



**The Voice of the Total Enlisted Force**  
Active Duty \*\* Veterans \*\* Retired  
National Guard \*\* Reserves

# RESUME FOR CANDIDATE FOR ELECTIVE OFFICE

I hereby submit my resume and announce my candidacy for the TREA office of:

Treasurer

Name

Address

City/State/Zip

Telephone No.  Email Address

Chapter No

Member At Large

Part 1 -  
TREA  
Activities

TREA Life Member  
CHAPTER 39, Aurora CO - (2013-2018)  
Participate Chapter events and parades  
Breakfast cooking every other Sunday  
Texas Hold'em

Part 2 -  
Community  
Activities

Colorado Community Church (2015-2018) - Jail Ministry, served at Rangeview Juvenile Remand Centre once a month, ministering to youth  
Colorado Community Church (2011-2018) - Lead Usher, served as lead usher and greeter every other Saturday night  
Colorado Community Church (2013) - Clean the block which I cooked food for over 500 individuals in the neighborhood  
Hiland Baptist Church (2019) - Usher

Part 3 -  
Education

Associate Degree - HUM RES MGT/PERS ADM Community College of the Air Force - 2010

Bachelor of Science in Business Management - 2007

Masters of Business Administration with emphasis in Healthcare - 2010

Part 4 -  
Military  
Service

2000-2013 - Active Duty Regular Air Force - Served At Buckley AFB, Shaw AFB, and Air Reserve Personnel Center (ARPC)

2013-2020 - Air National Guard on Stat Tour Active Duty - Air Reserve Personnel Center (ARPC) and 1AF (Tyndall AFB)

Part 5 -  
Other  
Fraternal  
Activities

Memberships

Toastmasters (2013-2016) - Served as President, Treasurer, and Sergeant at Arms

Tyndall Top 3 (2019) - Served as Sergeant at Arms

Part 6 -  
Remarks

My education (Master's Degree in Business Administration) encompassed many courses in financial management and accounting basics giving me the necessary knowledge and skillset to perform the duties of TREA's National Treasurer.

Signature



Date

Jun 15, 2020

Use additional sheet as needed.

Print Form

Submit by Email

**Kyle M. Carpenter, MSgt, USAF**  
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**Objective:** To obtain a national seat on the board as Treasurer and bring almost 20 years of military experience forward to TREA – The Enlisted Association.

**Functional Summary** - A total team player that is committed to the TREA mission. Communication skills built upon through Toastmasters and vast of knowledge from my military background in working with Generals and high ranking individuals. Experience dealing with high ranking individuals help me in dealing with an array of individuals.

## **Professional Work Experience -**

### **Assignments/Jobs**

#### **1 AF/AFNORTH Tyndall AFB, FL 7/2018 – Current Force Management Manager**

- In charge of creating virtual Personnel Center Dashboard (VPC) coords for evaluations and ensuring Change of Reporting Official (CRO's) updated in MilPDS.
- Duty Titles are updated from AF Form 2096's
- In/Out Process members through vMPF and in-processing checklist
- Print Retirement certificates for those members retiring and separating members based on AFI requirements
- Create weekly Evaluation virtual Personnel Center Dashboard (vPC) reports for Commander, Director's, SEL's, and Evaluation POC's to see what the status of all Evaluation vPC coords
- Unit Control Center (UCC) for 1 AF and ensuring 100% accountability for A1 and 1 AF
- Ensure 1 AF has 100% accountability through Air Force Personnel Accountability and Assessment System (AFPAAS) after exercise, hurricane, or any natural disaster until 100% accountability is obtained
- Send out monthly Base Level Service Deliver Model (BLSDM) reports to Unit CC, First Sergeant, Unit Deployment Manager (UDM), and other POC's that require monthly documents
- Pull daily Transaction Register (TR's) from 1 AF CSS/OMB and send to members for action or review
- Supervise/Lead 1 Airman on a daily basis in growing as an NCO but also ensuring Airman is working toward 7 Level
- Take care of all Unfavorable Information File's (UIF) and updating MilPDS and ensuring paperwork is done correctly as UIF monitor, Unit CC, and First Sergeant if required and annual review inspection
- Pull monthly Unit Fitness Program Manager (UFPM) reports and remind members on scheduling fitness test or advising Unit CC members are overdue to test
- Take care of all Regular Air Force members that are due to Weighted Airman Promotion System (WAPS) and working with Education Center and Force Management for Airman to sign for WAPS testing
- Assist Military Personnel Branch Manager as a backup for LeaveWeb audits/approving/use/lose rosters, etc., Air Force Good Conduct Medal rosters to be signed by Unit CC, Drug Demand Roster (DDR) and notifying members to go and take a urinalysis, and Temporary Duty (TDY) updates in MilPDS for departing and arriving back at 1 AF

**HQ Air Reserve Personnel Center, Denver CO  
10/2010 – 7/2018 NCOIC System Support**

- In charge of giving permission rights, to the MYPERS Console (formerly Right Now Console RNT) for each section at Air Reserve Personnel Center (ARPC)
- Help external customers in accessing the virtual Personnel Center Dashboard (VPC) from a home computer (created instructions for Internet Explorer and Safari)
- Update weekly outage for DPT directorate (how many people are effected, downtime, and what systems are down)
- Update weekly requirements for DPT directorate (status of each section requiring an upgrade in the virtual Personnel Center Dashboard from developers)
- Re-route Retirement, Separations, Decorations, etc., in the VPC for external/internal customers or cancelling an application.
- Update weekly DPT directorate (status of how many calls and myPers tickets, call center and back shops received during the week)
- DEER's (Defense Enrollment Eligibility Reporting System) Project Office for updating Guard/Reserve active duty/contingency/and TDY orders by verifying that MIL PDS has been properly updated with the orders from the IPR (Installation Personnel Readiness)
- Answer questions that VO's (Verifying Official) and SSM's (Site Security Managers) have pertaining to AFI 36-3026V1 (DEER's) in RNT (Right Now Technology) and telephone calls
- Answer all questions that customers have through RNT or telephone calls
- Update retired reserve and retirement segments into DEER's with retirement orders
- Trouble shoot Guard/Reserve segments in DEER's by working with the Guard/Reserve liaisons and DMDC (Defense Manpower Data Center) to fix members DEER's records segments to show properly
- Make sure TAMP (Transitional Assistance Management Program) benefits flow for members coming off contingency orders in DEER's
- Logs all personnel calls into Customer Relation Management System (REMEDY)
- Update evaluations for Guard/Reserve/IMA's across the Air Force in MIL PDS and ARMS
- Training Manager for evaluations and making sure the AFI is followed by the section
- Answers all questions customers have on the AFI 36-2406 (Evaluations AFI) and advising on how to fix and/or complete an evaluation report
- Supports the Total Force Service Center assisting over 900K active/retired Reserve/Guard members worldwide
- Update personnel information utilizing MILPDS
- Logs all personnel calls into Customer Relation Management System (REMEDY)
- Monitored and enforced FY participation and readiness compliance for over 120 Mobilization Assistants (MAs)
- Managed and executed over \$6.5 million budget for MA pay/allowances, travel and per diem; ensured properly utilized budget
- Processed request that resulted in the creation of 832 orders/amendments that resulted in no travel delays due to late orders
- Monitored RPA/IDT/AT days for MA's which resulted in 100% of MA's meeting their FY fiscal requirements for participation

**20<sup>th</sup> Force Support Squadron (ACC), Shaw AFB, SC  
Personnel Technician, 5/2005 – 10/2010**

- In processed/gained new personnel under Base Level Services Delivery Model (BLSDM) transformation
- Provided/processed Basic Allowance for Subsistence (BAS)/Essential Station (ESM) for Shaw AFB

- Responsible for distributing/tracking/updating allocation notices for 3 Groups, 12 units, and aiding tenant units
- Processed military leave transactions, Line of Duty determinations, case management, and virtual checklist items
- Streamlined in/out processing for over 50 personnel to ensure collaboration with base agencies for appointments
- Monitored/worked daily transaction register updates in MIL PDS to ensure accuracy
- Review GTC reports for appropriate use; notified commander of unauthorized use
- Provided personnel support to commander, first sergeant, and over 94 Air Support Operations Squadron members
- Managed/processed/reviewed leave web program, enlisted/officer evaluation reports, and administrative actions
- Validated permanent change of station (PCS) selection criteria and updates in MIL PDS
- Counseled members on assignment procedures, benefits, and personal obligations pertaining to PCS selection
- Briefed eligibility factors for Base of Preference, Humanitarian, and Exceptional Family Member programs
- Out processed over a 1000 customers; ensured 100% compliance with PCS standards
- Reviewed and updated Evaluations in MIL PDS

**460<sup>th</sup> Mission Support Squadron (AFSPC), Buckley AFB, CO  
Personnel Technician, 12/2000 – 5/2005**

- Responsible for inputting, extracting, and correction personnel action using Personnel Concept III (PC III)
- Processing/tracking all types of leaves and permissive TDY's
- Responsible for Ergometry/Warfit Program Management for ABW, MSG, and MSS personnel
- In charge of the Urinalysis Program, Unit and Wellness Program Manager, Unit Control Center (UCC), Records Custodian
- Prepared and authenticates identification (ID) cards for active-duty personnel, DOD contractors, civilians, retirees, and dependents in the Defense Eligibility and Enrollment System (DEERS)
- Conducted the installations Right Start and Sponsorship programs
- Processed Retirements/Separations in Personnel Concept III (PC III)
- Processed members DD Form 214's for Retirements/Separations
- Processed/coordinated all Stop Loss waivers were processed accurately and expeditiously for 100% compliance for approvals/disapprovals with AFPC

**Deployments**

**Deployed in Support of Operation Iraqi Freedom, Camp Virginia, Kuwait  
461<sup>st</sup> Human Resource Company, 12/2009 – 6/2010**

- R5 team that was in charge of ensuring Army/Marine troops received help transitioning from Iraq and redeploying back home
- Made sure Deployment Cycle Support (DCS) Checklist was filled out completely in order to help transition back to home station go a lot smoother, when in processing home unit
- Made Identification Cards and Dog Tags for transients

**Deployed in Support of Operation Southern Watch, Prince Sultan Air Base, Saudi Arabia  
TCN (Third Country National) Duty, 3/2002 – 10/2002**

- Security escort for third party nationals working on base
- Observed/watched TCN's work/deliver goods to the base

### **Certification/Skills/Additional Duties**

- HR DSA (PSM)
- Approving Official (GPC)
- Unit Fitness Program Manager (UFPM)
- Unfavorable Information File Monitor (UIF)
- Customer Relation Management System (REMEDY)
- AROW's-R (Air Force Reserve Order Writing System)
- Leave Web Administrator
- Military Personnel Data System (MILPDS)
- Virtual Military Personnel System (vMPF)
- Case Management System (CMS-Data Cleansing Team)
- Defense Enrollment Eligibility Reporting System (DEERS)
- Base Honor Guard Member
- PERSCO Certified
- MANPER-B Certified
- Personnel Concept (PC III)
- Squadron Physical Training Leader
- Government Travel Card Representative

### **Professional Military Education**

- Airman Leadership School In-Residence, 5/2007
- Noncommissioned Officer Academy In-Residence 12/2013
- Noncommissioned Officer Academy Correspondence 1/2014
- Senior Enlisted Joint Professional Military Education 3/2014
- Senior Enlisted Joint Professional Military Education 2/2019
- Enrolled in SNCOA Distance (Vol II)

### **Civilian Education**

- Associate Degree in Human Resource Management/Personnel Administration, 7/2010  
Community College of the Air Force
- Baccalaureate Degree in Business Administration and Management, 10/2007  
University of Phoenix
- Masters Degree in Business Administration, 3/2010  
University of Phoenix

### **Personal/Other Achievements**

- Former President of Defenders of Speech Toastmasters organization on Buckley AFB that won distinguished award (Also Vice President of Education, Treasurer, Sergeant at Arms, and Secretary)
- Former Sergeant at Arms for TOP 3 at Tyndall AFB, FL 2019-2020
- Personnel Deployment Function earned an overall Outstanding and Superior Performance Award during ORI, 2007
- Airman of the Year for the Fighter Wing at Mission Support Level, 2006
- Airman of the Quarter at Group and Squadron Level, 2006
- PERSCO team awarded 460<sup>th</sup> Air Base Wing Team Excellence Award, 2004
- Compliant with 58 critical inspection items in CSS during IG compliance inspection, 2003
- Compliant with 72 critical inspection items in Retirements/Separations during IG compliance inspection, 2001
- Lead POC for Combined Federal Campaign at ARPC during 2015
- Former Jail Ministry (Minister to juveniles)

**Personal Information**

- Grade/Date of Rank: MSgt/28 Sep 2018
- Status: Air National Guard (Colorado)/Stat Tour