

Khalil Gatlin, MBA
Master Sergeant US Air Force (Active)
8797 Marbach Road, Apt 13303, San Antonio, Texas 78227
(801) 309-9222 – E-mail Khalil.Gatlin@gmail.com

SUMMARY

Professional, executive leader and advisor with over 20 years of planning, developing, implementing and analyzing programs, budgets and services across a wide spectrum of business administration, higher education, veteran academic support and human resource management services. Respected mentor and team player who can integrate, relate and collaborate with corporate executives, university leadership (academia), strategic/operational leaders and administrative support staff with diverse backgrounds. Committed to excellence with a unique ability to find solutions to complex issues. A trusted limited liability corporation, strategic-operational, higher education and military leader with the ability to provide insightful/innovative and creative execution across a wide range of programs, policies and plans.

KEY QUALIFICATIONS

- **Executive Leadership**
- **Teamwork**
- **Advisor**
- **Strategic Planner**
- **Strategic Vision**
- **Program Management**
- **Critical Thinker**
- **Budget Optimization**
- **Counselor**
- **Adaptive Planner**
- **Recruiting Professional**
- **Policy Development**

Education

Doctor of Business Administration (5 Phase Doctoral Project/Dissertation Remaining—Chapter 4 & 5)
California Southern University, Irvine, California (GPA: 3.88)

Masters Business Administration
University of Phoenix, Phoenix, Arizona (GPA: 3.90)

AS Associate of Science
University of Phoenix, Phoenix, Arizona (GPA: 3.80)

AS Associate in Liberal Arts
Weber State University, Ogden, Utah (GPA: 3.56)

AS Human Resource Management
Community College of the Air Force, Maxwell, AFB, Alabama (GPA: 4.00)

Professional Manager Certification
Community College of the Air Force

Force Management & Security Support Department/Human Resource Management-Personnel (Second Air Force/Detachment 1 Technical Training Operations Center)

December 2019 to Present: Superintendent, Force Management

Primary/Personnel Superintendent Executive of all Basic Military Training Security Clearances/Accessions

- Directs Air Forces' sole security support operations for Basic Military Training; directs 5 member team, oversees clearances f/117 Air Force Specialty Code/31.5K graduates per year
- Responsible f/26 sensitive skill Air Force Specialty Code clearance program; conducts Basic Military Training briefs 2x day, oversees Force Protection submission to FBI
- Manages recruiting, personnel actions, career guidance & outbound assignment sections for Basic Military Training, Joint Base San Antonio-Lackland

Responsible for training of high caliber and diverse trainees for a leadership level work environment developing future leaders of the U.S. Air Force. Develops, apply and leverage a training program emphasizing leadership development by mentoring trainees to maximize their experiences and backgrounds. Also serves as the Detachment Recruiting Superintendent, responsible for the construction, management, and execution of all unit recruiting efforts.

- Created cradle-to-grave tracker; documented Top Secret clearance and statistics--shaped AETC way ahead for Air Force Specialty Codes
- Strategically mitigated 2.1K orders for Airman not medically cleared; canceled 98% projected classes--averted \$24M in lost training funds
- Oversaw Basic Military Training orders-hold program; Identified 118 Airmen on hold status--averted erroneous shipping/\$1.4M in empty Technical Training Seats
- Coordinated with Air Force Education Training Command to transformational/transactional analyze 140 discontinued investigations/adjudication for Basic Military Trainings' separated trainees--saved Air Force \$770K

Teaching Experience (School of Continuing Education)

January 2010 to Present: **Adjunct Professor/Instructor – Park University, Malmstrom Air Force Base, Montana (Campus) & (Online)- Park University, Joint Base San Antonio, Lackland Air Force Base, Texas (Campus) & (Online)**

Undergraduate Courses:

- Management of Organizations
- Human Resource Management
- Organizational Behavior
- Statistics

Military Experience

Dec 1996 to Present: United States Air Force (Honorable Service)

May 1997 to May 2005: **Chief Personnel Programs**

Develop Programs of Instruction and assists the senior leadership of the Mission Support and Civil Engineer Organization to sustain the combat readiness of over 3,500 airman and 40 separate units, in support of the mission effectiveness agenda.

**CENTCOM Materiel Recovery Element Team Lead, TSgt, United States Air Force, Shaw AFB, SC
August 2003— March 2004**

Part of first established United States Air Force Retrograde team. Led a multifunctional, multicomponent, joint-enabled and contractor-supported mission to execute redeployment, redistribution, and retrograde of Air Force materiel and equipment across all of Afghanistan. Orchestrated movement of assets and coordinated aircraft requests for shipment back to the United States.

- Devised retrograde start plan; liaison with Army 82nd Sustainment Brigade
- Led 17 outside the wire missions resulting in the recovery of 3K assets totaling \$25M dollars; redeployed 544 assets worth \$10M and 18 MRAP
- Managed team of 51 personnel comprised of civil engineering, transportation, and supply subject matter experts
- Received Achievement Medal and recognized as Wing Non-Commissioned Officer of the Month

August 2005 to June 2010: **Department of Technology (Indiana State University) Personnel Executive/Instructor – Terre Haute, Indiana**

Coordinated and instructed curriculum which emphasized on citizenship, character development, leadership development and community service for collegiate students enrolled in the Air Force ROTC program. The classes introduce students (cadets) to the elements of Leadership, Drill instruction and ceremonies, military customs, Uniform Inspections, Physical Fitness Training, Marksmanship, and Military history.

March 2011 to July 2012: **PERSONNEL SUPPORT CONTINGENCY OPERATION OFFICER IN CHARGE, U.S. AIR FORCE JSTO LIAISON CELL**

Supporting Operations Enduring Freedom and New Dawn, allowed seamless operations at the U. S. Army Primary Mobilization Force Generating Installation during the Global War on Terrorism

June 2010 to February 2014: **Joint Special Operations Installation Personnel Readiness, Malmstrom Air Force Base, MT**

Managed and maintained force management operations, communications, situational updates, all graphics and detailed coordination measures, as well as other combat readiness information deemed pertinent to the Chief of Operations and Wing Commanders

Aerospace Science Department/Human Resource Management-Personnel (Air Force ROTC)

December 2014 to 2019: Personnel/Program Coordinator/Instructor for University of Connecticut

Primary/Personnel coordinator of all School of Continuing Education/Human Resource activities

- Planning and providing individual and group advisement to students
- Provide administrative support to faculty members teaching at site
- Responsible for all aspects associated with operating a safe and functional Host Institution (University of Connecticut/satellite location for University of Hartford, Eastern Connecticut, Central Connecticut State University and University of Rhode Island students)

Responsible for training of high caliber and diverse candidates for a college-level program developing future leaders of the U.S. Air Force. Develop, apply and leverage a training program emphasizing academics and leadership development by mentoring candidates to maximize their experiences and backgrounds. Also serves as the Detachment Recruiting Non-Commissioned Officer, responsible for the construction, management, and execution of all unit recruiting efforts.

- Evaluate 150 highly qualified young men and women as prospective Air Force officers
- Led recruiting mission with 22 outreach events and contacted over 300 prospective students, resulting in a 60% increase in detachment growth
- Supervised 53 training events and ensured completion of required objectives
- Managed 43 Air Force and University scholarships totaling over \$640K and ran \$120K cadet pay program

Awards

Outstanding Volunteer of the Year

Hill Air Force Base Athlete of the Year

NCO of the quarter/year Award

Military Awards /Medals

Air Force Commendation Medal (3 Oak Leaf Cluster)

Air Force Achievement Medal

Air Force Organizational Excellence Award

Air Force Outstanding Unit Award

Air Force Good Conduct Medal

Air Force Nuclear Deterrence Medal

National Defense Serve Medal

Global War on Terrorism Service Medal



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Khalil Gatlin

Residential Address: 8797 Marbach Road
Apt 13303
San Antonio, TX 78227

Physical Address of Employer: 1525 Wurtsmith Road
Bldg 5725
San Antonio, TX 78253

Board of Trustees Location Applying For:

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Signature of Applicant

11 FEB 20

Date

Khalil Gatlin

Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**



Senior Master Sergeant Sandra Wellman

Superintendent

Senior Master Sergeant Sandra H. Wellman is the Superintendent for the Air Force Band of the West, JBSA-Lackland Air Force Base. She advises and provides trusted counsel to the unit commander on personnel, directives, policies and programs. Sergeant Wellman hails from Lubbock, Texas, and prior to entering the Air Force, she was a sought after clarinet instructor and clinician for a variety of Texas School Districts. Sergeant Wellman holds two degrees in clarinet performance and a Master's Degree in Education. Her passion for education has afforded her the opportunity to instruct over 3,000 hours to over 350 Noncommissioned Officers as an Air Force Professional Military Instructor. She is currently working towards earning her special education teaching certification and developing a research proposal focusing on how to create an ADHD focused classroom.

EDUCATION:

1998: Bachelors of Music Degree in Clarinet Performance, Texas Tech University, Lubbock, Texas
2000: Masters of Music Degree in Clarinet Performance, Texas Christian University, Ft. Worth, Texas
2005: Airman Leadership School, Kelly Air Force Base, Texas
2008: Associate's Degree in Fine and Applied Art-Music, Community College of the Air Force
2012: Noncommissioned Officer Academy, Kapaun, Germany
2013: Senior Enlisted Joint Professional Military Education, National Defense University
2013: Associate's Degree in Instructor of Technology & Military Science, Community College of the Air Force
2015: Senior Noncommissioned Officer Academy, Distance Learning Course
2016: Professional Managers Certificate, Community College of the Air Force
2016: Masters of Education Degree, Oklahoma University, Oklahoma City, Oklahoma
2017: Senior Enlisted Joint Professional Military Education II, National Defense University
2019: Senior Noncommissioned Officer Academy, Gunter Annex, Alabama
2019: USAF Continuous Process Improvement Black Belt Course, Maxwell AFB, Alabama

ASSIGNMENTS:

1. Aug 2001 – Oct 2001, student, Basic Military Training, Lackland Air Force Base, Texas
2. Oct 2001 – Jul 2009, clarinetist, USAF Band of the West, Lackland Air Force Base, Texas
3. Jul 2009 – Jul 2012, clarinetist, United States Air Forces in Europe Band, Ramstein AB, Germany
4. Jul 2012 – Jul 2016, Instructor/Superintendent, Kisling Noncommissioned Officer Academy, Kapaun AS, Germany
5. Aug 2016 – Apr 2018, Operations Section Chief, Band of the West, JBSA-Lackland AFB
6. Apr – Oct 2018, Inspector General Superintendent, 380th Air Expeditionary Wing, Al Dhafra Air Base
7. Nov 2018 – present, Superintendent, Band of the West, JBSA-Lackland AFB

MAJOR AWARDS AND DECORATIONS:

Meritorious Service Medal with one oak leaf cluster
Air Force Commendation Medal with two oak leaf clusters
Air Force Achievement Medal with three oak leaf clusters
Military Outstanding Volunteer Service Medal with bronze star
Air Force Special Duty Ribbon

OTHER ACHIEVEMENTS:

2002: USAF Band of the West Airman of the Quarter, July – September
2004: USAF Band of the West Airman of the Year
2007: USAF Band of the West NCO of the Quarter, July –September
2009: USAF Band of the West NCO of the Quarter, January-March
2013: HQ USAFE Command Section Volunteer of the Quarter, January – March
2013: HQ USAFE Command Section NCO of the Quarter, April – June
2013: Tuskegee Airman “SMSgt BarBour” Award
2013: HQ USAFE Command Section NCO of the Year
2014: Kisling NCOA NCO of the Quarter, July – September
2015: HQ USAFE Command Section Volunteer of the Quarter, Jan – March
2015: Kisling Lance P Sijan Award – Junior Enlisted
2016: HQ USAFE Command Section SNCO of the Quarter, April – June
2017: USAF Band of the West SNCO of the Quarter, April – June
2018: 380th Wing Staff Agency Team of the Quarter, April – June
2018: 380th Air Expeditionary Wing SNCO of the Quarter, July –September
2019: Distinguished Graduate, SCNO Academy, Gunter Annex, Alabama
2019: USAF Band of the West SNCO of the Quarter, July – September
2019: USAF Band of the West SNCO of the Year

EFFECTIVE DATE OF PROMOTION:

Senior Master Sergeant 01 February 2019

(Current as of 24 January 2020)



Joint Base San Antonio Statement of Eligibility

Applicant Full Name:

Residential Address:

Band of the West
2220 Caswell
Lackland AFB TX

Physical Address of Employer:

12439 Lake Whitney
San Antonio TX 78253

Board of Trustees Location Applying For:

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- I attest the contents of my resume.
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- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Signature of Applicant

2-11-2020

Date

Sandra H. Wellman

Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
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