



**DEPARTMENT OF THE AIR FORCE  
502D AIR BASE WING  
JOINT BASE SAN ANTONIO**



11 December 2019

MEMORANDUM FOR MR. MIKE MORATH  
Commissioner, Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701

FROM: 502 SFG/CC  
1 Washington Circle, Suite #2  
JBSA-Randolph, TX 78150-4560

SUBJECT: Reappointment of Vanessa Bowden, Jimmy Cornelius and William Morrison to the Randolph Field Independent School District (RFISD) Board of Trustees

1. I would like to respectfully request the reappointment of Ms. Vanessa Bowden, Mr. Jimmy Cornelius and Mr. William Morrison to the Randolph Field Independent School District (RFISD) Board of Trustees. Enclosed are the resumes of my nominees, as required by Texas Administrative Code Section 61.2a(1), along with a signed statement expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members.
2. The remaining nominees, in order of preference are, Mr. Bertell Francois, Ms. Kassandra Hall, Mr. Terry Wise, Mr. Mike Bell, Mr. Steven Green and Mr. Marvin Strange.
3. All nominees are qualified under the general school laws of Texas and either live or work on JBSA-Randolph. Each nominee is well qualified and the appointment of any one of them would be in full compliance with the provisions of the Texas Education Code 11.352. Every avenue was used to reach the widest possible applicant pool. The membership composition of the board of trustees is in compliance with the provisions of Texas Code 11.28.
4. I recognize the power of the Board of Trustees to govern and manage the operations of the RFISD and recognize that my role as the executive agent of JBSA-Randolph is limited only to the duty defined by statute in the process for appointing the Board of Trustees.
5. Thank you and your staff for your support of our school district. If you have any questions, please contact my POC, Ms. Angela Green at (210) 652-3081.

**CARTER.JEFFRE** Digitally signed by  
CARTER.JEFFREY.F.1062602992  
**Y.F.1062602992** Date: 2019.12.13 08:57:22  
-06'00'

JEFFREY F. CARTER, Colonel, USAF  
Commander, 502d Security Forces Group

9 Attachments:

1. Ms. Vanessa Bowden's Resume
2. Mr. Jimmy Cornelius's Resume
3. Mr. William Morrison's Resume
4. Mr. Bertell Francois's Resume
5. Ms. Kassandra Hall's Resume
6. Mr. Terry Wise's Resume
7. Mr. Mike Bell's Resume
8. Mr. Steven Green's Resume
9. Mr. Marvin Strange's Resume



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: VANESSA RM BOWDEN

Residential Address: 1 F STREET SUITE 3

JBSA-RANDOLPH AFB TX 78150

Physical Address of Employer:

1 F STREET SUITE 3

JBSA-RANDOLPH AFB TX 78150

Board of Trustees Location Applying For: RANDOLPH FIELD ISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

BOWDEN.VANESSA.R Digitally signed by  
M.1106518587 BOWDEN.VANESSA.R M.1106518587  
Date: 2019.11.22 07:44:06 -06'00'

Signature of Applicant

**VANESSA RM BOWDEN**

Printed Name of Applicant

**22 NOV 2019**

Date

*Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.  
Form must be completed prior to setting up your interview with the selection board.*

**Vanessa RM Bowden**

16203 Canyon Shadow

San Antonio, TX 78232 US

Evening Phone: 210-387-8905 - Ext:

Day Phone: 210-387-8905 - Ext:

Email: vic3000@prodigy.net

**Availability:**

**Job Type:** Permanent

**Work Schedule:** Full-Time

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**Work Experience:**

**Department of Air Force**

1 F Street Suite 2

Randolph AFB, TX 78150 United States

**08/2019-Present**

**Hours per week: 40**

**Series: 0343 Pay Plan: GS Grade: 13**

**Education and Accessions Program Analyst**

**Duties, Accomplishments and Related Skills:**

conducts data call activities associated with the AAD program—identifies quota requirements from career field managers (CFMs), Air University (AU), Air Force Institute Technology (AFIT), US Air Force Academy (USAFA), and PCE course owners. Prioritizes predetermined resources against the field's stated requirements, distributes the notional to the field for review, and suspense changes as required. Notes changes based on validation of current and anticipated AAD and PCE inventory, Unit Manning Document requirements, and proof of hiring shortfalls. Develops strategic plans considering operational and support personnel requirements. Programs out-year AAD and PCE budget and quota allocations. Works closely with AETC stakeholders; conducts analysis to assess utilization of AAD and PCE users. Evaluates and advises on accessions program across AETC, AFPC and AFRS. Develops cost benefit analysis and impacts on enlisted and officer initial skills programs. Advises on potential benefits of automation to improve efficiency of accessions, supporting enlisted and officer initial skills training. Identifies non-standard or emerging operational requirements, assess impact on assigned programs, and develops recommendations. Relying on available data, searches a variety of sources to select the information appropriate to the task, taking care to verify the relevancy, adequacy, sustainability, attainability, accuracy, and completeness of the information and recommendations. Develops and coordinates program evaluation plans, procedures, and methodology. Develops or recommends modification to system or programs around doctrine and concepts of operation. Provides advice and assistance to other organizations, to MAJCOMs, and agencies in assigned areas of responsibility. Participates in strategic planning to improve organizational direction. Analyzes problems

discovered in prior studies or actual operations and negotiates with and/or advises higher levels of management on the feasibility of different approaches which provide a basis for better planning of operations and better use of resources

**02/2014 – 08/2019**

**Hours per week: 40**

**Series: 1750 Pay Plan: GS Grade: 12**

**Instructional Systems Specialist (This is a federal job)**

**Duties, Accomplishments and Related Skills:**

Serves as the command focal point administering, analyzing and evaluating sister service ITRO and consolidated (Army, Navy, DINFOS, METC, and DEOMI) and DoD program requirements. Programs enlisted, officer, and supplemental out-year AF requirements in sister service training. Responsible for programming long range strategic training requirements and total support for all assigned programming and instructional programs. AF representative for procuring training requirements at Army's Training Requirements Arbitration Panels (TRAPs) and annual Structure Manning Decision Reviews (SMDRs) and Navy's Student Input Planning (SIP) process. Coordinates and advocates AF TRAPs request as well as attends SMDRs to codify the Air Force requirements for sister service training. Ensures AF-required training allocations are properly allocated to meet warfighter requirements. Plans total support for initial skills and supplemental sister service training requirements. Serves as requirement management authority ensuring sustainment in Air Force Specialty Codes. Determines the support requirements for time and resources available, projected schedules, and relationship to the objectives of the sister service training program in accordance with Air Force priorities. Reviews enlisted, officer, and advanced and supplemental programmed technical training (PTT) documents to ensure user requirements fall within the programmed guidance letter ( PGL) baselines. Provides oversight of procedures for the AF to capture additional training requirements and informs users. Coordinates with each user to ensure accurate accountability and tracking of AF seats in sister service courses. Reviews, advises and present statistics for future Air Force training needs and develop plans that satisfy Officer initial skills outyear training requirements. Determines the requirements for specific courses and their relative priority in light of time and resources available, projected schedule, and relationship to the objectives of a total training program. Determines when current policies, practices and procedures are inadequate and proposes changes. Coordinates with HAF, MAJCOMs, HQ Army and HQ Navy POCs, 2AF, and TRG to establish and implement programming and related instructional services activities associated with sister service training requirements and officer initial skills training.

**Supervisor: Jennifer Lloyd (210-652-5106)**

**Okay to contact this Supervisor: Yes**

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**US Air Force Reserves**

375 W Street Suite 1

Randolph AFB, TX 78150 United States

**05/1997 - 12/2016**

**Salary:** 550.00 USD Per Month

**Hours per week:** 16

**Base Education and Training Manager (BETM)**

**Duties, Accomplishments and Related Skills:**

As base education training manager (BETM), reviewed, approved/disapproved, and coordinated enlisted formal training course training plans. Documented training using Air Force training record (AFTR) and Training Business Area (TBA). Organized education and training programs to achieve educational goals and mission requirements.

Implemented policies. Presented recommendations and follow up on unresolved or questionable training/upgrade concerns. Managed Career Field Education and Training Plans (CFETPs) for 23 different Air Force specialty codes (AFSCs). Served as an Advisor for Community College of the Air Force (CCAF). Maintained contact with CCAF to resolve issues. Knowledge of accreditation requirements. Ensured enrollees were actively pursuing CCAF degree. Maintained records of course attendance, withdrawals, completions and costs. Advised on individual education and training progress. Provided statistical reports on programs and operations. Administered comprehensive and timely surveys to obtain meaningful feedback from students, graduates, their supervisors, and instructors. Performed training needs analysis.

Motivated peers and team members to improve methods with customer needs in mind. Developed training materials and testing procedures. Conducted training classes.

Monitored progress, identified problem areas, determined causes, recommended corrective action, and provided counsel. Implemented policies relative to mission assignment. Provided educational service support to wing, base, and units. Provided assistance in program areas. Managed tuition assistance for wing. Managed and trained 21 training managers in areas of upgrade training, school dates requirements, new course requirements, AFOCD/AFECD changes. Implemented training policies and procedures. Facilitated for Non Commission Officer Leadership Development Course.

**Supervisor:** Steven Badowski (210-9458199)

**Okay to contact this Supervisor:** Yes

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**Department of Air Force**

151 J Street

Randolph AFB, TX 78150 United States

**04/2011 - 02/2014**

**Salary:** 73,300.00 USD Per Year

**Hours per week:** 40

**Series:** 1750 **Pay Plan:** GS **Grade:** 12

**Chief, Training Analysis Flight (This is a federal job)**

**Duties, Accomplishments and Related Skills:**

Served as Chief and primary Training System Requirements Analysis functional advisor to the squadron commander and director on training requirements and resources. Ensured AETC and using commands were appraised of training program progress, issues, and concerns, while minimizing impact to the acquisition schedule. Knowledge of training administration, policies, and procedures. Planned and executed support activities related to current missions within constraints of budget and customer requirements. Analyzed interrelated issues of effectiveness, efficiency, and productivity. Developed recommendations to solve problems and applied program management principles to guide program accomplishment through the various phases of the acquisition cycle. Served as member of the assigned System Program Office (SPO) Training Integrated Product Team (IPT) and monitored the progress on training systems and coordinated MAJCOM training requirements for meeting training system program objectives. Consulted with curriculum designers, course writers, instructors and subject-matter specialists to develop training system suited for computer assisted instruction, special training devices and equipment such as simulators, test equipment and mockups. Assisted in formulation of policies and procedures to implement the latest instructional systems development concepts and integrated emerging technologies into the process. Supervised seven personnel.

**Supervisor:** LTC Maurice Azar (210-652-5229)

**Okay to contact this Supervisor:** Yes

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**Department of Army**

Ft Sam

San Antonio, TX 78230 United States

**10/2008 - 04/2011**

**Hours per week:** 40

**Series:** 1750 **Pay Plan:** GS **Grade:** 11

**Instructional Systems Specialist (This is a federal job)**

**Duties, Accomplishments and Related Skills:**

As training manager (TM) for Army Medical Department (AMEDD), developed curriculum using the Systems Approach to Training (SAT) process, managed training, resources, and instructors for five courses. Conducted needs analysis studies to identify and verify training problems or needs. Managed course development, working closely with SMEs, course directors and instructors. Examined the current threat, doctrine, leader development, organization, geographical location of units, resource constraints, personnel turbulence, type of unit, new systems, and associated factors. Designed, developed, and administered needs survey instruments in conjunction with subject matter experts. Managed training and non-training solutions, and advantages and disadvantages of each using extensive planning and organization of information for Inter-service Training Review Organization (ITRO) Programs and Medical Education Training Command

(METC). Briefed leaders on program policies and budget, and advised them of program issues. Researched issues, requirements and policy for all Services, US Coast Guard, and Health care. Reviewed ITRO and METC policies and made appropriate recommendations on both internal/external feedback to leaders for DoD implementation. Reviewed and coordinated medical enlisted training course training plans. Continuously monitored the technical training programs for efficiency and cost effectiveness of DoD processes. Presented findings, recommendations, and proposals to supervisor by conducting briefings or writing decision papers. Produced self-contained training products using technical training, instructional methods, and training technologies. Tested validated statistics, comparative studies of student progress and observation of instructional methods including the use of training devices, equipment and facilities to accurately and effectively evaluate educational and training programs. Evaluate all aspects of education and training programs to include administration, policies, procedures, curricula, instructional materials and techniques, and made recommendations to improve quality of instruction and training products/materials. Advised and assisted staff in planning, creating, evaluating, validating, and updating educational material in support of training programs/system initiatives.

**Supervisor:** Sergeant Major Stevens (210-808-1250)

**Okay to contact this Supervisor:** Yes

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**Department of Air Force**

1 F Street

Randolph AFB, TX 78150 United States

**09/2005 - 10/2008**

**Hours per week:** 40

**Series:** 1750 **Pay Plan:** GS **Grade:** 11

**Instructional Systems Developer** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Developed, reviewed, and revised instructional materials including content, style, and format. Researched, planned, developed, and reviewed education and training programs for total support including personnel, equipment, facilities, and budget. Performed editing, proofreading, and rewriting for clear and concise written messages. Reviewed, analyzed, and summarized critiques and developed after action reports with recommendations for corrective actions. Developed and evaluated instructional effectiveness and educational materials for consistency with course objectives, teaching soundness, and conformity to policy and requirements. Reviewed, edited, and corrected forms and test documentation for conformance with recognized test and measurement principles. Developed objective tests and other instruments to measure student achievement and the adequacy of education and training programs. Used a systems approach to plan, develop, and coordinate components of instruction. Instructed Air Force courses. Served as instructor and curriculum developer. Provided subject matter expertise during planning, development, preparation, and validation of electronic and

paper-based courseware. Designed, developed, conducted, and evaluated training courses used to support the training of members of the faculty including civilian and military members. Conducted workshops and other training sessions or special courses for a variety of personnel. Recommended and reviewed appropriate professional and technical books, manuals, journals, regulations, videotapes and other multimedia materials. Performed appropriate reviews and effective evaluations of recommended test items. Prepared and conducted instruction in educational topics to include, but not limited to, teaching techniques, methods of instruction, lesson plan preparation, instructional objectives, test construction, student counseling, classroom management and control, instructional technology, course design, and systems approach to training development, audiovisual support. Knowledge of a wide array of media and methods to deliver training. Familiar with OTA and MilPDS. Served as a training instructor for technical training squadron.

**Supervisor:** Todd Fore ((210)652-4475)

**Okay to contact this Supervisor:** Yes

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**San Antonio ISD**

Foster Road

San Antonio, TX 78236 United States

**01/2000 - 09/2005**

**Salary:** 40,000.00 USD Per Year

**Hours per week:** 40

**Educator**

**Duties, Accomplishments and Related Skills:**

Provided guidance which promotes educational development and achievement of obtainable goals. Maintained accurate records in compliance with local and state policies. Prepared appropriate lesson plans using curriculum guides. Administered and managed the classroom activities so that acceptable behavior and effective involvement was encouraged. Initiated and implement training for child development. Used a variety of programs, approaches and materials to meet individual goals. Demonstrated explicit instruction in skills, strategies, tasks, procedures, and thinking. Evaluated testing materials and methods. Complied with state, district and school regulations, and policies. Used informal and formal assessment to continually monitor each child's progress. Revised plans to reflect changes in goals. Worked with others on staff to plan and evaluate programs. Developed instructional plans. Interpreted and explained new and existing policies and programs. Communicated effectively with students, parents, and administrators. Followed Individual Educational Plans for students with Special Needs. Provided proper care and security of equipment and property. Used spreadsheets, Windows 98 and Internet.

**Supervisor:** Stacey Lewis (210-333-1771)

**Okay to contact this Supervisor:** Yes

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**Education:**

**Community College of the Air Force** Maxwell AFB, AL United States  
Associate's Degree 04/2005

**Credits Earned:** 64 Semester hours

**Major:** Education and Training

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**U TX San Antonio** San Antonio, TX United States

Master's Degree 11/2005

**GPA:** 3.50 of a maximum 4.00

**Credits Earned:** 37 Semester hours

**Major:** Education

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**U TX San Antonio** San Antonio, TX United States

Bachelor's Degree 12/1999

**GPA:** 3.17 of a maximum 4.0

**Credits Earned:** 156 Semester hours

**Major:** Education

**Relevant Coursework, Licenses and Certifications:**

TX Certified Teacher

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## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Jimmy D. Cornelius

Residential Address: 61 Main Circle, Suite 1

JBSA Randolph

Texas

78105

Physical Address of Employer:

61 Main Circle, Suite 1

JBSA Randolph

Texas

78105

Board of Trustees Location Applying For: Randolph Field ISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

CORNELIUS.JIMMY.D. Digitally signed by  
CORNELIUS.JIMMY.D.1135590440  
Date: 2019.09.05 11:06:31 -05'00'  
1135590440

4 September 2019

Signature of Applicant

Date

Jimmy D. Cornelius

Printed Name of Applicant

*Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.*

## RFISD SCHOOL BOARD TRUSTEE APPLICATION

### 1. Personal Data:

- a. Name/rank: **Jimmy D. Cornelius/SMSgt (Ret) GS-7**
- b. Address: **7619 Bismarck Lake, Converse, Texas 78109**
- c. Phone: **Work (210) 652-9979; Home (210) 437-3143; Cell (210) 872-0969**
- d. If military, date assigned to Randolph AFB: **January 1989-January 1996.**  
TAFMSD: **27 + years**
- e. Qualification: **Military retired grade: SMSgt/Date: 31 July 2006, Civilian: GS-7, 26 May 2009-Current HQ AETC/JA.**

f. Children in RFISD: **From August 1989 to January 1996 my wife and I had our children enrolled in RFISD. Our oldest daughter, Michelle, graduated in 1995. She was in the band and was co-drum major her junior year. We moved to Dyess AFB, Texas, during January 1996. When we moved, our son, Kevin, was a junior. He played football "#55" and was in the band. Our youngest daughter, Deanna, was a freshman and she was also active in the band. Both Kevin and Deanna had been "roadies" for the high school band while they were in Jr. High.**

### 2. Status

a. Education: **Associate Degrees in Police Science and Paralegal Studies; Bachelors of Science in Occupational Education-Criminal Justice.**

b. Professional or personal experience that would be an asset to you as a school board trustee: **I have had the privilege of being on the Board of Trustees for RFISD during the last eight years. Since August 2011 until present, I have completed close to 275 hours of continuing education through the Texas and the National Associations of School Boards. I believe the more I learn about the intricacies of procedures, rules, and laws governing schools and school boards, the better trustee I become. This translates to making things better for our students who are always our focus. Under my tenure as Board President we adopted and implemented board procedures that provide an opportunity for members to remain consistent with RFISD's values and beliefs. We altered our transfer policy from being more restrictive to less restrictive which provided for student growth from 1,100 to over 1,400 students. Our current high school was built and work was begun and completed on our gym and cafetorium.**

**Our children were in six different school districts in three states and one foreign country. With the experiences I've gained with the Air Force and the different schools our children have encountered, I feel I bring a wide variety of experience and knowledge to the District. We have ridden many band buses and worked many hours in the concession stand. In fact,**

**I was the Band Boosters President when the current concession stand was built. We retired here and live next to the base. This is our home and as such I am a stable member. I worked with the school and the administration as a parent volunteer and also in my professional capacity as a Security Policeman in the 1990s, and from August 2011 to now with positive results. I believe I can continue to do so if I am selected to continue to be a School Board Trustee of RFISD.**

**3. Supervisor/reference:**

**a. Name/rank: Jason S. Robertson, Colonel**

**b. Address: HQ AETC Staff Judge Advocate, 61 Main Circle Suite 1,  
Joint Base San Antonio Randolph TX 78150**

**c. Phone: (210) 652-4511**

**4. Why do you want to serve as a school board member? To continue helping make RFISD the best possible district it can be. Giving the children/students a quality education is what being a board member is all about. Over the years RFISD has set a very high educational and moral standard. We focus on learning vs. teaching. Our District has received an "A" rating for the last two years. Each of our three campuses have also received an "A" as well. I want to help continue this noble tradition. It has been and is an exciting time to be a trustee for RFISD as we have built new facilities and are developing plans for a new Elementary School to be built (federal funding has been approved). These changes have allowed more students to have the Randolph experience. During my tenure as a RFISD Trustee (president for four years), we hired a Superintendent, have given employees raises, renovated the football stands, currently renovating the old cafeteria into a multi-purpose building with a large testing/meeting room, built a high school and a gym/cafetorium, purchased and buried new fuel tanks, built a transportation (Bus Barn) facility and a new addition to our middle school. We have torn down the old high school and constructed two parking lots and two parent pickup loops. We have renovated the old maintenance building and turned it into a home for our Jr. ROTC Wing to include class rooms, a firing range, and a place to practice marching, rifle drills, lockers and changing rooms for both female and male cadets. Also, the Student Services personnel are sharing the Jr. ROTC facility. All the while we continue to budget for employee retention stipends to retain and recruit our high quality teachers and staff. During this year Mr. Johnson (our superintendent) and I worked with State Legislatures and Senators in getting RFISD even with and potentially higher per ratio of students' average daily attendance than the other two military schools in San Antonio. This is slated to increase our revenue from IMPAC Aid by as much as \$2.3M annually. This along with the Texas funds for mandated raises has allowed the Board to give everyone across RFISD a 5% raise. The District has implemented a loyalty stipend for employees. They are given a monetary award for every five years a person has been in the District.**

**5. My Biography is attached for the 502d Security and Readiness Group Commander.**



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: William Fosdick Morrison II

Residential Address: 2 East Park

Universal City

Texas

78148

Physical Address of Employer:

2 East Park

Universal City

Texas

78148

Board of Trustees Location Applying For: Randolph Field ISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

William F. Morrison II  
Signature of Applicant

25 Nov 19

Date

William F. Morrison II

Printed Name of Applicant

*Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.  
Form must be completed prior to setting up your interview with the selection board.*

## William F. Morrison II

Universal City, TX

571.221.2565

[williamfmorrison2@gmail.com](mailto:williamfmorrison2@gmail.com)

[www.linkedin.com/in/williamfmorrison2](http://www.linkedin.com/in/williamfmorrison2)

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### PROFESSIONAL SUMMARY

Transformational servant-leader with Talent Management and Human Capital Development experience. A trusted advisor and strategic leader possessing a comprehensive background in operations management, customer service, workforce development, and process improvement. Possess extensive knowledge in team leadership and team building, risk mitigation, inter-personal communication, and directing talent management functions to include strategic planning and policy development. Areas of expertise include:

- Executive Leadership
- Project Management
- Team Building
- Problem Solving
- Education and Development
- Process Improvement
- Resource Management
- Customer Service
- Recruiting

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### TEACHING, YOUTH ENGAGEMENT, AND HUMAN CAPITAL DEVELOPMENT EXPERIENCE

#### Trustee, Randolph Field Independent School District Board of Trustees, TX, February 20 17 – present

- Provided critical oversight of elementary and secondary school programs and procedures to maintain high levels of academic distinction, student achievement, and 99%+ graduation rates by advocating for career and college ready programs and community engagement with all stakeholders
- Drove increased communication, visibility, and awareness of the district's strategic goals by having them placed on the district website and ensuring each campus provided detailed explanations on how each goal was met
- Established close ties and communication protocols between the board and district as it moves toward a District of Innovation, which allows the district flexibility in the school calendar, daily start/stop times, class size, teacher certifications, probationary periods, professional development, teacher appraisals, and student attendance
- Balanced sound fiscal oversight on the district's \$19M budget process and campus improvement/construction plans

#### Military Representative, State of Hawai'i Board of Education, HI, July 2011 – July 2013

- Translated military community concerns as senior United States Pacific Command military representative to the Hawai'i Board of Education (BoE), which oversees the only statewide educational system in the country and the ninth-largest school district in the country with 256 public schools, 34 charter schools that educate over 180,000 students, and highest number of military dependent children per capita in the nation
- Improved ties between state and federal education stakeholders championing the educational needs of 25K military children and providing oversight of \$175K in annual Federal Impact Aid
- Eased transition impacts of military children in/out of Hawai'ian public schools by providing executable inputs to the BoE's strategic plan, the implementation of Common Core and the Interstate Compact, and state-wide testing

#### Command Representative, Advisory Council on Dependents Education, July 2011 – November 2012

- Traveled to Department of Defense Education Activities (DoDEA) schools as a member of this Congressional-mandated advisory council, identifying challenges and potential solutions to staffing and curriculum and disseminating best practices throughout the DoDEA school system
- Led a team of educators that visited DoDEA schools in Japan, looking at five key leverage points: guarantee challenging, engaging, and intentional instruction; ensure curricular pathways to success; provide whole-child student support; create high-performance school culture; and develop data-driven high-reliability systems
- Led team of educators on a visit to DoDEA schools in Europe, reviewing at the current use of technology to identify potential opportunities to create a truly 21st century learning environment throughout DoDEA school

**Executive Co-Chair, Joint Venture Education Forum, July 2011 – November 2012** (The Joint Venture Education Forum, or JVEF, was a partnership of 158 military units, public schools, community organizations, and state legislators who had a combined goal of supporting the 25K military dependents attending Hawaiian schools.)

- Authored major changes to the JVEF by-laws, better aligning JVEF to match the Hawai'i Department of Education's 2018 Strategic Plan, focusing on College and Career ready students and lifelong learners
- Completed detailed audit of \$59M in Congressional earmarks designated between 2000 and 2010 for new playgrounds, textbooks, technology, transition, citizenship programs, and support to math, science, language arts, fine arts, and robotics classes
- Determined which of the 59 grant submissions, worth \$3.6 million, would receive support from the last Congressional appropriation worth \$800,000--selected the top 19 grants that had the biggest impact on transition and resiliency programs; 21st century and on-line learning; and Science, Technology, Engineering, and Mathematic classes and Advanced Placement courses

#### **Youth Sports / Student-focused Programs, multiple years**

- Assistant basketball coach, Joint Base Pearl Harbor-Hickam Youth Sports, assistant flag football coach, Joint Base San Antonio-Randolph Youth Sports, assistant flag football coach, *i9 Sports*, and assistant coach for a Texas Select football team in Cibolo, Texas
- Member of the Randolph High School Athletic Booster Club supporting team spirit, the annual sports banquet, and funding-raising events
- Volunteered to chaperoned a Randolph High School JROTC over-night field trip to the USS Lexington, ensuring the safety and security of 80+ cadets
- Supported Randolph High School Class of 2020 Project Graduation committee by running the most successful senior class heritage project in 4 years and helping with three fund-raising event

#### **Significant Talent Management and Human Capital Development Experiences, United States Air Force**

- Shaped new developmental education selection procedures, transforming how 1,500 mid-management leaders were nominated and selected to over 80 year-long professional educational programs and fellowships
- Spearheaded generational changes to assignment philosophies for 270,000 personnel, enhancing links between past experiences, current skills, and required competencies, while also growing assignment opportunities by 20%
- Devised and executed an institutionally-focused centralized human capital development board, changing a decade old selection model on how mid-managers were identified and matched for future educational programs
- Resurrected Ability to Survive and Operate awareness by designing an in-depth, multifaceted, and benchmarked training plan, preparing 130 personnel in under 2 months for an inspector general operational readiness test
- Provided one-on-one tutoring and orchestrated four Staff Delegation tours, increasing the operational knowledge and leadership skills of 20 Congressional Staffers
- Developed curriculum and executed a 4-day leadership and resource management courses, providing 20 junior leaders with the tools necessary for future advancement
- Surpassed command training standards by instituting a monthly open book test program that incorporated all associated command and control directives, contributing to a higher understanding of command and control tenants and controller execution

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## **EDUCATION & TRAINING**

### **Civilian Education:**

Master of Arts degree in History, University of Colorado, Colorado Springs, CO  
 Bachelor of Arts degree in History, University of Pittsburgh, Pittsburgh, PA

### **Board of Trustee Training:**

Team of Six, Randolph Field ISD, TX (2017, 2018, 2019)  
 86th Legislative Update, Educational Service Center 20, San Antonio, TX



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Bertell Francois

Residential Address: 200 Dove Run

Cibolo

Texas

78108

Physical Address of Employer:

200 Dove Run

Cibolo

Texas

78108

Board of Trustees Location Applying For: Randolph Field ISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

**Bertell Francois** Digitally signed by Bertell Francois  
Date: 2019.12.03 12:46:03 -06'00'

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.***



**BERTELL FRANCOIS**  
(307) 256-8392    bfran6383@gmail.com

**Summary-** Detail oriented administrative assistant with strong customer service skills, who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Excellent communication skills (oral and written) focused and highly organized with proven strengths in leading people and employee relations.

**Experience**

**Advising Team Support Specialist**

**January 2017 – August 2017**

**Alamo Colleges, Northeast Lakeview College**

- Provided high quality administrative and clerical support to students in the college connection, advising and enrollment process in collaboration with staff and faculty
- Generated reports to support department initiatives and needs; scanned, indexed, filed students' records
- Proficient in all data input requirements and report generation in Alamo Colleges Banner system
- Contacted students to schedule/follow up on advising activities, specifically academic probation/dismissal issues
- Critical component in New Student Orientation process; prepared group advising cards, assigned rooms and advisors for approximately 120 new students on a weekly basis
- Managed advising schedule for 12 advisors—ensured adequate coverage was available to meet students' needs
- Disseminated registration/payment information, reviewed status/holds/outstanding balances for course registration
- Provided student-centered service and engaged in continuous quality enhancements
- Supervised four work study students on a daily basis

**Admin Services Specialist**

**March 2015 – January 2017**

**Alamo Colleges, St. Philip's College**

- Coordinated office procedures and implemented quality processes in a student-centered environment supporting college entry, progression and completion of educational goals
- Performed office/administrative duties such as receiving/responding to correspondence, greeting visitors, responding to telephone calls and in-person requests from students, faculty, and external agencies
- Answered questions regarding college admissions, course availability/registration, tuition/fees and various general information inquiries
- Communicated with students through email, phone and face-to-face, to assess and address their needs
- Delivered documents such as Military Verification Forms, Deferment requests, and Tuition Assistance Forms to appropriate agencies for processing, ensuring students' educational progress was uninterrupted
- Briefed students on use of ACES, college application process, and Alamo Enroll checklist procedures
- Evening Operations Monitor; maintained assigned classrooms and equipment, coordinated with faculty and students to ensure classroom climate was conducive to learning
- Ensured classroom policies and regulations were adhered to in accordance with school guidelines and procedures

**Volunteer-Military & Family Readiness Center**

**October 2013 – March 2015**

**Joint Base San Antonio-Randolph**

- Performed assorted clerical/administrative duties to include answering phone calls, taking messages, making appointments, and providing vital information to active duty military, dependents, and retirees regarding transition assistance, financial aid, and several other family readiness issues
- Greeted customers/assessed their needs and directed them to proper staff members for prompt service
- Consistently met goals by utilizing my multitasking abilities and prioritizing tasks based on deadlines, and level of importance yielding successful project completions
- Implemented and administered Military and Family Readiness Center core programs of, transition, relocation, family, and other work/life services and activities provided to military members, retirees, Department of Defense (DoD) civilian members, and their families
- Assisted in assessment and referral of families in need with continuing work/life services that included, financial, education and personal family counseling and intervention
- Instrumental in the development of marketing and public relations campaigns and media to ensure target populations were informed of services and activities
- Ensured availability of technology-based resources to maximize customer access to a full spectrum of resources to meet life-cycle needs

**BERTELL FRANCOIS**  
(307) 256-8392    bfran6383@gmail.com

- Developed relocation packages for issuance to Airmen and their families projected for permanent change of station to JBSA-Randolph; offered valuable information necessary for smooth transition

**Community Service Coordinator**

**October 2011 - June 2012**

**Office of Youth Alternatives, Cheyenne, WY**

- Facilitated self-growth/life skills group sessions to at-risk youths to assist them in preparation for future life goals
- Completed documents to assess juveniles' progress; teamed with courts to gauge program's success
- Counseled youths on personal accountability, worth to self and worth to community
- Organized team-building exercises and introduced skills for vocational success

**U.S. Air Force**

**Security Forces Manager**

**June 2008 - August 2011**

**Columbus, MS/Kunsan, Republic of Korea/Goodfellow, TX**

- Prepared routine and advanced correspondence and reports for the protection of base populace by maximizing force protection activities, including installation security, antiterrorism, and law enforcement operations
- Provided support services to individuals and/or families during deployments, mobilizations, local and national emergencies/disasters and evacuations
- Directed personnel resource activities, interpreted/enforced policies and applicable directives
- Developed plans for personnel utilization, facilities, supplies and equipment procurement/maintenance
- Used experience and judgment to provide a strategic vision on force protection requirements during peacetime and contingency operations

**First Sergeant**

**June 1997 - May 2008**

**Brooks AFB, TX/ F.E. Warren AFB, WY**

- Managed clerical and administrative support activities for 550 person enlisted force
- Performed clerical and administrative duties to include promotion/demotion actions, adverse actions, leaves/TDYs; knowledgeable of office programs such as Word, Power Point, Excel, Access and Outlook
- Maintained contacts/relationships with professional associations, base agencies and others to enhance and deliver comprehensive support services that included, financial, education and personal family counseling and intervention
- Gathered data, compiled statistics and prepared reports concerning community needs for the development of new support services generated by Installation Community Action Information Board
- Performed assessments and referrals of individuals and families in need of continuing work/life services to the Military and Family Readiness Center
- Assisted military members in processing documents for transition to civilian status due to end of active duty commitment or medical separation
- Communicated regularly with medical treatment facilities, legal office representatives and transition authorities regarding eligibility and benefits of active duty members
- Scheduled appointments for members with base agencies in accordance with Air Force Instructions and pertinent directives to ensure smooth and timely transition from military to civilian status
- Counseled members on personal, financial and professional matters, assisted in adapting to military environment and adjusting to organization and duty assignments

**Education**

- Bachelor of Science, Human Resource Mgmt. (Summa Cum Laude), Columbia Southern University
- Associates Degree in Human Resource Mgmt., Community College of the Air Force
- Associates Degree in Criminal Justice, Community College of the Air Force

**Relevant Skills and Training**

- Council for Adult and Experiential Learning- Level 1
- Principles of Customer Service Training
- Microsoft Suite Skills including Outlook, Word, Excel, Access, Publisher, PowerPoint



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name:

Kassandra Hall

Residential Address:

400 Gate wood Chase

Cibolo Tx, 78108

Physical Address of Employer: 301 B. Street West

Board of Trustees Location Applying For: School Liaison

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

HALL.KASSANDRA.F. Digitally signed by  
1120839469 HALL.KASSANDRA.F.1120839469  
Date: 2019.12.02 12:03:03 -06'00'

Signature of Applicant  
Kassandra Hall

Date 2 Dec 2019

Printed Name of Applicant

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.  
Form must be completed prior to setting up your interview with the selection board.***

**Kassandra Hall**

400 Gatewood Chase  
Cibolo, TX 78108 US  
DSN: 487-7437 - Ext:  
Day Phone: 9402249790 - Ext:  
Email: kassandra.hall@us.af.mil

**Availability:****Job Type:** Permanent, Telework**Work Schedule:** Full-Time

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**Work Experience:****Department of Defense**

301 B Street West  
Randolph AFB, TX 78150 United States

**10/2009 - Present****Hours per week:** 40**Series:** 1702 **Pay Plan:** GS **Grade:** 09**Education Technician** (This is a federal job)**Duties, Accomplishments and Related Skills:****SUMMARY OF SKILLS:**

Accomplished civilian professional with 10 plus years of experience in Education and Training. Knowledge of current education benefits and programs available to service members. Ability to clearly communicate to senior/leadership both orally and written. Has outstanding customer service skills, and able to handle multiple assignments in highly pressured situations. Proven success in planning and problem solving in challenging office environments. Accustomed to working in a fast-paced environment and successfully handling several responsibilities simultaneously. Ability to administer career-related education programs.

**Supervisor:** Laurie Murphy (210-652-5965)**Okay to contact this Supervisor:** Contact me first

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**Department of Defense**

301 B Street West  
Randolph AFB,  
Randolph AFB, TX 78150 United States

**10/2009 - Present****Hours per week:** 40**Series:** 1702 **Pay Plan:** GS **Grade:** 09**Education Technician** (This is a federal job)**Duties, Accomplishments and Related Skills:**

Counsels individuals on the up to date information concerning their Community College of the Air Force (CCAF) degree and career development opportunities. Guide military members their families and civilians in making optimistic education choices. Recognize student issues, evaluate student request and determine suitable means for resolution. Manage all student records in the Air Force Automated Education Management System (AFAEMS) in compliance with established procedures and regulations. Provide guidance to students in developing goals and plans, and determine appropriate options in determining individual needs or wants. Advise students on policies and procedures prior to a first time military tuition assistance request. Serves as the contracting officer's

representative for Non-Personal Services contracts. Conducts Newcomers and Informed Decision briefings twice a month to groups or units to discuss available educational programs, tuition assistance and Veterans Affairs (VA) benefits. Serves as the Test Control Officer(TCO) for military testing programs. Maintained, stored and safeguard all testing material. Evaluated and approved testing material for accuracy and to ensure material is within guideline. Plans and direct College Fairs once a year for JBSA Randolph and the local community. Designs and establishes marketing and public relations strategies to promote education programs and service for the military. Develops relationships with various universities and surrounding schools.

**Supervisor:** Laurie Murphy (210-652-5964)

**Okay to contact this Supervisor:** Contact me first

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**Department of Defense**

Randolph AFB

Randolph AFB, TX 78150 United States

**04/2008 - 10/2009**

**Hours per week:** 40

**Series:** 1702 **Pay Plan:** GS **Grade:** 07

**Education Technician** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Plans and directs semi-annual CCAF graduation ceremonies in cooperation with Lackland Air Force Base and Fort Sam Houston. Serves as the Test Control Officer to administer DLPT/CLEP/DANTE/DLAB and Professional Military exams to military, civilians and their family members to provide appropriate guidance in the interpretation of a variety of test. Communicate with students via e-mail or phone regularly with updated information. Ensures that education provided to the students from various universities are recognized by an Accredited Institution, that is recognized by the U.S. Department of Education. Serves as the contracting officer for non-personal services contracts to ensuring that the statement of understanding for services is in compliance with standards and contract provisions. Ensure Airmen are counseled on Air Force guidance prior to a first Mil TA request on a specific education goal. Process requests for Air Force Tuition Assistance for Military and Civilian personnel or Command Training Requirement funds as appropriate. Performs tasks involving budget execution by compiling resource data and other financial management reports. Responsible for obtaining statistical data and preparing all education reports and status requests to include the Education Services Annual Report.

**Supervisor:** Karen Lachet (210-652-5964)

**Okay to contact this Supervisor:** Contact me first

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**Education:**

**Ashford University** Clinton, IA United States

Master's Degree 12/2011

**GPA:** 4.0 of a maximum 4.0

**Major:** Organizational Management **Minor:** Human Resource Management

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**Ashford University** Clinton, IA United States

Bachelor's Degree 05/2010

**GPA:** 3.14 of a maximum 4.0

**Major:** Organization Management **Minor:** Psychology

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**Job Related Training:**

Jan 2014 National Training for Counselors and Mentors  
July 2011 Education Technician/Counselor PDI  
Oct 2009 Building Effective Team Relationships  
Oct 2006 Education Technician/Counselor PDI  
July 2001 Child Care Certificate

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## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Terry A. Wise

Residential Address: 261 Nomad Lane

Cibolo

Texas

78108

Physical Address of Employer:

261 Nomad Lane

Cibolo

Texas

78108

Board of Trustees Location Applying For: RFISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

WISE.TERRY.A.10391 28159  
Digitally signed by  
WISE.TERRY.A.1039128159  
Date: 2019.12.02 12:11:51 -06'00'

Signature of Applicant

**Terry A. Wise**

Printed Name of Applicant

**2 Dec 2019**

Date

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.***

**Mr. Terry Allen Wise**  
261 Nomad Lane  
Cibolo, TX 78108 United States  
Mobile: 210-861-6037  
Email: [twise1965@yahoo.com](mailto:twise1965@yahoo.com)  
**Job Type:** Permanent  
**Work Schedule:** Full-Time

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**Desired locations:**  
United States - TX - San Antonio

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**Work Experience:**  
USAF  
Randolph AFB  
Universal City, TX 78150 United States

**03/2018 - Present**  
**Hours per week:** 40  
**Series:** 0101 **Pay Plan:** GS **Grade:** 11  
**Community Readiness Consultant** (This is a federal job)  
**Duties, Accomplishments and Related Skills:**

#### PROGRAM MANAGEMENT

- M&FRC subject matter expert for program areas of Career Assistance, Transition Assistance Program (TAP), information and referral/marketing.
- Managed core compliance areas in accordance with Department of Defense (DoD), Air Force and other federal guidance, regulations, and laws; established budget and goals for each program and evaluated service effectiveness through AFFirst database and client management system.
- Assisted management analysis, strategic planning functions, researching and developing data and preparing letters, studies, directives, and reports for all aspects of the M&FRC; recommending changes or improvements in organization, staffing, work methods, and procedures.
- Assisted clients in meeting goals for personal financial readiness, emergency financial assistance, career assistance, volunteer assessment/placement/recognition, relocation, pre-separation counseling, transition assistance, deployment readiness/resources by providing consultation/education/referral/follow up.
- Trained and assisted other team members when needed or as directed which improved overall program effectiveness.

#### INFORMATION AND REFERRAL

- Interpreted and applied compliance measures of key programs including Wounded Warrior, Transition Assistance, Personal and Work Life, Employment, Relocations, Readiness and Information and Referral.
- Coordinated work/life services and activities provided to military members, retirees, DoD civilians, and their families.
- Collaborated w/leadership at all levels to anticipate/meet work/life and related needs of clients.
- Served as Casualty/SBP expert during absence of employees for four months. Program never missed a beat.
- Managed the Career Network client data base; e-mail distribution list notices of jobs and answered questions.



**Supervisor:** Kathleen Moree (210-652-5321)

**Okay to contact this Supervisor:** Yes

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**Military & Family Readiness Center**

JBSA Randolph AFB

Randolph AFB San Antonio, TX 78150 United States

**07/2014 - 03/2018**

**Hours per week:** 45

**Series:** 0101 **Pay Plan:** GS **Grade:** 11

**Exceptional Family Member Program Coordinator** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

**PROGRAM MANAGEMENT**

- Conducted management analysis, strategic planning functions, researched and developed data, prepared letters, studies, directives, and reports for all aspects of the Exceptional Family Member Program (EFMP); recommended changes or improvements in organization, staffing, work methods, and procedures.
- Trained and assisted new employees and team members on Military and Family Readiness processes and procedures to improve overall program effectiveness.
- Oversaw \$250K resource budget, ensured the Military and Family Readiness Center had the necessary equipment to carry out its mission.
- Established, implemented, and maintained the EFMP in coordination with installation policies and components for active duty sponsors of family members who have physical, developmental, emotional, or intellectual impairments and/or disabilities.
- Chaired and attended various committees that establish and maintain cooperative relationships among those components in order to ensure delivery of integrated program services.
- Ensured relocating families with special needs children were referred to the appropriate educational and medical care providers.
- Assisted in preparing the Annual EFMP assessment guide and monitored installation compliance with Air Force Instructions and Regulations and distributed appropriately.
- Gained funding and support to create excursions that provided EFMP families various activities throughout the greater San Antonio area including SeaWorld, Aquariums, and sensory friendly movies.
- Provided consultation and advice to Medical Treatment Facilities, the Air Force Personnel Center, and the Air Force Exception Family Member Program Manager throughout the Special Needs Identification and Assignment Coordination process.
- Conducted monthly EFMP orientations, as well as educational and training sessions to locate family members who show indications of the requirement for specialized medical care, therapy, developmental services, or special education.
- Completed program assessments, identified training deficiencies and provided appropriate training.

**INFORMATION AND REFERRAL**

- Performed administrative functions associated with the training, education and outreach program plans. Collected, analyzed, and maintained training, education and outreach materials, including: listings of services and resources, information on the command outreach concept and plan, reports, and surveys.
- Assisted with developing EFMP information and education program to include on and off base publicity, marketing plans, awareness briefings for command, unit, and community organizations.
- Established public relation strategies to ensure target populations are informed of services and activities.
- Monitored compliance with public laws mandating education and related services to individuals with

impairment or disabilities.

- Ensured EFMP group education, one-on-one consultation and information and referral contacts and services are entered and counted in AFFirst.
- Assessed needs and provided continuing work/life services to all levels of leadership, organizations and serviced populations within assigned units.
- Provided senior leaders direction and oversight to issues that impact the health of the EFMP.

**Supervisor:** Kathleen Moree (210-652-5321)

**Okay to contact this Supervisor:** Yes

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### **Airman and Family Readiness Center (A&FRC)**

Ramstein AB

Ramstein AB, Rheinland-Pfalz Germany

**10/2012 - 04/2014**

**Salary:** 56,000.00 USD Per Year

**Hours per week:** 45

**Series:** 0101 **Pay Plan:** GS **Grade:** 11

**Community Readiness Consultant** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

#### TRANSITION ASSISTANCE PROGRAM

- Ensured 100% of transitioning members were notified of mandated Pre-Separation Counseling and TAP GPS requirement; tracked scheduling and compliance with congressionally mandated requirements.
- Conducted Pre-Separation Counseling in groups and through personal consultation.
- Presented Transition Overview and MOC Crosswalk materials as part of TAP GPS; adhered to mandated course guidelines, utilizing a variety of instructional aides to accommodate different learning styles.
- Reviewed each service members resume and other course materials at conclusion of TAP GPS, ensuring compliance with career readiness standards.
- Collaborated with 86th Air Base Public Affairs to produce media segment on new Transition Assistance Program benefits and requirements. Provided information for written article and commentary for news media story.

#### EMPLOYMENT AND CAREER ASSISTANCE

- Reviewed, researched, updated and streamlined lesson plans for resume writing and interview prep, Federal Employment and other employment assistance workshops.
- Created operating procedures, slide presentations, instructional aids and handouts for monthly classroom presentations and personal consultation's.
- Planned, organized and executed 2 bi-annual Employment and Volunteer Fairs. Recruiting efforts increased employer participation from average of 15 to 25+ attendees from average of 100 to 175+.
- Averaged 200+ personal consultations per annum and 2-4 workshop briefings per month on subjects including finding employment, resume review, transition assistance, relocation and personal finance.

#### INFORMATION AND REFERRAL

- Worked with 86th Force Support Marketing Department to publicize A&FRC workshops and services.
- Personally designed and developed service specific brochures, fliers, posters, and newsletters to disseminate community resource information.

- Provided personal consultations, educational workshops and referral services to a community of over 12,000 military members, DoD civilian employees, and their families.

**Supervisor:** Chris Lowry (314-480-5100)

**Okay to contact this Supervisor:** Yes

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### **Army Community Service**

Wiesbaden

Wiesbaden Army Air Field, Hessen Germany

**02/2011 - 10/2012**

**Salary:** 56,000.00 USD Per Year

**Hours per week:** 45

**Series:** 0101 **Pay Plan:** GS **Grade:** 11

**Survivor Outreach Services Coordinator** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

#### **PROGRAM MANAGEMENT**

- Expanded and improved services to Survivors through extensive training and evaluation of services.
- Provided support services to survivors of Soldiers who have fallen in combat as well as support to the survivors of all Soldiers who have passed while on duty and after retirement.
- Developed data required for use in the management and direction of the Survivor Outreach Program and increased participation rate by 30% in six months.
- Provided short term and long-term case management, (network of providers); Traumatic Event Management, benefits counseling; financial planning; legal assistance; personalized and integrated web-based support; one-stop service provider; service delivery based on specific individual needs; support as long as the Family member wants/needs support.
- Ensured a Financial Counselor and a Benefits Coordinator were available for survivors during any crisis that arose.

#### **INFORMATION AND REFERRAL**

- Provided education on the roles and responsibilities of all agencies within our community.
- Served as a holistic multi-agency and multi-component strategy component to centralize casualty operations and decentralize programs and services.
- Analyzed new or proposed legislation and regulations to determine impact on program operations and management.
- Provided awareness education to the military community about the needs of survivors and maintain linkage between survivor and the Army. Member of Strategic Planning group setting the goals for the future of ACS.
- Conducted interviews to establish needs and alleviated concerns of all members.

**Supervisor:** Jan Meert (3143355254)

**Okay to contact this Supervisor:** Yes

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**USAF**

52 Force Support Squadron  
Spangdahlem Air Base, Rheinland-Pfalz Germany

**08/2008 - 02/2011**

**Hours per week: 45**

**Series: 0901 Pay Plan: GS Grade: 09**

**General Legal and Kindred Administration (This is a federal job)**

**Duties, Accomplishments and Related Skills:**

**PROGRAM MANAGEMENT**

- Provided total advisory services and administered programs related to casualty services, reporting, notification, and assistance to family members. 18+ years' experience in Casualty/SBP arena with complete knowledge of, and skill in applying, concepts, practices and techniques relating to a variety of complex analytical HR military personnel functions sufficient to serve as a technical expert in the application of law to Air Force policies on retiree rights, benefits, entitlements, and obligations.
- Served as the long term support coordinator for survivors of active duty deaths and injuries.
- Facilitated support groups, provided life skills education, assisted survivors in managing applicable lifelong benefits transition milestones, and connected survivors with counseling resources.
- Coordinated with all investigative agencies to verify circumstances surrounding member's death and retrieved documentation for monetary entitlements processing.
- Prepared casualty related message traffic for HQ/AFPC, MAJCOM, and supporting units within established timeframes. In-depth knowledge of military structure, military personnel management, active and retiree benefits and protocol to develop Air Force policies on retirees and annuitant spouses.
- Performed on-call standby duties. Ensured DD Form 93s were updated for all assigned active duty members.
- Counseled on benefits provided by law; explaining the integration of Federal benefits, and assessed the financial condition and long range needs of service members and their families; coordinated with DFAS, ARC, and AFAS for needed assistance.
- Ensured a variety of links were maintained between the Readiness Center, Family Advocacy, Chaplains, Finance, Legal, and Education offices to assist all assigned personnel.
- Briefed TSP issues to survivors, and assisted them in maintaining or transferring monetary benefits as needed.
- Prepared cost analysis and tax benefit computations for retiring members.

**INFORMATION AND REFERRAL**

- Explained military ID card policies and entitlements, as well as travel regulations of goods to survivors.
- Advised on rights, benefits, and assistance under other federal, state, and local programs as the agency for mortuary, VA benefits and rights of government employment, job training and placement services, VA home loans, and all OSGLI/FEGLI/insurance claims.
- Developed working relationships with a broad range of installation, community and service organizations; planning and coordinating program goals and objectives and presenting outcomes formally/informally; and identifying the needs of fallen Airman while brokering resources to meet their needs.
- Ensured retiring members are motivated toward applying for the Survivors Benefit Plan (SBP). Develops and delivers monthly briefings covering entitlements.
- Serves as liaison with numerous agencies and coordinates efforts to provide and receive current information, to clarify needs, and to ensure accuracy of information provided.
- Ensured each retiree and their NOK are educated on the wide range of options available under federal

programs, and the long range impact associated with their decisions. Wealth of knowledge concerning DoD survivor annuity plans, underlying legislation, and precedent cases sufficient to approve and coordinate proposed policies regarding Air Force administration of the Survivor Benefit Plan.

- Marketed all programs ensuring the most up-to-date information is available to active duty, family members, civilians, and contractors alike.
- Complete knowledge of the American/German healthcare and civil support systems. Briefed/Maintained Casualty/SBP files program IAW federal requirements, and created bi-weekly reports for senior leadership.

**Supervisor:** Cheryl Kirkwood (6565616422)

**Okay to contact this Supervisor:** Yes

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**Education:**

**Walden University** Minneapolis, MN United States

Doctorate 09/2021

**GPA:** 3.51 of a maximum 4.00

**Credits Earned:** 77 Semester hours

**Major:** Human & Social Services

**Relevant Coursework, Licenses and Certifications:**

Completed 19 classes towards Ph.D. in Human & Social Services. Completed the foundations of graduate study, history and development, human services theory, culture and psychology, ethics and social justice, research and program evaluation, human services and motivation, quantitative and qualitative reasoning and analysis (statistics), social change, leadership, & advocacy for human services professionals, along with human motivation courses. With current timelines set, I will complete the degree in Sep 2021.

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**University Of Oklahoma** Norman, OK United States

Master's Degree 04/2010

**GPA:** 3.8 of a maximum 4.0

**Credits Earned:** 36 Semester hours

**Major:** Human Relations

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**Embry Riddle University** Daytona Beach, FL United States

Bachelor's Degree 09/2007

**GPA:** 3.21 of a maximum 4.00

**Credits Earned:** 120 Semester hours

**Major:** Technical Management

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**CCAF Maxwell, AL** United States

Associate's Degree 08/2001

**Credits Earned:** 60 Semester hours

**Major:** Industrial Security

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**CCAF Maxwell, AL** United States

Associate's Degree 06/2001

**Credits Earned:** 60 Semester hours

**Major:** Human Resources

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## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Mike Bell

Residential Address: 555 F Stret West

JBSA Randolph Texas 78151

Physical Address of Employer:

555 F Stret West

JBSA Randolph Texas 78151

Board of Trustees Location Applying For: Randolph

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

BELL.JOHN.M.110432 5978

Digitally signed by  
BELL.JOHN.M.1104325978  
Date: 2019.12.03 13:33:54 -06'00'

Signature of Applicant

Date

Printed Name of Applicant

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.***

**MR. John Michael Bell**

19842 Encino Brook  
San Antonio, TX 78259 US  
Evening Phone: 210-475-3388 - Ext:  
Day Phone: 210-859-0671 - Ext:  
Email: john.bell.25@us.af.mil

**Availability:**

**Job Type:** Permanent

**Work Schedule:** Full-Time

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**Desired locations:**

United States - TX - San Antonio

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**Work Experience:**

**USAF**

555 F Street West  
Randolph AFB, TX 78150 United States

**Work/Life Consultant** (This is a federal job)

11/15/2009-Present

**Duties, Accomplishments and Related Skills:**

**CAPABILITIES**

- \* Articulate effective communicator, facilitator and trainer with over 26 years of experience
- \* 8 years' experience in utilizing social services delivery systems; attended over 7 work/life related trainings in the past 6 years
- \* Designs, develops and manages numerous forums and briefings within the Airman and Family Readiness Center in regards to improving work/life skills and knowledge
- \* Proven problem solver & trouble shooter - ability to assess needs and quickly implement effective alternatives through self-assessments, community assessments and various other tools
- \* Certified personal financial counselor with hundreds of clients supported
- \* Team focused leader who can take the lead or provide support as a team member
- \* Knowledgeable on all available on/off-base referral assets
- \* Proven needs assessor with numerous clients assisted on a daily basis for the last 8 years
- \* Solid ability to establish marketing and public relations through written articles and presentations

**PROFESSIONAL EXPERIENCE**

-Assists transitioning personnel and families with employment, finance, and other work/life services. Provides total advisory services and administers comprehensive programs related to social services delivery systems.

- Effectively consults with leaders to ascertain not only their personal needs but also their subordinates in regards to work/life issues; produced 446 service material packets supporting various needs.
- Supported services to individuals impacted by the Turkey non-essential personnel evacuation. Assisted families; ensured smooth evacuation process and tracked services in Air Force Personnel and Accountability System (AFPAAS).
- Gathers data, compiles statistics and subject matter resources and prepares reports concerning community issues including transitioning personnel, career assistance, relocation, air force emergency financial aid, and other work/life services.
- Interviewed 757 clients and evaluated both immediate and long-term needs concerning relocation, transition, career assistance. Assessed the customer's ability to deal with problems and provided resources and alternatives utilizing on/off-base referral agencies and documented services provided in Air Force Family Integrated Results and Statistical Tracking (AFFIRST).
- Maintains contact and relationships with professional associations to include the American Red Cross, Air Force Aid, DFAS, VA, Department of Labor, Texas Workforce Commission, Texas Veterans Commission, and AFPC to better facilitate client assistance.
- Ensured compliance with numerous regulatory requirements and governing directives from congressional mandates, VA, and the Air Force while meeting community needs. Received zero discrepancies during recent compliance inspection.
- Utilizes technology-based resources to maximize client communication in meeting military life-style needs. Ensures on-line information gathering was easily accessible.
- Conducted over 6 Air Force Aid Society self-inspections. Identified discrepancies and prevented deficiencies resulting in ZERO discrepancies.
- Advocate for military families; established and maintained working relationships with Ft Sam Houston, Lackland, as well as guard and reserve units in Dallas and Houston TX, these relationships enabled client satisfaction even at a distance.
- Consistently assesses and measures needs of different aspects of the military community identifying trends/concerns; Developed financial course for young NCOs attending Informed Decision seminars.
- Took on additional role as Air Force Aid Society Officer, broadening knowledge base,



training staff members enabling professional/knowledgeable assistance for military members and their families during crisis situations.

- Experienced in implementing and managing installation work/life services programs; versed in assisting unit leadership establish goals and objectives in accordance with local, state, DOD, and Air Force guidance.

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**U.S. Air Force**  
2160 Kenly Ave  
San Antonio, TX 78230 United States

**09/2009 - 12/2012**

**Legal Administrative Specialist, Casualty Affairs/Survivor Counselor/** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

#### PROFESSIONAL EXPERIENCE

- Worked with personnel and families with Survivor Benefits and other work/life services. Provided total advisory services and administered comprehensive programs related to Casualty Services. Implemented casualty reporting, notification, and assistance programs.

- Provided services to individuals impacted by the Japanese Earthquake and Tsunami. Assisted families with lodging/schools/communication; ensured smooth evacuation process and tracked services in AFPAAS as well as AFFIRST.

- Effectively identified trends, gathered information, compiled statistics and subject matter resources, as well as documented data concerning virtual record of emergency data for over 13,000 assigned military personnel-developed solution to ensure current virtual record of emergency data was on file.

- Counseled 750 clients and evaluated needs after the loss of a family member. Assisted families with problems and provided resources and alternatives utilizing on/off-base referral agencies and documented services provided in Air Force Family Integrated Results and Statistical Tracking.

- Complied with numerous regulatory requirements and governing directives from congressional mandates, VA, and the Air Force. Received an excellent rating during 2012 compliance inspection.

- Conducted marketing strategy and public relations activities through multi-media that were designed to inform the community on various individual and/or family support

services to include an article in the Afterburner.

- Prepared articles/presentations on work/life issues/concerns including survivor benefits. Enabled clients to make an election before their separation date to be more financially secure.

- Detailed by leadership to support additional role in Mortuary Affairs. Assisted mortuary officer, ensured next of kin received all available benefits.

- Led Casualty/Survivor Benefit Program self-inspections. Identified two critical discrepancies and prevented deficiencies resulting in excellent rating during UCI.

- Identified systemic emergency data failure. Briefed solution to senior leaders--caused correction of 339 records throughout the Joint Base San Antonio.

- Initiated services at AF Village to provide in-home assistance to widow/widowers who were physically challenged. Allowed 500+ clients to receive on-site assistance. Received letter of appreciation from Air Force Village director, AF Major General, retired.

- Facilitated A&FRC "Jeopardy" game during several information booths/community outreach programs. Increased family readiness through hands-on interactive tool.

- Charged to be an Air Force Aid Society assistant officer, broadening knowledge base. Provided additional assistance capability for military members and their families in emergency situations.

- Implemented procedure with civilian personnel office that expedited information flow of civilian death notifications. Process increased accuracy and timeliness of notification process.

**Supervisor:** Margaret Ozuna, Chief Airmen and Family Readiness (210-671-3723)

**Okay to contact this Supervisor:** Yes

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**USAF**

Fairchild AFB

Fairchild AFB, WA 99011 United States

**05/2006 - 10/2008**

**First Sergeant**

**Duties, Accomplishments and Related Skills:**

- Planned and implemented services and activities for over 250 personnel/ families relating to military lifestyles (deployments, relocation, career planning/transition). Oversaw customer needs from cradle to grave through a self-developed command tracking system.

- Interviewed personnel and their families to evaluate situations to include their ability to deal with problems/stressors. Assessed, counseled, and referred to appropriate agencies both on and off base; provided clarity and options.
  - Assisted with developing goals and plans, educated personnel on referral services and options. Facilitated monthly meetings with military members and spouses to get a pulse on current hot spot issues.
  - Established and maintained effective working relationships with A&FRC, Base Housing, MPF, Finance, CPS and numerous community activities.
  - Marketed and utilized PR activities in order to inform community on various individual and family support services consisting of communication conduits including the key spouse program to ensure all services were being made available to every corner and culture of the installation; re-ignited a helping culture within the unit.
  - Coordinated with civilian company to have over 200 used computers donated to military personnel and their families; base-wide recipients, huge success.
  - Diagnosed challenges associated with yearly six-month deployments. Effectively assisted families coping with the stressors of being separated, financial issues, child care, and home upkeep. Formed teams to support a multitude of personal support services to unit members; lauded by Air Mobility Command.
  - Led airtight squadron key spouse program; bench marked by other units, received annual award from Air Mobility Command.
  - Ensured 250+ personnel complied with requirements and directives through the use of mid-level leaders, squadron web page, and commander's calls. Verified trainers had information and tools to be effective. Awarded best in the Air Force.
- Supervisor:** Lt Col Jeffery Ditlevson - Commander (301-537-2830)  
**Okay to contact this Supervisor:** Yes
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**Education:**

**Wayland Baptist University** Live Oak, TX United States

Master's Degree 02/2017

**GPA:** 3.9 of a maximum 4.0

**Credits Earned:** 55 Semester hours

**Major:** Education **Minor:** Instructor Technology

**Relevant Coursework, Licenses and Certifications:**

- Instructional Techniques
- Brain Based Learning
- Needs assessment of family members to include exceptional family members
- Learning to Lead
- Adult Learning and Development
- Research Methods in Education
- Classroom Management
- Advanced Desktop Publishing and Digital Communication
- Advanced Multimedia and Marketing
- Advanced Data Management

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**Southern Illinois University** Carbondale, IL United States

Bachelor's Degree 05/2012

**GPA:** 3.8 of a maximum 4.0

**Major:** Workforce Education and Development **Honors:** Magna Cum Laude

**Relevant Coursework, Licenses and Certifications:**

- Foundations of Work Education, 3 Semester Hours
- Training Systems Management, 6 Semester Hours
- Training Proposal and Report Writing, 6 Semester Hours
- Assess Learned Performance, 3 Semester Hours
- Adult learning, 3 Semester Hours
- Career Development, 3 Semester Hours
- Occupational Analysis and Curriculum Development, 3 Semester Hours
- Instructional Methods and Materials, 3 Semester Hours

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**Job Related Training:**

Association for Financial Counseling, Planning and Education Symposium - November 2016

USAF Transition Manager Training - August 2016

Certified Personal Finance Counselor - September 2014

Transition Train the Trainer - August 2014

Transition Military Occupational Code Crosswalk - July 2014

Personal Financial Readiness - June 2013

Airman and Family Readiness Basic Course - June 2013

DOD Pre-Separation Course - August 2013

NOK Notification Training - July 2009

USAF First Sergeant Academy - April 2006

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**Professional Publications:**

Beliefs and Attitudes of Transitioning Military Personnel - Thesis - September 2015

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**References:**

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**Additional Information:**

- Experienced in entire Microsoft Office Suite
- Knowledgeable and experienced with social services delivery systems
- Possess knowledge of comprehensive programs for federal entitlements administered by DOD, VA, and the SSA as they pertain to survivor benefits, casualty services, military transition, social services delivery models and military life insurance programs.
- Familiar with the responsibilities of the DFAS Centers, the VA, and the SSA, and the

ability to resolve problems related to work/life and casualty/SBP operations with these agencies.

- Versed at compiling and reporting data, analyzing statistical data for trends, and making adjustments to programs accordingly.
- Able to communicate effectively with diverse groups of individuals, both orally and in writing, and with a high degree of empathy, tact, and diplomacy in dealing with family members, commanders at all levels, leadership of organizations, program representatives, NOK of deceased persons.
- Vast experience with the knowledge of principals, concepts, techniques, standards, processes, and guides of military personnel management and personnel systems.
- Skilled at fact finding and investigative techniques to gather factual information and to determine the appropriate treatment of matters as they apply to complex work/life issues.
- Consistently performed advisory services for specific requests, conduct interviews and motivate apathetic or negatively inclined individuals to use benefits and services immediately.
- Planned, designed, and coordinated assignments, programs, and policies effectively and independently while in conformance of accepted policies and practices.



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Steven R. Green

Residential Address: 244 F. St. Bldg 902, 3rd Flr,

JBSA Randolph AFB TX 78150

Physical Address of Employer:

244 F. St. Bldg 902, 3rd Flr,

JBSA Randolph AFB TX 78150

Board of Trustees Location Applying For: JBSA Randolph AFB HS

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

GREEN.STEVEN.R.11 Digitally signed by  
19770617 GREEN.STEVEN.R.1119770617  
Date: 2019.12.02 07:53:29 -06'00'

12/02/2019

Signature of Applicant

Date

Steven R. Green

Printed Name of Applicant

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.***

**Steven R. Green**  
12709 Sandpiper Dr., Live Oak, Texas 78233  
Cell: (210) 381-0759  
Email: [srgreen9299@gmail.com](mailto:srgreen9299@gmail.com)

**Program Analyst – Education Requirements: Oct 2018 - Present Full Time 40Hrs/Wk**  
**HQ Air Education and Training Command**  
**Force Development Resources Division**  
**1 F Street Suite 1**  
**JBSA Randolph AFB, TX 78150**

**Knowledge of educational theory and methodology with a special emphasis on assessment, program evaluation, and program management to establish program planning guidelines, develop evaluation criteria, analyze results and make recommendations for improvement.**

Provides analytical and evaluation methods and techniques for assessing the Air Force Education Requirements Board (AFERB) and the Professional Continuation Education (PCE) programs. Collaborates with HQ Air Staff and HQ Air University program managers to improve organizational effectiveness and efficiency. Contributes to strategy and planning efforts and program development, justifying new initiatives to Air Force senior leaders and other stakeholders as well as executing policy. Directs initiatives and processes within the Air Force to gain buy-in from stakeholders. Coordinates the management of multiple related projects/programs directed toward strategic business and organizational objectives. Directs and works with a set of independent tasks to meet defined objectives that further the Air Force mission. Manages and monitors the use of resources and maximizes their effectiveness for multiple and wide-ranging programs to foster productivity and deliver solutions.

**Professional knowledge of principles, methods, practices, and techniques of educational assessment at the post-graduate level.**

Serves as the Secretariat Project Manager for the Air Force Education Requirements Board. Collaborates with HQ Air Staff and HQ Air University program managers to effectively and efficiently execute the annual \$9.5M budget to place 650 Air Force Officers in PHD and Master Degree educational programs at the Air Force Institute of Technology and civilian universities in the US and abroad. Revamped the Data Request Excel Spreadsheet and Program Guidance Letter sent to 30 Air Force Functional Managers (General Officer level) and 50+ Career Field Managers (Colonel/O-6/GG15 level) to assist with requesting student quotas. New Data Request Spreadsheet simplified process and ensured Functional Managers and Career Field Managers nominated officers ready to support the Secretary of the Air Force's strategic vision of increasing the number of officers who obtain Science, Technology, Engineering, and Mathematics PHD and Master Degrees to address emerging threats and challenges facing our nation.

**Knowledge of force development learning programs, to include knowledge of the mission, functions, educational objectives, and programs to concentrate focus on major aspects of technical training pipelines for initial skills training progression and functional areas.**

Serves as the Secretariat Project Manager for the Air Force Professional Continuing Education program. Collaborates with HQ Air Staff and HQ Air University program managers to effectively and efficiently execute the annual \$10.5M budget to fund +4,200 Air Force Officers attendance to continuing education courses in their functional specialty. Revamped the Data

Request Excel Spreadsheet and Program Guidance Letter sent to 30 Air Force Functional Managers (General Officer level) and 50+ Career Field Managers (Colonel/O-6/GG15 level) to assist with requesting student quotas. New Data Request Spreadsheet simplified process and ensured Functional Managers and Career Field Managers nominated officers ready to support the Air Force Chief of Staff vision of developing the officer force to outthink our adversaries. This vision supports the Secretary of Defense 2018 National Defense Strategy to increase the Air Force's ability to fight and win wars of the future.

**Knowledge of establish language training program objectives and to assess progress toward its achievement, to include data collection techniques and practices used to extract or obtain a variety of information required for the evaluation of training programs.**

Serves as Air University Registrar Education Program Management (AUREPM) system administrator for AFERB data. Responsible for searching existing data sources, gathering and maintaining the data needed, and creating, completing, and reviewing the collection of Advanced Academic Degree (AAD) information. Using the FY20 Program Guidance Letter, created 673 AAD actual quotas. Input data captured position number, Air Force Specialty Code (AFSC), quota type, Academic Specialty Code, and Unit Manning Document (UMD) position of specific organizations. Data input enabled HQ AFPC to advertise 190+ requirements, via the Advanced Academic Degree/Special Experience Exchange Duties (AAD/SPEED) Selection Process Guide, to equip Development Teams with the information needed to select officers and cadets to participate in competitive special programs; providing targeted developmental education and career broadening developmental assignments for officers in eligible careers.

**Professional knowledge of principles, methods, practices, and techniques of educational assessment at the post-graduate level.**

In partnership with HQ Air Force/A1 and HQ Air University revised/created the AFERB Charter and processing guide. The collective effort captured the purpose, roles and responsibilities, and execution procedures of the AFERB. Additionally, the effort provided Air Force Functional Managers (General Officer level) and Career Field Managers (Colonel/O-6/GG15 level) with AFERB Points of Contact, Graduate Education key player specific responsibilities, relationships diagram as it pertains to the Force Development Council, AFERB sequence of events flowchart, Graduate Education quota management, general overview of Professional Continuing Education (PCE), Air Force priorities as it pertains to PCE, and PCE quota management.

**Highly developed skills in articulating clearly and concisely, both orally and in writing, to small and large audiences, up to and including executive-level audiences.**

Work closely with the AFERB and PCE administration via ongoing communications with HQ Air Staff and HQ Air University using the Charter and CONOPS to send official AFERB Graduate Education and PCE tasker. Reached out to over 200 key players to include Functional and Career Field Managers in preparation for AFERB Working Group prior to drafting Graduate Education and PCE PGL for final approval by AF/A1D, AF Director of Force Development, DCS, Manpower, Personnel, and Services. Involved in day-to-day circular communications with FMs, CFMs, and AFERB Graduate Education and PCE POCs giving program guidance, answering questions, and/or providing clarity to the official tasker. Additionally, providing key players with guidance on policy and procedures on how to request new course PCE. Through a



series of question and answer sessions with HQ Air Staff and HQ Air University, created a “How to” guide for requesting and routing new PCE courses for approval.

**Supervisor:** Ms. Jennifer Lloyd, HQ AETC/A3LZ Branch Chief

(210) 652-5106

May Contact: Yes

**Deputy Learning & Development Site Manager (Apr 2016 – Oct 2018) Full Time  
40Hrs/Wk**

**Air Force Basic Military Training, Airmen’s Week Program**

**737th Training Support Squadron**

**JBSA Lackland AFB, Texas 78236**

**Knowledge of force development learning programs, to include knowledge of the mission, functions, educational objectives, and programs to concentrate focus on major aspects of technical training pipelines for initial skills training progression and functional areas.**

Implemented and led a ground-breaking \$6.2M ethics and character development program hailed as one of the “biggest changes to Air Force training in 67 years.” This strategic workforce development program is presented in a blended learning format, utilizes accelerated learning techniques, and has delivered cultural transformation to +124,000 graduates. Ensured delivered training met the needs of the government customer. Drove curriculum development and improvement. Managed and administered instructor certification programs, in addition to coordinating, scheduling, and developing weekly training workshops. Led, scheduled, and monitored performance of 5 managers and 18 facilitators.

**Knowledge of educational theory and methodology with a special emphasis on assessment, program evaluation, and program management to establish program planning guidelines, develop evaluation criteria, analyze results and make recommendations for improvement.**

Assisted Director of Operations in steering collaboration, developing strategic outlook, and consulting with key stakeholders in a matrixed work environment. Maintained rigorous continuous improvement processes, developed surveys and metrics, analyzed data, performed needs and gap analyses, developed solutions, and provided learning evaluations to improve results. Responsible for gathering and extracting data from multiple sources to look for trends and/or areas of improvement within the Airmen’s Week curriculum. Findings presented to government stakeholders’ ensured content remained relevant to current airmen demographic, enabling facilitators to reach airmen’s affective domain to internalize core values at a higher percentage rate.

**Organizational skills and ability to respond positively to the stress and pressures often associated with problem solving in dynamic and complex environments.**

Served as gatekeeper between B3H Corporation and the government. Solved problems and addressed customer requests immediately to achieve 100% of deliverables on- schedule with zero deficiencies, surpassing Performance Work Statement requirements; ensured appropriate action for unresolved and/or questionable problems were addressed and followed up. Partnered, planned, scheduled, and strategized with government customer in coordinated PR initiative to help raise awareness of Airmen’s Week and enhance public relations with government leaders and the community abroad.

**Supervisor:** Mr. Harley Hammond, Director of Operations  
(757) 827-4729

May Contact: Yes

**Learning & Development Facilitator (Mar 2015 - Apr 2016) Full Time 40Hrs/Wk**  
**Air Force Basic Military Training, Airmen's Week Program**  
**326th Training Squadron**  
**JBSA Lackland AFB, Texas 78236**

**Highly developed skills in articulating clearly and concisely, both orally and in writing, to small and large audiences, up to and including executive-level audiences.**

Assisted in periodic facility and program visits, briefings, and question and answer periods ranging from General Officers, current and former Chief Master Sgts of the Air Force, Wing/Base Commanders, and Command Chiefs (E-9); fortifying a professional relationship for potential reach back for assistance in making the program better. Facilitated 1,674 hours of creative adult learning/highly interactive lessons targeting Affective & Cognitive domains of learning, promoting leadership competencies, professionalism, and institutional core values. Applied open-end communications, behavioral skills and knowledge in conjunction with other technical skills to ensure maximum participation by all airmen. Additionally, provided weekly "Welcome to The Family" large group lecture to 700 – 900 plus airmen weekly totaling +124k, highlighting Air Force strengths and weaknesses. Raised airmen's awareness and emphasized importance of understanding the inherited Air Force issues and their role in helping resolve them.

**Supervisor:** Mr. Charlie Monk, Site Manager  
(210) 848-7484

May Contact: Yes

**Customer Service Representative (Mar 2014 - Feb 2015) Full Time 40Hrs/Wk**  
**Headquarters Air Force Personnel Center**  
**JBSA Randolph AFB, TX 78150**

**Organizational skills and ability to respond positively to the stress and pressures often associated with problem solving in dynamic and complex environments.**

Supported Headquarters AF Personnel Center's mission in developing and delivering innovative, customer-focused Total Force support to directors, employees, and families. Performed general administrative tasks in areas of service member's records, education and training, retirement, and classification and training, ensuring strict compliance with regulatory requirements and governing directives were maintained. Through direct phone calls, emails, and the use of the MyPers Customer Experience (CX) application, utilized as an AF/A1 enterprise solution for multiple applications; supported 350+ customers by creating, updating, and publishing knowledge to MyPers. Additionally, CX enabled the ability to use the Case Management Tool for customer incidents and military/civilian processing actions and an analysis tool for service, performance, and feedback.

**Supervisor:** Mr. Aaron Murphy, Lead Customer Service Representative  
(210) 286-3304

May Contact: Yes

**Superintendent, Manpower/Personnel Branch (Mar 2012 - Dec 2013) Full Time 50Hrs/Wk  
3SOX1 Functional & Branch Training Manager  
Headquarters Air Force Recruiting Services (AFRS),  
JBSA Randolph AFB, Texas 78150**

The mission of Air Force Recruiting Service (AFRS) is to inspire, engage and recruit the next generation of Airmen. AFRS recruits quality men and women from a cross-section of America, responsive to the ever-changing needs of the Air Force. The accession of a steady flow of new recruits is essential to maintain a force with the proper distribution of skills. The Air Force recruits the best candidates possible, and then provides them with tough, highly technical training that gives them the right skills to replenish the combat capability of America's Air Force. AFRS accesses more than 31,000 members each year. It places emphasis on recruiting people with no prior military service into one of more than 130 enlisted career opportunities. The command is responsible for accessing 100 percent of the enlisted force, 90 percent of the service's health professions officers, approximately 16 percent of the line officers and 100 percent of Air Force chaplains.

**Organizational skills and ability to respond positively to the stress and pressures often associated with problem solving in dynamic and complex environments.**

Directly served as a mentor, trainer, and educator in building several strategic level human resources programs and process improvements; enabled 3SOX1 (Personnelist) end users to prioritize issues and develop plans and goals tailored to their department's specific needs and concerns while finding ways to improve quality, timeliness, and efficiency of work. When notified training travel expenses were cut DoD HQ AFRS wide; established a web-based master training plan across the enterprise; enabled web-based training with PowerPoint presentations for one-deep employee positions in 27 geographically separated agencies; saved \$200K in travel cost.

**Knowledge of establish language training program objectives and to assess progress toward its achievement, to include data collection techniques and practices used to extract or obtain a variety of information required for the evaluation of training programs.**

Advisor to Wing, Group, Squadron commanders, and department members on United States AF, HQ Air Education and Training Command, and HQ AFRS employee program policies and guidance; ensured compliance with regulatory requirements and government directives while enhancing and delivering comprehensive support services to maximize company and department efficiency. Planned and supervised the delivery of 11 unique webinars to 300 users addressing potential work concerns at all levels. Delivered 3SOX1 (Personnelist) and department-specific upgrade and qualification training to HQ AFRS, 3 recruiting companies, and 27 departments via in-house training and webinars. Drove \$38M assignment program upgrade; gathered and compiled data, statistics, and subject matter resources. Assistance provided to Director allowed HQ AFRS to leverage technology, maximizing visibility of 2K+ moves for 30 senior leaders worldwide.

**Supervisor:** Lt Col Gregory A. Chambers, Chief Manpower & Personnel Branch  
(210) 722-9644

May Contact: Yes

**Non-Commissioned Officer in Charge (May 2008 – Mar 2012) Full Time 40Hr/Wk  
Safety & Security Manager  
AFROTC Detachment 842**

**University of Texas, San Antonio, Texas 78249**

The mission of Air Force ROTC is to develop leaders of character for tomorrow's Air Force. Air Force Reserve Officer Training Corp (ROTC) is designed to recruit, educate, and commission officer candidates as the Air Force's future leaders through college campus programs around the country. AFROTC detachments are located at 145 host college and university campuses throughout the U.S. and Puerto Rico. Students attending college near Air Force ROTC host institutions can attend classes through 1,100+ separate crosstown enrollment programs or consortium.

**Knowledge of establish language training program objectives and to assess progress toward its achievement, to include data collection techniques and practices used to extract or obtain a variety of information required for the evaluation of training programs.**

Managed all Human Resources and performance metrics to include over 4K student updates through the Web Intensive New Gains Systems (WINGS), a software database that allow detachments to track the student's academic and cadet life cycle with headquarter level interactions. Additionally, WINGS enabled the ability to direct all pay processes for tuition, fees, subsistence, and textbook funds in excess of \$800K annually; ensured timely payment to alleviate any potential financial hardships for 250+ scholarship and contracted cadets. Managed detachment's security program. Used the Joint Personnel Adjudication System (JPAS), DoD system of record for personnel security, initiated and provided cradle-to-grave assistance for over 100 cases for secret and top secret clearances; ensured all students received permanent job placement and began Advance Skills Training as scheduled.

**Highly developed skills in articulating clearly and concisely, both orally and in writing, to small and large audiences, up to and including executive-level audiences.**

Counseled and mentored over 2.5K future 2<sup>nd</sup> Lieutenants with concerns regarding military life, family separation, and potential financial matters resulting from transitioning to Initial Skills Training; proactive approach, knowledge, and preparation assured seamless transition. Facilitated and maintained rapport with regional medical facilities at both JBSA Lankland and Randolph as an alternate means for students to complete commissioning physicals, alleviated potential obstacles, ensured zero delay in scholarship award and or program elimination.

**Supervisor:** Col Lisa C. Firmin (Ret), Commander

**Education**

Ashford University

San Diego, CA

Master's Degree

Major: Organizational Management, specialization in Human Resource Management

Graduated: May 2015

GPA: 3.88 out of 4.0

Ashford University  
San Diego, CA  
Bachelor's Degree  
Major: Organizational Management  
Graduated: June 2013  
Honors: Magna Cum Laude

Community College of the Air Force  
Montgomery, AL  
Associate Degree  
Major: Human Resource Management  
Graduated: May 2002



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Marvin S. Strange

Residential Address: 13115 Forum Rd.  
Universal City, TX 78148

Physical Address of Employer: 1451 5th Street West H64  
JBSA Randolph TX 78150-4509

Board of Trustees Location Applying For:

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Marvin S. Strange  
Signature of Applicant

3 December 2019  
Date

Marvin S. Strange  
Printed Name of Applicant

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.  
Form must be completed prior to setting up your interview with the selection board.***

MARVIN S. STRANGE  
13115 Forum Rd. Universal City, TX 78148  
Home (210)566-9456 - Cell (210)452-2482  
marvin\_strange@sbcglobal.net

**SUMMARY:** Military veteran and degreed professional experienced with a variety of social services programs ranging from Readiness to Career Counseling. Additionally, knowledgeable and experienced with Relocation and Transition Assistance with a strong background in providing administrative, personnel and computer support with excellence in customer service.

## EXPERIENCE

- 2009 - Present **Social Services Assistant/Inspector General Office Automation,**  
*12th Flying Training Wing, Randolph Air Force Base (AFB), Texas*
- Trained in Readiness procedures...manned the Personnel Deployment Line to provide information and referral services to deploying members...
  - Instrumental in helping facilitate monthly Waiting Families Dinners to include assessing families needs and providing key information and referral services
  - Provides military members of all branches and their families with the skills and job search tools to secure employment
  - Key staff member in providing customers up-to-date listings of numerous job search websites...customers departed very well informed
  - Assists customers of all ranks and services along with family members in navigating job search websites...provided vital feedback on applications and resumes
  - Provides names and locations of organizations to assist separating and retiring military members on the process for filing VA medical claims
  - Informs and provides key information to personnel and their family members regarding unemployment compensation...outstanding feedback...customers were able to receive much needed funds during transition
  - Assist active duty, family members and government civilians with pertinent and timely information for relocating to other assignments
  - Ensure customers relocating to Randolph AFB/San Antonio were given necessary information on the local area...made newcomers feel welcome
  - Provides relocation assistance to newly assigned members and their families with much needed household items to ease transition
  - Assist Relocations Specialist with creating a more accurate sign-in log for the bi-weekly Newcomers Orientation...up-to-date and more accurate accountability of attendees
  - Greets customers, assesses their needs and refers to appropriate agency
  - Monitors all incoming requests for Airman and Family Readiness Center workshops and inputs information in the AAFIRST system
  - Receives all incoming phone calls, takes messages and resolves complaints when necessary
  - Assists staff members in preparing official letters, and email correspondence for distribution throughout the installation
  - Provides marketing support for the Airman and Family Readiness Center ensuring monthly calendars, newsletters, flyers and posters are accurate and distributed base-wide...base population informed of key information and events

MARVIN S. STRANGE

2007 - 2008

**Administrative & Information Technology Support Technician, Headquarters Air Education and Training Command Randolph AFB, Texas**

- Provided administrative, data entry, and clerical support to the Air Force Security Assistance Training Squadron, Training Operations Division.
- Prepared more than 200 International Travel Orders (ITO), authorization, amendment and rescission messages monthly using standard templates, ensuring proper grammar, spelling, punctuation, and formatting for review and routing.
- Created, updated, and performed quality checks on all student ITOs and ITO training approval messages for 20 Country Program Managers.
- Input data, generated reports, verified training quotas, rescheduled student training and managed student training list updates in worldwide student personnel database.
- Efforts ensured international student trainees had timely and accurate documentation to attend assigned training courses. Often exceeding program and unit time-line requirements.
- Electronically filed all ITO messages and related correspondence in unit sharedrive in compliance with government standards.
- Provided Information Technology support for desktop/laptop computers, laserjet printers and scanners for over 100 personnel.
- Troubleshoot network connectivity issues, e-mail access and various problems with Microsoft Office Suite.
- Removed and installed hardware and software. Provided users with proper tools and training to complete daily/weekly files back-up.
- Reset user passwords, created new user network and e-mail accounts. Updated existing user network and e-mail account information.
- Submitted Remedy Tickets to have computers added to and removed from the base domain.
- Ensured unit personnel were briefed on approved/disapproved software.
- Coordinated with Base Software License Manager and Base Information Security Office for government updated and approved software before purchasing.

2006 - 2007

**Video Teleconference (VTC) & Teleconference Facilitator/Monitor**

- As VTC Facilitator and Monitor, managed the scheduling and monitoring of more than 70 VTCs for Graduate Medical Education and Training worldwide per month; and technical troubleshooting regarding Video Teleconferences and Teleconferences required through Wilford Hall Medical Center and the Directorate of Operations Proffitt Conference Room.
- Troubleshoot connections between point-to-point and multi-point VTC's and Teleconferences on Tandberg and Polycom model VTC equipment. Designed Flow Charts to train all end users on Polycom 8000 Video Conferencing/Teleconference equipment.
- Assisted in establishing higher headquarters usage policies for VTC/Teleconference rooms and equipment.



**MARVIN S. STRANGE**

2004 - 2006

**Certified Workgroup Manager / Client Support Administrator**

- Planned and implemented installation of computer hardware and software for 26 computer systems
- Extensive knowledge of many software applications to support a broad-based communications agenda involving multi-programs i.e. military leave program, performance reporting, correspondence, staff summary documents etc.
- As a Certified Workgroup Manager/Client Support Administrator, created required NT Groups for all authorized users (Records Custodians and Chiefs of Office of Records).
- Served as the Terminal Areas Security Officer, tasked with managing computer security for all assigned computer systems.

2003 - 2004

**Chief, Division Information Management, Human Resource C2 System Program Office, Electronic Systems Center, Randolph, AFB, TX.**

- Managed information systems to support a 180+ personnel division, tasked with processing personnel actions that included awards, evaluations, manpower realignment actions, etc.
- Directed extensive quality control programs that ensured accuracy of personnel updates and processing procedures for materials channeled and distributed both internally and externally.
- Performed extensive updates using the Personnel Concept III (PC-III) personnel computer database. Additionally managed web pages for the division's intranet.

1999 - 2002

**Chief, Information Management Training Wing, NATO AWACS E-3A Component (EUR) Geilenkirchen Air Base, Germany**

- Administered budgets and administrative actions for items that included electronic and written correspondence, NATO Travel Orders, and International Evaluation Reports. Effectively managed the NATO classified document distribution registry.
- Recipient of numerous commendations for the innovative design and implementation of new and improved information processing strategies.

**EDUCATION**

**BS in Management and Human Resources, Park University, August 2010**

**AAS Degree in Information Management, Community College of the Air Force, May 2006.**

**MIS Training: Security +, 2006**

**Network + in maintaining a Windows Server 2003 Environment, 2005**

**Implementing, Managing, and Maintaining Windows Server 2003**

**Network Infrastructure: Network Services, 2005.**

**Implementing & Supporting MS Windows XP Professional, 2006.**

**Implementing Windows Server 2003 Network Infrastructure: Network Hosts, 2005**

**Information Management Training: Client Support Administrator, 2005**

**Functional Area Records Management (FARM) Training, 2005**

**Freedom of Information Act Monitor / Privacy Act Monitor Training, 2004**