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.

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*Tell Me Something About Yourself That I Don’t Already Know*

I have a dog and a bird
- SrA Denny Smith

I want to be a pilot after my enlistment is up.
- 1Lt Thiel

I like to read mystery novels in my spare time.
- Msgt Franks

I’m taking a math class on the weekends.
- Frank Willis

My sister is in the Navy.
- Capt. Shirley

My wife works at the BX.
- TSgt Erin Jones

I ride my motorcycle with my friends.
- AIRC Lucky

My family likes to vacation at a lake in MN.
- Maj Roper

My wife works at the BX.
- TSgt Erin Jones

I ride on the weekends with my friends.
- AIC Lucky

My family likes to vacation at a lake in MN.
- Maj Roper