

Mike Norris

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Work Experience:**U.S. Naval Submarine Base Kings Bay**

1115 USS Henry Clay Blvd

Kings Bay, GA 31547 United States

2019 - 2020**Supervisory Physical Security Specialist****Duties, Accomplishments and Related Skills:**

Served as the principal advisor to the Naval Submarine Base Security Directorate in physical security and loss prevention matters responsible for assisting the Security Director and Deputy Security Director in planning, developing, implementing and evaluating a wide variety of complex security programs / elements to provide security protection and services for the SUBASE and tenant commands. Developed and provided subordinates with written regulations and procedures to improve operations.

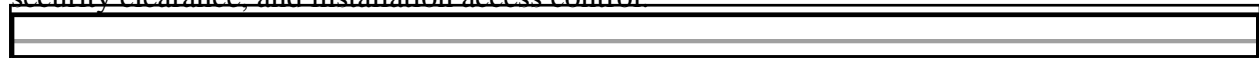
Managed, administered and directed SUBASE Kings Bay access control systems for personnel and vehicles including badging, visitor control, etc., through the Pass and Identification offices. Managed the Navy Commercial Access Control System which prescribes procedures for access control via Entry Control Points (ECPs) equipped with the Navy Commercial Access Control System (NCACS) Identity Management and Installation Access Control System, also known as the RAPIDGate Program. Supervised the receipt, preparation and/or coordination of visit requests for SUBASE with respective commands and Pass and Identification offices. Screened foreign nationals for access to areas of SUBASE and tenant commands.

Coordinated and monitored status of the Physical Security Department plans and programs and maintains documentation reflecting progress in achieving goals and objectives. Scheduled and administered the conduct of physical security assessments to assess and determine command-wide compliance with SUBASE and higher authority direction governing physical security and loss prevention.

Served as a Trusted Agent Security Manager (TASM) and Trusted Agent (TA) overseeing the directorates Trusted Associate Sponsorship System (TASS). Facilitated the sponsorship and registration of TASS applicants, verifying the applicants need for computer access to DoD networks or physical access to DoD facilities, both initially and ongoing through semiannual reverifications.

Implemented Homeland Security Presidential Directive 12 (HSPD-12) requirements, applying security concepts and databases, maintaining the integrity and protection of confidential information and facilities, applying security policy and procedures to analyze and administer

credentialing requirements. Reviewed, analyzed, and recommended solutions to security and credentialing problems. Adjudicated background investigations for employment suitability, security clearance, and installation access control



U.S. Air Force 369th Recruiting Command Group (RCG)

2320 Carswell Ave., Suite 17
JBSA-Lackland, TX 78236-5506

2018 - 2019

Physical Security Specialist (Anti-Terrorism Program Manager)

Duties, Accomplishments and Related Skills:

Administered the Air Force Recruiting Service's antiterrorism and force protection (AT/FP) programs at the group headquarters. Served as a technical advisor to the group and squadron commanders, working with the Air Force Recruiting Services (AFRS) Antiterrorism Officer (ATO) to implement the AFRS AT/FP Program.

Responsible for the coordination, deconfliction, and integration of various force protection processes, assessments, and Force Protection to provide effective guidance, training, and direction to assigned organizations and activities. Evaluated unit practices and activities to ensure compliance with directives and integration with other security and related programs. Provided AFRS leadership with recommendations, briefings, and updates as necessary to influence AT/FP installation-level policy development and task execution. Interpreted higher headquarters directives for AFRS off-installation applicability and implementation. Formulated AFRS off-installation force protection procedures and polices based on unique AFRS and operational needs.

Conducted threat assessments, asset criticality/vulnerability assessments, and exercises that assessed risk to personnel and resources, and devise risk mitigation strategies. Served as assistant to AFRS/ATO to coordinate for AT/FP assessments conducted by U.S. Army Corps of Engineers Protection Design Center, Major Air Command (MAJCOM), Air Staff, and leadership in the fiscal management of AFRS off-installation's antiterrorism program-related funding processes through analyzing, prioritization, and justification for AT/FP-related projects.

Coordinated with Communications, Medical, Air Force Office of Special Investigations (AFOSI), Intelligence, Public Affairs, Judge Advocate, evaluation teams, and other agencies to ensure elements of antiterrorism are assessed, understood, and mitigated based on current threats and force protection influences. Planned, conducted or coordinated site security studies, projects, assessments, and surveys of the AFRS off-installation personnel and facilities in relationship to antiterrorism and force protection activities.

Determined, formulated, coordinated, and recommended specific guidance and actions to correct security deficiencies, deconflicts competing requirements, promoting the growth of sound security procedures, and presented justifications for AFRS off-installation personnel and facilities fiscal expenditures, and procurement of needed security technology, equipment, manpower, or infrastructure. Educated and trained unit-level force protection representatives and AFRS personnel on Antiterrorism and Force Protection requirements.

Served as Assistant Security Manager responsible for managing the program IAW DoDM 5200.1 and AFI 16-1404. Coordinated local security program oversight for several security disciplines, including information security, operational security, administrative security, communications security and physical security. Conducted information security inspections and prepares written inspection results.

Performed physical security inspections of the Group's facilities, including Recruiting Stations, Squadron Headquarters, and Joint Service Facilities. Conducted inspections of all mentioned areas and prepare the necessary written reports setting forth findings, conclusions, and recommended action. Reviewed and evaluated security items, such as security lighting, fencing, intrusion detection systems, and control of government property. Recommended improvements and changes in security measures as needed. Maintained liaison with Air Force Recruiting Services and Federal Protective Services on matters related to the physical security of the Group Headquarters, and within the organization's area of operations.

Performed Personnel Security duties IAW AFI 16-1404 including, but not limited to, requesting national security and public trust background investigations via Joint Personnel Adjudication System (JPAS) and Defense Information System for Security (DISS) on active duty military, army civilian and contractor employees, fingerprinting and interviewing those personnel.

Provided a variety of security training to include annual security requirements, general security awareness, and initial security briefings for employees in receipt of their initial security clearances and executed Classified Information Nondisclosure Agreement (SF-312) forms on them. Ensured that departing personnel were properly debriefed when retiring, leaving DOD, or when clearances were revoked/terminated or no longer needed. Conducted the security portion of the quarterly new comers briefing presented to new employees.

Marine Corps Installations Pacific (MCIPAC)

Headquarters and Support Battalion

Camp Services Branch, MCB Camp Butler

Camp Foster, Okinawa, Japan , AP 96379-0557

2016 - 2018

Physical Security Specialist

Duties, Accomplishments and Related Skills:

Served as an Antiterrorism Officer (ATO) and Critical Infrastructure Protection (CIP) Officer for the United States Marine Corps, stationed in Okinawa, Japan. Responsible for developing, coordinating, monitoring, and evaluating the status and effectiveness of all antiterrorism measures and the identification of single points of failure for mission critical assets for three United States Marine Corps camps on the island of Okinawa, Japan.

Duties included assessment and evaluation of critical infrastructure, emergency operations, structural engineering, terrorist operations and security operations plans and procedures for the purpose of identifying core vulnerabilities and offering solutions for enhancing these areas. Administered the security education and training program for the organization. Coordinating inspections with program managers and contractors to provide advice and resolve security issues. Conducting annual Physical Security surveys according to prescribed policies and regulations. Serves as a Control Point Custodian, maintaining the physical security of the unit's SIPR vault and COMSEC equipment. Advising unit personnel in the safeguarding of classified information and physical requirements associated with restricted area, secure rooms, and controlled access area.

Served as the Director of the Camp's Emergency Operations Center (EOC), a central role in the organization's crisis management operations during the activation of the EOC. Employed the Incident Command System (ICS) to manage the camp's resources, during all incidents involving natural and manmade disasters. Integrated organizational structure that supports the National Incident Management System (NIMS).

Represented the Camp Commander routinely for internal and external committees and working groups relating to Antiterrorism (AT) and Mission Assurance (MA). Attended USMC and other Department of Defense regional MA and AT conferences, committees, working groups and planning sessions. Developed briefings for and facilitated the Camp Antiterrorism Working Group (ATWG) convened by the Camp Commander, comprise of all tenant organizations, unit commanders, and directors. Administered all the unit's Information, Physical, Personnel, and Industrial security education programs for all assigned personnel.

Provided analysis, developed, and recommended modifications to camp(s) Force Protection Conditions (FPCON) levels in support of mission accomplishment. Developed, maintained, and evaluated the continuing operations and implementation of changes in policy or direction regarding Physical, Personnel, and Information Security. Worked with various intelligence agencies in the continual reevaluation of terrorist threats and the development updated threat assessments.

Formulated, coordinated, and implemented antiterrorism plans in accordance with approved Marine Corps risk management doctrine, worked closely with civilian and military law enforcement, Naval Criminal Investigative Services, and emergency responders for community special events totaling more than 30,000 Status of Forces and Japanese local national participants.

Conducted vulnerability assessments, planned, and synchronized force protection assets for all special events conducted on Camp Foster, Lester, and Plaza. Events ranging from smaller formal and informal events for Status of Forces Agreement (SOFA) personnel only, to large community relations events open to the general local national population. Including major open camp events that drew more than 50,000 participants, with no major incidents or degradation of the camp's security posture or mission capabilities.

Coordinated disaster relief efforts, execution of alerts, mobilization support, base access, Mission Assurance plans, and establishment of Camp Foster as a primary evacuation control center in support of OPLANS/war plans. Responsible for disaster planning, preparation and mitigation for typhoons, tsunami destruction, or evacuations due to crisis events in the Pacific under the Okinawa Area Emergency Evacuation plan, Typhoon Preparedness Plan, Tsunami Evacuation Plan, and other applicable guidelines. Responsible for the leadership in control of AT/FP and Installation Protection efforts, and exercises authority over all tenant units.

Served as an advisor to the Commanding Officer and as a member of the Installation Protection Working Group (IPWG) for all Joint Security Operations (JSO). Providing unity of effort and efficient use of constrained resources to maintain a secure environment allowing U.S. Forces in Japan to focus on their primary mission.

Directed the Camp Emergency Operations Center (EOC)/Crisis Management Team during emergency/contingency conditions and on a day-to-day basis, working on such specific projects as Weapons of Mass Destruction Response Planning, Force Protection (FP) Planning, Chemical, Biological and Nuclear (CBRNE) incident response planning and prevention.

**Florida Department of Highway Safety, Motor Carrier Size and Weights Division
(MCSAW)**

I-95 Southbound Mile Marker 286
Palm Coast, FL 32137 United States

2013 - 2016

Safety Compliance Officer

Duties, Accomplishments and Related Skills:

Served as a Compliance Officer for the Department of Highway Safety, Motor Carrier Size and Weights Division (MCSAW). Assisted the Florida Department of Transportation in its mission of providing a safe transportation system within the state of Florida. Enforces motor carrier size and weight regulations, protecting Florida's highway system and bridges from damage from overweight and over dimensional vehicles, in violation of Florida statutes.

Developed and implemented systematic improvements of commercial motor vehicle penalty collections procedures, enhancing organizational effectiveness in collections practices. Recognized as the top delinquent penalty collections official in the state of Florida, and propelled the Flagler Weight Facility to the leading collections facility among the state's twenty fixed location sites.

Collected more than \$200,000 in delinquent citations for weight, safety, International Registration Plan, Fuel Tax, and Temporary permit violations within the state of Florida; station recognized as the top collections facility among the state's 20 fixed weight station facilities.

Recognized as the Inspector of the Quarter, 1st and 2nd Quarter 2014 for Flagler County, and named Inspector of the Quarter for the Department of Highway Safety Motor Carrier Size and Weight Division (MCSAW) for the Southern Region, 2nd Quarter 2014.

Engility Corporation

3750 Centerview Drive
Chantilly, VA 20151

2012 - 2013

Staff Development Instructor

Duties, Accomplishments and Related Skills:

Served as the Senior Chemical Defense Training Officer, as part of the Battle Staff Training Program (BSTP), Office of Security Cooperation, Iraq (OSC-I), Taji, Iraq, in support of Operation New Dawn. Trained host nation battalion and brigade maneuver staff officers and soldiers on staff procedures, NATO operations, and function; enhancing the host nation's security forces by providing tactics, techniques, and procedures to improve chemical defense operations in support of Iraqi maneuver units.

Developed the battle staff program of instruction (POI) in support of the OSC-I's mission to coach, teach, and mentor the Iraqi combined arms teams to incorporate NATO standard staff functions and the synchronization of chemical defense assets.

Established training plans and served as a primary instructor, training Iraqi Battalion and Brigade staffs on the use of the Military Decision Making Process (MDMP), staff integration, and information management in support of host nation security initiatives.

Mentored and trained host nation personnel on NATO operations, specializing in the management of information, intelligence procedures and support to the maneuver Commander.

US Army

1851 Executive Center Drive
Jacksonville, FL 32207 United States

2002 - 2012

United States Army, Field Artillery Captain

Duties, Accomplishments and Related Skills:

Served as the Human Resources Manager / Personnel Officer of a US Army Recruiting Battalion, consisting of 6 companies and 34 recruiting stations, with 306 military and civilian personnel, geographically dispersed over 58,680 square miles in Florida, Georgia, and South Carolina. Responsible for the organization's readiness through accurate tracking and updating of service members deployment readiness data; served as the Security Officer, ensuring the execution of all security clearances and implementation of Force Protection Measures, Unit Funds Custodian, and Battalion Safety Officer. Assumed the role of Operations Officer and Executive Officer in their absence.

Meticulously worked to instill teamwork and increased the productivity and efficiency of the Human Resource Section with a winning, confident, and professional attitude. Section recognized as the best within the Brigade for timely and accurate processing of personnel actions with less than a 1% error rate. During the 2011 annual US Army Recruiting Command Inspector General's inspection, section was extolled for standard bearing and zero negative findings.

Streamlined the misconduct investigations process within the command, specifically within the first six months of assignment, implemented processes that reduced, by 40%, the number of days that recruiters were suspended from recruiting duty.

Advised the commander on all matters concerning manning requirements; reviewed consolidated reports, analyzed trends, prepared recommendations for human resource actions. Maintained liaison with higher headquarters to efficiently process and implement personnel requirements.

Assistant Professor of Military Science / Recruiting Operations Officer, Georgia Institute of Technology, Atlanta, Georgia (2008-2009)

Served as a Senior Military Science Instructor for a US Army Reserve Officer Training Corps (ROTC) Battalion, consisting of five partnership colleges/universities, over 107 Cadets, and 11 cadre/staff. Responsible for the recruitment, instruction, leadership development, retention, and mentorship of Cadets at Kennesaw State University, while serving as the primary Army staff officer representing parent organization, GA Tech ROTC.

Successfully promoted and increased the Corps of Cadets student population at the Kennesaw State University campus by more than 100%, within a one-year time period.

Developed recruitment and retention strategies, which resulted in the ROTC Department exceeding its commissioning mission in 2009 and setting the program on a glide path to exceed its commission mission for the following three years.

Managed the largest unit within the GA Tech ROTC Department consisting of 67 students. Developed the Kennesaw State University ROTC program into an independent battalion level organization, prepared to operate autonomously as a parent organization.

Planned, resourced, and executed the first Spring Commissioning Ceremony in the history of

Kennesaw State University, receiving numerous accolades from both the faculty and the President of the university.

Established a cooperative working relationship with the WellStar School of Nursing, enabling the ROTC Department to offer guaranteed placement within the highly selective program, to the most talented nursing students wishing to commission as Army Nurses.

Staff Development & Training Advisor, 1st Brigade, 6th Iraqi Army Division (2006-2008)
Served as a primary staff officer for an 11 man Military Transition Team (MiTT) responsible for coordinating battlefield effects for the assigned MiTT and 3rd Battalion, 1st Brigade, 6th Iraqi Army Division.

Advised, trained, assessed, and assisted the battalion command group of a 750 man Iraqi Light Infantry Battalion in use of both lethal and non-lethal effects on the battlefield in a developed high-threat counterinsurgency environment.

Coordinated the use of Coalition Forces indirect fires, close air support, attack aviation, MEDEVAC, and information operations assets used within the battalion's area of operations.

Instrumental in the protection and security of team members and equipment; tenaciously studying the enemy's tactics, resulting in no injuries or loss of equipment while conducting more than 250 combat operations.

Team recognized for meritorious achievement for the discovery and subsequent medical assistance given to 26 malnourished Iraqi orphans found during combat operations, an incident that set the example of humanitarian assistance throughout the Iraqi Theater of Operations.

Education:

Webster University, Walker School of Business & Technology Jacksonville, FL United States
Master's Degree 5 /2016

GPA: 3.63 of a maximum 4.0

Credits Earned: 28 Semester Hours

Major: Human Resources Management

Webster University, Walker School of Business & Technology Jacksonville, FL United States
Master's Degree 8 /2015

GPA: 3.77 of a maximum 4.0

Credits Earned: 36

Major: Management and Leadership **Minor:** Human Resources

Cameron University Lawton, OK United States

Bachelor's Degree 12/2005

GPA: 3.16 of a maximum 4.0

Credits Earned: 126 Semester Hours

Major: Political Science **Minor:** History

Job Related Training:

Trusted Associate Sponsorship System (TASS) Trusted Agent Security Manager (TASM)
Certification

Joint Base San Antonio Information Protection, Assistant Security Manager / Security Assistant

Training, 2019
FEMA, Facility Security Committees IS-01174, 2019
FEMA, Levels of Protection (LOP) and Application of the Design-Basis Threat (DBT) Report IS-01173, 2019
FEMA, Risk Management Process for Federal Facilities: Facility Security Level (FSL) Determination IS-01172, 2019
FEMA, Overview of Interagency Security Committee (ISC) Publications IS-01171, 2019
Headquarters Marine Corps Surveillance Detection Course (SDC) and Marine Corps Suspicious Activity Information Portal (MCSAIP) Operator Course, Camp Foster, Okinawa, Japan, 2018
American Red Cross, Disaster Cycle Services, Shelter Fundamentals, Camp Foster, Okinawa, Japan, 2017
FEMA, Advanced ICS, Command and General Staff-Complex Incidents ICS-400, Camp Foster, Okinawa, Japan, 2017
FEMA, Intermediate ICS for Expanding Incidents ICS-300, Camp Foster, Okinawa, Japan, 2017
FEMA, Emergency Management, Homeland Security Exercises Program Course (HSEEP), Camp Foster, Okinawa, Japan, 2017
FEMA, EOC Management and Operations IS-775, 2017
FEMA, NIMS Intrastate Mutual Aid an Introduction IS-706, 2017
FEMA, NIMS Resource Management IS-703, 2017
FEMA, NIMS Public Information Systems IS-702.A, 2017
FEMA, Emergency Management, Introduction to Exercises IS-102.A, 2017
Department of Defense Mission Assurance Assessment Program Course GQ55000APCLIL, U.S. Defense Threat Reduction Agency, 2017
Department of Defense Level II Antiterrorism Awareness Training Certification, 2016
FEMA, Emergency Management, Introduction to Incident Command System ICS-100, 2016
FEMA, Emergency Management, Single Resources and Initial Action Incidents ICS-200, 2016
FEMA, Emergency Management, National Incident Management System (NIMS) ICS-700, 2016
FEMA, Emergency Management, National Response Framework, An Introduction ICS-800, 2016
Criminal Justice Information Services, FCIC/NCIC Limited Access Certification, FDLE, 2016
Six Sigma, Business Executive in Action, 2011
Six Sigma and the Corporate Enterprise, 2011

Additional Information:

COMPUTER SKILLS:

MS Office Suite, Internet Explorer, Adobe, PureEdge, SharePoint, Human Resources Command Integrated Web Service (IWS), Electronic Total Office Personnel Management Information System (eTOPMIS), Defense Security Service; Joint Personnel Adjudication System (JPAS), Safety and Fitness Electronic Record (SAFER) System, Interactive Personnel Electronic Record Management System (iPERMS)

DATA SYSTEMS

Defense Information System for Security (DISS)
Defense Security Service; Joint Personnel Adjudication System (JPAS)
Army Human Resources System (AHRIS)
Electronic Military Personnel Office (eMILPO)
Electronic Total Office Personnel Management Information System (eTOPMIS)
Interactive Personnel Electronic Record Management System (iPERMS)

Defense Civilian Personnel Data System (DCPDS)
Headquarter Support System Assignment System (HSS)
Human Resources Command Integrated Web Service (IWS)
Medical Protection System (MEDPROS)

SPECIAL ACCOMPLISHMENTS

Operation Iraqi Freedom, National Resolution, January 2007 to December 2007
Operation Iraqi Freedom, Liberation of Iraq/Transition of Iraq, March 2003 to November 2003
Operation Desert Shield/Desert Storm, August 1990 to April 1991

HONORS

Kennesaw State University, University Presidential Commendation, 2009
Pi Sigma Alpha National Political Science Honor Society, 2005
Officer Candidate School Distinguished Military Graduate, 2002
Delta Company, 82nd Chemical Battalion Fletcher Award, For Excellence in Training, 1st QTR
FY02

MILITARY AWARDS AND DECORATIONS

Bronze Star w/1 Oak Leaf Cluster, Meritorious Service Medal w/1 Oak Leaf Cluster, Army
Commendation Medal w/4 Oak Leaf Cluster, Army Achievement Medal w/3 Oak Leaf Cluster,
Army Good Conduct Medal (4th Award), National Defense Service Medal w/1 Bronze Star,
Southwest Asia Service Medal w/2 Bronze Stars, Iraqi Campaign Medal w/1 Silver Star, Global
War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Korean
Defense Service Medal, Kuwait Liberation Medal (Saudi Arabia), Kuwait Liberation Medal
(Kuwait), Meritorious Unit Citation, Army Combat Action Badge, Senior Parachutist Badge,
Parachutist Badge, Drill Sergeant Badge