



Dr. Cynthia E. Hicks Johnson (PDRCE)
Retired Army 1SG/ 100% Disabled Veteran
119 Gracetree Way
Kathleen, Georgia 31047



Dear Residents of the Woodlands Community,

I am writing to express my sincere interest in serving on the Board of Directors for our Homeowner's Association. As a resident for the past three plus years, I have developed a deep appreciation for our community and a strong desire to contribute to its continued success. If elected, one of my primary focuses would be to address the ongoing concerns our community has. I believe that through open dialogue, taking responsibility for our actions if needed, and innovative solutions, we can find a path forward that preserves the value and appeal of our community. I am committed to enhancing the community in whatever manner I can and am afforded the opportunity to do so. By working collaboratively with fellow board members and residents, we can ensure that our community remains a desirable and well-maintained place. As a potential board member, I will strive to uphold the highest ethical standards, promote transparency in decision-making, and actively seek input from our diverse community of owners. Together, we can chart a course that prioritizes the collective interests of all residents while maintaining a harmonious living environment for us all.

I respectfully request your support in the upcoming election and encourage you to exercise your right to vote. Your participation is vital to shaping the future of our community. I include information about myself for your reading. Please read the information to gain knowledge about my qualifications to serve on the Homeowner's Association.

Thank you for your consideration.

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Retired First Sergeant
100% Disabled Veteran



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Dr. Cynthia Elaine Hicks Johnson was born in Montezuma Georgia and raised in Dooly County Georgia in the small town of Pinehurst. Her parents are Charlie Hicks and the late Lessie Ilene Mathis Hicks. She received her childhood education in the Dooly County School System. She is blessed with two beautiful children; Cierrah E'leise (31) her daughter; Courtney Ge'Vawn (29), her son.

At age 18, Dr. Johnson joined the United States Army. She retired from the United States Army as a First Sergeant in 2009, after having served 20 years. She has served in many countries including Germany, Saudi Arabia, Panama, and South Korea. She has also served in many stateside assignments including Fort Drum, New York; the Pentagon; Fort Riley, Kansas, and Fort Campbell, Kentucky. While serving in the Army, she attended and graduated from Central Texas College with an Associate Degree in General Studies. She has also completed a Bachelor of Arts in Transportation and Logistics Management and a Bachelor of Arts degree in Religious Studies from American Military University a Master of Arts Degree in Human Services Counseling (Marriage and Family) from Liberty University, an Associate Degree in Early Childhood Care and Education from American Military University and the Doctor of Ministry, (Pastoral Counseling) from Andersonville Theological Seminary.

Dr. Johnson has served in the following positions:

09/2012 to Present: Non-Profit Founder/ Business Owner/Ordained Minister
Date With Destiny INC./Destiny Investments, Consulting, and Logistics LLC/Destiny Ministries

09/2009 to 07/2012: Human Resources Specialist; GS-0201-09, Army Benefits Center- Civilian, Fort Riley Kansas: Served as a technical specialist in the ABC-C. The work included but was not limited to the following benefits and entitlement programs and services: Thrift Savings Plan, health benefits, Federal Employees Group Life Insurance, Voluntary Contributions/Deposits/ Redeposits/ Refunds, retirement programs/options, beneficiary information, survivor benefits, re-employed annuitants, debt collection, creditable civilian/military service, pre-Reduction in Force planning, survivorship.

09/2009 to 08/2010, Human Resource Technician; GS-0201-05 to GS-0201-07, Army Benefits Center-Civilian, Fort Riley Kansas: Processed a full range of personnel actions into the Benefits and Entitlement System, Government Retirement and Benefits Inc System, Southwest Region Information Center, Call Logging, National Finance Center's OPM/FEHB Clearinghouse and through the Defense Finance and Accounting Service (DFAS) database. These actions included Federal Employee Health Benefits actions, Federal Employee Group Life Insurance Actions, Thrift Savings Plan Actions, Child Incapable of Self Support Actions, Foster Child Actions, Living Benefit Actions, Temporary Continuation of Coverage Actions, Spouse/Child Equity Actions, and Service Deposits and Redeposits. Updated employee records according to change forms.

04/2009 to 09/2009, Lead Human Resource Assistant- Coding, GS-0201-03 to GS-0201-05, Veterans Affairs Human Resource Center, Topeka, Kansas: Responsible for the control and coordination required for processing all personnel actions. Processed a full range of personnel actions into PAID and through the Defense Finance and Accounting Service (DFAS) database for the excepted and competitive service. These actions include accessions, reassignments, promotions, extensions, corrections, and separations, along with a variety of other actions as required by appointment type. Routed requests to approving official and maintains follow-up on all actions pending final disposition. Computed service computation dates for creditable service for employees with military service, or prior creditable federal service, breaks in federal service, to ensure proper service dates covering leave, thrift savings plan, reduction in force, within-grade-increase, probationary periods, retirement, and career tenure. Conducted benefits enrollment for new employees. Initiated written communications (bulletins, memorandums, etc.) to the field, typically on matters of a recurring nature, Thrift Savings Plan (TSP), Federal Employees Group Life Insurance (FEGLI), and Federal Benefits Open Season, safety, and health, etc.

11/2008 to 3/2009, Inventory Specialist, ManTech International, Private Contractor, Fort Riley Kansas: Prepared necessary documentation (automated and manual) to account for property through hand-receipt holder level. Developed programs to ensure that quality provisions are planned, developed, and implemented to identify, prevent, and correct unsatisfactory conditions and elements which influence services.

03/2007 to 10/2008, Special Projects Noncommissioned Officer, Master Sergeant, Warrior Transition Battalion, Fort Riley, Kansas: Trained and developed First Sergeants entering and completing the First Sergeants Course via



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Video Tele Conference. As Assistant Instructor, managed daily functions to include personnel accountability, preparation of administrative actions and coordinating actions and information with higher and lateral headquarters. Developed and implemented a program for assisting warriors in transition gain employment and useful on the job training. As Administrative Assistant, received and screened telephone calls, visitors, and personnel to the Deputy Commander's office. Maintained supervisor's calendar, established dates, and scheduled appointments. Reminded supervisor of appointments and commitments. Planned meetings involving supervisor; coordinated with participants as to time and place; prepared agenda. Maintained a current knowledge and answered questions about procedures, policies, and directives. Made travel arrangements for supervisor and maintained itinerary; prepared travel vouchers and requested for reimbursement of travel expenses. Maintained files of correspondence. Received and read incoming correspondence. Screened those items which could be personally overseen, forwarded for appropriate action, or sent to supervisor that required personal attention. Assigned actions to departments/services. Maintained suspense records. Reviewed outgoing correspondence. Performed a variety of office automation duties through use of word processor, microcomputer, or computer terminal in conjunction with applicable software/hardware. Determined file retention and disposal including determining applicable authorities, screening, and preparation of files. Awarded the Meritorious Service Medal for military service.

07/2006 to 03/2007, First Sergeant, United States Army, Camp Humphreys South Korea: Supervised, trained, and developed 115 U.S. employees, 14 Korean Augmentees to the United States, 5 Korean Service Corp Staff, and 6 Korean National Employees. Trained or arranged for the training of team members in the accomplishment of tasks or projects. As First Sergeant, served as work leader, ensured the work assignments of employees on the team were conducted. Provided guidance and technical direction for accomplishing the work of the team. Led a team of employees performing processing personnel actions as well as the preparation of administrative actions. Collaborated with the supervisors in the assignment of functions to team members in order to meet routine and unusual deadlines and priorities. Managed daily company functions to include personnel accountability, distribution of work based upon incoming correspondence and taskings, coordinating actions and information with higher and lateral headquarters, mail control and distribution, records management, briefing chart preparation and maintenance, coordinated and conducting briefings and site visits for distinguished visitors, and planned as well as executed ceremonies, to include retirements, awards, and farewells. Resolved simple, informal complaints of employees and referred others, such as formal grievances and appeals, to the supervisor or an appropriate management official. Maintained 153 pieces of equipment valued at over \$40 Million. Awarded Meritorious Service Medal for exceptional management, administrative and leadership skills.

07/2005 to 06/2006, Senior Logistics Service Supervisor, United States Army, Camp Henry South Korea: Directed Theater wide Materiel Management and Combat Service Support functions. Developed concepts of operation, training plans and Standard Operating that ensured efficient management. Determined file retention and disposal including determining applicable authorities, screening, and preparation of files. Served as work leader, ensured the work assignments of employees in the unit were conducted. Monitored and tracked theater wide logistics initiatives ensuring proper workflow. Primary Logistics Manager during United States Forces Korea (USFK) exercises responsible for Theater Wide Logistics with an emphasis on Logistics Situation Reports and proper flow for supplies Intra-theater and from Conus. Managed daily Support Operations functions to include personnel accountability, coordinating actions and information with higher and lateral headquarters, briefing chart preparation and maintenance, coordinating and conducting briefings and site visits for distinguished visitors, ensuring conference rooms are properly controlled and furnished with required briefing media equipment and supplies as well as necessary protocol requirements were met. Collaborated with the supervisor in the assignment of functions to team members in order to meet routine and unusual deadlines and priorities. Responsible for the daily management of twelve employees and equipment worth over \$30 Thousand with 100% accountability. Informed employees of available employee benefits, services, and work-related activities. Trained or arranged for the training of team members in the accomplishment of tasks or projects. Gave on-the-job training to new employees in accordance with established procedures and practices. Maintained a current knowledge and answered questions about procedures, policies, and directives. Provided guidance and technical direction for accomplishing the work of the team. Resolved



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simple, informal complaints of employees and refers others, such as formal grievances and appeals, to the supervisor or an appropriate management official. Awarded the Army Commendation Medal for keen oversight of Theater Logistics during USFK exercises and administrative skills.

10/01/2004 to 06/01/2005, Operations Manager, United States Army, Camp Henry, South Korea: Responsible for operations and the implementation of DoD Security policies, programs and procedures for the 55th Theater Materiel Management Center consisting of 390 AC/RC Employees, 12 KATUSAs, 33 DoD Civilians and 88 Korean Nationals; Responsible for the Emergency Operations Center during all exercises and increased force protection; oversees the training of all Essential/Mission Essential Civilians; Managed the security clearances for command staff employees.

07/01/2002 to 09/30/2004, Property Accountability Branch Manager, United States Army, Camp Henry, South Korea: Served as the manager in charge of the Property Accountability Branch; monitored and supervised all property book actions for five major installations; analyzed and provided assistance to 440 primary hand receipt holders; wrote policies and provided technical expertise on the Department of the Army Property Accountability System to assigned staff and supported customers; planned and coordinated annual expenditures; supervised five multinationals, directed, trained and supervised health and welfare of one noncommissioned officer.

05/01/2001 to 06/30/2002, Group Training Manager, Camp Henry, South Korea: Training Manager for the largest Support Group in the Korean Theater of Operations. Assisted the S3 / Training Officer with Annual and quarterly training guidance and briefs. Managed the Group's ammunition forecasts and professional development schools. Updated and monitored the Group's Training and Community calendars. Provided training support for Antiterrorism/Force Protection (AT/FP) and Reception, Staging, Onward Movement, Integration (RSO&I)

02/01/2000 to 06/30/2001, Materiel Management Supervisor, United States Army, Fort Campbell, Kentucky: Responsible for the management of (1) Main Support Battalion's, (3) Forward Support Battalion's and (3) Aviation Support Battalion's Authorized Stockage List (ASL) worth over \$10 million; managed (10) Sources of Supply and the Standard Army Retail Supply System's (SARSS2AD) Manager Review File (MRF), Overages Reports, and the Overages Repairable Item List; responsible for (2) M998 Truck Troop Carrier vehicles, (1) M934 Expando Van, (2) generators, and supervision of (5) subordinate managers and (2) employees.

10/01/1999 to 01/30/2000, Materiel Management Supervisor, United States Army, Fort Campbell, Kentucky: Served as the Materiel Management Supervisor in an Aviation Intermediate Maintenance (AVIM) Company in support of (72) AH-64 Apache Attack Helicopters; planned and organized receipt, issue, salvage, and maintenance of records for Class IX (Air) repair parts; computed, established, and directed modifications of 6203 lines of bench stock and 467 lines of shop stock values in excess of \$1 million; controlled and managed the company's Class IX (Air) budget; responsible for the training, health, and welfare of one manager and three employees.

10/01/1998 to 09/30/1999, Materiel Management Supervisor, United States Army, Fort Campbell, Kentucky: Responsible for the technical supply section with 7053 lines of Bench Stock and 476 lines of Shop Stock worth over \$1 million; Oversaw production control at the aviation intermediate maintenance level in support of (72) Apache Helicopters valued at \$1.8 Billion; Directed, trained and supervised the health, moral and welfare of four employees; controlled and managed Class IX for the company.

12/02/1988 to 09/01/1998, United States Army, Automated Logistical Specialist (MOS 92A),

Duties for MOS 92A at each skill level are:

MOSC 92A10. Establishes and maintains stock records and other documents such as inventory, materiel control, accounting, and supply reports. Establishes and maintains automated and manual accounting records, posts receipts



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and turn ins and performs dues ins and dues outs accounting. Correct error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and supplies. Construct bins, shelving, and other storage aids. Processes request, and turn in documents at direct support level through warehousing section. Processes inventories, surveys, and warehousing documents. Performs prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates, and distributes shipping documents. Breaks down and distributes field rations. Operate materiel handling equipment (MHE). Perform accounting and sales functions in self-service supply. Perform Standard Army Maintenance System Enhanced (SAMS-E) duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hours, and parts data through improved maintenance management.

MOSC 92A20. Performs duties shown at preceding level of skill and provides technical guidance to lower graded personnel. Ensure that inventory and location surveys are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging, and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommend additions and deletions to authorized stockage list. Maintain accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical, and reserve stocks and operational readiness floats. Perform financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stockage objectives are met. Prepares data input and utilizes ADP output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Direct correction of location survey discrepancies. Assist unit intermediate maintenance personnel in planning maintenance program. Plans and coordinates subsistence supply activity. Direct corrective action to minimize spoilage, flavor contamination and improper warehouse practices. Perform SAMS-E duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

MOSC 92A30. Performs duties shown at preceding level of skill and provides technical guidance to lower graded personnel. Ensure that inventory and location surveys are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging, and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommend additions and deletions to authorized stockage list. Maintain accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical, and reserve stocks and operational readiness floats. Perform financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stockage objectives are met. Prepares data input and utilizes ADP output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Direct correction of location survey discrepancies. Assist unit intermediate maintenance personnel in



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planning maintenance program. Plans and coordinates subsistence supply activity. Direct corrective action to minimize spoilage, flavor contamination and improper warehouse practices. Perform SAMS-E duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

MOSC 92A40. Perform supervisory duties shown in preceding level of skills. Conducts inspections and provides technical assistance to storage activities. Assist in development and preparation of operations information including plans, maps, sketches, overlays, and other data related to supply organization employment. Perform liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity. Analyze operations statistical data and reports to ascertain functional trends, conformance to standards and directives and efficiency of operations. Review material receipt and offline document processing procedure. Responsible for the requisition, accountability, wholesomeness, and the safe storage of subsistence items for division size elements and larger. Plans and writes LOIs for subsistence support for major field exercises. Works with and advises installation food service and installation menu board. Interprets and uses command and CONUS annual food plans. Ensures compliance with directives related to subsistence supply storage and distribution operations, including worldwide operations. Manage the operation of a troop issue subsistence activity.

EDUCATION:

Dooly County High; Vienna, GA; 1988; High School Diploma

Central Texas College; Killeen, TX; General Studies; 1998; Associates

American Military University; Charles Town, WV; Transportation/Logistics; 2010; Bachelor's

American Military University; Charles Town, WV; Religion; 2013; Bachelor's

American Military University; Charles Town, WV; Early Childhood Care and Education; 2016; Bachelor's

Liberty University; 1971 University Blvd Lynchburg, VA: Human Resources Marriage and Family Therapy/Counseling; 2015; Master's

Andersonville Theological Seminary; 54 South Butler Street Camilla, GA: Doctor of Ministry (Pastoral Counseling)

U.S. MILITARY SERVICE INFORMATION:

Branch and Period of Active-Duty Service: 12/1988 to 01/2009

U.S. Army Campaign Badges and/or Expeditionary Medals Received:

Meritorious Service Medal (3), Army Commendation Medal (6), Army Achievement Medal (7), Army Good Conduct Medal (6), Korean Defense Service Medal, Southwest Asia Service Medal, Global War On Terrorism Service Medal, Overseas Service Ribbon, Southwest Asia Kuwait Liberation Medal, Kuwait Liberation Medal

Type of Discharge: Honorable

Rank and Date of Retirement: 1SG, 01/31/2009

Service-Connected Disability: 100%



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OTHER INFORMATION:

- 20 years of experience in leadership, management, and logistics functions
- Possessed Government TS/SCI Security Clearance
- Received fifteen awards for outstanding logistics expertise, administrative, and leadership skills
- Skilled on Microsoft Office, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher
- Skilled in Adobe

She has written "The Other Side of Through," a book of Inspirational Poetry that is available on Amazon and Barnes and Noble. She has also written "Daddy's Daughters," and the "Keys to Life Series", both available on Bookpatch.com. Dr. Johnson is now penning "From My Desk to You Daily Devotional" and additions to the "Keys to Life Series".