October 1, 2023

From: Don Poss, Dir. Comm., and Webmaster

Gents,

The reunion is upon us. To help you with queries from members regarding data info on their files, I include the below updated PDF ADMIN Roster Links (10-01-2023). All Admin PDFs are password protected and not editable (see below).

Kathy and I are still ill from the flu, I have had to reschedule my pending 5 October 2023 bladder procedure-surgery (date TBD). As a result, I propose (with the reunion's new free-time) that we try to set up 1-2 hours each day (TBD if you agree) where members may call me (951.264.1263), and I can directly update their membership file. Otherwise, they will hound you all giving a string of information to remember, or a meager scrape of paper with a base of squadron but without their name. I do not want "messages" left on my phone (I always have questions) and will disregard them. Members should consider if they have not spoken to me directly, their info is not updated. I will do my best to respond and update member's info received (You can text me (951.264.1263) with a name or phone number.) I will txt that member giving my number and tell him to call. My Text may bounce if their Anit-Virus doesn't have my email as a Friend.

ADMIN INDEX BASES & SQUADRONS ROSTERS (Readable. Printable. Not Editable).
Password to ADMIN temporarily posted PDFs: "Knife13Reunion" (One-word: Copy/Paste).

- **index_bases_and_squadrons-admin.pdf**
  (http://www.vspa.com/pdf/rosters/index_bases_and_squadrons-admin.pdf).
  The ADMIN Index Bases and Squadrons Roster is online only during the reunion, and for your use. If you retain this email on your laptop, smart phone, or iPad, you will have access to every VSPA linked Roster, including the ADMIN complete membership records (not available on the Membership Index Roster):

- **admin-all_report_queries.pdf** (http://www.vspa.com/pdf/rosters/ admin-all_report_queries.pdf):
  This Admin-ALL Report Queries displays the Basic Roster Information and contains the field **"Bases and Squadrons"** whereas all bases and squadron rosters select required information from. Members not appearing on a base or squadron, generally, is because it is not written in this field.
      If you make time to look at a members file when he asks, be sure to have him give you the answers to the missing data on his file— Get them to ReUp with PayPal and consider joining the other 1052 Life Members.

- admin-all_vspa.pdf (http://www.vspa.com/pdf/rosters/ admin-all_vspa.pdf):
  The Admin-All Roster displays the entire memberships' records. This is each member's complete File! This **ADMIN PDF** I**t is the Preferred PDF** for Discovering Blank or MISSING DATA**,** and not just the One Issue the member is concerned about:

- status-all **ADMIN ALL VSPA Memberships' Status** (http://www.vspa.com/pdf/rosters/ status-all.pdf): Displays similar to the **admin-all_report_queries**.pdf Roster but includes membership Status (Active/Renew/Pending).

MEMBERSHIP Index Bases & Squadrons Rosters:

- index_bases_and_squadrons.pdf
  (https://www.vspa.com/pdf/rosters/index_bases_and_squadrons.pdf):
  For General Membership: As the name implies, it is an Index for Bases & Squadrons, plus Special Assignments, and Misc.

VSPA MEMBERSHIP FIELDS (ASKED OF EVERY MEMBER AND APPLICANT, and what appears in Every Member's Data-File:

1. **CM** – CHARTER MEMBER: Yes / No.
2. **LM** – Life Member Number: LM-_____.
3. **LAST, FIRST (MI)** — Ask what the "Middle Name" is and Write it Down! You would be surprised how many duplicate Names there are without MI or DOB.
4. **Year(s)** of TOUR: 1965-1966. Write the Year Tour-Began and the Year-Ended. Multiple Tours common.
5. **Bases & Squadrons**: (a.) Multi-Bases and Squadrons are common. Write the Base w/SQ if know. Generally, we will ID it by the year; (b.) Enter "Augmentee (AUG)" if applicable; or (c.) DETACHED (DET), and FROM-Base/SQ TO-Base and SQ/Radar/Antenna/Special Assignment; (d.) LE: Law Enforcement? K9? Armory? Embassy? HQ?
6. **K9 NAME (Tattoo) #**: Consider the K9/Sentry Dog/MWD **Name** as his "**First Name**," and the **Tattoo Number** as the **Last Name**— never a comma between Name and Tattoo#).
7. **TopDog45**; **Safeside; Mayaguez**— **TopDogDog45** will include only K9 in Vietnam during 1965 and early 1966; **Safeside**—a possibility; **Mayaguez**—No new names.
8. **KIA; LOD; RIP**— Member May report a deceased member. Imperative you note the reporting member's name to be linked to the RIP so when member reports he is not DEAD—we have a name-fall-guy that's not us. Possibility a member will report an **Unknown KIA or LOD**—this would be a major event.
9. **DATE KIA, LOD, RIP**— *A date if possible*. A year at least. Always add Reporting member's Name to the deceased's file.
10. **Burial Locations** (that are known)— When Member is reporting a new RIP or additional info on a current RIP—ask the date of death, obit, and where he is buried. May or may not have a clue.
11. **Board, Staff, Liaisons, Sisterhood, Associates** – List of. Associate list is very incomplete.
12. **ID# Admin Use:** This is not a membership number and never has been. It is attached to a member's file temporarily until it is retallied with several new members. Consider it a Count for total members and contacts.
13. **ZIP**— Zip appears twice, only because it is used on the "NO ZIP" Roster, and the "Who Lives Near You" rosters.
14. **Address**: Street Number and Street Name.
15. **City**.
16. **ST (State)**.
17. **ZIP**.
18. **Email**— Make the member repeat it and have him write it down. Best opportunity to obtain a valid member email is when he Texts or eMails you. [sometimes they fib 😊]
19. **PH (Phone number)**.

20. **DOB (MM/DD/YYYY)**. Very important researching tool for burial locations or background info for members or family. Invaluable in use of Genealogy applications. This is important—please get the DOB.
21. **Age** — I will code that if we have a DOB. It will update with the SysDate if member's living, and if deceased, will tally by Date of Death minus DOB.
22. **Member Status**: **Active; Renew** (prior: Expired; InActive. "Renew" is friendly when a member notes he needs to ReUp.); **RIP-111; Pending**.
23. **Renew Date**: This is the date his dues will, or has, lapse(d).
24. **Joined Date**: Ask. It is not always on his application (the original VSPA Apps were woefully inadequate, until Paul Shave revised it).
25. **Notes & Remarks**: Membership Chair or webmaster entries. Never appears on Rosters.
26. **Several Tags for specially selected files**. ADMIN Excel Only.