

**Summary**

Mr. Charest is a senior logistician and seasoned professional with a broad range of education, training, and skills obtained through a 22-year military career and more than 23-year post-military career. He is recognized as subject-matter expert in integrated logistics support, with focus on maintenance, training, configuration management, and technical writing.

**Education**

- MEd, Curriculum & Instruction, Concentration Instructional Design and Development, George Mason University, Fairfax, Virginia, expected December 2020
- B.S., Marketing, New York Regents College (Excelsior College), Albany, New York, 01/1995
- A.A.S, Business Administration, National University, San Diego, California, 10/1983

**Training and Certifications**

- Graduate Certificate, e-Learning Technologies, George Mason University, expected 12/2020
- Certified Supply Chain Professional (CSCP), The Association for Operations Management (APICS), 12/2010, 04/2019
- Master's Certification in Enterprise Configuration Management, Configuration Management Process Improvement Center (CMPIC) in partnership with Huston College of Technology, 12/2018
- Reliability-Centered Maintenance (RCM) Level II Certification, NAVSEA, 08/2009, 09/2017
- Teaching English to Speakers of Other Languages (TESOL) Adult Education Certification, Northern Virginia Community College Workforce Development, 06/2016
- Reliability-Centered Maintenance (RCM) level I Certification, NAVSEA, 06/2013
- Acquisition Lifecycle Logistics Level I, Defense Acquisition University (DAU)/Booz Allen Hamilton, 9/2008
- Master Training Specialist Certification, U.S. Navy, 01/1985

**Security Clearance**

Secret; Active, 2014 01 22 DOD CAF

**Work History****United States Coast Guard, Department of Homeland Security****Washington, D.C.**

08/2020 – Present      Program Analyst (GS-13)

**Documentation Management – Coast Guard Acquisition.**

Mr. Charest is a member of the United States Coast Guard, CG-9322 Patrol Boat Acquisition Office (Navy PEO Ships equivalent), Offshore Patrol Craft (OPC) acquisition program. He is the team lead for documentation management using Microsoft SharePoint software application. The OPC acquisition program is the largest acquisition program in the history of the United States Coast Guard, and the single largest acquisition program within the Department of Homeland Security.

- Provides liaison between various stakeholders and the SharePoint Team to identify and correct workflow processes for Contract Deliverable Requirements List (CDRL) documentation. Proposes issues for workflow process improvement and tracks resolution.

**Booz Allen Hamilton**

**Washington, D.C.**

05/2015 – 08/2020      Lead Technical Specialist (Logistics)

Sequential consulting assignments include:

**Logistics Analyst Senior.** Mr. Charest is providing professional Integrated Logistics Support (ILS) services to the United States Coast Guard, CG-9322 Patrol Boat Acquisition Office (Navy PEO Ships equivalent), Offshore Patrol Craft (OPC) acquisition program. Reviews Configuration Management (CM) and ILS Contract Data Requirements Lists (CDRL) for contract compliance and accuracy as delivered by Eastern Shipbuilders Group, Panama City, Florida. Makes recommendations to the Contract Officers Representative (COR) for CM and ILS actions. He also works extensively with CG-IB3 (Human Systems Interface) in reviewing contractor-provided training task analysis and other training products.

**Logistics Analyst Senior.** Mr. Charest provided professional support services to PEO Submarines, PMS450FE Program Office, Naval Sea Systems Command (NAVSEA). He tracked logistics requirements for baseline changes to systems installed on the Virginia class submarines, developed and managed scheduling Gantt charts and process maps for acquisition logistics implementation on new construction submarines.

**Logistics Analyst / Configuration Management Team Lead.** Mr. Charest led the professional support services team to the United States Navy Program Executive Office (PEO) Littoral Combat Ship (LCS), PMS495 Program Office, NAVSEA. He supervised ILS support for 27 in-service Mine Countermeasures (MCM) systems employed on the MCM-class mine countermeasures ships and MH-53E helicopters. He reviewed, edited, and developed acquisition logistics documentation. He led a logistics team on review of Engineering Change Proposals (ECP) and made non-binding recommendations to Configuration Change Board (CCB).

**Engineering Change and Documentation Facilitator.** Mr. Charest provided professional support services to PEO Submarines, PMS415 Program Office, NAVSEA. He managed program office workflow processes for development of logistics documentation and ECPs using the Integrated Product Data Management (iPDM) documentation management tool.

**Logistics Analyst – Foreign Military Sales.** Mr. Charest provided data analysis and on-site research in the development of a Business Case Analysis (BCA) to the United Kingdom (UK) Strategic Weapons Support Systems (SWSS) program, contracted through PEO Submarines, PMS392. He performed analysis of historical logistics data and conducted on-site research at General Dynamics Electric Boat shipyard, Groton, Connecticut, and UK Ministry of Defense (MOD), Abby Wood, England.

**CACI International**

**Washington, D.C.**

05/2013 – 04/2015      Logistics Analyst Principle

**Project Manager - Training.** Mr. Charest provided project management support to the United States Navy PMS403 Program Office, NAVSEA, for implementing training and other logistics requirements on the Littoral Combat Ship (LCS) Remote Minehunting System (RMS) Mission Module ACAT 1D acquisition program. He closely coordinated efforts with the PMS420 LCS Mission Package acquisition program office; LCS Squadron (LCSRON), San Diego training office; Mine Warfare Training Center (MWTC) San Diego; fleet Mine Counter Measures (MCM) Detachment personnel; and In-Service Engineering Activities (ISEA). Mr. Charest represented PMS403 Logistics at on-site training activities and training meetings. His major accomplishments included:

- Developed training budgets, funding requirements, and Program Objective Memoranda (POM) issue papers.

**Part-Time Work**

**Instructor, Prince William County Schools,  
05/2018 – 02/2019**

Conducting evening classes for adult English Second Language (ESL) students, sponsored through the Prince William County Adult Workforce Development Program. Inactive hire status while attending Graduate School.

**Instructor, LADO Language Institute,  
02/2017-01/2018**

Conducted evening classes for adult ESL students in an intensive language program and provided one-on-one off-campus tutoring. Educational programs validated by the Accrediting Council for Continuing Education and Training (ACCET).

- Developed the program's first integrated master training plan to bring four courses Ready for Training (RFT). This plan integrated a five-year budget with Developmental Test (DT) and Initial Operational Test & Evaluation (IOT&E) events; projected the increase in Mission Package personnel; projected Training Technical Equipment (TTE) acquisition timelines with a two-year Plan of Action with Milestones (POAM).
- Developed and gained Deputy Chief of Naval Operations Manpower, Personnel, Training and Education (DCNO - N1) approval of the program's first Navy Training Systems Plan (NTSP). Authored four Training Systems Installation Plans (TSIP) and managed training task analysis on four proposed courses.

**Booz Allen Hamilton**

**Washington, D.C.**

03/2008 – 04/2013 Associate (Consultant)

Sequential consulting assignments included:

**Project Manager - Configuration Management.** Mr. Charest provided project management support for CM to the United States Coast Guard (USCG), CG-9324 Patrol Boat Acquisition Office (Navy PEO Ships equivalent), Sentinel-Class patrol boat acquisition program. This project was a Department of Homeland Security (DHS) Level 1 Investment and a DHS/USCG Level I acquisition project. He reviewed the shipbuilders CDRLs for CM and logistics products. Managed the CM baseline using CDMD-OA and Coast Guard provided data. Coordinated CM work with the Project Resident Office (PRO)-(Navy SUPSHIPS equivalent), Asset Program Office (APO), and Surface Forces Logistics Center (SFLC)-(NAVSEA 05 equivalent). He performed shipyard on-site technical consulting at Bollinger Shipyards, Lockport, Louisiana. His major projects included:

- Designed a comprehensive strategy for implementing software configuration of all shipboard electronic (C4ISR) and Hull Mechanical & Electrical (HM&E) systems, and authored business case rules for identifying hardware configuration items. His work formed the basis of an SFLC software configuration management plan and was the basis for CM CDRLs on two other shipbuilding contracts.
- Led shipboard Physical Configuration Audit (PCA) teams on the first four delivered cutters which compared ICAPS provisioning data against installed equipment. As lead validator Mr. Charest developed audit and data collection strategies, created audit plans, supervised post-audit data analysis, and prepared final for Configuration Status Accounting (CSA) reports with recommendations for correcting identified deficiencies.
- Performed a major revision of the CG-9324 Configuration Management Plan (CMP) in compliance with MSAM 5000.10B. Integrated requirements from multiple sources; coordinated a concurrent review and adjudicated comments. Managed the development of the acquisition program's Configuration Control Board (CCB) processes and policies.

**Specifications Writer / Port Engineering Services.** Mr. Charest performed engineering work specification development for CG-9321 Acquisition Office (PEO Ships equivalent), National Security Cutters (NSC) acquisition program. He researched and developed twenty commercial contract quality specifications with supporting cost estimates for post-delivery installation of approved Engineering Change Proposals (ECPs). He generated draft Time Compliance Technical Orders (TCTO). As a non-voting member of the Configuration Control Board (CCB), Mr. Charest was responsible for reviewing ECPs and providing technical consulting to the Government decision-making process. His major projects included:

- Co-authored the small boat transom door system retrofit installation work specification for USCGC BERTHOLF (NSC1) and provided seven weeks of dry dock on-site technical consulting support during the installation at Vigor Marine Shipyard, Portland, Oregon.
- Designed and developed the work specification for a deionized water wash-down system required for NAVAIR flight deck certification and developed the follow-on logistics support package.
- Developed a fuel transfer piping modification work specification to support Fueling at Sea (FAS) operations with US Navy ships. The design successfully met target requirements for safe FAS operations.

**Logistics Subject Matter Expert (SME).** Mr. Charest provided logistics support to NAVSEA PMS317 and PMS470 Program Offices as a member of the U.S. Navy LPD 17 Class ILS team (ACAT I acquisition shipbuilding program). He produced monthly ILS metrics reports, managed transitions from Performance-Based Logistics (PBL) contracts to organic logistics support and maintained meeting minutes and action item tracking for logistics conferences.

**Advanced Technology Systems Company**

**Arlington, Virginia**

10/2006 – 02/2008      Logistics Analyst - Project Lead

**Senior Logistician – Foreign Military Sales.** Mr. Charest was a member of the ILS Team. He performed maintenance, training, and documentation development for US and Foreign Military Sales (FMS) acquisition programs. He developed Integrated Logistics Support Maintenance Plans (ILSMP), training plans, and reviewed technical documentation. His major projects included:

- Performed ILS (maintenance, documentation, and training) development for the National Oceanic and Atmospheric Administration (NOAA) coastal mapping vessel "Ferdinand R. Hassler" constructed by VT Halter Marine, Moss Point, Mississippi.
- Performed advanced ILS development and planning for Phase II of Egyptian Navy Fast Missile Craft (FMC) acquisition program of three vessels.
- Developed ILS cost estimates for new business development proposals.

**Proposal Manager.** Mr. Charest developed fourteen business proposals in response to Requests for Quotes (RFQ) from the Egyptian Government, Lebanese Government, US Department of Defense (DoD), and prime contractor partners. His most significant proposals included:

- Developed a proposal for a Foreign Military Sales (FMS) case for the sale of the commercial (export) version of the U.S. Coast Guard Response Boat – Medium (RB-M) to the Arab Republic of Egypt, in partnership with Kvichak Marine Industries.
- Developed a proposal for an FMS case for the sale of eighteen twenty-five-foot (7.5 meters) aluminum work boats to the Arab Republic of Egypt. The proposal included identifying MonArk Boat Company as the shipyard with standard workboat designs matching the Request for Quotation (RFQ) specifications.
- Developed a proposal for an FMS case for a medical and training use deep dive hyperbaric chamber project to the Arab Republic of Egypt, in partnership with JMS Naval Architects & Salvage Engineers.

**Huntington-Ingalls Industries**

**Pascagoula, Mississippi**

4/2001 - 9/2006      Project Lead II

**Supportability Engineer.** Mr. Charest was a member of the acquisition ILS team. He performed analysis on the LHD-8, LPD-17, and National Security Cutter (NSC) acquisition programs, Aegis Cruiser maintenance and modernization program, and new business development projects. He worked with a variety of logistics resources including OARS maintenance data, VAMOSOC ownership cost data, "IHS Haystack" supply parts and logistics data, CDMD-OA configuration management data, and "Pennant OmegaPS" Logistics Support Analysis Records (LSAR).

His most significant project was an 18 month progressively complex series of studies comparing steel hulled ships vs. aluminum and composite hulls. The studies identified the cost-saving viability of a composite hulled vessel which was ultimately proposed to the US Coast Guard as the Fast Response Cutter (FRC)-A proposal. The project was one of twelve to receive a 2005 Northrop-Grumman Corporation Excellence Award. His other significant projects included:

- Developed the prototype Electronic Consolidated Availability Planning (ECAAP) database application for the U.S. Navy's AEGIS cruiser modernization program to identify redundant work items. The application demonstrated a cost savings of \$150,000 per availability through eliminating redundant work.
- Performed Total Ownership Cost (TOC)/Life Cycle Support (LCS) studies, trade studies, Performance Based Logistics (PBL) studies, supply-chain management studies, Level of Repair Analysis (LORA) and Failure Mode, Effects and Criticality Analysis (FMECA) for Hull, Mechanical, and Electrical (HM&E) systems.
- Performed top-down breakdown Logistics Support Analysis (LSA) for electronic and HM&E systems.
- Developed database applications for logistics analysis including maintenance planning tools, General Purpose Electronic Test Equipment (GPETE) management tools, and manpower analysis tools.

**PRC, Inc.**

**Biloxi, Mississippi**

12/1998 - 2/2001 Computer Program Analyst II

**Software Configuration Manager.** Mr. Charest performed software configuration management as a member of the Technical Training and Management System (TTMS) software development team. TTMS was the US Air Force primary training administration software, supporting training across five US Air Force bases. The TTMS Oracle-Based Applications Development team consisted of 21 people including developers, testers, system administrators and customer service people. Mr. Charest's work involved maintaining software configuration and version control, building installation packages for both server and client installations, writing release notes and version documentation. His most significant accomplishments included:

- Supervised "Year 2000" (Y2K) software upgrades, successfully releasing required software updates accurately and on time which prevented a disruption in Air Force Training activities.
- Supervised and released on schedule major server and client software upgrades needed to maintain application compatibility with a new release of Oracle database software.
- Successfully migrated all software artifacts to PVCS version control system and implemented Remedy issues management software to improve software development and testing team collaborations.

**TMA, Inc.**

**Gautier, Mississippi**

12/1996 - 12/1998 Principal Program Analyst II

**Warehouse Manager.** Mr. Charest managed the Aegis Cruiser and Destroyer Class Common Equipment (Deep Insurance Spares) program as contractor representative to NAVSEA PMSF4. He supervised ship-outs, stock replenishments, storage maintenance, and new stock buys. He organized and tracked the delivery of short notice critical shipments utilizing commercial overnight delivery systems. He also performed additional duties as Network Administrator for the Aegis Destroyer trial cards group. His most significant accomplishments included:

- Developed an MS Access Database application to manage warehouse inventory, resulting in 75% improvement in asset management.
- Expanded trial cards group network services while reducing network operating costs.

**US Navy**

**Retired from Active Duty**

6/1974 - 4/1996 Electronics Technician Senior Chief, Submarine Qualified (ETCS (SS))

Mr. Charest's assignments during a twenty-two-year career included:

**USS Port Royal (CG 73)** - Pre-commissioning crewmember. Division Chief, Non-Combat Electronics Division. Mr. Charest managed Maintenance for AN/SPS-49 Air Search and Marine Navigation Radars, External Communications, Navigation, Interior Communications, Electronic Test Equipment Calibration, Electrical Safety, and 2-M Microminiature Repair programs.

- Supervised an average of 18 personnel functionally organized into four work centers.
- Successfully managed all post-commissioning division crew certification training and inspections.

**Allied Signal Group, North Atlantic Treaty Organization (NATO) (ASG-N)** - Assistant Logistics Chief, Communications. Mr. Charest managed logistics support for all NATO Communication facilities and communication systems in Italy including; eight ACE HIGH self-contained HF communications sites, four Naples valley microwave relay LOS sites, headquarters Private Automatic Branch Exchange (PABX) telephone system, two technical control centers, one radio receiver and radio broadcast sites. He supervised a multi-national joint military service staff of eight personnel.

- Established new budgets for consumables and capital equipment procurement.
- Wrote new position descriptions for 23 NATO staff positions in support of a major NATO reorganization.

- Developed and implemented a battalion inspection program that resulted in first-time operational readiness assessments of remote communications sites by the headquarters command.

**USS Dixon (AS 37)** - Shop Master, Submarine Sonar Mast & Antenna Repair (67G/H). Mr. Charest supervised Intermediate Maintenance Activity (IMA) level repair work to *Permit (SSN 594)* class and *Surgeon (SSN 637)* class submarines. Maintenance work included structural, hydraulic, electrical and electronic repairs, paint and composite repairs, and specialized rigging. He supervised an average of 18 personnel functionally organized into two work centers. All maintenance work performed under SUBSAFE quality assurance standards.

- Qualified as Electronic Material Officer (EMO) through formal classroom training.
- Earned NEC 1401-IMA Antenna/Mast Shop Journeyman Through Certification Exam

**Submarine Training Facility** – Mr. Charest conducted Electronics Systems and Team Training courses including closed circuit television theory and maintenance, submarine periscope maintenance, Electronic Surveillance Measures (ESM) and Electronic Intelligence (ELINT) theory, digital electronics theory, and ad-hoc team training programs to submarine crewmembers.

- Awarded Master Training Specialist Certification in recognition of instructional excellence.
- Developed two technical training courses (closed circuit television operator/maintenance, digital electronics theory) and one team training course (ELINT analysis).
- Earned NEC 9502 – Instructor

**USS Dolphin (AGSS 555)** - Electronics Technician, Deep Submergence Submarine Crew member. During this tour Mr. Charest participated in several major Defense Advanced Research Projects Agency (DARPA) research projects and two deployments. Stood Chief of the Watch, Quartermaster, and sonar operator watch stations.

- Qualified Submarine Deep Submergence (Enlisted).

**USS Scamp (SSN 588)** - Electronics Technician, Nuclear Fast Attack Submarine Crew member. Mr. Charest stood Electronic Countermeasures System Operator and ELINT Analyst, Quartermaster watch, and held the collateral duty of division Repair Parts Petty Officer (RPPO). Qualified in Submarines (Enlisted).

- AN/WLR-6 Electronic Surveillance Measures (ESM) Operator/Maintenance (NEC 1482).