



## DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

1 October 2005

MEMORANDUM FOR 440<sup>th</sup> AW/PA

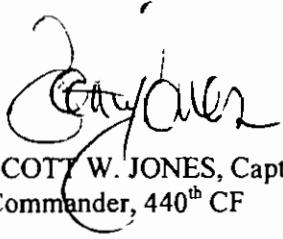
FROM: 440<sup>th</sup> CF/CC

SUBJECT: Unit Public Affairs Representative

1. The following personnel are appointed as 440 CF Unit Public Affairs Representatives:

Primary: MSgt John H. DeGroot, x5205  
Alternate: TSgt Robert Sommer, x5205

2. This letter supercedes all previous letters of the same subject.



SCOTT W. JONES, Capt., USAFR  
Commander, 440<sup>th</sup> CF

cc: Individual



DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

2 October 2005

MEMORANDUM FOR 440 MSS/DPMSC

FROM: 440<sup>th</sup> CF/CC

SUBJECT: Appointment of Awards and Decorations Monitors

1. The following individuals are appointed as 440 CF Awards and Decorations Monitors:

**Primary:** **MSgt John DeGroot**  
**Alternate:** **SrA Dawn Clare**

2. This letter supercedes all previous letters of the same subject.

A handwritten signature in black ink, appearing to read "SCOTT W. JONES".

SCOTT W. JONES, Capt., USAFR  
Commander, 440<sup>th</sup> CF

cc: Individual

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING				
1. LAST NAME - FIRST NAME - MIDDLE NAME  DEGROOT JOHN H	2. SEX  <b>M</b>	3. SOCIAL SECURITY NUMBER  XXX-XX-XXXX	4. PAY GRADE  <b>E-7</b>	
5. MILITARY SERVICE AND COMPONENT  AIR FORCE, RESERVE	6. DATE OF BIRTH  XXXX XXX XX	7. DATE OF INFORMATION  2005 SEP 01		
8. PRIMARY MILITARY OCCUPATION AND TITLE  <b>3V071, Visual Information Craftsman</b>				9. YEAR(S) IN SERVICE  <b>20</b>
10. EXPERIENCE AND TRAINING HISTORY ( <i>In reverse chronological order</i> )				
<b>EXPERIENCE HISTORY:</b>				
<b>OCCUPATION: 3V071, Visual Information Craftsman</b>				
<b>PRIMARY OCCUPATION:</b> AIR FORCE, RESERVE: MASTER SERGEANT, Pay Grade E-7 APR 2004 - SEP 2005 (1 Year 5 Months), 3V071				
AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6 SEP 1998 - APR 2004 (5 Years 7 Months), 3V071				
<b>DUTY OCCUPATION:</b> AIR FORCE, RESERVE: MASTER SERGEANT, Pay Grade E-7 APR 2004 - SEP 2005 (1 Year 5 Months), 3V071				
AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6 SEP 1996 - APR 2004 (7 Years 7 Months), 3V071				
<b>OCCUPATION DESCRIPTION FROM SERVICE FILE FOR: 3V071</b> (Description dates JAN 1997 - SEP 2005)				
Prepares art work, sketches, charts, and layouts for publications, presentations, displays, training, visual information production, and medical requirements. Operates visual information equipment; assists in preparing and using visual information aids and audio or video recordings. General Duties and Responsibilities: Prepares anatomical and pathological sketches or drawings. Designs, integrates, and supervises presentation facilities and systems. Supervises or performs visual information functions. Prepares medical illustrations. Plans and prepares graphic images, special displays, and exhibits. Operates special graphics equipment including graphic imaging systems, copy cameras, and serigraphic, printing, duplicating and processing equipment. Operates and maintains presentations equipment.				
<b>RELATED CIVILIAN OCCUPATIONS FOR: 3V071</b>				
Art Director (DOT 141.031-010) Audiovisual Librarian (DOT 100.167-010) Designers, Except Interior Designers (OES 34038) Illustrator (DOT 141.061-022) Librarians, Professional (OES 31502)				
<hr/> <b>OCCUPATION: 2T271, Air Transportation Craftsman</b>				

**PRIMARY OCCUPATION:**

AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6  
OCT 1993 - SEP 1998 (4 Years 11 Months), 2T271

**DUTY OCCUPATION:**

AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6  
NOV 1993 - SEP 1996 (2 Years 10 Months), 2T271  
OCT 1993 - NOV 1993 (1 Month), 2T251

**OCCUPATION DESCRIPTION FROM SERVICE FILE FOR: 2T271**

(Description dates APR 1997 - SEP 2005)

Performs and manages air transportation activities. **Plans**, schedules and processes eligible air cargo passengers and mail. Loads and unloads aircraft. **Prepares** and maintains air movement records and reports. Performs fleet services on aircraft. **General Duties and Responsibilities**: Provides information on schedules, routes, insurance availability, air movement requirements, baggage limitations, and local facilities for passengers. Prepares, completes, and maintains air **movements** records, documents, and reports. Checks in passengers, processes, schedules, transports, and **escorts** passengers to and from aircraft. Plans and organizes air transportation activities. Verifies **eligibility of cargo** and mail offered for airlift. Directs air transportation activities.

**RELATED CIVILIAN OCCUPATIONS FOR: 2T271**

Airline Security Representative (DOT 372.667-010)

First-Line Supervisors And Managers/Supervisors - **Clerical And Administrative Support Workers** (OES 51002)

First-Line Supervisors And Managers/Supervisors - **Production And Operating Workers** (OES 81008)

First-Line Supervisors And Managers/Supervisors - **Transportation And Material-Moving Machine And Vehicle Operators** (OES 81011)

Host/Hostess, Ground (DOT 352.377-010)

Industrial-Truck Operator (DOT 921.683-050)

Material Handler (DOT 929.687-030)

Material-Handling Supervisor (DOT 921.133-018)

Supervisor, Gate Services (DOT 238.137-018)

Transportation Agent (DOT 912.367-014)

Warehouse Supervisor (DOT 929.137-022)

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**OCCUPATION: 60575, Air Transportation Supervisor Craftsman****PRIMARY OCCUPATION:**

AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6  
SEP 1993 - OCT 1993 (1 Month), 60575

AIR FORCE, RESERVE: STAFF SERGEANT, Pay Grade E-5

JAN 1993 - SEP 1993 (8 Months), 60575

SEP 1991 - JAN 1993 (1 Year 4 Months), 60555

AIR FORCE, RESERVE: SENIOR AIRMAN, Pay Grade E-4

DEC 1990 - SEP 1991 (9 Months), 60535

**DUTY OCCUPATION:**

AIR FORCE, RESERVE: TECHNICAL SERGEANT, Pay Grade E-6  
SEP 1993 - OCT 1993 (1 Month), 60555

AIR FORCE, RESERVE: STAFF SERGEANT, Pay Grade E-5

SEP 1991 - SEP 1993 (2 Years), 60555

AIR FORCE, RESERVE: SENIOR AIRMAN, Pay Grade E-4

JUN 1990 - SEP 1991 (1 Year 3 Months), 60555

**OCCUPATION DESCRIPTION FROM SERVICE FILE FOR: 60575**

(Description dates OCT 1989 - JUN 1994)

Supervises processing, scheduling, and planning of air cargo mail and passenger movements; and preparing and maintaining air movement records and reports.

**RELATED CIVILIAN OCCUPATIONS FOR: 60575**

Airline Security Representative (DOT 372.667-010)

All Other Freight, Stock, And Material Movers, Hand (OES 98799)

All Other Service Workers (OES 69999)

First-Line Supervisors And Managers/Supervisors - Clerical And Administrative Support Workers (OES 51002)

First-Line Supervisors And Managers/Supervisors - Production And Operating Workers (OES 81008)

Guards And Watch Guards (OES 63047)

Host/Hostess, Ground (DOT 352.377-010)

Industrial Truck And Tractor Operators (OES 97947)

Industrial-Truck Operator (DOT 921.683-050)

Material Handler (DOT 929.687-030)

Material-Handling Supervisor (DOT 921.133-018)

Supervisor, Gate Services (DOT 238.137-018)

Transportation Agent (DOT 912.367-014)

Transportation Agents (OES 58011)

Warehouse Supervisor (DOT 929.137-022)

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**OCCUPATION: 81132, Law Enforcement Specialist Apprentice**

**PRIMARY OCCUPATION:**

AIR FORCE, RESERVE: SENIOR AIRMAN, Pay Grade E-4

JUN 1990 - DEC 1990 (6 Months), 81132

**OCCUPATION DESCRIPTION FROM SERVICE FILE FOR: 81132**

(Description dates APR 1989 - JUN 1994)

Maintains law and order; protects personnel, equipment, and facilities. Performs special law enforcement and corrections functions, and supports security police engaged in air base ground defense functions.

**RELATED CIVILIAN OCCUPATION FOR: 81132**

Police Officer I (DOT 375.263-014)

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**OCCUPATION: 95B, Military Police**

**PRIMARY OCCUPATION:**

ARMY, RESERVE: PRIVATE FIRST CLASS, Skill Level 10

MAR 1989 - JUN 1990 (1 Year 3 Months)

**DUTY OCCUPATION:**

ARMY, RESERVE: PRIVATE FIRST CLASS, Skill Level 10

MAR 1989 - JUN 1990 (1 Year 3 Months)

**OCCUPATION DESCRIPTION FROM AMERICAN COUNCIL ON EDUCATION FOR: 95B**

(MOS-95B-004, Exhibit dates MAR 1986 - SEP 2004)

Supervises or provides law enforcement; preserves military control; provides security; controls traffic; quells disturbances; protects property and personnel; handles prisoners of war, refugees, or evacuees; investigates incidents.

SKILL LEVEL 10: Enforces traffic regulations and law and order; exercises military control and discipline

and guards prisoners of war; responsible for traffic accident investigation; provides physical security for designated individuals, installations, facilities, and equipment; maintains traffic control and enforces traffic regulations and safety; participates in civil disturbances and riot control operations; responsible for law enforcement investigations; performs foot and motorized patrol and applies crime prevention measures; prepares military police reports including sworn statements and processes evidence.

**CREDIT RECOMMENDATION FROM AMERICAN COUNCIL ON EDUCATION FOR: 95B**  
(MOS-95B-004, Exhibit dates MAR 1986 - SEP 2004)

In the lower-division baccalaureate/associate degree category, 3 semester hours in patrol operations.  
(NOTE: This recommendation for skill level 10 is valid for the dates 3/86-9/91 only) (11/86).

**RELATED CIVILIAN OCCUPATIONS FOR: 95B**

Desk Officer (DOT 375.137-014)  
Detective (DOT 375.267-010)  
Guard, Security (DOT 372.667-034)  
Guards And Watch Guards (OES 63047)  
Police Officer I (DOT 375.263-014)  
Police Patrol Officers (OES 63014)  
Sheriff, Deputy (DOT 377.263-010)  
Sheriffs And Deputy Sheriffs (OES 63032)  
State-Highway Police Officer (DOT 375.263-018)

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**ADDITIONAL QUALIFICATION(S):**

**ARMY:**

**ADDITIONAL SKILL IDENTIFIER:**

V5 - Military Police Investigation  
MAR 1989 - MAR 1990

\*\* Note: Experience history data not available prior to FY 75 \*\*

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**TRAINING HISTORY: COURSES SUCCESSFULLY COMPLETED**

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\*\* Note: Description, Length, or Credit Recommendation will not be displayed for a course if that information is not available. \*\*

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**MILITARY TRAINING: AUG 2003**

**AIR FORCE COURSE: AMC CTCOT, AMC Combat Camera Team Leader Course**

**LENGTH: 4 Days.**

**COURSE DESCRIPTION FROM SERVICE COURSE FILE:**  
(Description Dates JUL 1999 - AUG 2003)

Designed for officers and SNCO's assigned to organizations with Combat Camera (COMCAM) and Visual Information (VI) mobility requirements. Provides students with a basic understanding of the requirements for leading deployed documentation teams. Instruction takes attendees through the entire deployment process, discussing the unique circumstances associated with combat documentation. Special emphasis is given to force protection, legal issues, and health and wellness concerns. Guest subject matter experts provide insight on a variety of current topics of interest to the COMCAM and VI communities. Highly recommended prerequisite for attendance at Phoenix Readiness Combat Camera Course. See course AMC CTCRT.

(AIR FORCE TRAINING HISTORY COURSE: AMC CTCOT)

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**MILITARY TRAINING: NOV 2002**

**AIR FORCE COURSE: J6AJI3S251 000, Air Force Training Course (Paper-Based Exportable)****LENGTH: 24 Hours.****COURSE DESCRIPTION FROM SERVICE COURSE FILE:**

(Description Dates JUL 1999 - AUG 2003)

This course provides necessary knowledge and skill training for all Air Force personnel who perform duties of trainer and/or task certifier. The scope of training includes the USAF training program, responsibilities and characteristics of key personnel in the training program, initiating the training process, training forms and their documentation, planning, scheduling, conducting, and evaluating training. Paper-based exportable version used in the field.

(AIR FORCE TRAINING HISTORY COURSE: J6AJI3S251 000)

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**MILITARY TRAINING: MAY 1998****AIR FORCE COURSE: E3ACP3V071 001, Visual Information Craftsman****LENGTH: 1 Week, 3 Days.****COURSE DESCRIPTION FROM SERVICE COURSE FILE:**

(Description Dates JUN 1955 - AUG 2004)

Course provides training for personnel in the award of AFSCs 3V071, 3V072, and 3V073. Scope of training includes visual information management principles and tools, ethics, quality, environment issues, graphics, photo, electronic imaging, combat mobility operations pre-deployment, deployment and post deployment. Course conducted at the Defense Information School.

(AIR FORCE TRAINING HISTORY COURSE: E3ACP3V071 001)

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**MILITARY TRAINING: AUG 1995****AIR FORCE COURSE: PME CODE T, USAF NCO Academy****LENGTH: 35 Days.****COURSE DESCRIPTION FROM SERVICE COURSE FILE:**

(Description Dates FEB 1995 - SEP 2005)

Leadership and Management II (LMM 2121): Role and responsibilities of the technician/supervisor. Includes concepts of human behavior; standards of discipline; effective counseling techniques; methods of orienting new personnel; principles of motivating individuals within groups; evolution of management theory; personnel management skills; and applied problem-solving techniques in management, social issues, and labor relations. Managerial Communications II (LMM 2122): Principles of oral and written communications applicable to technician/communication by applying the principles and theories of oral presentations; analyzing methods for improving listening and lessening barriers to effective communication; application of effective writing principles to the preparation of letters, performance reports, or other written correspondence. Military Studies (LMM 2123): Organization and mission of the Air Force, the military justice system, and the relationship of US foreign domestic policies to military readiness. Intro to Total Quality Management II (LMM 2125): Introduction to total quality management at the craftsman level. Includes the quality Air Force system and principles, team dynamics, leadership skills, the continuous improvement process, human relations, management of human resources, and issues and program in quality Air Force.

(AIR FORCE TRAINING HISTORY COURSE: PME CODE T)

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**MILITARY TRAINING: NOV 1991**

**AIR FORCE COURSE: PME CODE Q, AFRC NCO Leadership Development Program****LENGTH: 10 Days.****COURSE DESCRIPTION FROM SERVICE COURSE FILE:**

(Description Dates SEP 1989 - SEP 2005)

The AFRC NCO Leadership Development Program offers college credit and hands-on experience in leadership and management. The curriculum addresses theories and concepts of leadership and management. The hands-on sessions stress real life situations. An integral component of the program is the blending of personnel from different AFSCs. Additionally, team-building exercises and grass roots team projects introduce the participants to quality concepts and provide an opportunity to interface with the participants' commander. This course includes 10 days of instruction covering two phases. Phase One consists of three academic days conducted by a civilian instructor and two days conducted by military facilitators. Phase Two consists of three additional academic days with a civilian instructor and two days with military facilitators. Individual unit requirements determine how often the course is offered. Prerequisites: E-4 minimum grade. Intended Audience: It is designed for mid-level enlisted personnel (E-4 minimum grade). Individuals should attend before or during the time that they are supervisors.

(AIR FORCE TRAINING HISTORY COURSE: PME CODE Q)

**MILITARY TRAINING: MAY 1991****AIR FORCE COURSE: MAC ATTC IWC, Intermediate Wartime Contingency****LENGTH: 1 Week, 4 Days.****COURSE DESCRIPTION FROM SERVICE COURSE FILE:**

(Description Dates MAR 1990 - MAR 2002)

Intermediate technical training includes: base mobility plan composition; mobility work centers, supported unit responsibilities, and procedures; MAC mobile unit's mission and organization; tactical airlift of hazardous materials; joint inspection procedures; concentrated load planning; vehicle/equipment restraint procedures; movement of other than Air Force units; and vehicle center of balance.

(AIR FORCE TRAINING HISTORY COURSE: MAC ATTC IWC)

\*\* Note: Limited training history is available prior to FY 84 (ARMY); FY 78 (NAVY); FY 70 (AIR FORCE); FY 67 (MARINE CORPS) \*\*

**END OF AUTOMATED MILITARY EXPERIENCE AND TRAINING HISTORY DATA**

\*\* Note: This history includes only the centrally automated experience and training information that the services maintained on your military record \*\*

**LEGEND CODE:**

DOT: Dictionary of Occupational Titles published by the Department of Labor

OES: Occupational Employment Statistics published by the Office of Personnel Management

11. ISSUING OFFICIAL	12. PAGE NUMBER
	1