



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



MEMORANDUM FOR MR. MIKE MORATH, COMMISSIONER, TEXAS EDUCATION AGENCY
1701 North Congress Avenue
Austin TX 78701

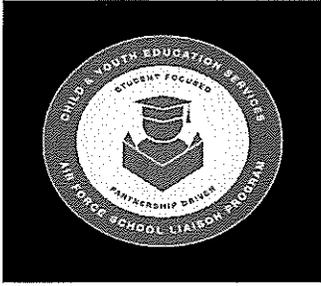
FROM: 502 FSG/CC
2330 Stanley Road, Suite A
JBSA Ft Sam Houston TX 78234-2362

SUBJECT: The Reappointment of Mr. Richard G. Kling III and the appointment of Ms. LaToya E. Sizer to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees

1. I would like to respectfully request reappointment for Mr. Richard G. Kling III and appointment of Ms. La Toya E. Sizer to the FSHISD Board of Trustees. Enclosed are the resumes for the positions, as required by Texas Administrative Code Section 61.2a (1), along with signed statements expressing their willingness to accept the appointments and serve in full adherence to the established state standards for school board members.
2. The nominees are qualified under the general school laws of Texas, and the nominees either live or works on Joint Base San Antonio-Fort Sam Houston. The nominees are well qualified and 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.
3. I recognize the power of the Board of Trustees to govern and manage the operations of FSHISD and recognize that my role as the commanding officer of 502d Force Support Group is limited only to the duty defined by the statute in the process for appointing the Board of Trustees.
4. Thank you for your support of our school district. If you have any questions, please contact Ms. Nita Ford-Hightower at (210) 221-8782 or nita.j.fordhightower.1@us.af.mil.

SHANE R. CUÉLLAR, Colonel, USA
Commander, 502d Force Support Group

Attachments:
Mr. Richard G. Kling III
Ms. La Toya E. Sizer



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Richard G. Kling III

Residential Address: 10909 Forest Breeze

Live Oak

Texas

78233

Physical Address of Employer:

2450 Connell Road

JBSA - Fort Sam Houston

Texas

78234

Board of Trustees Location Applying For: Fort Sam Houston 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.

KLING.RICHARD.GOR
DON.III.1018607197

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KLING,RICHARD,GORDON.III,1018607197
Date: 2022.01.11 11:20:04 -06'00'

Signature of Applicant

Richard G. Kling III

Printed Name of Applicant

01/11/2022

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.

RICHARD G. KLING III

10909 Forest Breeze, San Antonio, TX 78233

(703) 399-5916

Richard.kling6@gmail.com

www.linkedin.com/in/richard-klings

PROFESSIONAL SUMMARY

Multi-disciplined Military Veteran with **Active Secret Security Clearance**, over 25 years of proven experience in the **United States Army**. Accomplished measurable results while leading teams ranging from 12 to over 100 personnel in dynamic, fast-paced environments at any given time throughout an accomplished military career. Currently a **DA Civilian** in support of the **Army Surgeon General** as a resourceful Protocol Specialist adept at fostering productive national and international relationships between U.S. Army Executive Officers, civilians and foreign military delegates. Meticulous experience with planning, coordinating, directing, training and executing high level events for up to 400 personnel. Specialized in managing and processing official representation funding (ORF) approvals in excess of \$280k per year in support of all Army medical regions worldwide to support special functions and gift purchases at the executive level. Recipient of multiple awards for outstanding performance and professionalism. Career supported by a **Bachelor of Science in Health Science**, specialized training as **Billing Official, Government Purchase Card Holder, Certifying Official, Acquisition Ethics and Management of Internal Controls Program Manager**. Areas of expertise include:

- Healthcare Administration
- Policy Implementation
- Public Speaking
- Training & Development
- Communication/Organization
- Inventory Control
- ORF Budget Execution
- Data Analysis
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Protocol Specialist **2018-Present**
Office of the Surgeon General and U.S. Army Medical Command, Fort Sam Houston, Texas

Advises the Executive Services Director and Protocol Chief regarding protocol matters in support of the Surgeon General and Commanding General of the U.S. Army Medical Command (MEDCOM), Deputy Commanding General (Operations) and Deputy Chief of Staff on matters pertaining to Protocol to assure proper operation for functions involving military and civilian visitors from the White House, Congress, Department of Defense (DoD), Department of the Army (DA), government, foreign dignitaries, contractors and private industry.

- Awarded two Army Civilian Service Commendation Medals for exceptional protocol support, planning and execution of the Army Medicine Senior Leader and Readiness Forums comprised of over 50 General Officers and Senior Leaders at each event.
- Selected as a member of the distinguished "Order of Military Medical Merit" for significant and exemplary contributions to Army Medicine and as volunteer board member of the Fort Sam Houston Independent School District.
- Received performance awards in conjunction with "outstanding" ratings for each appraisal. Duties involved planning and executing flag setup, seating, meal arrangements and entertainment for over 62 high level events including visits by Civilian Aides to the Secretary of the Army (CASA's) and General Officers consisting of more than 1,100 DoD, DA, Congressional members and foreign personnel in direct support of the Surgeon General.

Assistant Deputy Director **2014 – 2017**
Office of the Surgeon General and U.S. Army Medical Command, Fort Sam Houston, Texas

Senior Advisor to the Army Surgeon General and General Officers/Senior Executive Service personnel on protocol, Executive Medicine, Official Representation Funds (ORF) and executive level daily operations.

- Supervised and responsible for the welfare and training of twelve Department of the Army civilians and one field grade officer
- Executed accountability, obligation and disbursement of the Medical Commands \$280K official representation funds encompassing all regions worldwide.
- Improved ORF and gift inventory processes for efficiency; maintained 100% accountability of \$8K worth of gift items for distinguished visitor presentations.

Deputy Director

2013-2014

Fort Belvoir Community Hospital, Fort Belvoir, Virginia

Provided senior administrative expertise to the Director of Education, Research and Training and Department Directors on command doctrine, leader development, organization and material issues and operational readiness.

- Cultivated a Hospital Education Directorate consisting of four departments with 50 Army, Navy, DA Civilians and Contractors providing health education and services to over 3,600 employees.
- Spearheaded enforcement of Joint Training Record compliance coordinating use of comprehensive tracking tools and training over 98 department training officers.
- Implemented a "Leadership Academy" reinforcing a "Culture of Excellence" & developing conflict resolution/counseling skills to over 400 military and civilian staff.
- Improved the healthcare training program increasing efficiency and sustainability of 191 personnel within 10 months leveraging healthcare resources in the National Capital Region and Department of Defense.

Senior Personnel and Operations Manager

2012-2013

421st Multifunctional Medical Battalion, Baumholder, Germany

Senior level staff manager for a Medical Battalion in Europe. Served as senior enlisted advisor to the commander on all organization matters; responsible for unit leader development programs, standards and policies.

- Fostered command climate, morale, good order, and discipline; responsible for the health, welfare, training, and safety of 87 Soldiers and their Families.
- Supervised the maintenance and accountability of property valued in excess of \$2.5M; supported an active Family Readiness Group.
- Planned, coordinated and supervised movement of unit personnel, equipment and vehicles during unit relocation 150 miles away; incorporated safety loss reports and safety briefs during daily operations & training.
- Oversaw design, construction and implementation of the first medical simulation training platform within the unit. U.S. units across Germany including multinational forces sought out use of this training to develop and hone their medical skills.

Personnel and Operations Manager

2010-2012

557th Area Support Medical Company, Wiesbaden, Germany

Personnel manager for an Area Medical Company in United States Army Europe with the mission of providing Level IV Army Health System support in support of Full Spectrum Operations in a Joint and Combined Environment

- Encouraged command climate, morale, good order, and discipline; responsible for the health, welfare, training, and safety of 82 Soldiers and their Families.
- Managed the operational readiness of more than 60 LINs and CTA items of government property valued in excess of \$7M. Oversaw the company supply team's effort to turn in more than 190 excess property items
- Conducted movement and field operations of the company responsible for subordinates treating 73 patients and conducting 30 real world labs, x-rays, and dental exams.

Senior Instructor and Training Development Supervisor
Echo Company, 232nd Medical Battalion, Fort Sam Houston, Texas

2008-2010

Oversaw the training, discipline, health, and welfare of approximately 1.5K personnel for three 16 week training cycles annually; supervised and responsible for leader development and training;

- Supervised counseling, logistics, administrative support, building maintenance, and upkeep of facilities and equipment valued at \$1.5 million.
- Received a superior rating for the company's Equal Opportunity program during a formal inspection.
- Maintained 100% accountability of all assigned equipment valued at over \$1.5 million; set the standard among peers.
- Invested numerous personal hours to ensure personnel were focused on academics; department won the weekly high GPA recognition nine times.

Healthcare Manager

2006-2007

Task Force Odin, Containment Operations Base Speicher, Tikrit, Iraq

Established, managed, and maintained an Echelon I aid station and aviation medicine clinic that provided comprehensive primary, emergency, and aviation medicine support for its military and civilian members. Supervised a medical team consisting of one medical team leader and two combat medics.

- Maintained 100% accountability of all assigned personnel and equipment valued in excess of \$468K while in support of hostile overseas operations.
- Created and implemented a new medical operations policy for a counter IED Task Force which is the first of its kind in the Department of Defense and in the Army
- Identified a shortage of assigned medical personnel and conducted six Combat Lifesaver Courses resulting in qualification of over 50 Combat Lifesavers as health force multipliers.
- Established innovative tracking systems which enabled his medical team to meet its challenging and overwhelming task load with mastery and unrivaled success.

EDUCATION

Bachelor of Science in Health Science (Honors: Magna Cum Laude, GPA 3.66), Trident University, Cypress, CA;

Graduation Date, Jan-2019

Joint Medical Executive Skills (Military Health System Leader)

Army Command Level Course

Army Senior Leader Course

CERTIFICATIONS

National Registry of Emergency Medical Technicians

Government Purchase Card

Billing Official

Lean Six Sigma Orientation

DISTINGUISHED AWARDS

Dean's List- Nov 2018-Jan 2019

Defense Meritorious Service Award

Meritorious Service Award (2)

Civilian Service Commendation Medal (2)

Humanitarian Service Award (2)

Order of the Military Medical Merit

Honorary Member of the AMEDD Regiment

REFERENCE LIST

1. Greg Canty
U.S. Army Office of the Surgeon General
Executive Services Director
gregory.l.canty.civ@mail.mil
(571) 201-6420
2. Nancy Popejoy
OPTUM Serve
Chief of Staff and Director Strategic Engagements/Initiatives and Communications
Popejoynancy@gmail.com
(703) 261-5922
3. Dr. Gloria Hajat
Department of Defense Education Activity (Europe)
RAF Lakenheath Middle School Principal
Gloria.m.hajat.civ@mail.mil
(+44) 7884-581467
4. Lieutenant General (Ret) Patricia Horoho
Former Army Surgeon General
armysg43@gmail.com
(703) 231-8418
5. Command Sergeant Major (Ret) Donna Brock
Executive Coach at LWM III Consulting
Former U.S. Army Medical Command, Command Sergeant Major
donna.brock51@gmail.com
(254) 289-9650

Debbie Kramme
Human Resource Coordinator



Fort Sam Houston Independent School District

4005 Winans Road
San Antonio, TX 78234
210-368-8713
Fax 210-368-8741
dkramme@fshisd.net

January 11, 2022

To Whom This May Concern:

A Criminal History Record Check through the Texas Department of Public Safety was processed on January 11, 2022, for the election of the following nominee for the Fort Sam Houston ISD Board of Trustees.

Nominee:

Richard Kling, III

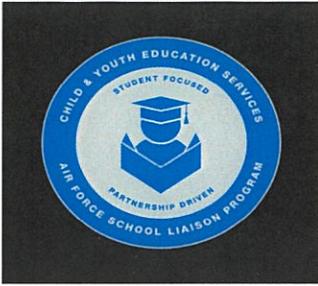
The criminal history on the above candidate is clear.

If you have any questions, please feel free to contact me at 210-368-8713.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Kramme".

Debbie Kramme
Human Resources Coordinator



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: LaToya Evett Sizer

Residential Address: 2280 Signal Road #4022

Fort Sam Houston TX 78234

Physical Address of Employer:

2280 Signal Road #4022

Fort Sam Houston TX 78234

Board of Trustees Location Applying For: Fort Sam Houston 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.

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T.1089783344

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Date: 2022.02.02 13:55:09 -06'00'

2 February 2022

Signature of Applicant

Date

LaToya Evett Sizer

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.***

LaToya Evett Sizer
3202 Black Elk, San Antonio, TX 78261
Latoya.e.sizer.civ@mail.mil
210-556-4163 (personal); 210-466-1005 (work)

PROFESSIONAL SUMMARY

Transformational leader with more than 30 years of military and civilian experience in leadership, management, training, education, strategic communication, human resources and financial management, and public affairs in the U.S. Army. Accomplished measurable goals while cultivating teams in dynamic, fast-paced environments. Maintains high emotional intelligence. Adept at identifying problems and applying the right resources/intellect for successful resolution. Embodies the executive competencies of orchestrating change, influencing people, applying results-driven approaches, business acumen, and building coalitions. Proficient in developing policies, procedures, and guidance in order to improve leader development, operations and planning, and human capital strategies. Possesses a comprehensive background in managing multiple tasks simultaneously while shaping high-performing teams. Creative and innovative leader who easily translates conceptual ideas, policies, strategic plans and budgets into timely accomplishment of objectives and missions. Performs highest under stressful and complex situations. Proven high personal integrity.

WORK EXPERIENCE

Chief, Institutional Training, GS-1701-14
Headquarters, Installation Management Command, Fort Sam Houston, Texas
04/2019 to Present

Directly supervises a staff of seven DA Civilians ranging in grades GS12-14. Plans their work, establishes priorities and ensures quality work is pursuant to established schedules and milestones. Evaluates performance and provides advice, counsel and guidance to subordinates. Responsible for independently planning, designing and executing the command's education and training program for its 75k-plus global employees across 97 garrisons in three time zones. Performs long- and short-range planning in conjunction with forecasted changes in the missions and programs. Establishes annual goals and measures to ensure mission accomplishment based on organization objectives and DA training policies. Manages graduate-level courses such as the General Officer Senior Commander Course for Army Senior Commanders; the Garrison Pre-Command Course for all newly selected Garrison Commanders, Garrison Command Sergeants Major, and Deputy Garrison Commanders; the Supervisors Leaders Course; and IMCOM Operation Excellence course for customer service providers. Coordinates with Army Management Staff College for Mobile Training Teams to teach all levels of CES to Fort Sam Houston civilian employees. Manages \$2.5-million state-of-the-art training facility.

Director, School for Installation Management, GS-1701-14
Headquarters, Installation Management Command, Fort Sam Houston, Texas
07/2015 to 04/2016; 11/2016 to 03/2019

Directed an organization responsible for planning and implementing programs designed to educate, train, and develop IMCOM military and civilian leaders Army-wide. Served as the academic leader and chief executive agent for the school's continuing education courses to provide education and training in decision making, leadership, management, administration, Civilian and Military personnel management and supervision, safety and security, and contracting. Oversaw school's administrative, logistical and information technology support functions. Led change by guiding operational planning teams to identify opportunities for streamlining service delivery. Collaborated with Headquarters subject matter experts to develop rigorous courses that incorporated the Adult Learning Model. Managed course/program analysis, design, development, implementation, delivery and evaluation of educational effectiveness. Ensured professional instructor staff obtained and maintained required certifications. Identified needs for faculty development in the areas of teaching, lesson development, and academic subject matter expertise. Supervised a subordinate staff up to seven professional educators and more than 150 adjunct professors.

Interim Dean, College for Installation Management, GS-1701-15
Headquarters, Installation Management Command, Fort Sam Houston, Texas
05/2016 to 10/2016

Hand-selected over peers by General Officer to serve as interim Dean, College of Installation Management, GS-1701-15, for 90 days; of a 55-person staff at the College for Installation Management (CIM) that consisted of three schools: School for Installation Management, School for Family and Morale, Welfare, and Recreation; and School for Service Culture. Supervised staff of 52 APF and NAF/MWR employees consisting of senior Army civilians in grades GS-14, NAF 4-5, GS-13, GS-12, and contract personnel supporting the college. Performed under the guidance of the 3-star Commanding General, Installation Management Command. Exercised independent professional skill and judgment in assuring development and execution of the college's missions to educate, train, and develop Army leaders. Managed a \$3 million training budget and \$2.5-million training facility. Served as academic leader and chief executive agent for the Army Civilian Education System courses, and the college's continuing education courses. Directed the educational mission in support of the Army mission and requirements for military and civilian leader development.

Supervisory Public Affairs Specialist / Senior Strategic Communication Officer, GS-1035-14
US Army IMCOM, Fort Sam Houston, Texas
06/2010 to 09/2013

Served as Senior Strategic Communication Officer/Supervisory Public Affairs Specialist and as Deputy Director. Led a staff of twelve (12) Army Civilian employees, grades GS-09 to GS-13. Managed, planned, directed and executed the command's Strategic Communication and Planning Program to inform and educate general and specialized groups about the organization's programs, activities and services. Developed and communicated strategies to further IMCOM goals. Facilitated the strategic planning process command-wide. Prepared for and participated in command-level meetings. Conducted briefings on command's direction and strategic initiatives. Often hand-selected by command to escort General Officer and SES-level leaders. Served as primary course designer for IMCOM's Strategic Communication/Public Affairs Signature Course. Provided communications and planning assistance to Public Affairs Directorate. Advised the Strategic Communication Chief on strategic plans, initiatives, communications goals and objectives. Communicated the intent and rationale for command's short- and long-term goals. Produced command messages in support of an effective veteran transition and employment assistant process to aid in reducing unemployment rate of veterans.

Senior Radio and Television Network Advisor
US Army American Forces Network, Mannheim, Germany (Overseas)
06/2005 to 10/2009

Served as Senior Advisor at the American Forces Network Europe (AFN Europe) within the Defense Media Activity. AFN Europe is a broadcast network of more than 300 Army, Air Force, Navy, Department of Defense Civilians and German Local Nationals spread across 12 television and radio stations in Germany, Italy, Belgium, Iraq and Afghanistan that provides electronic, web and print products to more than 500,000 customers in 56 countries. Directed, managed, planned, organized and oversaw the day-to-day production and distribution of electronic and print news products, photos and videos. Served as primary communication link between the organization and its various publics. Conducted high-level coordination with General Officers and Senior Executive Service Members throughout the European Region and Department of Defense. Conducted and managed recruitment for various military and civilian positions across the organization in a cost- and time-effective manner. Oversaw network's administrative, logistical and information technology support functions. Developed and evaluated work performance plans of Army, Air Force, Navy service members and Department of Defense Civilian subordinates, and provided recommended ratings of records. Consummate honest broker who promoted organization teamwork, cohesion and professionalism by planning and executing training and professional development programs, and team building events. Managed a \$25 million state-of-the art network facility.

EDUCATION

Doctor of Philosophy, Educational Leadership (Magna Cum Laude)
Trident University International, Cypress, CA (2018)

Master in Business Administration, Human Resource Management (Magna Cum Laude)
Trident University, Cypress, CA (2005)

University of Virginia Darden School of Business Executive Education Program (2016)

TRAINING AND CERTIFICATIONS

Leadership Federal Executive Board; Army Supervisor Development Course; Human Resource Training for Supervisors; Conflict Management and Resolution; US Army Faculty Development; US Army Garrison Pre-Command Course; Supervisor Development Course; Staff Officer Orientation Course; Continuing Education for Senior Leaders Civilian Education System Advanced, Intermediate and Basic courses; Brigade/Battalion Pre-Command Course, Fort Leavenworth, KS; Budgeting and Accounting for Non-Financial Personnel; Army Command Sergeants Major Course; Army Sergeants Major Academy; Army First Sergeants Course; Equal Opportunity Representatives Course; Facilitator Training Course; Army Instructor; Army specialized training in management, supervision, training, instruction, facilitation, equal opportunity, prevention of sexual harassment, conflict and resolution, public affairs, fitness and nutrition.

VOLUNTEER SERVICE

Several planning teams for Army Installation Management Command (since 2010)
Johnson High School Junior ROTC Program (since 2010)
Veterans 2 Government Jobs website moderator (since 2020)
WoW: Worthy of your Worth website administrator (since 2019)
DODEA Disciplinary Board, Mannheim, Germany (2005-2009)

AWARDS AND MEDALS

Meritorious Civilian Service Award; Commanders Award for Civilian Service; Defense Meritorious Service Medal; Army Meritorious Service Medals; Joint Service Commendation Medals; Army Commendation Medals; Various Department of the Army Journalism Awards (1988-1995)
US Army Physical Fitness for Excellence Badge; San Antonio Rock and Roll Half Marathon Medals.

References provided upon request

Debbie Kramme
Human Resource Coordinator



Fort Sam Houston Independent School District

4005 Winans Road
San Antonio, TX 78234
210-368-8713
Fax 210-368-8741
dkramme@fshisd.net

February 7, 2022

To Whom This May Concern:

A Criminal History Record Check through the Texas Department of Public Safety was processed on February 7, 2022, for the election of the following nominee for the Fort Sam Houston ISD Board of Trustees.

Nominee:

Lotoya Sizer

The criminal history on the above candidate is clear.

If you have any questions, please feel free to contact me at 210-368-8713.

Sincerely,

A handwritten signature in blue ink that reads "Debbie Kramme". The signature is written in a cursive, flowing style.

Debbie Kramme
Human Resources Coordinator