



# BIOGRAPHY



UNITED STATES AIR FORCE

## SENIOR MASTER SERGEANT ANDREA ATCHLEY

Senior Master Sergeant Atchley is the Senior Enlisted Leader, 43rd Force Support Squadron, Pope Army Airfield, North Carolina. She leads 60 civilian and military personnel providing full spectrum support to 5 MAJCOMs, XVIII ABN Corps, and 7,500 Air Force Team Pope Airmen, civilians, dependents, and retirees. She oversees Team Pope's Personnel Deployment Function process in support of the Immediate Response Force supporting the Secretary of Defense's National Mission Force and the personnel deployment functions for worldwide contingency operations. Prior to her current assignment, Senior Master Sergeant Atchley was the Manager, Non-rated Operations Management Branch, Headquarters Air Force Personnel Center, Joint Base San Antonio-Randolph, Texas. She served as the trusted advisor, managing a team of 53 officers and enlisted in the force development, policy and guidance of 57,000 non-rated personnel. Additionally, she was responsible for the executing of HAF policy in effort to build a superior joint and multi-national force within 22 operational career fields, sustaining 227 global locations and fulfilling combatant command requirements.



## EDUCATION

- 2004 Airman Leadership School, Minot AFB, ND
- 2012 Noncommissioned Officer Academy, Keesler AFB, MS
- 2012 Associate Degree, Human Resource Management and Personnel Administration, Community College of the Air Force
- 2014 Bachelor Human Resources and Organizational Development, Bellevue University, Nebraska
- 2017 USAF Senior Noncommissioned Officer Academy, Gunter Annex, AL
- 2017 Enlisted Joint Professional Military Education I Course
- 2019 Professional Manager Certification, Technical and Occupational Certificate Program
- 2023 Enlisted Joint Professional Military Education II Course

## ASSIGNMENTS

1. October 2000 - November 2000, Basic Military Training, Lackland AFB, TX
2. November 2000 - January 2001, Student, Technical Training School, Keesler AFB, MS
3. January 2001 - February 2005, Military Personnel Flight, Minot AFB, ND
4. March 2005 - March 2006, Commander's Support Staff, Kunsan AFB, Korea
5. April 2006 - January 2008, Commander's Support Staff, Andersen AFB, Guam
6. February 2008 - February 2012, Commander's Support Staff, Lackland AFB, TX
7. March 2012 - May 2016, Supt, Joint Force Sustainment Element, USSTRATCOM, Offutt AFB, NE
8. June 2016 - January 2021, Military Personnel Flight Chief, Eglin AFB, FL
9. January 2021 - Apr 2024, Manager, Non-rated Operations Management Branch, AFPC, JBSA, Texas





## MAJOR AWARDS AND DECORATIONS

Meritorious Service Medal with three oak leaf clusters  
Defense Meritorious Service Medal  
Air Force Commendation Medal with five oak leaf clusters  
Army Commendation Medal  
Air Force Achievement Medal with two oak leaf cluster  
Joint Service Achievement Medal

## EFFECTIVE DATES OF PROMOTION

Airman Basic	4 October 2000
Airman	4 April 2001
Airman First Class	4 February 2002
Senior Airman	4 April 2003
Staff Sergeant	1 April 2005
Technical Sergeant	1 March 2011
Master Sergeant	1 May 2015
Senior Master Sergeant	1 March 2018

(Current as of June 2023)

