

**Nominee Information
Sheet for DoD Leader
Development
Programs**

Resume

[REDACTED]

10010 B... [REDACTED]

QUALIFICATIONS:

- 6 years of RESEARCH AND POLICY ANALYSIS EXPERIENCE
- 3 years of SELECTION AND CLASSIFICATION POLICIES AND ASVAB/AFCT PROGRAMS EXPERIENCE
- Possess active SECRET level security clearance

WORK EXPERIENCE:

United States Navy - [REDACTED]

[REDACTED]

Nov 2014 - Present

(Full-time – 40 hours/week)

[REDACTED]

- Conducted research and policy analysis within Enlisted Plans and Policy directorate developing measures of effectiveness for selection of candidates into the Navy, classification into Navy ratings (jobs), advancement/promotions and talent management through retention.
- Monitored testing procedures and processes for the Navy's in service ASVAB testing program, resulting in 15% increase in testing availability positively impacting more than 1,000 Sailors.
- Analyzed classification testing data and conducted trend analyses to determine testing efficacy and score improvements across multiple variables.
- Supported effort to analyze AFCT testing format to increase test availability and security protocols to ensure validity sustainment.
- Led a senior enlisted working group consisting of the Master Chief Petty Officer of the Navy and the Senior Enlisted Advisors of 30 different Navy organizations, conducting an extensive review of enlisted policies, plans and community health concerns for the Meritorious Advancement Program (MAP). The Program improvements resulted in an increase in execution from 66% in FY14 to greater than 99% in FY15.
- Conducted research, data analysis and mathematical modeling for the development of the new MAP methodology used to formulate and equitably distribute quotas, which achieved SECNAV's directive to increase quotas, expand the program to more than 2000 commands, and ensure negligible impact on community health.
- Performed organizational assessments by researching instructions, manuals, and regulations within the Manpower and Personnel domain that identified misalignment of roles and responsibilities.
- Provided oversight of the Professional Apprenticeship Career Track (PACT) program execution coordinating efforts across multiple MPTE and Navy organizations that resolved designation opportunities for 4,000 Sailors and improved long term program stability.
- Developed strategic communication plan to include: leadership talking points for Navy wide All Hands Calls, point papers outlining behavioral trends and technical improvements, congressional and OSD level taskers, and presented flag level briefs for the PACT and MAP programs that accomplished CNP and SECNAV's strategic objectives under Sailor 2025 which culminated in receiving the Junior Civilian of the Quarter (Q4 FY15) and Junior Civilian of the Year Award for FY15.

United States Navy - [REDACTED]

[REDACTED]
[REDACTED]
(Full-time 40 hours/week)

- Created the Wounded Warrior Transition Program within the U.S. Navy to support severely wounded, ill and injured veteran Sailors, Coast Guardsmen and their families.
- Coordinate and direct program planning functions and fosters cooperative action in meeting overall strategic goals and objectives.
- Develop policies affecting assigned veterans and ensures that effective processes are established and implemented.
- Review and approve detailed plan of action and milestones for assigned personnel within program.
- Align command processes, information requirements, and available technology to facilitate information flow and enhance knowledge capturing and sharing across the staff.
- Exercise management control over program staff located in various regions.

United States Navy [REDACTED]

[REDACTED]
[REDACTED]
(Full-time 40 hours/week)

- Served as principal counsel to the Chief of Staff for the integration, selection and training of Reserve Component personnel.
- Developed, evaluated and implemented policies and plans relating to personnel activities and manpower structure.
- Established budgetary goals and plans of an annual budget of \$11 million.
- Developed and analyzed financial, travel claim and operational reports.
- Organized and participated in staff conferences on personnel and financial matters.
- Prepared training program budget estimates and controlled allocation of funds.
- Collected and processed financial metrics across multiple Navy domains and provided senior level briefs and reports.

United States Navy [REDACTED]

[REDACTED]
[REDACTED]
(Full-time - 40 hours/week)

- Supervised the development and testing of the Navy Reserve's sole force management IT solution.
- Developed policy and processes in support of accession, selection, classification, conversion and career progression for more than 30,000 Sailors.
- Assisted in monitoring and tracking ASVAB/AFCT testing materials and sites.
- Led a working group of multiple Navy stakeholders in developing requirements and business rules for counseling and career development for all Navy Reserve Sailors E1 through E6.
- Presented flag-level briefings with recommendations for changes to selection and classification policies and programs and performance metrics to evaluate program efficiency.

- Conducted research and provided summary interpretations of Federal Regulations and changes to the NDAA for selection and classification of Navy Enlisted accessions.
- Coordinated studies and focus groups for evaluation by senior level officers within BUPERS domain.

United States Navy – [REDACTED]

[REDACTED]
(Full-time 40 hours/week)

- Developed Memoranda of Agreements between the Global Maritime Academy and the Navy Reserve.
- Created Standard Operating Procedures for all Merchant Marine Navy Reserve training and education programs.
- Conducted training sessions and briefings of the Merchant Marine Reserve Program to USMMA Midshipmen.
- Assisted as training officer onboard the Kings Point Training Vessel for midshipmen.

[REDACTED]
(Full-time 40 hours/week)

- Associate in the Corporate Financial Institution Department.
- Conducted legal research and drafted memoranda on banking law, securities law, and employee benefits issues.
- Analyzed and researched complex legal issues for a special committee of directors for a large maritime corporation.
- Reviewed and summarized various partnership and LLC operating agreements for due diligence projects.
- Drafted opinion letters, SEC filings, and securities certificates.

[REDACTED]
(Full-time 40 hours/week)

- Conducted legal research for labor and criminal matters, court and administrative decisions, and Federal Regulations.
- Reviewed and drafted judicial opinions on administrative decisions and discovery ruling appeals.
- Reviewed federal briefs, motions and judicial orders and advised law clerks and the Judge of pertinent statutes.

[REDACTED]
(Part-time 25 hours/week)

- Performed legal research of statutes, publications, and court records in contract law, personal

injury law and family law.

- Prepared and drafted legal briefs, pleadings, subpoenas, wills, trusts, and correspondence for clients and attorneys.
- Assisted in representation of a diverse group of clients in active civil litigation caseload of more than 30 cases at a time.
- Interviewed clients to identify legally relevant facts and potential causes of action.
- Provided trial strategy recommendations to lead attorney.

[REDACTED]
[REDACTED]
(Full-time 40 hours/week)

- Responsible for ensuring all tug boats and barges complied with Code of Federal Regulations, U.S.C.G, International Safety Management Code, and company manning requirements.
- Recruited and trained new seagoing employees and conducted and coordinated USCG and annual training requirements for all employees.
- Custodian of all personnel employment and medical records and principal advisor to the CEO on all personnel issues.

VOLUNTEER EXPERIENCE:

[REDACTED]
[REDACTED]
(Part-time 15 hours/week)

- Provide pro bono legal representation as court appointed *Guardian Ad Litem* to children in high-conflict custody cases in the District of Columbia.
- Research and draft motions, legal memoranda, requests for discovery, and responses to requests for discovery.
- Draft formal reports and recommendations for consideration by the court to interpret laws and regulations.
- Mentor and develop junior attorneys in client representation, negotiations and trial preparation.
- Conduct investigations of parties and interested persons, interview witnesses and advise the court of results.
- Served as trial counsel, directed and cross-examined witnesses, prepared questioning material and documentary evidence for trial.

EDUCATION:

United States Naval War College, Newport, RI

Jun 2014

- Master's degree in National Security and Strategic Studies (3.45 GPA).
- Joint Professional Military Education Phase I certified.
- Primary focus areas in strategy and policy with a minor in African studies.

St. John's University School of Law, Queens, NY

Jun 2008

- Juris Doctor (3.49 GPA), graduated Dean's list (top 20% of the class).
- Two year staff member of St. John's Law Review, a student-run organization that publishes scholarly articles of legal significance across all legal topics.
- Two-time recipient of the Dean's Merit Scholarship for maintaining the highest GPA in the night section of the law school.
- American Bar Association and Computer Assisted Legal Instruction (CALI) Award for excellence in the study of Labor and Employment Law.
- CALI Award for excellence in Appellate Oral Arguments.
- Founding Member and Vice President of the Armed Forces Society.

United States Merchant Marine Academy, Kings Point, NY

Jun 2003

- Bachelor's degree in Marine Transportation (3.2 GPA).
- Academic achievement member during four trimesters.
- Second Company Naval Liaison Officer for over 200 Midshipmen.

PROFESSIONAL AWARDS and ACHIEVEMENTS:

- Junior Civilian of the Year – FY2015
- Junior Civilian of the Quarter – Fourth Quarter FY2015
- Navy Commendation Medal
- Joint Service Achievement Medal
- Navy Achievement Medal (3 Awards)
- Military Unit Commendation
- National Defense Service Medal
- Global War on Terrorism Service Medal
- Military Outstanding Volunteer Service Medal
- Rifle Marksman
- Pistol Marksman
- 2012 Capital Pro Bono Honor Roll for more than 100 hours of free legal service to the D.C. community
- Nominated for the Outstanding Government Pro Bono Service Award

**Statement of
Interest for DoD
Leader
Development
Programs**

STATEMENT OF INTEREST FOR DOD LEADER DEVELOPMENT PROGRAMS

The Statement of Interest should not repeat information in the resume, information sheet, or other supplemental materials required for specified program. Rather, it should focus on why you should be selected as a participant in the specified DoD Leader Development Program.

Address, in 500 words or less, the following:

- what you consider to be your major strengths and qualifications for the program
- the contributions you will add/bring to the program
- how attending the program fits into your professional career development plan
- the return on investment to your Component/organization and to the Department of Defense
- reason for requesting the desired PME school (*DSLDP Only*)

Leadership is an opportunity for an individual to direct and contribute to the strategic, operational and tactical goals of a team or organization. Effective leaders strive to hone their skills and develop core competencies of leadership which can be acquired through experience, training or both. As a Dept. of Navy civilian and a Navy Reserve Officer, my goals are to continue developing my skills as a leader, to broaden my experience across all DOD and increase responsibility and accountability in support of our national security interests.

Major Strengths and Qualifications

The three major strengths that make me best qualified for ELDP are talent development, communication and inclusiveness. My highest priority personal goal as a leader is to develop future leaders. Cultivating leaders builds trust and unity in people that their leadership wants to see them progress. Communication is the key to success as a leader and organization. I provide clear guidance, set achievable goals and expectations and welcome feedback. Furthermore, I ensure all stakeholders are provided timely and accurate information and adjust objectives based on that feedback and leadership direction. I value input, ideas and recommendations across all stakeholders. Leveraging a diverse group and including people in the process provides the best information to leadership for an informed decision.

Contributions to the Program

My drive to expand my knowledge and capabilities and leadership experience as DOD civilian and Reserve Officer will bring lasting contributions to the program. I understand the importance of self-awareness in order to lead myself and to build teams. I have a clear perception of my personality and leadership style while also recognizing to be an effective leader I must utilize all leadership skills. I deal calmly with stress and adapt to change easily and will bring these qualities to the team.

Career Development and Return on Investment

The return on investment for the Navy and OPNAV N1 will be instrumental in achieving the strategic goals of the organization. The DOD and DON are facing multiple internal and external pressures to attract and retain a talented work force over the next decade. Limited resources, competition in the civilian sector and reduction of the workforce are all challenges the DOD must address to successfully achieve America's strategic interests. My organization has been at the forefront of developing and implementing the Navy's plan for meeting these challenges through Sailor 2025. As an operations research analyst within N1, I have the responsibility of developing policies and plans that support the selection and development of the largest population of the Navy's warfighters – Enlisted Sailors.

The professional training gained through ELDP will provide a better understanding of the national security environment and the DOD global mission, ultimately expanding my leadership competencies to become a better leader of people.

ELDP Supervisor Assessment

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM (ELDP) SUPERVISOR ASSESSMENT

This part is to be completed by the nominee's immediate supervisor who is thoroughly familiar with his/her performance in order to assess his/her leadership potential.

Nominee's Name: _____

Current Position: Operations Research Analyst

Current Position level: Employee Team Leader Supervisor

Supervisory Narrative

Narrative of nominee's current duties and performance:

_____ is a role model employee, and one of the finest government members (civilian and military) I have had the privilege of working with; he has exceeded all expectations and his performance is unparalleled. He was unanimously awarded the OPNAV N1 Civilian of the Year for his accomplishments and contributions to the organization and Dept. of the Navy.

DOD Armed Forces Classification Test - Navy Representative

His actions across DOD and Navy have created sustainable solutions that help our Sailors every day. As the Navy's Research Analyst for the DOD Armed Forces Classification Test, he coordinated with his Navy and DOD counterparts to increase testing availability and update in service testing policies. His efforts have increased the number of Navy in-service ASVAB test sites for Sailors by 15%, developed proper procedures for testing members from other services, and formed the strategic concept of operations for the future of the AFCT program. His CONOPS were briefed to the governing Manpower Accession Policy Working Group and approved by representatives from all Services and DOD. The updated policies ensure maximal security procedures and comply and / or exceed DOD standards. As a direct result of _____ vigilance and actions, the Navy is the only service with no compromise of testing materials.

Meritorious Advancement Program Lead

_____ leads a team comprised of the Master Chief Petty Officer of the Navy and senior leaders representing more than 30 Navy commands in order to achieve one of the operational objectives of Sailor 2025. Employing the concepts of leveraging diversity and human capital management, _____ collaborates ideas to improve the Meritorious Advancement Program – allowing all stakeholder perspectives to be voiced and discussed, ultimately establishing policies that fix eligibility inequities for Sailors and allows the Navy to promote and reward our most talented Sailors. In addition to the previously achieved successes with this program, _____ innovation is demonstrated through the formulation of an IT system to enforce policies and support processes. He leads a team tasked with defining the business processes and establishing functional requirements. His concept has identified a potential cost savings of more than \$1.5 M per year, a return on investment in less than six months.

_____ has demonstrated core competence, innovation, integrity and motivation to be a senior leader for the DOD. He has excelled as a civilian employee for the Navy, but further displays his superior performance through multiple awards as a Navy Reserve Officer (5 personal awards) and as a volunteer attorney for underprivileged children (Outstanding Volunteer Medal and DC Pro Bono Honor Roll).

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM (ELDP) SUPERVISOR ASSESSMENT

Assessment of supervisory/managerial potential and how ELDP will benefit the nominee and the Department of Defense:

██████████ has my unqualified recommendation for this program, as he has consistently demonstrated the highest supervisory / managerial potential. He is an experienced and decisive leader with an outstanding performance record. He understands the importance of employing the diverse skills and expertise of team members, as well as, gaining multiple levels of organizational perspectives as the keys to success. Furthermore, ██████████ also built strategic partnerships with his DOD counterparts to increase access to testing by using other services sites to test Sailors and developed joint service policy and process for testing eligibility criteria.

Through these examples, ██████████ has proven his understanding of the first phases of the DOD Civilian Leader Development Continuum, Lead Self and Lead Teams/Projects. The next phase in his leadership development is to master the skills necessary to "Lead People". Some of the skills required to Lead people were showcased in the previous examples, but the ELDP will provide him with the formal training, knowledge and experience to expand his leadership competencies.

██████████ is committed to service and excellence within the DOD as both a civilian and uniformed member; there can be no question that he has great potential to become a senior level leader. By investing in the development of ██████████ early in his civilian career, the DOD will reap the returns for decades.

██████████ stands as a clear must select for ELDP.

Supervisory and Leadership Endorsement

Based on my personal experience and discussions with this nominee, knowledge of his/her current/past performance, and review of his/her application package, this nominee is:

Ready Now Ready in 1 year upon ELDP Completion Other (Please explain)

██████████ is an effective leader of people. This course will provide him the necessary skills, tools and concepts to become a future leader within the N1 organization and DOD.

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM (ELDP) SUPERVISOR ASSESSMENT

Immediate Supervisor Title: _____

Immediate Supervisor E-mail: _____

Immediate Supervisor Phone: _____

Immediate Supervisor Signature _____

14 March 2016

Date

Second Level Supervisor Title: _____

Second Level Supervisor Signature _____

15 MAR 2016

Date

Understanding of Program Requirements

I have read and understand the DSLDP program requirements and acknowledge some requirements may involve time during regular duty hours to complete. I have also spoken with my organizational/Component leadership to ensure they understand these requirements as well.

Nominee's Signature _____

Supervisor's Signature _____

14 March 2016

Date

15 MAR 2016

Date

**Biography for DoD
Leader Development
Programs**

BIOGRAPHY

██████████
OPERATIONS RESEARCH ANALYST, NAVY SELECTION AND CLASSIFICATION (N132G) –
██████████

██████████ reported in November 2014 as Program Manager and Operations Research Analyst for Navy Selection and Classification (OPNAV N132G). As an operations research analyst and program manager, he is responsible for managing the Navy's in service ASVAB testing program and the Meritorious Advancement Program.

Previously, ██████████ was on active duty as the Deputy Operational Support Officer for the Deputy CNO (Manpower, Personnel, Training and Education/N1) and also served as an action officer for Enlisted Plans and Policy (OPNAV N132). He also established the Transition Program as Project Officer for Navy Wounded Warrior - Safe Harbor.

In his civilian capacity prior, he worked as a junior associate at the law firm of Thacher Proffitt & Wood LLP in the corporate financial institutions practice group and volunteered as a pro bono attorney for underprivileged children in Washington, D.C.

██████████ received his bachelor's degree in Marine Transportation from the U.S. Merchant Marine Academy and his Juris Doctor with honors from St. John's University School of Law. He is also a graduate of the Naval War College where he was granted a master's degree in National Security and Strategic Studies and Joint Professional Military Training. ██████████ is a member in good standing of the New York State Bar and also holds a valid U.S. Coast Guard Third Mate unlimited tonnage license.

In his Navy Reserve capacity, ██████████ is currently the Commanding Officer of the Navy Operational Support Unit Farmingdale, NY and is the President of the Long Island Officer's Ward Room.

██████████ awards include the Navy Meritorious Civilian Service Award, OPNAV N1 Junior Civilian of the Year 2015 and Junior Civilian of the Quarter (Q4/2015). His military awards include Navy Commendation Medal, Joint Service Achievement Medal and Navy Achievement Medal (3 awards) and the Military Outstanding Volunteer Service Medal.