

# Scott Paul Pillath

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69 President Ln, Palm Coast, FL 32164 (and MD) | +1 (312) 292-8979 | armysoldier1987@gmail.com

Date: 30 January 2025

**Hiring Manager/Mayor/City Council**  
**City of Palm Coast**  
**Palm Coast, FL**

Dear Hiring Manager,

I am writing to express my interest in the City of Palm Coast's City Manager position. As a resident and a highly experienced professional with over 38 years of leadership in government operations, strategic planning, and program management, I am confident in my ability to lead the city toward continued growth, sustainability, and enhanced quality of life for its residents.

My background combines expertise in financial oversight, project management, human resources, and public administration, all of which position me to tackle Palm Coast's current challenges successfully. I have managed complex operations, led large-scale projects, and overseen multimillion-dollar budgets in diverse governmental roles, including at NOAA, the Department of Homeland Security, and various military sectors.

Educational Achievements and HR Experience:

- **Masters in Cybersecurity with Honors and Doctoral Studies in Public Administration (ABD):** My academic journey has provided me with in-depth knowledge of cybersecurity, policy analysis, budgeting, and organizational governance. The skills gained through these programs will allow me to drive strategic initiatives, ensure data security, and effectively manage Palm Coast's financial systems and policies. The advanced coursework in budgeting, financial management, and public administration equips me with a comprehensive understanding of local governments' complexities, particularly in budgeting and infrastructure management.
- **DEI Leadership Certifications from the University of South Florida:** My DEI certifications will enable me to lead initiatives that promote diversity within Palm Coast's workforce and community. I am committed to fostering an environment that embraces varied perspectives, ensuring that all residents and employees can contribute to and benefit from the city's growth. These skills are critical as Palm Coast continues to evolve and embrace its diversity.
- **Human Resources Experience:** As a former supervisory HR professional for the Army, I implemented policies, managed employee relations, and resolved organizational issues. I am adept at developing leadership, providing mentorship, and resolving personnel conflicts. My HR experience will be invaluable in managing the city's workforce, aligning employee capabilities with organizational goals, and ensuring Palm Coast maintains a well-supported, effective workforce.

## Key Qualifications and Expertise to Address City Challenges:

- **Infrastructure and Growth Management:** Palm Coast's expansion presents infrastructure, urban planning, and resource allocation challenges. My experience managing large-scale infrastructure projects and overseeing property management portfolios makes me well-suited to addressing these issues. My ability to align financial resources with strategic objectives will be key in effectively managing the city's growth.
- **Budgeting and Financial Oversight:** I have extensive experience managing complex federal budgets, ensuring compliance with regulations, and executing financial strategies that promote efficiency and transparency. My work at NOAA managing a \$1 billion inventory portfolio and my expertise in federal financial audits and cost-benefit analysis equips me to oversee Palm Coast's budget, ensuring sound fiscal stewardship and alignment with the city's long-term goals.
- **Economic Development and Public Safety:** As a government leader, I recognize the importance of balancing growth by providing essential public services such as law enforcement, fire protection, and emergency services. I have the strategic acumen and experience in policy development to drive initiatives promoting business growth while ensuring public security and services are not compromised. Unlike most, as an ex-law enforcement officer, I recognize the importance of safety.
- **Environmental Sustainability:** With Palm Coast's unique location and environmental challenges, I am committed to helping the city continue its focus on sustainability. My expertise in environmental policy and sustainable development will be essential in managing Palm Coast's ecological initiatives and preserving the natural beauty that makes the city attractive to residents and visitors alike.

As a resident of Palm Coast, I am personally invested in its future. My education, HR experience, DEI leadership, and expertise in government operations make me uniquely qualified to be the next City Manager. I am eager to work collaboratively with the City Council, residents, and stakeholders to address the city's current challenges while ensuring that Palm Coast thrives.

Thank you for considering my application. I look forward to contributing my expertise to Palm Coast's continued success and discussing how I can help lead the city toward a bright and prosperous future.

I appreciate your consideration.

Sincerely,

*Scott Paul Pillath*

**Scott Pillath**  
**69 President Ln, Palm Coast, FL 32164 (And Columbia, MD)**  
**(Cell) 312-292-8979**  
**armysoldier1987@gmail.com**

**CIVIL SERVICE PROFILE:**

Citizenship: USA  
Social Security Number: xxx-xx-6765  
Special Hiring Authority: Veteran with more than 30% Disability, VRA, VEOA, & Schedule A  
Veterans Preference - 10 point  
Federal Experience: Yes; State, Federal Civilian and Military  
Current Federal Status: Employed Full-time, Permanent Tenure, Career Group 1  
Hiring Agency: Department of Homeland Security, Customs and Border Protection  
Duty Station: Ashburn, VA (100% Telework within commuting distance)  
Last Federal Position Start Date: 11/2024  
Last Federal Position End Date: N/A  
Highest GS Paygrade: GS-0340-14 Step-7  
Clearances Held: Secret, NACI, Interim TS, and current Public Trust

**EDUCATION:**

Doctor of Public Administration (DPA), Liberty University, Lynchburg, VA, GPA 4.0/4 (Expected, Sept 2025)  
\*Faculty selected for membership in Omega Nu Lambda Honor Society for Superior Academic Achievement  
Executive Certificate in Public Administration, Liberty University, Lynchburg, VA, GPA 4.0/4 12/2023  
M.S., Cyber-Security, Excelsior College, Albany, NY, GPA: 4.0, Honors Degree conferred 08/2013  
\*Faculty selected for membership in Upsilon Pi Epsilon (UPE) Computer Science Honor Society  
B.S., Psychology, Excelsior College, Albany, NY, GPA 3.6, Honors Degree conferred 05/2004

**CERTIFICATION:**

USF, Muma College of Business, Inclusive & Ethical Leadership Certificate 02/24  
USF, Muma College of Business, Diversity, Equity and Inclusion in the Workplace Certificate 10/2023  
Federal Acquisition Institute (FAI) Federal Project Manager (FPM) III w/ IT Core Plus Certified, 06/2023  
Federal Acquisition Institute (FAI) Contract Officer Representative III Certified, 07/2016 & 07/2021  
TOGAF Parts 1 & 2- Enterprise Architect, The Open Group, 06/2023  
Project Management Professional Certificate, Syracuse University, Syracuse, NY, 06/2012  
CompTIA Security + CE, LeaderQuest, Jacksonville FL 12/2020  
Six Sigma Lean Green Belt Certification, OLAO, 09/2016  
Membership in the Washington DC Internet Society (ISOC)  
Department of Labor Certified Government Police Officer 1  
Cook County Sheriff's Academy  
Lake County, IL Reserve Officer's Course  
Master-at-Arms Certified by the San Diego Sheriff's Department

**PROFESSIONAL ATTRIBUTES:**

Incredibly talented and accomplished professional military veteran and civil service leader with more than 34 years of experience in Logistics, Distribution, Inventory & Supply Management, Human Resources, Operations, Management & Program analysis, IT Project Management, Administration, IT Business Analysis, IT Security, and Project Management. A proven record of increasing efficiency, productivity, quality, and operational excellence. A demonstrated leader among project management professionals. Possesses engaging interpersonal skills; effectively and professionally interacts with staff at all levels. An excellent motivator, leader, and multi-tasker that evaluates and prioritizes goals to achieve the mission. An appealing personality that confronts stressful situations with poise and accepts challenging assignments with vigor. Meticulous regarding the handling of classified information by rules and regulations. A relentless learner who quickly grasps innovative ideas, concepts, and skills and applies them to achieve maximum results. Immediately ready to lead your branch or department to your desired future vision state.

## **WORK EXPERIENCE:**

### **Senior Advisor/Project Manager (GS-0340-14 Step 7)**

**Other Functional Roles: Capital Work in Progress Program Manager, IT Project Manager, COR III, Financial Analyst, Property & Fleet Management Officer**

**November 2024 – Present (40hrs per week/\$170,956 per annum)**

**Department of Homeland Security, Customs and Border Protection**

**Office of Information and Technology, Enterprise Infrastructure and Operations Directorate**

**Ashburn, Virginia (Remote)**

**Supervisor: Contact me first**

**Tel: (Contact me first)**

Serves as the Senior Advisor and Program Manager to the Director and Executive Director of the Office of Information Technology, a division with over 1000 personnel and billions of dollars of equipment globally. As the Senior Advisor/PM for the Deputy Director, I serve as a critical member of the Homeland Security Professionals by strategically planning and implementing workforce guidance and policy regarding operations and resource management. As the OIT Program Manager oversees and controls a critical program segment for which the work's scope and effect have a CBP-Wide or Program Office-wide impact. Manages the strategic IT planning and implementation, workforce guidance and policy towards operations, reports and monitors on the systems analysis for the entire enterprise, resource management, and information within the directorate. Provides technical advice on strategic issues; collaborates with other program offices across CBP and other components within DHS to improve end-to-end processes throughout the Program Office/component.

Oversees the analysis, facilitation, reporting, and providing recommendations for process improvements, improving quality, reducing costs, and establishing appropriate process metrics and controls. Develops detailed plans, goals, and objectives for the short and long-range implementation of programs and policies. Makes recommendations for program improvements and manages all resources as corporate assets. Prepares, creates, and provides extensive research and analysis to develop clear, concise, and accurate written reports, staff papers, and briefing notes/papers. Respond to DHS Secretariate Level requests for information on behalf of the Executive Director.

### **Management & Project Analyst (ZA-0343-4/GS-14 Step 4 Equivalent)**

**Other Functional Roles: Capital Work in Progress Program Manager, IT Project Manager, COR III, Financial Analyst, Property & Fleet Management Officer**

**September 2022 – Present (40hrs per week/\$155,787.00 per annum)**

**National Oceanic and Atmospheric Administration (NOAA)**

**Office of Marine and Aviation Operations (OMAO), Office of the Chief Financial Officer (CFO), Office of Research Management Division (RMD), Located in Silver Spring, MD**

**Supervisor: Contact me first**

**Tel: (Contact me first)**

Working directly for the CFO and DCFO, performs the duties of Capital Work in Progress (CWIP) Program Manager for OMAO within the Resource Management Division, providing accounting, acquisition, and internal control/audit support, fiscal management, business analysis, and operational management. Includes management and program analysis to support capital assets for a line office with an international presence. This consists of all current ships and planes active in the fleet and several under construction, including Internal Use Software Development (IUSD). Develops process instructions and procedures for capitalizing capital assets. Evaluate operation effectiveness, management efficiency, and productivity. Conducts annual risk assessments to determine at-risk programs, requiring an in-depth program review. Works with a remarkably diverse body of agency-level and congressional stakeholders and is responsible for establishing & maintaining stakeholder engagement plans.

As a program manager, I conduct project planning and management, developing a comprehensive project plan outlining the project objectives, scope, deliverables, timelines, resource requirements, and budget. This involves identifying key milestones and establishing project timelines to ensure timely completion of the CWIP project. Additional PM tasks include Budget Management: Creating and managing the project budget, including

cost estimation, tracking expenses, and ensuring adherence to budgetary constraints; Stakeholder Management, Identifying and engaging relevant stakeholders such as project sponsors, internal teams, external contractors, and regulatory authorities; Resource Allocation: Determining the necessary resources for the project, including human resources, equipment, materials, and technology; Risk Assessment and Mitigation: Conducts a comprehensive risk assessment to identify potential risks and develop strategies to mitigate them. This includes assessing technical, operational, financial, and regulatory risks associated with the CWIP project. Project Monitoring and Control: Regularly monitors project progress, tracking key performance indicators (KPIs) and comparing actual progress against planned objectives; Performs Quality Assurance: Ensuring that the CWIP project adheres to quality standards and meets all relevant regulatory and compliance requirements; Leads Documentation and Reporting: Maintains accurate project documentation, including project plans, progress reports, financial records, and other pertinent documentation; Champions Change Management: Managing change requests and variations that may arise during the CWIP project; lastly, ensures Project Closure and Evaluation: Guaranteeing a smooth project closure by conducting final project reviews, documenting lessons learned, and conducting post-project evaluations.

**Key Role in Internal Use Software Development (IUSD):** Led the IUSD initiatives at NOAA, ensuring the integration of cybersecurity principles into all phases of software development. Responsible for the strategic oversight and implementation of cybersecurity measures, verifying compliance and security protocols were established before the approval and launch of critical software projects. This pivotal role ensured robust security frameworks were ingrained within the software lifecycle, enhancing system integrity and protecting organizational data against potential cyber threats.

Serves as the Line Office's Property Management Officer (PMO), a GS-15/equivalent position, providing direction, leadership, and oversight for implementing and maintaining OMAO's Property Management Program. Leads a team of 7 Property Accountability Officers (PAO) and 63 Property Custodians (PC) throughout the United States and two territories. Responsible for coordinating all property management efforts for their Line and Staff Office. Oversees and provides customer service to all property officials within respective Line Offices, including PAOs and PCs. Guided property officials to ensure that purchases of accountable property and acceptance of transferred accountable property are reported in Sunflower promptly.

As the organizational fleet manager, I gather information and determine priority vehicle purchases and utilization. I perform various duties in support of the acquisition, care, accountability, maintenance, and safe operation of the vehicle fleet. I also provide training and guidance to unit Vehicle Control Officers (VCOs), who ensure that assigned vehicles' operation, maintenance, and use comply with Department of Commerce and NOAA policy. Also responsible for developing, maintaining, updating, and securing OMAO's records information management system, including ensuring all data retention policies are followed for the line office.

Performs analysis, conducts evaluations, and advises management on program and operations effectiveness or management efficiency and productivity. It requires knowledge of the substantive nature of agency programs and activities, agency mission, policies, and objectives, management principles and processes, and analytical and evaluative methods for assessing program development or execution and improving organizational effectiveness and efficiency. As a Business Analyst (BA), I am responsible for bridging the gap between IT and the business. Uses data analytics and stakeholder engagement to assess processes, determine requirements, and deliver data-driven recommendations and reports to executives and stakeholders.

Serves as the Policy & Planning authority and the expert advisor to top managers and outside officials on a management function or major extramural program for a bureau or major line component; develops, recommends, and implements policies that lead directly to the accomplishment of major programs; serves as the principle administrative advisor to the head of a significant line component with operational responsibility for budget, procurement, personnel, &/or other administrative functions.

Provides advice, consultative service, and guidance to all supervisory levels throughout NOAA/OMAO on human resources management and principles, techniques, and acceptable personnel practices, and statutory, regulatory, and procedural requirements from agencies/organizations. Identifies staffing and equipment needs for contractual and long-term organizational operations. Also serves as the Line Office's Records Retention

Officer, currently reviewing existing protocols and determining the business case for a new Records and Information Management System.

Provides contract administration and financial and budget support for ship, satellite, and aircraft procurement and maintenance programs. Provides guidance and training involving policy, contracts, invoices, accounting, reports, reconciliation, documentation maintenance, and retention. Participates and collaborates in the planning and coordination of internal reviews and audits. Responds to audit requests and data calls. Develops and implements corrective action plans required to address audit findings from OMB and DOC OIG. Responds to congressional data calls and funding/expenditure requests. Verified records are complete and deposited into assigned repositories. Currently, the department is in charge of procuring a new department-wide collaboration and records system.

Submits the monthly certified Unreconciled Payments Report (UPR); Attends mandatory Monthly UPR Meeting with Property Management Officer in person or by conference call; Coordinates and ensures Physical Inventories are completed with less than 2% variance; Processes Inventory Certifications promptly for accountable, capital and heritage assets; Assists other Construction Work In Progress (CWIP) managers to ensure capitalized property is reported as soon as possible after the asset is ready for use; Guides the drafting and preparing of Congressional Notification Letter(s) for the management of capitalized assets. Interprets, disseminates, and responds to congressional, OMB, and GSA directives and requests. Works with OMB, GSA, DLA, and Congress to reutilize or dispose of capital assets such as tactical military equipment, ships, planes, and any other items/systems on the U.S. Munitions List (USML) as a requirement in the Consolidated Appropriations Act 2022 (Public Law. 117-103) and the International Traffic in Arms Regulations (ITAR).

Provides NOAA/OMAO administrative and financial staff with guidance and direction for completing work assignments and duties, including coordinating work from other office staff members, establishing priorities, identifying solutions, implementing program improvements, and carrying out corrective and preventive measures to ensure that a quality work product is produced, deadlines are met, and work is evenly distributed. This is done with a diversified workforce of 5 diverse types and personnel classifications.

**Management Analyst/Enterprise Architect (GS-0343-13 Step 3 (3 months as GS-14))**

Other Functional Roles: IT Project Manager (Enterprise Architect), Legislative Affairs Specialist, Budget Specialist, Financial Analyst, Programs Manager

July 2021 – September 2022 (40hrs per week/\$110,603 per annum)

USDA, Foreign Agricultural Service, Washington, DC

Supervisor: Mark Xu

Tel: (202) 384-4489

Working for The Information Technology Management Services Branch of the Information Services Division (ISD), Office of Chief Operating Officer (OCOO), Foreign Agricultural Service (FAS), is responsible for IT Project Management, capital planning, developing, and managing the agency's Enterprise Architecture (EA), managing the agency Electronic Government efforts, managing the agency's IT budget, developing and implementing policies and procedures for IT project management, and managing the IT acquisition process.

Serves as ITEG Branch Director in his absence, fulfilling all the position's regulatory and statutory duties and obligations (GS-14). Functions as project leader for information technology projects and initiatives following established Project Management Lifecycle methodologies. Uses expert skills and multiple research methodologies to study workflows & methods, administrative guidelines, procedures, utilization of human resources, work assignments, delegations of authority, management controls, information, and documentation systems to recommend changes to processes and or procedures.

Manages information technology project budgets and schedules as applicable. Assists with developing and revising the agency's policies, procedures, and guidance in directing the pre-select, select, monitoring, and evaluate phase for all Department IT projects. Conducts in-depth interviews with internal staff, both frontline workers and management, to find areas of ineffectiveness with personnel so that recommendations to fix processes can be made. Develops, implements, and interprets metrics and associated performance measurement tools to evaluate the effectiveness and efficiency of IT programs for the Foreign Agricultural

Service and all systems, domestic and abroad. Identifies opportunities to improve enterprise-level systems and business processes utilizing emerging technologies and methodologies.

Research complex or otherwise controversial issues where existing agency policy does not cover the problem or issue under review. Consult references such as the United States Code and the Code of Federal Regulations, Office of Management and Budget (OMB) Circulars, Comptroller General and Government Accountability Office (GAO) audit decisions, and other legal precedents available to provide sound advice to senior officials or uses that information to form new policies and procedures for the agency.

Applies various qualitative and quantitative methods to assess and improve program effectiveness and or complex management processes, projects, and systems. Reviews specific goals and objectives; monitors the sequence and timing of key program events and milestones; and evaluates overall program accomplishment and significant contributions to agency goals. Furnishes significant information to top management officials who regularly seek his/her expertise on issues often of strategic importance to mission-essential goals or programs. Provides opinions to other personnel within or outside the agency. Provide essential input to policy development and implementation at the agency headquarters level or as a critical advisor to senior program and OCFO & OCIO officials.

Functions as the senior Contract Officer Representative & IT PM for the Information Technology Enterprise Governance, Business Operations Branch, for contracts totaling more than \$30 million. Assigns work and ensures contract files are up to date. Works with vendors when problems arise with delivery performance. Serving as the Assistant Budget Director for FAS with the ITD ACIO, Directors, Program Managers, and the FAS Project Management Office (PMO) to complete Capital Planning and Investment Control (CPIC) action items by the scheduled due date.

Assign funding information to all procurement requests from ITD. Ensures procurement requests are processed within five working days after management approval. Certifies budget plans are accurately prepared and consistent with guidelines. Maintains compliance with congressional reporting guidelines and requirements. Maintains the IT Budget Repository and all relevant entries in affiliated systems. Required changes to the IT Budget are entered into the IT Budget Repository.

As the Enterprise Architect Project Manager, I serve as the Architecture Branch Chief, providing leadership and day-to-day direction to a team of geographically dispersed contractors and government Architects. I also lead the Integrated Product Team(s), comprised of subject matter experts and architects, and provide all phases of project management leadership.

Develops, staffs, and reviews USDA-FAS architecture policies, regulatory guidelines, and management plans per OSD/OCIO, OMB, USDA, and White House directives. Engages with crucial Architecture stakeholders throughout USDA, OCIO, and Industry to support the development of System of Systems (SoS) architecture products, processes, and policy. Leads a diverse team in developing, integrating, and managing System and enterprise-level architecture artifacts.

Formulates, plans, implements, manages, tracks, and evaluates large-scale and highly complex IT enterprise architecture projects and their associated requirements and risks for an international organization. Develops organizational architecture processes to support organization design, development, and analysis requirements using a standard Framework (e.g., UAF, DoDAF, Zachman, FEAF, etc.).

### **Management & Program Analyst (GS-0343-12 Step 6)**

Other Functional Roles: Legislative Affairs Specialist, Budget Specialist, Financial Analyst, Management Analyst, Programs Manager

January 2021 – July 2021 (40hrs per week/\$98,529 per annum)

Bureau of Land Management – CA State Support Office

Supervisor: Eduardo Arreola

Tel: (480) 261-2322

Reviews congressional policy and legislation for matters that affect the Divisions' ability to manage federal lands. Answers congressional inquiries as they relate to the business of the Division and agency. Provides "full legislative reports" on proposed legislative policies that may affect the agency. I served as the division's chief administrative liaison with other organizations within the agency, federal agencies, the scientific community, and other organizations affiliated with the division's programs. Responds to congressional inquiries and formulate bureau-specific responses to questions based on fact, research, and analysis.

Coordinates with Division management to develop new or modified administrative policies, goals, and objectives and carries them through to completion utilizing your Program Support Team. Recommends and implements changes or improvements in organization staffing, administrative processes, work methods, and procedures based on results from studies on employee/organizational analyses. Creates procedures and systems for assessing the effectiveness of programs and management processes in a land management environment. Refines and develops more specific guidelines, such as implementing regulations or methods, to measure and improve the effectiveness and productivity of programs and activities.

Serves as the Project Manager & Webmaster for the agency-facing webpage. Edits and approves all postings on the customer-facing website on behalf of the bureau. Interprets, reviews, and advises bureau chiefs on new developments, recent court decisions, legislative activities, and Congressional initiatives regarding releasing information under the FOIA. Provides management analyses, assessments, and evaluations for the Headquarters Staff. Conducts preliminary surveys of programs, functions, and activities. Analyzes pertinent data such as questionnaire results, previous or related reports, or background information to develop work plans.

Establishes relationships with outside interests/resources to identify and develop partnership and funding opportunities. Recommends changes that meet agency and bureau initiatives program goals to ensure compliance with current laws, regulations, and policy. Works with management and program leads to ensure that information gathered is accurate and responds to issues. Managing, understanding, and overseeing the analytical work of the division, such as forecasting workload, conducting long-term planning and management, and developing policy. Served as the HQ's Records Retention Officer (ARO).

**SME to Army Surgeon General - Logistics Management Specialist (GS-0346-13):**

Other functional Roles: Senior Program & Management Analyst; Project Manager, Supply & Logistics Management; COR III

November 2016 – June 2017 (40hrs per week/\$92,145 per annum)

Department of Defense- Arlington, VA

Supervisor: COL Ingrid Beard-Howell

Tel: (Contact anytime) 240-676-1513

Served as a Senior Program Coordinator and management analyst in the Headquarters of the Army Medical Department (AMEDD) under the Chief of Logistics Systems Division within the Logistics Directorate. Acted as functional subject matter expert (SME) and point of contact for the Department of Defense (DoD) and Department of the Army (DA) medical materiel logistics business programs and standard medical materiel logistics systems.

Performed various logistics management-related tasks, including identifying, analyzing, and developing policy, providing technical assistance, and implementing new commercial business practices/policies. Served as an SME and AMEDD principal for Centralized Medical Materiel Management (CM-3), analyzing and designing processes that will provide the AMEDD, Army, and DoD with relevant, reliable, and timely information to lower the Army's cost of medical materiel management, improve visibility of materiel information, inform better business decisions, improve resource utilization, and support project management.

Functioned as the IT Project Manager and lead for the Integrated Product Team (IPTs) business process to identify and resolve fundamental business process changes supporting the CM-3 effort. Managed complex projects and prepared contingency plans, objectives, and schedules. Allocated and assigned resources as needed. Hand-selected to sit on a panel and provide cyber and user-specific input for a Joint Service/Veterans Affairs mobile telehealth initiative in its discovery phase.



Advised Pentagon staff on Medical Facility Management, Procurement, Disposal, and Maintenance processes and ways to improve acquisitions, material management, and contracts within Army Medical Facilities worldwide. Served as the technical expert to help develop a vision and strategy for utilizing Defense Medical Logistics Standard Support (DMLSS) and Theater Enterprise-Wide Logistics System (TEWLS) to support the CM-3 effort. Provided expertise to the Health Safety Officer on a Mobile Health Platform from a cyber and user perspective. Provided guidance as far as merging Veterans Affairs and Military Mobile Health Technologies.

**Lead Inventory Management Specialist (Supply Center Store Manager)/Assistant Distribution Chief (GS-2010-12):**

Other functional Roles: Program Management; Supply & Logistics Management; COR III, Systems Analyst  
April 2016 – Nov 2016 (40hrs per week/\$77,490.00 per annum)

National Institutes of Health- Bethesda, MD

Supervisor: Mr. Andre Charlton

Tel: (Contact anytime) 254-768-8124

**Duties:** Serves as the Assistant Distribution Chief; Leads a team of (5) GS employees and (4-6) contractors that ensures that NIH researchers have the supplies and equipment available at the right time and place to complete critical research projects. In the absence or preoccupation of the Distribution Chief, fulfills all duties of a GS-13. Conducts extensive supply and demand studies using data analytic techniques; Communicates with researchers, scientists, and lab personnel to determine specialty item needs; Analyzes automated data to regulate and control the proper level and flow of supplies in the Self-Service Stores located on the NIH main campus.

As an IT Business Analyst and Commerce Project Manager, provided technical software, hardware, and network problem resolution to all users by performing question/problem diagnosis in person, by telephone, or by email. Researched, analyzed, identified, and documented the tasks to achieve the user support goals and developed needs statements and capability assessments. Provided expertise in information assurance as well as business continuity and risk assessments.

Controls inventory at two stores valued at \$10 million annually. Periodically monitors operating policies, processes, and procedures to identify, recommend changes, and implement opportunities, ensuring that retail business practices and policies are adhered to. Conducted and oversaw inventory management surveys and evaluations; reviewed inventory control records and control systems for regulatory compliance; verified inventory transaction documents; assisted in formulating plans and policies for inventory management; monitored automated inventory management systems; planned the team's daily activities and work plan.

Serves as a technical representative and Contracting Officer's Representative for the employment contracts and any others relating to the supply centers. Responsible for developing and maintaining previously established Supply Chain metrics that identify business objectives and drive the right supply chain behaviors for planning and executing approved supply strategies based on quantitative data and analytics.

Conducts intensive supply and demand studies and analyses based on the complexity of items, the importance or urgency of the research programs they support, the necessity for providing the items of the exact specifications required by such programs at the precise time they are needed to prevent failure of experiments, and special handling and necessary controls in warehousing. Creates, maintains, and communicates key performance metric databases and reports used to help optimize the supply centers' capital asset utilization, service level, and financial performance. Analyzes trends in equipment technology, reviews logistical requirements, and identifies the needs of NIH researchers in developing and implementing programs.

**District Asset Forfeiture Coordinator (GS-0301-12):**

Other functional Roles: Logistics Management; Program Management; Inventory Management; Contracts Administration; Financial Management; Administrative Officer; COR  
June 2014 – March 2015 (40hrs per week/\$73,347 per annum)  
United States Marshal Service- Atlanta/North Georgia District  
Supervisor: Assistant Chief Daniel Hall  
Tel: (Contact anytime) 404-251-2740

**Duties:** Demonstrated a broad knowledge of acquisition management, budget analysis, and government contracting laws and regulations. Provided advice regarding policies and procedures for managing and disposing of assets seized for forfeiture. Recommended policy and procedure improvements to upper management at the agency organization level. Participated in initiatives such as policy formulation and development of training courses related to asset forfeiture.

Managed recovered property or assets, including arranging proper storage and disposal of various material goods. Was responsible for all records management systems. Served as a technical advisor and Contracting Officer's Representative on policies, procedures, and regulations regarding property-related issues. Evaluated operational methods and protocols to develop appropriate actions in complex or unfamiliar situations. Analyzed asset forfeiture policy, procedures, and rules to identify relevant restrictions that may impact asset management activities.

Audited interagency transactions to ensure program budgets are accurate and balanced. Monitored financial records to ensure expenditures and obligations were accurately recorded and accounted for in financial system databases. Analyzed and interpreted data and presented information to support sound business decisions. Analyzed forfeiture-related financial materials, including appraisals and audit documentation, for completeness and ensured public accountability of transactions.

Evaluated program operations to identify best practices and areas for improvement and analyzed forfeiture-related legal documents, including policy, procedures, and regulations, to identify relevant restrictions that may impact project activities. Monitor financial systems and processes to ensure obligations are met and accounted for. Evaluated the cost-effectiveness of program strategies, including collection and disposal of seized and forfeited property, recommending changes as needed.

As a Project Manager, coordinated federal interagency teams on asset seizure, storage, and disposal projects. Provided oversight to individuals managing assets (e.g., contractors), developed project objectives & plans of action for them, and oversaw team operations. Coordinated and participated in planning meetings with key stakeholders to identify relevant forfeiture policies and procedures.

Served as the agency-level technical advisor of forfeiture or seizure issues within planning meetings. Resolved complex problems, including legal, contractual, and logistical issues related to asset management, and evaluated inventory or asset management procedures and policies to identify strengths and areas for improvement; communicated with upper management, peers, and direct reports regarding formulating and implementing policies, procedures, and processes. Communicate updates, policies, and procedures to customers and external stakeholders.

**Administrative Officer (GS-0341-11/12 Equivalent):**

Other functional Roles: Logistics Management, Program Management, Budget Analyst, Human Resources; Contracts Administration  
October 2013 – May 2014 (40hrs per week/\$70,700 per annum)  
National Institute of Standards and Technology, Gaithersburg, MD  
Supervisor: Deborah Anderson  
Tel: (Contact anytime) 240-439-3885

**Duties:** Served as a fully functional senior staff member in advising management officials on a full range of administrative management functions and the effective utilization of financial, logistical, and human resources. Planned, administered, and coordinated administrative services, including budget formulation and execution,

financial planning, accounting, procurement and contract administration, human resources management, space and equipment utilization, travel, property and records management, and related administrative support services.

As Program Manager, advised on a broad range of policies, issues, regulations, problems, and management systems; formulated innovative approaches to resolve conflicting requirements and differing opinions among affected parties regarding the proposed action to be taken; identified, quantified, and evaluated the mutual effects and interrelationships between program goals and accomplishments, and available resources and policies; and provides consultation in planning and analyzing multi-year objectives that often conflict with long-range goals and objectives of higher level management.

As a Human Resources Leader, performed HR affirmative employment, recruitment, and placement principles, policies, practices, methods, and analytical techniques; performing employee relations concepts, case law, principles, practices, legal and regulatory requirements sufficient to perform analyses and draw conclusions on complex legal issues, problems, and situations, and advise managers regarding appropriate corrective techniques in response to a range of conduct and performance issues; and gathering facts and using practical, analytical, and evaluative methods to assess information and make sound decisions accurately. Directly led 6 Administrative Assistants.

As a grant manager for the scientific division, I monitor and administer a discretionary grant/cooperative agreement program for the division. managed, awarded, and obligated funds for grants and cooperative agreements, competitive and non-competitive evaluation of grant proposals, and the administration, termination, and closeout of all grants and training stipend recipient portfolios.

Completed annual budget, monitored for efficiency throughout the year, and developed quarterly financial reports of approved recipients and disbursement of funds. Ensured financial methods, procedures, and practices to assess the economic stability of recipients of Federal grants and cooperative agreements and processed all approved grant applications through our fiscal management system, vendor processing system, payment management system, etc., to ensure all approved grantees' applications are processed within established timelines.

Represented the organization of special committees or at meetings or conferences within and outside the bureau. Exercised authority to speak for the organization on policy and program matters and fully participate in management decisions involving administrative and financial issues. As the principal advisor to organization management, officials on economic matters formulate, coordinate, and administer separate accounts of the annual program budget. Provided coordination, direction policy interpretation, and guidance regarding preparing, revising, monitoring, and evaluating organization budget estimates and full-time equivalent (FTE) needs. Identified financial and budgetary trends and patterns; modified systems to accept new data; developed solutions and presented findings. Persuaded managers and other officials in positions of decision-making authority with widely differing goals and interests to follow a recommended course of action consistent with established budget/fiscal management policies, objectives, or regulations.

Maintained proper financial balances, distributed resources to all activities within planned limitations, and ensured that maximum benefits were obtained from resources. Evaluated budgetary and fiscal data for consistency with previous estimates, current levels of program operations, and anticipated changes in mission, staffing, and funding levels. Advised senior officials of organization deviations, conflicts, and accomplishments regarding efforts to attain overall financial goals. Directed the monitoring and tracking of obligations and expenditures throughout the budget execution phase. Verified that obligations and expenditures occur on a timely basis following the financial plan and regulatory controls and are within amounts obligated.

Reported variations over accepted funding limitations and recommended corrective actions. Participated in decisions concerning project revisions due to increases or decreases in funds—recommended adjustments to planned expenditures to satisfy highest priority needs or to meet unplanned emergency expenditures. Compiled, consolidated, analyzed, and synthesized the diverse program and administrative support requirements into a unified financial plan considering needs and cost trends of payroll, travel, supplies, training, and related human resources and materials used to support technical programs.

Planned and conducted complex analytical studies of organizational elements and work to identify problems and approve resource utilization, administrative support, and management effectiveness. Studied areas including a wide range of functions such as overtime cost, logistical support, automated applications for administrative functions, office and field space, telecommunications requirements, word processing systems, duplicating equipment, and work distribution.

**Contracts Administrator (GS-1102-11):**

Other functional Roles: Program Management, Budget Analyst; Financial Management  
December 2012-October 2013 (40hrs per week/\$59,600 per annum)  
Defense Contract Management Agency- Hampton, VA  
Supervisor: Gwendolyn Baker  
Tel: (Contact anytime) 757-251-6148

**Duties:** Responsible for pre-award or post-award functions for a variety of specialized equipment, services, and construction contracts (includes negotiating sole source contracts and modifications worth over 900 million dollars; using special provisions and incentives and unique regulatory requirements pertinent to diverse procurements; identifying potential contractors and evaluating bids or proposals for responsiveness using knowledge of market conditions and available sources as well as competition, historical costs, reports, cost breakdowns, or other evaluation criteria and selection procedures).

Performed price analysis of commercial pricing practices and economic developments relative to increased material, labor, or transportation costs; evaluated cost and price data submitted by offerors to support direct and indirect costs and fee or profit; determined reasonableness of prices offered; planned and conducted negotiations on price, technical requirements, terms, and conditions of the contract. This level of experience would reflect independence in planning and carrying out the assignment, selecting the approach or methodology to be used, resolving most of the conflicts that arise, and coordinating the work with others, as necessary.

Responsible for all aspects of the backend of contract awards, from monitoring performance to recommendation of additional awards; administering a variety of fixed-price contracts of different types which contain terms and conditions such as progress payments, quantity options, Government-furnished property or similar provisions; administering specific phases of complex agreements such as cost contracts with incentives. Performed final closeout of assigned contracts, e.g., assured delivery, inspection, and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final contract closeout; Worked to determine the disposition of funds listed on the canceling fund's report.

**Supervisory Logistics Management Specialist (Regional Chief of Logistics – GS-0346-14 Equivalent)**

Other functional Roles: Supervisory Program Management, COR; Administrative Officer; Budget Analyst; Operations Manager; Law Enforcement Supervisor; Facilities Manager, Training Officer  
February 1987 – September 2012 (40+ hrs. per week/\$115,900 per annum)  
Undersecretary for the United States Army (AT&L)/PEO Soldier (SPIE) & various other Sustainment Units  
Supervisor: John Cisney (U.S. Department of the Army, G-4)  
Tel: (Contact anytime) (410) 935-4245

**Duties:** Advised and represented the Assistant Secretary of the Army for Acquisitions, Logistics, and Technology (ASAALT) and the Director, Program Executive Office, on integration, acquisition, planning, programming, budget, transportation, logistics, and warehousing related to the Rapid Fielding Initiative (RFI). Managed logistics operations across Central Asia, overseeing budget, staffing, and procurement. Developed and implemented strategic plans, ensuring alignment with Department of Defense, CIA, and State Department goals, and negotiated with host country governments and U.S. embassy officials to support mission objectives, providing advisory services to the Afghan government on military equipment development and manufacturing. Supervised operations of organizations performing logistics services, such as transportation, asset inventories, property disposal, real estate management, and commissary operations. Managed facility operations, including open and covered storage, receiving, classification, material handling, and ensuring facility safety and security.

Oversaw real estate management activities, managing office, warehouse, and storage facilities to optimize space utilization and support mission requirements.

### **Facilities Management & Sustainability:**

As Facilities Manager, I developed and managed comprehensive facilities' sustainability and resilience programs in alignment with agency policies and federal mandates. Collaborated with government agencies, Congress, and the White House to coordinate sustainability initiatives, including those identified in Executive Orders like E.O. 14057. Prepared sustainability reports, presentations, and proposals for various stakeholders, including suppliers, academia, media, and government officials, promoting transparency and accountability in sustainability practices. Functioned as the Subject Matter Expert (SME) for sustainability within the organization, preparing and implementing policies, programs, and directives that enhanced operational efficiency and environmental stewardship. Managed sustainability projects, including budget development, formulation, and execution, ensuring proper allocation of resources and justifying budget requests to senior management. Prepared and defended budget proposals to support facilities and sustainability initiatives, enabling effective resource management.

### **Leadership & Program Oversight:**

Directed a team of over 80 civilian contractors across the Central Asia Command (CENTCOM) as the Materiel Management Supervisor. Provided supply, maintenance, and logistics oversight for a Program Executive Office, managing \$114 million in stock across eight geographically dispersed areas. Conducted program oversight for repair operations, integration, and reintegration, directly influencing policy through input that supported congressional testimony and high-priority DoD programs. Managed comprehensive HR services, including recruitment, employee relations, and performance management for brigade-level elements. Supervised administrative and technical employees across various HR functions, including affirmative employment, placement, and legal and regulatory compliance, ensuring an inclusive and effective workforce. Oversaw the Records Retention Program, ensuring compliance with established protocols and conducting regular inspections to maintain standards.

### **Strategic Planning & Resource Optimization:**

Led the development of integrated logistics support (ILS) plans, including operational support plans and repair/modification processes. Coordinated logistics activities, integrating supply, maintenance, and procurement functions to ensure efficient system fielding. Achieved significant cost savings, including a \$12.9 million reduction through a quantitative reasoning model that optimized repair processes and a \$4.5 million decrease in overtime costs by realigning operations with customer needs.

### **Law Enforcement and Physical Security Experience**

Possesses over a decade of extensive experience in military law enforcement, physical security, drug interdiction, target analysis operations, and anti-terrorism/force protection (AT/FP) operations across both Army and Navy environments. As a Law Enforcement Supervisor and Physical Security Subject Matter Expert (SME), he managed daily operations of a 300-person Military Police unit, overseeing critical human resource functions, including payroll, promotions, training, and education. He also commanded and developed a 125-member auxiliary military police department, focusing on AT/FP, physical security, and essential law enforcement skills. Scott played a pivotal role in developing and implementing occupational policies on AT/FP, physical security, emergency response, police vehicle operations, and tactical weapons training for a Master Jet Base serving over 13,500 personnel. Additionally, he planned and coordinated large-scale exercises, mass casualty drills, and emergency operations center (EOC) training in collaboration with external agencies such as CAL Fire, California Highway Patrol, and municipal police and fire departments. His expertise extended to conducting investigations into accidents, suspicious activities, and crimes while serving as an advisor on budgetary concerns related to security infrastructure and emergency planning projects valued at \$45 million. Makes felony and misdemeanor arrests, teaching others how to make judgment calls in the field. Supported a wide-array of law enforcement operations.

### **Emergency Management & Crisis Response:**

Provided critical support in developing emergency logistics and transportation policies, significantly improving unit readiness—led emergency management operations, including directing logistics support during named disasters in Guam. Leveraged law enforcement and emergency management expertise from prior roles as a police officer and Emergency Operations Center (EOC) lead, coordinating response strategies and logistics for disaster recovery efforts.

### **Accomplishments:**

- Improved the Command Supply Discipline program, raising unit readiness from 57% to 95% through enhanced procedures and training.
- Developed innovative solutions for excess property management, achieving a cost-benefit of over \$1 million by redistributing equipment and maximizing resource utilization.
- Received the Meritorious Service Medal (MSM) for 25 years of exemplary government service, marked by a commitment to continuous improvement, strategic leadership, and operational excellence.

### **JOB-RELATED TRAINING:**

BN Property Book Accounting Course  
Project Management Certificate, Villanova University  
Senior Leadership Development Course  
Hazmat Familiarity Course/Safety  
Advanced Logistics Leaders Course  
Logistics Management Supervisors Course  
Automated Logistics and Warehousing Course (92A)  
Unit Supply Course (92Y)  
Department of Commerce Administrative Officer's Course  
Government Purchase Card Approving Official Course  
Government Travel Card Approving Official Course  
Federal Travel Regulation Training  
Federal ACQ Regulation (FAR) Fundamentals (Resident Course)  
Grants Management Information Systems (GMIS) Training  
Veterans Preference Training for Hiring Managers  
Uniformed Services Employment and Reemployment Rights Act Course (USERRA)

### **AWARDS:**

USDA Cash Award September 2022  
USDA Time Off Award September 2022  
Meritorious Service Medal, 08/2012  
Abraham Lincoln Medal of Freedom, 12/2010  
Iraq and Afghanistan Campaign Medals, 08/2010  
California Enlisted Trainers Excellence Ribbon, 02/2008  
Humanitarian Service Medals (3x), 10/2005  
Navy Achievement Medals (2x), 05/2005  
Armed Forces Service Medal, 12/2004  
Letters of Commendation from the Legislature of Guam (2x), 02/2004  
National Defense Medals (2x), 09/2001  
Army Commendation Medals (2x), 08/2000  
Army Achievement Medals (4x), 03/1999

## **ADDITIONAL SKILLS:**

Technical Skills: Quickly learns all business and payment systems, Microsoft Office Applications (Word, Excel, PowerPoint, Outlook), Internet, handheld devices, tablets, & phone systems. Understanding and experience in Access Control, Authentication and Authorization, Cryptography, Disaster Recovery and Incident Response, Host, Data, and Application Security, Malware, Vulnerabilities, and Threats, Measuring and Weighing Risk, Monitoring and Diagnosing Networks, Protecting Wireless Networks, Securing the Cloud, Security Administration, Protecting and educating against Social Engineering Attacks, thorough knowledge and Understanding of Devices and Infrastructure. Fitness and Nutrition Expert