

# JAY HAWK FLYER

NEWS PUBLICATION OF THE 184th INTELLIGENCE WING

A photograph of an Airman in camouflage uniform and cap, focused on a task in a kitchen. He is wearing a name tag that reads 'WOLLA' and a 'U.S. AIR FORCE' patch. He is using a large knife to cut something on a tray. The background shows kitchen equipment like a range hood and metal shelves.

## Sustainment Services wraps up annual training

*Airmen assigned to the 184th Force Support Squadron gathered in September to brush up on skills*  
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# JAYHAWK FLYER

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## Cover photo

Senior Airman Jacob Knolla, 184th Force Support Squadron, slices a dessert he and his team made for an Iron Chef competition. The competition was part of a week full of training in September and gave the Sustainment Services personnel a fun way to show off their creative cooking skills.

Photo by Master Sgt. Matt McCoy, 184th Public Affairs



Photo by Master Sgt. Matt McCoy, 184th Public Affairs

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Photo by Master Sgt. Matt McCoy

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# Bird's Eye View

## Commander's Comments

*The most dangerous leadership myth is that leaders are born, that there is a genetic factor to leadership. That's nonsense; in fact, the opposite is true. Leaders are made rather than born. —Warren Bennis*

This is the third installment of my articles addressing our three wing focus areas: Leadership Development, Domestic Operations and Drill Status Guardsmen. This month I'd like to address the first focus area, Leadership Development.

I've saved this last article for what is surely the most important focus area. Without effective leadership, we would not be able to accomplish much in the 184th IW. Fortunately, from my experience as a Fighting Jayhawk since 1997, we have been blessed to



**Col. J.J. Jordan**  
**Wing Commander**

## UTA information

January UTA: Jan. 3-6

February UTA: Feb. 1-2

March UTA: Mar. 1-2

Deadline for the April edition of the Jayhawk Flyer is Mar. 15.

Look for the monthly Drill Down for UTA information at [www.184iw.ang.af.mil](http://www.184iw.ang.af.mil).

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## Have a story idea?

Unit members are encouraged to contact the Public Affairs office for any upcoming events worthy of news coverage. You may submit your ideas by email to: [184iw.PA.1@ang.af.mil](mailto:184iw.PA.1@ang.af.mil)

You may also call 759-7561 or 759-7038.

have a wing chock-full of some of the finest leaders in the Air Force. To be clear, I am not just talking about our past senior leadership. Stellar officer leaders notwithstanding, I am primarily referring to the outstanding leadership I witness on a daily basis in our enlisted ranks. Most of what I've learned about being a good leader has come from the Airmen, NCOs and Chiefs I've served alongside.

As one of many examples in this wing, the AN/TPS-75 search radar is not what makes the 134th ACS outstanding. Their leadership deserves that credit, always has, always will. This is true of every squadron in this wing. This is why it is so important that we have a focused effort to develop good leaders at all levels of responsibility.

It has been time-tested that the leader of greatest significance to most of our Airmen is their immediate supervisor. It can make your life very difficult if your immediate supervisor is failing as a leader. It matters little how good a job our group commanders, squadron commanders and chiefs are doing if we have failures in the supervisory ranks. Simply put, we cannot accomplish our mission if we have a break anywhere in the leadership chain.

So how do we accomplish the objective of developing good leaders? Most importantly, we identify it as a priority. Then we follow up with concrete steps. The first thing we've done is rearrange our Airmen's Council, NCO Council and Top 3 Council to better develop and mentor leaders. Second, we are making a concerted effort to place our leaders in positions that will make them well-rounded leaders. Third, we are doing all we can to "brand" the chevron that identifies our SNCO's and hold them accountable to the SNCO creed. We have also worked hard, with great success, to be one of the leading ANG wings supporting the satellite NCO course. In the months to follow, we will be implementing other leadership development initiatives. I look forward to your feedback and suggestions on how we mature our leadership development program.

I learn something every day about leadership, from all ranks. To the newest Airman in this wing--you can be leaders in your squadrons from Day One. Though your span of influence may be limited, you can have a tremendous impact on your peers and immediate supervisors. Nothing motivates the "old dogs" more than an enthusiastic Airman who is energized to learn as much as he or she can about the Air Force and their new career. As the often-quoted phrase goes: "You don't need a title to be a leader."

Leadership is not something that is learned simply from reading a book or taking a class. It is a lifelong pursuit. Of course, we are not perfect and all make mistakes from time to time. The important thing is that we always strive to do better. Find the best mentor you can and work with them in your pursuit of being the best Airmen possible. If you are a leader, pass on what you have learned, "pay it forward." Proud to serve with the Fighting Jayhawks!

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

## When disaster hit, the National Guard was there to help

By Staff Sgt. Maria Ruiz, 184th Public Affairs

**Kansas Army and Air National Guard civil engineers deployed to Colorado to reconstruct a highway that is vital to small town residents.**

Approximately 75 civil engineers from the Kansas Army and Air National Guard deployed Oct. 16-29 to Colorado. The deployment aided the Colorado National Guard's reconstruction of U.S. Highway 36 between Lyons and Estes Park after Sept. 12 floods cut off residents in the smaller, rural communities who live along the 25-mile stretch.

The assistance to Colorado was arranged by the Kansas Division of Emergency Management, a division of the Adjutant General's Department, through the Emergency Management Assistance Compact. EMAC is a multi-state, mutual aid agreement that facilitates interstate assistance in response and recovery operations during disasters.

More than 375 Army and Air National Guard



**Staff Sgt. Cody Howard, a pavements and construction equipment operator, 184th Intelligence Wing, Civil Engineering Squadron, Kansas National Guard, uses a bobcat to push large rocks, which will serve as a base for the new roadway along Highway 36 near Boulder, Colo., Oct. 20.**

Photo by 2nd Lt. Angela Brees, 190th Public Affairs

members from Colorado, Utah, Montana and Kansas worked to rebuild the highway. The Guard units finished a month earlier than projected.

“For many of our Airmen, this was the first deployment with Army and Air Force working side-by-side,”

stated Chief Master Sgt. Lee Buttel, 184th Civil Engineer Squadron chief enlisted manager and a Joint Task Force Kansas platoon senior enlisted leader. “We weren’t Air, we weren’t Army, we were Joint Task Force Kansas. It was a good learning opportunity for everyone.”

Kansas Army and Air National Guard units deployed together as a single unit, with Soldiers and Airmen working alongside each other under a multi-branched leadership team. The JTF worked sunrise to sunset, seven days a week to repair the highway.



**Joint Task Force Kansas makes steady progress at restoring U.S. Highway 36 near Boulder, Colo., Oct. 20, which sustained significant damage during the September flood.** Photo by 2nd Lt. Angela Brees, 190th Public Affairs



**Soldiers and Airmen with Joint Task Force Kansas stand aside as a convoy carrying materials for worksites further west makes its way into the canyon Oct. 19 on U.S. Highway 36 just northwest of Boulder, Colo.**

Photo by 2nd Lt. Angela Brees, 190th Public Affairs



**Senior Master Sgt. Billy Mayo, platoon leader, 184th Intelligence Wing, Civil Engineering Squadron, with Joint Task Force Kansas, uses an excavator to remove asphalt destroyed by the September flood along U.S. Highway 36 just northwest of Boulder, Colo., Oct. 19.**

Photo by 2nd Lt. Angela Brees, 190th Public Affairs

“Our training here prepared us to operate heavy equipment and perform our duty during disaster relief operations,” said Airman 1st Class Colton McFerrin, 184th CES heavy equipment operator. “It was a privilege for me to be there. This is what I signed up to do.”

The Colorado National Guard provided the heavy equipment during the operation which included dozers, graders, loaders, backhoes and excavators to rebuild the roads for commuting access.

Work included building road surfaces, removing debris, which included cars, trees and massive boulders, filling land areas washed away by the water, and installing culverts. The JTF National Guard worked 20,414 man hours, placed 320 feet of culvert and hauled 34,200 cubic yards of fill material.

More than 1,000 people from the affected communities honored the Guard teams at a recognition event before Guard members returned home.

“There wasn’t a dry eye in house. We were able to help rebuild. It was fulfilling to see the completed project and see the faces of those we helped,” said Tech. Sgt. Karey Haukom, 184th CES waste-fuel system technician.

“You’ve given us a road to recovery and a road to hope. Colorado is in your debt,” said Roxane White, chief of staff to Colorado Gov. John Hickenlooper, at the event.

## Valuing military and civilian experience

By 1st Lt. Matt Lucht, 184th Public Affairs

**Airmen assigned to the 184th Security Forces Squadron align their civilian and military jobs, and gain experience for both.**

“In all actuality, some of the guardsmen have more experience than the active duty when it comes to law enforcement and patrols,” said Master Sgt. Hadi Shaaban, 184th Intelligence Wing, Security Forces Squadron.

National Guard members are citizen soldiers who might have a civilian skill set that is completely different or the same as their military jobs. This makes the National Guard very different from its active-duty counterparts. Two Airmen from the 184th Intelligence Wing’s Security Forces Squadron have aligned their civilian and military jobs, gaining experience and training for both.

While attending three weeks of premobilization training classes at Fort Bliss, El Paso, Texas, Staff Sgt. Kevin Berry, 184th SFS, noticed that his civilian training gave him an advantage.

“When we get into the room clearing, it is all the same. We had the class yesterday, taking notes and thinking, ‘This is all the same things that we are doing on the civilian side,’” said Berry.

Berry works for the Sedgwick County Sheriff’s Office, but his experience and training goes even deeper.

“My experience goes back to 1996 when I started in the jail in



**Staff Sgt. Kevin Berry (left), 184th Security Forces Squadron, gains valuable training on radio systems during premobilization training Aug. 7 at Fort Bliss, Texas. Berry currently works for the Sedgwick County Sheriff’s Office.**  
Photo by 1st Lt. Matt Lucht, 184th Public Affairs

Saline County and then went over to Sedgwick County,” said Berry. “So I have 15 years of experience in law enforcement that I bring.”

Even though Berry is relatively new to the Guard, 15 years of civilian law enforcement experience makes him an asset to the 184th SFS and his military experience is an asset to the sheriff’s office.

“The Sedgwick County Sheriff’s Office has several veterans and active-duty servicemen within our agency,” said Lt. David Mattingly, Sedgwick County Sheriff’s Office. “Having deputies who have served and are currently serving in the military has several benefits. They are able to bring knowledge back to our agency and share it with the rest of our deputies. Sergeant Berry

is a SWAT team member and he is able to share tactics between SWAT and the Security Forces.”

Master Sgt. Dale Brooks, 184th SFS, enjoys sharing tactics, training and experiences with his fellow Airmen and troopers. He said that having National Guard experience has definitely helped with his civilian career.

“I have been a state trooper with the Kansas Highway Patrol since 1999 and I think that the experiences and training that I have received there helps me in the Guard and vice versa,” said Brooks. “Some of the training that I have received on the military side I have often used on my civilian job.”

Like the Sedgwick County Sher-

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## Kansas veterans bond decades after service in Korea

By Beccy Tanner, *The Wichita Eagle* (reprinted with permission from *The Wichita Eagle*)

Boatswain's Mate 2nd Class Ronald Berens was steering the U.S.S. Pueblo when it was captured by North Koreans and its 82 crew members taken hostage.

It was Jan. 23, 1968.

"The day all this went down, it was right after lunch and I went up to the bridge to take over the wheel," said Berens, now 67 and living in Belle Plaine. "I saw a boat coming up pretty fast. It was sending rooster tails up. They came right to us and started circling. They were manning guns, bigger guns than we had. Two fishing boats had already come by and circled us, so they knew we were out there. They raised their flag and said, 'Halt or we will fire upon you.'"

Berens, a Kansan who had just turned 22, was steering the ship that would soon trigger attention around the world.

After the capture of the Navy intelligence ship U.S.S. Pueblo, President Lyndon B. Johnson ordered more than 14,600 Air National Guard and Air Force Reservists and more than 600 Navy Air Reservists to active duty, including Kansas Air National Guard troops with the 184th Tactical Fighter Group at McConnell Air Force Base.

One of those Kansas reservists was Vern Moss. The two met briefly after Berens was released as a prisoner of war in 1969 and then became close friends 40 years later.

"While the crew was being held prisoners, we were assigned to a base in Korea," said Moss, now 75 and living in Haysville. "When he



On Oct. 30, at McConnell Air Force Base, Ronald Berens (middle) and Vern Moss (right) present photos of the veterans involved in the U.S.S. Pueblo crisis. Col. Jeff Jordan, commander, 184th Intelligence Wing, named Berens an honorary Fighting Jayhawk during the ceremony.

Photo by Master Sgt. Matt McCoy, 184th Public Affairs

comes home, he eventually gets a job at the U.S. Post office (at which I worked. One day, my co-workers were hanging trash on me that we were to go get the Pueblo and came home without it. This gentleman happened to be working on a mail route and I went over to help him. He said, 'Vern, don't tell them, but I was a POW.'"

### The capture

North Korea contended the Pueblo was in its territorial waters.

The United States claimed it was in international waters, which is generally accepted at 12 nautical miles off a country's shoreline.

"I knew we were 14.7 miles from the coast, but the North Koreans looked at things differently," Berens said.

During the minutes when the Pueblo crew realized it was being captured, Berens said much of the crew frantically worked to destroy classified intelligence records and equipment. Some tried to burn

records.

The North Koreans began firing on the ship with gunboats and aircraft. The only defense the Pueblo had was machine guns. The ship's captain, Cmdr. Lloyd Bucher, was later criticized by Navy officials for being the first American officer to surrender a ship since 1807.

"The first place they hit is the bridge where all the command is," Berens said. "Glass is everywhere. I hit the deck on my knees but I'm bringing the ship around. The reason they was firing was that they were shooting where the smoke was coming."

During the attack, a Pueblo crewman was killed and several others were wounded. The crew was imprisoned.

"We were blindfolded and handcuffed," Berens said. "We had no idea where we were going."

The Navy crew was ill-prepared for wintertime in North Korea.

They were taken to a place the

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*Security Forces continued from page 6*

iff's Office, the Kansas Highway Patrol sees the advantages of having Guard members working among their ranks.

"The training and experience that current and former members of the military bring to the Kansas Highway Patrol is invaluable," said Lt. Josh Kellerman, Kansas Highway Patrol. "They bring an additional sense of structure and discipline to all aspects of the agency."

But regardless if a Guardsman is a plumber, computer technician, lawyer, student or landscaper, those experiences and skills enhance the National Guard.

"I think that all experiences combined make a unit more diverse," said Brooks. "If we all had civilian law enforcement training or experiences, we wouldn't be as diverse as having those people that have electrical or plumbing backgrounds. So when we do deploy, we can rely on all those technical backgrounds to be more well-rounded and perform a broader function than just being law enforcement minded."



**Master Sgt. Dale Brooks, 184th Security Forces Squadron, listens to instructions on security procedures during premobilization training Aug. 9 at Fort Bliss, Texas. Brooks has worked for the Kansas Highway Patrol since 1999.**

Photo by 1st Lt. Matt Lucht, 184th Public Affairs

*Pueblo continued from page 7*  
prisoners called "The Barn."

"They tried to get a confession out of Bucher and the other officers," Berens said. "Twice a day they'd shoot steam into our rooms that barely warmed the register. They got us clothes and brought food that was more like gruel with some rice."

Room 13 was where North Korean soldiers beat the prisoners.

They were held hostage for 11 months.

"You'd go to the interrogation room and a guy would be sitting there and you are thinking 'Name. Rank. Serial number.' I'm not saying anything and he says, 'We know everything about you. We know your dad's name is Jacob. You were born in Hays, Kansas, and grew up in Russell.'"

"My mind is racing a million miles an hour and then I realize what is going on. A Navy ship goes out with all personnel records, dental, physical, pay records – they

had all of that. They'd want us to write letters and beat ... us. They really liked putting an AK-47 to your forehead and poking you. Then it dawned on me, they would beat me until I passed out, but they weren't going to kill me. It would serve them no purpose."

The prisoners soon discovered the North Koreans were unfamiliar with the American meaning of an extended middle finger. They began to use it extensively in propaganda photos. When the North Koreans asked them about it, they called it the Hawaiian good luck sign. One of their photos made Time magazine.

The crew was released Dec. 23, 1968.

### **The friendship**

When he returned to Kansas after being released, Berens moved to Wichita. He worked at Beech and then for the U.S. Postal Service, where he met Moss.

The two became friends, but only briefly. Berens soon re-enlisted in

the Navy and continued serving until his retirement on June 1, 1985.

In 2009, Moss was helping coordinate reunion events at McConnell and looked up Berens' address.

"He lived in Belle Plaine. I live in Haysville, which is just a hop and skip and jump across the road," Moss said. "I got in my truck and drove to his house. ... He's coming out of his house looking like 'Who the hell are you?' And I decided it was my time to stop. I got out and shook his hand and thanked him for his service. He remembered the two of us at the Post Office that many years ago."

Moss invited his newly rediscovered friend to the reunion.

It was too big a crowd, Berens said.

But four times a year, some of the old members of the 184th Tactical Fighter Group get together at the Home Town Buffett. Moss invited Berens to those.

The first time he attended, Berens received a standing ovation.

## Sustainment Services wraps up annual training

By Master Sgt. Matt McCoy, 184th Public Affairs

**Sustainment Services personnel in September to brush up on a multitude of skills required for their career field.**



While performing search and recovery scenarios, Airmen looked for the remains of personnel who were involved in a helicopter crash. The Airmen took turns performing duties such as marking, tagging, bagging and photographing the items they found.



Tech. Sgt. Andrew McGhee spares no detail as he places a layer of cookies on top of the dessert his team made.



During the week-long annual training, the Airmen experienced the very slow and meticulous procedures involved in search and recovery.

In mid-September, Sustainment Services personnel assigned to the 184th Force Support Squadron performed their annual training at McConnell Air Force Base. As part of their training, the Airmen had a tour



Airman 1st Class Julie McFarland checks the cakes that her team baked for the dessert competition.

of Crisis City in Salina, Kan. They worked with active-duty counterparts to learn the responsibilities of physical training leaders. They also carried out search and recovery exercises later in the week.

The Airmen ended the week with an Iron Chef competition. They divided into four teams and had a total of 90 minutes to complete a dessert and present it to a panel of judges.



A panel of judges takes part in deciding which team made the best dessert. They all agreed that it was a tough decision. Teams were graded on criteria including taste and presentation. Tech. Sgt. Tiffany Smith, Senior Airman Bradlee Brown and Senior Airman Jacob Knolla had a very unique presentation.

## Protecting PII becomes top priority

By Master Sgt. Matt McCoy, 184th Public Affairs

**Personally identifiable information has recently become a hot topic throughout the Air National Guard.**

When it comes to protecting personally identifiable information, or PII, everyone has a part to play. Commanders, supervisors and Airmen are the first line of defense against countless enemies who use PII for criminal activities. They can also be held accountable if the information is handled improperly.

“PII is important because of the number of breaches that we have had Air National Guard wide,” said Master Sgt. Stacy Harvey, wing functional manager, 184th Communications Flight. “The National Guard Bureau tracks each and every one, so the offending wing has to properly deal with it.”

### What is PII?

According to the Office of Management and Budget, or OMB, PII is defined as:

“Information which can be used to distinguish or trace an individual’s identity, such as their name, Social Security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”

While PII is nothing new, the increased use of computers, cell phones and other communication



devices has led to more opportunities for mishandling and unauthorized disclosure of personal information. Whether intentional or unintentional, the violation results in a PII breach.

### What are the risks?

When a PII breach occurs, the individual whose information was compromised may experience consequential hardships.

A statement by the Defense Privacy and Civil Liberties Office says:

“Depending on the type of information involved, an individual may suffer social, economic or physical harm resulting in potential loss of life, loss of livelihood or inappropriate physical detention. If the information lost is sufficient to be exploited by an identity thief, for example, the person may suffer from a loss of money, damage to credit, a compromise of medical records, threats and/or harassment. The individual may also suffer tremendous losses of time and money to address the damage.”

The DPCLO also suggests that the offending organization may suffer damages following a PII breach.

“Harm may include administra-

tive burden, remediation costs, financial losses, loss of public reputation and public trust, and legal liability.”

### How do I protect PII?

The 184th Communications Flight has several recommendations for safeguarding personal information.

The first thing to remember is: if you collect it, protect it. Use locking cabinets if storing paper copies containing PII. Also ensure that the information is only accessible to people with a need to know. Personnel should shred personal documents once they’re no longer needed.

The same concept applies to electronic documents. Do not place PII on shared drives or SharePoint unless it’s certain that the information is only viewable by those who have a need to know. Permanently delete unnecessary documents, making sure they weren’t saved to a computer’s recycle bin.

Do not send PII to personal e-mail addresses. E-mails containing personal information must be digitally signed and encrypted. E-mails lose their encryption when transmitted outside of a .mil or .gov

**Protect personally identifiable information by using proper e-mail procedures**

The image shows a screenshot of an Outlook email window titled "FOUO: Subject - Message (Plain Text)". The interface includes a ribbon with tabs for File, Message, Insert, Options, Format Text, Review, and Adobe PDF. The "Options" tab is active, showing buttons for "Encrypt" and "Sign". The email header shows "From: Microsoft Exchange", "To: MUST HAVE A NEED TO KNOW.gov", "Cc: MUST HAVE A NEED TO KNOW.mil", and "Bcc: MUST HAVE A NEED TO KNOW.mil". The subject is "FOUO: Subject" and there is an attachment: "Ngb105S - Authorization for Individual Inactive Duty Training.pdf (28 KB)". The body of the email contains a FOUO notice: "This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message." The sender is "Amn Jayhawk" and the signature block includes "FIRST M. LAST, Rank, KSANG", "Title, 184th Intelligence Wing", and "Comm: 316-759-7500 DSN: 743-7500".

**Sign and Encrypt the e-mail**

Recipients must have an official need to know

Do not send PII to personal e-mail addresses (only to .gov or .mil)

E-mail must be classified as For Official Use Only "FOUO"

Privacy Act statement must be placed at the beginning of the message

Do not indiscriminately apply this statement to all e-mails

Do not apply this statement under your signature block

Graphic by Master Sgt. Matt McCoy, 184th Public Affairs

network.

If a user must send PII outside of a secure network, the 184th CF suggests using the AMRDEC SAFE web application at <https://safe.amrdec.army.mil/safe/>. In this web application, a sender can securely upload files and the website will send the recipient an e-mail with a link and password to download the package.

Ask for help if you're not sure how to properly store and/or transmit PII.

"Every squadron has a PII representative who would be more than

willing to help with proper PII procedures. Members can also ask the wing privacy office," said Harvey.

**What are the consequences?**

Once a PII breach has been confirmed, it must be investigated.

"A PII breach investigation is important because it determines if the offense was an accident or done with malice. It also determines corrective actions that must be taken, and ways to help prevent future offenses," said Harvey.

The Cyberspace Defense Analysis Weapon System, comprised of

the 68th Network Warfare Squadron and the 352nd Network Warfare Squadron, monitors the Air Force network for PII violations. After a violation has been identified, the 624th Operations Center reports it to the 24th Air Force commander, and a formal investigation is initiated.

At this time, the offending personnel will be locked out of their network account. Personnel whose information was compromised will be notified and the personnel responsible may be subject to fines and/or prison time.

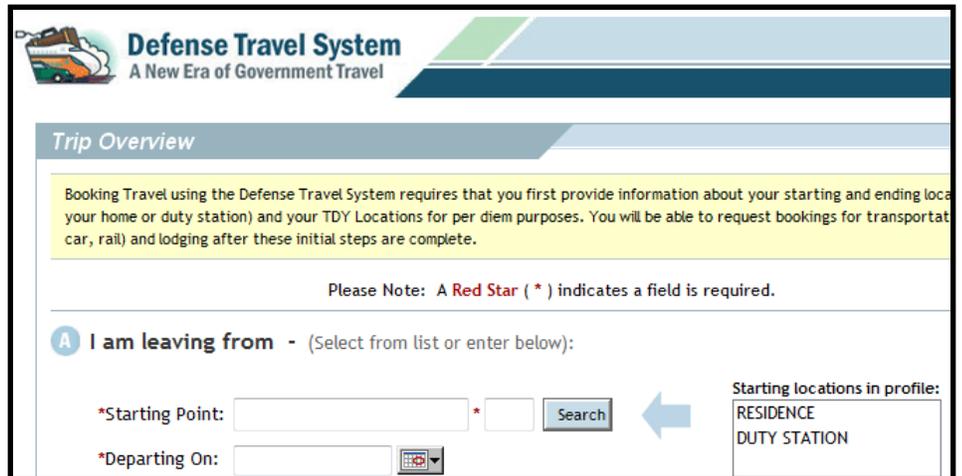
## Successfully navigate the Defense Travel System

By Senior Master Sgt. Don Schafer, 184th Comptroller Flight

**Senior Master Sgt. Don Schafer, superintendent of the 184th Comptroller Flight, offers tips and tricks for Airmen using the Defense Travel System.**

Travel is part of a military career. Airmen travel to basic training, technical school, for mission support or additional upgrade training. Before and after traveling, Airmen are required to use the Defense Travel System to be reimbursed for travel expenses. For Airmen that haven't used or have little experience with DTS, this can be slightly confusing. If the information isn't correct, it can delay reimbursements for personal costs or a government travel card.

Let's start with a few basic terms. The first is the travel authorization. This is what a traveler does before they travel. This is your authorization to travel, obligates money and ensures you



**Prior to traveling, Airmen must complete a travel authorization which obligates funds for travel. To receive pay for travel, Airmen must submit a travel voucher within five days of their return.**

know what documents will be required in your travel voucher.

The second piece is the travel voucher. This is done when you get back, so we can reimburse you and pay your reimbursable expenses. It absolutely must be submitted within five days upon return. Many people wait for weeks (or months) and it results in a mad scramble to get it done be-

fore your government travel card goes overdue and is suspended.

Common DTS Problems:

- The top reason your voucher will get returned is the incorrect receipt provided for your airfare. Travelers will submit the itinerary and not the E-invoice or E-receipt. There is a huge difference. The itinerary is nothing more than what your travel plans are and the projected cost. It is not a receipt because no payment actually took place yet. The airline receipt, like all other receipts, must show a zero balance and method of payment with your name on it.

- The second reason is members don't upload all source documents we need in order to reimburse you, e.g. receipts for lodging, rental car and travel receipts. If you're not able to get one of these, a missing receipt form must be uploaded into DTS. Keep in mind most receipts can be replaced by contacting the

### Libraries

Legal Stuff

DTS Examples

Group CSS Library

Resource Advisors

How to Videos

ATAAPS

Information

Finance Training

Government Travel

[CSA Online Account for Refunds \(how to do\)](#)

[EFT Returned Vouchers \(how to Amend\)](#)

[How do I add lodging taxes so I get paid back for them](#)

[How do I add or update my address or bank information](#)

[How do I attach receipts in Edit Mode](#)

[How do I create a DTS voucher](#)

[Split Disbursement \(Adjusting for CSA-GTC\)](#)

[How do I create a local voucher](#)

The Comptroller Flight's SharePoint page has many "how to" instructions for travelers using the Defense Travel System.

*DTS continued from page 12*

customer service department and a real receipt is much better when auditors come to review your claim.

- The third reason is the Other Authorizations tab, which has the PERSTEMPO codes, SVTC statement, Fiscal Year Funds statement, GOV use, etc. On the Finance SharePoint, in the DTS Examples library, there is a document named DTS Statements. You can find the statements applicable to your situation there, so just copy/paste them into your travel authorization.

- The fourth reason is when a traveler's TDY is being paid by another organization. In this instance, we absolutely must have a Fund Cite Authorization letter signed by the organization that's paying the bill. If this letter is not signed and attached to the authorization, we have no authority to cross-org funds. This is a process your resource advisors are familiar with.

My office has created a SharePoint to help with DTS questions, along with some videos posted on YouTube. Search for "184th IW Finance" in YouTube and you'll see short videos on Required Receipts, GTC Use and Technical School Accrual Vouchers.

The DTS TRAX system has a lot of very short training classes that really explain how to do these tasks.

Take advantage of the options available to you so DTS isn't the biggest thing you have to worry about when you travel.

## Communications Flight initiates MAC Lockdown

*By Tech. Sgt. Justin Jacobs, 184th Public Affairs*

***New procedures provide stronger network security, but may cause inconveniences.***



**Master Sgt. Curt Rogers configures network switches for initiating MAC lockdown in December.**

*Photo by MSgt Matt McCoy*

Over the next year, the 184th Communications Flight will initiate a program called the Media Access Card lockdown.

A MAC address is a unique identifier that is assigned to an individual computer by the network administrators and is designed to help the computer communicate with the network.

"MAC Lockdown is a security feature embedded within wing network switches to prevent unauthorized access by assigning each switch port to a single, specific computer," said Staff Sgt. Matt Benoit, 184th Communications Flight cyber transport specialist.

The MAC lockdown is designed to decrease the vulnerabilities to the base network. With network security becoming a top priority

of the Department of Defense, the 184th CF has taken steps to ensure the highest level of protection.

"This program will help protect our network from unwanted viruses that can harm user information and military equipment," said Master Sgt. Curt Rogers, 184th Communications Flight cyber transport specialist.

This program also lowers the vulnerabilities by preventing unauthorized machines from being on the base military network.

"If you try to bring your computer from home or move your work computer the port will shut down," said Rogers. "This requires several man-hours by the Communication Flight Airmen to eradicate."

As wing personnel move computers around due to the various construction projects, it has caused several computers to get locked out. The Communications Flight has a few easy steps that you can take to help prevent this.

"From now on, client support administrators will need to put a ticket into remedy for every computer move," said Benoit.

It's also important that the equipment is not moved until the computer technician closes out the ticket. Allowing them to accomplish their part prior to moving the actual PC will prevent a MAC violation.

"It will take a bit of preplanning, but it will ensure the smoothest possible move for your squadron," said Benoit.

**Staff Sergeant  
Michael Fear II**

**Fighting Jayhawk since 2007**

**Organization:**

**134th Air Control Squadron**

**Military Job Title:**

**Command and Control Battle  
Management Operator, and  
Weapons Director**



Photo by Master Sgt. Matt McCoy, 184th Public Affairs

**Above & Beyond:**

- Achieved Noncommissioned Officer of the Year 2013 for the 184th Intelligence Wing
- Completed Community College of the Air Force degree
- Developed and led a squadron-level enlisted performance report writing program
- Served as president of the Airmen's Council
- Assists in local ministry serving over 60 people each Sunday
- Conducts wing tours for local JROTC groups
- Volunteers to clear a 10-mile fitness trail
- Serves as the squadron's NCO Council representative
- Serves as a coordinator on the squadron's Unit Activities Council
- Attended the Navy tactics course which increased the squadron's joint capabilities

**My story:**

I joined the 134th Air Control Squadron in 2007 before I graduated Newton High School. After I graduated, I immediately left for basic military training. I attended aerospace control and warning systems apprentice school at Keesler AFB, Miss., after BMT.

Upon returning to the 134th ACS, I assumed duties as a surveillance technician. Shortly after, in 2009, I deployed to Iraq in support of Operation Iraqi Freedom.

In 2010, I attended the weapons director course at Luke AFB, Ariz., and earned the "Top Scope" award for being the best positional controller.

A weapons director is a job that can be hard to explain. The easiest way I can explain it is to say that we control aircraft while they are tactical, whether it being air-to-air, air-to-surface, air refueling or any other mission set. I have been a weapons director since I was awarded the "Delta" shred.

Recently, I have added the qualification of Interface Control Technician on top of my other two qualifications. I am the noncommissioned officer in charge of the training for our operations section, ensuring that approximately 45 Airmen maintain the ready aircrew program standards. I have participated in multiple exercises, most notable being Virtual Flag, Fleet Synthetic Training and Jaded Thunder.

If anyone would like a tour of the 134th to see a little more in depth about what we do, feel free to contact me. I'm also the tour guide!

## NOSS hosts CyberPatriot Competition

By Master Sgt. Matt McCoy, 184th Public Affairs

**Civil Air Patrol cadets participated in a competition designed to build computer security skills.**

When it comes to cybersecurity, it's hard to beat the expertise possessed within the 299th Network Operations Security Squadron. That made it an inspirational location for the Emerald City Composite Squadron of the Wichita Civil Air Patrol Wing to participate in the CyberPatriot national high school cyberdefense competition in December.

"CyberPatriot is a program every CAP squadron has been encouraged to participate in," said Lt. Col. Chris Snyder, commander, 299th NOSS. "After deciding to put together a team for this year's competition, I found out that Maj. VanderZiel was looking for a team to mentor, and we both decided utilizing the classroom at the NOSS would be the perfect place to host the training and the competition."

CyberPatriot was created by the Air Force Association and presented by the Northrop Grumman Foundation.

According to their website, the intent of the competition is to "inspire high school students toward careers in cybersecurity or other science, technology, engineering and mathematics, or STEM, disciplines critical to our nation's future."

December marked the second



**Civil Air Patrol Cadets left to right: Ryan Detrick, Doug Newman, Mason Snyder and Matt Boone participate in the CyberPatriot Competition during the December unit training assembly. The team had to find network vulnerabilities including viruses and malware.**

Photo by Master Sgt. Matt McCoy, 184th Public Affairs

round of the competition, which challenges the five-person teams to secure network systems from malware and viruses as well as many other system attacks. The teams that find the most vulnerabilities within a set amount of time move on to further rounds in the competition.

"The goal of CyberPatriot is to excite students to pursue STEM studies, carry interest forward to college and pursue cybercareers," said Snyder.

Snyder also serves as the commander of the Emerald City Composite Squadron.

"I initially got involve with the CAP because my son wanted to get involved in the program. After

about a year of helping out behind the scenes, I found that there was a lot more to CAP than the cadet program, and made it a goal of mine to get the CAP emergency services mission more integrated with the KSANG domestic operations missions," said Snyder. "Over the summer, I became the volunteer commander of the local Wichita squadron, and I'm continuing to try and build on the membership within the local CAP squadron while keeping us involved in various community events. It's been a rewarding volunteer organization to be part of."

To find out more about CyberPatriot, go to [www.uscyberpatriot.org](http://www.uscyberpatriot.org).

# JAYHAWK FLYER

**photo finish** ► Fighting Jayhawks in action



**Capt. Andrew Jamerson, 184th Medical Group laboratory, draws blood from Capt. Adam Pahls, 134th Air Control Squadron maintenance assistant chief, during a wing-wide annual Preventive Health Assessment component.** Photo by Staff Sgt. Maria Ruiz

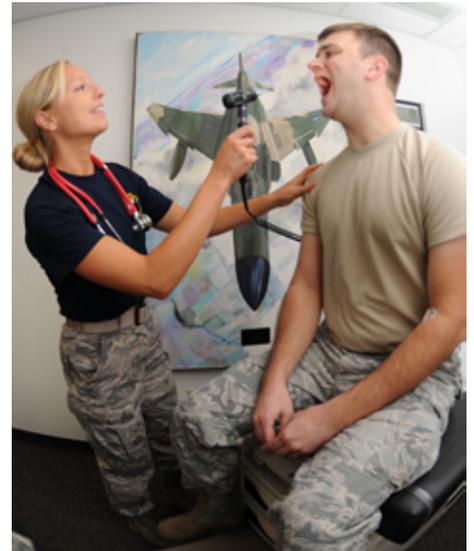
**Right - Tech. Sgt. Jennifer Conary (left) and Senior Master Sgt. Randi Hill (right), 184th Force Support Squadron, process paperwork for deploying members of the 184th Civil Engineer Squadron as they depart for Colorado in October.**

Photo by Master Sgt. Matt McCoy



**Command Chief Master Sgt. Mitchell Brush, senior enlisted advisor to the chief of the National Guard, visited the 184th Intelligence Wing Nov. 20. As he toured the wing, he visited with Airmen from many different squadrons.**

Photo by Master Sgt. Matt McCoy, 184th Public Affairs



**Capt. Stacy Fagan, 184th Medical Group physician assistant, examines Airman 1st Class Casey Perkins, 134th Air Control Squadron data maintenance technician, during a general Preventive Health Assessment.**

Photo by Staff Sgt. Maria Ruiz



**Tech. Sgt. Mike Corbin, 184th Intelligence Support Squadron, helps set up and tear down equipment used for domestic operations.**

Photo by Master Sgt. Matt McCoy