

**THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.**

PERSONAL DATA	1. LAST NAME-FIRST NAME-MIDDLE NAME COLBERT GARY EUGENE				2. SERVICE NUMBER AFL7361274		3. SOCIAL SECURITY NUMBER 5971		
	4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS AIR FORCE RegAF			5a. GRADE, RATE OR RANK TSGT	b. PAY GRADE E-6	6. DATE OF RANK DAY MONTH YEAR 1 DEC 68			
	7. U. S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. PLACE OF BIRTH (City and State or Country) EQUALITY, IL			9. DATE OF BIRTH DAY MONTH YEAR 21 AUG 37			
SELECTIVE SERVICE DATA	10a. SELECTIVE SERVICE NUMBER NA		b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE NA			c. DATE INDUCTED DAY MONTH YEAR NA			
	11 a. TYPE OF TRANSFER OR DISCHARGE RETIREMENT				b. STATION OR INSTALLATION AT WHICH EFFECTED FORBES AFB, TOPEKA, KS				
TRANSFER OR DISCHARGE DATA	c. REASON AND AUTHORITY AFM 35-7, VOLUNTARY RETIREMENT ENLISTED STATUS (SDN 230)				d. EFFECTIVE DATE DAY MONTH YEAR 31 OCT 72				
	12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 3301 SCHOOL SQ (ATC)				13 a. CHARACTER OF SERVICE HONORABLE		b. TYPE OF CERTIFICATE ISSUED DD FM 363 AF		
	14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED NA						15. REENLISTMENT CODE 2		
	16. TERMINAL DATE OF RESERVE/UMT&S OBLIGATION DAY MONTH YEAR NA		17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY: <input type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/> OTHER			b. TERM OF SERVICE (Years) 6	c. DATE OF ENTRY DAY MONTH YEAR 17 OCT 66		
18. PRIOR REGULAR ENLISTMENTS THREE (3)		19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SVC SSGT E-5		20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) HOLLOMAN AFB, NM					
21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code) RT 2, JUNCTION GALLATIN, IL 62954				22. STATEMENT OF SERVICE		YEARS	MONTHS	DAYS	
23a. SPECIALTY NUMBER & TITLE 81271 LAW ENFORCE CORR SUPVR		b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER 375.168 POLICE SERGEANT		a. CREDITABLE FOR BASIC PAY PURPOSES					
				(1) NET SERVICE THIS PERIOD		06	00	14	
				(2) OTHER SERVICE		14	01	26	
				(3) TOTAL (Line (1) plus Line (2))		20	02	10	
				b. TOTAL ACTIVE SERVICE		20	00	14	
				c. FOREIGN AND/OR SEA SERVICE		00	00	00	
24. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED AFGCM (1) OLC (16 OCT 68 - 17 OCT 71) AFLSA (4) 17 OCT 72 VSM (1) BSS, RVCN									
25. EDUCATION AND TRAINING COMPLETED OFF SECURITY ADVISOR INSTR TNG COMPL 66 AF RECORDS MAINT & DISPOSITION COMPL 66 CLAIM AND ADJUSTMENT COMPL 67 INDUSTRIAL SECURITY RESPONSIBILITIES OF CONTRACTING OFFICES COMPL 67 AF NGO ACADEMY COMPL 68 OJT TRAINER SUPVR CRSE 4 AJF 75000-30 COMPL 71									
VA AND EMP. SERVICE DATA	26 a. NON-PAY PERIODS TIME LOST (Preceding Two Years) NO TIME LOST			b. DAYS ACCRUED LEAVE PAID	27 a. INSURANCE IN FORCE (NSLI or USGLI) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. AMOUNT OF ALLOTMENT NA		c. MONTH ALLOTMENT DISCONTINUED NA
				28. VA CLAIM NUMBER C- 22933775	29. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> \$15,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> NONE				
REMARKS	30. REMARKS HIGH SCHOOL GED/ BLOOD GROUP A POS/AQE M60, A70, G75, E60/MAY 66/ BI 7 NOV 66 17th OSI DIST KIRTLAND AFB, NM/ DAFSC 99015/ INDOCHINA NO, VIETNAM NO, KOREA NO								
AUTHENTICATION	31. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code) 3549 EAST CAMBRIDGE AVE. PHOENIX, MARICOPA, AZ 85008				32. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED <i>Gary E Colbert</i>				
	33. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER LOU B. YOTHER, MSGT, USAF NGOIC, PORT SEPARATION SECTION				34. SIGNATURE OF OFFICER AUTHORIZED TO SIGN <i>Lou B Yother</i>				



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures that the financial statements are reliable and can be audited without any discrepancies.

Furthermore, it is noted that the company's financial health is directly linked to the quality of its record-keeping. By keeping detailed accounts, management can identify areas where costs are being inflated and take corrective action. This proactive approach is essential for long-term success and profitability.

In addition, the document highlights the need for regular reconciliation of accounts. This process involves comparing the company's internal records with the bank statements to ensure that all transactions have been properly recorded. Any differences should be investigated immediately to prevent errors from accumulating.

The second part of the document focuses on the implementation of a robust internal control system. This includes the separation of duties, where no single individual is responsible for all aspects of a transaction. This helps to minimize the risk of fraud and errors. Additionally, the document suggests the use of standardized procedures for all financial activities to ensure consistency and accuracy.

Finally, it is stressed that all financial data must be protected and stored securely. This is particularly important in the current digital age, where cyber threats are a significant concern. Implementing strong security protocols and regular backups can help safeguard the company's financial information.

The document concludes by reiterating the importance of transparency and accountability in financial management. It encourages the company to maintain open communication with its stakeholders regarding its financial performance. This not only builds trust but also provides valuable insights into the company's operational efficiency.

In summary, the document provides a comprehensive overview of the key principles and practices for effective financial record-keeping and internal control. By following these guidelines, the company can ensure the integrity of its financial data and support its long-term growth and success.