1. **POCs** are intended to be a primary Point-Of-Contact for communication to-from their respective Association group via Firing Circles (FC) & Flashes. The POC groupings are:
	1. 17th aircrew (George Renfroe)
	2. 18th aircrew (Craig Corbett)
	3. 71st aircrew AND Maintenance AND Family (John Forbes Interim POC; the 71st POC incorporates ALL 71st personnel in his emails)
	4. Maintenance & other Support, except 71st (Tom Brander)
	5. Family Members except 71st (Wayne Laessig)
	6. Honorary Members including KIA Family Members & Legacy Squadron Commanders (Wayne)
2. **POC lists:** each POC has their own spreadsheet that is a sub-set of the Master Contact List (MCL) from Ron Julian; it includes just their own folks broken out as a separate POC spreadsheet.
	1. **NOTE :** POC groupings DO NOT require Association ‘Membership’; it’s anyone who fits in that grouping (member or not), & POC spreadsheets are only for POCs. Full MCLs are normally only authorized for President, Quartermaster, Outreach Team, Membership Coordinator, & Final Flight Coordinator. Do not distribute ANY list to others unless approved by Ron . Also, we have a **Do Not Contact (DNC)** list; if you come across anything about **DNC**, contact Ron, Wayne, & the President.
	2. HIGHLY RECOMMEND each POC ‘copy’ their POC spreadsheet & paste that in as a 2nd Excel worksheet. That way you’ll always have the original spreadsheet as Ron formatted it, & you can reformat the copy to suit yourself. Also HIGHLY RECOMMEND sorting the copied worksheet by ‘email address’, then last name, to group those with emails at the beginning of your copied worksheet, & those without emails grouped at the end. That sorting can make it easier to copy/paste emails for Flashes/Firing Circles.
3. **FC/FLASH Review & Approval: our President approves the final version.** When John Forbes sends you a FC or Flash for distribution, that’s your ‘trigger’ to send it out.
4. **FC & Flash EMAIL Format & Distribution: For ANY POC EMAILs to your group, ALWAYS use your POC email in the To address line; paste your group’s individual emails in the Bcc Line to keep everyone’s email info private.** Pasting a big batch can trigger SPAM removals by your recipients’ email providers. Breaking your address list into smaller lists can make sure that doesn’t happen.
	1. **For FC EMAILINGs, use the part of your copied POC spreadsheet with the emails listed first.**
5. **ALMOST ALWAYS,** “paste” the FC John sends you as an attachment in your POC emails.
6. Recommend including a sentence or two to your POC emails. For example, you can include an intro (e.g. I’m your Point of Contact for Honorary Members), a brief summary of things in the FC, a reminder to send new email/phone/address info, include your phone number, etc.
7. Title the email; Copy/Paste the sorted email addresses from your POC spreadsheet into the ‘Bcc’ address line; test the attachment to make sure it opens, then Send it.
	1. **For FC SNAIL MAILs** (*Snail Mails are usually only for FCs, not Flashes*), recommendusing your copy of the POC spreadsheet sorted by email address, then last name. The names without an email address will be grouped at the end of the spreadsheet.
8. **SNAIL MAIL COSTs:** We try to keep **snail mail** costs as low as possible. Doug can reimburse POCs for the costs of printing, postage, envelopes, ink cartridges, & paper (just send him the info), **or** the POC can cover those themself.
	1. As long as the Snail Mail does not exceed a total mailing weight of 1 ounce, postage is one first class stamp. Doug found a location to order first class *Forever Stam*ps at $28 per 100 at [STAMPS.DEALS](https://stamps.deals/). PLEASE order your stamps via that link to save us $$.
	2. We try to use 20# paper to keep Snail Mail weight below 1 ounce.
	3. You can print address & return address labels using Avery 5160 templates or whatever works for you (Avery address labels use mail-merge into Word from your Excel spreadsheet); or hand-write those.
	4. You can buy paper/envelopes, print FCs for snail mailings at Kinkos, etc & be reimbursed. BUT we try to keep costs low. You “can” use your own printer; printing in two-sided Black & White or color, using the ‘draft’ setting on your printer to reduce ink use.
	5. You can use envelopes; or fold the FCs & staple at the top left corner using 2 mailing seals to hold it together (no envelope).
	6. **For Flashes,** POCs usually should paste the Flash content as the email ‘text’. However, if the Flash has a lot of content/forms/pictures, the Flash might be sent as an attachment.
9. To make the Flash “content” your email content, copy the Flash text you receive (everything - pictures, links, etc); then paste that into your email as part of the email message, which eliminates anyone having to open an attachment. Title the email & include an intro sentence or two along with your contact info.
10. If you send the Flash as an attachment, it definitely helps to include a couple sentences from yourself in the email.
11. **FC & Flashes are posted on our web & Facebook:** **when John sends the POCs the final FC or Flash for distribution he will Cc Liz Buss AND Facebook Admin Jim Mattison.** Liz posts those on our website, & the Facebook Admin posts those on our Facebook site.
12. **When you receive changes in contact information**: manually update your own POC spreadsheet. & send the contact info change to Ron (MCL) & Dave (Membership). If it’s a change to a different POC’s spreadsheet, include them as well.
13. **When you get Undeliverable emails, returned Snail Mails, Phone #s disconnected, please follow the steps below to recover lost contacts.** The Association subscribes to [*PeopleFinders.com*](http://PeopleFinders.com), but BEFORE sending a request to find someone using it, **first** check that you used the current POC spreadsheet Ron sent you. If yes:
	1. CALL them if they have a phone.
	2. Check the MCL & email or call their spouse/other family member if listed.
	3. Check our FaceBook site & if the person is there, send them a personal FaceBook message. See if the person is on our AC-119 Facebook & if so, send them a personal Facebook message telling them the email you have doesn’t work & ask them for their new email. To do that, find a FB post from that person, hold the mouse cursor over their name, an info box opens with a ‘message’ button. Click the button, a message window opens, type your message at the bottom of the window, & click on the funny double right arrow to send.
	4. Do a Google Obituaries search, or a VA Graves search. Google their name or Google their name followed by ‘obituary’. Try [*www.findagrave.com*](http://www.findagrave.com) to see if anything comes up.
	5. If you get nothing from the above, Mail them a short note asking them to contact you.
	6. If none of those work, THEN you can ask Roy Davis to do a PeopleFinder. Send Roy an email or call him at 253-549-2044 with the name(s) & everything you have on the ‘lost’ person (to include first name, MI, last name, wife’s name, address, etc., & he will look for them on [*PeopleFinders.com*](http://PeopleFinders.com)

**Deceased AC-119er Checklist**

1. **POCs:** If you learn from an email reply, phone call, or snail mail return that a recipient is deceased, forward the info to Liz Buss to post on our Web’s Last Flight, Jim Mattison to post a Last Flight Tribute on our Facebook, Ron Julian to update database that feeds MCL/ALPHA, John Forbes to include in the next FC Last Flight, Membership Coordinator for possible Membership transfer, appropriate POC (if not yourself) to update their respective MCL breakout, & Wayne for ANYTHING about KIAs or KIA family.
2. The following is what’s involved to change a member’s status from ACTIVE to DECEASED. **If anyone suspects an AC-119er has passed, the first step is to notify the POC, who will:**
	1. Verify details from an Obit or email (Sqdn, role, cause/date of death, funeral arrangements, etc),
		1. Review the Obit info, & if none was provided, look online for a possible obituary.
		2. Check the MCL for confirmation of Squadron, role, Life Membership, Next-of-Kin, etc.
		3. Try to get Obituary info from whoever sends the initial notification.
	2. If we have any family contact info in our MCL, try to contact the family to confirm the death & funeral details, express condolences. NOTE: details really help folks, e.g. Jim Mattison (Facebook Tribute); Ron Julian (Db accuracy).
	3. Some techniques that have served us well:
		1. START with a **phone call.** You usually contact the widow but it can be another family member.
			1. First, just express your sadness at hearing about his passing & that your prayers are with them. If you knew the person well, add anything personal you want to say. Second, ask if there are any issues with the VA or burial; if so pass that on to our VA POC. Third, ask if they’ll share funeral arrangements with you, to post on our AC-119 Facebook & Mail Call. Ask if the funeral is at a VA Cemetery with Military Honors. Last, let them they can reach out to you as a contact for anything we can do. Although this first call is to listen & let the widow/family know we’re here, you can often gather all the info we need.
		2. Next, send details from the Obit, emails, etc to Jim M to post on our Facebook page; to Liz Buss to update our web’s Last Flight page; to Ron J to update our database/MCL; & to the Membership Coordinator to update Membership info.
	4. Check your POC spreadsheet since Memberships transfer to the NoK as Associate Memberships. NOTE: this transfer does not apply to deceased Associate or Honorary Members. Wait a couple weeks to reduce stress, then contact the NoK to:
		1. Inform them we desire to donate to a charity or organization of their choice in the deceased Member’s name, & ask if there’s a specific organization they’d prefer receive it. If yes, notify the Membership Coordinator who will contact the spouse & Cc Doug who will work with the Membership Coordinator on a donation in the deceased Member’s name.
		2. Inform them of the transfer of the deceased’s Membership to the NoK as an Associate Membership. If yes, notify the appropriate POCs, Ron J, & the Membership Coordinator.
		3. Tell them we can continue to send Firing Circles if they’d like (no costs or responsibilities), to keep them up to date on what’s going on with our Association. If yes, ask what email they want us to use, then pass that to the 0FAM POC & Ron J.
	5. **MCL Updates: ALWAYS manually update** your own POC spreadsheet to stop sending FC/Flash emails & Snail mails to deceased. Ron J/Wayne update the Db; to update ALPHA web page & future POC spreadsheets. All changes will be incorporated in the next POC spreadsheet Ron sends you. Also, the Membership Coordinator sends new member details to Ron & the respective POC. If anyone gets any notification (email, phone call) that an email, phone number, or address is changed, send that info to the respective POC AND Ron Julian.

**In Summary: there are many actions/contacts when one of ours dies:**

|  |  |
| --- | --- |
| FB Admin Jim Mattison for Tribute | FC Manager John Forbes for FC Last Flight |
| Webmaster Liz Buss for web Final Flight | Membership Coord Dave Voisey for list updates/Donations |
| Db Coordinator Ron Julian for MCL/Db Updates/ALPHA | NoK for Membership Transfer/Obit/Donation |
| *Appropriate POC if not yourself* |  |

**KIA Remembrances**

1. **17th POC** send Facebook Admin a short message to post on our Facebook for these KIA Anniversaries:
	1. **17th Special Operations Squadron KIA Remembered**
		1. **Oct 11, 1969 Shadow 76 KIA**
			1. Moses “Mo” Alves
			2. John Hathaway
			3. Bernard “Bernie” Knapic
			4. Abraham “Abe” Moore
			5. Jerome “Jerry” Rice
		2. **Apr 4, 1970 Shadow 78 KIA**
2. Meredith Glenn “Andy” Anderson
3. Robert “Bob” Fage, Jr
4. Joseph Jeszeck
5. Charles Knowles
6. Thomas “Tom” Lubbers
7. Michael “Mike” Vangelisti
8. **Shadow 78 Survivors**
9. Bob Bokern (deceased)
10. Allen Chandler (deceased)
11. **18th POC** send Facebook Admin a short message to post on our Facebook for these KIA Anniversaries:
	1. **18th Special Operations Squadron KIA Remembered**
		1. **May 2, 1972 Stinger 41 KIA**
12. Kenneth “Ken” Brown
13. Terence “Terry” Courtney
14. David “Roddy” Slagle
15. **Stinger 41 Survivors**
16. Larry Barbee
17. Allen Bare (deceased)
18. Jimmy Barkalow (deceased)
19. Craig Corbett
20. Dale Iman
21. Francis “Ski” Sledzinski
22. Byron Taschioglou (deceased)
	* 1. **Jun 7, 1970 Lemon 10 KIA**
			1. **Stinger** Clyde Alloway
		2. **Jun 15, 1972 Stinger KIA**
			1. **Stinger** - Thomas “Tommy” Hamman
		3. **Jan 27, 1973 Stinger KIA**
			1. **Stinger** John “O’Neal” Rucker

To help new folks who take one of the Association roles, this table kinda summarizes what should occur.

|  |  |  |
| --- | --- | --- |
| **Action** | **Who does it** | **Info to Get** |
| If ANYONE besides a POC gets ANY notification of a deceased member (email, text, phone call, whatever) email the POC with whatever info you have. | POCs get as much info as they can; then send that to:1) Facebook Admin for Tribute posting there;2) Liz Buss for Last Flight posting on web;3) Ron Julian for database/MCL/ALPHA update;4) John Forbes for FC inclusion5) Dave Voisey & Doug Wohlgamuth if the deceased was a Member, for Donation planning. | * Name
 |
| * Sqdn
 |
| * Role
 |
| * Date died
 |
| * Obit
 |
| Post on FB | FB Admins: Facebook ‘words’ | FB |
| Post in MC & Last Flt | Liz/Wayne: update Last Flight | MC/LF |
| Update Db; code 01FF | Ron/Wayne | Db |
| Contact Next of Kin | Donations for Life Members: |  |
|  | * Ask NoK; Notify Dave & Doug
 | Donation |
|  | * Transfer to NoK; notify Dave & Ron
 | Life to Assoc Life |
| Send to FC | Send to FC Editor | FC |