Dear Family Member

The 2014 Annual Government Briefings for Korean and Cold War Accounting Initiatives will be held at the Hyatt Regency Crystal City Hotel in Arlington, VA on August 14th and 15th, 2014. All one-on-one appointments will be held on those two days.

PLEASE READ CAREFULLY AS SOME DETAILS HAVE CHANGED FROM PREVIOUS ANNUAL MEETINGS.

All family members registered must check-in at the Air Force registration table from 7:30 – 9:00 AM on Thursday, August 14th. Meetings start at 9:00 AM in the respective rooms.

Registration: If you plan to attend this year’s event, please complete the RSVP form (Attach 2) and return it to us by 28 July. This registration form is essential to ensure you are pre-registered and allows us to obtain an updated Case Summary of your loved one’s case. The Case Summary will be provided to you when you check-in at the Air Force registration table on Thursday morning.

COIN Assist Travel: Family members utilizing COIN Assist Travel must attend all meetings on both days of the conference. The Air Force is authorized to fund commercial air travel for two family members closely related to the unaccounted-for service member who live more than 350 miles from Washington, D.C. COIN Assist does not pay for baggage, lodging, per diem or shuttle to/from the airport. Specific instructions for COIN Assist travel are provided in Attach 3. To avoid duplication of travel requests, please coordinate your travel intentions with the primary next-of-kin in your family.

Authorized travel window is 9-20 August. Travel to Washington DC must be completed by August 13th. Any deviation from the authorized travel window must be coordinated with this office prior to making flight reservations. The travel agent will not book travel outside of the travel parameters without approval from this office. Contact the Contract Airline Ticket Office (TRAVCO) at 1-855-804-4950 to make your COIN Assist travel arrangements no later than Monday 28 July.

Case Discussions: As a departure from past years, an electronically imaged copy of your loved ones record will NOT be available for your review. However, government officials from both DPMO and JPAC will be available both Thursday and Friday for scheduled one-on-one appointments to discuss your case. To schedule an appointment you must call our office (1-800-531-5501) no later than 28 July.
**Hotel Lodging:** The Defense POW/Missing Personnel Office (DPMO) has arranged a special room rate with the Hyatt Regency Crystal City Hotel (Atch 1). Rooms are available on a first come, first served basis so we highly encourage you to make your reservations as soon as possible, but not later than 30 July. After that date, rooms at the special rate will be limited if not completely gone. If you stay in a hotel other than the Hyatt Regency Crystal City Hotel, you will be required to provide your own transportation to and from the Hyatt Regency for the government briefings.

Although not official government representatives, private organizations will be represented during the two-day event.

- Korea/Cold War Families of the Missing; Ms. Irene Mandra (http://www.koreacoldwar.org; 516-694-0989) will not be hosting a dinner this year.

- Coalition of Families of Korean & Cold War POW/MIAs; Mr. Rick Downes (http://www.coalitionoffamilies.org/)

- Korean War POW/MIA Network; Mr. John Zimmerlee (john.zimmerlee@gmail.com; 770-565-4420)

We are delighted to have the opportunity to see you again at this year's meeting and always welcome your comments. To ensure you are pre-registered for the meeting, please return Attachments 2, 3 and 4 to our office no later than 28 July. We will post the draft meeting agenda on our website at http://www.afpc.af.mil/library/airforcepwnmias.asp. Please check our website for any changes or updates. If you have any questions regarding attendance at the government briefings or one-on-one discussions, please call us on our toll free telephone line (800-531-5501), or contact us via e-mail (AFPC.DPFC.POW.MIA@us.af.mil).

Sincerely,

[Signed]

SANDRA J. KOLB  
Chief, Missing Persons Branch

**Attachments:**

1. Korean and Cold War Annual Government Briefings Flyer  
2. Korean and Cold War Annual Government Briefings RSVP Form  
3. Commercial Travel COIN Assist Request Form  
4. Friday Night Event Flyer (Marine Corps Evening Parade)  
5. List of Washington DC Area Hotels  
6. Map with location of the Hyatt Regency Crystal City Hotel  
7. Self-Addressed Return Envelope

**IMPORTANT DATES:**

28 July: Deadline to return Attachments 2 (RSVP Form), 3 (COIN Assist Request Form) and 4 (Friday Night Event Flyer/Marine Corps Evening Parade) to the AF Casualty Office (use provided envelope)  
28 July: Last day to arrange COIN Assist Travel through TRAVCO (1-855-804-4950)  
28 July: Deadline to arrange one-on-one case reviews  
30 July: Deadline to reserve room at the Hyatt Regency Crystal City Hotel  
9 – 20 Aug: Authorized COIN Assist Travel Window
Annual Government Briefings
Korean War and Cold War Accounting Initiatives

Who: Families of Americans unaccounted-for from the Korean and Cold Wars are invited to meet with officials from the Department of Defense

What: Annual Government Briefings on Department of Defense POW/MIA accounting initiatives and a question and answer period

When: August 14-15, 2014

Why: To provide an information exchange between United States Government officials and the families of Americans unaccounted-for from the Korean War and Cold War

Where: Hyatt Regency Crystal City Hotel
2799 Jefferson Davis Highway
Arlington, VA 22202
Telephone number (703) 418-1234 or (888) 421-1442

Lodging, meals, and travel to and from airports are the responsibility of the respective family members.

If you plan to stay at the Hyatt Regency Crystal City Hotel and receive the room block rate of $159 per night plus tax, please make your reservations with the hotel no later than 30 July. The room block is “2014 K/CW”.

The Hyatt Regency Crystal City Hotel (703-418-1234) provides free shuttle services to and from Reagan National Airport. The hotel does not provide shuttle services for Dulles International Airport.

To receive a Korea/Cold War Case Summary, you must register with the Air Force Casualty Office at 1-800-531-5501 not later than 28 July.
KOREA/COLD WAR ANNUAL GOVERNMENT BRIEFINGS

RSVP FORM

NAME: Mr./Mrs./Ms: 

ADDRESS: 

PHONE: 

NAME AND RANK OF UNACCOUNTED-FOR SERVICE MEMBER: 

PLEASE CIRCLE ONE: COLD WAR KOREAN WAR

Please indicate if this is your first time to attend an annual government briefing by checking YES/NO

YOUR RELATIONSHIP TO UNACCOUNTED-FOR SERVICE MEMBER: 

FAMILY MEMBER NAME/RELATIONSHIP: YES/NO

YES/NO

YES/NO

WILL YOU BE USING GOVERNMENT TRAVEL ASSISTANCE (COIN ASSIST) TO ATTEND THE MEETING? (Circle one) YES* NO

*IF “YES”, YOU MUST COMPLETE AND RETURN THE COIN ASSIST REQUEST FORM (ATCH 3) TO US NOT LATER THAN 28 JULY.

IF YOU DESIRE TO DISCUSS INDIVIDUAL CASE INFORMATION WITH YOUR AIR FORCE CASUALTY OFFICE REPRESENTATIVE AND OTHER GOVERNMENT OFFICIALS, PLEASE CALL US AT OUR TOLL FREE TELEPHONE NUMBER (1-800-531-5501) TO SCHEDULE AN APPOINTMENT.

Do you have special needs or require any special services (e.g. wheelchair)? Individuals with special needs, such as wheelchairs, will have to provide their own.

NOTE: The U.S. Government justifies “COIN ASSIST” travel based on your attendance at these briefings. Those traveling COIN ASSIST must register with the Air Force Casualty Office on August 14th, between 7:30 and 9:00 AM at the Hyatt Regency Crystal City Hotel and attend all government briefings.

RETURN TO AIR FORCE CASUALTY/MISSING PERSONS OFFICE IN THE ENCLOSED ENVELOPE
COIN ASSIST REQUEST FORM

NOTE: TRAVEL TO WASHINGTON DC MUST BE COMPLETED BY AUGUST 13, SINCE THE MEETING STARTS ON 14 AUGUST. DEPARTURE FROM WASHINGTON DC MUST ALLOW FOR MEMBERS TO ATTEND ALL MEETINGS ON FRIDAY 15 AUGUST. FAMILY MEMBERS UTILIZING COIN ASSIST TRAVEL MUST ATTEND ALL GOVERNMENT BRIEFINGS.

Family members requesting government provided commercial transportation must complete this form and mail it in the enclosed self-addressed envelope as soon as possible, to arrive not later than 28 July. In addition, please call the Contract Airline Ticket Office (TRAVCO) at 1-855-804-4950 not later than 28 July to schedule an Electronic Ticket (E-ticket). Indicate to the travel agent that you are using COIN ASSIST. Since these are E-tickets, they will not be mailed to you. All that is required is for you to present photo identification at the airline ticket counter the day of your travel to receive your boarding pass.

The government provides transportation for up to 2 family members for each case who live more than 350 miles from Washington, DC. It consists of commercial round-trip flights to and from Washington, DC. COIN Assist travelers must return to the same location from which the round-trip flight originated. Travel window for the event, as established by DoD, will be from Saturday, 9 August to Wednesday, 20 August. Deviations from COIN Assist procedures must be coordinated with the AF Missing Persons Office prior to making travel arrangements. The military services will not provide ground transportation. Next of kin traveling from outside the United States must make their own travel arrangements to a United States point of entry. If you require additional airline tickets, you must obtain them through your own travel agent/agency.

In order to secure your reservation, it is imperative that you provide us with the SOCIAL SECURITY NUMBER for all COIN Assist travelers. Please provide in appropriate space below.

NAME OF UNACCOUNTED-FOR SERVICEMEMBER: __________________________

TRAVELER #1- NAME: ___________________________________________________

SOCIAL SECURITY NUMBER/RELATIONSHIP: _______________________________

TELEPHONE NUMBER - HOME/WORK: _____________________________________

TRAVELER #2 - NAME: ___________________________________________________

SOCIAL SECURITY NUMBER/RELATIONSHIP: _______________________________

TELEPHONE NUMBER - HOME/WORK: _____________________________________

REQUESTED BY: ________________________________________________________

(Please type or print name and sign)

IN CASE OF EMERGENCY

PLEASE NOTIFY: _________________________________________________________

RELATIONSHIP: _________________________________________________________

EMERGENCY TELEPHONE NUMBER: ____________________________

__________________________________________
SIGNATURE

RETURN THIS FORM TO THE AIR FORCE CASUALTY OFFICE (MISSING PERSONS BRANCH) IN THE ENCLOSED ENVELOPE
Marine Corps Evening Parade

Friday, August 15, 2014

6:45 p.m. to 10:30 p.m.

Transportation will be provided

Name of Attendees:  (Please print)
Hotel Reservations

The 2014 conference hotel is the Hyatt Regency Hotel Crystal City, 2799 Jefferson Davis Highway, Arlington, VA 22202; Phone: 703-418-1234/888-421-1442. DPMO has blocked rooms at the Hyatt Regency Crystal City Hotel at the rate of $159 per night plus tax. The deadline for blocked rooms, at this special rate, is July 30. When making reservations, refer to room block “2014 K/CW”.

If you choose not to stay in the Hyatt Regency, the list below provides you with information on the hotels in the Crystal City area. Discounted rates may be found on the hotel web sites. Government transportation from another hotel to the Hyatt will not be provided.

Courtyard Arlington Crystal City/Reagan Nat’l Airport (across street)
2899 Jefferson Davis Highway
Arlington, VA 22202
1-888-236-2427 / (703) 549-3434

Renaissance Arlington Capital View (across street)
2800 South Potomac Avenue
Arlington, VA 22202
1-888-236-2427 / (703) 413-1300

Residence Inn Arlington Capital View (one block)
2850 South Potomac Avenue
Arlington, VA 22202
1-888-236-2427 / (703) 415-1300

Holiday Inn National Airport/Crystal City (0.2 miles)
2650 Jefferson Davis Highway
Arlington, VA 22202
1-888-465 4329 / (703) 684-7200

Hilton Crystal City at Washington Reagan National Airport (0.4 miles)
2399 Jefferson Davis Highway
Arlington, VA 22202
1-800-774-1500 / (703) 418-6800

Radisson Hotel Reagan National Airport (0.5 miles)
2020 Jefferson Davis Highway
Arlington, VA 22202
1-800-967-9033 / (703) 920-8600

Hampton Inn & Suites Reagan National Airport (0.6 miles)
2000 Jefferson Davis Highway
Arlington, VA 22202
1-888-560-7809 / (703) 418-8181

ATCH 5