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**BIOGRAPHY**

***UNITED STATES AIR FORCE***

**MASTER SERGEANT MARY J. KYLES**

Master Sergeant Mary J. Kyles is the NCOIC of the 911 MXG Commander’s Support Staff, serving in an Air Reserve Technician status, assigned to the 911th Maintenance Group, 911th Airlift Wing, Pittsburgh International Airport Air Reserve Station, Coraopolis, Pennsylvania. MSgt Kyles oversees Personnel and Administrative aspects of systems, programs, and official processes. Her section, comprised of eleven members, is responsible to the MXG Commander for analyzing policy, providing recommendations, and ensuring concise update of personnel records and forms. MSgt Kyles’ team has the duty of providing 100% accountability of Maintenance Group to include participation and data for more than 300 assigned MXO, AMXS, and MXS members.

MSgt Kyles, now mother of three girls, enlisted in the United States Air Force in 2008 as a Personnel Technician. Born, raised, and setting down roots in Pittsburgh, PA, she also became a dual certified Special and Regular Education teacher, graduating from the Indiana University of Pennsylvania with her Bachelor’s Degree in 2015 and has been teaching with the Pittsburgh Public School District since. Her background and duties began and have expanded in the career field of Personnel. While assigned to the 911th Force Support Squadron, she was farmed out to assist the 911th Communications and Aeromedical Staging Squadrons to assist with a backlog of evaluations as well as additional CSS duties while those units were experiencing shortfalls. This was after returning from a deployment in support of Operation Freedom Sentinel. Prior to her current position, MSgt Kyles assisted the 911th Force Support Squadron with critical manning needs as well as in/out-processing returning and departing deployers and other Wing members.

**EDUCATION**

2008 Air Force Basic Military Training School, Lackland Air Force Base, Texas

2009 Personnel Technical School, Keesler Air Force Base, Mississippi

2013 USAF Airman Leadership Course, Correspondence

2015 Dual Certified Bachelor of Education, PreK-4 Regular Education, PreK-8 Special Education, Indiana University of Pennsylvania

2020 USAF Non-Commissioned Officer Academy, Residency

2021 Human Resource Management Associates Degree, CCAF

**ASSIGNMENTS**

1. June 2015 – January 2017, Personnel Apprentice, 32d Aerial Port Squadron, Pittsburgh ARS, Pa.
2. January 2017 – April 2019, Personnel Craftsman, 911th Force Support Squadron, Pittsburgh ARS, Pa. (June 2017 – Feb 2018 IPR, 378 Force Support Squadron; 911th Communications Squadron and 911th Aeromedical Staging Squadron support)
3. April 2019 – August 2020 Commander’s Support Staff, 911th Maintenance Group, Pittsburgh ARS, Pa.
4. August 2020 – Present, NCOIC, Commander’s Support Staff, 911th Maintenance Group, Pittsburgh ARS, Pa.

**MAJOR AWARDS AND DECORATIONS**

Air Force Commendation Medal

Meritorious Unit Award

Air Force Outstanding Unit Award

Air Reserve Forces Meritorious Service Medal with three oak leaf cluster

**EFFECTIVE DATES OF PROMOTION**

Master Sergeant August 1, 2020

**(Current as of January 2022)**