



Reserve Affairs

OFFICE OF THE SECRETARY OF DEFENSE
NATIONAL COMMITTEE FOR EMPLOYER SUPPORT
OF THE GUARD AND RESERVE
1555 WILSON BOULEVARD, SUITE 200
ARLINGTON, VA 22209-2405

Dear Reserve Component member:

Enclosed is the "My Boss is a Patriot" certificate of appreciation you requested.

Supportive employers are critical to maintaining the strength and readiness of our National Guard and Reserve units. The Award Program recognizes deserving employers whose support and good will are important to retaining highly skilled and qualified members of the Guard and Reserve. For everyone concerned to benefit from this award, ESGR suggests the following for the presentation of the "My Boss Is A Patriot" certificate of appreciation:

- Verify the information on the award is correct. Should there be an error, please contact our fulfillment contractor (Odyssey Marketing) at: 770-754-9900.
- Invite your Commander to assist in the presentation.
- Invite your local ESGR Committee to assist with the presentation
<http://www.esgr.org/contacts.asp>
- Contact the award recipient or the company to arrange the presentation and keep these things in mind:
 1. Commander's Call, All Hands, or similar meeting held over a drill weekend is possible forum.
 2. The civilian job site.
 3. Sponsor an open house or Employer Appreciation Day if a number of awards are to be presented.
 4. If the recipient is a member of a local business or civic club, arrange to make the presentation at a meeting of the club.
 5. If the employer is in local government, make the presentation in the mayor's office, at a town council meeting or whatever may be appropriate.
 6. For employers of statewide or national stature, be sure your major command is informed and has a chance to send a representative.
 7. Major employers have public relations offices that will, in many cases, be glad to assist you in publicizing the presentation.
 8. This is a great opportunity for your commander to establish a positive working relationship with employers in your community under the best of circumstances.
 9. A little publicity can increase the impact of this award for the employer, unit, and the National Guard or Reserve. Use your public affairs office to send out news releases to the local media and have stories written for the base newspaper or newsletter.

Thanks for your assistance. If you have questions about the employer recognition program, please contact Employer Operations toll-free at 800-336-4590.



Nomination Award Information Submitted for Patriot Certificate

Certificate Awarded To

The Argus Press
Joseph Kellenberger
7440 Natchez Ave
Niles, IL 60714

(847)647-7800

Nominator

John H DeGroot
MSG USAFR
217 South I-Oka
Mount Prospect IL

847-577-5374

847-577-5374

Unit

440th AW
300 E College Aveune
General. Mitchell A.R.S, WI 53207-6299
Col Meril Hart
Col

Date Received into System
01/04/06

Narrative

*** AWARDS *** January 4, 2006 at 6:13pm

He has a policy which he enforces even though corporate says he cannot and that is to pay Reservist and Guardsmen when they are called for extended duty. He says he does not care what they think and will pay his folks for doing their duty. He is very patriotic and lost his own company which was in the 9-11 strike area in NY were he almost bought the farm himself, and is still pretty traumatized. I would like to recognize him in any way I can and ask your help

Maintains Benefits: yes

Hires Fill-in: yes

Supportive: yes

Keep in Touch:

Higher Award: yes

Recognizes Me: yes

Salary: yes

FOR OFFICIAL USE ONLY

DEPLOYED USER SECURITY BRIEFING/ACCOUNT APPLICATION

NAME (LAST, FIRST MI): DeGroot John H	RANK/SERVICE: MSGT USAF	SSN:	STATUS: AD
--	----------------------------	------	---------------

Deployed Unit/Office Symbol: 379 EOSS/WSV	DSN Phone: 437-5973	Arrival Date / Estimated Departure Date: 17 May 06-20 Sept 06
--	------------------------	--

Account Type Required: SIPRNET or NIPRNET or Both	SATE Training Date:	SATE Training Attached? YES
---	---------------------	---------------------------------------

Security Briefing:

1. I hereby acknowledge that I am being given an account on a sensitive but unclassified and/or a SECRET No Foreign classified system as indicated above. I must obey all the following guidelines and any other Air Force or DoD information and computer/ network security instructions:
 - a. Accounts may not be shared. Each account is for individual use only and must be protected as such.
 - b. Initial passwords will be created at the time of account creation. Passwords will be changed every 90 days. Passwords will be protected at that level of security commensurate with the level of classification being processed. I understand that the following rules apply to constructing a password:
 1. Each account must have a unique password
 2. Each password must be at least eight (8) characters in length
 3. A combination of lower and uppercase characters will be used
 4. Use at least one number, one special character, and at least two letters
 5. Do not use any form of nickname, spouse names, street names, vanity plate names, any part of your SSN, telephone number, foreign words, etc
 6. Do not use repeating or ascending/descending order of characters
 7. Do not use number/character substitutions like replacing ones (1) for "eils" or zeroes (0) for "ohs" (O)
 8. Do not use common words that can be found in a dictionary
 - c. All accounts not used for 30 days will be disabled. Any account not active for 90 days will be deleted from the system. I understand that I must make prior arrangements with my security officer to keep my account active but disabled if I expect to be absent for any length of time beyond 30 days.
 - d. Access to NIPRNet workstations will be protected at the sensitive but unclassified level. Access to SIPRNet workstations will be protected at the SECRET level. The workstation may not be left unattended by the user while the user is logged on. System screensaver will be enabled. Access by unauthorized users or foreign nationals will not be permitted.
 - e. Only the applications, to include the standard user desktop package or databases, approved for the individual user account will be accessed by the user. If unapproved access occurs, a security investigation and possible system access revocation will occur.
 - f. Any attempts of system break-ins or security concerns/violations will be reported immediately to the NCC-D. All system vulnerabilities (NIPRNet or SIPRNet) are classified SECRET and will be protected at that level or higher.
 - g. Any change in clearance or duty status will be reported immediately to the CSSO.
 - h. Any system output from NIPRNet will be protected at the sensitive but unclassified level. Any system output from SIPRNet will be protected at the SECRET level.
 - i. No software may be loaded onto the NIPRNet workstation by users. NIPRNET hardware will not be altered or added by users. Only the system administrator may load software or make system configuration changes previously approved by security personnel.
 - j. Users are subject to disciplinary action and revocation of clearance/access if security violations or abuse of system access occurs.
 - k. Norton Anti-virus auto-protect function will be enabled on all systems at all times.
 - l. This is a government system and will be used for official or authorized use only. Games and morale applications shall not be loaded on any government system.


File Server Storage Policy:

2. I understand that servers are not for archiving personal files. The only authorized files are those requiring access by more than one user. The following file types will not be stored on the shared drives:
 - a. *.pst, *.tmp
 - b. *.wav, *.jpg, *.mp3, *.exe and *.avi except when approved by SLA

FOR OFFICIAL USE ONLY

USER AGREEMENT

I ACCEPT THE RESPONSIBILITY FOR THE INFORMATION AND DoD SYSTEM TO WHICH I AM GRANTED ACCESS AND WILL NOT EXCEED MY AUTHORIZED LEVEL OF SYSTEM ACCESS. I UNDERSTAND THAT MY ACCESS MAY BE REVOKED OR TERMINATED FOR NON-COMPLIANCE WITH DoD SECURITY POLICIES. I ACCEPT RESPONSIBILITY TO SAFEGUARD THE INFORMATION CONTAINED IN THESE SYSTEMS FROM UNAUTHORIZED OR INADVERTENT MODIFICATION, DISCLOSURE, DESTRUCTION, AND USE. I UNDERSTAND AND ACCEPT THAT MY USE OF THE SYSTEM MAY BE MONITORED AS PART OF MANAGING THE SYSTEM, PROTECTING AGAINST UNAUTHORIZED ACCESS, AND VERIFYING SECURITY PROBLEMS. I AGREE TO NOTIFY THE APPROPRIATE ORGANIZATION THAT ISSUED MY ACCOUNT(S) WHEN ACCESS IS NO LONGER REQUIRED.

11. USER SIGNATURE 	12. DATE 19 APRIL 2006
---	---------------------------

PART II: SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OF CLEARANCE INFORMATION (TO BE COMPLETED ONLY FOR THOSE INDIVIDUALS WHO DO NOT HAVE A .MIL E-MAIL ADDRESS)

13. CLEARANCE LEVEL	14. TYPE OF INVESTIGATION	14A. DATE
15. VERIFIED BY: (PRINT NAME)	15A. SIGNATURE	15B. DATE
PART III: SIGNATURE OF USAF GOVERNMENT OFFICIAL REQUIRED (ALL APPLICANTS MUST BE SPONSORED BY A USAF MILITARY (E1-O9) OR GS-GRADED (GS1 - SES4) EMPLOYEE)		
18. NAME (PRINT NAME)	16A. SIGNATURE	16B. RANK
16C. ORGANIZATION/DEPARTMENT	16D. PHONE (DSN OR COMMERCIAL)	16E. DATE

**YOUR REQUEST WILL NOT BE PROCESSED IF PART III IS NOT SIGNED
BY A USAF GOVERNMENT SPONSOR**

ECM
STANDARD
OK
06
00:02:31
14144825916
04/19 14:26

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)
RESULT
MODE

TIME : 04/19/2006 14:29
NAME : ARGUS PRESS
FAX : 8476471709
TEL : 8476477800
SER.# : BR0D2J307481

TRANSMISSION VERIFICATION REPORT

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
PRIVACY ACT STATEMENT AUTHORITY: 10 USC 8013, Executive Order 9367 PRINCIPAL PURPOSES: Used to request and authorize Air Force reserve tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication, enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable. ROUTINE USES: A copy of this order may be provided to civilian employers to substantiate active duty military requirements. DISCLOSURE IS VOLUNTARY. However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.					
1. NAME (Last, First, MI) DEGROOT, JOHN H		2. GRADE MSGT	3. SSN	4. SECURITY CLEARANCE	
5. PRESENT STREET ADDRESS		6. CITY	7. STATE	8. ZIP CODE	
9. UNIT OF ASSIGNMENT 440 COMMUNICATIONS FT		10. LOCATION 300 E. COLLIER AVE, GEN MITCHELL IAP FLD, WI 532075000		11. PAS CODE R71LFGRLV	
12. If air is entered to ANNUAL TRAINING for 1 * days plus auth rel time					
13. WILL REPORT TO (Last and location) 440 COMMUNICATIONS FT, GEN MITCHELL IAP FLD, WI		14. REPORTING DATA (Hour) (YYYYMMDD) 0300 20060512		15. RELEASE DATE (YYYYMMDD) 20060512	
16. REMARKS AUTH: AFMAN 36-2801 (File travel voucher and complete statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess, contact the base billing office since gov't quarters must be used when available. Turn in all promissory notes (pay, bonds, etc.) to the APO.)		18. CORPORATE LIMITS		17. COMMUTING AREA	19. BAS CODE S
PAY AND ALLOWANCE ESP CODE: N/A TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA) MEMBER'S DUTY STATUS IS: 11 PERSTEMPO CODE: IS H, Mission Support (within 100 miles) PERSTEMPO LOCATION IS WISCONSIN TRAVEL TO 440 COMMUNICATIONS FT (20060512) AND HOME (20060512). BY POC, HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVT. RENTAL CAR IS NOT AUTHORIZED AT 440 COMMUNICATIONS FT (20060512 THRU 20060512). ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL. CONTINUED ON NEXT PAGE					
20. THG-CAT-IND		21. TOUR-IND		22. MEAN CODE	23. MAN-DAY ID
24. TRAVEL \$0.00		25. PER DIEM \$62.75		26. OTHER \$0.00	27. TOTAL \$62.75
28. PAY AND ALLOWANCE 5763700 506 6272 P721 02 380100 761102		TRAVEL AND PER DIEM 5763700 506 6246 31016 72115 53012F 503000			
29. FUNDS CERTIFYING OFFICIAL		30. APPROVING OFFICIAL (Typed name, grade, DSN) RADE ZORIC, CIV, 741-5449		31. SIGNATURE "ELECTRONICALLY APPROVED"	
32. DATE 20060417		33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters) 440 AW SUPPORT WORK CENTER GENERAL MITCHELL			
34. RESERVE ORDER NO. D-03434		35. DATE 20060419		36. DISTRIBUTION	
STATEMENT OF TOUR OF DUTY					
a. LOCATION		b. HOUR (HH)		c. DAY	
d. MONTH		e. YEAR		f. MODE OF TRAVEL	
g. DEPART		h. ARRIVE		i. DEPART	
j. DEPART		k. ARRIVE		l. DEPART	
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.					
40. MEMBER'S SIGNATURE		41. DATE		42. Member reported for duty at _____ hours on _____ and was released _____ hours on _____	
43. CERTIFYING OFFICIAL'S PRINTED NAME		44. DSN		45. CERTIFYING OFFICIAL'S SIGNATURE	
46. DATE		47. TIMEKEEPER STATEMENT: I certify receiving a copy of this order for civilian pay related review and processing.		48. TIMEKEEPER SIGNATURE	
49. FMO INITIALS					

AROWS-R
D-03434
029286
2006/04/19

DEGROOT, JOHN H/MSG717548-4 2035/R71LFGRV

ANNUAL TRAINING

Continuation of AF Form 888, Block 19 Remarks (AFMAN 36-8001):

EXPENSES (M+IE) AND MISCELLANEOUS EXPENSES IN ACCORDANCE WITH PUBLIC LAW 105-364, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 11 OF THE TRAVEL TRANSPORTATION REFORM ACT (TTTRA). SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL. ORDER TO SUPPORT OPERATION IRAQI FREEDOM

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE																												
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; Executive Order 8397</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication, enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of this information may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>																																
1. NAME (Last, First, MI) DEGROOT, JOHN H		2. GRADE MSGT	3. SSN	4. SECURITY CLEARANCE																												
5. PRESENT STREET ADDRESS		6. CITY	7. STATE	8. ZIP CODE																												
9. UNIT OF ASSIGNMENT 440 COMMUNICATIONS FT		10. LOCATION 380 E. COLLEGE AVE, GEN MITCHELL IAP FLD, WI 532075000		11. PAS CODE R71LFGRV																												
12. Mbr is ordered to ANNUAL TRAINING for 1 * days plus math tot time																																
13. WILL REPORT TO (Last and location) 440 COMMUNICATIONS FT, GEN MITCHELL IAP FLD, WI		14. REPORTING DATA (Hours) 0830 20060512		15. RELEASE DATE (YYYYMMDD) 20060512																												
16. CORPORATE LIMITS		17. COMMUTING AREA		18. BAS CODE 5																												
<p>19. REMARKS AUTH. AFMAN 36-2881 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed 30 days. Subsequent travel time. Per diem is based on availability of gov't quarters and mess, contact the base billing office since gov't quarters must be used when available. Turn in all promotional items (pins, buttons, etc.) to the APO.)</p> <p>PAY AND ALLOWANCE ESP CODE: N/A TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA) MEMBER'S DUTY STATUS IS #1 PERSTEMPO CODE, IS H, Messon Support (within 100 miles). PERSTEMPO LOCATION IS WISCONSIN TRAVEL TO 440 COMMUNICATIONS FT (20060512) AND HOME (20060512), BY POC, HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVT. RENTAL CAR IS NOT AUTHORIZED AT 440 COMMUNICATIONS FT (20060512 THRU 20060512). ADVANCE BY FSO IS NOT AUTHORIZED TRAVELER HAS A GOVT CHARGE CARD AND PTN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL.</p>																																
20. TNG-CAT-IND		21. TOUR-IND		22. MEAN CODE	23. MAN-DAY ID																											
ESTIMATED COST		24. TRAVEL \$0.00	25. PER DIEM \$62.75	26. OTHER \$0.00	27. TOTAL \$62.75																											
28. PAY AND ALLOWANCE 5763700 506 6272 P721 02 380100 T61102		TRAVEL AND PER DIEM 5763700 506 6246 31016 72115 53012F 503000																														
29. FUNDS CERTIFYING OFFICIAL		30. APPROVING OFFICIAL (Typed name, grade, DSN) RADE ZORUC, CIV, 741-5449		31. SIGNATURE "ELECTRONICALLY APPROVED"																												
32. DATE 20060417		33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters) 440 AW SUPPORT WORK CENTER GENERAL MITCHELL																														
34. RESERVE ORDER NO. D-03434		35. DATE 20060419		36. DISTRIBUTION																												
37. STATEMENT OF TOUR OF DUTY																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LOCATION</th> <th>HOUR (HH)</th> <th>DAY</th> <th>MONTH</th> <th>LOCATION</th> <th>HOUR (HH)</th> <th>DAY</th> <th>MONTH</th> <th>MODE OF TRAVEL</th> </tr> </thead> <tbody> <tr> <td>DEPART</td> <td></td> <td></td> <td></td> <td>ARRIVE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DEPART</td> <td></td> <td></td> <td></td> <td>ARRIVE</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						LOCATION	HOUR (HH)	DAY	MONTH	LOCATION	HOUR (HH)	DAY	MONTH	MODE OF TRAVEL	DEPART				ARRIVE					DEPART				ARRIVE				
LOCATION	HOUR (HH)	DAY	MONTH	LOCATION	HOUR (HH)	DAY	MONTH	MODE OF TRAVEL																								
DEPART				ARRIVE																												
DEPART				ARRIVE																												
38. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.																																
39. MEMBER'S SIGNATURE		40. DATE		41. CERTIFYING OFFICIAL'S SIGNATURE																												
42. MEMBER'S SIGNATURE		43. DATE		44. CERTIFYING OFFICIAL'S SIGNATURE																												
45. TIMEKEEPER STATEMENT: I certify receiving a copy of this order for civilian pay related review and processing.		46. TIMEKEEPER SIGNATURE		47. FMO INITIALS																												

AF IMT 838, 20000401, V1

PREVIOUS EDITIONS ARE OBSOLETE

AROWS-R
D-03434
K29286
2006/04/19

DEGROOT, JOHN H. MSGT7501-04 2035/R71LFG&V

ANNUAL TRAINING

Continuation of AF Form 888, Block 19. Remarks (AFMAN 36-8001):

EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES. IN ACCORDANCE WITH PUBLIC LAW 105-264, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 1 OF THE TRAVEL TRANSPORTATION REFORM ACT (TTRA). SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL. ORDER TO SUPPORT OPERATION IRAQI FREEDOM