

TALKING PAPER
ON
AMBASSADOR DUTIES

1. Must promote an outstanding image of the Air Force/Space Force at community events in San Antonio, to include Fiesta, and other parades/activities in surrounding communities throughout the entire calendar year.
2. Must represent their military community at various events during a one-year tenure.
 - a. Approximately 5 community parades in surrounding towns, speaking engagements at schools, hospitals, and the Audie Murphy Veteran's Hospital.
 - b. Ambassadors are showcased during the 11 days of Fiesta San Antonio and participate in approximately 50 or more Fiesta events.
3. Ambassadors are relieved from regular duties and assigned to the Public Affairs Office during Fiesta, 31 March – 10 April 2022.
 - a. Only Fiesta-related duties are performed during this period.
 - b. An orientation and schedule will be provided in advance
4. Ambassadors must be able to fulfill the duties outlined on the attached schedule.
 - a. Unless a state of emergency occurs, candidates must give Fiesta duties top priority.
 - b. Nominees who are taking college courses should understand that in the event they are selected, they will have to make arrangements to make up classes, tests, etc.

**SAMPLE
AMBASSADOR SCHEDULE**

The following schedule, which is subject to change, shows most of the events supported by our ambassadors in the past. We anticipate participation to be about the same for 2022; however, there may be other events that will require attendance by the ambassadors.

Jan: Ambassador Orientation Briefing

Feb: Miss Fiesta Scholarship Pageant
Audie Murphy Hospital National Salute to Hospitalized Veterans

Mar: Fiesta San Antonio Military Ambassadors Orientation Luncheon
Piñatas in the Barrio: Poster Unveiling
Military Ambassador Media Training
Queen of Soul Reception & Dinner
Mil-Civ Military Ambassador Reception
Miss Fiesta San Antonio Fashion Show & Dinner
ARNO CG Ambassador Reception
Jewels of the Court

Apr: Texas Cavaliers Reception
Military-Civilian Club Luncheon
AETC Commander's Fiesta Reception
Poteet Strawberry Festival Parade, Poteet TX

FIESTA WEEK (31 March – 10 April 2022) -- Fiesta Events -- see below

THU **Paseo Del Rio Association Lunch/Barge Ride**
Fiesta San Antonio Official Opening Ceremonies

FRI **JBSA Lackland Fiesta Parade**
Fiesta UTSA
El Rey Feo Reception
Taste of New Orleans

SAT St. Mary's University Fiesta Oyster Bake President's Reception
San Jacinto Victory Celebration
Investiture of King Antonio
Patriotic & Historical Ball
All American Canteen

SUN **FSH Fiesta 5K**
JBSA Fort Sam Houston Fiesta Ceremony
JBSA Fort Sam Houston Commander's Fiesta Reception
JBSA Fort Sam Houston Concert and Fireworks Display

- MON Texas Cavaliers Ambassador Luncheon
Pilgrimage to the Alamo
King's Council Reception
Texas Cavaliers' River Parade
- TUE **King Antonio School/City Office Visits**
Fiesta San Antonio Commission President's Reception
King's Party – NIOSA (Night in Old San Antonio)
- WED Marine Corps Fiesta Reception
- THU Palo Alto College Fiesta
VFW Post 76 – 11th Street River Festival
Battle of Flowers Band Festival
U.S. Navy Fiesta Reception
- FRI **Battle of Flowers Parade**
Fiesta Flambeau Reception
Fiesta Gartenfest
- SAT Réception del Consejo
Fiesta Flambeau Parade
- SUN Miss Fiesta Brunch
Vietnam Veteran's Memorial Service
Reina De La Feria De Las Flores Reception
- 2022 Air Show (22-24 Apr)**
- May: Paseo del Rio - America's Armed Forces River Parade**
- Nov: Veteran's Day Parade, San Antonio**
Fiesta Poster Unveiling

AMBASSADOR NOMINATION CRITERIA

SIGNIFICANT DATES

- 20 Oct 2021, 1630 – Nominations due to 502 ABW/PAO, usaf.502.pao@mail.mil.
- 27 Oct 2021, 1400 – Ambassador Orientation for all applicants, Building 2750, Stanley Road, JBSA-Fort Sam Houston.
- Nov 2021, 0900–1400 – Selection Board Interviews, 2080 Wilson Way, Fort Sam Houston, 502 ABW Training Conference Room - 1st Floor, Room 107

CRITERIA

- Use attached nomination formats
- Participation in the 2022 Ambassador Program is open to Air Force military personnel assigned to Joint Base San Antonio
- Candidates should not be on a control roster nor possess an unfavorable information file
- Personnel with assignment notifications or orders are not eligible
- Candidates must possess excellent communication skills, charismatic personality, self-confidence, demonstrate a high level of maturity and have a general knowledge of the Air Force or Space Force missions throughout Joint Base San Antonio

NOMINATION SUBMISSIONS:

- Two nominations will be accepted from each AF and SF organization throughout JBSA
- Each organization may electronically submit their nominees packet accompanied by a letter of recommendation signed by the individual's commander to the 502 ABW PA Office's organizational box (usaf.502.pao@mail.mil) by 20 Oct.

SELECTION

- Candidates (E-4 – E-7) appear before a five-member selection board
- Nominees will wear UOD for the orientation session
- For selection board in Nov, nominees will wear service dress uniform (Pants for female nominees)

OPR: 502 ABW/PAC

- PA will provide all necessary information/coordination throughout selection process
- Nomination packages/rating charts will be provided to the judges prior to the interviews and an interview schedule will be provided to the candidates
- POC is Ms. Kathleen Salazar, (210) 221-0546, usaf.502.pao@mail.mil

SELECTEES

- 502 ABW/CC will announce selectees and notify commanders/directors directly
- 502 ABW/CC will send congratulatory/non-selection letters to those nominated
- A public announcement will appear in the January 2022 JBSA Legacy

RUNNERS-UP

- In the event of an emergency or adverse action involving either ambassador, runners-ups will be delegated to succeed the original member(s)
- The selection board determines the runners-up by selecting the next highest scoring nominee

2022 AIR FORCE AMBASSADOR DATA SHEET

NOMINEE:

GRADE:

ORGANIZATION/OFFICE SYMBOL:

DUTY PHONE:

E-MAIL and FAX NUMBER:

MAILING ADDRESS (DUTY):

DUTY TITLE (IF SELECTED, IT WILL APPEAR IN THE NEWSPAPERS):

BRIEF JOB DESCRIPTION:

HOMETOWN:

**2022 AIR FORCE AMBASSADOR NOMINATION
(NAME)**

JOB KNOWLEDGE:

Performance and leadership qualities

SELF-IMPROVEMENT:

Education, on or off-duty

PARTICIPATION IN SOCIAL AND CULTURAL ACTIVITIES:

Contributes to the military and/or civilian community

Contributes directly or indirectly to community or group welfare and/or morale

OTHER ACCOMPLISHMENTS:

By their nature or results, clearly distinguish the individual from others of equal or higher grade either on or off-duty

AIR FORCE OR CIVILIAN AWARDS:

Recognition of personal service or contribution

Community recognition

SPOKESMANSHIP:

Must be articulate and a positive spokesperson for the Air Force

Notes:

1. Ensure a letter signed by respective group/associate unit commander or wing staff agency chief accompanies nomination.
2. Accomplish nomination using bullet statement format, limited to **one single-spaced page, 12-pitch font.**
3. Use applicable accomplishments falling within the areas outlined above and within the past 10 years. If an area does not apply to nominee, please state so.

2022 SPACE FORCE AMBASSADOR DATA SHEET

NOMINEE:

GRADE:

ORGANIZATION/OFFICE SYMBOL:

DUTY PHONE:

E-MAIL and FAX NUMBER:

MAILING ADDRESS (DUTY):

DUTY TITLE (IF SELECTED, IT WILL APPEAR IN THE NEWSPAPERS):

BRIEF JOB DESCRIPTION:

HOMETOWN:

**2022 SPACE FORCE AMBASSADOR NOMINATION
(NAME)**

JOB KNOWLEDGE:

Performance and leadership qualities

SELF-IMPROVEMENT:

Education, on or off-duty

PARTICIPATION IN SOCIAL AND CULTURAL ACTIVITIES:

Contributes to the military and/or civilian community

Contributes directly or indirectly to community or group welfare and/or morale

OTHER ACCOMPLISHMENTS:

By their nature or results, clearly distinguish the individual from others of equal or higher grade either on or off-duty

MILITARY OR CIVILIAN AWARDS:

Recognition of personal service or contribution

Community recognition

SPOKESMANSHIP:

Must be articulate and a positive spokesperson for the Air Force

Notes:

1. Ensure a letter signed by respective group/associate unit commander or wing staff agency chief accompanies nomination.
2. Accomplish nomination using bullet statement format, limited to **one single-spaced page, 12-pitch font.**
3. Use applicable accomplishments falling within the areas outlined above and within the past 10 years. If an area does not apply to nominee, please state so.

MEMORANDUM OF UNDERSTANDING

I understand that if selected as an Air Force Ambassador, I will abide by the following rules set by the Military Coordinator, who is the senior officer within the San Antonio military community directly responsible for all Department of Defense activities concerning coordination, participation, and execution related to Fiesta.

- 1. I certify that I am an employee of the U.S. Air/Space Force stationed/working at JBSA-Lackland, JBSA-Randolph or JBSA-Fort Sam Houston.**
- 2. I am 21 years of age, or will be by 1 February 2022.**
- 3. I understand my participation as an Ambassador is strictly voluntary and that I will receive no overtime, compensatory time or pay for my participation.**
- 4. I will attend meetings to discuss my duties as an Ambassador, Fiesta activities and attire, as called by the Public Affairs Advisor.**
- 5. I will be available during the entire 11-day period of Fiesta activities. I also understand that I will work directly for the Public Affairs Office during this 11-day period.**
- 6. I will participate in community parades and other activities (to include Pre-Fiesta events) as required throughout the year. I understand that many of these events fall on weekends, holidays or evenings. Ambassadors agree to attend all features of an event and will not “skip” said features unless PA is advised in advance.**
- 7. I will notify my PA Advisor immediately if a sudden illness or other circumstances prevent me from attending a designated function. I agree that if I miss a scheduled event and have not discussed the circumstances with the PA Advisor, I will relinquish my title as Ambassador.**
- 8. I will conduct myself professionally during all events, portraying a positive image AT ALL TIMES.**
- 9. I will fully cooperate with persons staging the various events in which I will participate. I further understand that my failure to comply with any of the terms of this Memorandum of Understanding may result in my disqualification and withdrawal from the program at the discretion of the Public Affairs Officer.**

- 10. I understand that Ambassadors are on official military duty as a military ceremonial unit during attendance at any Fiesta events until they return to the central meeting facility. All rules and regulations with regard to official duties apply during these events.**
- 11. I understand that Ambassadors have no authority to establish or change participation procedures, including wear of uniform and sash, itinerary, conduct and training. The Military Coordinators Committee is the sole authority in establishing guidance and procedures. I understand that the role of an Ambassador is to represent the Air Force at events determined by the PA Advisor.**
- 12. I understand Ambassadors will not consume alcohol during Fiesta events, and Ambassadors will agree to a zero tolerance policy regarding the “no alcohol” policy. Violation of this rule will result in the Ambassador being removed immediately from the Ambassador Program. Regardless of the function, Ambassadors will politely decline alcoholic beverages if offered. NOTE: Assuming alcohol after duty hours that result in trouble will also be grounds for dismissal from the Ambassador Program.**
- 13. I understand Ambassadors will be provided transportation to and from all Official Fiesta Events. Ambassadors will arrive and depart each event with their Ambassador partner. While attending official functions, Ambassadors will mingle with guests at the events.**
- 14. I understand consolidated government transportation is provided. PA will make travel arrangements for the Ambassadors to official events only.**
- 15. I understand Ambassadors are responsible for their own transportation to and from a designated central meeting facility.**
- 16. I understand there may be a billeting room provided for Ambassadors to use for uniform changes during Fiesta. It may be necessary to use the USO or a hotel where a reception is being held as well.**
- 17. I understand Ambassadors will always wear appropriate military attire and their ambassador sash during Fiesta events. There are no events where civilian attire is authorized. Ambassadors are responsible for their Fiesta attire. Ambassadors will require a mess dress uniform for some Fiesta activities.**
- 18. I understand Ambassadors will not make public appearances representing the Air Force or accept invitations without approval from the PA officer, nor will Ambassadors enter into any agreement for pictures or publicity related to their participation in the Air Force Ambassador Program.**

- 19. If selected, continuation of title of Ambassador will be at the sole discretion of the Public Affairs Chief of Community Relations, who in all matters associated with the Ambassador Program and the keeping of my pledge and obligations, will have final authority and may terminate my status as Ambassador. Moreover, I waive all right to processes of appeal, grievance-arbitration, discrimination complaint, and all rights to litigation in a court of law.**
- 20. I understand any information I present on my biographical data sheet must be correct and subject to verification. Any incorrect information may disqualify me from the Ambassador Program. I further authorize the selection panel to conduct a cursory background inquiry as deemed appropriate.**

(Signature of Applicant)

(Date)

(Signature of Immediate Supervisor)

(Date)

(Organization/Office Symbol/Duty Phone)