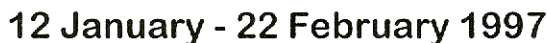









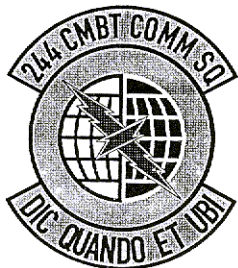
# UNIT MAJOR EVENTS CALENDAR

01 December 1996 - 11 January 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1 Dec</b> <b>LAMBERTON 35 YRS IN 244th</b>	<b>2 Dec</b> 16:30 OQI ANNUAL MTG: GRAVES	<b>3 Dec</b> 7:00 CHIEF'S MTG @ AT ELMERS AFT PLANNING MTG @ RILEA: McADAMS	<b>4 Dec</b>	<b>5 Dec</b> 9:00 ALL COME MTG 14:00 RECRUITING MEETING LMPC MTG: ANDERSON <b>TIMECARDS</b>	<b>6 Dec</b>	<b>7 Dec</b> CUB SCOUT TOUR: SHIELDS UNIT CHRIS-TAMS PARTY <b>UTA</b>
STARBASE CLASSROOM						
<b>8 Dec</b> 14:00 FAMILY CHRISTMAS PARTY AT UNIT <b>UTA</b>	<b>9 Dec</b> 10:00 BASE MASTER PLAN BRIEFING: TIME TBD QAFA PLANNING TEAM MEETING	<b>10 Dec</b> 9:00 GPA MTG: CHANDLER 13:00 SUPV/KEY STAFF	<b>11 Dec</b>	<b>12 Dec</b> UNIT LOBBY USED FOR VIDEOTAPING	<b>13 Dec</b>	<b>14 Dec</b> 142 CES USING OUR AUDITORIUM
<b>15 Dec</b> 142 CES USING OUR AUDITORIUM	<b>16 Dec</b>	<b>17 Dec</b>	<b>18 Dec</b> WORKCTR SORTS DUE TO JC	<b>19 Dec</b> LMPC MTG: ANDERSON MAXI-FAS@SALEM: TAG PRESENT OQI AWARD TO CC: MITTS & ROUSE <b>TIMECARDS</b>	<b>20 Dec</b> 14:00 F/T EMPLOYEE CHRISTMAS PARTY	<b>21 Dec</b>
ANG SNR CC CONFERENCE: MITTS						
STARBASE LAB @ 244th						
<b>22 Dec</b>	<b>23 Dec</b> 13:00 MG WARD PARTY MTG: ROUSE	<b>24 Dec</b> 9:00 GPA MTG: CHANDLER	<b>25 Dec</b> <b>CHRISTMAS DAY HOLIDAY</b>	<b>26 Dec</b>	<b>27 Dec</b>	<b>28 Dec</b> <b>SCOTT IS 30 YRS OLD!!</b>
LAMBERTON OFF						
<b>29 Dec</b>	<b>30 Dec</b> JAN UTA BULLETIN SUSPENSE <b>LTC GREEN...49 AGAIN!</b>	<b>31 Dec</b>	<b>1 Jan</b> <b>NEW YEAR'S DAY HOLIDAY</b>	<b>2 Jan</b> LMPC MTG: ANDERSON <b>TIMECARDS</b>	<b>3 Jan</b>	<b>4 Jan</b>
<b>5 Jan</b>	<b>6 Jan</b>	<b>7 Jan</b> 7:00 CHIEF'S COUNCIL 10:25 EFMC MTG QAFA PLANNING TEAM MTG	<b>8 Jan</b> 8:30 LTC DOOLITTLE VISIT W/ROUSE 14:00 RECRUITING MEETING WINDOWS TECH WKSHP: CHANDLER	<b>9 Jan</b> 10:00 MG WARD PARTY MTG: ROUSE 13:00 ALL COME MEETING	<b>10 Jan</b>	<b>11 Jan</b> <b>UTA</b> 142 LS in Auditorium



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 Jan	13 Jan	14 Jan	15 Jan	16 Jan	17 Jan	18 Jan
<b>UTA</b>  <div>142 LS in Auditorium</div>	13:00 UNIT SET TEAM MTG:ROUSE/ GOTCHER/SHIELDS	8:30 ENVIRON STUDY: ESTEY 9:00 GPA MTG: CHANDLER 9:00 PURPLE MP: ROUSE 13:00 SUPV/KEY STAFF MTG AFT '97 PLNG MTG: McADAMS	252 DET CC CONF: ROUSE	7:30 ORANG HUMAN RESOURCES COMMIT- TEE: ROUSE 9:00 FWG: ANDERSON LMPC MTG: ANDERSON  TIMECARDS	9:00 252 SET TEAM MTG: GOTCHER 9:00 FIRE INSPEC- TION: ESTEY WORKCTR SORTS DUE TO JC	
			252 LGX CONF: GRAVES			
19 Jan	20 Jan	21 Jan	22 Jan	23 Jan	24 Jan	25 Jan
	 <b>MLK HOLIDAY</b>	 13:00 CSO MTG  <div>LMPC @ BEND: ANDERSON/ERHLICH</div>		13:00 SEC MGR MTG: LAMBERTON 14:00 ALL COME MTG	18:00 MG WARD RETIREMENT PARTY	
26 Jan	27 Jan	28 Jan	29 Jan	30 Jan	31 Jan	1 Feb
		9:00 GPA MTG: CHANDLER	14:00 ALL COME MTG	14:00 RECRUITING MTG  TIMECARDS		<b>UTA</b>
	STARBASE CLASSROOM			STARBASE CLASSROOM		
2 Feb	3 Feb	4 Feb	5 Feb	6 Feb	7 Feb	8 Feb
<b>UTA</b>		CHIEF'S BREAKFAST AT 116th: LAMBERTON/ CHANDLER	9:00 SUPV/KEY STAFF MTG	LMPC MTG: ANDERSON		244 TEAM CHIEF TRAINING
9 Feb	10 Feb	11 Feb	12 Feb	13 Feb	14 Feb	15 Feb
244 TEAM CHIEF TRAINING		9:00 GPA MTG: CHANDLER	OREGON NG LEGISLA- TIVE OPEN HOUSE	8:00 TAG MAXI-FAS AT PIA 13:00 BASE EPC: ESTEY		
16 Feb	17 Feb	18 Feb	19 Feb	20 Feb	21 Feb	22 Feb
	 <b>PRESIDENT'S DAY HOLIDAY</b>	WORKCTR SORTS DUE TO JC		LMPC MTG: ANDERSON		ORANG SENIOR NCO TRAINING SEMINAR
		<div>NGB TEAMS &amp; TOOLS: ROWLEY</div> <div>COVEY 7 HABITS TNG AT UNIT</div>				



## 244 COMBAT COMMUNICATIONS SQUADRON

### EXECUTIVE SUMMARY

JAN 1997 UTA

#### HIGHLIGHTS:

Major Mitts has been promoted to LtCol. BG Doctor at Commander's Call tomorrow to do the pinning.

This UTA should pay 22 January 1997. 1997 military pay raise should be included. Very little support from the base this weekend due to their ORE.

☹☹☹☹ Capt Moose will be transferring to HQ ORANG this UTA. ☹☹☹☹

#### FEDERAL MISSION ACTIVITIES:

- After extraordinary efforts by MSgt Graves, we finally got all the information to deploy TSgt Stillwell to Saudi Arabia. He departs on, or about, 12 Jan 97 for 45 days.
- We've turned in the TGC-27 facility and all associated equipment.
- We're working with the 252CCGP and the 143CBCS to iron out the technical details of the February exercise. many details remain to be settled, but an Oplan will be distributed at Sunday's Planning meeting.
- Update on the TRC-170(V)3 we are going to receive from the 143CBCS. NGB has blessed it and sent forth the necessary paperwork to cause the official transfer to take place. We should be taking physical custody next week sometime.
- We hosted a combined Financial Working Group (FWG)/Financial Management Board (FMB) in our building. As the Base still didn't have a Funding Document at the time, it turned out to be pretty much wasted time. However, since then the base has recently received a Funding Document (Good News), But the document didn't change any of our fiscal woes (Bad News). Facts at the Saturday Commander Update Meeting. We recently submitted to the FM section a detailed spending plan for the 244th for this fiscal year with justification for each item.
- Members with an American Express Card.....Beware.....It is to tempting to utilize the American Express card when times are tough, but unfortunately they will have to remain tough. The American Express Card is only for official travel only!!!!.....not to get to drill weekends, party on drill weekends, buy gift or anything else. If you are caught, which some members have been. You are subject disciplinary actions and you may never get a card to go TDY....That means you'll go TDY with your own money.
- MSgt Ken Graves is at an AMC Affiliation Conference with the AFRES at McChord AFB, WA this weekend.

#### STATE MISSION ACTIVITIES:

- A site survey team spent Monday, 6 Jan 97, in Salem performing an initial survey of possible deployment sites for the April 96 hr exercise. Its unlikely we'll be able to get a TRC-170 shot with the 143rd in April, so we're looking at a State mission scenario. A concept briefing will be presented at the Sunday Planning Meeting.
- A letter dated 17 December 1996 from the Oregon National Guard Relief Fund states: A moratorium has been declared on the Oregon National Guard Emergency Relief fund until



some of the loans are repaid. Too many Soldiers and Airman have defaulted on the loans, and the funds have dropped below the limit required to maintain the fund.

#### **COMMUNITY ACTIVITIES:**

- On 16-20 Dec 96 STARBASE was conducted. It was another resounding success. We continue to gain proficiency on the equipment, while the students get the necessary training in math and science.
- On 4/5 Jan 97 Estey, Read, Ropkins and Zahn supported the Army in the storm cleanup that was conducted on those days.
- There is 10 members from the unit that will be doing the same today, and the 272<sup>nd</sup> will be supporting the Army tomorrow with 10 members.
- On 19 Dec 96, LtCol Mitts briefed the Adjutant General and his combined Army and Air National Guard staffs on the 244th's mission, vision, values, goals, objectives, activities and issues at a "Maxi-FAS" briefing.

#### **QUALITY LEADERSHIP & TRAINING:**

- SSgt Marcus Rowley is at the ANG Quality Center in Washington D.C. attending a Train the Trainer Course (8 days). He'll be returning there in February and March for additional classes to posture him to join the full time quality advisor cadre.
- Maj Rouse, MSgt Graves, MSgt Gotcher, TSgt Brumble, and SSgt Woodin have completed a comprehensive draft of a preparation and training plan for the 1998 (Mar) QAFA. It'll be presented to the Quality Council today and at the Planning Meeting tomorrow.
- Quality Council meeting is at 1600 hrs today. See any member for an agenda. All are welcome to attend.
- The 244th has been asked to train HQ ORANG personnel and assist in their Strategic Planning and QAFA 1998 preparations for the Oct '98 QAFA.
- The 244th is currently in the process of negotiations and initial needs assessment with the State of Oregon Information Services Division to provide training and consultation services to them for their submittal for the 1997 Oregon Quality Award.

#### **PEOPLE:**

- The advertisement for the Tactical Engineering Officer is out. Applications will close 2 Feb 1997. Let our folks know. See LtCol Mitts or Maj Rouse if questions.
- Lt Cory Weber will soon be in our unit. He's an AFROTC graduate looking for a reserve unit assignment. Lt Weber should be on board next UTA.
- As of 1 Jan 1997, the unit has 15 vacancies. This includes projected losses outlined below.
- So far this FY, we have 2 countable losses. We are authorized only 10 by NGB. We are projecting 7 more losses due to a variety of reasons. **Retention is critical. Referral recruiting is essential!** At the Sunday Planning Meeting, a list will be handed out listing some brainstormed ideas of ways we can entice our members to refer people to the recruiting office. We'll discuss it further at the March UTA.
- We had one new enlistment in December 1996 and have 6 new people projected into the unit.
- Due to changes in our full time manning authorizations, our recruiter position has been transferred to the 142 FW. So has the 272nd's. MSgt Alan Coleman is a 244th'er through and through, but now works exclusively for the 142FW. Referrals by our members are more important now than ever.
- Due to the loss of our radio ops section, SSgt Tressler and SRA Luther have transferred to the 272nd who still have this mission in their initial comm packages.

### **PAY & FINANCE:**

- The bulletin listed a lot of names of members that were past due or are due this month to recertify their BAQ. Please ensure that your members complete this due to the fact that Financial Management will recoup all the BAQ they received for the last year. The members that need to complete a BAQ recertification are:

Blankenhorn	Brunstad	Bynum	Kohler	Krietz	Preble	Schaffer
Seim	Spens	Wright	Allen	Bell	Briggs	Diez
Erickson	Fay	Hodgers	Keith	Kellar	Thomas	Whalen, T

- The Orderly room will be issuing commissary cards at the roll up window this UTA on Saturday and Sunday. If you have one that was issued to you last year, you must turn it in to get issued a new one.

### **OTHER EVENTS AND PERTINENT FACTS:**

- Very little support from the base this weekend due to their ORE. Everything from Finance, to MPF, to clothing sales are "off-line" for the weekend. We do have testing support for CDCs, etc at the MPF.
- We've loaned the 142 FW many items from our assets for their ORE. Vehicles, tents, lighting kits, LMRs, generators, and extending telephone lines over a TSSR link from Bldg 140 (CES) to a location near the base chapel. Many thanks to all our folks who spend extra hours ensuring the 142FW got all they asked for.
- We've re-configured our compound to try and better utilize our space and facilitate drive in drive out accommodations for all the rolling stock. (Still in work).
- The Operations Section has published and distributed its CY 1997 Quality Improvement Training Plan. See CMS Lamberton if you're not in Ops and want a copy.
- Because the base is having an ORE this UTA, the breakfast, lunch and dinners will be box lunches.....If you want hot food you'll have to go out and get it yourself.
- Parking this UTA will be a premium. If you can find it you better park and leave your car there, because if you move it you may have a long walk ahead of you.
- The General Information book can be found at the IM roll up window. It has general information of services available on base this UTA and other helpful information. It seems to be working well, but if there is anything that can be include into this book to make it better, please let IM know.
- This UTA, the 142 Fighter Wing will be utilizing our Auditorium and classroom to run bugging out scenarios etc. for their ORE. These rooms will not be utilized all the time, but if your are in there when they show up, you must relinquish the room to them, until they are finished.
- We just received 6 new computers in the unit, including a new one in the computer room. In transferring files I found a lot of personal files and other files saved to the hard drive. This computer is not for doing personal work on. It is here for doing work within the 244<sup>th</sup>. If you need to keep a file, put it on a disk, if it is to big for a disk, and you need to save it to the hard drive on a temporary basis, see a CSO (Buck, O'Neil, McDowell, and Weston) to find out in which directory you can save it too.
- As stated in the Bulletin...The unit is taking a survey to see if members would like to have the UTA bulletin sent to them electronically. If you would like it electronically and save us postage, give MSgt O'Neil your e-mail address and he'll make sure that its there next month.



**244 CBCS  
MEETING PROPOSAL AND DRAFT AGENDA**

MEETING NAME: **Commander's Planning Meeting**

LEADER: LtCol Mitts

RECORDER: TBD

DATE: Sunday

TIME : 1300 hrs

LOCATION: Bldg 145, Room 155

PURPOSE: **Commander & Staff Planning for Future Unit and Training Activities**

**PROPOSED AGENDA**

ITEM	TYPE	TIME	OPR
AGENDA REVIEW	DISC	2 MIN	
1998 QAFA PLAN	BRF & DISC	20 MIN	ROUSE & TEAM
FEBRUARY UTA 36HR IN-GARRISON	BRF & DISC	20 MIN	LAMBERTON DAVIS
MARCH MOBEX	BRF & DISC	15 MIN	GRAVES
APRIL 96 HR EXERCISE	BRF & DISC	15 MIN	CHANDLER
AFT 97	BRF & DISC	15 MIN	McADAMS

EST TIME: 1½ HRS

**REFERENCE:** 244 CBCS TPlan 600

**TASK ORGANIZATION:** 244th Combat Communications Squadron

1. **SITUATION:** The 11-12 JAN 97 UTA will be a Commander's Option.
2. **MISSION:** To train, maintain, and equip personnel for all taskings.
3. **EXECUTION:**
  - a. Tasks to be accomplished:
    - (1) Drivers Training for new personnel will be conducted Saturday, 11 January 1997.
    - (2) Commissary Privilege Cards will be turned-in and re-issued both days at the orderly room.
    - (3) Quarterly OJT meeting will be held at 0900-1000hrs on Sunday, 12 January 1997.
    - (4) Commanders Call will be held at 1500-1545hrs on Sunday, 12 January 1997, in the Auditorium.
    - (5) Maintenance Branch will conduct training according to their respective schedules:
      - (a) Maintenance Control will:
        1. All personnel will sign-on and practice use of CAMS.
        2. Review/update Deployment/milestone book.
        3. Practice up-channel reporting using message text format (MTF).
        4. Review COMPUSEC book.
        5. Complete Module 10 training on TSgt. H. Thompson.
        6. Complete protective Mask Inspection.
      - (b) Materiel Control will:
        1. CAMS Training
        2. SABC Training
        3. Training Record updates
        4. Update Training needs
      - (c) Quality Assurance will:
        1. Complete inspections for 96.
        2. Power Production Activity inspection
      - (d) SatCom Maintenance will:
        1. Facility training on TSC-93B
      - (e) Wideband Maintenance will:
        1. Classroom and practical training on TRC-170 V2 and V3
        2. Make up FLU shots
      - (f) Wire Maintenance will:
        1. TTC-39A, TSQ-111, UGC-144, 3865, & TASDAC Training
        2. Gas Mask Inspection
        3. CWDT Refresher
      - (g) HF Maintenance will:
        1. Continue Cross Utilization Training
        2. Continue TRC-176 Training
        3. Continue troubleshooting and repair of URC-119 equipment
        4. Continue training on EOC blazer.

- (h) Power Production/Air Conditioning Maintenance will:
      - 1. Mask Inspection
      - 2. Equipment Training
      - 3. Required Reading
      - 4. Quarterly Safety Inspection
      - 5. PRF Review
      - 6. SATE Refresher Training
      - 7. SABC Training
  - (6) Operations Branch will conduct section training as follows:
    - (a) Comm Center personnel will:
      - 1. Train on the UGC-144
      - 2. SABC Training
    - (c) Systems Control will:
      - 1. Train on TASDAC
      - 2. SABC Training
    - (d) Switchboard will:
      - 1. Train on the TTC-39 and SB-3865
      - 2. SABC Training
    - (e) COMSEC will:
      - 1. Work on preparing for COMSEC inspection in Jun 97
  - (7) IM Branch will:
    - (a) Commissary Privilege Card Turn-in/Issue
    - (b) Section Training
  - (8) Vehicle Maintenance Branch will:
    - (a) New Drivers Training
    - (b) SABC Training
    - (c) OJT TNG Continuation of M35 transfer case training.
  - (9) Training will:
    - (a) Conduct Quarterly OJT Meeting
  - (10) LGX will:
    - (a) Prepare for Team Chief Training
    - (b) Conduct UDCC augmentee training
    - (c) Work on Site Location for deployments
- b. Schedule of events:
- (1) Saturday 11 JAN 96
    - 0645-0725 UTA "Hand-off" meeting (Rm 115)
    - 0730-0745 Section Roll Call
    - 0800-1100 SABC Training (Materiel Control)
    - 0800-1115 Section Training
    - 0900-1100 Initial Drivers Training (Bld 455)
    - 1115-1215 Lunch
    - 1215-1530 Section Training
    - 1300-1330 Commander's Status Briefing (Rm 115)
    - 1400-1500 Awards Board Meeting (Rm 115)
    - 1530-1600 Section cleanup and roll call
    - 1600-1800 Quality Council Meeting (Rm 115)



(2) Sunday 12 JAN 97

0730-0745 Section Roll Call  
0745-1115 Section Training  
0900-1000 Quarterly OJT Meeting (Rm 115)  
1115-1215 Lunch  
1200-1500 SABC Training (Materiel Control)  
1215-1500 Section Training  
1300-1430 Commander's Planning Meeting (Rm 115)  
(Includes presentation of 1998 QAFA Preparation Plan by QAFA Planning Team)  
1500-1545 Commander's Call (Auditorium)  
1545-1600 Section cleanup and roll call

4. OPR is MSgt O'Neil

RICHARD D. ROUSE, MAJ, ORANG  
Command Manager

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