



BIOGRAPHY



UNITED STATES AIR FORCE

CHIEF MASTER SERGEANT KRISTEN M. ORCUTT

Chief Master Sergeant Kristen M. Orcutt is the Joint Base Senior Enlisted Advisor, Joint Base Lewis-McChord (JBLM), Washington. Chief Orcutt is the principle advisor to the Joint Base Commander on all Air Force matters and partners with the Joint Base Command Sergeant Major to develop strategies to foster the relationship with the local community and the over 80 combined Command Sergeants Major and Chief Master Sergeants on JBLM. Additionally, she monitors the health, welfare, morale, and effective utilization of 4,475 military and civilian support personnel. The support mission includes all installation management and services directly impacting U.S. Army I Corps and the 62d Airlift Wing and more than 350 other mission partner units totaling over 39,800 military, 57,000 family members, 16,500 civilian and contract employees, and 33,000 local retirees. JBLM is the Department of Defense's largest operational Joint Base totaling 414,000 acres.

Additionally, Chief Orcutt is the Superintendent, 627th Air Base Group, JBLM, Washington. The mission of the 627th Air Base Group is to organize, train and equip Airmen providing Expeditionary Combat Support to military operations worldwide and as a force multiplier to the Joint Base Commander. As the principle enlisted advisor to the 627th Air Base Group Commander, she assists in the administration of 5 squadrons, 3 staff agencies and more than 700 Airmen and civilians, providing critical support to Joint Base and 62d Airlift Wing missions.



Chief Orcutt enlisted in the Air Force in 1991 into the vehicle operations career field. She retrained into the paralegal career field in 2000.

EDUCATION

1995 Airman Leadership School, Davis-Monthan AFB, Arizona
2001 Associate in Applied Science Degree, Transportation Management, Community College of the Air Force
2003 Associate in Applied Science Degree, Paralegal Studies, Community College of the Air Force
2003 Noncommissioned Officers Academy, Kapaun AS, Germany
2011 Senior Noncommissioned Officer Academy, Gunter Annex, Maxwell AFB, Alabama
2012 Bachelor of Science degree in Business Administration, University of Maryland University College, Maryland
2015 Senior Enlisted Joint Professional Military Education Correspondence Course
2015 Air Force Enterprise Learning Seminar, University North Carolina, Chapel Hill
2015 Command Chief Master Sergeant Training Course, JBSA, Randolph

ASSIGNMENTS

1. May 1991 – July 1991, Student, Basic Military Training, Lackland AFB, Texas
2. July 1991 – September 1991, Student, Technical Training School, Keesler AFB, Mississippi
3. October 1991 – April 1996, Vehicle Operator/Dispatcher, NCOIC Swing Shift, Davis-Monthan AFB, Arizona
4. April 1996 – July 1998, NCOIC, Vehicle Operations, 607th Combat Communication Squadron, Camp Humphreys, Republic of South Korea
5. July 1998 – February 2000, NCOIC, Air Warfare Center Transportation Services, 99th Air Base Wing, Nellis AFB, Nevada

6. February 2000 – January 2003, Paralegal (Claims), NCOIC, Military Justice, Air Warfare Center, Nellis AFB, Nevada
7. January 2003 – April 2005, NCOIC, Legal Assistance/Preventive Law, later NCOIC, Claims, 86th Airlift Wing, Ramstein AB, Germany
8. April 2005 – December 2006, NCOIC, Military Justice, Headquarters United States Air Forces in Europe, Ramstein AB, Germany
9. December 2006 – October 2007, NCOIC, Military Justice, Headquarters Air Command Europe/Headquarters Third Air Force, Ramstein AB, Germany
10. October 2007 – August 2009, NCOIC (General Law then Legal Operations), 435th Air Base Wing, Ramstein AB, Germany (January 2008 – May 2008, Law Office Superintendent, 380th Air Expeditionary Wing, United Arab Emirates)
11. August 2009 – September 2011, Law Office Superintendent, Headquarters Air Force Special Operations Command, Hurlburt Field, Florida
12. September 2011 – May 2014, Law Center Superintendent (Add'l Duty Wing Staff Superintendent and Wing Staff FAM), 55th Wing, Offutt AFB, Nebraska
13. June 2014 – May 2015, 627th Air Base Group Superintendent, Joint Base Lewis-McChord, Washington
14. June 2015 – Present, Joint Base Senior Enlisted Advisor, Joint Base Headquarters/627th Air Base Group Superintendent, Joint Base Lewis-McChord, Washington

MAJOR AWARDS AND DECORATION

Meritorious Service Medal with three oak leaf clusters
Air Force Commendation Medal with four oak leaf clusters
Air Force Achievement Medal with one oak leaf cluster

OTHER ACHIEVEMENTS

1995 Distinguished Graduate, Airman Leadership School
2000 Distinguished Graduate, Paralegal Apprentice Course, Maxwell AFB, Alabama
2006 USAFE Outstanding Paralegal SNCO of the Year
2008 USAF Outstanding Paralegal SNCO of the Year

EFFECTIVE DATE OF PROMOTION

Chief Master Sergeant May 2014

(Current as of December 2015)