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Defense Acquisition Corps
Defense Acquisition Workforce Improvement Act (DAWIA) Level III, Contracting
Retired 23 year Navy Officer
Held TS clearance in the past

Feb 2011 - Present
Manager, Prime Contracts Management
Fluor Government Group

- Serving as a Manager for a team of Contract Administrators and Technicians.
- Managing \$500 million of the Army's LOGCAP IV Contract for a Combined Joint Task Force in direct support of Operation Enduring Freedom.
- Working with DCMA to manage contractor performance for logistics and life support services to Multi-National Corps war fighters on 17 geographically separated base camps in Afghanistan.
- Provides professional government contract administration, consultation, and direction to other functions, departments, and projects in support of government contracting operations.
- Serves as the primary focal point between the contracting officer (CO) and the company, both directly and in consultation with the project manager or other functional individual(s) who may desire to confer with the CO.
- Maintains current knowledge and appropriate written documentation of applicable laws and regulations related to company business objectives.
- Develops, implements, and monitors compliance with company contract policies, procedures, and practices.
- Provides orientation and training as requested or required, to personnel of other functions involved in government contracting, on topics/issues involving government contract administration.
- Provides liaison with federal agencies, offices, and regulatory bodies at all levels as required to ensure full understanding of government requirements and to represent the company's position on contracting issues.
- Administers federal agency prime contracts and manages related subcontracts and purchasing functions in conformance with applicable laws; regulations; and corporate policies, procedures, and practices.
- Ensure compliance with approved Contract procedures.
- Review and negotiate as required all contractor requisitions for spare parts, materials and subcontract services.
- Performing cost and variance analysis to track and report over/under run of costs.
- Coordinating daily with military customers at the Colonel/ General Officer level to assist with identification, development and validation of constantly changing combat mission needs.
- Executing contract changes to support the customers' requirements.
- Briefing monthly Performance Evaluation Boards.
- Coordinating with military liaison officers and cost analysts, DCMA quality and property representatives, Contracting Officers Representatives, and garrison and combatant commanders.

Sep 2008 - Feb 2011
Lieutenant Commander, US Navy
Assistant Chief of Staff for Logistics
Commander Submarine Group Two, Groton CT

- Senior inspector for Submarine Supply Operations inspection team.
- Responsible for the oversight and inspections of all East Coast Fast Attack submarine's Supply Operations
- Conducted Supply Management Inspections and Logistic Reviews on 29 US Naval submarines.

- Assistant Chief of Staff for Logistics on Admiral's Staff
- Fiscal Manager for annual budget in excess of \$500k.
- Conducted embarked training for all responsible unit Supply Officers.

2008

Lieutenant Commander, US Navy

Team Leader

Defense Contract Management Agency (DCMA), Hartford CT.

- Selected as Team Leader for new Operations Group team.
- Plan, supervise, manage and lead activities of employees assigned to an Operations Team within the CMO.
- Responsible for oversight of Egyptian Depot Level Maintenance Quality Assurance (QA) and Post Production Support (in-country support to Egyptian Air Force on SH-2(G) Super Seasprite Helicopters) QA.
- Plan, direct, implement and provide guidance and oversight on the full implementation of QA and Industrial Specialist Support for critical and complex military components, assemblies, and systems.
- Oversee supplier Risk management program and assessment tools to provide surveillance over a government contractor and groups of government contractors to assure full compliance with all contract technical and administrative requirements.
- Exercise full range of supervisory personnel management authority and responsibility.
- Supervise a multi-functional team of quality assurance specialists, industrial specialist and engineers.
- Coordinate and comply with occupational safety and health standards and programs.

2007 - 2008

Lieutenant Commander, US Navy

Administrative Contracting Officer

DCMA, Al Asad, Iraq.

- Executed \$298M of the Army's \$6B LOGCAP Contract for a Combined Joint Task Force in direct support of Operation Iraqi Freedom.
- Oversaw logistics and life support services to 30,000 Multi-National Corps war fighters on four geographically separated base camps in Western Iraq.
- Performed contingency contract administration services and oversight duties in accordance with FAR Part 42.
- Reviewed and negotiated as required all contractor requisitions for spare parts, materials and subcontract services.
- Monitored contractors:
 - Adherence to regulatory and statutory provisions.
 - Adherence to schedule and performance of contract execution.
 - Internal control systems and measures to ensure costs reported are accurate.
- Performed cost and variance analysis to track and report over/under run of costs.
- Coordinated daily with military customers at the Colonel/ General Officer level to assist with identification, development and validation of constantly changing combat mission needs.
- Executed contract changes to support the customers' requirements.
- Conducted monthly Performance Evaluation Boards.
- Coordinated with military liaison officers and cost analysts, DCMA quality and property representatives, Contracting Officers Representatives, and garrison and combatant commanders.
- Evaluated and rated the contractor's technical, cost and managerial compliance with contractual requirements.
- Monthly evaluations were compiled in a semi-annual Award Fee Evaluation where I briefed a board comprised of Senior Executive Service and General officers.

2006 - 2007

Lieutenant Commander, US Navy

Team Leader

DCMA, Hartford, Connecticut.

- Assigned as Team Leader for contract management team and production support team. Planned, supervised, managed and lead activities of employees assigned to a Multi-Functional Contract Management Team within the CMO. Responsible for oversight of Egyptian Depot Level Maintenance contract and Post Production Support (in-country support to Egyptian Air Force on SH-2(G) Super Seasprite Helicopters) contract. Planned, directed, implemented and provided guidance and oversight on the full implementation of Contract Administration Services contracts for critical and complex military components, assemblies, and systems. Implemented supplier Risk management program and assessment tools to provide surveillance over a government contractor and groups of government contractors to assure full compliance with all contract technical and administrative requirements. Exercised full range of supervisory personnel management authority and responsibility. Supervised a multi-functional team to include quality assurance specialists, contract administrators, industrial specialist and engineers. Supported equal employment opportunity programs.

2006

Lieutenant, US Navy
Administrative Contracting Officer
DCMA, Al Udeid, Qatar.

- Executed \$25M of the Air Forces Civil Augmentation Program (AFCAP) Contract for a Combined Joint Task Force in direct support of Operation Enduring Freedom.
- Oversaw logistics and life support services to 25,000 Multi-National Corps war fighters on eight separate bases in Qatar, Afghanistan and Kyrgyzstan.
- Performed contingency contract administration services and oversight duties in accordance with FAR Part 42.
- Monitored contractors:
 - Adherence to regulatory and statutory provisions.
 - Adherence to schedule and performance of contract execution.
 - Internal control systems and measures to ensure costs reported are accurate.
- Coordinated daily with military customers at the Colonel/ General Officer level to assist with identification, development and validation of constantly changing combat mission needs.
- Executed contract changes to support the customers requirements.
- Conducted a monthly Performance Evaluation Board.
- Coordinated with military liaison officers and cost analysts, DCMA quality and property representatives, Contracting Officer's Representatives, garrison and combatant commanders.
- Evaluated and rate the contractors technical, cost and managerial compliance with contractual requirements.
- Monthly evaluations are compiled in a semi-annual Award Fee Evaluation at which I briefed a board comprised of Senior Executive Service and General officers.

2006

Lieutenant, US Navy
Program Integrator
DCMA, Hartford, Connecticut.

- Assigned to Program Integrator (PI) duties for two ACAT-I, multi-million dollar US Navy programs: Integrated Submarine Imaging System (ISIS) and Photonics Mast Program (PMP). Facilitated performance across functional/process lines to ensure the CMO met/exceeded product-oriented customer outcomes. Assisted in developing strategies to satisfy customer outcomes. Developed, analyzed, and measured performance to customer outcomes, metrics, product assurance imperatives and instructions for assigned product lines.

Participated in the programming process by providing input for prioritizing, resourcing, budget planning, and resource negotiations to maintain levels of staffing that will achieve expected levels of performance to those outcomes.

Identified problem areas and assisted operations teams with developing/monitoring corrective action plans. Deployed product specific policy, information, guidance, taskings and suspenses to the workforce.

Flowed product-specific customer needs and expectations from CLRs and Divisions throughout the CMO.

Developed performance based MOAs between DCMA and Naval Sea Systems Command.

2003 - 2004

Lieutenant, US Navy

Aviation Stores Officer

US Navy, USS Essex LHD-2, Sasebo, Japan.

- Performed the following in support of 25 aircraft Marine Squadron

Supervised receipt, storage and issue of technical supplies, spare parts and equipment.

Established stocks based on allowance lists and operational requirements.

Supervised receipt of stocks in accordance with prescribed procedures, maintaining inventory control systems.

Controlled issue and packaging of material. Recommended substitutes and provided for accounting of issued material.

2002 - 2003

Lieutenant, US Navy

Naval Acquisition Contracting Officer

US Navy, NAVICP Mechanicsburg, Mechanicsburg, Pennsylvania.

- Served as Contract Specialist in Critical Requirements Contracting Division and Level 1 SUBSAFE Contracting Division.

Awarded, administered, and closed-out contracts for supplies, services, or construction

Reviewed preliminary and final development of specifications and contract documents

Provided technical contracting advice and counsel

Obtained technical information from a variety of specialists for specific contract requests

Set start and completion dates for projects

Performed pre-award surveys

Opened contract bidding to include secret ballot bids

Examined bids for completeness of detail and validity

Applied the guidance of the Small Business Act to contract awards

Explained parameters of each contract

Inspected on-going contract work to ensure compliance with contract requirements

Terminated contracts for default when contractor performance threatened program accomplishment

Prepare bid evaluations and submit award recommendations

Education:

MBA - Navy Post Graduate School, Monterey, California. Concentration in Acquisition and Contract Management 3.7 GPA

BA - Eastern CT State University, Willimantic, Connecticut. Sociology

Graduated with Dean's Distinction 3.8 GPA

Other achievements:

- Accepted into the Defense Acquisition Corps

- Certified Level 3 DAWIA, Contracting

- Certified Level 1, DAWIA, Program Management

- Certified Level 1, DAWIA, Communications-Computer Systems

- Certified Level I, DAWIA, Acquisition Logistics