



BIOGRAPHY

UNITED STATES AIR FORCE

Staff Sergeant Sara Elizabeth Hubbard

Staff Sergeant Sara Elizabeth Hubbard is the Administrative, Non-Commissioned Officer in Charge for Air Force Reserve Officer Training Corps, Detachment 880. She serves as the main focal point for all administrative processes, which includes cadet in-processing, scholarships, cadet pay, cadet travel, uniforms, and many more additional programs.

Prior to being stationed at Detachment 880, She was the Non-Commissioned Officer in Charge of the Command Support Staff and Wing Staff Agency at the 75th Comptroller Squadron. She led a 3-member team, providing administrative support to approximately 300 members. Staff Sergeant Hubbard deployed once to Al Dhafra AB, UAE, leading the AOR's second largest Official Mail Room. During this time, she oversaw an \$87,000 postal contract, ensuring quality assurance and shipping of over 20,000 packages. She managed 95 unit mail clerks, conducted 31 staff visits and corrected 41 discrepancies, ensuring 100% USPS service compliance.



EDUCATION

2018 Airman Leadership School, Kadena AB, Okinawa, JP

ASSIGNMENTS

1. 5 Aug 13 – 1 Dec 15, Command Support Staff, Joint base Langley-Eustis
2. 2 Dec 15 – 5 Jan 17, Command Support Staff, Osan Air Base, Republic of Korea
3. 6 Jan 17 – 22 Mar 19, Postal Clerk, Kadena Air Base, Japan
4. 23 Mar 19 – 18 Mar 22, Non-Commissioned Officer in Charge, Command Support Staff, Hill Air Force Base, Utah
5. 19 Mar 22 – Present, Non-Commissioned Officer in Charge, Administration, Lexington, Virginia

MAJOR AWARDS AND DECORATIONS

Air Force Achievement Medal
Air Force Commendation Medal

EFFECTIVE DATES OF PROMOTION

AB 19 Mar 2013
A1C 17 May 2013
SrA 17 Mar 2015
SSgt 01 Oct 2018

(Current as of August 2023)