



# WINTER 2017



Welcome back home



Happy New Year everyone and welcome to 2017! I hope that all of you and your families enjoyed the holidays and that you had a chance to relax and embrace the season. Our wing enjoyed some great success in 2016 and everyone should be proud of what we accomplished. Every one of us has contributed to providing combat airpower to commanders around the world; we have been on point, and have made a difference! Now, 2017 brings with it a great deal of promise and some new challenges as we complete our unit conversion. A large part of completing the conversion will be standing up our combat line here at NFARS and the re-designation as the 107<sup>th</sup> Attack Wing.

2017 will mark the achievement of our MQ-9 Initial Operating Capability, flying combat operations from home station. There has been a tremendous amount of work done by the Airmen of this wing to accomplish that goal. Believe me, all that hard work will pay off soon! We are on track to make IOC happen in late summer, ahead of the conversion timeline. We could not have made this happen without everyone working together as a team and demonstrating that we are a premier wing in the Air Force.

Our focus throughout the conversion has been on training and that will not change. We must continue toward our goal of agile training, equipping and employment of our Airmen. All wing members must achieve training in their primary AFSC so that we may do our part as a full-spectrum, high-end, fighting force. Our wing is also growing in size and mission sets with the addition of two squadrons to the operations group, the 222nd Command and Control Squadron and the 274th Air Support Operations Squadron. As our CSAF has said, “The squadron is the beating heart of the United States Air Force; our most essential team. We succeed or fail in our missions at the squadron level because that is where we develop, train, and build Airmen.” As we begin this year, we must complete the integration of the 222 CACS and the 274th ASOS under our flag making sure those Airmen are properly trained, equipped and are capable of meeting their mission taskings. We must continue mentoring, developing, and educating our Airmen to prepare them for the technology-to-warfighting and integrating operations of the 21<sup>st</sup> century and to make them all leaders capable of taking us even further, including the joint environment. Finally, without fail, we must continue to provide the resources and tools necessary to make our Airmen resilient, empowered and adaptive.

We have come a long way, but we still have a great deal of work to do. Embracing the 24/7/365 MQ-9 Reaper operation we have been training for is just the start. We are only on the cusp of a state of the art mission, and one we will be doing here at NFARS for many, many years to come. This is a very exciting time for us at the 107<sup>th</sup> Attack Wing and I know we will continue to set the standard for the NYANG. Thank you all for your hard work, dedication and commitment!



# 107th Attack Wing



107th Attack Wing  
Commander  
**Col. Robert G. Kilgore**

Vice Commander  
**Col. Gary Charlton**

Command Chief  
**Chief Master Sgt. Phillip Tavenier**

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*Chief of Public Affairs*  
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# THE THUNDERBIRD

## Winter 2017

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#### On the cover:

Welcome home to the six Airmen who came back from a deployment to Southwest Asia! The Airmen are assigned to the Civil Engineer Squadron as firefighters. They were deployed for six months. (U.S. Air Force Photo by Staff Sgt. Ryan Campbell)



The 107<sup>th</sup> Airlift Wing worked tirelessly throughout the last calendar year as we prepare to operate the MQ-9 Reaper from Niagara. One of the year's goals set forth by Col. Robert Kilgore, 107th AW commander, was the agile training, equipping and employment of our Airmen. We continue to ensure 107th AW personnel obtain proper AFSC reclassification, skill level and mission qualification training. Much of the operations staff is fully qualified and traveling to other bases around the country to participate in MQ-9 operations. This helps them to maintain their certifications and to gain valuable experience.

The modification and expansion of our operations facility continues. The first phase of the project to modify the existing building is nearly complete. Also, a military construction (MILCON) project began in November. MILCON will expand the building to create much needed office space. It will be completed in early 2018.

We are aggressively working to get the unit to 'initial operational capability' status in the next calendar year. This essentially means the unit can staff and fly the MQ-9 24-hours a day from Niagara, conducting combat operations from home station. Once that milestone is met, the challenges continue as the unit plans to be 'full operational capable' in 2019.

This past year the 107th Security Forces Squadron (SFS) returned from an overseas deployment to southwest Asia. There was a joyful reunion at the Buffalo airport as the SF Airmen reunited with their families after a job well-done. More than 40 members in all were part of the deployment that provided security for U.S. assets overseas.

Another goal of the commander for 2016 was to provide the resources and tools necessary to make our Airmen resilient, empowered and adaptive. In that spirit, the unit held its first ever Wing Wellness Week in June. The week included classes and activities focused on enhancing the resiliency of Airmen in the areas of mental, social, physical and spiritual fitness. Various classes, including yoga, meditation, self-defense, benefits briefings, nutrition seminars and financial planning seminars, were held for members to choose from throughout the week.

In June, more than 25 Airmen from the 107th Civil Engineer Squadron participated in a two-week humanitarian support mission in Albania. The deployment for training saw the Airmen work in the vicinity of Vau Dejes, where they renovated a clinic and a school that both serve the needs of the local municipality.

Also in June, more than 30 members of the 107th SFS conducted heavy weapons training and qualification in Alpena, Michigan. The Airmen trained at the Combat Readiness Training Center and qualified at Camp Grayling as part of their yearly requirement to remain proficient in their weapon systems. The training included two days of live fire.

A Unit Effectiveness Inspection Capstone Event was held in July. It was the first inspection under our new MAJCOM- Air Combat Command (ACC). The areas that were inspected were selected based on importance in line with the commander's intent. The unit received an overall grade of "Effective." Four areas were recognized as "Superior Performance Teams" which included Host Aviation Management, Intelligence, Comptroller and Deployment and Distribution Sections.

In September the 107th AW took two squadrons under its wing; the 222nd Command and Control Squadron and 274th Air Support Operations Squadron. This acquisition adds nearly 380 members to the 107th AW. The unit has worked tirelessly to make this organizational team and to be sure we meet their needs.

A new commander was named for the operations group commander in October. Lt. Col. Douglas Eoute took the reins as Lt. Col. Gary Charlton vacated the position to become the unit's vice commander.

In the very near future we will officially have our name change to the 107<sup>th</sup> Attack Wing. We look forward to having our title reflect our mission as we strive to meet the challenges of the upcoming year.



# 2016 Year in Review



Security Forces Returns



Security Forces Returns



Lt. Col. Eoute  
Operations Commander



CE in Albania



Wing Wellness Week



222nd Command and  
Control Squadron



Wing Wellness Week



SFS heavy weapons  
training



CE in Albania



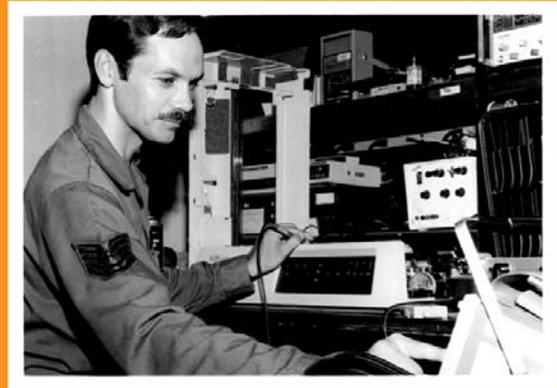
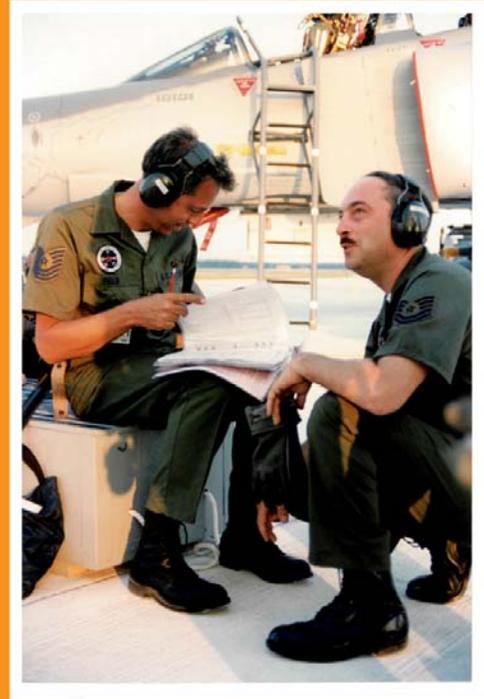
SFS heavy weapons  
training



274th Air Support  
Operation Squadron



# LOOKING BACK...





The 107th Attack Wing now has two new squadrons to support our mission. Please welcome the 222nd Command and Control and 274th Air Support Operations Squadron.



The 222nd Command and Control Squadron is an Air National Guard command and control squadron located at Rome, New York and Chantilly, Virginia.

Mission: 222nd CACS provides the National Reconnaissance Office's (NRO) National Reconnaissance Operations Center (NROC) with augmentees to assist NRO and U.S. Air Force Space Command during times of need. 222nd CACS provides support with ongoing space operations crucial to our national security. The NRO is a joint organization engaged in the research and development, acquisition, launch and operation of overhead reconnaissance systems necessary to meet the needs of the Intelligence Community and Department of Defense.



The U.S. Air Force 274th Air Support Operations Squadron (274 ASOS) is a combat support unit located at Hancock Field Air National Guard Base, Syracuse, New York. The 274th ASOS provides tactical command control of air power assets to the joint forces air Component Commander and Joint Forces Land Component Commander for combat operations.

Mission: The 274th ASOS trains, equips, and deploys mission qualified Tactical Air Control Party (TACP) members consisting of Air Liaison Officers and Joint Terminal Attack Controllers (JTAC) in support of the 42nd Infantry Division, 27th Infantry Brigade Combat Team, and 86th Infantry Brigade Combat Team. Unit members are tasked with providing advice, guidance, and planning considerations to United States Army round commanders on the proper integration of USAF airpower and close air support onto the ground scheme of maneuver. As JTACs, 274th members are further qualified to provide terminal guidance and attack execution in a combat environment.

In a domestic operations role, the 274th is responsible for establishing communications during state emergency response and contingency operations as ordered by the Governor of New York.



[https://  
www.facebook.com/  
NationalReconnaissanceOffice/](https://www.facebook.com/NationalReconnaissanceOffice/)

[https://  
www.facebook.com/274ASOS/](https://www.facebook.com/274ASOS/)





## How is your CG ?

Aircraft are designed to have a center of gravity. This is a range from the center of balance where you can add or subtract weight and the aircraft can still fly as designed. Exceeding this range by adding too much weight, forward or aft, and sustained flight becomes more difficult if not impossible.

As Airmen you also have a center of gravity in balancing your career development between being an Airman and being a specialist. As an Airman you must understand and develop yourself to the standards set forth in the Enlisted Force Structure, AFI 36-2618. Additionally you must have an understanding of the Air Force Institutional Competencies. The Institutional Competencies are the leadership, management, and warrior ethos qualities required by all Airmen. In reading The Enlisted Force Structure you will find that our fulcrum has been placed requiring more weight on being an Airman than being a specialist. Additionally it is stated “we are Airmen first and specialist second”. That is not to say that being technically proficient in your specialty is not important, it is critical in effectively and efficiently carrying out the mission.

Our wing is now in the third year of an unprecedented conversion that has had an effect on every squadron in the wing to some degree. During these three years and continuing still, many of you have had to add more weight on your development as a specialist than that of the Airman in order to carry out the mission. To whatever degree that you were affected by the conversion, now is the time for a balance check to reassess where you are developmentally as an Airman in your career. As we emerge from this conversion, and will soon resume a normal ops tempo, now is the time to identify and plan for your future career goals. Take a look at the Enlisted Force Development Concept of Operations for the Air National Guard, [www.ang.af.mil/shared/media/document/AFD-151001-051.pdf](http://www.ang.af.mil/shared/media/document/AFD-151001-051.pdf) if you are unsure as what your goals should be. Or stop by and we can review where you are now in your career and where you should focus your efforts for future development.

Finally, remember that career development is a lifelong process while you are an Airman, it never stops and it is always changing. Also, as important as it is to maintain a balance between your Airman and specialist development, never forget to maintain a balance between you professional and personal life as well.



Deploying? Make Sure You're "Legally" Ready  
Michelle L. Kelly, Capt, NYANG  
Deputy Staff Judge Advocate 107AW/JA

The pre-deployment process is filled with various appointments and tasks all during a stressful time for you and your family. In order to facilitate all of these different tasks, each deployer is given a pre-deployment checklist. On that checklist is a box for legal readiness. Being legally ready to deploy is critically important to ensure the warfighter and his/her family are cared and provided for during deployment. As soon as you are tasked to deploy you and your family should start thinking about your legal needs.

**Where do I begin?** This questions doesn't need to be over whelming. A simple answer is to start thinking about what tasks you are responsible for in your household. Are you the only one who makes sure the bills gets paid? Are all the vehicles registered in your name only? If you answered 'yes' to one of these questions, or a similar question, then your next question should be "do I need someone to take care of these things while I am away?" If the answer to that question is 'yes' then you most likely need a Power of Attorney (POA). POA's serve an important role for the warfighter and his/her family. Going to a deployed location can mean limited communication and time which can seriously impact a person's ability to conduct his/her business affairs. Designating an "attorney-in-fact" to handle your affairs for you can alleviate a lot of stress for both you and your family.

There are two basic types of POAs: General POA's and Special POA's. Many military members, especially those who have been around the block a time or two, are familiar with the term General Power of Attorney. This POA gives your attorney-in-fact very broad authority to act in your name. Due to the broad authority it grants, and the potential it creates for abuse, the General POA is no longer as widely accepted as it once was. For example, most banks will not accept a General POA. That is when a Special POA comes into play. Special POAs are more widely accepted and desired by certain businesses, such as financial institutions, because they are limited to the specific transaction that you select.

**How do I know which type of POA I need and for what activities?** Once you have considered all of the household or business activities that require your presence or your signature, you are on your way to an answer. First, you can look on the Air Force Legal Assistance Website: <https://aflegalassistance.law.af.mil>. There is a section on the site entitled, "Legal Worksheets". if you click on that section it will allow you to choose the,Create Power of Attorney (POA), worksheet. From there you will go to a page with worksheets for General POA's and each of the different POA's. This page can give a deployer a good idea of what POAs he/she may need. That being said, legal assistance clients are always welcome to call or come into the legal office to discuss with POA's during our UTAs or during the week for full-timers. Also, don't be alarmed if you think the amount of POA's you need is a lot. Sometimes, each institution will require a special POA. You could have five or even ten of them and that is ok

**What if I still feel uneasy even after getting my POA's?** Legal readiness is not just about making sure your household is operational while the deployer is away; it can also be about peace of mind. That is why people often associate legal readiness with Wills. Although a Will should always be kept up-to-date, many warfighters wait until they are tasked to deploy to take a look at their Wills and see if any changes should be made. Obtaining a Will requires preparation and planning to decide how you want your property to be divided; who do you want to handle your affairs; or who do you want to be the guardian of your children. The time to decide these things is not in a week prior to your deployment, but right now when you have some time! In fact, you don't even need to wait until you are tasked to deploy to obtain or update your Will. This is something that you can take care of now, and it will be one less thing to worry about when you actually are tasked to deploy. The Air Force Legal Assistance Website is working to make the Will process even easier. Simply visit the website and fill out a Will worksheet. The worksheet will ask you a series of questions that will help the Attorney's draft your Will. Upon completing your Will worksheet, you will receive a ticket number. Take that number and immediately e-mail it to MSgt Shana Crump Owens or TSgt Kenya House, or if you are a full timer, Capt Michelle Kelly so that an appointment may be made to meet with one of our attorneys where your Will worksheet will be discussed and your Will and other documents will be prepared.

**Is there anything else I'm not thinking of?** Granting necessary POAs and gaining peace of mind by executing a Will generally meets the legal readiness needs of the warfighter prior to a deployment. However, there may be additional considerations the deployer should be aware of. For example, if a lawsuit is pending against you or if you are suing someone, the Service Members Civil Relief Act (SCRA) may protect you from losing the case because of your deployment. SCRA also requires that the court proceeding be delayed until you are able to be present. However, you also have the responsibility of notifying the court of the need to delay any proceedings. SCRA may also affect a deployer's rights regarding residential and automotive leases, default judgments, and the interest rates on pre-service debts.

**What if I have more questions?** If you have any questions about a civil law matter, you can schedule an appointment to meet with an attorney at the legal office during UTAs by calling 236-2519 to schedule an appointment. Full timers can contact Capt Kelly at 236-3620 or [michelle.l.kelly27.mil@mail.mil](mailto:michelle.l.kelly27.mil@mail.mil) to schedule an appointment. You can also see an attorney during our walk-in hours, Sundays of UTAs only from 1230-1600. Don't put off your visit to the base legal office until the last minute! For more information come check out our pamphlets in our office. Additional information is also available on the Air Force Legal Assistance Website: <https://aflegalassistance.law.af.mil>.



Most of us have faced or observed a fellow wingman who have gone through many changing demands or deep stressors in life. Job changes, deployments, mission conversions, death of loved ones, family demands even including the joy of a new baby, relationship concerns, relocation, financial concerns, school and training - can all be deep stressors. Life itself and the demands of serving in the Air National Guard can be stressors all by itself even when the road is relatively smooth in other areas of our lives and there are no immediate threats at hand. Winter blues and new year demands can be the straw that breaks the proverbial camel's back. Distress and depression seem to set in as the burden grows heavier each and every day.

Good wingmen know that seeking help is a sign of strength. Those in the middle of stressors might encounter physical, emotional, behavioral or cognitive signs of distress. As good Airmen to one another, we need to watch out for one another especially this time of year. There are many resources out there to keep us spiritually resilient. Sometimes all someone needs is a non-judgmental listening ear perhaps someone who might have walked the journey before you and can give suggestions of paths toward hope and wellbeing. Other times people might need more professional resources such as our Director of Psychological Health (DPH), Jason Masker; Military One Source; the Vet Center of Buffalo; or the Chaplain Corps to help guide the path to a manageable life with its multiply demands. Again, remember that seeking help is a sign of strength. If one resource doesn't meet your needs, don't stop there, try another because your wellbeing matters.

If you are the listening wingman, discuss preferences of compassionate and encouraging action that meets the needs of the one you are helping. As you listen, share your story, your faith, and offer your companionship such as meeting at the gym to work out or inviting them to eat lunch with you. Young mothers/father might offer to meet together with other young mothers/father in a play group. Offer resources and be willing to go with the distressed wingman to the first appointment to help lessen stigma. Continue to be in touch and show support asking if there is anything else you might be able to do. Life sometimes throws deep stressors at us and the war fight can go inside of us when we are not the enemy. Know your enemy and don't let it be you. Seek help.

The Chaplain Corps offers fun free opportunities of help in resiliency and wellbeing through weekend events called Strong Bonds. Presently, we are taking reservations for married couples to attend, “Laugh Your Way to a Better Marriage.” MSgt Heather Cummings will be our resident facilitator for this along with Chaplain Enio Aguero from EADS. The event will take place 17-19 February in the Rochester area and the exact location is being researched presently. We will also be hosting fun events called “Got Your Back” for non-married individuals being held 31 March – 2 April; And for families a Strong Bonds Event called the “7 Habits of Effective Air Force Families” will take place 21-23 April. These events are empowering and fun, because sometimes getting away, hearing how others cope with stressors is just what we need for hope and resiliency.

The demands and stressors in life are real. Again, be good wingmen for one another. Be strong wingmen and seek help when the burden is too hard to carry. Whether we are in the 107<sup>th</sup>, the 222nd or the 274<sup>th</sup> – let’s be there for one another through the various modes of communication. Good wingmen rock and make for a resilient and healthy wing! Thanks for being there.

May your new year be full of inner peace and wellness!  
Chaplain Jackie Kraft



**Chaplain Services**

**Wing Chaplain**  
**LtCol Jackie Ann Rose Kraft**  
**Office: (716) 236-3428**  
**Cell: (716) 512-4390**  
**Chaplain Crisis Phone: (716) 228-7719**

\*\* If you need to see a chaplain please call Chaplain Services, at extension 2395 or the numbers listed above. Chaplains and Chaplain Assistants are always on call



## Wing Director of Psychological Health



This is the time of year many of us make resolutions to be better versions of ourselves. Many of us are newly committed to work out plans, diets and tighter budgets. Often overlooked is a general lack of sleep. How much sleep is needed varies among individuals but the general recommendation is 7-8 hours a night. Recent polls show about 40% of Americans do not hit that target.



“Who cares? I can be a little tired right? I’ll just have an extra cup of coffee or a Monster energy drink.” True, caffeine as a stimulant can relieve us of our drowsiness in the short run. Over the long haul though lack of sleep can have a profound effect on our bodies and minds. Lack of sleep can cause or exacerbate impaired brain activity, cognitive dysfunction, moodiness, depression, weakened immune system, weight gain, memory problems, high blood pressure, even type 2 diabetes and heart disease. Lack of sleep also contributes to workplace and automobile accidents. The list of problems associated with lack of sleep is concerning and should elicit action by those of us in the 40%.

There’s plenty of things we can do to get better and more sleep. If you need more or better sleep try some (or all) of the following;

- Avoid caffeine, alcohol, nicotine and or other chemicals that can interfere with sleep (3-6 hours or so before bed). This is a tough one. It can be hard to follow this recommendation but if you can you’re probably going to feel more rested in the morning.
- Create a better sleeping environment. Dark and quiet is what you want. If you need the TV on for white noise make sure you set a sleep timer. Invest in some black out curtains.
- The phone.....put it down! Smart phone usage at night has a negative effect on our sleep due to the blue light emitted by the screen. If you just can’t put your phone down, try a blue light filter app (I use an app called Night Mode).
- Get your exercise in. Exercise can help you fall asleep faster and sleep more soundly as long as it’s not too close to bedtime.

In 2017 let’s shoot for more than weight loss goals and better finances. Getting more and better sleep improves your quality of life. The recommendations listed aren’t awfully imposing. Give them a shot, you’ll feel better.

Best Regards,

Jason Masker, LMHC

Bldg. B202 Room 100

716-236-2401

# PERSONAL FINANCIAL COUNSELOR AVAILABLE!

*Get help with:*  
**Debt Management**  
**Saving & Investing**  
**College Planning**  
**Retirement**  
**Elder Care**  
**Estate Planning**  
**Investments**

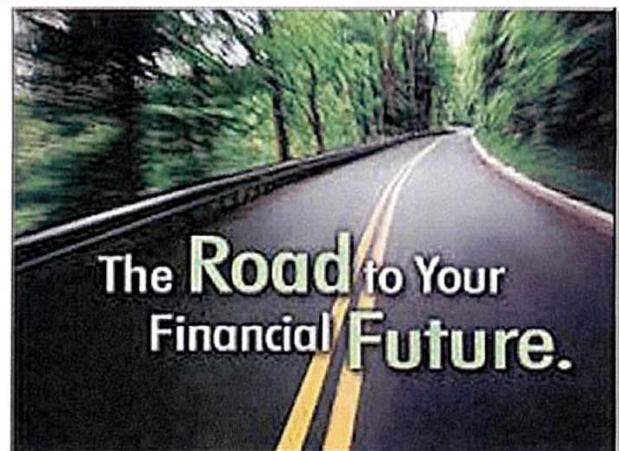


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**Military Status Change**  
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**Financial Planning**  
**Divorce**  
**Job Change**  
**TSP**

**Tim Sobolewski, CFP®**  
**Personal Financial Counselor**  
**Military & Family Life Counselor Program**

**Please Call (716) 236-3635 for appointment  
or stop in RM108 BLDG 901**

**E-Mail: [PFC5.NY.NG@zeiders.com](mailto:PFC5.NY.NG@zeiders.com)**





# Repair and Disposal of Worn Flags

## WASHING

If your American flag is beginning to look dirty or dingy, washing it may save it from an early retirement. The Flag Code does not prohibit washing flags. In fact washing your flag on a regular basis can prolong its life. Most outdoor flags can be hand-washed with a mild laundry detergent. If you're not sure if your flag can be washed, or of the proper washing procedure, take it to the dry cleaners. Many offer free flag-cleaning services, especially in the month of July.

Despite the common myth, flags that touch the ground do not need to be destroyed. If your flag does touch the ground, and it gets dirty, simply wash it. Allowing a flag to touch the ground is disrespectful to the flag, but of course accidents do happen. Just try to prevent it from happening again.

## REPAIRING

As long as the flag is serviceable, it is acceptable to repair minor damages. While it is permitted to do repairs yourself, taking your flag to a seamstress man be a safer option. It's important that the repairs are not noticeable, and that the dimensions of the flag aren't altered. Flags with large tears or excessive fraying should be retired.

To avoid damage to your flag, bring it inside in bad weather, and make sure your flagpole or staff is in good condition. Rust can corrode your flag. If you are putting a flag into storage, make sure it is dry and the bag or container locks out moisture. Mold and mildew can grow on damp fabric.

## DISPOSAL

According to the Flag Code, any American flag that is worn, damaged or tattered beyond repair should be retired in a respectful and dignified manner. The preferred method is burning. This may shock some, since it is a well known fact that burning the flag is illegal. This however, is an exception to the rule. You can burn the flag yourself, making sure it is done in a discreet and professional manner, or many organizations like the American Legion, the Boy Scouts Council and the Girl Scouts Council will perform a flag retirement ceremony and burn your flag for you. In this case, burning signifies purification and rebirth.

Although burning is the preferred method, it is also acceptable to seal your old flag in a box or bag and bury it. The most important factor is showing respect to the flag during its disposal.

## CONTACT

**To properly dispose of your worn or tattered flag by burning, please contact the local branch of the following organizations.**

**The American Legion**

**Boy Scouts**

**Girl Scouts**

**or MSgt Chris Zastrow  
Ext: 2523  
Bldg 901, Room 128**



# Promotion Requirements

Amn-E-2	A1C - E3	SrA - E4	SSgt - E5	TSgt - E6	MSgt - E7	SMSgt - E8	CMSgt - E9
				Sole occupant of at least a TSgt UMD position	Sole occupant of at least a MSgt UMD position	Sole occupant of at least a SMSgt UMD position	Sole occupant of at least a CMSgt UMD position
6 months TIG	6 months TIG	1 year TIG	1 year TIG	2 years TIG	2 years TIG	2 years TIG	2 years TIG
6 months TIS	1 year TIS	2 years TIS	4 years TIS	6 years TIS	9 years TIS	11 years TIS	14 years TIS
3 level PAFSC	3 level PAFSC	3 level PAFSC	5 level PAFSC	7 level PAFSC	7 level PAFSC	7 level PAFSC	9 level PAFSC
PME - BMT (Note 1)	PME - BMT (Note 2)	PME - N/A	PME - ALS	PME - N/A	PME - NCOA	PME - SNCOA & CCAF (Note 3)	PME - CCAF (Note 3)



**Note 1:** Promotion to Amn (E2) will be automatic, 6 months from the date member departs for basic military training (BMT) / tech school, unless the unit commander requests the promotion be delayed. (The Military Personnel Flight (MPF) will publish orders/update the Personnel Data System for promotion to E2).

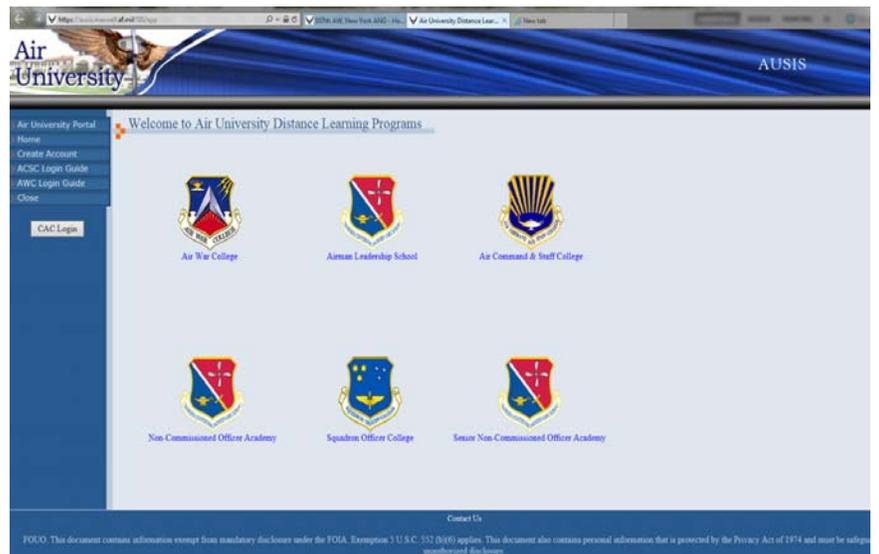
**Note 2:** Time in grade (TIG) requirement is computed from the date of entry on the initial active duty training (date member departs for BMT tech school)

**Note 3:** 107th Sup - SEJPME required for promotion to SMSgt and CMSgt

## Career Advancement-

Here is where you go for your PME  
<https://ausis.maxwell.af.mil/SIS/app>

Continue your professional development though on and off-duty education. Join professional organizations (for example, base advisory and enlisted councils) and participate in organization and community events through volunteerism.



# Social Media Tips

**Please keep the following in mind  
when posting to social media sites like Facebook or Twitter.**

## **Once it's out there, it's there forever**

- When you post something on social media, you can't "get it back." Even deleting the post doesn't mean it's truly gone, so consider carefully before you hit enter.

## **No classified information**

- Don't post classified or sensitive information (for example, troop movement, force size, weapons details, etc.). If in doubt, talk to your supervisor or security manager. "Think OPSEC!"

## **Replace error with fact, not argument**

- When you see misrepresentations made about the Air Force in social media, you may certainly use your social media property or someone else's to correct the error. Always do so with respect and with the facts. When you speak to someone who has an adversarial position, make sure what you say is factual and respectful. No arguments, just correct the record.

## **Admit mistakes**

- Be the first to respond to your own mistakes. If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear you have done so (e.g., use the strikethrough function).

## **Use your best judgment**

- What you write may have serious consequences. If you're unsure about a post, discuss your proposed post with your supervisor. Ultimately, you bear sole responsibility for what you post.

## **Avoid the offensive**

- Don't post any defamatory, libelous, vulgar, obscene, abusive, profane, threatening, racially and ethnically hateful or otherwise offensive or illegal information or material.

## **Don't violate copyright**

- Don't post any information or other material protected by copyright without the permission of the copyright owner.

## **Don't misuse trademarks**

- Don't use any words, logos or other marks that would infringe upon the trade mark, service mark, certification mark or other intellectual property rights of the owners of such marks without owner permission.

## **Don't violate privacy**

- Don't post any information that would infringe upon the proprietary, privacy or personal rights of others.

## **No endorsements**

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