Dear Family Member

The 2015 Annual Government Briefings for Korean and Cold War Accounting Initiatives will be held at the Sheraton Pentagon City Hotel, Arlington, VA on 13 – 14 August 2015. Please read the following information carefully as we have combined the various forms you’ve received in the past into a single registration form. *BOLDED items denote new items or significant changes…READ CAREFULLY!

All family members registered must check-in at the Air Force registration table from 7:30 – 9:00 AM on Thursday, 13 August. At that time you will receive your information package containing a case summary, 1-on-1 appointment reminder (if applicable), and travel voucher for those using COIN Assist travel.

*REGISTRATION: If you are planning to attend, please use the new single registration form (Attachment 1) to register for the meeting as well as to indicate if you are requesting Coincidental (COIN) Assist Travel and if you are requesting a 1-on-1 meeting with a Defense POW/MIA Accounting Agency (DPAA) analyst to discuss your case. You may use the provided self-addressed envelope to return your registration form; you may also scan and e-mail the completed registration form to our office or call our office and provide your information.

*COIN ASSIST TRAVEL: NEW PROCESS – Read Instructions Carefully (Attachment 1). The Air Force has mandated the use of the Defense Travel System (DTS) for all official travel to include travel of family members to Annual Government briefings. Failure to provide the necessary information or comply with DTS Travel Regulations may result in the cancellation of travel.

The Air Force is authorized to fund commercial air travel for two (2) family members (next-of-kin) closely related to the unaccounted-for service member who live more than 350 miles from Washington, D.C. COIN pays for air travel only and does not pay for baggage, lodging, or other costs. To avoid duplication of travel requests, please coordinate your travel intentions with the primary next-of-kin in your family.

Authorized travel window is Saturday, 8 August through Wednesday, 19 August. Family members utilizing COIN Assist Travel must arrive by 12 August and must attend all government briefings. Any deviations from the authorized travel window must be approved by AFPC/DPFCM. Register for COIN using the combined registration form (Attachment 1).

INDIVIDUAL CASE REVIEW: Government officials will be available for one-on-one case reviews in the Air Force Casualty Room on Thursday and Friday. To schedule an appointment, call our office (1-800-531-5501) no later than 31 July. If you have specific questions to address with DPAA analysts,
please forward them to our office as soon as possible to allow analysts time to complete any necessary research prior to the annual meeting.

**LODGING:** The Defense POW/MIA Accounting Agency (DPAA) has arranged a special room rate with the Sheraton Pentagon City Hotel, 900 South Orme Street, Arlington, VA 22204. Use the Group Code “**K/CW 2015**” to get the special rate of $139.00 per night, plus tax (includes free breakfast for up to two people per room). Deadline for the special rate is 24 July. Telephone number 800-325-3535. Online registration is also available: https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1506291892&key=24AC6DFF There is a complimentary hotel shuttle from Reagan National Airport; the shuttle operates every 1/2 hour at the top and bottom of the hour. If you elect to stay at another hotel, you will be required to provide your own transportation to and from your hotel to the Sheraton Pentagon City Hotel.

**FRIDAY EVENING EVENT:** Although not currently scheduled, there may be a Friday evening event for family members. If DPAA confirms an event, we will post the information on our website. You may indicate on the registration form your desire to attend should an event be scheduled.

The following non-government, 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)).

- 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 feedback. We will post the meeting agenda and any updates to our website at www.afpc.af.mil/library/airforcepowmias.asp. If you have any questions, please call our office at our toll free number (800-531-5501) or email AFPC.DPFC.POW.MIA@us.af.mil.

Sincerely,

//e-signed/sjk/6Jul15//
SANDRA J. KOLB, DAF
Chief, Missing Persons Branch

2 ATTACHMENTS:
1. Combined Registration Form
2. Self-Addressed Return Envelope

**IMPORTANT DATES:**
**24 July:** Deadline to reserve a room at the Sheraton Pentagon City Hotel (Group Code “**K/CW 2015**”)
**31 July:** Deadline for AF Registration: COIN and 1-on-1 appointment
**8 August through 19 August:** Authorized Travel Window
**13 August:** Register with Air Force Casualty – Sheraton Pentagon City Hotel
## Registration Form

### SECTION 1: UNACCOUNTED-FOR SERVICE MEMBER INFORMATION

**RANK & LAST NAME:**

**FIRST NAME, MI:**

### SECTION 2: FAMILY MEMBER REGISTRATION (NON-COIN)

Please use this section if registering to attend the 2015 KCW Annual and are **NOT** requesting COIN

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<thead>
<tr>
<th>TITLE:</th>
<th>☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other, specify:</th>
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<tbody>
<tr>
<td>NAME (FIRST, MI, LAST):</td>
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<tr>
<td>RELATIONSHIP TO SERVICE MEMBER:</td>
<td>1st TIME ATTEND? ☐ Yes ☐ No</td>
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<td>TELEPHONE:</td>
<td>☐ 1-on-1 Meeting ☐ Fri Night Event (Tentative)</td>
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You may return your registration by:  
- a) using the provided self-addressed envelope;  
- b) scan/email to AFPC.DPFC.POW.MIA@us.af.mil; or  
- c) call AFPC/DPFCM and provide the necessary information.
SECTION 3: COIN SPECIFIC FAMILY MEMBER INFORMATION

Please use this section if registering to attend the 2015 KCW Annual and ARE requesting COIN

DEADLINE FOR SCHEDULING COIN TRAVEL: FRIDAY, 31 JULY

NEW COIN PROCESS - PLEASE READ CAREFULLY: The Air Force has mandated the use of the Defense Travel System (DTS) for official travel; therefore we must have the below information PRIOR TO coordinating your flight plans.

NOTE: Failure to provide the below information or comply with DTS Travel Regulations may result in cancellation of travel.

AUTHORIZED TRAVEL WINDOW: 8 AUGUST THROUGH 19 AUGUST

Family members utilizing COIN must arrive by 12 August and must attend all government briefings.

1 - Return the below information to AFPC/DPFCM as soon as possible:
Scan/email to AFPC/DPFCM; call AFPC/DPFCM at 1-800-531-5501 or (210) 565-3752; or mail using the provided self-addressed envelope.

2 - Call AFPC/DPFCM at 1-800-531-5501 or (210) 565-3752 no later than 31 July with your requested dates of travel.
Due to new DTS mandate, we will not be able to approve travel requests after this date.
When you contact our office, you will be asked to provide your Social Security Number and Date of Birth in order to complete DTS travel arrangements and Government Travel Order.

On Thursday morning (13 August), check in with the Service Casualty Office in the Air Force Room to complete/sign a mandatory travel voucher to confirm COIN Assist Travel.

The Air Force is authorized to fund commercial air travel for two (2) family members (next-of-kin) closely related to the unaccounted-for service member who live more than 350 miles from Washington DC. To avoid duplication of travel requests, please coordinate your travel intentions with the primary next-of-kin in your family.

| TITLE:       | □ Mr   □ Mrs   □ Miss   □ Ms   □ Other, specify: |
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*Name above MUST MATCH name on Government Issued ID used for travel*

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Tour of the Korean War Memorial

Friday, August 14, 2015

6:30 p.m. to 9:30 p.m.

Transportation will be provided.

Names of attendees (please print)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Special services required (wheelchair, etc.).

________________________________________________________________________
Hotel Reservations

The 2015 conference hotel is the Sheraton Pentagon City Hotel, 900 Orme St, Arlington, VA 22204; telephone number (703) 521-1900 or (800) 325-3535. DPAA has blocked rooms at the Sheraton Pentagon City Hotel at the rate of $139 plus tax. The deadline for blocked rooms, at this special rate, is July 24, 2015. When making reservations, refer to room block “2015 K/CW”.

If you choose not to stay in the Sheraton Pentagon City, the list below provides you with information on the hotels in the Crystal City area. Government transportation from another hotel to the Sheraton will not be provided.

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

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

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

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

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

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

Hampton Inn & Suites Reagan National Airport
2000 Jefferson Davis Highway
Arlington, VA 22202
1-888-560-7809 / (703) 418-8181
Crystal City Marriott at Reagan National Airport
1999 Jefferson Davis Highway
Arlington, VA 22202
1-888-236-2427 / (703) 413-5500

Sheraton Crystal City
1800 Jefferson Davis Highway
Arlington, VA 22202
1-800-325-3535 / (703) 486-1111

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202
1-888-236-2427 / (703) 920-3230

Crowne Plaza Hotel Washington National Airport
1480 Crystal Drive
Arlington, VA 22202
1-877 834 3613 / (703) 416-1600

Embassy Suites Crystal City – National Airport
1300 Jefferson Davis Highway
Arlington, VA 22202
1-800-560-7789 / (703) 979-9799