

AFSA Airman/NCO of the Year Unit Cover Letter

January 9, 2018

MEMORANDUM FOR: Division 6 President and AFSA HQ FROM:

AFSA Chapter 1201

[REDACTED]
Albuquerque, NM [REDACTED]

SUBJECT: Division 6 *AFSA NCO of the Year* Nominee

1. The following information is provided for the above listed award:

a. TSgt Alexandra N. Salminen / Member # 1006028

b. 373d Training Squadron, Electrical & Environmental Systems Instructor

c. Nominee's mailing address and phone number

[REDACTED]
Kirtland AFB, NM [REDACTED]

[REDACTED]@us.af.mil

DSN: [REDACTED]

Comm: [REDACTED]

d. Nominee's commander

Maj [REDACTED]

[REDACTED]
Sheppard AFB, TX [REDACTED]

[REDACTED]@us.af.mil

DSN: [REDACTED]

Comm: [REDACTED]

2. It is with great pride that I nominate TSgt Alexandra N. Salminen for Division 6 *AFSA NCO of the Year*.

LIMITED TO 25 words.

TeamAFSA, CMSgt, (Ret)
Division President

3 Attachments

1. AFSA Form 100
2. Biography
3. Photos

Air Force Sergeants Association - Awards Nomination

1. GENERAL INFORMATION

Award: NCO of the Year	Category: Chapter	Award Period: Jan 2017 - Dec 2017
Name of Nominee (First, MI, Last): Alexandra N. Salminen		Nominee's Rank: TSgt
Division: 6	Chapter: 1201	Chapter Strength: 765

2. SPECIFIC ACCOMPLISHMENTS *(Use single-spaced bullet format)*

Leadership and Job Performance in Primary Duties

- Fostered delivery of 9.2K hrs of acft trng; helped graduate 412 prsnl--key to units 98% response rate/982 TRG Sq awd
- Instructed 272 academic hrs; taught 3 courses/6 grads/32 CCAF credits awarded--vital to 58 SOW 11K flt hrs/3K sorties
- Enhanced wire mx crs; ID'd tech data deficit/created secondary method--standardized process for 32 dets/5 MAJCOMs
- Bolstered instr tech; reconfig'd stdnt computers/uploaded CV-22 mx data on 8 desktops--saved \$30K in acquisition cost
- Drove curriculum prgm; coord'd 3 periodic crs reviews/2 crs validations/edited 54 lesson plans--144 crs/412 prsnl grad'd
- Reviewed/updated 48 crses; ID'd/corrected >150 errors--ensured course docs accuracy/enhanced student knowledge
- Attended AWTS JSWAG conf; resolved 30 DoD ID'd acft wiring deficiencies--established jt testing/advanced trng crses
- Authored 1st AF CV-22 Electrical Environmental course; composed 40 objectives--bridged AFSOC/AETC training gap
- C3 minded; streamlined stdnt measurement process/implemented sharepoint use--eliminated paper docs/saved \$1.5K
- Managed det self insp; discovered 11 errors/guided 19 program managers to solutions--instilled culture of compliance
- Validated technical order extracts; inspected 2 courses/79 excerpts/ID'd 9 errors--obselete references 100% updated
- Co-authored French supvr familiarization course; dev'd 15 objs/11 grads for C-130J stand-up--fortified NATO solidarity
- Attended JSWAG working gp; tm'd w/multi-national/joint services reps--dev'd solutions for 57 DoD trng deficiencies
- Procured CV-22/C-130/AGE tech data; ensured information access for 412 student graduates--saved \$60K acquisition
- Drove unit education/required training programs; enforced units continued compliance--validated 40 tasks for 18 NCOs
- Conducted 30 hour course review; structured digital aid course material--restored C-130 electronic/40 acft training aids
- Handpicked E/E Subject Matter Expert; graduated AETC Basic Instructor Course--gripped "Excellent" evaluation rating
- Revamped Qtrly Professional Awd prgm; created new guidelines--bolstered unit moral/increased friendly competition
- Led unit beautification/upgrade efforts--managed cleaning/holiday work schedules for 18 NCOs over 40 hours/5 days
- Drug Demand Reduction Volunteer; provided 40 man hours--ensured AF National Drug Control Policy implementation
- Facilitated SharePoint trng; enabled 4 classes/26 managers qualified--sustained 58 SOW crucial mgmt doc sharing tool
- Initiated C-130J sys sim software upgrade; performed mx debrief--confirmed upgrades/generated zero discrepancies
- Capitalized unit funds; organized 2 member type 1 training--enhanced instructor capabilities/joint service integration
- Utilized 58 TRS C-130 ground sys trnr; conducted 3 host mx trng sessions/24 hrs--reduced host aircraft usage 24 hrs
- Enabled vital host msn; provided facilities/equip/trng for CV-22 mx trng prgm--ready for future type 4 crs requirements
- Assisted engineers w/T.O. change/revision; authored 2 wiring publications--standardized mx procedures across DoD

Significant Self Improvement Efforts

- Achieved pro milestone; completed AETC teaching internship--awd'd 2d CCAF degree in Instr of Tech/Military Science
- Organized Top 3 speed mentoring session--harvested professional/personal skillset for 18 NCOs spanning 10 AFSCs
- Aced 40-hr SEJPME course; gained insight to National Strategy & Mil capes--garnered skills to lead in joint environment

Base and Community Involvement Non-AFSA Related

- Launched 1st FTAC Airmanship 300 class; led 11 prsnl/8 hrs in team bldg dvlpmnt--prep'd 377 ABW amn for future roles
- Directed local food drive; led 20 vols/constructed 19 pallets--10.5K lbs food prep'd/served for distribution to homeless
- Volunteered 8 hrs at New Mexico int'l event; loaded/assisted 10K bus ride passengers--raised \$21K for 15 base org's
- Dedicated 5 hrs to Joy Junction; served 45 meals/sanitized dining hall/removed 160 gallons debris--enhanced tenants
- KAFB Airmen's Attic vol; dedicated 9 hours to restore facility ops/donated items--enabled 58 SOW ann Holiday Drive '17
- Led MSgt/TSgt recognition parties; honored 5 selectees' achievements/2 "Going-Away" parties--coined by 982 Gp CC

AFSA Involvement Base and Community

- AFSA PA trustee; led/org'd 6 AF orgs/recruited 50 mbrs--collected 1K pounds of goods for Veterans Integration Center
- AFSA secretary; oversaw ABQ outreach prgm/UNM children's hosp toy drive--717 homeless served/2K gifts delivered
- AFSA treasurer; chaired 6 meetings/organized 5 volunteer opportunities--secured \$2.5K in fundraisers/member dues
- Bolstered AFSA image; designed/created Chapter 1201 t-shirts--encouraged member participation/community service
- Promoted AFSA services; accessed social-media to attain 149 additional advocates--won 373 TRS NCO of the Quarter

2. SPECIFIC ACCOMPLISHMENTS, Cont (*Use single-spaced bullet format*)

ACRONYMS:

ABQ - Albuquerque

AFSOC - Air Force Special Operations Command

AGE - Aerospace Ground Equipment

AWTS - Advanced Wiring Test Set

CCAF - Community College of the Air Force

E/E - Electrical and Environmental

KAFB - Kirtland Air Force Base

JSWAG - Joint Service Wiring Action Group

SEJPME - Senior Enlisted Joint Professional Military Education

SOW - Special Operations Wing

T.O. - Technical Order

TRG - Training Group

TRS - Training Squadron

UNM - University of New Mexico



BIOGRAPHY



UNITED STATES AIR FORCE

TECHNICAL SERGEANT ALEXANDRA N. SALMINEN

TSgt Alexandra Salminen is the C-130 Electrical and Environmental Systems Instructor for Detachment 16, 373rd Training Squadron, Kirtland Air Force Base, New Mexico. TSgt Salminen teaches four maintenance courses, training over 1.3K students annually on the HC/MC-130J.

TSgt Alexandra Salminen grew up in Escondido, CA and entered the Air Force, December 2006. Her background includes several roles within the 373d Training Squadron and Air Force Sergeants Association. TSgt Salminen holds a chair on the Air Force Sergeants Association, Chapter 1201, as the Secretary and Treasurer.

EDUCATION:

2011 – Associates Degree in Administrative Management, Park University, MO
2011 – Associates Degree in Aircraft Maintenance Technology, CCAF
2017 – Associates Degree in Instructor of Technology and Military Science, CCAF

PROFESSIONAL MILITARY EDUCATION:

2012 – Airman Leadership School
2016 – Course 15
2017 – Basic Instructor Course
2017 – Senior Enlisted Joint Professional Military Education



ASSIGNMENTS:

1. January 2007 – Aerospace Electrical and Environmental Student, 364th Training Squadron, Sheppard AFB, TX
2. June 2007 – Aerospace Electrical and Environmental Apprentice, 314th Maintenance Squadron, Little Rock AFB, AR
3. February 2009 – Aerospace Electrical and Environmental Journeyman, 19th Component Maintenance Squadron, Little Rock AFB, AR
4. August 2011 – Aerospace Electrical and Environmental Journeyman, 726 Aircraft Maintenance Squadron, Spangdahlem AFB, GE
5. January 2013 – Aerospace Electrical and Environmental Craftsman, 52nd Component Maintenance Squadron, Spangdahlem AFB, GE
6. August 2015 – Aerospace Electrical and Environmental Craftsman, 58 Aircraft Maintenance Unit, Kirtland AFB, NM
7. December 2016 – Present, C-130 FTD Instructor, 373rd Training Squadron, Kirtland AFB, NM

MAJOR AWARDS, DECORATIONS, ACHIEVEMENTS:

Air Force Commendation Medal (First Oak Leaf Cluster)
Air Force Achievement Medal
Air Force Outstanding Unit Award (First Oak Leaf Cluster)
AFSOC Air Commando Association Commander's Leadership Award, 2016

EFFECTIVE DATES OF PROMOTION:

Airman Basic December 5, 2006
Airman June 5, 2007
Airman First Class April 5, 2008
Senior Airman December 5, 2009
Staff Sergeant November 1, 2012
Technical Sergeant December 1, 2017

(Current as of December 2017)



