

Notes to a Commander

Target Audience: Unit Airmen

Purpose

To provide commanders a tool to learn more about their people. This should enhance appreciation, foster teamwork, and instill individual identity.

Description

Airman personal information for the commander. This helps commanders gain insight into another person’s life and shows a sense of caring.

Employ

When a member visits the commander’s office, the commander’s administrative assistant or support staff hand the visitor an index card. Visitors annotate anything about themselves unknown by the commander on the card and post it to the bulletin board when entering the office or hand to the commander.

- Install a corkboard in the commander’s office
 - Recommend 12”x12” cork squares and build as large as desired
 - 3”x5” index cards
 - Push pins
 - Writing tool
- Visiting members annotate on the index card and post to the board using the push pins. Photos may also accompany the cards. An option is to hand the card to the commander and the commander uses it to begin discussion.
- Commanders review the cards and gain increased insight/appreciation of unit members.

