

CITY COUNCIL

AGENDA ITEM NO.

30

TRAVEL AUTHORIZATION REQUEST

I hereby request that I be authorized to proceed on official city business to the following named places and return to San Antonio, on or about the dates indicated and to be reimbursed for the travel expenses incurred in performance thereof from city funds in accordance with prescribed policies and procedures applied to such reimbursement.

NAME OF TRAVELER: JOEL WILLIAMS

Purpose and Justification of Travel:

PARTICIPATE IN DEPARTMENT OF THE AIR FORCE, AIR FORCE RESERVE 433^D AIRLIFT WING CIVIC LEADER TOUR TO PERTERSON AFB, CO

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.")

COLORADO SPRINGS, CO

Estimated date of departure from San Antonio: 5/4/04

Estimated date of return to San Antonio: 5/5/04

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2004 MAY - 3 AM 8:45

GRATUITOUS OR NON-CITY FUNDED TRIPS

This trip will be paid for (entirely) or (partially) by a third party or from non-City funds.

DONOR: _____
VALUE: _____

EXCEPTIONS: X Official Business only
 _____ Dual purpose-Goodwill
 _____ Dual purpose-Education
 _____ Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$200.00
Travel Advance requested: \$0
Fund, Account & Index Code to be charged: 01-02-01/02-124/600551


(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 2004

MAYOR

ATTEST: _____
CITY CLERK

FACT SHEET

FIFTY- FIRST ANNUAL NATIONAL SECURITY FORUM

24 – 28 MAY 2004

Each year the Air War College (AWC) hosts the National Security Forum (NSF) at Maxwell Air Force Base, Montgomery, Alabama. The forum is sponsored by the Secretary of the Air Force. Its purpose is to expose influential American civilians to the United States Armed Forces in order to gain an appreciation for each other's perspectives. The NSF began in 1954 as an expansion of the Civilian Outreach Seminars held from 1947 through 1949. The Forum has been conducted each consecutive year since 1954. It's an opportunity for AWC students, our future senior military leaders, to interact with a broad cross-section of civilian leaders from the fields of business, industry, labor, the law, education, state and local government, media, the clergy, and medicine. On average, about 130-140 distinguished guests attend each year.

The primary objective of the NSF is a frank and candid exchange of views on national security matters among our invited guests, Air War College students, and senior military and civilian leaders. The week is devoted to exploring the many issues that affect the current and future security of our country. Obviously, we look for people who are open-minded, responsible individuals whose future support would benefit the Air Force.

Historically, the NSF occurs at the end of the school's academic year and lasts four and one-half days. The Fifty-first NSF is scheduled for 24-28 May, 2004. Guests arrive throughout the day on Monday, 24 May, and depart midday on Friday of that week.

Budgetary constraints preclude the Air Force from defraying guests' expenses. As a result, we work hard to keep the costs to a minimum. Our guests are lodged on the base in distinguished visitor quarters, and we try to utilize on-base catering establishments to keep meal costs down. Expenses for the week, excluding transportation to and from Montgomery, are based on individual choices but rarely exceed \$250.

1. *Objectives:*

- a. To provide a privileged forum in which authorities on various aspects of national security may discuss their views with students and faculty of the AWC and invited civilian guests.
- b. To provide an extended opportunity for free and candid dialogue on national security issues among the college's students, faculty, and guests. Guests represent a diverse group of American citizens drawn from many fields of American life and endeavor.
- c. To enable distinguished American civilians and prospective future senior leaders of the American armed forces to get to know one another in the interest of broadened perspectives and mutual understanding.

d. To increase our guests' knowledge of national security issues and expose them to our professional military education system.

2. *Nomination process:*

a. Nominations of civilians will be received from the Secretary of the Air Force and Secretariat; Air Staff, major commands, and direct reporting units; AWC class members, faculty, and staff; Air University staff, schools, and organizations; Air Force National Defense Fellows; unique organizations which are linked to the Air Force; and the previous year's guests.

b. Nominations must be submitted to the NSF office: National Security Forum, AWC/DFL (Room 1206), 325 Chennault Circle, Maxwell AFB AL 36112-6427, by 1 November 2003.

3. *Selection criteria:*

a. Distinctive personal qualifications:

(1) Significant professional and/or civic accomplishments.

(2) Well-informed on current events.

(3) Willing to participate.

(4) **NOT** retired military or those with extensive years of service (to include Guard and Reserve), federally elected officials, or individuals associated with the DOD.

(5) Need not be an Air Force advocate. Nomination of "choir members" (lifetime Air Force Association members, honorary base commanders, Civil Air Patrol members, etc.) is discouraged.

b. Occupation--a broad cross-section is desired, to include representatives of business, industry, labor, education, the media, the legal and medical professions, the clergy, and state and local government.

c. Geographic area--representatives from as many states as possible will be selected.

d. Age--guests will represent a wide span of age groups, with some emphasis on youth.

4. *Selection process:*

a. Nominations are due by 1 November 2003 and are screened by NSF staff using criteria stated above. Typically, 300-400 nominations are received.

b. Roughly 280 nominees will be invited by the Secretary of the Air Force. For this reason, please do not tell nominees of their nomination.

- c. Approximately 130-140 will attend based on historical invitation-acceptance statistics.
- d. Invitations will be sent out in February, and nominators will be advised of which nominees are invited.

5. Administrative:

- a. Each of the 18 AWC seminars will be assigned seven or eight NSF guests. Guests will participate in activities with their assigned seminars throughout the entire week.
- b. Each guest will be assigned a host officer within their seminar.

6. Curriculum:

- a. The lecture—question-and-answer--seminar methodology will be used.
- b. Selected readings will supplement the lectures.
- c. The forum will be issue-oriented.
- d. Instructional periods may cover areas such as:
 - (1) The world situation and US security,
 - (2) Current national defense issues (from different points of view),
 - (3) National military strategy,
 - (4) and the role of air and space power.

7. Social--tentatively, social functions are:

- a. Get Acquainted Social and Dinner, Monday evening, 24 May 2004,
- b. Welcome Breakfast, Tuesday, 25 May 2004,
- c. Seminar Social, Tuesday evening, 25 May 2004,
- d. Aerial Demo, Static Display and Barbecue Buffet, Wednesday afternoon, 26 May 2004,
- e. and the AU Commander's Garden Party, Thursday evening, 27 May 2004.

8. Logistics:

a. Guests will pay their own expenses, which include meals, lodging, and transportation. Rooms will be available for about \$28-\$38 per night. Food costs are usually between \$100 and \$150 for the entire NSF, including scheduled social events that guests pay for.

b. Guests will become temporary members of the Officers Club and may "charge" the Get Acquainted Dinner, Welcome Breakfast, and Barbecue Buffet as desired or cash checks. Other meals eaten at the O'Club are pay as you go. Registration forms go out in March to those who have accepted invitations and are an avenue for the guests to prepay their lodging and social expenses.

c. Transportation Command *may* provide military air transportation from several hub bases throughout the CONUS. Guests must provide their own transportation to and from Maxwell AFB, or to one of these hubs. *If provided*, hub bases are selected to accommodate the largest number of guests. Past pickup/drop off points have been McChord, Andrews, Travis, Peterson, Offutt, Tinker, Scott, Randolph, and Wright Patterson Air Force Bases, Los Angeles International Airport (Mercury Aviation), and JRB NAS Forth Worth. Continuing budgetary pressures and recent changes in DOD policy make it extremely difficult to offer the same level of military airlift support from year to year, thus *we cannot guarantee this option*.

9. Registration: NSF guest registration will be available both through our NSF mailings and our NSF website. We highly encourage you to registering through the NSF website. The NSF website address is www.au.af.mil/au/awc/nsf/.

10. NSF points of contact at AWC: Please direct questions to the Director, National Security Forum Guest Activities, Lt Col Martha Smyth, AWC/DFL, DSN 493-2885, commercial (334) 953-2885, fax extension 2336, or to the National Security Forum Academic Advisor, Col Cathy Lee, AWC/DFL, DSN 493-2819, commercial (334) 953-2819.



NATIONAL SECURITY FORUM 2004 REGISTRATION

May 24-28 2004

NAME Richard Perez

GUEST NAME _____

GET ACQUAINTED DINNER (6:30 p.m., Monday, May 24th)

Dress: Sport Jacket & Tie

Please check one of the entrees below—if you have a guest, you will have 2 checks

Bacon Wrapped Filet Mignon Served with Vegetable Medley and Roasted New Potatoes

Baked Salmon Filet with Chive Sauce over Garlic Mashed Potatoes and served with Seared Scallops and Vegetable Medley

Vegetable Wellington served with Puff Pastry shell over a Marina sauce

BARBECUE DINNER (7:00 p.m., Wednesday, May 26th)

Dress: Casual/Open collar/shorts/ jeans

5:30 p.m. – 6:15 p.m.- Aerial Demonstration

6:15p.m. – 9:00 p.m. - Tour aircraft static displays and have dinner.

7:00p.m. – Dinner begins at air hangar next to static displays.

Menu

BBQ Chicken, Pork and sliced Turkey (w/side dishes, drinks & dessert)

_____ Will attend _____ Guest

NOONTIME LECTURE – BOX LUNCHES 25-27 May 2004

Noontime lectures will be held Tuesday, Wednesday, and Thursday. Box lunches will be offered each day. They include 1/2 sandwich, salad, chips, drinks and a cookie. Please check your selection for each day. If you have a guest, please check their selection as well.

TUESDAY, MAY 25, 2004

Chicken Salad sandwich on French bread

Ham sandwich on Honey Wheat bread

Veggie Box – Lettuce, tomato, sprouts, provolone cheese, cucumber, dill sauce served on Nine Grain bread

WEDNESDAY, MAY 26, 2004

Roast Beef sandwich on Sourdough bread

Turkey sandwich on Honey Wheat bread

Veggie Box – Lettuce, tomato, sprouts, provolone cheese, cucumber, dill sauce served on Nine Grain bread

THURSDAY, MAY 27, 2004

Chicken Salad sandwich on French bread

Turkey sandwich on Honey Wheat bread

Veggie Box – Lettuce, tomato, sprouts, provolone cheese, cucumber, dill sauce served on Nine Grain bread

AU COMMANDER'S GARDEN PARTY, Thursday, May 27th

(7:00 p.m.- 9:00p.m.) Menu: Heavy Hors D'oeuvres

Dress: Casual/Open collar (No shorts please)

Will attend

Guest

NSF FORUM REGISTRATION FEE

The National Security Forum Registration fee is \$83.00. This fee covers evening meals and lunches but does not include daily breakfast which is optional.

****PLEASE NOTE – If you register on line, you will have to pay your registration fee when you arrive at Maxwell AFB on Monday, May 24, 2004 or you can mail in your payment check to Air War College, National Security Forum, 325 Chennault Circle, Maxwell AFB, AL 36116. We do not accept credit card numbers on line.**

FORMS OF PAYMENT:

- Personal Check (made payable to National Security Forum or NSF).
- Credit Cards (VISA or MASTER CARD only)

Credit Card Type: _____ Name on Card: _____

Credit Card Number _____ Expiration Date _____

Signature for File _____

Personal information included on this form is governed by the Privacy Act, and therefore must be controlled and disposed of accordingly. Authority is Title 10 USC 8012.

Financial information will likewise be controlled and disposed of using a fine mesh shredder after clearing the appropriate financial institution.

LODGING INFORMATION

LODGING: On base lodging will be provided for you at a maximum cost of \$37.50 per night. Your lodging fee will be collected when you check in and register for the Forum on Monday, May 24, 2004. Only VISA or MASTER CARD will be accepted. Please note the basic room rate does not include phone charges nor items used from the in-room sundry supply. Please indicate the dates you need lodging:

Check in date 5/23/04 Checkout date: 5/26/04

SPECIAL NEEDS: (i.e. wheelchairs) or annotate in the "note section" if registering on line.