



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

- [Home](#)

Entity Print

Employee of the Quarter Fourth Quarter 2023

Jerry Mason has demonstrated outstanding service to the Andersen Elementary and Middle Schools since school year 2022-23. Joining in January 2023, he addressed numerous neglected administrative officer (AO) duties and responsibilities that required immediate attention, considering the schools had been without an AO since August 2022. Serving both Andersen Elementary and Middle Schools, Mason fulfills his designated duties and willingly steps in to cover wherever needed.

Upon Mason's arrival, both schools lacked air conditioning. He promptly assumed responsibility for addressing the issue, making it his priority. He played a significant role in coordinating with the Base Operations Support HVAC contractor to have portable AC units installed throughout both schools.

Additionally, Mason took on a few extra responsibilities due to the Guam schools not having a facility operations specialist (FSO) for eight months, and he worked closely with Wilfredo Salinas, FSO at Humphreys Middle School, who was assisting from Korea. Salinas could count on Mason to be "boots on the ground" when he could not be present, and Mason was always there to support.

During the period when Andersen Middle School was without a secretary from March to July, Mason efficiently handled all personnel actions, payroll, onboarding new employees, and securing substitute coverage while effectively managing the school's front office. Additionally, he performed the registrar duties in July while the registrar was on extended leave.

In the absence of the Andersen Middle School principal, Mason covers the duties of the sole administrator including discipline, serious incidents, and overall functioning of the school. Mason's leadership has ensured consistency and efficiency even when short-staffed.

Mason is also known to be Andersen's own hero. Last school year, Mason's quick reaction to a fire in the boy's bathroom prevented the school from catching on fire. Mason rushed into a smoke-filled bathroom with the fire extinguisher and put out the fire before the fire department arrived. Mason was recognized by the fire department for his outstanding response.

Additionally, Mason collaborates closely with the Andersen Air Force Base installation partners. When he arrived, he independently orchestrated a tabletop exercise, bringing together all basewide partners to prioritize the safety and security of Andersen schools. Last May, he mobilized volunteers from Air Force 36th Security Forces Squadron (SFS) to assist in the aftermath of Typhoon Mawar, focusing on the removal of trees, debris, metal roof shingles, and damaged furniture. He also enlisted their support to help displaced teachers move classrooms and deliver and set up furniture to support the opening of the school as well as to integrate the Child Development Center, which was also displaced from their building. Currently, Mason is working with installation partners to organize a comprehensive basewide lockdown drill and reunification drill this spring.

Of course, Mason ensures his own duties are fulfilled. He has scheduled all Standard Response Protocol (SRP) drills and completed emergency action plans and other force protection assessments before suspense dates. Mason is knowledgeable about many topics and is the first to be consulted when information is needed. His selfless attitude in every task shows a determined "whatever it takes" attitude and his work ethic is valued in the Andersen schools.

He has clearly gone the extra mile to provide outstanding support in this very demanding role as executive assistant, supply technician, facility manager, registrar, secretary, and in his primary role as an administrative officer.



Mr. Jerry Mason
[Andersen AFB Schools](#)
Administrative Officer

Printed on Friday, May 23, 2025 - 02:54. For the latest version of this content please visit
<https://www.dodea.edu/print/pdf/node/258166>.