



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST MISSILE WING (AFGSC)**

17 May 2019

To whom it may concern,

This letter is to confirm Jessica Galloway's position as a Summer Intern for the Malmstrom Air Force Base Force Support Squadron in Great Falls, Montana from June 2011 to September 2011.

Through the Summer Internship program, eligible college students were hired on a temporary basis at installation level and distributed among offices that requested additional assistance for the summer. Jessica worked in our squadron in the marketing and information technology departments, where her dedication, hard work, and attention to detail proved to be a valuable asset.

While working with me in the information technology department, she voluntarily undertook the task of organizing our IT equipment inventory, including floppy disks, CDs, and memory sticks, as well as computers, laptops, printers, monitors and peripherals. She diligently completed this task by testing, organizing, labeling, and shelving a wide variety equipment.

Additionally, she assisted with the Defense Logistics Agency Disposition Services process, which facilitates the reuse, transfer, donation, sale, and disposal of surplus military property. She inventoried, processed, and loaded pallets with excess computer towers that were to be auctioned off, destroyed and disassembled hard drives to Air Force Information Security standards, and even found a creative use for old floppy disks by securely erasing their original contents and repurposing them as pen holders.

While working with our graphic designer, Gary Huffman, in the marketing department, Jessica designed digital monitor advertisements, produced print materials for on-base facilities, and assisted with the design and layout of the monthly base magazine. She worked with the Adobe Creative Suite, including Photoshop, Illustrator, and InDesign. Jessica also assisted in other squadron offices as needed, performing clerical work and miscellaneous office duties.

If you have any additional questions regarding her job descriptions, duties performed, or length of employment, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel J. Wilkinson", is written over a light blue horizontal line.

DANIEL J. WILKINSON, CIV, DAF
IT Manager, 341 Force Support Squadron
Malmstrom AFB, MT 59402
406-731-4756
daniel.wilkinson.1@us.af.mil