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THIS MESSAGE IS APPROVED FOR RELEASE BY LT GEN FINDLEY, AMC/CV, DSN 779-3293

RELEASE DATE: 8 SEP 08

TO:

HQ AMC SCOTT AFB IL//A1/A2/A3/A4/A5/8/A6/A7/A9//
HQ AMC SCOTT AFB IL//FM/CR/CG/DS/HC/HO/IG/JA/PA//SG/SE/TE//
18AF SCOTT AFB IL//CC//
USAF EC MCGUIRE AFB NJ//CC//
HQ AMC SCOTT AFB IL//CV/CCX/CCQ/CCP/CCC//
TACC SCOTT AFB IL//CC//
15EMTF TRAVIS AFB CA//CC//
21EMTF MCGUIRE AFB NJ//CC//
6AMW MACDILL AFB FL//CC//
22ARW MCCONNELL AFB KS//CC//
43AW POPE AFB NC//CC//
60AMW TRAVIS AFB CA//CC//
62AW MCCHORD AFB WA//CC//
89AW ANDREWS AFB MD//CC//
92ARW FAIRCHILD AFB WA//CC//
305AMW MCGUIRE AFB NJ//CC//
319ARW GRAND FORKS AFB ND//CC//
375AW SCOTT AFB IL//CC//
436AW DOVER AFB DE//CC//
437AW CHARLESTON AFB SC//CC//
19ARG ROBINS AFB GA//CC//
317AG DYESS AFB TX//CC//
463AG LITTLE ROCK AFB AR//CC//
615CRW TRAVIS AFB CA//CC//
715 AMOG HICKAM AFB HI//CC//
621CRW MCGUIRE AFB NJ//CC//
721 AMOG RAMSTEIN AB GE//CC//

INFO:

CJCS WASHINGTON DC//CHAIRMAN//
CSAF WASHINGTON DC//CC/CV//
USNORTHCOM PETERSON AFB CO//CC//
USSOCOM MACDILL AFB FL//CC//
USTRANSCOM SCOTT AFB IL//TCCC//
HQ USAF WASHINGTON DC//RE//
HQ AFSPC PETERSON AFB CO//CC/DP//
HQ ACC LANGLEY AFB VA//CC/DP//

HQ AETC RANDOLPH AFB TX//CC/DP//
HQ AFMC WRIGHT-PATTERSON AFB OH//CC/DP//
HQ AFSOC HURLBURT FIELD FL//CC/DP//
HQ PACAF HICKAM AFB HI//CC/DP//
HQ USAFE RAMSTEIN AB GE//CC/DP//
HQ AFRC ROBINS AFB GA//CC/DP/DPTF//
HQ AU MAXWELL AFB AL//CC//
NGB WASHINGTON DC//CF//
4AF MARCH ARB CA//CC//
22AF DOBBINS ARB GA//CC//

SUBJECT: 2008 AIRLIFT/TANKER ASSOCIATION (A/TA) CONVENTION & SYMPOSIUM
MESSAGE # 4

1. THE 2008 A/TA CONVENTION & SYMPOSIUM IS FAST APPROACHING AND PLANNERS ARE PREPARING FOR AN ENJOYABLE AND PRODUCTIVE MEETING IN ANAHEIM, CALIFORNIA FROM 6 - 9 NOVEMBER 2008. THE EVENT INCLUDES AN AMC-A/TA CO-SPONSORED AIR MOBILITY SYMPOSIUM. THIS MESSAGE OUTLINES LODGING INFORMATION, TRANSPORTATION RULES-OF-ENGAGEMENT, WING/UNIT POC INSTRUCTIONS, CONFERENCE REGISTRATION AND PAYMENT PROCEDURES, UNIFORM REQUIREMENTS, BANQUET SEATING INSTRUCTIONS, AND COMMANDER'S RESPONSIBILITIES FOR THIS YEAR'S EVENT.

THE DEPARTMENT OF DEFENSE HAS FOUND THIS EVENT MEETS THE MINIMUM REGULATORY STANDARDS FOR ATTENDANCE BY DOD EMPLOYEES. THIS FINDING DOES NOT CONSTITUTE A BLANKET APPROVAL OR ENDORSEMENT FOR ATTENDANCE. INDIVIDUAL DOD COMPONENT COMMANDS OR ORGANIZATIONS ARE RESPONSIBLE FOR APPROVING ATTENDANCE OF ITS DOD EMPLOYEES BASED ON MISSION REQUIREMENTS AND DOD REGULATIONS.

2. LODGING INFORMATION

ALL HOTEL RESERVATIONS NEED TO BE MADE THROUGH THE RESPECTIVE BASE POC. THE BASE POC WILL BE RESPONSIBLE FOR PROVIDING THE ATA POC WITH THE ROOMING LIST (NAMES AND CREDIT CARD INFORMATION). AS A REMINDER, THIS LIST IS DUE NO LATER THAN 12 SEPTEMBER 2008 PER THE ROOM ROE. AT NO TIME WILL THE MAIN OR CONTRACTED HOTELS OPEN BLOCKED ROOMS FOR INDEPENDENT RESERVATIONS. ALL ROOM RESERVATIONS MUST BE ACCOMPANIED BY A FIRST-NIGHT ROOM GUARANTEE. THE HOTEL WILL NOT HOLD ANY RESERVATIONS UNLESS SECURED BY A CREDIT CARD. ONCE CONFIRMED, THE BASE POC WILL BE RESPONSIBLE FOR FILLING THE ROOMS RESERVED. IF UNABLE TO DO SO, THE CANCELLING PARTY WILL HAVE TO PAY THE CANCELLATION FEE FOR THE ROOM, WHICH IS ONE NIGHT'S ROOM-RATE CHARGE PER ROOM. THIS IS SIMILAR TO THE 2007 PROCEDURES, BUT WILL REQUIRE POCs TO MANAGE THE ROOMS BLOCKED VERY CLOSELY. THE BASE POC

LIST CAN BE FOUND ON THE A/TA WEBPAGE
[HTTP://WWW.ATALINK.US/FORMS/ROOMPOCSMIL.ASP](http://www.atalink.us/forms/roompocsmil.asp).

FOR DIRECTIONS TO/FROM THE ANAHEIM MARRIOTT AND THE HILTON ANAHEIM AND FOR OTHER HOTEL INFORMATION, VISIT THE CONVENTION INFORMATION POSTED ON THE AIRLIFT/TANKER ASSOCIATION WEBPAGE AT [WWW.ATALINK.ORG](http://www.atalink.org).

3. TRANSPORTATION RULES-OF-ENGAGEMENT

A. BUS TRANSPORTATION:

THE A/TA WILL PROVIDE BUS TRANSPORTATION BETWEEN THE HYATT AND MARRIOTT SUITES HOTELS ONLY AS THEY ARE APPROXIMATELY A 20 MINUTE WALK FROM THE CONVENTION & SYMPOSIUM LOCATIONS. ALL OTHER A/TA APPROVED LOCAL AREA CONTRACTED HOTELS ARE EASY WALKING DISTANCE TO THE CONVENTION AND SYMPOSIUM ACTIVITIES. THERE WILL BE NO BUS TRANSPORTATION TO AND FROM HOTELS NOT CONTRACTED BY A/TA. ADDITIONALLY, THERE WILL BE NO DAYTIME SHUTTLE SERVICE DURING SEMINARS.

B. COMMERCIAL AIR TRANSPORTATION:

THE CLOSEST AIRPORT FOR COMMERCIAL AIR TRAVELERS IS JOHN WAYNE/ORANGE COUNTY AIRPORT (KSNA), SANTA ANA, CA. FOR COMMERCIAL SHUTTLE SERVICE, PLEASE REFERENCE THE JOHN WAYNE AIRPORT WEBSITE AT [HTTP://WWW.OCAIR.COM](http://www.o cair.com). SELECT THE "GROUND TRANSPORTATION" LINK FOR FURTHER DETAILS. PLEASE NOTE: AMC-CONTRACTED BUSES WILL ONLY BE PROVIDED FOR PASSENGERS ARRIVING VIA MILAIR AT LOS ALAMITOS AAF. A/TA DOES NOT PROVIDE TRANSPORTATION TO AND FROM THE AIRPORT.

C. MILITARY AIR TRANSPORTATION:

TO MINIMIZE THE OVERALL TRANSPORTATION COST, PARTICIPANTS ARE DIRECTED TO UTILIZE OPPORTUNE AIRLIFT TO/FROM THE CONVENTION TO THE MAXIMUM EXTENT POSSIBLE. COMMANDERS WILL ENSURE THAT TRANSPORTING OF CONVENTION ATTENDEES IS A BY-PRODUCT OF PRODUCTIVE TRAINING AND UTILIZATION OF OFF-STATION TRAINER (OST) IS IAW AMCI 11-208.

AIRCREW SHOULD PLAN TO ARRIVE AND DEPART FROM LOS ALAMITOS AAF (KSLI). SMSGT CURT CUSHMAN (SEE PARAGRAPH 9 FOR CONTACT INFORMATION) IS THE FOCAL POINT FOR COORDINATING MILITARY AIR TRANSPORTATION TO/FROM LOS ALAMITOS AAF (KSLI), INCLUDING BUS TRANSPORTATION FOR MILITARY AIR PASSENGERS TO/FROM THE CONTRACT HOTELS.

FORWARD A COPY OF THE PLANNED TRAVEL ITINERARY TO SMSGT CUSHMAN NLT 30 SEP 08. PLEASE INCLUDE ACCURATE PASSENGER COUNTS. IF TRANSPORTING PASSENGERS FROM MORE THAN ONE BASE, BREAK DOWN THE PASSENGER COUNT BY BASE. SMSGT CUSHMAN WILL COORDINATE THE FLOW OF

AIRCRAFT (SLOT TIMES/PPRS) FROM YOUR WINGS TO AND FROM LOS ALAMITOS AAF. ALL UNITS WILL INPUT FLIGHT INFORMATION INTO GDSS/C2IPS NLT 30 OCT 07 FOR PLANNING PURPOSES AND INTRANSIT VISIBILITY.

NO HEAVY USAF AIRCRAFT WILL RON AT LOS ALAMITOS AAF. AIRCREWS SHOULD LAND AT LOS ALAMITOS AAF WITH ENOUGH FUEL SO FUEL SERVICING IS NOT REQUIRED. GROUND TIME WILL NOT EXCEED 1 HOUR, AND SHOULD BE LIMITED TO THE TIME REQUIRED FOR DOWNLOAD OR UPLOAD OF PASSENGERS AND PREPARATION FOR DEPARTURE. AIRCRAFT WILL ACCOMPLISH ENGINE-RUNNING OFFLOADS TO THE MAXIMUM EXTENT POSSIBLE TO DOWNLOAD/UPLOAD PASSENGERS. THERE WILL BE NO ORGANIC AIRCRAFT MAINTENANCE CAPABILITY, SO UNITS ARE ENCOURAGED TO INCLUDE A CREW CHIEF WITH THEIR CREW. DUE TO THE LARGE NUMBER OF AIRCRAFT EXPECTED AT LOS ALAMITOS AAF AND LIMITED GROUND TRANSPORTATION RESOURCES, STRICT ADHERENCE TO ARRIVAL TIMES AND MINIMIZATION OF TIME ON THE GROUND IS PARAMOUNT. THERE WILL BE NO PALLETIZED BAGGAGE HANDLING CAPABILITY. BAGGAGE WILL BE HAND CARRIED FROM THE AIRPLANE TO THE GROUND TRANSPORTATION BUSES.

NOTE: DUE TO POSSIBLE MOG ISSUES, C-5 AIRCRAFT ARE HIGHLY DISCOURAGED FROM TRANSPORTING IN/OUT OF LOS ALAMITO AAF

PROFILES REQUIRING RON SHOULD PLAN TO USE OTHER SUITABLE AIRFIELDS. MARCH ARB (KRIV) IS PREPARED TO ASSIST WITH RON AIRCRAFT, AND IS 1 HOUR DRIVING TIME FROM THE CONTRACT HOTELS.

U.S. CUSTOMS AND AGRICULTURE SUPPORT MUST BE REQUESTED IN ADVANCE. IF ARRIVING FROM OVERSEAS AND CUSTOMS/AGRICULTURE CANNOT BE CLEARED PRIOR TO ARRIVING KSLI CONTACT SMSGT CUSHMAN.

CHANNEL ISLANDS ALCF WILL PROVIDE C2 AT LOS ALAMITOS AAF IN CONJUNCTION WITH AN ORE. UNITS SHOULD BRIEF CREW AND PASSENGERS THAT SOME MEMBERS OF THE GROUND CREWS WILL BE PARTICIPATING IN THE EXERCISE.

D. DV TRAVEL (O-9 AND ABOVE):

ONLY O-9 AND ABOVE WILL BE CONSIDERED DVs FOR THE PURPOSE OF MIL AIR AND GROUND TRANSPORTATION TO/FROM LOS ALAMITOS AND THE CONTRACT HOTELS. FLIGHTS FOR O-9 AND O-10 PASSENGERS (C-37, C-21, C-20, ETC) WILL ARRIVE/DEPART FROM LOS ALAMITOS AAF. COORDINATE ITINERARIES WITH AMC PROTOCOL POC, MAJ BOBBY HOLLAND (SEE PARAGRAPH 9 FOR CONTACT INFO). AMC PROTOCOL WILL ARRANGE TRANSPORTATION BETWEEN THE LOS ALAMITOS AAF RAMP AND THE CONTRACT HOTELS FOR THESE FLIGHT ARRIVALS. SPECIAL HANDLING/TRANSPORTATION WILL NOT BE AVAILABLE FOR THOSE BELOW O-9 ARRIVING BY LARGE MOBILITY AIRCRAFT. REFER REQUESTS TO AMC PROTOCOL.

4. A/TA CONVENTION & SYMPOSIUM WING/UNIT POC INSTRUCTIONS

ALL ORGANIZATIONS (DIRECTORATES, NUMBERED AIR FORCES, EMTFS, ACTIVE DUTY WINGS, ANG WINGS, RESERVE WINGS, GEOGRAPHICALLY-SEPARATED GROUPS, OR EQUIVALENT UNITS) WILL PROVIDE THE NAME, E-MAIL ADDRESS, AND PHONE NUMBER OF THEIR TRANSPORTATION POC AND ALTERNATE TO SMSGT CUSHMAN VIA E-MAIL NLT 10 SEP 08. EACH ORGANIZATION'S POC WILL SEND A LIST OF ATTENDEES ARRIVING VIA MIL AIR TO SMSGT CUSHMAN NLT 30 SEP 08. PLEASE INCLUDE RANK, NAME, THE MILAIR FLIGHT ARRIVING AND DEPARTING (IF APPLICABLE) AND HOTEL WHERE EACH ATTENDEE WILL BE STAYING. SMSGT CUSHMAN WILL WORK WITH THE POC'S TO STAGE THE ARRIVAL OF MILITARY AIRCRAFT AND COORDINATE TRANSPORTATION.

5. CONVENTION & SYMPOSIUM REGISTRATION, PAYMENT AND REIMBURSEMENT

VISIT THE A/TA WEBSITE, WWW.ATALINK.ORG, TO REGISTER. THE MAXIMUM REIMBURSABLE REGISTRATION FEE AMOUNT FOR AMC ATTENDEES, REGARDLESS OF A/TA MEMBERSHIP STATUS, IS \$362. THIS COVERS THE COST OF THE PARTIAL REGISTRATION OPTION FOR THE AMC CO-SPONSORED SYMPOSIUM EVENTS (FRIDAY AND SATURDAY DAYTIME SEMINARS, SATURDAY EVENING BANQUET, AND SUNDAY BRUNCH). INDIVIDUALS WHO ELECT OTHER REGISTRATION OPTIONS THAT EXCEED \$362 MUST PAY THE EXCESS COST. THE EARLY FULL REGISTRATION RATE FOR A/TA MEMBERS IS \$290 AND ENDS 02 OCT 08 (2400 EST). FROM 03 OCT TO 30 OCT 08 (1700 EST) THE MEMBER FULL REGISTRATION FEE IS \$325, AND AFTER 1700 EST 30 OCT 08, ONSITE MEMBER FULL REGISTRATION FEE IS \$390. THE NON-MEMBER FULL REGISTRATION FEE IS \$504. A/TA MEMBERSHIP IS NOT REQUIRED FOR AMC ATTENDEES, AND A/TA MEMBERSHIP FEES ARE NOT REIMBURSEABLE. COMMANDERS AND SUPERVISORS MUST NOT REQUIRE OR ENCOURAGE A/TA MEMBERSHIP FOR OFFICIAL TRAVELERS. AMC PERSONNEL ARE NOT AUTHORIZED TO USE THE GOVERNMENT PURCHASE CARD (GPC, FORMERLY IMPAC) FOR SYMPOSIUM REGISTRATION PURPOSES. MEMBERS ATTENDING IN AN OFFICIAL TDY STATUS SHOULD USE THE GOVERNMENT TRAVEL CARD (GTC) TO PAY THE REIMBURSABLE REGISTRATION FEE. IF DESIRED, A DEFENSE TRAVEL SYSTEM (DTS) LOCAL VOUCHER OR A STANDARD FORM 1164 MAY BE USED TO RECOUP REIMBURSABLE REGISTRATION FEES PRIOR TO THE EVENT. YOUR UNIT A/TA POINT OF CONTACT SHOULD COORDINATE WITH THE LOCAL FINANCE OFFICE FOR BASE-SPECIFIC REIMBURSEMENT PROCEDURES. WHEN FILING THE FINAL TRAVEL VOUCHER, INDIVIDUALS MUST CLAIM MEALS THAT ARE PROVIDED (SATURDAY BANQUET & SUNDAY BRUNCH IF APPLICABLE) THAT ARE INCLUDED IN THE REIMBURSABLE REGISTRATION FEE SO THAT PER DIEM IS PROPERLY ADJUSTED. THE AMC/FM POC FOR TRAVEL PAY ISSUES IS DAVID AKEMON (SEE PARAGRAPH 9 FOR CONTACT INFORMATION).

AWARD RECIPIENTS MUST REGISTER ON THE A/TA WEBSITE: [HTTP://ATALINK.ORG/](http://ATALINK.ORG/) AND IDENTIFY THEMSELVES AS AWARD WINNERS AT THE "AWARDS PROGRAM" TAB.

CONVENTION & SYMPOSIUM REGISTRATION, SIGN-IN, AND ALL SEMINARS WILL BE CONDUCTED ON THE SECOND FLOOR OF THE ANAHEIM HILTON. UPON ARRIVAL AT THE HILTON, EACH ATTENDEE IS REQUIRED TO PRESENT A PICTURE ID TO PICK UP HIS/HER BADGE AND REGISTRATION MATERIALS AT THE A/TA REGISTRATION DESK. WE EXPECT A LARGE NUMBER OF ATTENDEES AT THIS YEAR'S EVENT, WHICH WILL LIKELY RESULT IN LONG REGISTRATION LINES. WE ENCOURAGE ALL ATTENDEES TO PRE-REGISTER AT [HTTP://ATALINK.ORG/](http://atalink.org/) AND SELECT THE "CONVENTION" TAB TO REGISTER. IF UNABLE TO PRE-REGISTER, ATTENDEES SHOULD REGISTER AS SOON AS THEY ARRIVE IN ANAHEIM TO HELP MINIMIZE THE WAIT TIME FOR ALL.

6. UNIFORM REQUIREMENTS:

MILAIR TRAVELERS: BDUS, ABUS, OR FLIGHT SUIT.

COMMERCIAL AIR TRAVELERS ON GOVERNMENT ORDERS: BLUE SERVICE UNIFORM (LONG OR SHORT SLEEVE BLUE SHIRT), ABUS, OR APPROPRIATE CIVILIAN ATTIRE IS AUTHORIZED.

CONVENTION ATTIRE: DRESS CODE FOR ALL MILITARY MEMBERS IS ABU, BDU, OR FLIGHT SUIT. DRESS FOR CIVILIAN SEMINAR ATTENDEES IS BUSINESS CASUAL-- OPEN COLLAR AND SLACKS (NO JEANS OR TENNIS SHOES). DRESS FOR THE THURSDAY EVENING RECEPTION IS BUSINESS CASUAL, JACKET OPTIONAL; UNIFORMS ARE NOT APPROPRIATE FOR ANY EVENING FUNCTION. DRESS FOR THE FRIDAY EVENING RECEPTION IS COAT AND TIE (NO UNIFORMS). DRESS FOR THE SATURDAY NIGHT BANQUET IS BUSINESS SUIT (NO UNIFORMS). [SEE [ATALINK.ORG/FORMS/DRESSCODE.HTM](http://atalink.org/forms/dresscode.htm)] THE OUTSIDE AREA BETWEEN THE HILTON, MARRIOTT, AND THE CONVENTION CENTER WILL BE A NO HAT, NO SALUTE AREA.

7. BANQUET SEATING

TO RESERVE SEATING FOR THE SATURDAY NIGHT BANQUET, VISIT THE A/TA WEBSITE AT [WWW.ATALINK.ORG](http://www.atalink.org), DOWNLOAD THE BANQUET SEATING REQUEST FORM, AND SEND IT TO YOUR BASE POC FOR SUBMISSION. BASE POC'S WILL FORWARD THE SEATING REQUESTS TO MR GEORGE MEYERS VIA EMAIL AT: [BANQUET@ATALINK.ORG](mailto:banquet@atalink.org).

8. COMMANDERS' RESPONSIBILITIES:

COMMANDERS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL IN TDY OR PTDY STATUS ATTEND SYMPOSIUM ACTIVITIES.

IN ADDITION, COMMANDERS ARE RESPONSIBLE FOR ENSURING THAT THE CONDUCT OF ALL PERSONNEL, REGARDLESS OF TRAVEL STATUS, IS ABOVE REPROACH. ALL PERSONNEL ARE AMBASSADORS FOR THE DOD AND THE AIR

FORCE, AND WILL NOT ENGAGE IN ILLEGAL OR IRRESPONSIBLE CONDUCT, TO INCLUDE UNPROFESSIONAL RELATIONSHIPS.

9. AMC POCS:

A. OVERALL AMC POC: MAJ AL HORSENS, AMC/CCX, DSN 779-1757, ALLEN.HORSENS@SCOTT.AF.MIL.

B. MILAIR/GROUND TRANS: SMSGT CURT CUSHMAN, AMC/A3VX, DSN 779-7697, CURT.CUSHMAN@SCOTT.AF.MIL

C. PUBLIC AFFAIRS: CAPT JONATHAN STOCK, AMC/PAO, DSN 779-7843, JONATHAN.STOCK@SCOTT.AF.MIL .

D. PROTOCOL: MAJ BOBBY HOLLAND, AMC/CCP, DSN 779-2555, BOBBY.HOLLAND@SCOTT.AF.MIL.

E. FM: MR. DAVID AKEMON, AMC/FMFF, DSN 779-2337, DAVID.AKEMON.CTR@SCOTT.AF.MIL .

//SIGNED//

VERN M. FINDLEY II, LT GEN, USAF
VICE COMMANDER

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