



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: Appointment of Mrs. Tonseda Henson to the Lackland Independent School
District Board of Trustees

1. Please consider this my formal request to appoint Mrs. Tonseda Henson to the Lackland Independent School District (LISD) Board of Trustees. Enclosed is her resume, as required by Texas Administrative Code Section 61.2a (1), along with her signed statement expressing her willingness to accept the appointment and serve in full adherence to the established state standards for school board members.
2. The nominee is eligible for appointment under the general school laws of Texas and lives or works on Joint Base San Antonio-Lackland. The nominee is 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 with 3 candidates submitting packages. The membership composition of the board of trustees is in compliance with the provisions of Texas Education Code 11.352.
3. I recognize the power of the Board of Trustees to govern and manage the operations of the LISD 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. Dianna Fryer at (210) 671-8388 or dianna.fryer@us.af.mil.

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RUSSELL D. DRIGGERS
Brigadier General, USAF
Commander

2 Attachments:

1. Mrs. Tonseda Henson Resume
2. Mrs. Tonseda Henson Eligibility Statement

Professional Attributes

Budget, Finance,
& Cost Control

Coaching and
Mentoring

Conflict
Resolution

Customer
Service Focused

Detail Oriented

Diversity/
Inclusion
Champion

Effective
Communicator

Flexible/
Adaptable

Human
Resource
Professional

Military
Readiness

International
Experience
(Japan, Korea)

Organizational
Development

Project Designer

Talent Manage-
ment

Leadership/
Development
Trainer

Strategic
Planning

Team Building/
Partnerships

Tonseda (Toni) Henson

24723 Chianti Way, San Antonio, Texas, 78260

Cell: 210-842-3392

Work: (210) 925-2351

Email: tonsedahenson@aol.com; tonseda.henson@us.af.mil

May 22 -Present, Manpower, Personnel and Force Development, A1, Director, GS-0301-14, 40 hrs/wk, JBSA Lackland

Leads the A1 team to thrive during the 688th Cyberspace Wing (CW) Optimization and Transformation. Maintains the manpower strategy and supports top talent acquisition for 688 CW. Oversees manpower management, personnel management, and personnel services for the total force (military, DOD civilian, and DOD contractors). Serves as the focal point for personnel support actions and manages and synchronizes the level of personnel support required. Tracks the efforts of Squadrons to stay abreast of personnel activities that could affect the Wing and provide additional support as necessary. Supports 3200+ military, Department of the Air Force civilian personnel and contractors worldwide. Advises the Wing on force support functions: manpower, personnel, career development, formal/ancillary training, sexual assault, and prevention liaison, and violence prevention training.

- Oversaw Force Development initiatives to ensure Library/Education/Weighted Airman Promotion Sys. continuous testing with zero closures despite significant manning shortages. Managed the base training program, secured 95 percent Career Development Course pass rate for 16 units exceeding AF's requirements. Facilitated educational services, benefits, & outreach programs. Advised leadership on force development and talent management.
- Leading a collaborative effort to develop/submit a series of Organizational Change Requests (OCR) to propel the 688th CW into the MAJCOM's first A-Staff, facilitating the organization's transformation while simultaneously maintaining Group Command opportunities in accordance with CSAF and COMACC direction.
- Developing robust career path roadmaps for Military and Civilian positions - impacting 2K+ personnel. Legitimizing full operational capability for cyberspace and intelligence leadership positions to line up with the updated organizational change request forming A-staff directives.
- Overseeing transition from pre-A-Staff civilian mission requirements to post-mission requirements. 60+ Core Personnel Documents (CPD) updated for submission
- Processed 130 civilian hiring actions and maintained a 92% fill rate for the Wing's funded billets; provided direct oversight for 580+ civilian monetary awards totaling \$1.4M+
- Identified 81 Commander's Support Staff (CSS) in need of in-depth guidance and process improvement, established the monthly CSS Tiger Talk providing virtual round table discussion for mentoring and direction, increased CSS productivity by 40%.
- Stood up an Organizational Planning Team (OPT) to navigate the 688th Cyberspace Wing through the interim measures to promote mission success on the road to ultimately incorporate an A-Staff structure as part of the 688th Cyberspace Wing HQ. The OPT meets twice monthly and has successfully resolved manning mismatches, resulting in the Wing's alignment with reorganization and transformation roadmaps.

Oct 20 - Nov 21, Force Support (FS) Deputy Director, GS-0301-13, 40 hrs/wk, Kunsan AB

Led the FSS team to thrive under a constrained COVID-19 operational environment; rendered mission success for the 8th Fighter Wing, emphasized in place deployments, mission readiness and plans, and shelter in place operations. Led the Squadron in cultural & social issues. Directed programming and execution of \$2.6M operations and maintenance (O&M) funds and \$6.8M in non-appropriated (NAF) budgets across manpower, personnel, and services.

- Oversaw Force Development initiatives to ensure Library/Education/Weighted Airman Promotion Sys. continuous testing with zero closures despite significant manning shortages. Managed the base training program, secured 95 percent Career Development Course pass rate for 16 units exceeding AF's requirements. Facilitated educational services, benefits, & outreach programs. Advised leadership on force development.
- Accomplishments include Kunsan AB FSS Bowling Center, Outdoor Recreation, CAC Tours, Loring Club, & Wolf Pack Lodging as Best of the Pacific 2021-22.
- Knowledgeable in military command structures, mission readiness, programs, organizational relationships, & program goals/objectives.
- Researched/developed strategies, metrics, plans, programs, and processes to collaborate across the force support enterprise. Drove test base initiative for fitness assessment alternatives, enhancing the quality of life (QOL), cultural and social issues, resolved conflicts for 4K military personnel. Successfully supervised, mentored, motivated, and appraised the mil/civ staff.
- Oversaw the Manpower and Financial (Budget) Management Flights. Advised on Program Objective Memorandum (POM) planning decisions and Fact of Life Changes (FoLCS) impacting projected expenditures.
- Oversaw human capital studies to increase programming, budgeting, productivity, and profitability across manpower, personnel, and services. Directed 32 manpower impact reviews, yielded accurate alignment of military and civilian positions.
- Knowledgeable in applying USAF, DoD, OPM, and installation level management and leadership principles and understanding cultural and social issues. Managed safety, security, personnel management, and directed EO regulations.
- Directed and oversaw all aspects of Human Resource Management, including strategic management, workforce planning, D&I training, policy, and labor relations, ensuring compliance with legal and regulatory requirements. Cultivated a winning culture; yielded 9 Group, 6 Wing, and 1 AF award. Squadron coined 53 times.
- Led program review boards, responsible for researching, analyzing, and evaluating (quantitative or analytical) to determine effectiveness. Dev. dashboards, metrics, trend analysis, & briefings to guide & influence decision-making. Advised Facility Review Board, successfully defended prop to prioritize the DFAC new military construction project, 27M.
- Received/reviewed customer comments and conducted inquiries and fact-finding investigations. Made programmatic corrections/recommendations to improve QOL. Delivered effective written and oral communication. Briefed Snr Leadership.

Oct 2017-Oct 2020/Nov 2021-May 2022, FS Career Field Administrator, GS-301-12, 40 hrs/wk, JBSA, AFPC

- Managed the Air Force Voluntary Education Program for the FS CFT
- Knowledgeable about enterprise policies and procedures supporting AF Vol Ed Programs
- Served as FS CFT Representative for the AF Automated Education Management System (AFAEMS) incorporating the AF Virtual Education Center, Academic Institution (AI) Portal, and Credentialing/Skill Bridge Provider Portal

- Coordinated with senior leaders to facilitate a Strategic view of Manpower Personnel and Services for the regular/recurring immersion of FS CFT members
- Provided FS CF personnel career management/mentoring services
- Managed the FS CF selection of candidates for vacancies/reassignments skills and qualifications, mission requirements, and diversity/inclusivity as outlined in the Human Capital Annex Strategic Master Plans
- Knowledgeable and skilled in applying analytical and evaluative Human Resource Management techniques to identify, consider, and resolve issues concerning complex/diverse organizations
- Formulated theories in mathematical terms and manipulates workforce data in spreadsheets, databases, visualization software to yield results
- Supervised team meetings in preparation for the Civilian Force Support/Non-Appropriated Fund Development Team
- Arranged/facilitated meetings with team leaders to discuss current processes, resolve issues, and provide direction to accomplish CF Manager's Strategic Plan for FS CFT
- Authored and edited comprehensive/informative presentations, briefings, and newsletters
- Represented FS CFT in Government-wide workgroups, conferences, and seminars; collaborates with other functional CFs/government agencies to derive/streamline/recommend process improvements

May 2015 - Oct 2017, Supv Training & Curriculum Specialist, GS-1701-12, 40 hrs/wk, JBSA

- Developed/Implemented curriculum, program quality, developmental programming and monitored compliance with accreditation
- Mentored FSS program managers and trainers, led to a record high 120K annual training hours
- Facilitated newcomers, pre-deployment and career training, and briefings to military and civilian audiences on programs and families on relocation, financial readiness, family advocacy programs
- Chaired the Multi-disciplinary Inclusion Action Team (MIAT), essential member of the Community Action Information Board (CAIB)
- Developed systems to sustain AF-wide programs that impact Airmen, families, communities
- Conducted 108 comprehensive no-notice DoD inspections of AF CYP facilities at 52 AF installations
- Strategic planning for global Youth Programs encompassing 72 sites, 2K+ personnel, 70K+ customers

Jan 2009 - May 2015, Child and Youth Specialist, GS-1702-12, 40 hrs/wk, HQ AFSVA JBSA-Lackland

- Provided direction, technical guidance, planning, training, and administration to AF CYP. Conducted 100+ compliance inspections
- Knowledge of safety and security regulations, practices, and procedures
- Developed in-depth knowledge for interpreting and reviewing public law, AF policy, Child and Youth Inspection criteria and processes, child care fee policies, and youth development programs

- Developed/implemented professional briefings and training to commanders/leaders in line with regulatory and fiscal requirements, support goals, and mission requirements
- Analyzed program and statistical information and compiled data from observations
- Increased revenue by 100%, garnered 250K grants, decreased expenses, improved customer relations
- Reviewed CYP policies and provided HQ AF recommendations for amendments annually

EDUCATION

- Doctor of Educational Leadership, Liberty University, May 2022
- Master of Education, Concordia University, May 2004
- Master of Human Relations, University of Oklahoma, May 1995
- Bachelor of Science Liberal Studies, Northern Arizona University, May 1988

PROFESSIONAL MILITARY EDUCATION

- Air War College, Air University, est. Dec 2023
- Master of Military Operational Art and Science (ACSC-OLMP), Air University, Oct 2014
- Squadron Officer School, Air University, May 2004

DEFENSE/GOVERNMENT-SPONSORED TRAINING

- Mortuary Officer Course, Maxwell Air Force Base, Apr 2021
- Analysis of Online Learning, Air Education and Training, Aug 2019
- Instructor/Developer of Online Learning, Air Education and Training, Sep 2019
- Human Resources Level I Certificate, Graduate School USA, Mar 2019
- Strategies for Effective Leadership, University of Tennessee, Aug 2018
- AFPC Action Officers Course, Dec 2017
- Challenge of Leadership, Nov 2017
- HR Supervisors Course, Jul 2017
- Master Resilience Training Course, Jun 2016
- Civilian Management Course, May 2016
- Violence Prevention Course, May 2015

AWARDS/HONORS/SKILLS/ACCOMPLISHMENTS

- Quality Step Increase, 2004/2021
- Performance Award, 1992-2021
- Civilian of the Quarter 2021/2016
- Notable Achievement Award, 2021/2016
- Civilian of the Year, 2016
- Air Force Organizational Excellence Award, Mar 2016

Publications

- Wind Beneath My Wings, book published 2004

Community Service

- Summit Christian Center, Information Center, Ambassador; 2009 – Present
- Tuscany Heights Elementary School, Volunteer; 2009 – Present



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Tonseda Lucas Henson

Residential Address: 24723 Chianti Way, San Antonio Texas, 78260

Physical Address of Employer: 204 S Frank Luke Dr, Bldg. 1623, San Antonio Texas, 78226

Board of Trustees Location Applying For: Lackland Air Force Base, Texas

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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Signature of Applicant

30 Oct 2023

Date

Tonseda Lucas Henson

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.***