



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



8 Dec 2023

MEMORANDUM FOR MR. MIKE MORATH, COMMISSIONER, TEXAS EDUCATION
AGENCY

FROM: 502 ABW/CC
2080 Wilson Way Bldg. 247
JBSA Ft Sam Houston TX 78234-2362

SUBJECT: Reappointment of Mr. Jimmy Cornelius and Ms. Vanessa Bowden to the Randolph Field
Independent School District (RFISD) Board of Trustees

1. Please consider this as my formal request for the reappointment of Mr. Jimmy Cornelius and Ms. Vanessa Bowden to the RFISD Board of Trustees. Enclosed are their resumes, as required by Texas Administrative Code Section 61.2a (1), along with their signed statements expressing their willingness to accept the reappointments and serve in full adherence to the established state standards for school board members.
2. The nominees are eligible for reappointment under the general school laws of Texas and live or work on Joint Base San Antonio-Randolph. The nominees are highly 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 to solicit packages. 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 the RFISD and recognize that my role as the commanding officer of the 502d Air Base Wing, in the process for appointing the Board of Trustees, is limited to the duty defined by statute.
4. Thank you for your support of our school district. If you have any questions please contact, Ms. Angela Green at (210) 652-3081 or angela.green.8@us.af.mil.

DRIGGERS.RUSS¹ Digitally signed by
ELL.D.1024001233² DRIGGERS.RUSSELL.D.102400
Date: 2023.12.08 16:50:52 -06'00'

RUSSELL D. DRIGGERS
Brigadier General, USAF
Commander, Joint Base San Antonio and
502d Air Base Wing

Attachments:

1. Mr. Jimmy Cornelius's Resume
2. Ms. Vanessa Bowden's Resume



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: VANESSA RM BOWDEN

Residential Address:

16203 CANYON SHADOW
SAN ANTONIO TX 78232

Physical Address of Employer:

1 F STREET Suite 300
Randolph AFB, TX 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.



Signature of Applicant

Oct 13, 2023
Date

VANESSA RM BOWDEN
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.**

Vanessa RM Bowden
16203 Canyon Shadow
San Antonio, Texas 78232 United States
Evening Phone: 210-387-8905
Day Phone: 210-387-8905
Email: vic3000@prodigy.net

Availability:
Job Type: Permanent
Work Schedule: Full-time

Work Experience:
Instructional Systems Analyst
Department of Air Force (This is a federal job)
1 F street
Randolph AFB, TX

4/2023 - Present
Hours per week: 40
Series: 1750 Instructional Systems
Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).
Grade: 13

Duties, Accomplishments and Related Skills:

Conduct needs analysis studies to identify and verify training problems or needs. Create in person and virtual course development, working closely with SMEs, course directors and instructors. Examine 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. Guide training and non-training solutions, and advantages and disadvantages of each using extensive planning and organization of information. Brief 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. Review policies and make appropriate recommendations on both internal/external feedback to leaders for DoD implementation. Reviewed and coordinated medical enlisted training course training plans. Instructed military students. Continuously monitored the technical training programs for efficiency and cost effectiveness of DoD processes. Presented findings, recommendations, and proposals to supervisor by conducting briefings, reports or 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 computer based learning for planning, creating, evaluating, validating, and updating educational material in support of training

Supervisor: Dion Bivens (2105350267)
Okay to contact this Supervisor: Yes

Education and Accession Program Analyst
Department of Air Force (This is a federal job)
Randolph AFB, TX
Randolph AFB, TX

8/2019 - 4/2023
Salary: \$0.00 USD Bi-weekly
Hours per week: 40
Series: 0343 Management And Program Analysis

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 13

Duties, Accomplishments and Related Skills:

Lead facilitator for directorate-wide change management, and communication strategies on various leadership development programs. Conducts data call activities associated with the advanced academic degree (AAD) program—identifies quota requirements from career field managers (CFMs), Air University (AU), Air Force Institute Technology (AFIT), US Air Force Academy (USAFA), and professional continuing education (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. Analyze and resolve program issues and inadequacies in data integrity. 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. 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. Generates and sends the Program Guidance Letter (PGL) for approval to the Force Development commander. Ensures AAD and PCE quota requirements are documented in system of record. 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. Identifies and/or initiate action to resolve or to preclude potential problems. Reviews future Air Force training needs and develops plans that satisfy outyear initial skills training requirements for officers. Provides guidance and advice to customers, stakeholders, and/or senior leadership on policies, procedures, and regulations. Co-chairs the Air Force officer initial skills trained personnel requirements working group.

Supervisor: Richard Ecks (2106525206)

Okay to contact this Supervisor: Yes

Instructional Systems Specialist

Department of Air Force (This is a federal job)

1 F Street Suite 2
Randolph AFB, TX

2/2014 - 8/2019

Salary: \$0.00 USD Per Year

Hours per week: 40

Series: 1750 Instructional Systems

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 12

Duties, Accomplishments and Related Skills:

Served as the command focal point administering, analyzing and evaluating sister service ITRO and consolidated (Army, Navy, DINFOS, METC, and DEOMI) and DoD program quota requirements. Managed enlisted, officer, and supplemental out-year AF requirements in sister service and DoD training. Responsible for programming long range strategic training requirements and total support for all assigned programming and instructional programs for enlisted initial skills (EIS) and officer initial skills (OIS). 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. Coordinated and advocated AF TRAP request with Army Training and Doctrine Command (TRADOC), as well as attended SMDRs to codify the Air Force requirements for sister service training. Ensured AF-required training allocations were properly allocated to meet warfighter requirements. Planned total support for initial skills and supplemental sister service training requirements. Requirement management authority ensuring sustainment in Air Force Specialty Codes. Determined 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. Reviewed enlisted, officer, and advanced and supplemental programmed technical training (PTT) documents to ensure user requirements and quotas fell within the programmed guidance letter (PGL) baselines. Provided oversight of procedures for the AF to capture additional training requirements and informs users. Planned, design and developed training. Coordinated with each user to ensure accurate accountability and tracking of AF seats in sister service courses. Reviewed, advised and presented statistics for future Air Force training needs and develop plans that satisfy Officer initial skills outyear training requirements. Oversaw all actions relating to training seat quota management for all individual institutional training seats and the identification and prioritization of manpower and force structure requirements to meet training mission. Developed and disseminated guidance regarding education, training, and instruction, to include performance support procedures. Determined 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. Determine solutions, conducting root cause analysis of issues and develop solutions. Professional knowledge of education and training administration, policies and procedures. Determines when current policies, practices and procedures are inadequate and proposes effective solutions. Coordinated with HAF, MAJCOMs, HQ Army and HQ Navy POCs, 2AF, TRADOC, and TRGs to establish and implement programming and related instructional services activities associated with sister service training requirements, officer initial skills training, enlisted, and mission readiness training programs. Served on future learning committee team for customizing blended learning . Evaluated training programs and materials.

Supervisor: Jennifer Lloyd (210-652-5106)

Okay to contact this Supervisor: Yes

Base Education and Training Manager (BETM)

US Air Force Reserves

375 W Street Suite 1

Randolph AFB, TX

5/1997 - 12/2016

Salary: \$550.00 USD Per Month

Hours per week: 16

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. Instructed peers and military students. Coordinated with 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 training managers in areas of upgrade training, school dates requirements, new course requirements, AFOCD/AFECD changes. Implemented training policies and procedures. Facilitated and instructed the Non Commission Officer Leadership Development Course.

Supervisor: Steven Badowski (210-9458199)

Okay to contact this Supervisor: Yes

Chief, Training Analysis Flight

Department of Air Force (This is a federal job)

151 J Street
Randolph AFB, TX

4/2011 - 2/2014**Salary:** \$73,300.00 USD Per Year**Hours per week:** 40**Series:** 1750 Instructional Systems**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 12**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. Conducted, presented, and prepared for conferences directed towards leadership, staff and/or peers relating to agency vision, mission, and goals. 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. Supervised 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. Developed innovative concepts for actions where the technical requirements demand data collection and analysis. Developed course guidelines, course materials and training aids. Redesigned policies and procedures to implement the latest instructional systems development concepts and integrated emerging technologies into the process. Coordinated the design and development of training programs. Tested and tracked training systems, course development and implementation. Reviewed training devices and evaluated training. Supervised seven personnel.

Supervisor: LTC Maurice Azar (210-652-5229)**Okay to contact this Supervisor:** Yes

Instructional Systems Specialist**Department of Army (This is a federal job)**

Ft Sam
San Antonio, TX

10/2008 - 4/2011**Salary:** \$0.00 USD Per Year**Hours per week:** 40**Series:** 1750 Instructional Systems**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 11**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. Created in person and virtual 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. Guided 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. Instructed military students. Continuously monitored the technical training programs for efficiency and cost effectiveness of DoD processes. Presented findings, recommendations, and proposals to supervisor by conducting briefings, reports or 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 computer based learning for 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

Instructional Systems Developer

Department of Air Force (This is a federal job)

1 F Street

Randolph AFB, TX

9/2005 - 10/2008

Salary: \$0.00 USD Per Year

Hours per week: 40

Series: 1750 Instructional Systems

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 11

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. Programmed daily using OTA and ADSS systems. Served as a training instructor for technical training squadron.

Supervisor: Bonnie Molina ((210)652-4475)

Okay to contact this Supervisor: Yes

Educator

San Antonio ISD

Foster Road
San Antonio, TX

1/2000 - 9/2005**Salary:** \$40,000.00 USD Per Year**Hours per week:** 40**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

Education:**Community College of the Air Force Maxwell AFB, AL United States**

Associate's degree 4 / 2005

Credits Earned: 64 Semester Hours**Major:** Education and Training**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**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

Job Related Training:

Basic Instructor Course 2005

Objectives and Test 2005

Training Development 2006

Training Management 2006

Technical Writing Principles 2006

Technical Writing Desktop 2006

Instructional Systems Development 2006

Occupational Survey Data 2008

Access 2008

E-Learning Instructional Design Certificate 2009

Blackboard Training 2009

Train the Trainer Boot Camp 2010

The Secrets of Facilitating Strategy 2011
 The Mindset of Leadership 2011
 From Tactical to Strategic Thinking 2012
 Green Belt Training 2014
 Emerging Leaders 2020
 Developing Team Leadership 2021
 Leading with Impact 2021
 Power BI 2022

Language Skills:

Language	Spoken	Written	Read
English	Advanced	Advanced	Advanced

Affiliations:

American Society of Training Developers - Volunteer/ Member

References:

Name	Employer	Title	Phone	Email
Stacey Lewis (*)	San Antonio ISD	Principal	210-333-0611	
Dr Eustace Lewis (*)	Department of Army	Instructional Systems Specialist	2102221821	eustace.lewis.civ@mail.mil
Vivian Jones	San Antonio ISD	Educator	210-8617319	
Valeria Hills	Redstone Arsenal	Medical Superintendent	2568763411	

(*) Indicates professional reference



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Jimmy Dean Cornelius

Residential Address: 549 Saddle Vista
Cibola, Texas 78108

Physical Address of Employer: AFPC/JA
550 C Street West, building 449
JBSA - Randolph Texas 78150 - 4703

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.

Jimmy D. Cornelius
Signature of Applicant

Jimmy D. Cornelius
Printed Name of Applicant

19 October 2023
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.



BIOGRAPHY

UNITED STATES AIR FORCE

MR. JIMMY D. CORNELIUS

Mr. Jimmy Cornelius serves as the Paralegal Specialist, Office of the Staff Judge Advocate, Headquarters Air Force Personnel Center (AFPC), Joint Base San Antonio-Randolph, Texas.

Mr. Cornelius joined the Air Force in 1979 as a Security Police Law Enforcement specialist. He was the distinguished honor graduated at the Law Enforcement Academy. Mr. Cornelius served as a gate guard, installation patrolman, Flight Chief, NCOIC of Resources Protection, Crime Prevention, Anti-Terrorism, Supplies and Equipment, and NCOIC of Pass and ID. He was the first Airman in Military Airlift Command certified as a desk sergeant. Mr. Cornelius was in charge of the personal security details for Vice President George H. W. Bush, President Jimmy Carter, and Secretary of State Henry Kissinger. He was also a member of the security detail for President Ronald Reagan.



Mr. Cornelius cross-trained into the legal career field in 1993. He held the positions of NCOIC of Claims, Military Justice, Preventive Law-Legal Assistance, Civil Law, and Law Center Superintendent. He deployed to Saudi Arabia in support of Operation SOUTHERN WATCH. He worked with the Senior Paralegal Manager to TJAG to create a program for hiring non-prior enlistees (basic trainees) into the paralegal career field. Mr. Cornelius retired from active duty in July 2006 as a Senior Master Sergeant. He joined the AETC legal team in May 2009.

EDUCATION

- 1979 Security Police Law Enforcement Technical Training, (Distinguished Graduate)
- 1984 Secret Service Dignitary Protection
- 1986 NCO Leadership School, (Commandant's Award)
- 1992 CCAF, Associate of Applied Science-Police Science
- 1992 Bachelor of Science in Criminal Justice, Wayland Baptist University
- 1994 Paralegal Apprentice Course
- 1994 NCO Academy
- 1998 CCAF, Associate of Applied Science-Paralegal Studies
- 1998 Paralegal Craftsman Course
- 1998 SNCO Academy (Correspondence)
- 2003 SNCO Academy, Gunter Annex
- 2009 Aircraft Accident Investigations Course
- 2010 Legal and Administrative Investigations Course
- 2018 Military Justice Administrative Course

ASSIGNMENTS

1. October 1979 – November 1982, Security Police gate guard, patrolman, desk sergeant, Reports and Analysis Clerk, 314th Security Police Squadron, Little Rock AFB, AR.
2. November 1982 – December 1986, Security Police patrolman, assistant flight chief, flight chief,

- and NCOIC Resources Protection/Crime Prevention, Headquarters USAF Academy, CO.
3. January 1987 – January 1989, NCOIC Resources Protection/Crime Prevention, Anti-terrorism, NCOIC, Security Police Supply and Equipment, Ankara Air Station, Turkey.
 4. January 1989 – April 1993, Security Police assistant flight chief, flight chief, NCOIC Resources Protection/Crime Prevention, NCOIC Pass and Registration Randolph AFB, TX.
 5. April 1993 – January 1996, NCOIC Military Justice and Claims, Randolph AFB, TX.
 6. January 1996 – January 2000, NCOIC General Law, Military Justice, Preventive Law/Legal Assistance, Civil Law, and Law Office Manager, Dyess AFB, TX, (July 1999 – October 1999, Deployed Law Office Manager 320th Air Expedition Wing).
 7. January 2000 – June 2002, Law Office Manager, Mountain Home AFB, ID.
 8. June 2002 – July 2006, Law Center Superintendent, Lackland AFB, TX.
 9. May 2009 – March 2016, Military Justice, Operations and International Law Legal Assistant HQ AETC, JBSA-Randolph, TX.
 10. March 2016 – April 2016, Unit Program Coordinator, 342d Training Squadron, JBSA-Lackland, TX.
 11. April 2016 – July 2019, Military Justice Legal Assistant, HQ AETC, JBSA-Randolph, TX.
 12. July 2019 – October 2023, Operations and International Law Legal Assistant, HQ AETC/JA, JBSA-Randolph, TX.
 13. October 2023 – Present, Paralegal Specialist, HQ AFPC/JA, JBSA-Randolph, TX.

MAJOR AWARDS AND DECORATIONS

Meritorious Service Medal with four oak leaf clusters
 Air Force Commendation Medal with two oak leaf clusters
 Air Force Achievement Medal with one oak leaf cluster
 Air Force Outstanding Unit Award with four oak leaf clusters
 1979 Distinguished Honor Graduate, Security Police Technical Training School
 1981 Senior Airman Below the Zone, Little Rock, AFB, AR
 1986 Commandants Award NCO Leadership School, Lowry AFB, CO
 1988 TUSLOG, Turkey Outstanding Law Enforcement Specialist of the Year
 1992 Randolph NCO of the Year
 2000 366th Wing Staff SNCO of the Year, Mountain Home AFB, ID
 2000 Yates-Popwell Outstanding Senior NCO Paralegal, 12th Air Force
 2003 37th Training Wing Staff SNCO of the 1st Quarter, Lackland AFB, TX
 2004 37th Training Wing Staff SNCO of the 3d and 4th Quarter, Lackland AFB, TX
 2004 Yates-Popwell Outstanding Senior NCO Paralegal, 2nd Air Force
 2013 HQ AETC Staff Civilian Non-Supervisory Category 1 of the 1st Quarter
 2015 HQ AETC Staff Civilian Non-Supervisory Category 1 of the 3d Quarter
 2016 HQ AETC Staff Civilian Non-Supervisory Category 1 of the 3d Quarter
 2016 Air Force Exemplary Civilian Service Award
 2017 Command Civilian Award for Valor

(Current as of October 2023)