



## DIRECTOR'S MESSAGE – “Best of the best” recognized

By Albert F. Lowas, Jr.

**T**he 8th Annual AFRPA Workshop was the best ever, drawing guest speakers, informative presentations and high participation. “The” highlight of the Workshop was the awards ceremony, recognizing the top workers in the Air Force real estate arena. Seeing our friends from the major commands, operating locations, as well as distinguished guests from SAF/IE and IEE and the Federal Real Property Association made the Workshop special.



Albert F. Lowas, Jr.  
Director, AFRPA

All of you are outstanding, making it difficult to choose from among so many top-notch performers who daily execute the Air Force worldwide real property mission. The “best of the best” were recognized at the Awards Luncheon. For the first time, we presented the Federal Real Property Association (FRPA)-sponsored real estate awards. This prestigious award recognizes outstanding performance and achievement specifically in the management of the worldwide Air Force real estate portfolio.

Mr. Nelson Gibbs, Mr. Fred Kuhn and Ms. Maureen Koetz supported the Workshop with their participation, confirming the importance of our mission in the eyes of the Air Force senior leadership. Mr. Eugene Smith, president of the Federal Real Property Association was on hand to help recognize the FRPA award recipients. Mrs. Marilyn Olsen and her grandchildren, Isaac and Ra-

chel, also joined us as we recognized our employees who best exemplified Mr. Olsen’s vision of community reuse.

“People in the Air Force know they can rely on the proactive people in the real estate field; that’s you, the people here in this room,” said Nelson Gibbs, assistant secretary for Installations, Environment and Logistics in his remarks at the Workshop.

You are the successful business managers who will rethink, retool, retrain and re-energize our programs and people. Congratulations to all the award winners – both agency, division and FRPA winners – and those who were nominated. I hope you all enjoy reflecting on the Workshop as you read the following pages.

Mr. Nelson Gibbs



Mr. Ronald Orr



Mr. Eugene Smith



### Mission

The Air Force Real Property Agency (AFRPA) executes the acquisition and disposal of all Air Force-controlled real property worldwide. For Air Force bases in the U.S. closed or realigned under BRAC 1988 and DBRAC 1990, AFRPA executes environmental programs and real and personal property disposal.

## CONGRATULATIONS DIVISION AND MAJCOM WINNERS!

### FRPA AWARDS

#### GS 7-12

AETC - Ms. Cynthia Hallet, Randolph AFB, TX  
AFSPC - Ms. Gloria P. Luke, F.E. Warren AFB, WY  
AFSOC - Ms. Judy J. Pace, Moody AFB, GA  
AMC - Ms. Karin C. Rhodes, Pope AFB, NC  
USAFE - Mr. Andres Werner, Ramstein AF, GE  
AFRPA - Ms. Zannetta Williams, Rosslyn, VA

#### GS 13-14

AFRPA - Mr. Emmett Clancy, Rosslyn, VA  
USAFE - Mr. Tony Duno, Ramstein AB, GE  
AFSPC - Ms. Lynn Holcomb, Peterson AFB, CO  
PACAF - Mr. Theodore D. Vactor, Hickham AFB, HI

### AFRPA ANNUAL AWARDS

#### GS 5-8

Ms. Diana Tagle, Secretary and Office Automation -  
Division C (Kelly)  
Ms. Karen Watjen, Secretary, Environmental Division (Rosslyn)

#### GS 9-12

Ms. Linda Baustian, Contracting Officer,  
Division D (McClellan)  
Mr. David W. D'Amore, Realty Specialist,  
Real Estate Division (Rosslyn)  
Mr. Michael Yeargin, Computer Specialist,  
Executive Services Division (Rosslyn)

#### GS 13-14

Mr. Don Buelter, Chief, Environmental Restoration -  
Division C (Kelly)  
Mr. Sis Csicsery, Environmental Engineer,  
Division D (McClellan)  
Mr. Vincent Mokrzycki, Realty Specialist,  
Division A (Rosslyn)

### ALAN K. OLSEN - CERTIFICATE OF ACHIEVEMENT

Ms. Joan Johnson, Realty Specialist, Division C (Rosslyn)  
Mr. John Fringer, Environmental Engineer,  
Division B (Rosslyn)

### OUTSTANDING OFFICE

Ellsworth AFB, SD - Accepting: Ms. Cheryl Cordry, Ms. Lana Sakos, and Ms. Karen Hoffman  
Keesler AFB, MS - Accepting: Ms. Katherine Scoggins and Ms. Wanda Tisdale  
Spangdahlem AFB, GE - Accepting: Mr. Tony Duno

## About the Awards

The awards represent the "best of the best" Air Force people across the world, executing our worldwide real property mission. All nominees were evaluated based on six categories: significant accomplishments, impact on mission, resourcefulness, initiative, teamwork and professionalism.

### FRPA AWARD

Instituted this year, the FRPA award is for excellence in real estate. This award was presented in conjunction with the Federal Real Property Association (FRPA), which supports and promotes professionalism among real property executives in both the public and private sectors and provides training to keep people informed on key issues affecting the real estate industry such as asset management, infrastructure support, policy, and the changing workplace environment

The Federal Real Property Association (FRPA) is the only association involved with federal real property. In its almost 20 year existence, it is corporately sponsored by a number of Departments and Agencies—GSA, Air Force, among others.

An award from the FRPA indicates appreciation for real property excellence across more than just the Air Force. The highly coveted award indicates an achievement recognized by the entire federal real property community.

### AFRPA Annual Awards

The AFRPA Annual Awards program was instituted to recognize outstanding performance and achievement by Agency employees. Nominees for an award must have worked for AFRPA for at least one year, be recommended as their Division Winner by their division chief, and approved for the award by the Director.

The Alan K. Olsen Award is named for Mr. Olsen, the director of the Air Force Base Conversion Agency from 1993 to 1996. Mr. Olsen led the Agency to excellence in reuse and base conversion. This award recognizes outstanding performance and innovative thinking in the area of base conversion.

# FRPA Award Winner, GS 7 – 12

Mr. Jeffrey Blevins

Realty Specialist, HQ AETC/CEPE

**M**r. Jeffrey Blevins is known as the “go to” person for the politically sensitive, highly-visible and extremely complex real estate acquisition projects at HQAETC.

Taking extreme pride in doing his job, he diligently and tirelessly worked on three high-visible and complex Command land acquisition projects.

He took the reins as team leader for a 2,041 acre land acquisition project for the Munitions Storage Annex (MSA) and Flight Corridor areas at Luke AFB... a \$27.3M MILCON project receiving high Air Force visibility and political interests.

Mr. Blevins’ leadership and management brought together the diverse talents and expertise of AETC Civil Engineering, Public Affairs, Judge Advocate, Army Corps of Engineers, and the 56 Flying Wing. He doggedly worked acquisition alternative options and overcame some early impediments in the MSA. His color-coded, story-board maps detailing the Luke land acquisition strategy were used in AETC CE presentations to the Commander, AF/ILE, SAF/IEI, IE and a Congressional delegation.

Mr. Blevins solidified the plan to acquire 273 acres around the MSA and construct supporting facilities (estimated cost \$6.0M) under the scrutiny of congressional delegations. In a prudent proactive strategy to preserve access to Barry M. Goldwater Range (BMGR), he used the

remaining \$21.3M to acquire approximately 1,768 acres of restrictive land use easements in the departure corridors.

The successful acquisition strategy will compensate landowners and allow continued use of their property consistent with the easement restrictions, give the Air Force significant control over safety and access to the BMGR and complement state legislation and local efforts, afford significant protection from future encroachment, advance the State’s goal of agricultural preservation, and maximize risk reduction per dollar invested.

In addition, Mr. Blevins expertly managed the Altus land acquisition project for the development and approval of the Altus Sooner Drop Zone 320-acre expansion for C-17 Dual Row Airdrop training, and provided exceptional oversight management in securing the Corp of Engineers (CoE) real estate planning report and necessary rights-of-entry. The project is now on track with the District CoE.

Through skillful oversight management, Mr. Blevins secured continued access to off-base installation restoration sites at Maxwell AFB. He was instrumental in obtaining a five-year lease agreement of two former Air Force landfills for a critical need and achieved a successful execution!

The Wing staff, Command counterparts and his civil engineering peers and AETC directorate functions seek

Mr. Blevins’ professional advice and support on land and other real property issues. He’s the “point man” at AETC!



Presenting FRPA awards are l - r : Ms. Kathleen Ferguson, deputy Air Force Civil Engineer; Mr. Ronald Orr, principle deputy assistant secretary for Manpower, Reserve Affairs, Installations and Environment; Mr. Eugene Smith, president, Federal Real Property Association; Mr. Jeffrey Blevins; Mr. Fred Kuhn, deputy assistant secretary for Installations; Mr. Albert F. Lowas, director, AFRPA

# FRPA Award Winner, GS 13 – 14

Mr. Charles Little

Chief, Real Estate Branch, HQ ACC/CERR

**M**r. Little's realm of responsibility is astounding! As a consummate leader, he directs ACC's \$34 billion real property program containing 715+ ACC bases/sites, 3.5 million acres, and 98 million square feet of buildings. He skillfully developed a \$38 million Live Ordnance Departure Area acquisition at Nellis AFB on time, within budget. The acquisition enabled aircraft to continue flying with live weapons.

He spearheaded 102 Minuteman missile site disposals, returning \$83 thousand to the U.S. Treasury. The public sector now has over 300 acres of taxable property.

A phenomenal organizer, Mr. Little supervised a \$1.4 million, 77-thousand square foot GSA lease renewal for Langley AFB, providing office space to 400 staff personnel. He aggressively managed over 1,400 legal documents, collecting \$300 thousand revenues to be returned to Wing Commanders.

Choreographing the acquisition of vital Realistic Bomber Training Range at Dyess AFB, the acquisition increased flying time with a 40% cut in training costs.

Mr. Little was instrumental in completing a 230-acre land acquisition for the Minot AFB cruise missile bed down. That acquisition allowed a critical construction project to be awarded on time.

Always looking ahead, he keeps ACC bases current with the latest policies and practices to do their jobs, giving advance notice of new actions that they may be tasked to do. Proactive in making the real estate profession the best it can be, he was hand picked for the Work Force Management Panel that promotes studies essential to the real estate profession.

Mr. Little validated submittals from 15 bases for the BRAC 2005 Capacity Analysis. Over 39,000 inventory

records were compared and validated; the resulting coordination with the bases updated over 4,000 records. He effectively used his computer expertise to save man hours in the data collection process, ensuring ACC submitted the best and most accurate data possible.

He built a database to track 365 missile site disposals involving over 1,000 landowners, ensuring all properties sold.

A leader who works with all involved to solve problems, raises efficiency, and improves all programs, Mr. Little works closely with the Programs and Environmental Divisions on real estate classification and cleanup efforts of property being prepared for disposal. He developed workable solutions with AFRPA/RE and AF/ILEB on complex real estate actions benefiting all parties. He is an active member of the Automated Civilian Engineering System – Real Property Integrated Process Team and the Resource Management representative on the Civil Engineering Commanders Conference planning committee.

As a recognized expert in real estate, Mr. Little holds himself to the highest standards in every aspect. He is respected within and outside the command, an ambassador and highly regarded mentor to ACC real estate professionals. With Mr. Little's exceptional leadership, the job is done right while maintaining his integrity.

Congratulations!



Presenting FRPA awards are l - r: Ms. Kathleen Ferguson, deputy Air Force Civil Engineer, AFRPA; Mr. Ronald Orr, principle deputy assistant secretary for Manpower, Reserve Affairs, Installations and Environment; Mr. Eugene Smith, president, Federal Real Property Association; Mr. Charles Little; Mr. Fred Kuhn, deputy assistant secretary for Installations; Mr. Albert F. Lowas, director, AFRPA

# FRPA Outstanding Office

341st Civil Engineering Squadron, Real Estate  
Management Office, Malmstrom AFB, MT

Mr. John Hale, Ms. Cindy O'Connell and Ms. Jeanna Earl

**S**elected for the Air Force Outstanding Unit award, recognized by the General Service Administration (GSA) as the recipient of the 2002 GSA achievement award, and now awarded the 2004 Most Outstanding Real Estate Office in the Air Force! What achievements! What accomplishments! Read some of their examples...

During a \$46M maintenance, repair and construction program, the 341st Civil Engineer Squadron (CES), Real Estate Management Office team superbly maintained and updated 8,700 records. The team initiated and managed a unique certified boundary survey creating one contiguous legal description for the entire installation—a first for Air Force Space Command!

The team accomplished a comprehensive facility inventory for the Malmstrom AFB missile complex, including 20 missile alert facilities and 200 launch facilities spread out over a 23,500 square-mile area. Because of their thorough and meticulous effort, the 341st Space Wing added 3,000 line items to their real estate records resulting in an additional \$6M in essential Facility Sustainment funds.

In spite of a two-person staff, the Real Estate Management Office expanded its mission capability by creating manpower enhancement opportunities. A clever example is their use of reservist personnel to perform the 2003 Annual Facility Inventory that saved an estimated \$15K in contract costs. Their innovative boundary inspections program encompassed 220 geographically separated missile sites. They partnered with 341st Security Force Group to utilize deployed security personnel at the missile fields who are conducting security inspections to simultaneously complete boundary inspections! This exceptional display of teamwork saves valuable manpower and allows for quarterly inspections versus minimal annual inspections as required by Air Force Instructions. This initiative alone saved 1,560 man-hours.

The team's most innovative accomplishment is their support of the Operation Walking Shield program. During 2003, 76 family housing units scheduled for demolition were diverted to the Rocky Boy Chippewa and Cree Tribes located in the State of Montana. This property transfer had a profound impact on the lives of hundreds of impoverished Native Americans. The homes have helped to alleviate the poverty and unemployment of Montana's Native American tribes, provided adequate housing and increased economic opportunity. The transfer allowed Malmstrom AFB to comply with environmentally mandated

waste reduction laws and averted 900 tons of demolition debris.

The Real Estate Management Office is responsible for 4,433 facilities with replacement valued at \$3.4B. They provided the 341st Security Forces Group and 40th Helicopter Flight with up-to-date information concerning landowners in the 23,500 square mile missile complex. More than 600 landowners' names, addresses and telephone numbers are meticulously maintained to avoid restrictive easements and encroachment issues and facilitated expedient emergency response and landowner contact for exercises and emergency situations.

Through the Malmstrom Space Utilization Process, all real property facility requests are thoroughly evaluated, reviewed against authorizations and critiqued for mission impact by an executive core of installation leaders prior to submittal to the facilities board for final approval. This real property program keeps the base appearance at its best while fostering a strong sense of community pride. As an example, faced with an austere AFSPC facility demolition program for 2003, the Real Estate Management office partnered with the civil engineers and the RED HORSE squadron to ensure essential facility demolition.

The 341 CES Real Estate Management Office has demonstrated they are the most outstanding real estate office in the Air Force!



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# AFRPA Wor



*John Horin, Mario Ierardi,  
John Fringer*

*Susan Huggins, Brenda  
Straw, Rich Jenkins*

*Joyce Truett and  
Katie Halvorson*

*John Horin, Bill Harris,  
and Patricia Reyes*

*Theresa Green and  
Carol Heeney*

*Elton Wilson, Theodore Vactor ,  
Phil Henry, and Susan Saluter*

# rkshop 2004



Theodore Vector,  
Tony Leduc, Grace Smith

Lyne Hunter, Richard  
Moore, Gloria Luke, and  
Brenda Straw

Wayne Hoffman, Karen  
Hoffman, and Curtis Hoffman

Carol Ann Beda, Jeff  
Cornell, Carolyn White,  
Burrill McCoy

Elton Wilson  
and Gloria Luke

Ann Russell, Claire  
Phillips, and Linda  
Baustian

Karen  
Hoffman,  
Cheryl Cordray,  
Lana Sakos,  
and Paul  
MacPherson

# ALAN K. OLSEN AWARD Winner

Ms. Andrea Ziemian  
Realty Specialist, Division A

The 2004 Alan K. Olsen Award Winner is an ultimate professional, patient teacher, responsible, dependable, natural leader, builds solid working relationships, takes pride in her work, and is very sensitive to the potentially volatile political arena we work in – an accurate description of Ms. Andrea Ziemian!

As the lead Division A Realty Specialist for the former Pease AFB, Ms. Ziemian was responsible for a deed transfer of approximately 2500 acres of the Pease airfield. This was the largest single deed transfer for the Agency in 2003. Ms. Ziemian masterfully handled the coordination with the community, FAA, OL staff, and legal consultants to see this action through completion.

At the 11th hour, when the LRA was about to back out from the transfer due to an environmental restriction management issue, Ms. Ziemian was able to resolve the issue through excellent team leadership and negotiating skills. Working with the environmental staff, she communicated the sensitive issue of environmental restrictions to the LRA and ensured the deed language portrayed the restrictions as simply as possible. Her efforts on this transfer were huge.

With the successful execution of the Pease airfield deed and the initiation of the negotiations for the Homestead Economic Development Conveyance (EDC) Agreement in 2003, Ms. Ziemian has performed superbly in her interactions with the LRA's. Whether with the Pease Development Authority (PDA) or Miami-Dade County, her ability to effectively communicate the Air Force's requirements as well as receive and interpret the LRA's concerns has led to the success of these actions.

With this 2500-acre transfer, Ms. Ziemian has enabled the Division to meet its FY04 transfer goal as well as contributing 25% to the overall Agency's FY04 transfer goal. In addition, her thoroughness and responsiveness to the LRA's needs has been unparalleled, developing relationships with these LRA's based on credibility and respect.

Ms. Ziemian's accommodating and instructive manner while assisting our OL's and communities provides great flexibility to both AFBCA and our communities, which allowed our Division and



OL's to implement creative solutions to support our communities

"My region ran smoothly whether I was there or not, thanks to Ms. Ziemian's natural ability to analyze, organize, and act positively," said John Corradetti, former Division A program manager. "I never hesitated to travel to an OL to help out, or do something because I knew, I was absolutely sure, nothing here would blow up, but if something did come up, Ms. Ziemian knew the process and had the knowledge to handle it – she's the secret to Division A's outstanding reputation within the Agency."

Ms. Ziemian has continually provided her expertise to the OL's and other Realty Specialist to assist them in meeting the mission of our organization. Ms. Ziemian's experience and knowledge in the entire BRAC process was helpful in her voluntary participation in the committee tasked to update the AF Base Conversion Handbook. She was also instrumental in highlighting several suggested improvements to the Handbook designed to allow easier, faster, and cheaper transfers for the upcoming BRAC 05 round.



Division A Staff accepting award for Andrea Ziemian

"I feel very fortunate to have received the Alan K. Olsen Award and to be part of the Air Force Real Property Agency (AFRPA). I'm sorry I wasn't there to receive it personally. I am very grateful to AFRPA and the Air Force leadership who believe in me, and I thank all those who helped me throughout my career -- those at the OL and Rosslyn -- without whose support I couldn't have done it."  
Ms. Andrea Ziemian

# AFRPA Award Winner, GS 13 – 14

Mr. Tony Leduc

Senior Real Estate Officer, AFRPA/RE, Rosslyn, VA

**M**r. Tony Leduc is AFRPA's expert on complex real estate issues. He provides well-researched, coordinated, and supported answers to a variety of questions concerning real estate assets. He is the go-to person for the Real Estate Division.

While many times the tasks fall far outside the realty career field, Mr. Leduc gets it done accurately, professionally, and on time. He is willing to do any task at any time to get the job done. Supporting the Division Chief by giving 100% of himself, 100% of the time, Mr. Leduc also willingly helps everyone and anyone in any way possible and totally supports Division's goals.

Mr. Leduc has developed a vast network of resources during his career. If he does not have an answer to virtually any question readily available, he can obtain it quickly and accurately. His network extends far beyond the Air Force to all other DoD and Federal agencies as well as many private sector resources, such as the Right-of-Way Association. As a result, Mr. Leduc completes all projects professionally, accurately, and timely.

He established the criteria for the AFRPA Real Estate web page, which includes links to other important web sites. The web page has a host of information: delegation of authority, education opportunities, standard real estate documents and much more. The result is one-stop shopping for all the information needed by Air Force Realty Specialists worldwide.

His involvement with the real estate career field and passion for helping realty specialists worldwide led him to develop a list of realty courses from the COE, GSA, Navy, and private sources, and post to the AFRPA web page. Education opportunities as well as other information provided on the web page result in installation and MAJCOM realty specialists to better manage their real estate assets and support their senior leadership.

Tight capital budgets have caused the Air Force to seek alternative ways to use and develop its real estate assets. Mr. Leduc orchestrated two Enhanced Use Leasing (EUL) classes taught by the University of Maryland attended by over 70 Installation, MAJCOM, and AFRPA, Air Staff, and GSA person-

nel. The knowledge gained from the EUL classes provided the potential for Installation's to generate much needed private capital revenue to supplement its budget shortfalls.

Mr. Leduc is a self-starter. He is motivated by a strong desire to go beyond doing a good job to provide outstanding customer service to the MAJCOM's, Installations, and Realty Specialists.

Mr. Leduc is a true Real Estate Professional. He is known and admired by Realty Specialists throughout all Federal agencies and respected by all who have worked with him. He makes the critical difference to the customer, to the Air Force and to the Real Estate career field.



Presenting AFRPA awards are l - r: Ms. Kathleen Ferguson, deputy Air Force Civil Engineer; Ms. Kathryn Halvorson, deputy director, AFRPA; Mr. Ronald Orr, principle deputy assistant secretary for Manpower, Reserve Affairs, Installations and Environment; Mr. Tony Leduc; Mr. Fred Kuhn, deputy assistant secretary for Installations; Mr. Albert F. Lowas, director, AFRPA

# AFRPA Award Winner, GS 9 – 12

Mr. Peter Forbes

Environmental Engineer, Division A (Loring/Pease/O'Hare)

**M**r. Forbes achieved groundbreaking milestones for AFRPA in both the real estate and environmental arenas this year. Mr. Forbes's crowning accomplishment was negotiating the environmental requirements - institutional controls, parcel boundaries, FOST and deed language - for the largest AFRPA deed transfer (2,535 acres) in 2003.



Presenting AFRPA awards are l – r: Ms. Kathleen Ferguson, deputy Air Force Civil Engineer; Ms. Kathryn Halvorson, deputy director, AFRPA; Mr. Ronald Orr, principle deputy assistant secretary for Manpower, Reserve Affairs, Installations and Environment; Mr. Peter Forbes; Mr. Fred Kuhn, deputy assistant secretary for Installations; Mr. Albert F. Lowas, director, AFRPA

Mr. Forbes was the driving force for completing the Pease FOST and Deed for over 2,500 acres. The Zone 3 ROD Amendment he negotiated and Haven wellhead treatment system are the two key components for the OPS determination needed to deed the 200 acre Zone 3 parcel - one of two remaining parcels at Pease. He is also executing

a plan which assures Pease's last parcel - Site 49 - will have the data required to support an on time OPS determination and deed.

When Mr.

Forbes learned of residual PCB sediment contamination along the Greenlaw Brook in a parcel to be ultimately transferred to a local Indian tribe, he successfully negotiated and completed a removal action under very sensitive and demanding conditions. Through careful use of a limited monitoring budget he has developed an optimization plan for the Pease Fire Training Area that will save the Air Force at least \$15 million and cut over ten years off the closeout time for this large, complex, and expensive site.

Mr. Forbes negotiated closure of a 50 acre groundwater management zone at Loring's former Fuels Tank Farm that will allow the site to be deeded this year. He conducted pilot studies at Loring's Nose Dock Area and Fuels Tank Farm and which led to initiatives that will reduce site closeout by at least 10 years and save several million dollars in the process.

The respect his teammates have for him was exemplified when the EPA recently congratulated the Air Force for his "detailed, high quality demonstration" that the permeable reactive wall at Site 73 was operating properly and successfully.

Thorough and clear in all his work and his attitude, Mr. Forbes builds bridges to get work done. He is a person of substance, commitment, deep thought, and service above self who builds trust in all his relationships. His professional accomplishments over the past year provided exceptional benefit to the environment, the Air Force, and both the Pease and Loring communities.

Nearly as distinctive an accomplishment was negotiating and signing the Air Force's first performance-based ROD. The Pease Zone 3 ROD Amendment allows the Air Force to turn off an expensive pump and treat remedy - a \$4 million

Mr. Forbes achieved groundbreaking milestones for AFRPA in both the real estate and environmental arenas this year. Mr. Forbes's crowning accomplishment was negotiating the environmental requirements - institutional controls, parcel boundaries, FOST and deed language - for the largest AFRPA deed transfer (2,535 acres) in 2003.

Nearly as distinctive an accomplishment was negotiating and signing the Air Force's first performance-based ROD. The Pease Zone 3 ROD Amendment allows the Air Force to turn off an expensive pump and treat remedy - a \$4 million savings to the Air Force - and removes pumping restrictions on the Haven Well, a critical drinking water resource for New Hampshire's Seacoast Region.

In his continuous quest for improvements, economies and optimization, he successfully negotiated and implemented reductions in Loring's groundwater monitoring plan that is saving \$1/2 million per year and positions the Air Force for savings in the years to come.

# AFRPA Award Winner, GS 5 – 8 Category

Ms. Debbie Shook

Secretary (Office Automation), Division A, Rosslyn, VA

Ms. Debbie Shook is the “one-stop” person for getting things done - accomplishing a variety of tasks quickly and accurately – and providing outstanding administrative support for the division. She’s the glue that holds the division together, the “go to” person for information about travel schedules, appointments, leave, suspenses, correspondence and more. Ms. Shook keeps the division and staff on track, anticipating every need and responding before being asked,

The division can count on outstanding quality control on all documents that Ms. Shook handles, from consolidating comments to proofreading and finalizing, an incredible effort considering the number of leases and environmental documents, even letters to concerned citizens, Mayors, Congress, or for the Secretary of the Air Force!

She’s a real go-getter! On her own initiative, Ms. Shook ensures the staff has access to documents or personnel and, as needed, will hunt down Rosslyn or OL staff in order to respond to short notice tasks or requests for information.

Picking up the responsibility of preparing the monthly environmental and real estate presentation materials used to brief the Director, Ms. Shook uses several software programs to produce real estate and environmental maps, slides, graphs, and charts. And she coordinates the briefing materials with the staff and to produce accurate briefings month after month – a super effort!

Ms. Shook handles leave and time paperwork, but also makes the extra effort to track leave balances to ensure that staff takes full advantage of their time off without losing leave. Several times she has been requested to provide timesheets in a matter of hours, and she has done so with professionalism. Ms. Shook always completes her tasks on her own, with no reminders.

Ms. Shook contributes on tasks outside her primary job. She assisted at the AFRPA 2003 Workshop and holiday functions. She helped lead the Agency’s file plan reorganization effort in response to an 11th Wing review of Agency file plans. The number of OL’s, and their associated needs, keeps staff travel in a constant state of flux.

Ms. Shook always comes through with travel orders and arrangements no matter how little time afforded her – every time. Keeping track of people, correspondence, and actions at the OL is not an easy task, but Ms. Shook does a masterful job, utilizing e-mail and word processing systems to ensure the needs for short notice information are met.

Her professional approach, including working closely and professionally with the staff, ensures that all Division suspenses are met and correspondence is handled quickly and efficiently.

A “people-person” who has the unique ability to build relationships, foster team spirit, and make everyone’s day more pleasant, Ms. Shook has exceptional personal communication skills and is an absolutely superb receptionist for callers and visitors. Her sensitivity to people, along with her pleasant and tactful nature, ensures that all customers are satisfied.

Establishing herself as one of the Agency’s experts on producing quality work, a team player and professional, make her a worthy recipient of this award.



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# Friends who stopped by...



Helen Commodore (former AFBCA employee) and Mr. Al Lowas (Dir.)



Joyce Frank (former AFRPA deputy director) talking with Paul Bruner (McClellan)



Rachel Olsen, Mrs. Marilyn Olsen, Isaac Olsen and Joyce Frank



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The Connection is an official non-directive departmental publication. Its purpose is to educate, inform, motivate and update AFRPA employees on policies, programs, plans and news of the base conversion process and related activities. The views and opinions expressed in this periodical are those of the individual author and not necessarily those of the Department of the Air Force or of the AFRPA.

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