



DEPARTMENT OF THE AIR FORCE
30TH SPACE WING (AFSPC)


2 April 2019

TO WHOM THIS MAY CONCERN

FROM: 30 FSS/CD

SUBJECT: Employment Verification – Jessica Galloway

1. Jessica Galloway was employed by the 30 Force Support Squadron from 15 March 2014 – 7 September 2016.
2. Ms. Galloway's duty title was "Illustrator". Per her position guide, her duties and responsibilities included: "using desk top publishing; word processing, calendar and other software packages, processes documents involving many different styles of headings and arrangements of material (i.e. flyers, brochures, calendars, posters, pamphlets, booklets, and other marketing materials.) Recommends or selects media, color treatment, and size for illustrations to best promote program/activity. May compose material to accompany flyers, brochures, etc. Other forms of art work are available for cut and paste technique for publication. Is the official photographer for activity functions and for any special requests approved by the supervisor. Identifies and acquires job related requirements for equipment, supplies, and software. Prepares posters, static displays and other advertising products."
3. If you should have any questions, I can be reached at 805-606-5033 or josie.cordova@us.af.mil.


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