorium	1300-1400	110 IG Lt Col Shay
PERSCO Training	BLDG 6905 Testing Room	1300-1400	110 FSS TSgt Mongeon
CSS Training VPCGR Training (ability/products)	BLDG 6905 Testing Room	1400-1500	110 FSS TBD
Wing CC's Drill Hotwash	BLDG 6905 Wing Conf Room	1500-1530	