

# DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

**THE AIR AND SPACE ACHIEVEMENT MEDAL**

(SECOND OAK LEAF CLUSTER)

HAS BEEN AWARDED TO

**STAFF SERGEANT TIMOTHY M MAXON**

FOR

**OUTSTANDING ACHIEVEMENT**

**1 DECEMBER 2022 TO 30 NOVEMBER 2024**

ACCOMPLISHMENTS

Staff Sergeant Timothy Maxon distinguished himself by outstanding achievement as Command Support Staff Administration NCOIC while assigned to the Alpena Combat Readiness Training Center from 1 December 2022 to 30 November 2024. During this period, Staff Sergeant Maxon was instrumental in the processing of over 535 personnel and administrative actions consisting of personnel record updates, promotions, audits, and leave authorizations. Staff Sergeant Maxon also single - handedly managed the evaluation program for the 101 assigned officer and enlisted members keeping an above average on-time rate of over 90%. Staff Sergeant Maxon was pivotal in on-boarding of additional manpower authorizations to include Federal Title 5, and Title 32 Technician employees and oversaw the implementation and training of the Performance Appraisal System for members and supervisors. As the Timekeeper for Automated Time Attendance and Production System, Staff Sergeant Maxon ensured members and supervisors certified timecards to prevent hardship to other airmen due to lack of pay or loss of earned leave. The distinct accomplishments of Staff Sergeant Maxon bring great credit upon himself, the Air National Guard and the United States Air Force.

GIVEN UNDER MY HAND

**04 December 2024**

//signed//

WHITEFOOT, MICHAEL C, COL, USAF

COMMANDER

EDIPI: 1094068033

Special Order: G-385686

Condition: 4 PAS: E92IFL9T

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