

Greetings AMLA members! The Association of Military Legal Administrators has moved to monthly newsletters in the interest of providing its members with more content as well provide an opportunity for the membership to offer content. If you have anything you would like to be considered for inclusion in the monthly AMLA Times, please email us at public_relations@amla-tcml-org. We look forward to hearing from you.

TEACH – COACH – MENTOR – LEAD

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Inside the Learning Organization

By William J. Teeple
9/15/2018

“Teach, Coach, Mentor, Lead!” It is by no surprise that I, and many others, have identified the Association of Military Legal Administrators (AMLA) as a discernable learning organization. From the onset, our aim has been to develop a healthy and resilient network of professionals who understand each other and can best use their talents to help one another and other veterans on their continued journey through life.

Much of my focus, of late, has been connecting with former legal administrators (members). These individuals have grown apart from their roles as members of an intricate military network into a unique blend of humanity, developing substantial and meaningful lives as veterans. What I find most heartening is that their values play a substantial role in who they have become; and these values, in large part, had been garnered during their many years of military service.

We can foster a healthy and resilient network by facilitating everyday learning. Learning can help us grow and develop deeper understanding of the environments around us, and at the same time, learning can help us connect and continuously



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transform ourselves and our organization to meet the needs of today and tomorrow; both individually and collectively.

My contribution to our newly established reading program was the book, *The Fifth Discipline* by Peter M. Senge. I found meaning in the overall context of Senge's literary work. Exposed to the author, and his management principles while attending business school, I found myself on a personal journey of in-depth introspection. I developed a deep appreciation for, and understanding of, the significance of learning organizations and systems thinking. His words prompted my understanding and recollection of the environments I had been exposed to during my many years in the military.

As I look back upon my service, I'm reminded of my time as a young recruit. I had truly embarked on a journey of continuous learning. That journey had begun ever so slightly, but soon developed into a burgeoning, deep-rooted quest for knowledge. What appeared to be simple engagement into fundamental everyday tasks demanding considerable time and attention soon turned into elaborate and mentally developed systems thinking. Soon, I appreciated the equity that accompanied my efforts and my learning, and it wasn't too difficult to discern that straying off course could negatively impact results for me and my team.

In time, I developed the personal mastery of those everyday tasks that soon led to increased satisfaction, garnered trust, and provided me with greater opportunities.

AMLA has within itself the capacity to solve some enduring life-issues for its members and other veterans. Understanding the dynamics of human behavior, and a building an environment of learning will facilitate growth, stability, and net substantial results. This is our time to take control of our destiny and plug into the opportunity of learning.

Transition from the Military to the Civilian Workforce

By Rusty Ferrell
9/15/2018

Transitioning from Soldier to Civilian involves a lot of changes that if ill prepared, can bring on unnecessary stress to transitioning Soldiers. This article provides a few helpful tips to ensure you are well informed, ready to transition, and that you land on your feet as best possible in the new world called "the Civilian world, or Fort Living Room." In my view and in my experience, several important points are below:

Job Search/Preparation:

a. In the military we are taught to be confident and to have pride in our work and ourselves. However, I challenge you to view these good qualities in a different way and temper them when transitioning so they are not damaging to your transition and become a turn off to potential employers.

<https://www.military.com/veteran-jobs/career-advice/military-transition/pride-and-humility-transitioning-out-of-the-warfighter-elite.html>

b. There are many resources out there to prepare your resume and yourself for the next employment phase in your life. I call this "What does the 2.0 version of myself look like, and what do I have to do to ensure that 2.0 version of myself meets my expectations and desires moving forward." Frankly, part of this is lowering your level of expectation of the world around you because frankly, 1) we are not thought of perhaps as highly as we think we are and 2) we are essentially starting over so we should act like it to avoid the appearance of arrogance and entitlement. I encourage all transitioning Soldiers to start at least 1.5 years out. I am not encouraging you to neglect your military duties however, find time in your schedule and personal life to make it happen. The JAG Corps is a great organization and the Soldier for Life program allows you this time to transition.

Networking:

Start by creating your LinkedIn account <https://linkedinforgood.linkedin.com/programs/veterans/premiumform> and build your profile. A premium membership is free for a year for you. Pick three areas you are interested in and begin to build your network of recruiters in the fields you pick, professionals in the field you pick, and managers. All of which, should be focused on the geographical area of your choosing. My LinkedIn profile scored me two good interviews with Facebook and one with Google. Of which, I was offered jobs however, they were too soon before my terminal leave started. I recommend to start applying for jobs 6-8 months out so you are appropriately situated in time were you can reasonably be made and offer – but not too soon.

In addition to LinkedIn, there are a variety of civilian to military mentoring networks where mentors in corporate America are looking to take on Soldiers and mentor them until they find meaningful employment and beyond. I found this very helpful and it led to some good interviews with Sodexo and GE to name a couple. Here are the two programs I used for this - <https://www.ementorprogram.org/home/about/> and <https://www.acp-usa.org/mentoring-program/veteran-application>.

In addition to this, sign up and attend all local job fairs and national job fairs in your area as well. I found it very helpful and it got me an interview with Starbucks, but the timing was just not right. Lastly, the federal government has representatives that focus on veteran recruitment in each federal agency. Their contact information can be found here <https://www.fedshirevets.gov/veterans-council/agency-directory/>.

Resumes – You definitely want different versions of your resume.

1. A Civilian (non-government) opportunity requires an entirely separately crafted resume than that of a federal government employment resume. For a Civilian resume, you want to have Civilian professionals review your Civilian resume (even better if in the same industry). Although, it's helpful in some ways to have your military counterparts/supervisors to review, let's face it, for the most part they have not had to endure this experience and frankly, are not

equally situated to provide advice equal to that of somebody who is immersed in the culture and is perhaps a hiring manager in a civilian corporation. You can easily find such a person to review your resume and provide impressive feedback at the above mentoring links.

2. A federal government resume should be all exhaustive and much longer than a Civilian (non-government) resume. For a USAJOBS resume - <https://www.usajobs.gov> you want about three different resumes (my approach and opinion), one for each type of job you are applying for. For example, if you want to be a management analyst, craft a resume with management analyst language, titles, and responsibilities in such a way that invites hiring managers to appeal to your resume specifically for that purpose. So, creating three different resumes allows you to craft your resume to general categories rather than tailoring it to each job. That said, you can if you wish, tailor your resume to each job however, I have not found this to be necessary and have had great success doing in in three broad categories. Equally important, please use your own template rather than the USAJOBS format. This shows you care, you put forth an effort, and frankly, it catches the attention of the reviewer whether in HR sorting resumes for referrals, or the hiring manager when making a determination who gets an interview. Remember, your resume is your “movie trailer” where you are trying to get the reader to watch the “movie” i.e. bring you in for an interview.

Interview:

Take the time and spend the money to buy 3-5 professional business suits. And please... PLEASE, get them custom tailored to fit your body. This way you look like you belong where you are applying to be and not a newly retired veteran who does not dress properly for the mission at hand, which is now to blend in with society and appeal to the work environment in which you are applying to. This is very important in my opinion. For the gentlemen in the DC area, please reach out to Troy Tyler (retired Regimental CSM) who has some contacts for some pretty good discounts on suits. I got 4 suits, shirts, ties for under \$500.00. They are very nice suits.

Take the time and put the effort into creating a story line for yourself that ties in with your experience. Practice being able to articulate who you are, what you stand for, and what you bring to the table professionally, all tying in to the job and organization you are applying for. Even more so, study about the organization you are applying to BEFORE the interview. Know the mission and vision and as much as you can about the organization. This impresses hiring managers and perhaps indicates not only your level of preparedness, but also shows your work ethic and that you are willing to go the extra mile. Even if not asked a question in this area, typically interviewers give you an opportunity to speak at the end or ask questions. This is where you put your game face on, and in a very humble yet excited way discuss what you know about the organization, what you like about it, and how you think you will fit in. This will more than likely impress the hiring manager or at least those on the interview panel.

Once Selected –

If you are selected for a federal government position and it is in management or administration which is our forte, you should definitely request a superior qualification appointment into the highest possible grade and step. In my case for example, I requested this and was brought on as a GS-13 Step 10, essentially, GS-14 Step 6 pay which I was very happy with. You will not get anything above Step 1 if you don't ask for it and many of us have the experience and can write well enough to get it approved, even if not in some modified form and not the highest step. So when you respond to that tentative offer say "I accept this tentative offer subject to salary negotiations and more specifically, I request a Superior Qualifications Appointment to GS-XX Step XX based upon my experience level in the XX field." This will get the ball rolling and determine whether they will entertain this request or not. Some organizations will pursue it for you (US Marshals) and others will not (ATF). If you don't ask, you will never know and more than likely start at entry level salary.

In addition to this, you should complete and SF form 813. This form verifies your military experience and will be send to HRC to validate your deployments. This will potentially allow you to earn more leave starting out and can adjust your service computation date which is

important when determining pay and other benefits as well as your retirement eligibility date as a federal civilian.

If selected to a Civilian position (non-government), also request salary negotiations and cite your previous salaries in similarly situated job duties.

Input, Ideas & Involvement

By Jonnee' Carter
secretary@amla-tcml.org
9/15/2018

1. Soliciting a name for our newsletter. Send your ideas to myself and the Board will take a vote on the best one.
2. Have an article that you'd like to share for the good of the group or a topic idea? Send in your article or shoot me an email on your topic idea.
3. One of our members suggested to offer our warrant officer candidates a one-year no-cost membership to AMLA. This is a great idea and the Board will be voting on this. In conjunction with this idea, we will be collecting shoulder boards and rank in order to pass them on to those coming up in the ranks. If you have some to donate please contact Rebekah Stuyvesant.
4. Read a good book lately? Add it to our electronic/online reading list through Slack. Slack is our AMLA text messaging platform. The electronic reading list is called #wise. From Slack you can access/join the #wise. From your laptop <https://read.wiseapp.com/lists/317/links>
5. Join in and listen to the monthly Board meeting, Sept 19th @ 7:00 p.m. Call in at (515) 604-9300, Access Code 294964. Board meetings are the third Wednesday of the month.

Member Spotlight

Art Gunderman (in his own words)

My Army service began on 30 September 1955, with enlistment at Fort Wayne, Detroit, Michigan. Basic Training was completed at Fort Carson, Colorado. There followed various assignment in Infantry Aviation until November of 1962 when I was assigned the position of Legal Clerk for the 2nd

Aviation Battalion, 2nd Infantry Division at Fort Benning, Georgia. In the spring of 1964, I attended the Stenomask Court Reporter Course at the Naval Justice School in Newport, Rhode Island. Served about 10 years in Court Reporter positions, earning promotion to SP5, SP6 and SP7; and, by December 1973, was the most senior court reporter in the Army. Authored an article (A Court Reporter Speaks) published in "The Army Lawyer" in January, 1974 and subsequently reprinted in the June, 1974 issue of the "The National Shorthand Reporter".

Appointed to WO1 on February 26, 1974 and assigned as Legal Administrative Technician for the Staff Judge Advocate, Fort Carson. Served in that capacity for about 18 months; then transferred to the Defense Section of that office as an investigator. Finished my career in that position, retiring from active duty on December 31, 1976 as a CW2. An interesting aside, perhaps: after 21 years, 3 months service, my first retirement check was \$562.05.

After retirement, was hired as Chief Investigator for a Special Grand Jury empaneled to look into alleged malfeasance of County Officials. A 14- month investigation resulted in the indictment of the District Attorney, Sheriff and all three of the County Commissioners.

In March of 1979, I moved to the Seattle area and worked as Law Office Manager for a medium sized Personal Injury Firm for a year; then accepted a position as Legal Administrator for a large General Practice Law Firm.

In late 1981, I was offered a minor management position with the Seattle Postmaster's Office and worked for the Post Office for 11 years. I was able to combine my Military and Postal Service and retired again in October of 1992.

My Wife, was a Human Resources Officer with U. S. Bank. She retired in June of 1993, and together we started a Bookkeeping Business for Churches. Our business grew and we soon were full charge bookkeepers for eight United Methodist Churches. We maintained this business for 20 years, finally closing shop on September 30, 2013.

Since then, we have been busy with family, which now includes four great grandchildren. We are able to travel and love to spend time aboard Cruise Ships – the best way to travel (in our opinion). We will depart on October 4, 2018 on our 14th cruise; a 15-day trip from Vancouver, B. C. to four Hawaiian Islands and return to Vancouver.

Ambassadorship Program

By Brent Reeves
9/15/2018

As your newly elected AMLA Vice President, I have recommended to the Board (and they have approved) the initiative of an Ambassadorship Program in efforts to increase our membership. Certainly, while membership in the organization is not necessary to carry out the primary mission of the organization to Teach, Coach, Mentor and Lead, membership offers opportunities to carry out those which are not afforded to non-members. In particular, I would ask the membership for their assistance in identifying and contacting retired members of our Warrant Officer community who have not yet joined, and would be a good fit for the organization. Once identified, I will make every effort to reach out to those individuals personally, and ascertain their level of interest in joining AMLA. While it is a fact of life that the systems we manage to enable the Army to carry out its missions change with the times, it is also true that the more things change.....the more they stay the same. Our retired Legal Administrators have a wealth of information and experience that, when shared, are an invaluable source of information for our junior officers.

I am immensely impressed with the great things this organization has accomplished in the last year, and believe only greater things are to come in the future. One of the keys to ensuring this continued success is to expand our membership to the greatest extent possible, and I would ask for your assistance in attempting this expansion of our membership base. If you know someone who could benefit from membership, pass the word on!! Perhaps more importantly, pass their contact information my way, and I will reach out to them. Thanks in advance for your assistance in this endeavor!!