



BIOGRAPHY

UNITED STATES AIR FORCE

TECHNICAL SERGEANT SUSAN L. DAVIS

Technical Sergeant Susan L. Davis is the Acting Law Office Superintendent for the Office of the Staff Judge Advocate, 28th Bomb Wing, Ellsworth AFB, South Dakota. In this capacity, she serves as the principal advisor to the Staff Judge Advocate on enlisted matters and oversees the daily operations of the legal office with manpower, budget, training, and assists with delivering legal services to more than 4,300 personnel to the largest B-1 combat wing in the U.S. Air Force.

TSgt Davis is from San Antonio, Texas, and entered active duty in July 2008. She graduated from the Basic Public Affairs Writer technical training course at Ft. Meade, Maryland, in December 2008. Her first assignment was to the 11th Wing Public Affairs Office at Bolling AFB, District of Columbia, where she worked in Command Information, Community Engagement, and Media Operations. In 2012 she was reassigned to the 319th Air Base Wing Public Affairs Office, Grand Forks AFB, North Dakota, where she later became NCOIC of Media Operations and Community Engagement. There, TSgt Davis also became certified as a Master Resiliency Trainer and a Volunteer Victim Advocate for the SAPR office. She was selected via the Developmental Special Duty program to become an Airman Leadership School Instructor in May 2016. She has taught more than 3,000 podium hours and was instrumental in the growth and development of nearly 400 firstline supervisors. She completed her retraining into the Paralegal career field in September 2020.



EDUCATION

- 2008 Basic Public Affairs Writer Course, Ft George G. Meade, MD
- 2013 Airman Leadership School, Grand Forks AFB, ND
- 2014 CCAF, Associate in Applied Science, Mass Communications, Grand Forks AFB, ND
- 2016 Enlisted Professional Military Education Instructor Course, Maxwell-Gunter AFB, AL
- 2017 CCAF, Associate in Applied Science, Instructor of Technology & Military Science, Grand Forks AFB, ND
- 2018 Bachelor of Arts, Political Science, American Military University, Charles Town, WV
- 2019 Master Instructor, Level 3 Certification, Grand Forks AFB, ND
- 2020 Noncommissioned Officer Academy, Keesler AFB, MS
- 2020 Paralegal Apprentice Course, Maxwell AFB, AL
- 2022 Paralegal Craftsman Course, Maxwell AFB, AL

ASSIGNMENTS

1. December 2008 – June 2012, Public Affairs Specialist, 11th Wing, Bolling AFB, D.C.
2. June 2012 – May 2016, NCOIC, Media Ops & Community Engagement, 319 ABW, Grand Forks AFB, ND
3. May 2016 – October 2020, Airman Leadership School Instructor, Etchberger Airman Leadership School, 319th Force Support Squadron, Grand Forks AFB, ND

4. November 2020 – Present, Paralegal (NCOIC, Military Justice; NCOIC, Civil Law; NCOIC, Adverse Actions; Acting Law Office Superintendent), 28th Bomb Wing, Ellsworth AFB, SD

MAJOR AWARDS AND DECORATIONS

Air Force Commendation Medal with oak leaf cluster
Air Force Achievement Medal
Air Force Outstanding Unit Award with 2 oak leaf clusters
Air Force Good Conduct Medal with 3 oak leaf clusters
National Defense Service Medal
Global War on Terrorism Medal
Armed Forces Service Medal
Air Force Longevity Service Medal with 2 oak leaf clusters
2018 319th Air Base Wing Noncommissioned Officer of the Quarter
2017 319th Mission Support Group Noncommissioned Officer of the Quarter

EFFECTIVE DATES OF PROMOTION

Airman Basic	8 July 2008
Airman 1st Class	22 August 2008
Senior Airman	22 December 2010
Staff Sergeant	1 March 2013
Technical Sergeant	1 September 2019

(Current as of January 2023)