

## **PUT NAME HERE**

In recognition of her/his distinguished performance as the Head of the Office, 19th Force Support Squadron, 19th Mission Support Group, 19th Airlift Wing, Little Rock Air Force Base Arkansas, from 20 August 2018 to 03 July 2019. During this period Ms. XXX managed the Non Appropriated Fund Human Resources program for over 190 employees across 13 facilities. She navigated Employee Management Relations and Labor Relations issues delicately, resulting in zero formal grievances filed. Additionally, Ms. XXXs was instrumental in navigating Business Based Actions for employees as a result of the Deer Run Golf Course closure. Most notably, she secured continued employment for 8 of the 14 impacted employees. Furthermore, Ms. XXXs chaired the 2019 Full Scale Wage Survey, organizing the committee, conducting hearings, procuring data collectors, workspace, and vehicles, while serving as a liaison between the Local AFGE and the Survey Team. Her efforts resulted in a pay table change, increasing the rate of pay for all 70 Craft & Trade employees. The distinctive accomplishments of Ms. XXXX reflects credit upon herself and the United States Air Force.

JON P. FELMET, Major, USAF  
Commander, 19th Force Support Squadron