

Training Center Petaluma Public Folders

Information

To improve communications and simplify access to information onboard the TRACEN, 18 Public Folders have been created. All users will be able to read the contents of each folder but not everyone will be able to post to each folder. Everyone may post to the Events/MWR, Excess Property and For Sale/Want Ads public folders as well as the existing AllTracen. The following table lists each new folder along with a description of its use.

These folders are located under Training Center Petaluma under All Public Folders. To learn how to create shortcuts to them, visit the Computer Tips/News Public Folder.

FOLDER NAME	DESCRIPTION / USE
AllTracen	Information for all Tracen personnel including upcoming events, announcements, and general information.
Awards	Information on Awards Board.
Base Instructions	All local instructions and policies
Chapel	Chapel activities and sponsored events
Civilian Info	Information for civilian employees and their supervisors, e.g., CAT minutes, Performance Management System issues, job announcements, training opportunities.
Command Corner	CO and CEA information to staff, Flag Voice messages, All-Hands announcements that "must" be read, HRC news, etc.
Computer Tips/News	Computer-related items, e.g., Y2K issues, computer security, SWIII workshops, application tips and tricks, etc.
Education	Education opportunities, updates to Training and Education manual, SWE times, SWE study tips, CLEP and DANTES exam info, scholarship programs, annual mandatory training schedule, etc.
Events/MWR	Morale events, intramurals, multicultural announcements, Exchange sales, solicitation for volunteers, club and gym activities, blood drives, hours for the MWR ticket office/auto hobby shop/Consolidated Club, etc.
Excess Property	Items that have been turned in for redistribution, reuse a/o disposable.
For Sale/Want Ads	Items for sale a/o rent, e.g., cars, motorcycles, household goods, and houses for sale/rent. Items wanted/needed.
Galley	Weekly menus from the CG's finest galley
Key Points of Contact	Emergency contact "quicklist", e.g., police, clinic, fire station, FE work order desk, poison control center. Facilities list, e.g., all schools, all support activities (barbershop, credit union, Horsley Hall, consolidated club, etc.). Off base facilities list, e.g., local schools, hotels, Sonoma County Information/Visitors Center, local hospitals, etc.
PERSRU/Pay/ Travel	Military personnel and pay items, e.g., travel claim tips, general military pay updates,

	changes to pay entitlements, evaluation deadlines.
POW	Plan of the Week Newsletters
TQMB	Training Division QMB meeting minutes and information.
Work-Life/Family	Childcare, local job opportunities, Tricare updates, family services, e.g., how to get your roof fixed, how to get an ID card, Wellness Fairs, Employee Assistance Program services, etc.
Watchlists	Weekly/monthly watch schedules for all watches, messages to the watch captains.