**RUSSELL BALANO**

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**Security Clearance: Active Top Secret / SCI with Polygraph**

**SUMMARY OF QUALIFICATIONS**

* Logistics professional with over 20 years’ experience in asset lifecycle management in both private and military sectors. Specializing in procurement, property book accountability, warehousing, supply chain planning, inventory management, logistical operations and property disposition. Proven track record of solving real world logistical problems in CONUS and OCONUS environments. Accountable for property and supplies valued up to $76 million during multiple deployments as a contractor and soldier. Planned and implemented logistical procedures; coordinated projects and ensured that logistics functions operated within the parameters of all applicable rules, regulations and guidelines. (AR 710-2, DoDI 5000.64, DoDI 4161.02, FAR part 45, DFAR 252.245, IC Standard 500-34, NGAM 8010.01, NGAM 4160.1, NIST 800-88)
* Extensive experience with various logistical databases; such as Standard Army Management Information Systems (STAMIS): Property Book Unit Supply Enhanced (PBUSE), Standard Army Maintenance System Enhanced (SAMS-E), Standard Army Retail Supply System (SARSS), Global Combat Support System-Army (GCSS-A), Defense Property Accountability System (DPAS), Maximo, Service Now.
* Proficient in using Logistics Support Activity (LOGSA), Logistics Information Warehouse (LIW): Parts Tracker, Web Logistics Integrated Database (WebLIDB), Lead Material Integrator Decision Support Tool (LMI DST). Knowledgeable in Microsoft Office (Excel, Word, Power point, Outlook) SharePoint, Visio and Adobe Acrobat.

**PROFESSIONAL EXPERIENCE**

**Parsons -** Springfield, VA 10/2021- Present

**IT Asset Management**

* Responsible for managing $30 million IT Assets for the government agency ensuring assets are properly tracked throughout its lifecycle from procurement to disposition.
* Conduct audit of IT Assets to verify compliance within the Configuration Management Database (CMDB). Contact accountable parties of any gaps or inefficiencies in the CMDB data.
* Developed audit metrics tracker for items being destroyed/dispositioned to provide quality control of the equipment disposition process.
* Created IT sanitization reference guides uploaded into the ServiceNow library; used by technicians as guidelines for proper sanitization on decommissioned IT Assets.

* Created Asset Manual database with PDF technical manuals to be used within the intelligence Community as a reference library.

**CACI–** Ft. Belvoir, VA 5/2021 - 10/2021

**Logistics Analyst 2**

* Managed Government Property worth $40 million in the G4 warehouse in support of the Army Intelligence and Security Command (INSCOM) for G4 Global Intelligence Logistics Enterprise (GILE).
* Assisted in coordinating logistics and supply activities with various offices and assisted the customer Property Book Officer regarding supply and inventory control management functions.
* Assisted in managing the warehouse storage space, performing functions involving warehouse organization, receipt, shipping, storage issue and accountability of various equipment for INSCOM.
* Prepared, screened and approved documentation prior to submittal to DCMA for cannibalization, modification, movement requests, corrective action plans, cyclic inventories and self-assessments.
* Established and maintained stock records such as inventory, material control, accounting and supply reports (DD 1149, DD 1348, DA 3161, Bill of Lading, Inbound and Outbound Reports)

**Leidos –** Manassas, VA 6/2017 – 5/2021

**Logistics Manager**

* Managed Government Furnished Equipment (GFE), Information (GFI), and Contractor Acquired Property (CAP) for the Airborne Reconnaissance Low Enhanced (ARL-E) Program at multiple sites valued at $58 million.
* Configured Sprocket logistics database software to meets the needs of the program with custom reports, optimization, search queries and custom page layouts. Interfaced with the software vendor as the subject matter expert for the program on software issues.
* Responsible for procurement of Bill of Materials (BOM) for Integrated Product Team’s (IPT) throughout multiple Task Orders requiring tracking of expenditures, delivery schedules, while ensuring reconcilements and all costs captured of various IT Equipment and specialized aircraft sensors.
* Planned and executed logistical movements of all equipment including classified equipment to multiple sites, multiple subcontractor’s, including internal and external customers.
* Managed shipment and tracking of Return to Manufacturer Authorization (RMA) for equipment under warranty; totaling over $3 million in cost savings.
* Responsible for updating Logistical Standard Operating Procedures (SOP) to streamline workload, improve efficiency and maintain compliance with AS9100 audits, Defense Contract Management Agency (DCMA) Audits.
* Submit logistics contract deliverables as required by the Statement of Work (SOW) for the program.

**Trace Systems –** Afghanistan 5/2014 – 5/2017

**Logistics Analyst, Lead**

* Managed $10 million worth of iridium Satellite Communication (SATCOM) radios by developing and implementing logistical procedures for tracking property assets throughout their life cycle to ensure quality control.
* Planned, executed, audit sensitive and cyclic inventories while reconciling any property discrepancies to maintain 100% accountability of program property in theater.
* Developed data metrics spreadsheet analyzing data, identifying trends to forecast future needs, generate summaries and recommend a plan of action to provide maximum efficiency through strategic planning.
* Prepared shipping documentation, records and inventory all incoming/outgoing Controlled Cryptographic Item (CCI), sensitive item shipments through Mil-Air, FedEx, DHL and US Postal Service registered mail.
* Ensured compliance for export-controlled information and technology in accordance with International Traffic in Arms Regulations (ITAR) requirements.
* Accounted for equipment throughout its life cycle and ensured proper approval for excess or unserviceable equipment prior to disposal of property thru Defense Logistics Agency (DLA) disposition services in accordance with FAR regulations.
* Prepared various property documentation to maintain the Theater Provided Equipment (TPE) property book hand receipt. FormsDA 3161, DA 4949, DD 1348, DD 1149, DD 2765-1, and DD 250 documents for proper accountability of equipment fielded to military units.

**ITT Exelis** - Qatar 3/2014- 4/2014

**Defense Property Accountability System (DPAS) Tech**

* Accounted for Government Furnished Property (GFP) worth $76 million utilizing the Defense Property Accountability System (DPAS) to account for 8,700 lines of property in support of the Army Prepositioned Stock (APS-5) Qatar.
* Prepared, screened and approved documentation prior to submittal to DCMA for Cannibalization, Modification, Movement Requests, Corrective Action Plans, Cyclic Inventories, and Self-Assessments.
* Update and create various spreadsheets to reflect daily activity of transfers from customers, excess,

warehouse paperwork, and barcode installs / deletions.

* Conducted property audits, negotiate transfers, and arrange for disposal of equipment and material for government hand receipt holders.
* Manage non-tactical leased vehicles in support of APS-5 (Army Prepositioned Stock) Qatar operations, and ensure that vehicles are maintained in accordance with lease requirements and are dispatched in accordance with Army and APS-5 Qatar policy.

**Science Application International Corp (SAIC)** – Afghanistan 9/2010 – 7/2013

**Property Book Clerk**

* Managed the accountability of Contractor Acquired Property (CAP), Government Furnished Equipment (GFE) and Theater Provided Equipment (TPE) worth over $100 million for the Joint Programs Office-FWD MRAP site.
* Fielded over 200 Mine Resistant Ambush Protected (MRAP) vehicles to military units.
* Effectively demonstrate a working knowledge of the PBUSE system to conduct 100% property accountability, prepare hand receipts and conduct annual, cyclic, sensitive item inventories.
* Perform inventory procedures dealing with basic issue items (BII), component of end items (COEI), additional authorized listings (AAL) and manage equipment fielded to military units.
* Requisitioned, stored and tracked all class IX repair parts and equipment through SAMS-E, ILAP and Parts Tracker for maintenance and sustainment for the Joint Logistics Integration MRAP site.
* Developed a tailored Packaging, Handling, Storage, and Transportation (PHS&T) analysis to address the resources, processes, procedures, and design considerations related to the safe PHS&T of all systems, equipment, and supported items.
* Working knowledge of hand receipt and inventory processes, equipment inventory layout procedures dealing with Supply Catalogs, Manuals, Hand Receipts Listings at the component list level.
* Responsible for processing unserviceable equipment through Defense Reutilization and Marketing Office (DRMO).

**Honeywell Technology Solutions Inc** – Iraq 11/2009 - 6/2010

**Supply Technician**

* Managed and updated 27 primary hand receipt accounts worth $40 million for Theater Property Equipment (TPE) team in northern Iraq.
* Processed and monitored property adjustment documents to ensure assets are accurately documented and issued to the correct hand receipt holder as well as establish and maintain 100% property accountability.
* Provided technical advice to unit commanders; assist in training hand receipt holders on supply procedures, command supply discipline principles (CSDP), supervisory responsibilities and personal responsibilities.
* Reviewed and processed turn-in documents for the Redistribution Property Assistance Team (RPAT).
* Analyzed problems and retrieved information from various databases in Logistics Information Warehouse (LIW) using WebLIDB, Parts Tracker, and Electronic Technical Manuals Online (ETMs Online).
* Cataloged equipment through SSN-LIN Automated Management & Integrating System (SLAMIS). Responsible for researching, requesting and assigning SLAMIS stock numbers for non-standard items.

**Kellogg Brown & Root** – Iraq 8/2007- 11/2009

**Client Owned Equipment Specialist / Logistics Warehouseman Sr.**

* Managed over 20,000 lines of government property. Provided property management and maintained accurate data records of company and government assets (Maximo database). Oversaw inventory and assisted departments/individuals with maintenance direction and inventory inquiries which included monitoring and coordinating projects associated or related to Camp Inventory Inspections.
* Responsible for tagging property with government ownership tags and inputting newly tagged property items into the property book database. Investigated loss, damage destruction (LDD) or excessive consumption of Government Furnished Equipment (GFE) and reported the results to government property administrator.
* Provided life cycle support to fielded systems through maintenance, reutilization and disposal. Provided sustainment provisioning cataloguing, inventory management/warehousing, and depot/field level maintenance.
* Managed item related issues with Supply Support Activity (SSA), coordinating reconciliations and tracking turn in of Overage Repairable Item List (ORIL).
* Requested disposition of government property via Plant Clearance Automated Reutilization Screening System (PCARSS).

**U.S Army** - Fort Bragg, NC 6/1999 - 7/2007

**Unit Supply Specialist, 92Y30**

* Held property accountability for $30 million worth of military equipment used in conjunction with Operation Enduring Freedom (OEF III, VI) Operation Iraqi Freedom (OIF II) and Kosovo (KFOR 3B).
* Managed the Brigades Financial Liability Investigation of Property Loss (FLIPL) program IAW AR 735-5. Examined and reviewed FLIPL documentation DD Form 200 for accuracy and sufficiency.
* Planned and organized the receipt, issue, disposal and maintenance of records for all classes of supply; utilizing the standard property book system and methodology (DA Form 3161, DA Form 2062, DD Form 200, DD 1348-1).
* Technical administrator responsible for the integrity of DA Form 3953's, Purchase Request and Commitment (PR&C) contracts used for the acquisition of maintenance, supply, transportation, food service operations, and for ensuring of the Field Ordering Officer's (FOO) requests for bulk fund.
* Reviewed and verified quantities received against bills of lading, contracts, purchase requests, shipping documents.
* Ordered and purchased all classes (II, IV, VII, IX) of supply; monitored property against pilferage, and informed the commander of equipment status.

**SELECTED PROFESSIONAL TRAINING**

Certified Professional Property Administrator (CPPA) #800505 through the National Property Management Association (NPMA) // Certified Associate Project Manager (CAPM) #2005713 through Project Management Institute (PMI) // Lean Six Sigma Green Belt #7998378715109 // DOD 8570 CompTIA Security+ SY0-401 #COMP001021153780 // Certified Asset Management Professional through International Association of Information Technology Asset Managers (IAITAM) // Google Data Analytics // Unit Supply Specialist Course // Primary Leadership Development Course // Property Book Unit Supply Enhanced (PBUSE) // Defense Property Accountability System (DPAS) Property Administrator // DAWIA Life Cycle Logistics I Courses Completed // GCSS-Army Property Book