

**SAF/PA Quarterly Newsletter
August 2020**

Training and Development

DINFOS announces virtual Social Media Forum

Registration is open for the Defense Information School's Social Media Forum 19-21 Aug. The online event will bring together communicators from across industry, academia and DoD to share ideas, best practices, strategies and insights. Registration is at: Caution-<https://2020-defense-information-school-social-media-forum.heysummit.com/>

(DINFOS Social Media Training Office, Mr. Kuande Hall, khall@dinfos.edu)

Digital Publishing Workshop 4-5 Aug

The Air Force Public Affairs Agency's virtual Digital Publishing Workshop for web and social media managers is 4-5 Aug. Attendees can check in and out as desired on Defense Collaboration Services (DCS) at Caution-<https://conference.apps.mil/webconf/2020VirtualDigitalPublishingWorkshop> or call in at (410) 874-6300 or DSN 312-874-6300; registration is not required. Topics include Air Force Public Web, common service desk issues and fixes, the Air Force Connect mobile app, site gauge metrics and analytics, website intellectual property (branding and trademarks), social media, AFPIMS, and Air Force and Space Force enterprise social media operations. The schedule and more info is at Caution-<https://www.publicaffairs.af.mil/Programs/DPW/>, the PA SharePoint site and the closed PA Facebook groups. If you have any questions, please contact the Air Force Public Web team at publicweb@us.af.mil.

(AFPAA/AOW, Mr. Bob Everdeen, robert.everdeen.1@us.af.mil)

Enlisted consolidation capstone project due date extended

Due to physical distancing measures in place and the health and safety of Airmen being our top priority, the consolidation timeline has been extended 1 year. All legacy X2 and X5 Airmen, TSgt and below, will now need to have completed all phases of consolidation by 1 Nov 2021. This does not mean that Airmen on the original timeline completion of 1 Nov 2020 should wait to complete consolidation. By all means, Airmen should continue progress and finish up in a timely manner when it is safe, but this extension provides the flexibility to extend past the original deadline. For Airmen who can complete capstones, certification continues virtually with Public Affairs Consolidation Training members certifying products through DVIDS. Virtual training consolidation videos to assist units with training are:

Broadcast Journalism

Caution-https://www.youtube.com/playlist?list=PLA-KA7VV8H54_d3KnCQ6ob6BPKVYrSU-V

Photojournalism

Caution-<https://www.youtube.com/playlist?list=PLA-KA7VV8H56-ziDn5IrcpbRj8m6Fnig>

(SAF/PA, SMSgt Chris Bevins, christopher.m.bevins2.mil@mail.mil)

Civilian training opportunities abound

While COVID-19 has created disruptions, civilian employees continue to benefit from many education, training and other developmental opportunities:

1. Visit MyVector, register, and request (and/or) become a mentor
2. Employee/Supervisors should discuss (telephonically, email, chat, Zoom) applicable courses available via ADLS, SkillSoft, My Vector, DAU, or other training and learning management systems.
3. Prepare for the next year. Develop an Individual Development Plan and performance plan for the next rating period.
4. Ancillary Training. Do it now. ADLS is up and running for those with access. For those without, visit the DISA site at [Caution-https://public.cyber.mil/training/cyber-awareness-challenge/](https://public.cyber.mil/training/cyber-awareness-challenge/) and select the training drop down at the top of the page.
5. Register for a class via distance learning. Civilian Tuition Assistance is available, but there is also a host of free courses available from Air University.
6. Develop supervisory skills (or prepare to become a supervisor). Visit and register at: [Caution-https://www.milsuite.mil/university/fspds-orientation/](https://www.milsuite.mil/university/fspds-orientation/)

(AFPC/DP2ZC, PA Career Field Team, Ms. Auburn Braithwaite, auburn.braithwaite@us.af.mil)

DINFOS course nominations due 10 Aug

Supplemental training nominations for DINFOS courses in October through December are due to SAF/PAR 10 Aug. Please contact your MAJCOM representatives for command-specific deadlines to submit nominations. The solicitation with instructions, course list and number of seats is also posted in the Training and Development section of the Public Affairs SharePoint page at [Caution-https://usaf.dps.mil/sites/10066/traininganddevelopment/DINFOS%20nomination%20%20Select%20Shared%20Docs/FY21%20Nominations/Oct%20-%20Dec%20DINFOS%20Nomination%20Letter.pdf](https://usaf.dps.mil/sites/10066/traininganddevelopment/DINFOS%20nomination%20%20Select%20Shared%20Docs/FY21%20Nominations/Oct%20-%20Dec%20DINFOS%20Nomination%20Letter.pdf)

(SAF/PAR, Mr. Corey Clements, corey.a.clements.civ@mail.mil)

New force development “superpub” released

The newly released AFI 36-2670, Total Force Development, consolidates key information formerly distributed across eight AFIs. This new “superpub” includes everything from the Air Force training program, CCAF and enlisted professional enhancement, to developmental

education and civilian training and professional development (plus much more). Find it at Caution-https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2670/afi36-2670.pdf.

(SAF/PAR, Ms. Sherry Medders, sherry.medders@us.af.mil)

Management and Resources

Update your contact information

PCS? PCA? Changing jobs? Not sure what personal information is current where? All good reasons to check the following:

AFPC Secure: Your official email is displayed at the top left of the screen. Click on “Click here to update your information” as needed.

myPers: After logging on, click on “My Profile” under the “My Account” section to check your primary and alternate (personal) email accounts.

vMPF: Check your work/home email addresses and phone numbers on the verification page that pops up after you initially log on.

MilConnect: Caution-<https://milconnect.dmdc.osd.mil/milconnect/>

Click on “Update work contact info (GAL)” under “I want to...”

You’ll then find options for updating your GAL display name and personal contact information (under the “Personal” tab).

(SAF/PAR, Ms. Sherry Medders, sherry.medders@us.af.mil)

New PA SharePoint location

Due to the migration to SharePoint Online the Public Affairs SharePoint URL has changed to Caution-<https://usaf.dps.mil/sites/10066/default.aspx>. If you enter the old URL it should redirect you. However, the redirect is not permanent. Please be sure to update your favorites and any other saved links to the new URL.

(AFPAA/AOW, Mr. Bob Everdeen, robert.everdeen.1@us.af.mil)

Public Affairs Communication Excellence Award (PACE) nominations

The call for nominations for Public Affairs Communication Excellence Awards will be coming to your inbox from your higher headquarters PA office soon, and now is a good time to start thinking about your entries. The guidance will also be posted (along with past winning nominations) on the PA Sharepoint at Caution-<https://usaf.dps.mil/sites/10066/managementandresourcelibrary/SitePages/Awards.aspx>. The awards recognize accomplishments for FY20.

Good luck!

(SAF/PAR, Ms. Sabra Brown, sabra.brown.1@us.af.mil)

Short tour credit for extended deployments

Members who completed a 365-day extended deployment must take action to update their records with a short tour credit and the correct Short Tour Return Date (STRD) and Overseas Duty Selection Date (ODSD). These elements do not routinely update like they do for a short tour (PCS) and are a member responsibility to get updated upon return. See AFI 36-2110, Total Force Assignments, para 7.10; then contact your MPF with your deployment travel voucher.

(SAF/PAR, Ms. Sherry Medders, sherry.medders@us.af.mil)

Hiring made easy

The Hiring Manager's Toolkit, designed by the Defense Civilian Personnel Advisory Service, provides online guides, tip sheets and checklists to help selecting officials successfully attract top talent, conduct effective interviews and onboard new employees. To access the toolkit, log into myBiz+ by visiting <https://compo.dcpds.cpmc.osd.mil/>. Under Key Services, select Hiring Manager's Toolkit.

(SAF/PAR, Ms. Sherry Medders, sherry.medders@us.af.mil)

Temporary loan and withdrawal options available for people affected by COVID-19

The Coronavirus Aid, Relief, and Economic Security (CARES) Act is offering temporary loan and withdrawal options to TSP participants affected by COVID-19. Both options are available only if you can certify that you meet one or more of the criteria at https://mypers.af.mil/app/answers/detail/a_id/47703. For more information, visit: <https://www.tsp.gov/whatsnew/Content/index.html>.

(AFPC/DP2ZC, PA Career Field Team, Ms. Auburn Braithwaite, auburn.braithwaite@us.af.mil)

Prepare for the FY21 Visual Information Equipment Plan (VIEP) cycle

The FY21 VIEP cycle begins soon. All unit submissions in AIM2 must be validated by MAJCOMs NLT 1 Sep. Units should contact their MAJCOMs for local VIEP submission suspenses.

(AFPAA/AOXP, Mr. Bill Goblen, bill.goblen.1@us.af.mil, DSN 487-6037, (210) 652-6037)

Strategy and Assessments

New Comm Planning links

With the recent migration to SharePoint Online, communication planning resources have new links:

Tell Our Story: <https://usaf.dps.mil/sites/10463/AFStory/Programs/Tell.aspx>

Communication Planning: <https://usaf.dps.mil/sites/10066/managementandresourcelibrary/SitePages/Communication%20PI>

<https://usaf.dps.mil/sites/10066/managementandresourcelibrary/SitePages/Communication%20PI>

anning.aspx

Waypoints: Caution-

<https://usaf.dps.mil/sites/10066/managementandresourcelibrary/Waypoints%2020%20Main/Waypoints%202.0%20Main.aspx>

Vector: Caution-

<https://usaf.dps.mil/sites/10066/managementandresourcelibrary/Vector%20Guide/Vector.aspx>

If you have trouble accessing any of these sites, please request access on the requested page if given the option or contact us directly.

(SAF/PAX, Ms. Kris Gault or Maj Andrew Nation, Kristal.h.gault.civ@mail.mil or andrew.p.nation.mil@mail.mil)

Command Information

USAF and USSF logo files available

The official US Air Force and new US Space Force logo files for use in official government business (not for commercial use) are available for download at Caution-

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t0ECF2BB84F55D26F014F6F42F6A8024D&channelPageId=sA4057E1F27E93F0B0127FD827815023C>

The files are provided in the authorized colors and fonts. They may be resized as long as they maintain their proportions and observe the appropriate exclusion space and stand-off space around the logo(s). No other treatments, enhancements, or modification should be applied to the graphics files.

For more information on proper use of USAF and USSF logos, visit Caution-www.trademark.af.mil or contact the Air & Space Forces Intellectual Property Management Office at licensing@us.af.mil.

(AFPAA/AOL, Ms. April Rowden, april.rowden@us.af.mil)

Keep DVIANS current

All units performing visual information functions are required to have a current Defense Visual Information Activity Number. DVIANS are issued by AFPAA Plans and Programs and are valid for 5 years. If a unit has an outdated DVIAN or needs an initial assignment, please email afpaa.aox@us.af.mil.

(AFPAA/AOXP, TSgt Laura Claypool, laura.claypool@us.af.mil, DSN 487-6037, (210) 652-6037)

New link for AIM2

The AIM2 website finally has a permanent Caution-url: Caution-

<https://publicaffairsmanagement.af.mil>. This new URL has re-enabled CAC login, and there is a link to CAC registration instructions on the login page. For assistance, please contact the system administrator at dennison.frasier.3.ctr@us.af.mil.

(AFPAA/AOXP, Mr. Bill Goben, bill.goben.1@us.af.mil, DSN 487-6037, (210) 652-6037)

Community Engagement

Educational outreach in a virtual environment

In an effort to engage the community during the school year, particularly now when so many students and teachers are operating in a virtual environment, SAF/PAY is planning an educational outreach campaign. The centerpiece is a series of videos (each with a supporting one-page handout) that will showcase the Air and Space Forces to students in grades 3 through 8. These products will help teachers and parents inspire students by helping them understand what the Air and Space Forces do for our nation using an educational format that aligns with lessons (a math lesson on air refueling, for example). If interested, please contact your MAJCOM for information regarding topics and products.

(SAF/PAY, Katie Spencer, katie.l.spencer.civ@mail.mil)

*The next PA newsletter is scheduled for November 2020. The PDF version of this newsletter is posted on the PA SharePoint homepage: Caution-
https://usaf.dps.mil/sites/10066/managementandresourcelibrary/SitePages/Resources%20Library.aspx?RootFolder=/sites/10066/managementandresourcelibrary/Resource%20Library%20Shared%20Docs/ARCHIVED%20SAF_PA%20Quarterly%20Newsletters&&*

For questions or to suggest content, please contact SAF/PAR at usaf.pentagon.saf-pa.mbx.saf-par-workflow@mail.mil.