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Objective: Utilize my experience across Planning, Programming, Budgeting, and Execution (PPBE) along with my Program Management background to help lead to organizations success.

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### Professional Experience

United States Air Force (Federal Employee, Full Time), Supervisory Program Management Analyst, Mission Partner Capability Office, Chief Financial Office, Division Chief, Fairfax, VA August 2024-Current; (January 2024 – August 2024 -GG15 Deputy (Promoted Internal)

- Promoted internally into role as CFO/Division Chief, all duties listed in prior position remained.
- Lead all aspects of Planning, Programming, Budgeting, Execution (PPBE) for 2 Program Elements that include MIP and Non-MIP funds with multiple partners and CCMD support on a worldwide basis.
- Oversee a team of execution focused budget analysts, resource managers and programmers/PEMs, accountants and teams on current year and prior year tasks, spend planning, funds management, funding documents, support agreements and requirements for MIP and Non-MIP programs.
- Lead the FM organization to ensure that programs are updated accurately between budget and financial systems to include execution balancing, POM planning, Congressional Justification Book updates and oversight briefs.
- Develop objectives and performance goals for the team along with innovative solutions to achieve them.
- Provide briefs to OUSD I&S, AF A2/6, A8, DoD Executive Agent, and congressional staffers to defend and explain capabilities and resources.
- Review, approve and recommend innovative approaches to address all facets of PPBE issues through multiple oversight changes and AF reorganization of EA. Communicate with oversight bodies both internal and external to the AF to address issues.
- Utilize and understand financial databases such as AF PBES, IDECS, CERMS and other financial tools internal and external.
- Led preparation of AF Investment Review topic as assigned and helped prepare office senior executive to brief the highest levels of oversight and AF personnel. (Successfully closed).
- Defend funds across the entire PPBE cycle and work with sponsors (OSD, OUSD) to provide clarity and necessity of resources along with status and variances.
- Introduced recommendations and processes to the organization to put practices in place helping to improve the defense of funds, understanding of requirements and ensure a positive environment.
- Enact new business processes to ensure we are operating efficiently and within fiscal law while training staff to work more independent. (Reduced staff size through educating current analysts and finding efficiencies.)
- Assist with personnel issues and serve on hiring panels for FM and Acquisition positions ensuring we bring the right analysts with the right experience.
- Reorganized the FM department to better utilize resources and align to department goals. Led to better expertise supporting mission essential programs and FM resource managers learning future capability requirements.
- Directly brief, interface and recommend FM decisions to SES level directors. Led multiple department budget reductions finding savings throughout the department to ensure limited mission reductions.
- Coordinate with senior leader to ensure priority programs are being managed and rack and stacked for resources in current operational environment in a timely fashion across all customers.

- Serve as the key POC for Spend Plan builds ensuring that proper planning was occurring to meet or exceed internal and DoD/Congressional Oversight execution metrics protecting resources.
- Act as a SME for Congressional inquiries and RFIs and provide recommendations on responses to protect resources from Congressional marks and realignments to other agencies.
- Ensure the management of continuing resolution spending authority and planning for program elements and maintain awareness of budget shifts as enactments are passed.
- Coordinate across divisions with senior managers that include Program Management, Acquisitions, Logistics, Contracts, IT, Engineering, and other areas to implement financial management processes, policy and ensure all are operating within applicable US Codes and regulations.
- Lead the organization Financial Management and whole management responsibility for financial actions, coordination, defense, display, audits, etc.

United States Air Force (Federal Employee, Full Time) Program Management Analyst, Mission Partner Capability Office, Enterprise Business Operations, Programming Lead, Fairfax, VA; June 2023 – January 2024 GG14; (Current office prior to promotion)

- Acted as Deputy Director of Finance within the organization. On site briefer for all projects supporting remote manager.
- Provided onsite interface with senior executive leaders interaction on all facets of financial management, budgeting and resource management.
- Led all aspects of Planning, Programming, Budgeting (PPB) and tasks for 2 Program Elements that include MIP and Non-MIP funds for direct CCMD support on a world-wide basis.
- Led contractor and government staff on all PPB activities and tasks. Develop objectives and performance goals for the team. Act as the Deputy Division Chief on a regular basis. Brief SAF level briefs and investment reviews. Prepare briefs that are seen up to the 3- and 4-star level and prepare SES levels to provide briefs.
- Responsible for Planning, Programming, Budgeting and coordination with program managers and execution team. (PPBE). Prepare qualitative, quantitative and analytical data for program build, budget formulation and recommended alternatives, and advise program managers, and project leads on the financial and budgetary aspects of their programs.
- Act as a SME for congressional and AF committee inquiries and provide recommendations on responses to protect resources from Congressional marks and realignments of funds.
- Support SAF level engagement with intelligence panel members and ensure that my organization is responding timely with accurate data meeting requests.
- Ensure cross functional team engagement on all aspects of PPB with PMs, execution budget analysts and developing an understanding of our programs and PEs.
- Provide innovative solutions to acknowledge oversight concerns of funds management ensuring that full explanations are provided to all inquiries.
- Ensure that my team understands the processes, history, systems, and protocols to support the PPB process.
- Ensure that programs are updated accurately between budget and financial systems.
- Create and track the history of my PEs ensuring that we understand what has been in place and where the PEs are going in the future. (Roadmap planning, historical analysis, Gap analysis)
- Provide oversight to my team to ensure all products, briefs, R Docs and P Docs are solid products best defending the AF position for obtaining funds.
- Create innovative processes and bring forward recommendation on how to improve the division level organization to ensure success in execution and PPB in the future.
- Strategically engaged with Executive Agent, OUSD, OSD, AF A2/6, AF A8, 2 Letter and 3 Letter Directors, CCMDs and partners to ensure their interest were represented as customers, sponsors and users of our capabilities.

National Geospatial Intelligence Agency (Federal Employee, Full Time) Program Manager, Feb 2021 -June 2023, Springfield, VA; IA04 GS14 Equivalent

- Responsible for Planning, Programming, Budgeting and Execution (PPBE) activities within the Architecture and Engineering Group and IT portfolio management group which includes 9 Budget Programs across 3 Expenditure Centers.
- Led a team of PM's and Analysts building, updating, loading and executing financial resources associated with the Enterprise Engineering Services, Enterprise Test and Evaluation and Sensor MSA budget programs.
- Monitored execution of enterprise-level contracts augmenting the Engineering, Program Management, Financial Management and Acquisition Activities and supporting the development of financial accomplishment and accountability statements requested as part of Congressional, ODNI, and DoD budget program oversight.
- Led the NIP CBJB and MIP CJB submission assuring that my programs are presenting a data driven, fact- based forecasts to oversight. This includes ensuring key themes, focus areas, and initiatives as identified by leadership and oversight guidance are clear.
- Support execution year analysis such as researching unliquidated obligations and availability of funds for performance monitoring and sweeps for UFRs.
- Serve as the key POC for Spend Plan builds ensuring that proper planning was occurring to meet or exceed internal and DoD/Congressional Oversight execution metrics protecting resources.
- Act as a SME for Congressional inquiries and RFIs and provide recommendations on responses to protect resources from Congressional marks and realignments to other agencies.
- Manage continuing resolution spending authority and planning for my programs and maintain awareness of budget shifts as enactments are passed.
- Act as the FM SME for all MSA items and support programs in excess of \$1B.
- Act as a Requirements Approving Official for contract and MIPR purchases.
- Ensure that all Strategic Intelligence Guidance, Consolidated Intelligence Guidance, Agency Mission Objectives, and Congressional oversight guidance is being adhered to within MSAs.
- Manage the MIPR, 7600A, 7600B process with partner agencies coordinating with OCS, FM, IT PMOs, Director elements and other entities to enact this process
- Manager Software Acquisition Process for multiple Software vendors providing COTS products. This includes meeting IT compliance, OCS regulations, Fiscal law, etc.
- Coordinate directly with CORs, budget analysts, partner agencies and oversight on execution related data.
- Maintain expenditures that exceed OSD goals.
- Plan the FYDP requirements and explain them in a clear concise manner to defend funds through the PPBE cycle.
- Assist with re-competes of contracts and new contract awards for major FTE contracts, hardware, and software awards.
- Understand and utilize NASA SEWP, and GSA contracts for procurements in a timely manner.
- Directly support internal programmatic decision makers by providing clear requirements and plans about the future of the office and intent over the future years to justify investments and protect from internal divestment.

National Geospatial Intelligence Agency (Federal Employee, Full Time) Budget Analyst, June 2015 -Feb 2021, Springfield, VA; IA02-IA04 GS10 promoted through GS14 equivalent, Multiple Promotions

- Defend budget requests in support of the missions and programs across NGA's Technology

#### Component

- Directly support the acquisition of software and hardware across the agency
- Act as a Funds Certifying Official
- Support development of the annual program build/Program Objectives Memorandum (POM).
- Coordinate, analyze, and develop annual budget requests justifications and assist with the development of annual spend plans.
- Review, analyze and prepare budget briefings, budget justification narratives, and information papers, review and analyze congressional marks, draft appeals.
- Prepare qualitative, quantitative and analytical data for program build, budget formulation and recommended alternatives, and advise program managers, and project leads on the financial and budgetary aspects of their programs.
- Directly support requests from SES's on specific tasks related to congressional marks, appeals and justifications.
- Certified funds for execution on contracts via funding documents (AF9s and MIPRs) attesting that they met all appropriation law requirements.
- Directly managed program funds and coordinated the execution of additional funds working agency wide for software bills via a newly implemented requisition process recommendation.
- Supported the program build and analyzed annual budget requests justifications by collaborating across NGA's IT Services programs.
- Audited agency wide software bills to ensure each department was properly billed and unused licenses were turned off resulting in sufficient savings.

Metron Sciences Inc. (Subcontracted to Booz Allen Hamilton supporting OPNAV, Naval Intelligence and Communications) Military Analyst, full time, September 2014-June 2015, U.S. Pentagon, Arlington, VA

- Provide support to the N2/N6 Requirements Officer and APM, act as the Resource Sponsor Primary Point of Contact for the following programs and initiatives: UHF Follow-on (UFO) Joint (UHF) MILSATCOM Network Integrated (JMINI) Control System.
- Provide support to N2/N6 for Navy, Joint and International forms. To include: Acquisition Review Boards; Operations Testing Readiness Reviews; Integrated Product Team meetings; Meetings/conferences on emerging technology and related issues; Joint Requirements Oversight Council (JROC) and related JCIDS Boards.
- Assist N2/N6 with the integration of Navy and Joint guidance and direction to support development of recommended Navy capability requirements and programming strategies.
- Assist N2/N6 in drafting, reviewing and staffing recommended Navy plans, instructions, and requirements documents related to UHF SATCOM system and other Satellite Communications capabilities development.
- Assist N2/N6 in monitoring UHF Satellite Communications programs and their execution by Navy organizations receiving N2N6 funding. This includes continual review and awareness of current funding in iRAPs and PBIS for assigned programs.
- Work with N2/N6 leadership to obtain additional program funds through UFR processes.

TASC Inc. Operations Research Analyst, (Promoted), Full time, Mar. 2013-Sept. 2014, Defense Threat Reduction Agency, Fort Belvoir, VA

- Assist CORs, PMs and Chiefs with research activities related to the DTRA Counter WMD Directorate

- Prepare and document annual spend plan actions for division.
- Provide project tracking, planning, recommendations and assistance to DTRA Program Managers
- Evaluate Program Managers responses to requests for information from oversight.
- Answer requests on the PMs behalf allowing them to focus on their specific programs.
- Prepare financial data and brief to management level military/civilian customers.
- Prepare briefings and assist with meeting preparations at the 05 level.
- Provide administrative support on financial, manpower, logistics and other areas.
- Assist on business development efforts within TASC.
- Act as a "go-to" person for DTRA division/TASC information.
- Support all division acquisition activities and prepare materials as required.

TASC Inc. Program Analyst, Human Factors Analyst, Full time, Jan. 2011-Mar. 2013, FAA, Washington, DC

- Trained new employees on procedures for dealing with secret level aircraft tracking data and communication protocols with customers and outside clientele.
- Supported the System Wide Information Management (SWIM) Program Office with the development and implementation of programs and procedures.
- Led day to day operations of National Airspace System (NAS) data release requests supporting FAA customer.
- Assisted aviation and defense industry applicants for government data release Coordinated with government approval board for applicant approvals to receive NAS Data
- Conducted development of MOA's and SLA's with those seeking NAS Data
- Processed Certified Security Concerns and aircraft block requests received from industry and private individuals.
- Maintained and organized the ASDI Block Program working with the FAA Customer and implemented the program in a short time frame.
- Answered industry applicants' questions representing the FAA
- Implemented and exchanged ideas for FAA Policy necessary for NAS Data Release
- Assisted with annual program reviews, meeting coordination and document reviews.
- Assisted with Human Project Reviews, Experimentation Review, Document Updates, and coordination related to Human Factors of Air Traffic Controllers

Flagler County Schools, Co- Teacher, Jun. 2010-Dec. 2010, Bunnell, FL

- Received FL Education Teaching Certificate for K-12
- Taught special education 5th graders and in other classes when needed.
- Developed teaching curriculum for special education students and was a substitute teacher.

Columbia Metropolitan Airport, Dec. Operations Coordinator 2009-Jun. 2010, Columbia, SC

- Performed Ramp, terminal, airfield inspections
- Collaborated with FAA Air Traffic Controllers via phone, emergency pages, and radios
- Trained tenants and airport employees on the safety hazards of airport facilities
- Dispatched emergency first responders to airport emergencies via radio, phone and page
- Monitored multiple security devices, fire alarms, and warning systems.
- Acted as a decision authority on airport operations during emergencies
- Trained construction personnel to verify safety and security of airport SIDA

- Managed interdepartmental projects to keep the airport within government regulations.

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## Education

Embry-Riddle Aeronautical University, World Wide Campus, through Daytona Beach, FL  
Masters of Science Logistics and Supply Chain Management- Mar. 2014, GPA 3.90

- This degree concentrated on contract law and regulation, negotiations, supply chain management, human resources, statistics and supply chain management. It has prepared me to lead complex acquisitions and understand the moving parts needed within project management and program analytics.

Embry-Riddle Aeronautical University, Daytona Beach, FL  
Bachelors of Science Air Traffic Management and Aviation Safety Dec. 2008

- This degree concentrated on business management related to aeronautics, air traffic management and aviation safety. Additional courses were focused on risk management, communications, business management, mathematics, psychology and undergraduate studies. This prepared me to understand business management concepts, procedures, contract management and legal studies.

Defense Acquisition University/ Job related DoD Training Courses (2013-Ongoing)

- DOD FM Level 3 certified
- DAWIA Program Management certified
- Completed multiple training courses through DAU and other DoD resources related to Financial Management, acquisition, logistics, contracting, international armaments risk management, etc. All of these courses are part of the DAU Project Management certification program and DOD Financial Management Program or directly related to my current job. Transcripts available upon request.

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## Other Skills, Licenses and Clearance

- Top Secret SCI Clearance with Polygraph
- Airforce CERMS, IDECS and PBES user with system familiarity
- Program Budget Information System used by NAVY for POM tracking
- Project and Program Management experience in the government sector
- Trained professional administrative contracting staff and other personnel in multiple roles for PM, administrative support, budget analysts.
- Experienced in leading agency or directorate wide financial process for spend plans, congressional budget justification books, congressional appeal processes, execution monitoring and PPBE processes and defense.
- Experienced in multiple financial systems in use by the IC where knowledge and processes can transfer to other agencies.
- Acted as a formal mentor within NGA for incoming employees.
  - Offer promotion and career counseling reviews and promotion package reviews
  - Familiar with government benefits, retirement systems (FERS, TSP), Performance management and DCIPS process
  - Familiar with Financial disclosures, and other requirements as needed for specific clearance process.

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#### Additional Training

- (DAU, IC and DoD)
- DOD FM Level 3 Certified
- DAWIA PM Certified