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Professional Qualifications

I am a Contracting professional with 34 years of contracting experience. I spent my first 26 years of my career as an active duty contracting Airman in the USAF. I was responsible for strategic planning, category management, risk management, and inspector general activities as well as leading contracting operations from operational through strategic level contracting organizations. I negotiated, wrote, awarded and administered Cost and Fixed price type contracts. I managed government construction, services, commodity, and systems type of acquisitions. I have a diverse background working at deployed contracting functions, to leading operational squadrons and major commands as well as being a hands on author of 52 mandatory courses for the AF Training Initiative (AFTI) as well as writing policy for the government as a contracting senior subject matter expert. I was hand selected to be part of the Inspector General (IG) team at each of my last five contracting assignments, as well as leading the IG team for AF Special Operations Command. As the SME and senior instructor for Air Force Training Initiative (AFTI), I prepared over 1500 contracting officers for international business, speed, efficiency and critical survival skills.

My current position is as a SCO in the General Services Administration where I manage over \$100M in Labor Hour, Cost, Fixed Price and Time and Materials type contracts. Recently, I was the Division Chief for contracting services in the largest Veterans Administration Network in the country with a \$1 Billion plus annual spend and thousands of actions. As the Division Chief for Services I led and managed 63 professionals in a very tough and demanding environment. I worked dual hatted for much of 2016 as a Branch Chief for Services Contracting VA while simultaneously running the Services Contracting Division at NCO8 VA. I have an unlimited Contracting (CO) appointment (warrant).

Education

Webster University – Procurement and Acquisition Management, Magna Cum Laude 2020
Colorado Christian University, Bachelor of Science, Business and Organizational Management 1998
CCAF Associates of Applied Science Contracts Management 1991

Certifications

- USAF Contracting five, seven and nine level, Defense Acquisition University
- Acquisition Professional Development (APDP) Level III, 2001 and FAC C Level III Certified
- Program Management Level II, Defense Acquisition University 2010

Experience

Senior Contracting Officer General Services Administration 2018-2020

- Volunteered to help shorthanded section with contracts valued over \$200M assisted four new COs on eight contracts and two new Contract Specialists in two sections

- Provided Regional Training on the new INFORM Process based on real time experience with new procurements.
- Helped to overcome a personnel issue for a coworker that experienced a crises
- Co-Chair on warrant board preparation for R4
- Working over \$150 M in new procurements for Navy Special Warfare and Air Force Special Operations

Division Chief, Services Contracting Veterans Administration 2015-2018

- Responsible for \$1B contract services in the largest VISN and largest budget in the VA
- Professionally led 63 contracting officers and contract specialists including seven GS-13 supervisors in a very challenging and face paced environment in the VA
- Developed relationships and solutions to increase speed and efficiency of the organization while working with a 15% manpower deficit. Led the organization with over \$300M in new awards while managing over \$750M in services contracts
- Ensured compliance with thousands of actions while ensuring speed and efficiency were not compromised to ensure continued care to our veterans.

Senior Contingency Contracting Subject Matter Expert (SME) 2013-2015

- LMI Independent contract consultant, co-author for Contingency Business Environment (CBE) Guide lauded by DoD leadership. Co-Authored FRAGO research, CBE, and policy documents. Assisted in developing doctrine for Operational Contract Support in contingency environments.
- Co-Authored DFARs language to include changes to DFARs 225 and 218
- Senior SME, consultant for Defense Contingency Contracting Handbook (DCCH) rewrite. Primary author for all changes and improvements 2015 DCCH Version 5.

Hickory Ground Solutions, LLC, Senior Acquisition SME 2010–2015

- Contingency Contracting Trainer for Air Force Training Initiative. Personally trained over 1500 Airmen and Soldiers on all contracting subjects across the USAF.
- Conducted monthly contract training webinars for all US Air Force Installations 30 installations simultaneously (CONUS) and several overseas bases on all contracting subjects to Legal, Fiscal and Federal contracting from 2010-2013.
- Created Contracting Training Program for 70 upgrade training subjects and student guides, student training objectives in contracts management webinar presentations, and Pod-casts for every contract subject listed in the 6C Career Field Development Plan.

U.S. Air Force Active Duty Contracting Officer 1983–2009

2005–2009, Command Enlisted Manager and Superintendent, Special Operations Contracting Headquarters, Air Force Special Operations Command (AFSOC).

- Directed worldwide expeditionary combat and disaster support for AF SOF Forces.
- Developed and Executed Joint Operations support, oversees training, development, career progression on 142 personnel with \$315M operational and \$430M Special Operations Forces Acquisitions Support.

- Through planning and budget secured additional 67 positions for AFSOC contracting and new Source Selection facility.
- Administered UAV/UAS contract and backfilled specialized contracting personnel during their absences for Services and A&AS contracts
- Unlimited Contracting Officer Authority.

2002–2005, Contracting Enlisted Manager, Superintendent, 1st Sergeant, 1st Contracting Squadron, Air Combat Command (ACC).

- Led and managed a squadron of 62 acquisition professionals tasked with a \$211 million annual acquisition program supporting 1st Fighter Wing, Headquarters Air Combat, and 30 associate units. Additional Duty QAEPC and SADBUS
- Backfill Services Flight Chief during absences
- Base Contracting officer for Hurricane Isabel disaster and led effort for \$200M services and construction recovery of Langley AFB
- Unlimited contracting officer authority.

1999–2002, Air Force Space Command (AFSPC).

- Led and managed a squadron of 47 acquisition professionals tasked with a \$48M annual acquisition program supported 90 Space Wing, and 20th AF Headquarters, with 11 associate units.

Unlimited authority contracting officer.

1989–1999, Contracting Officer and QAEPC and Specialized Flights for 21ST Contracting Squadron Air Force Space Command AFSPC, PACAF,

- Worked in all flights of 21st Contracting Squadron: Construction Flight contract manager and NCOIC, Services contract buyer and NCO in charge of Flight.
- Quality Assurance Program Coordinator for 270 Wing and satellite unit Contracting Officer Representatives (CORs).
- Administered over 25 Services Contracts while lead QAEPC for two HQ Bases.
- Three deployments 1995 thru 1998 included 4400 Group Provisional IFOR Tuzla Bosnia, SFOR Sarajevo Bosnia, KFOR Ploce, Croatia.
- Certified Serbo-Croatian Linguist level 2E.
- Quality Assurance Program Coordinator (QAEPC) for 195 Wing Contracting officer Representatives (CORs)
- Contracting Officer and NCOIC for the Hickam Overseas Purchasing office responsible for Clark AB Philippines, Units in Korea and Kadena AFB Japan.

1986–1989, Contracts Construction and Services Buyer Administrator 39TH TFW, INCIRLIK AB TU, TAC and US Air Forces in Europe USAFE.

- Contract Administrator For construction and services Large purchase 39th Contracting Squadron Incirlik AB TU.
- Performed market surveys, pre-construction meetings, and negotiated service and construction contracts over \$100K.
- Certified Turkish linguist –Level 1E.

1983–1986, Contracts Buyer Administrator, 416TH BMW Heavy Bomb Wing, Strategic Air Command (SAC).

- Buyer construction and commodity section of 416 BMW Contracting Squadron Griffiss AFB NY
- Performed market surveys, pre-construction meetings, and negotiated contracts under \$100K.
- Government Owned Civil Engineer Supply Operation (GOCESS) Contracting Officer.

List of Relevant Publications

Defense Contingency Contracting Handbook Version Five V5 2015
Contingency Business Enterprise Guide—Co-Author, Senior Acquisition Consultant
Contracting as a Weapon System and related Participant Guides, Dec 2010, 2011
Commanders Guide to the Contingency Contracting Officer, Jan 2010

Decorations

Meritorious Service Medal with three oak leaf clusters, Joint Service Commendation Medal,
Air Force Commendation Medal with four oak leaf clusters, Air Force Achievement Medal
two oak leaf clusters

Air Force Organizational excellence Award, Armed Forces Expeditionary Medal with
campaign device

Armed Forces Services Medal, National Defense Medal, Expert Marksman M16 /M9

Outstanding Unit Medal two oak leaf clusters, NATO Medals IFOR, SFOR, KFOR,

Other Achievements

1985 Senior Airman Below the Zone,

1987 Airman of the Year 39th TFW,

1988 US Air Forces Europe Top Price Cutter

1991 PACAF Outstanding Operational Contracting NCO Year,

1995 AFSPC Contingency Contracting Officer Award, Best in AFSPC

1995 USAF Contingency Contracting Champion, 1996 AFSPC Outstanding Contingency
Contracting Officer, Best in USAF

1996 21 CONS, Outstanding Contracting NCO of the Year,

1996 21 CONS AFSPC Best Unit

1998 AFSPC Outstanding CCO of the Year

1999, 2000, 2001 90 CONS AFSPC Outstanding Unit

2000 AFSPC Outstanding SNCO, Year,

2000 90th Logistics Group SNCO, Year,

2003 ACC Outstanding SNCO, Year

2003 1 CONS, ACC Outstanding Unit

Security Clearances

Top Secret 2002 -2010, Secret 2010 to current