

HOUSTON VAR LIAISON OFFICE  
2814 West Dallas  
Houston, Texas

21 December 1951

SUBJECT: Civilian Contract School Training

TO: CAPT NORMAN B. MOERBE A  
3150 - 26TH ST.  
PORT ARTHUR, TEXAS USAFR

1. This office desires to receive information from Reservists who would like to attend courses at the University of Houston, or at Lerner School of Technology, Beaumont, Texas, during the coming Spring Term.
2. Steps are being taken to have the following courses open to personnel assigned to VART Units:
  - a. Personnel Management
  - b. Industrial Management
  - c. Aircraft Maintenance (University of Houston only)
  - d. Electronics and Communications
  - e. Photography (University of Houston only)
  - f. Comptroller (Accounting, Auditing, and/or Finance)
  - g. Transportation and/or Economics
3. Personnel interested in taking any one of the above courses in either of the above schools should contact their Liaison Sergeant as soon as possible, giving him your name, rank, serial number, organization, and the course desired. If a sufficient number of Reservists desire training in the field of Electronics or Communications in the Port Arthur Area, it may be possible to initiate such a course or courses at the Port Arthur College.
4. A Reservist must be assigned to either a VART Unit or to an organized reserve unit in order to be enrolled in this training.

EDWARD M. SCHLIETER  
Captain, USAF  
Liaison Officer

HOUSTON VAR LIAISON OFFICE  
2814 West Dallas  
Houston, Texas

21 December 1951

SUBJECT: Reserve Personnel Survey & Availability Classification

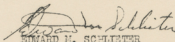
TO: Each Member of VART Units, 9165th VART Group

1. As most of you have probably heard or read, the Air Force is starting to conduct personnel surveys to determine the present status of its Reserves. In the Fourteenth Air Force area, one such project was conducted at Dallas, Texas, using all regular Air Force Personnel for the survey. This type of operation cost an average of twenty-five dollars (\$25) per Reservist interviewed, and General Thomas feels that this is rather high, especially to operate such a program for the entire twelve-state area of the Fourteenth AF. As a result of this, he has devised a program wherein the survey is conducted by the VART Groups, through the assistance and use of Reservists who volunteer some of their time, Liaison Personnel, and a minimum number of active duty personnel. By such a system, which was recently operated at Lubbock, Texas for eighteen (18) surrounding counties, the cost was cut down to approximately five dollars (\$5.00) per Reservist interviewed.

2. At the interviews held in Lubbock, it was found that Reserve personnel were willing to assist during the afternoon and evening, and after talking with some of the men, it was found that they actually enjoyed being able to do something of a constructive nature for a change, other than their routine training program. Since this project was started by directives from the Secretary of Defense, on down through the various commands, it is believed that members of the VART organizations should feel honored to have an opportunity to demonstrate their interest in the Air Force Reserve and the security of the Nation.

3. Rather than have one center cover the entire 9165th VART Group area, as was done at Lubbock, we have requested authority to operate this project at four different locations. They are: Houston, Beaumont, Wharton, and Lufkin. This will eliminate the necessity of Reservists traveling excessive distances and should speed the project up a great deal. So, in order to operate in the various towns, a number of VART personnel will be needed to assist in the interviews and processing, and any man that feels he can spare, or have available, a few hours a week for this project in his home town is requested to complete and return the inclosed form in order that a schedule can be set up. The centers will operate from 1300 to 2000 hours Monday through Friday, and from 0800 to 1300 hours on Saturdays. The Group Commander will coordinate the project, and will appoint the Squadron Commanders as Assistant Project Officers, especially in the outlying areas.

1 Incl:  
Availability Time Sheet

  
EDWARD M. SCHLIETER  
Captain, USAF  
Liaison Officer

\_\_\_\_\_  
(Date)

SUBJECT: Reserve Personnel Survey & Availability Classification

TO: Commanding Officer  
9165th VART Group  
2814 West Dallas  
Houston, Texas

1. With reference to your letter dated 21 November 1951,  
subject as above, I wish to furnish the following information:

a. NAME \_\_\_\_\_

b. MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

c. Telephone : Home \_\_\_\_\_  
Office \_\_\_\_\_

d. I would be able to assist in the survey program on the  
following days, between the hours indicated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. I may be able to assist one complete day each week, if  
so it would be \_\_\_\_\_ each week from 1300 hrs to \_\_\_\_\_  
or 1700 hrs to \_\_\_\_\_.

f. I am unable to assist during the week, however if my ser-  
vices could be utilized for this project, I would (not) be available  
during the week-end.

g. I can not give an answer at this time, but will contact  
the Liaison Office at a later date. (Strike out if inapplicable)

\_\_\_\_\_  
(Signature)

9859 THE VART SQUADRON  
121 Pearl Street  
Beaumont, Texas

10 Jan 52

(Date)

201- Moerbe, Norman B.  
A0759968

SUBJECT: Retention, Promotion, and Retirement Points

TO : Capt Norman B. Moerbe  
3150 28th Street  
Port Arthur, Texas

1.. Under the provisions of AFR 35-71, a review of your records indicates that you have earned the following points during the period

1 Jul 51	thru	31 Dec 51	
Active Duty	.....	0	
Membership in Active Reserve (at end of year only)	.....	0	
Extension Courses (_____ Hrs)	.....	0	
Inactive Duty or Training	.....	8	
TOTAL POINTS	.....	8	

2. AFR's 45-5 and 45-7 prescribe the procedures to be followed in computing points for retention, promotion, and retirement. Gratuitous points granted for membership in the Active Reserve are creditable only for the purpose of retirement. You must earn a minimum of 50 points in a year in order to receive credit for a year of satisfactory Federal Service for retirement. However, regardless of the number of points you earn in a year, not more than 60 points for service other than active Federal Service may be credited to you for retirement purposes.

3. If you do not concur with this report and adjustment is desired, you may advise this headquarters within 30 days so that the record may be checked and adjustments made, where necessary.

INFO:

CG, 14th AF  
Robins AFB, Ga

CARLTON T. MARTIN, JR.

Sgt., USAF  
Liaison Sergeant

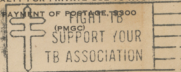
DEPARTMENT OF THE AIR FORCE

HOUSTON VAR LIAISON OFFICE  
2814 WEST DALLAS  
HOUSTON, TEXAS

OFFICIAL BUSINESS



PENALTY FOR PRIVATE USE TO AVOID



XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
**IMMEDIATE ACTION**  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CAPT NORMAN B. MOERBE  
3150 - 26TH ST.  
PORT ARTHUR, TEXAS

A

USAFR

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document

MOERBE

N

B

A00759968

A

MAJ

04 59

08 61

CC

4303

LAST NAME

FIRST NAME

MI.

SERVICE NUMBER

COMP.

RANK.

DATE ENR.

DATE CANG.

REA.

COURSE NUMBER

3150 26TH ST

PORT ARTHUR

TEX

GR. 090

COURSE TITLE

VOL. NR.

CR. HRS.

DATE SENT

DATE RECEIVED

FIRST  
FAILURE

GRADE

VOL. NR.

CR. HRS.

DATE SENT

DATE RECEIVED

FIRST  
FAILURE

GRADE

01 030 0459 07 10 59

089

02 039 0459 08 28 59

096

03A 015 0759 11 03 59

091

03B 018 0959 01 02 60

094

04A 018 1159 04 11 60

089

04B 033 0160 06 07 60

095

05A 015 0460 08 10 60

087

05B 018 0660 08 29 60

093

06A 012 0860 09 26 60

095

06B 024 0960 10 25 60

091

07A 015 1060 11 23 60

086

07B 024 1160 12 20 60

085

08A 012 1260 07 03 61

092

08B 027 1260 07 18 61

087

REMARKS—BASE CODE AND  
AFSC FOLLOW STATE.

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EXTENSION COURSE INSTITUTE  
Air University  
United States Air Force  
Gunter Air Force Base, Alabama

REPLY TO  
ATTN OF: ECIS-D

24 August 1961

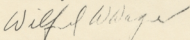
SUBJECT: Presentation of Diploma

TO: Maj N B Moerbe  
3150 26th Street  
Port Arthur, Tex

Dear Student

1. It is indeed a pleasure to forward the diploma, certificate of course completion and copy of transcript for the ECI Course you so recently completed. Please accept our hearty congratulations!
2. To get this completion entered on your personnel records, an indorsement on the certificate of course completion by the appropriate education services officer is generally required. For further information, refer to the directory at the bottom of the page.

Sincerely



WILFRED W. WAGNER  
Lt Colonel, USAF  
Commandant

- 3 Atch
1. Cy of Trans
  2. Diploma
  3. Certificate

1. Active Duty Military Personnel - Base Education Services Officer
2. U. S. Civil Service Employees - Base Education Services Officer and/or Civilian Personnel Training Officer
3. AF Plant or Procurement District Personnel - Air Material Area Education Director
4. Military Personnel Not on Active Duty - Unit of Assignment or the Air Reserve Records Center, whichever is appropriate.

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# AIR UNIVERSITY

*United States Air Force*



## EXTENSION COURSE INSTITUTE

Date 07 AUG 1961

Be it known MAJ N B MOERBE A00759968 is a graduate of  
GROUND EQUIP MAINT OFF course 4303

in testimony whereof and by authority vested in us, this diploma  
is hereby conferred. Given at Gunter Air Force Base, Alabama,  
this day as dated above.

★ ★ ★ ★ ★



Wilfred W Wagner

WILFRED W. WAGNER  
Lt. Colonel, USAF  
Commandant

Walter E. Todd

WALTER E. TODD  
Lieutenant General, USAF  
Commander, Air University

Frank D. Hutchins

FRANK D. HUTCHINS  
Colonel, USAF  
Air University Secretary

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