



DEPARTMENT OF THE SERVICE BRANCH
SERVICE BRANCH REQUIREMENTS HERE

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MEMORANDUM FOR SAIGE

FROM: *COMMANDER*

SUBJECT: Adverse Action Screening of *NAME* for the SAIGE Military Meritorious Service Award

1. There are no current adverse actions pending against *RANK NAME* and no history of adverse findings or actions based on performance or conduct.
2. POC for this memorandum is *RANK NAME* at *PHONE NUMBER* or via email at *EMAIL*.

SIGNATURE BLOCK HERE

Mr. John DOE

John. Doe is from, *City, State* and is an enrolled member of *Tribe* **OR** of mixed-*Tribe* heritage.

Mr. Doe enlisted in the United States *Service Branch* in *Year* and began training as a Tactical Aircraft Mechanic (Crew Chief) at Sheppard AFB, Texas. John served on alert duty with the F-111 fighter/bombers at the height of the Cold War at RAF Lakenheath, and RAF Upper Heyford, United Kingdom (UK) and several countries within Europe and the Middle East from 1981-1990. John further served as a crew chief at McClellan AFB, CA, and Eglin AFB, FL. John was handpicked to serve as an Aircraft Maintenance Instructor and NATO Aircraft Battle Damage Repair Inspector while assigned overseas, earning the 20th TFW's Maintenance Professional of the Year in 1988. In 1990, John was crossed-trained into the Aviation Resource Management career field. In this capacity, John served at Kirtland AFB, NM, Randolph AFB, TX and at Barksdale AFB, LA. John's last military assignment was as the Superintendent of the Host Aviation Resource Management office and 2d Operations Group during the Global War on Terror. In 2007, John retired as a *Rank* after *XX*-plus years of service.

Mr. Doe is currently the Chief, Command Operations and Manpower in the Air Force Security Assistance Training Squadron, Headquarter Air Education and Training Command. As the Chief, he is responsible for the daily operations of the Commander Support Staff interfacing with higher headquarters and support staffs. and as the manpower expert, Mr. Doe drives the acquisition of personnel within AFSAT across the globe. He manages an ever-evolving, operations program valued at \$14.2B, guiding some 300 employees servicing 157 foreign nations with Air Force training programs fulfilling the Secretary of the Air Force's priority of *Strengthening our Alliances*.

FAMILY:

Mr. Doe has been married for 39 years Ms. Jane Doe of *City, State*. They have three children: John², Jane, and John³ and three grandchildren.

EDUCATION:

2013 Master's Degree in Military History, Norwich University
2008 Master's Degree in Aviation/Aerospace Safety, Embry-Riddle Aeronautical University (ERAU)
2008 Master's Degree in Aviation Management, ERAU
2003 Bachelor's Degree Professional Aeronautics, ERAU (Magna Cum Laude/Valedictorian)
2000 Associate Degree in Airport Resource Management, Community College of the Air Force (CCAF)
1997 Associate Degree in Aircraft Maintenance, CCAF
2004 SNCO Professional Development Leadership Academy, Gunter AFB, AL
1994 NCO Academy, Kirtland AFB, NM
1985 NCO Leadership School, George AFB, CA
1983 NCO Preparatory School, RAF Feltwell, UK

MAJOR AWARDS AND DECORATIONS:

Four Meritorious Service Medals
Air Force Commendation Medal
Four Air Force Achievement Medals
Two USAF Exemplary Civilian Service Medals
2018 and 2015 SAIGE Meritorious Military Service Award
2014 and 2011 Civilian of the Year - Category II (HQ AETC, Directorate, and Wing)
2013 AETC NAACP Roy Wilkins Renown Service Award
2006, 2004, and 1995 Lance P. Sijan USAF Leadership Award nominee (NAF, Wing, and Group)
2005, 2004, 2001, 1998, 1997, 1996, 1995, 1994, and 1993, Operations/Aviation Resource Management SNCO & NCO of the Year (AF, 2 MAJCOMs, NAF, 2 Bases, and 2 Wings)
2005 Air Combat Command Aviation Resource Management Team of the Year
2003, 2002, 2001, 1997, and 1994 SNCO & NCO of the Year (NAF, 2 Bases, and 2 Wings)
2002 State of Texas Citizen Leadership and Public Leadership awards
1999, 1997, and 1993 12 Outstanding Airmen of the Year nominee (NAF, Wing, and Squadron)

SAIGE Award Nomination – NARRATIVE – John Q. Doe, UNIT

John Doe demonstrated exemplary leadership and job performance as the Chief, Command Operations and Manpower. As the manpower expert for AETC's Security Assistance Training Squadron, Joint Base San Antonio-Randolph, Mr. Doe drives the acquisition of personnel within AFSAT across the globe. He manages an ever-evolving, operations program valued at \$10.2B, guiding some 260 employees servicing 157 foreign nations Air Force training programs fulfilling the Secretary of the Air Force's priority of *Strengthening our Alliances*. Mr. Doe coordinates daily with HQ Air Force Personnel Center and HQ AF/International Affairs with the development of personnel billets and funding requirements from foreign nations. Mr. Doe authored the Civilian Personnel Documents (CPD) for the GS-09 through GS-14 positions, affecting 117 employees and creating the first-ever career ladder within the International Affairs (0130) career field. Mr. Doe also authored the GS-07 through GS-13 Financial Management for International Affairs CPDs affecting 60-plus employees. Additionally, Mr. Doe coordinates development of AFSAT's Strategic Planning development, assessment metrics, and organizing the final quarterly reports from three directorates for HQ AETC/IA SES. Finally, Mr. Doe manages all member decorations and unit awards for HQ AETC and AF level quarterly and annual awards ensuring the proper recognition of AFSAT employees for their outstanding work.

Mr. Doe continues to strive for excellence and self-improvement. He kept his international affairs skills sharp by completing two extensive professional certifications in this field. Additionally, he attended the *Leading with Impact* leadership course and the *Gettysburg Personal Development Leadership* last year expanding his leadership abilities. Additionally, Mr. Doe completed the *Partner in Equality* training course and the *Awareness and Understanding of Unseen Disabilities in the workplace* course. Furthermore, he uses his six college degrees, three of which are Master Degrees, as a foundation for presentations at local schools. With his Master's in Military History, he presents cultural topics and historical understanding of the American Indian people.

Mr. Doe is also a dedicated American Indian volunteer for local base and community activities. He is of mixed-Tawasee (Muscogee) and Mohawk heritage and has been the Chairman of the JBSA-Randolph National American Indian Heritage Month committee (NAIHM) for the past 11 years. He is also the Vice-Chairman and co-founder of the Traditional American Indian Society (TAIS) a 501(c)(3) federal nonprofit whose mission is *Preserving Our Culture Today, for our Children's Tomorrow and assisting our Veterans*. TAIS also provides American Indian honor guard services at parades, powwows, special events, and funeral services. For the past four years, the TAIS honor guard unit has taken part in the *Battle of the Flowers* parade in San Antonio, Texas, before a crowd of 350K celebrating Texas Independence. Furthermore, TAIS' honor guard unit was the USO's guest of honor during the 2017 Armed Force Day and is the official honor guard for the USO's *Humor for Heroes*. In 2014, Mr. Doe organized the first-ever State of Texas American Indian Heritage Day at JBSA-Randolph with Gourd Dancing and Reveille. This ceremony started-off as a small event on Randolph to kick-off the State of Texas' American Indian Heritage Day celebrations and is now a major event where the local mayors of six adjacent cities attend along with the State's Representatives and Senators for local area, and the Joint Base San Antonio's Commander and Command Chief Master Sergeant. Senior Air Force and civic leaders have lauded Mr. Doe, the Gourd Dancers, and TAIS for hosting this important community relations

event. In the past year, he participated in seven powwows throughout Texas and Oklahoma as a Gourd Dancer, honor guard member and powwow committee staff member.

As the Chairman for JBSA-Randolph's NAIHM committee, Mr. Doe was instrumental in educating youth, disseminating information about American Indian culture and heritage within Texas and raising \$10,000 toward the JBSA-Randolph American Indian Scholarship Program. He set an ambitious goal to dispel negative perceptions commonly associated with American Indians by initiating three major programs: a high school scholarship, arts projects, and food drives. The high school scholarship program is open to all high school students regardless of ethnic background through an essay submission. In the essay, the student must investigate and understand the American Indian's model of community service. The student candidate must explain the community service projects they have taken part in over the past four-years and how that service affected the lives of the people they helped and the impact it had on the student themselves. The arts program exposes military children to the different styles of American Indian art in the forms of music, storytelling, cuisine, and creative artwork.

Mr. Doe is a dedicated and tireless charity volunteer. Each year he has continued his work of caring and feeding our less fortunate citizens. Mr. Doe mobilized food drives with Randolph's 4-H youth for disadvantaged families in the greater Killeen, and Bandera, Texas areas. Their efforts were instrumental in delivering over 250 pounds of nonperishable goods to local American Indian families. Additionally, he mentors college students with their math, science, literature, and history studies. Furthermore, he aided the local 4-H Chapter Director with American Indian cooking, music, and art class demonstrations, significantly enhancing the skill sets and expanding the cultural awareness of the youths. In addition, for the past ten years Mr. Doe has assisted the 4-H youth during the San Antonio Rodeo & Stock Show Youth Day. This event celebrates the accomplishments of military children as the youth demonstrated leadership, team building, education, and life skills each had acquired in comprehensive agriculture, photography, conservation, cooking, public speaking, and artwork programs. Finally, Mr. Doe is also the Secretary for the William Hightower Chapter of the Sons of the American Revolution, where he coordinates meetings, fundraisers, events, scholarships and special programs for the Chapter covering much of south-central Texas.

Mr. Doe's public service has been extensive and unparalleled. He inspires, encourages, and counsels his peers, fellow Airmen, and youth to be life-long learners as he continually motivates them to become engrossed in community service. His constant sense of service to our people is evident through his selfless acts in which he contributes his time, effort, and leadership, all of which make a profound and lasting impact on our communities. The outstanding accomplishments and dedication shown by Mr. Doe in support of the USAF, AETC, and the International Affairs community lead directly to being awarded the USAF Exemplary Civilian Service Medal in January 2019.

CITATION TO ACCOMPANY THE AWARD OF
SOCIETY OF AMERICAN INDIAN GOVERNMENT EMPLOYEES (SAIGE)
MERITORIOUS SERVICE AWARD FOR 2019

TO

JOHN Q. DOE

No more than 12-lines

Mr. John Does distinguished himself as Chief, Command Operations and Manpower, Air Force Transportation Squadron, 100th Air Transportation Wing, Headquarters Air Education and Training Command, Texas throughout the award period of performance, 1 January 2023 to 31 Dec 2023. During this period, Mr. Doe's professional leadership and manpower expertise were crucial to procurement and sustainment of unit's civilian workforce managing an ever-evolving, operations program valued at 14.2 billion dollars, guiding some 320 employees servicing 157 foreign nations fulfilling the Secretary of the Air Force's priority of *Strengthening our Alliances*. His talent and insight were instrumental to ensuring national security by improving our foreign partners' military capabilities through international force multipliers under the global partnership strategy. Mr. Doe also enhanced awareness and appreciation of American Indian heritage and traditions within the local community through his involvement in the Traditional American Indian Society and the JBSA-Randolph Native American Heritage Committee. In addition, his leadership and charitable contributions helped to raise over 10,000 dollars for the American Indian Heritage Scholarship fund. The distinctive accomplishments of Mr. Doe reflect credit upon himself and the United States Air Force.