

**BY ORDER OF THE DIRECTOR,
AIR NATIONAL GUARD**

AIR NATIONAL GUARD INSTRUCTION 34-101

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Services

**ANG SERVICES FIELD ADVISORY COMMITTEE
(SV FAC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services Combat Support Programs*. This instruction provides direction to the National Guard Bureau, Air Directorate Services Field Advisory Committee and enables it to serve the Director of the Air National Guard (ANG) and its members. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to the Air National Guard Services Division (NGB/A1S), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.” Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers (RCN) in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

SUMMARY OF CHANGES

This revision substantially revises and replaces ANGI 32-101, *ANG Services Field Advisory Committee*, 2 September 1997. It changes office designations to the new Air Force (AF) construct, moves responsibilities from the ANG Director of Installations and Mission Support (NGB/A7) to the ANG Director of Manpower, Personnel and Services (NGB/A1), defines the responsibilities of the Mission Support Group Council Services Representative, changes field representation from weapons systems to geographic regions based on Federal Emergency Management Agency (FEMA) regions, provides a methodology to input issues, explains meeting

attendance to the Services Field Advisory Committee (SV FAC), and changes the chartering authority from the NGB/A7 to the Mission Support Group Council.

Chapter 1

ESTABLISHMENT AND MEMBERSHIP

1.1. Vision. "A process for enhancing bi-directional information flow between the Air Directorate Services Division and the field that improves the readiness, reliability and relevance of the Air National Guard and the Services career field."

1.2. Purpose. Advise and assist the NGB/A1, Air National Guard (ANG) Director of Manpower, Personnel and Services, in the execution of the ANG mission. The Services Field Advisory Committee (SV FAC), in no way, negates, diminishes, or replaces the authority and responsibility of the Adjutants General nor circumvents chain-of-command requests for higher headquarters (State, NGB) action/assistance.

1.3. Goals:

1.3.1. Maintain a process that identifies, validates, and prioritizes field issues for timely resolution.

1.3.2. Provide a conduit for disseminating significant policy decisions and information.

1.3.3. Provide a field advisory committee that makes recommendations to, or identifies, significant policy, directive and regulatory changes needed.

1.3.4. Promote and support a field process for ANG-wide Services career field member involvement.

1.4. Roles:

1.4.1. Provide the field perspective on issues.

1.4.2. Enhance communication between field units and the ANG Services (NGB/A1S) staff.

1.4.3. Help represent the National Guard Bureau to the field.

1.4.4. As requested, assist the NGB/A1S and NGB/A1 in policy development.

1.4.5. Be a consensus-forming body.

1.5. Objectives. The objectives of the SV FAC are to promote the following:

1.5.1. Enhance organizational development, training, and mission accomplishment of Services functions throughout the ANG.

1.5.2. Serve in an advisory capacity to the ANG Director of Manpower, Personnel and Services (NGB/A1) on all issues affecting the ANG Services community, providing a field perspective.

1.5.3. Express the views and concerns of the Services community from the unit level up through the national level.

1.5.4. Discuss issues of significant policy, directive, and regulatory changes and make recommendations to the NGB/A1 through NGB/A1S.

1.5.5. Provide coordination with and input to the Mission Support Group Council.

1.5.6. Develop solutions to Services problems and assist with field implementation.

1.6. Membership.

1.6.1. The SV FAC is composed of a committee Chairperson, a Vice-Chairperson, Regional Representatives, a Combat Readiness Training Center / Regional Training Site / RED HORSE (CRTC/RTS/RH) Advisor, and executive support provided by members of the ANG Services Association and ANG Services Division staff (NGB/A1S).

1.6.2. Membership assignments are made by the NGB/A1 with the concurrence of respective state Adjutants General. The membership may be adjusted up or down as directed by the NGB/A1. Rotation of members shall be on a three-year cycle. In the event of a primary member vacancy, the alternate for the respective region will step into the vacant position, and a new alternate appointed.

1.6.3. Each Regional Representative will be a Base Services Technician / Base Prime RIBS Manager. Each Regional Rep will represent the interests of all SV functions (peacetime and wartime food service, mortuary, lodging, laundry, fitness, recreation, etc.) within their geographic area of responsibility. Appointments are by FEMA regions at Attachment 3.

1.6.4. The CRTC/RTS/RH Advisor will be a Services Technician. The Advisor will represent the interests of all Services functions for the respective locations (see Atch 3).

1.6.5. Alternate Regional Representatives and CRTC/RTS/RH Advisor. Primary Regional Reps and the CRTC/RTS/RH Advisor will solicit, as needed, volunteers from the eligible members of the respective regions to serve as alternate members. The Primary Reps will present the list of volunteers, along with their recommendation, to the SV FAC for consideration. The SV FAC will evaluate the candidates and vote on new alternate reps for each affected region. The recommended alternates will be documented as part of the SV FAC minutes. Upon approval of NGB/A1 and the respective Adjutants General, NGB/A1 will appoint the new Alternate Representatives. The Alternate Representative will be mentored by the Primary Representative in preparation for assuming the primary duties, when required.

1.6.6. The Mission Support Group (MSG) Council Representative is provided for in the MSG Council Charter, is an elected member of the MSG Council, and is charged with liaison responsibilities between the MSG Council and the SV FAC.

1.6.7. Sourcing of SV FAC Members:

1.6.7.1. SV FAC Chairperson (the ANG Services Association President).

1.6.7.2. SV FAC Vice-Chairperson (the ANG Chief of Services).

1.6.7.3. Enlisted Advisor (the ANG representative on the AF Services Enlisted Council)

1.6.7.4. JSOC Representative (the ANG representative on the AF Junior Services Officer's Council)

1.6.7.5. SV FAC Recorder (the ANG Services Association Secretary).

1.6.7.6. Regional Representatives selected to represent their geographical area.

1.6.7.7. Combat Readiness Training Center/Regional Training Site/RED HORSE (CRTC/RTS/RH) Advisor

1.6.7.8. SV FAC Executive (the ANG Services Association Vice President).

1.6.7.9. Members-at-Large (ANG Services Association's President Elect and Treasurer).

1.6.7.10. Mission Support Group Council Representative for Services.

1.6.7.11. Services Division Staff Representatives (NGB/A1S members invited based on the Agenda of each meeting).

1.7. Appointments and Terms of Service:

1.7.1. The SV FAC chairperson is appointed by and serves at the pleasure of the NGB/A1, but is normally the elected President of the ANG Services Association. The SV FAC vice-chairperson is the ANG Services Division Chief (NGB/A1S), and will discharge the duties of the SV FAC chairperson in the chairperson's absence.

1.7.2. The SV FAC regional representatives (or alternates) may succeed themselves by election or appointment. Term of service is normally three years.

1.7.3. If an SV FAC member is unable to complete their term of service, their respective alternate will serve the remainder of the term, or if required, until a new representative is appointed/elected.

Chapter 2 RESPONSIBILITIES

2.1. SV FAC. The SV FAC is a forum to discuss major issues, study problems and present recommendations through the SV FAC to the NGB/A1. Neither the Regional Reps nor the SV FAC circumvents chain-of-command requests for higher headquarters (State, ANG) action/assistance.

2.2. Regional Representatives. Each regional representative is charged to bring forth items from their respective units. Regional Rep's will represent the interest of all SV functions (peacetime and wartime food service, mortuary, lodging, laundry, fitness and recreation, etc.) within their geographic area of responsibility.

2.3. Duties. SV FAC members' duties shall be as follows:

2.3.1. SV FAC Chairperson shall:

2.3.1.1. Preside at all meetings of the SV FAC.

2.3.1.2. Ensure meetings are conducted as authorized by the SV FAC charter.

2.3.1.3. Perform such other duties incumbent upon an executive presiding officer.

2.3.1.4. Only votes as a tie breaker.

2.3.2. SV FAC Vice-Chairperson shall:

2.3.2.1. Aid and assist the Chairperson as necessary.

2.3.2.2. Assume duties of the Chairperson during incumbent's absence.

2.3.2.3. Perform duties incumbent upon an executive presiding officer.

2.3.2.4. Coordinate future SV FAC meetings and logistical requirements.

2.3.2.5. Be a non-voting member

2.3.3. Enlisted Advisor shall:

2.3.3.1. Represent issues impacting the Enlisted Force.

2.3.3.2. Assist with Services mission objectives

2.3.3.3. Attend AF Services Enlisted Council .

2.3.3.4. Be a voting member.

2.3.4.. JSOC Representative shall:

2.3.4.1. Represent issues impacting the company grade officer corps.

2.3.4.2. Assist with Services mission objectives.

2.3.4.3. Attend AF Junior Services Officers' Council.

2.3.4.4. Be a voting member.

2.3.5. SV FAC Recorder shall:

2.3.5.1. Keep and distribute minutes of the SV FAC, submit minutes within 21 calendar days to the SV FAC Chairperson for coordination through NGB/AIS to the NGB/A1 for approval and signature.

2.3.5.2. Perform other duties as directed by the Chairperson.

2.3.5.3. Tabulate and document votes as appropriate.

2.3.5.4. Be a voting member.

2.3.6. Regional Representatives shall:

2.3.6.1. Contact units in their geographic region and collect information on agenda topics. Receive, log, and forward to the SV FAC Chairperson and Vice-Chairperson all proposed SV FAC agenda items 30 days in advance of the meeting.

2.3.6.2. During the meeting, each Regional Rep will brief their agenda items.

2.3.6.3. Act as an information conduit and advisor to their respective units.

2.3.6.4. Serve on Working Groups, as required, solving Services issues.

2.3.6.5. Perform other duties as required by the SV FAC Chairperson and members.

2.3.6.6. Be a voting members.

2.3.7.. CRTC/RTS/RH Advisor shall:

2.3.7.1. Contact the sites and collect information on agenda topics. Receive, log, and forward to the SV FAC Chairperson and Vice-Chairperson all proposed SV FAC agenda items 30 days in advance of the meeting.

2.3.7.2. During the meeting, the CRTC/RTS/RH Advisor will brief their agenda items.

2.3.7.3. Act as an information conduit and advisor to their respective units.

2.3.7.4. Serve on Working Groups as required solving Services issues.

2.3.7.5. Perform other duties as required by the SV FAC Chairperson and members.

2.3.7.6. Be a voting member.

2.3.8. SV FAC Executive shall:

2.3.8.1. Attend all meetings of the SV FAC.

2.3.8.2. Ensure meetings are conducted in accordance with the charter.

2.3.8.3. Perform duties as required by the SV FAC Chairperson.

2.3.8.4. Assists as necessary to coordinate future SV FAC meetings and logistical requirements.

2.3.8.5. Be a voting member.

2.3.9. Members-at-Large shall:

2.3.9.1. Represents all ANG Services members.

2.3.9.2. Assist as necessary to promote the Services mission.

2.3.9.3. Serve on working groups to resolve SV issues.

2.3.9.4. Be voting members.

2.3.10. Mission Support Group Council Representative shall:

2.3.10.1. Represent the SV FAC to the MSG Council.

2.3.10.2. Present SV FAC issues or concerns to the MSG Council.

2.3.10.3. Convey MSG Council concerns or issues to the SV FAC for action or information.

2.3.10.4. Attend all SV FAC meetings to facilitate gathering and observation of issues and concerns in their liaison/advisory role.

2.3.10.5. Be a non-voting member.

2.3.11. Services Division Staff Representatives (NGB/A1S) shall:

2.3.11.1. Perform support duties as assigned by the Services Division Chief.

2.3.11.2. Maintain an archive of all documentation of the SV FAC.

2.3.11.3. Represent division interests during the SV FAC meeting.

2.3.11.4. Provide functional area briefings and updates as required.

2.3.11.5. Be non-voting Advisors.

2.4. Meeting Attendance:

2.4.1. All SV FAC members or their alternate/designated representative will attend the regularly scheduled meetings.

2.4.2. Air National Guard senior leadership, and other such persons as the NGB/A1 and the SV FAC chairperson designate, may participate as ex-officio members.

2.4.3. The NGB/A1 or SV FAC chairperson may invite the participation of NGB/ANG commanders and staff personnel as necessary to conduct SV FAC business.

Chapter 3

OPERATING PROCEDURES

3.1. Meetings. Regular meetings of the SV FAC shall be held semi-annually or as called by the SV FAC Chairperson or the NGB/A1.

3.1.1 Meeting location will be determined and coordinated by the SV FAC Chairperson and the NGB/A1S. Meetings may be in conjunction with an event where a significant number of members will already be present, such as the ANG Services Readiness Workshop, DSCP conference, etc.. Attendance at meetings will be funded by NGB/A1S.

3.1.2. Meeting support will be provided by the Host to include the following:

3.1.2.1. Administrative support/facilities.

3.1.2.2. Lodging/meal coordination.

3.1.2.3. Graphics support/supplies.

3.1.2.4. Audiovisual support/supplies.

3.1.2.5. Meeting facility.

3.2. Agenda Items.

3.2.1. The SV FAC Chairperson, in coordination with the NGB/A1S and A1, will validate the proposed agenda items and consolidate them prior to the meeting.

3.2.2. The Executive will distribute the proposed agenda at least two weeks prior to the meeting.

3.2.3. Prior to the meeting, Regional and CRTC/RTS/RH Reps will receive, review, and prioritize SV FAC issues internally, with the regional members they represent, ensuring feedback from the respective units.

3.3. Attendance by Members. With approximately 20 members on the SV FAC, it is recognized not all members may be available to attend a scheduled meeting, and thus alternate representatives are appointed. If an SV FAC member or alternate develops a history of non-attendance, they may be asked to step down.

3.4. Attendance by Others.

3.4.1. Based on the agenda, other functional areas may be invited to attend the SV FAC to address specific topics as needed.

3.4.2. It is recognized that Wing Commanders and Mission Support Group Commanders may be in the area when an SV FAC meeting is scheduled or may have issues they personally desire to present to the SV FAC. As such, these Commanders have an open invitation to the SV FAC meetings. Issues raised/brought by these Commanders do not have to be on the pre-approved agenda.

3.5. Issue Submission Procedures:

3.5.1. Regional and CRTC/RTS/RH Representatives. Validate SV FAC agenda issues with details via the SV FAC issues form (Attachment 4) and simultaneously submit them electronically, if possible, to the SV FAC Chairperson and Executive to arrive no later than 30

days prior to the regularly scheduled meetings. Issues that cannot be submitted 30 days prior may still be discussed at the next scheduled meeting (time permitting).

3.5.2. The SV FAC Executive. Receives and logs SV FAC issues. The SV FAC Executive will distribute the written issues to the SV FAC members two weeks prior to the next meeting, if possible.

3.5.3. SV FAC Chairperson – Reviews and validates the SV FAC committee issues prior to the next meeting, time permitting. Late submission of issues may not permit OPR functional area briefing at the next meeting.

3.5.4. SV FAC members - Receive, review and prioritize issues internally before the next meeting.

3.5.5. After each SV FAC meeting the Chairperson and/or the Vice-Chairperson will brief the minutes and the executive summary of issues to the NGB/A1. The minutes will be processed to the NGB/A1 for approval and signature. The status of the issues will be briefed at the next SV FAC meeting.

3.6. Working Groups: A member (or alternate) of the SV FAC will be assigned as POC for each Working Group formed.

3.7. Quorum: A majority present of the SV FAC (one of which must be the Chairperson or Vice-Chairperson) shall constitute a quorum for transaction of all business.

3.8. Voting: The SV FAC standing members listed in paragraph 2.3., (with voting privileges), may vote by ballot, voice, show of hands, or general consent, as circumstances dictate. The SV FAC Chairperson will break tie votes.

3.9. Minutes of Meetings: After each SV FAC meeting, the SV FAC Chairperson and/or Vice-Chairperson will brief the NGB/A1 and obtain approval of the minutes. Once approved, the minutes will be distributed. The status of issues will be briefed at the next SV FAC meeting.

3.10. Parliamentary Authority: Robert's Rules of Order shall govern the SV FAC in all cases to which they are applicable. Proper military courtesies will also be observed.

3.11. Amendment of Charter: The charter may be recommended for an amendment at any scheduled meeting of the SV FAC by a two-thirds vote of the complete membership. The charter is approved under the authority of the Mission Support Group Council.

3.12. Travel:

3.12.1. If requested, travel by the SV FAC chairperson and Primary SV FAC members (or their designated alternates) will be in a Bureau Directed Travel (BDT), Title 32 Federal Technician or Title 10 status, when their travel is to conduct official SV FAC business. This includes attendance at all scheduled SV FAC meetings.

3.12.2. Travel expense of the alternate SV FAC member, not representing the primary SV FAC member, will be at the expense of the member's unit.

3.12.3. All requests for BDT travel should be coordinated at least 30 days prior to travel with the NGB/A1S Resource Advisor to ensure compliance with current directives.

3.13. Support data for the SV FAC: Information is maintained on the NGB/A1S Services Community of Practice (CoP):

3.13.1. NGB/A1S CoP site: <https://afkm.wpafb.af.mil/angsvf>

3.13.2. Contents:

3.13.2.1. Services Field Advisory Committee (SV FAC) Charter.

3.13.2.2. ANG Services Strategic Plan

3.13.3.3. SV FAC Membership Roster

3.13.3.4. SV FAC Meetings and Minutes

3.13.3.5. SV FAC Issues

3.13.3.6. SV FAC Issue Submission form

3.13.3.7. SV FAC Discussion Forum

3.13.3.8. Links to Mission Support Group Field Advisory Council (MSG FAC) and Air Directorate Field Advisory Council (ADFAC).

3.14. Financial Disclaimer by SV FAC members who are also members of the ANG Services Association. The NGB/JA provided template for the financial disclaimer will be signed by any member with dual membership on the SV FAC and the ANG Services Association. See Attachment 5. Financial Disclaimer Form.

3.15. Adopted Forms:

3.15.1. AF Form 847, *Recommendation for Change of Publication*

CRAIG R MCKINLEY, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ANG Services Field Advisory Committee Charter

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 November 1997

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AF – Air Force

AFI – Air Force Instruction

ANG – Air National Guard

BDT – Bureau directed travel. In the case of the SV FAC, paid by the NGB/AIS.

CRTC/RTS/RH – Combat Readiness Training Center / Regional Training Site / RED HORSE

FAC – Field Advisory Committee

FEMA – Federal Emergency Management Agency

MAJCOM – Major Command

OPR – Office of Primary Responsibility

SV – Services

TDY – Temporary Duty

US – United States

USAF – United States Air Force

Terms

ANG installation--A location, facility, or activity leased for the use of or licensed, or assigned to the ANG by the Federal Government or any of its subsidiaries.

ANG Installation Commander--Normally, the air commander or station commander. At bases operated solely by the ANG, the base commander is the ANG installation commander. At dual flying unit locations, the ANG air commander charged with managing consolidated support responsibilities is the ANG installation commander. When a unique organizational structure exists, the installation commander will designate an individual to function as the ANG installation commander for the purposes of this ANGI. If there is any doubt about the person serving as the ANG Installation Commander, defer to the Senior Ranking ANG Commander of the unit involved.

Attachment 2

SV FAC CHARTER

A copy of the current charter is maintained on the NGB/A1S Services Community of Practice site and may be downloaded and printed as needed.

Attachment 3

GEOGRAPHIC REGIONS FOR REPRESENTATIVES

Table A3.1. GEOGRAPHIC REGIONS FOR REPRESENTATIVES

Based on FEMA Regions (A Primary and Alternate Required for Each Region) <u>FEMA Region I</u>	
101 st ARW, Bangor, ME	102 nd FW, Otis, MA
103 rd FW, Bradley, CT	104 th FW, Barnes ANGB, MA
157 th ARW, Pease ANGB, NH	158 th FW, Burlington, VT
143 rd AW, Quonset AP.N. Kingston, RI	
<u>FEMA Region II</u>	
105 th AW, Stewart ANGB, NY	106 th RQW, W. Hampton, NY
107 th ARW, Niagara falls, NY	108 th ARW, McGuire AFB, NJ
109 th AW, Scotia, NY	156 th AW, Carolina, PR
174 th FW, Syracuse, NY	177 th FW, Atlantic City, NJ
<u>FEMA Region III</u>	
111 th FW, Willow Grove, PA	113 th FW, District of Columbia, Andrews, AFB
130 th AW, Charleston, WV	166 th AW, New Castle, DE
167 th AW, Martinsburg, WV	171 st ARW, Pittsburgh IAP, PA
175 th FW, Baltimore, MD	
193 rd SOW, Middletown, PA	
<u>FEMA Region IV</u>	
114 th CBCS, Patrick AFB, FL	116 th ACW, Robins AFB, GA
117 th ARW, Birmingham, AL	118 AW, Nashville, TN
123 rd AW, Louisville, KY	125 FW, Jacksonville, FL
134 ARW, McGhee-Tyson, TN	145 th AW, Charlotte, NC
164 th AW, Memphis, TN	165 th AW Garden City, GA
169 th FW, McEntire ANGB, SC	172 nd AW, Jackson, MS
186 th ARW, Key Field, Meridian, MS	187 th FW, Montgomery, AL
290 th JCSS, MacDill AFB, FL	

<u>FEMA Region V</u>	
110 th FW, Battle Creek, MI	115 th FW, Madison , WI
121 st ARW, Rickenbacker IAP, Columbus, OH	122 nd FW, Ft. Wayne, IN
126 th ARW, Scott AFB, IL	127 th ARW, Selfridge ANGB, MI
128 ARW, Milwaukee, WI	133 rd AW, Minn / St.Paul, MN
148 FW, Duluth, MN	178 th FW, Springfield, OH
179 th AW, Mansfield, OH	180 th FW, Toledo, OH
181 st FW, Terre Haute, IN	182 nd AW, Peoria , IL
183 rd FW, Springfield, IL	
<u>FEMA Region VI</u>	
136 th FW, St Louis, MO	137 th AW, Oklahoma City, Ok
138 FW, Tulsa, OK	147 th FW, Ellington Field, Houston TX
149 FW, Kelly Field, San Antonio, TX	150 th FW, Kirkland AFB, NM
159 FW, New Orleans NAS, LA	188 th FW, Fort Smith , AR
189 AW, Little Rock, AFB, AR	
<u>FEMA Region VII</u>	
131 st FW, St. Louis, MO	132 nd FW, Des Moines, IA
139 th FW, St Joseph, MO	155 th ARW, Lincoln, NE
157 th AOG, St Louis, MO	184 th ARW, McConnell AFB, KS
185 th ARW, Sioux city, IA	190 th ARW, Topeka, KS
<u>FEMA Region VIII</u>	
114 FW, Sioux Falls, SD	119 th FW, Fargo, ND
120 th FW, Great Falls, MT	140 FW, Buckley AFB, CO
151 st ARW, Salt Lake City, UT	153 rd AW, Cheyenne, WY
<u>FEMA Region IX</u>	
129 th RQW, Moffett Field, CA	144 th FW, Fresno ,CA
146 th AW Channel Island, CA	152 nd AW, Reno, NV
154 th FW, Hickam AFB, HI	161 st ARW, Phoenix, AZ
162 nd FW, Tucson, AZ	163 rd ARW, March, CA
254 th ABG , Anderson AFB, Guam	

<u>FEMA Region X</u>	
124 th FW, Boise, ID	141 st ARW, Fairchild AFB, WA
142 nd FW, Portland, OR	168 th ARW Eielson AFB, AK
173 rd FW, Klamath Falls, OR	176 th AW, Anchorage, AK
<u>CRTC/RTS/RH Advisor Units</u>	
CRTC, Garden City, GA	CRTC, Volk Field, WI
CRTC, Gulfport, MS	CRTC, Alpena, MI
200 th Red Horse Sq, Camp Perry, OH	201 st Red Horse Sq, Ft Indiantown Gap, PA
202 nd Red Horse Sq, Camp Blanding, FL	203 rd Red Horse Sq, Camp Pendleton, VA
219 th Red Horse Sq, Malmstrom AFB, MT	201 st RTS, Ft Indiantown Gap, PA
145 th RTS, Badin, NC	

Attachment 4
SV FAC ISSUE FORMAT

Figure A4.1. SV FAC ISSUE FORMAT

SV FAC

Excellence Through Leadership

NGB/A1S, SV FAC Executive, 3500 Fetchet Ave, Andrews AFB, MD 20762-5157

Services Field Advisory Committee

SUBMITTED BY

NAME: _____

DSN: _____

RANK: _____

COMM: _____

PROPOSED AGENDA ITEM

Title of Agenda Item:

Background:

Discussion:

Recommendation:

Status:

Proposed OPR:

FOR SVFAC COORDINATOR USE ONLY

Appropriate:

Not Appropriate:

Recommended Disposition: _____

SVFAC Log #: _____

Date Rec'd: _____

Attachment 5
FINANCIAL INTERESTS DISCLAIMER

Figure A5.1. FINANCIAL INTERESTS DISCLAIMER

Office Symbol

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notice of Disqualification

1. Pursuant to the requirement of Section 2-204, DOD 5500.7-R, the *Joint Ethics Regulation* (JER), this is to provide written Notice of Disqualification as I have a financial interest in the following organization(s) because (state specific reason(s)):

(Name the company(ies) or organization(s) here)

2. As required by 18 U.S.C. § 208(a), I will not participate personally and substantially in any particular matter that has a direct and predictable effect on my financial interests or those of any other person whose interests are imputed to me, unless I first obtain a written waiver, pursuant to section 208(b)(1), or qualify of a regulatory exemption, pursuant of section 208(b)(2). I understand that the interests of the following persons are imputed to me: my spouse, minor children, or any general partner; any organization in which I serve as officer, director, trustee, general partner or employee; and any person or organization with which I am negotiating or have an arrangement concerning prospective employment. This means that I cannot act directly or through others in deciding, approving or disapproving such official matters; nor may I recommend, investigate, advise, otherwise contribute to or influence such official matters.

3. Accordingly, any official matter that will conflict with the above-listed financial interest(s) must be handled without my knowledge or participation. If such official matter would otherwise have required my personal decision, approval or disapproval, the matter should be referred to (give the position name of your alternate) for action.

Your Signature

DISTRIBUTION:

Immediate Supervisor

Immediate Subordinates

Any others who should know

CF: Ethics Counselor