



NATIONAL GUARD BUREAU
1000 AIR FORCE PENTAGON, ROOM 4E126
WASHINGTON, DC 20330-1000

MEMORANDUM FOR The Men and Women of the Air National Guard

09 DEC 2013

FROM: NGB/CF

SUBJECT: ***"Don't Let Your Guard Down"*** ANG Holiday/Winter Campaign

During this winter holiday season, many of us plan to spend time with friends and loved ones. Yet, this time of year can lead to stress and fatigue as personal and professional priorities compete for our time and energy. As part of the Air Force's *Safe 'n Sound* campaign from November 22 through January 2, I ask you to please remember... ***Don't Let Your Guard Down!***

Don't Let Your Guard Down means taking an extra moment to plan before you act. Apply sound risk management to all your activities, both on and off duty. Focus on the task at hand by following published guidance and helping those around you to do the same. With the distractions of weather, personal priorities, and balancing two or more jobs, we need to work together to ensure focus.

Don't Let Your Guard Down also means that you're part of something much bigger than any one of us. Whether you're deployed into harm's way, standing watch at the installation, sitting alert through the night, providing disaster relief anywhere on the globe or home for the holidays, you and your families are part of our ANG team. Our team expects us to take care of each other.

Each one of us deserves to return home safely after accomplishing our mission, and then to return back to work safely when called upon. I expect you to join me in making a commitment to plan ahead, stick to the basics, and remember that you are part of a proud and winning team... *Don't Let Your Guard Down!*

A handwritten signature in black ink, appearing to read "Stanley E. Clarke III", is positioned above the typed name.

STANLEY E. CLARKE III
Lieutenant General, USAF
Director, Air National Guard