



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



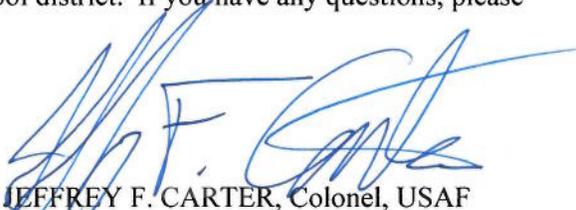
3 Dec 18

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: Appointment to the Randolph Field Independent School District (RFISD) Board of Trustees

1. I respectfully request the appointment of Lt Col Peter Duffy to the RFISD Board of Trustees. Attached is his resume, as required by Texas Administrative Code Section 61.2a(1), along with a signed statement expressing his 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, Ms. Lavonna Connell 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 commanding officer 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) 652-5321.



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

4 Attachments:

1. Board Package for Lt Col Peter Duffy, Aug 18
2. Board Package for Ms. Lavonna Connell, Sep 18
3. Board Package for Mr. Marvin Strange, Oct 18
4. Background on Solicitation and Selection Process



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Peter J. Duffy

Residential Address: 11904 Trail Hollow
Schertz, TX 78154

Physical Address of Employer: 1 Washington Circle Ste 1, JBSA-Randolph 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.

DUFFY.PETER.J.1139
526879

Digitally signed by
DUFFY.PETER.J.1139526879
Date: 2018.08.29 11:53:17 -05'00'

Signature of Applicant

Peter J. Duffy

Printed Name of Applicant

29 Aug 2018

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.***

RFISD SCHOOL BOARD TRUSTEE APPLICATION

1. Personal Data

- a. Name/rank: **Peter J. Duffy/Lt Col O-5**
- b. Address: **11904 Trail Hollow, Schertz, TX 78154**
- c. Phone: **Work (210) 652-3704; Cell (662) 352-4328**
- d. If military, date assigned to Randolph AFB: **Mar 2016-Present. TAFMSD: 18 years**
- e. Qualification: **Military active duty: Lt Col/Date: 1 Sep 15-Current 12 FTW/DS.**
- f. Children in RFISD: **Since Mar 16 my son, Aiden Duffy, has been enrolled in RFISD and is currently a 6th grade middle-schooler at RMS. He was active in Spanish club and Heart foundation. Since Aug 17-present my youngest daughter, Emma Duffy, has been enrolled in RES and is currently a 1st grader.**

2. Status

- a. Education: **Bachelors of Science in Geography; Masters of Political Science and International Relations; Masters of Military Art/Operational Science**
- b. Professional or personal experience that would be an asset to you as a school board trustee:

I am a Randolph High School graduate, class of '95. I attended RES, RMS, and RHS, so am well versed in the outstanding education RFISD provides. I was a student council member as a student as well as a multi-sport athlete including football, baseball, basketball, and tennis. I was humbled and privileged to have been inducted into the Ro-Hawk Hall of Fame. Twenty-one years after graduating and leaving for college, fate brought me back to Randolph AFB as part of my military career. I knew from the instant I was notified of the assignment that I wanted my kids to go to school there so they would be afforded all the wonderful opportunities I was lucky enough to have had. The opportunity to help ensure Randolph stays at the pinnacle of education is my motivation to apply for School Board membership.

In my career experiences, I have been the director in charge of operations for a fighter squadron consisting of over 50 members as well as 50+ aircraft. I have had to work under pressure flying in combat operations in Operations Iraqi Freedom and Operation Enduring Freedom. I was a liaison embedded with the US Embassy to a Gulf Partner nation during the most recent Operation Inherent Resolve helping to fight against ISIS. I currently serve as the 12th Flying Training Wing Director of Staff and directly supervise over 20 personnel as well as oversee the day to day activities and requirement of a Wing consisting of over 1500 personnel, spanning across four different geographic locations from Colorado to Florida.

As an alumni, I enjoy taking my family to Ro-Hawk events when the opportunity presents itself. My family and I attend First Baptist Church Universal City where we

actively participate in a Life Group class. Much of my life has revolved around RFISD and RAFB both personally and professionally and believe I could be a beneficial member to the team if selected to be a School Board Trustee of RFISD.

3. Supervisor/reference:

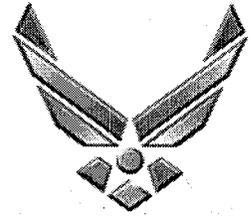
a. Name/rank: **Mark S. Robinson, Col**

b. Address: **1 Washington Circle Ste 1
JBSA-Randolph TX 78150**

c. Phone: **(210) 652-1201**

4. Why do you want to serve as a school board member? **To continue to help make RFISD the best possible district it can be. Quality education for the children is the driving motivational factor for all of this. Over the years RFISD has set a very high educational and moral standard. I want to help continue this noble tradition. Our children have been in five different school districts in three states. With the experiences I've gained with the Air Force and the different schools our children have encountered, I feel I can bring a wide variety of experience and knowledge to the table. We live behind the base. This is our home and as such I will be a stable member. I attended the school in the 1990s with positive results and I believe I can do the same if I'm selected to be a school board member of RFISD.**

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



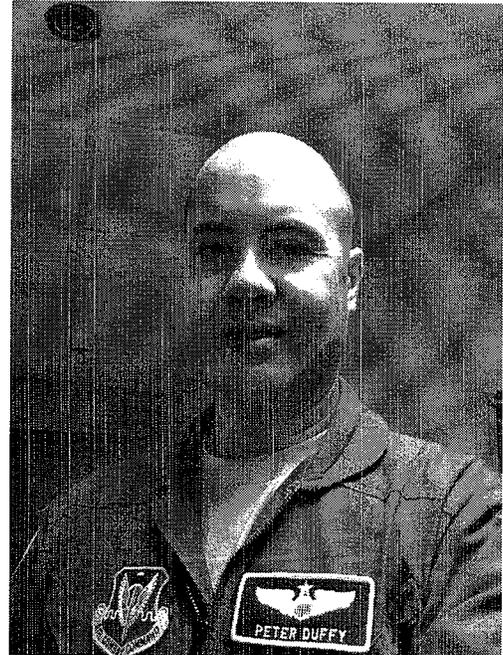
BIOGRAPHY

UNITED STATES AIR FORCE

LIEUTENANT COLONEL PETER J. DUFFY

Lt Col Peter J. Duffy is the Director of Staff, 12th Flying Training Wing, Joint Base San Antonio-Randolph. The 12th FTW is the Source of America's Airpower, delivering unrivaled airpower leaders for the future of the U.S. Air Force. The wing consists of three flying groups and a maintenance directorate spanning more than 1,400 miles from JBSA-Randolph, Texas, Naval Air Station Pensacola, Florida and to the U.S. Air Force Academy, Colorado.

The 12 FTW is responsible for four single-source aviation pipelines – Pilot Instructor Training, Combat Systems Officer Training, Remotely Piloted Aircraft Pilot Indoctrination, and Basic Sensor Operator Qualification. The wing manages all airmanship programs for U.S. Air Force Academy cadets, and Introductory Flight Training for all Air Force officers scheduled to enter pilot, combat systems officer, or remotely piloted aircraft training. The wing also hosts an Introduction to Fighter Fundamentals program and conducts Electronic Warfare Training for the U.S. Air Force and multi-national forces.



Lt Col Duffy entered the Air Force in May 2000 as a ROTC graduate from Arizona State University. He has been assigned to numerous operational and training positions in the T-38, F-15E and F-15C. He has served as the 435th IFF Director of Operations and Air Superiority staff officer. Lt Col Duffy is a senior pilot with more than 2,000 flying hours and has flown combat missions in support of Operations Iraqi Freedom and Enduring Freedom.

EDUCATION

2000 Bachelor of Science degree, Arizona State University, Tempe, Ariz.

2006 Squadron Officer School, Maxwell AFB, Ala.

2007 Aviation Safety Program Management Course, Kirtland AFB, N.M.

2008 Masters of Political Science and International Relations, Oklahoma University, Okla.

2013 Masters of Military Art/Operational Science, Air Command and Staff College, Maxwell AFB, Ala.

2016 Air War College (Correspondence), Maxwell AFB, Ala.

ASSIGNMENTS

1. July 2000 – January 2002, student, undergraduate navigator training, NAS Pensacola, Florida.
2. February 2002 – October 2002, student, F-15E FTU, Seymour Johnson AFB, NC.
3. November 2002 – July 2004, F-15E WSO, msn planning officer, Lakenheath AB, UK.
4. August 2004 – November 2005, student, undergraduate pilot training, Columbus AFB, Miss.
5. December 2005 – April 2006, student, F-15C FTU, Tyndall AFB, Florida
6. May 2006 – February 2009, F-15C acft cc, Chief of Sqdn Safety, Flight Commander, Eglin AFB, Florida.
7. March 2009 – July 2012, T-38 IFF evaluator/instructor, stan/eval branch chief, flight commander, chief of scheduling, Sheppard AFB, Texas.
8. July 2012 – June 2013, student, Air Command and Staff College, Maxwell AFB, Ala.

9. July 2013 – October 2014, Chief Programmer, Air Superiority Core Function Team, Air Combat Command, JB Langley-Eustis, Va.
10. November 2014 – December 2015, Kuwait Senior Duty Officer, AFCENT, Kuwait City, Kuwait.
11. January 2016 – February 2016, Chief Programmer, Air Superiority Core Function Team, Air Combat Command, JB Langley-Eustis, Va.
12. March 2016 – present, T-38 IFF Evaluator/Instructor, wing director of staff, Director of Operations 435th FTS, JB San Antonio-Randolph, Texas

FLIGHT INFORMATION

Rating: Senior pilot

Flight hours: more than 2,000

Aircraft flown: F-15C, F-15E, T-38, and T-37

MAJOR AWARDS AND DECORATIONS

Meritorious Service Medal with two oak leaf cluster

Air Medal

Air Force Commendation Medal

Army Commendation Medal

Air Force Achievement Medal

AF Outstanding Unit Award with Valor Device and two oak leaf clusters

Combat Readiness Medal with oak leaf cluster

National Defense Service Medal

Global War On Terrorism Expeditionary Medal

Global War On Terrorism Service Medal

Nuclear Deterrence Operations Service Medal with oak leaf cluster

EFFECTIVE DATES OF PROMOTION

Second Lieutenant June 10, 2000

First Lieutenant June 10, 2002

Captain June 10, 2004

Major May 1, 2010

Lieutenant Colonel September 1, 2015

(Current as of May 2018)



**Joint Base San Antonio
Statement of Eligibility**

Applicant Full Name: Lavonna Connell

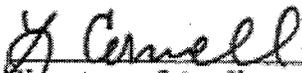
Residential Address: 7403 Wurzbach Rd #340
San Antonio TX 78229

Physical Address of Employer: 221 3rd St W.
Randolph AFB, TX 78150

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.



Signature of Applicant

Lavonna Connell

9/16/2018

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.**

Lavonna D. Connell, Psy.D., HSP

5039 Hamilton Wolfe Rd. #1409 • San Antonio, TX 78229 • (281) 979-2722
lavonna.connell@wright.edu

EDUCATION

WRIGHT STATE UNIVERSITY SCHOOL OF PROFESSIONAL PSYCHOLOGY, Dayton, Ohio
American Psychological Association Accredited
Doctor of Clinical Psychology, Psy.D.

OAKWOOD UNIVERSITY, Huntsville, AL
Bachelor of Arts in Psychology

LICENSURE AND CERTIFICATION

Licensed Psychologist and National Register Health Service Psychologist

State of Texas

Issue Date: February 8, 2012018

License #37752

CURRENT EMPLOYMENT

Joint Base San Antonio Randolph Air Force Base

January 10, 2018-Present

Supervisor: Major Janice Pecua

- **Integrated Behavioral Health Consultant (IBHC) and Psychologist** for the Behavioral Health Optimization Program providing behavioral health consultation in a primary care setting to assist primary care managers and other health professionals in the management of patient behavioral health and medical concerns.
- Provide consultation with medical providers, such as PCMs regarding mental health and behavioral aspects of care.
- Implement DoD and AFI guidelines for services.
- Provide educational training to employees and community partners.
- Provide brief psychotherapy and diagnostic assessment for dependents and active duty members.
- Collaborate with JBSA MTF to ensure quality care.

POST-DOCTORAL FELLOWSHIP

Riley Child Development Center at IU Health LEND

September 1, 2016-August 31, 2017

Supervisor: Angela Tomlin, PhD, HSPP, IMH-E (IV)

Supervisor: Steve M. Koch, PhD, HSPP

- **Psychological Assessment:** Administered and scored psychological assessments to determine diagnoses related to child development and neuropsychological disabilities. These included evaluations for learning disorders, ADHD, and Autism.
 - Trained in the administration and scoring of the Autism Diagnostic Observation Schedule-Second Edition (ADOS-2)
- **Supervision:** Provided umbrella supervision to doctoral level practicum students in relation to assessments.
- **Documentation:** Wrote psychological reports in addition to interdisciplinary reports to assist families in addressing concerns primarily related to Autism, specific learning disabilities, and ADHD.
- **Leadership Roles:** Participated in case coordination and assisting clients in addressing concerns within a multidisciplinary team.

- **Research:** A requirement of the RCDC LEND program was to complete a research study that addressed disability. My topic related to stigma amongst those with Autism Spectrum Disorder and/or a Cognitive Disability.
- **Additional Activities:**
 - Presented a TedTalk formatted talk regarding perseverance in the midst of a learning disability.
 - Attended the Association of University Centers on Disability (AUCD) national conference regarding physical and mental health disability.
 - Arranged and met with my local Congresswoman at Capitol Hill to discuss policies related to mental health, disability, and autism.

INTERNSHIP

NATIONAL PSYCHOLOGY TRAINING CONSORTIUM

September 2015-August 2016

APA Accredited

Total Hours: 2000

Supervisor: James Noll, PhD, HSSP

Supervisor: Aimee Dershowitz, PsyD, HSSP

- **Psychological Assessment:** Administered and scored psychological assessments to an outpatient child and adult population. Assessments included evaluations for the Department of Children's Services, learning disorders, personality, and diagnostic clarification.
- **Individual Therapy:** Engaged clients in therapy to address parenting, anxiety, depression, conduct/behavioral problems, and other psychological concerns. Approaches included Cognitive Behavioral and Interpersonal approaches. Client diversity was representative of several races/ethnicities, sexual orientation, SES, and ages.
- **Documentation:** Wrote detailed progress notes and followed administrative guidelines for agency records and billing processes using electronic medical records.
- **Supervision:** A major requirement of the internship was to conduct clinical/umbrella supervision to master's level students who were completing practicum at the agency.
- **Inpatient Rotation:** Conducted group therapy; provided psychological testing, and individual therapy on an adult acute care unit. Also participated in grand rounds with a psychiatrist and other members of the treatment team.
- **Administrative Project:** Developed an evidenced based testing protocol autism spectrum disorder that is reflective of current practices.

PRACTICUM TRAINING

PARK CENTER, INC.

August 2014-February 2015

Supervisor: Amanda Mayle, PsyD, HSSP

Total Hours: 865

Supervisor: John Musgrave, PsyD, HSSP

- **Psychological Assessment:** Administered and scored psychological assessments to an outpatient child and adult population. Assessments included parenting evaluations for the Department of Children's Services, learning disorders, personality, and diagnostic clarification.
- **Individual Therapy:** Engaged clients in therapy to address parenting, anxiety, depression, conduct/behavioral problems, and other psychological concerns. Approaches included Cognitive Behavioral, Feminist, and Interpersonal approaches. Client diversity was representative of several races/ethnicities, sexual orientation, and ages.

- **Documentation:** Wrote detailed progress notes and followed administrative guidelines for agency records and billing processes using electronic medical records.
- **Supervision:** A major requirement of the program was to conduct clinical/umbrella supervision to master's level students who were completing their practicum at the agency. Students participated in a *supervision-of-supervision* seminar in which we discussed supervision models and theories.

**WALLACE-KETTERING NEUROSCIENCE INSTITUTE
KETTERING MEDICAL CENTER**

July 2013-June 2014

Supervisor: Julie Miller, Psy.D., ABPP-CN

Total Hours: 830

- **Neuropsychological Assessment:** Administered and scored neuropsychological test batteries to an outpatient pediatric population with suspected brain injury, seizure disorders, cardiovascular disease, neoplasm, and other neurological impairments.
- **Neuropsychological Report Writing:** Wrote integrative reports based on neuropsychological test performance, clinical interview, and review of available records.
- **Clinical Interviewing and Assessment Feedback:** Interviewed clients and provided feedback based on findings from the neuropsychological evaluation.

WRIGHT STATE UNIVERSITY COUNSELING AND WELLNESS CENTER

Jan 2013-June 2013

Supervisor: Anthony Teasdale, Ph.D.

Total Hours: 146

- **Individual Therapy:** Conducted individual therapy with college aged students (18-40 years of age) who experienced a wide range of concerns including anxiety, depression, health problems, and sexual identity exploration
- **Case Management:** Worked with clients to ensure that program treatment goals were progressing and discuss potential problems to help them ascertain their goals
- **Consultation with Other Medical Professionals:** Discussed cases with psychiatrists and other professionals regarding treatment goals and outcomes as well as any concerns about medication management that was presented in therapy

SAMARITAN BEHAVIORAL HEALTH

Sept 2011-May 2012

Supervisor: Andrea Bischoff, Psy.D.

Total Hours: 649

- **Individual Therapy:** Worked with clients ages 7-58 who experienced a wide range of mental health disorders and developed custom treatment plans tailored to meet their individual needs based on case conceptualization
- **Assessment:** Conducted over 20 psychological assessments primarily with children assessing academic, cognitive, and personality domains as well as other concerns outlined in the referral. Received training in the Rorschach and utilized the Exner scoring system
- **Documentation:** Wrote detailed progress notes to track clients' progress and document therapeutic session
- **Intakes and Diagnostic Assessments:** Conducted individual intake sessions in order to determine diagnosis, therapeutic goals, and appropriate course of treatment
- **Consultation:** Worked closely with parents, foster parents, and case workers in order to optimize clients' ability to meet therapeutic goals
- **Multidisciplinary Treatment:** Collaborated with psychiatrist and other professionals to ensure clients were obtaining optimal, well-rounded treatment

ELLIS HUMAN DEVELOPMENT INSTITUTE AND PECE-PACT

Sept 2010-June 2011

Supervisor: Janeece Warfield, Psy.D., RPT-S

Total Hours: 689

- **Group Therapy:** Conducted psycho-educational groups and provided program development for parents, teachers, and preschool children through the Parents Early Childhood Education/Positive Action Choices Training (PECE-PACT) program. PECE-PACT utilizes an evidenced-based curriculum and focused on implementing behavioral interventions to prevent conduct disorder and providing parenting education to parents
- **Family/Individual Therapy:** Provided outpatient therapy to individuals (both children and adult) as well as family therapy for clients experiencing parenting issues, pain disorders, depression, and other mental health disorders
- **Assessment:** Conducted psychological assessments with clients from childhood to adulthood with a wide range of referral questions including, learning disorders, ADHD, parent competency, personality, and adaptive living
- **Intakes and Diagnostic Assessments:** Conducted individual intake sessions to determine diagnosis, therapeutic goals, and eligibility to participate in group therapy
- **Clinical Interviewing and Assessment Feedback:** Interviewed clients and parents as well as provided feedback based on findings of the psychological assessments that were completed
- **Documentation:** Wrote detailed progress notes and followed administrative guidelines for agency records and billing processes

ACADEMIC APPOINTMENTS**Wright State University, Department of Psychology**

August 2016-Present

Adjunct Professor

- Teach *Forensic Psychology* course to undergraduates via distance learning
- Developed lesson plans, activities, and assignments to facilitate learning

Southern New Hampshire University, COCE

March 2015-Present

Adjunct Professor

- Teach *Child Development* to undergraduate students via distance learning
- Taught *Abnormal Psychology* to undergraduate students via distance learning
- Taught *Psychological Assessment and Testing* to undergraduate students via distance learning
- Taught *Counseling Process & Techniques* to undergraduate students via distance learning
- Facilitate learning via discussion boards, providing additional resources, and facilitation of projects

Wright State University, Department of Psychology

May 2014-June 2014

Adjunct Professor

- Taught *Clinical Psychology Capstone* course to undergraduate students
- Developed lectures, lesson plans, and activities to facilitate a six week summer course

Wright State University, Department of Psychology

Jan 2014-April 2014

Adjunct Professor

- Taught *Stereotyping and Prejudice* course to undergraduates
- Developed lesson plans, activities, and assignments to facilitate learning
- Designed lectures on assigned topics regarding diversity

Wright State University, Department of Psychology
Adjunct Professor

Aug 2013-Dec 2013

- Taught *Abnormal Psychology* course to undergraduates
- Developed lesson plans, constructed and graded assignments and quizzes
- Designed lectures on assigned topics

Wright State University, School of Professional Psychology
Teaching Assistant
Lana Rucks, *Instructor*

Jan 2013-April 2013

- Assisted in instructing graduated *Consultation Psychology* course
- Assisted in preparation of lesson plan and class notes
- Assisted in grading assignments and providing feedback to students

Wright State University, Department of Psychology
Adjunct Professor

Mar 2011-June 2011

- Taught *Abnormal Psychology* course to undergraduates
- Developed curriculum, constructed and graded assignments and quizzes
- Designed lectures on assigned topics

PUBLICATIONS

Connell, L.D. (2013). Non-suicidal self-injury among adolescents and young adults: An informational website for self-injurers, clinicians, and those within their social network. (Unpublished doctoral dissertation). Wright State University, School of Professional Psychology, Dayton, OH

Selby, E.A., **Connell, L.D.**, & Joiner, T.E. (2010) The pernicious blend of rumination and fearlessness in non-suicidal self- injury. *Cognitive Therapy & Research*, 34,421-428. doi: 10.1007/s10608-009-9260-z.

EDITORIAL POSITIONS

ADHOC Reviewer for:

- Translational Issues in Psychological Sciences

Abstract Reviewer for:

- International Society for the Study of Self-Injury

COMMUNITY SERVICE

SAN ANTONIO FOOD BANK

March 2018- Present

- Assist in various tasks to provide food to families across the state of Texas.

BIG BROTHERS BIG SISTERS OF SAN ANTONIO

November 2017- Present

- Provide mentorship to a child chosen by the organization.

CHILD AND ADOLESCENT PSYCHOLOGY STUDENT MENTOR March 2016- Present
• Provide mentorship to psychology graduate students at various levels of matriculation.

COURT APPOINTED SPECIAL ADVOCATE (CASA)- ALLEN COUNTY
Supervisor: Julia, Volunteer Coordinator April 2015-August 2015
• Represent children and caregivers in family court
• Advocate for the needs of children in regards to out of home placements
• Collaborate with the court, department of children's services, and attorneys to provide services
• Assist caregivers in following their participation plan

YOUTH FOR CHRIST-FORT WAYNE
Supervisor: Amy Binkley, Volunteer Coordinator Feb 2015-August 2015
• Participate in afterschool programming at a drop-in center for urban youth
• Co-facilitated a group with students in urban high schools to promote self-esteem, healthy relationships, and academic development
• Serve as a mentor to adolescent teenagers outside of planned programs

VOLUNTEER CONSULTANT, ELIZABETH NEW LIFE CENTER-KETTERING
Supervisor: Dawn Oppy, Director Jan 2013-April 2014
• Provided consultative services and emotional for women that were considering options for their pregnancy
• Facilitated Earn While You Learn sessions which assisted pre and post natal parents to learn how to be good parents, learn how to effectively communicate with children, and provided support to each parent throughout their pregnancy

VOLUNTEER GROUP FACILITATOR, T.J.'S PLACE OF HOPE
Supervisor: Greg Crabtree, Pastor April 2011-May 2012
• Assisted in co-facilitating a self-injury group for adolescents and young adults aged 10-27

VOLUNTEER, SUICIDE PREVENTION CENTER
Supervisor: Trisha Marks, CEO Nov 2009-Dec 2011
• Responded to crisis calls and responded per protocol (i.e. notifying emergency personnel, arranging a follow-up call)
• Provided information and resources to third party callers about suicide prevention and how to intervene with an individual who is contemplating suicide

VOLUNTEER, UNITED REHABILITATION SERVICES
Supervisor: Janeece Warfield, Psy.D. Jan 2010-June 2010
• Participated in social groups with children and young adults with intellectual disorders and physical disabilities

GROUP CO-FACILITATOR, PREVENTING ABUSE IN THE HOME (PATH)
Supervisor: Celeste Walker, Psy.D. Oct 2009-Mar 2010
• Co-facilitated psycho-educational groups with court mandated, male perpetrators of domestic violence

PROFESSIONAL AFFILIATIONS

- American Psychological Association (APA) Division 53 (Child and Adolescent Psychology)
- International Society for the Study of Self-Injury
- American Board of Professional Psychology, Early Entry Program
- National Register of Health Service Psychologists, Awarded
- National Coalition for Latinxs with Disabilities

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

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.
- Troubleshot 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 Profitt Conference Room.
- Troubleshot 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.

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

Solicitation Request: JBSA LEGACY

Randolph Independent School District (RFISD) Seeks Board of Trustee Member

RFISD is soliciting resumes for an upcoming opening on the Board of Trustees. Eligibility for the position requires the incumbent to be living or employed at JBSA-Randolph. Trustees must take an official oath of office and serve without compensation. For more information or for those interested should submit a resume to the School Liaison Office (angela.green.8@us.af.mil).

The following candidates' resumes were reviewed and ranked for each position:

1. Duffy, Peter
2. Connell, Lavonna
3. Strange, Marvin

Board Positions were announced via e-mail to all First Sergeants on Randolph AFB. There was also solicitation of this position through other organizations' events as well as word of mouth. The advertisement seemed to be adequate based on the inquiries via e-mails and phone calls.