



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

REPLY TO
ATTN OF: Your Supervisor

SUBJECT: Additional Duties

TO: A New Lieutenant

By now you have probably encountered the first of your additional duties. Many lieutenants look upon additional duties as opportunities for senior officers to initiate younger officers into the Air Force, but this is not the case. If you view each additional duty as an opportunity to learn, you can convert the most mundane task into an educational experience. For example, if you volunteer to be a fund drive officer, the least you will gain from the experience is an insight into dealing with people. In other additional duties such as security officer, information officer, equipment custodian, etc., you will be exposed to aspects of the Air Force that you would not normally encounter. In each instance, you broaden your base and reinforce the foundation upon which your career will rest. Remember, one day you will be the person providing these educational opportunities to younger officers.

A handwritten signature in cursive script, reading "Paul G. Patton", is centered on the page.

Paul G. Patton, Colonel, USAF
AN OLD LIEUTENANT