

Block 21: 1-Page Summary of Action to Support MSM Citation

Supported a 67% turnover in the S2 Office, including two AS2s & their Chiefs of Staffs ; resulted in a smooth transition and critical continuity of DHS leadership during an unprecedented 5-month period between the Cabinet Secretaries/Deputy Secretaries. Skillfully executed time-critical planning & logistical support; facilitated 1,100+ official events, including 6 domestic trips, 3 international trips, 20 and public speeches; resulted in maximum & balanced use of time in support of DHS, Interagency, & WH objectives. Developed new process for routing all correspondence reviewed by S2; increased accountability in review process, ensured complete visibility of 100+ correspondence documents, & significantly reduced routing time to S1; resulted in a successful rate of sensitive response letters approved for signed release in 14 days or less. Superbly executed GS-14/15 level S2 scheduling & office management duties; accurately forecasted need for 3-month risk mitigation plan to overcome critical S2 scheduler vacancy; supervised 5 front office staff members, which processed heavy scheduling traffic of 6K+ emails; resulted in smooth S2 transition & aided in consistency across DHS processes as portions were replicated by S1 & various DHS Components scheduling staffs. Closely coordinated w/ DHS Legislative Affairs & congressional staffers to further time-critical S2 congressional outreach plan; aggressively scheduled & supported 22 key 1:1 meetings w/ House & Senate members; resulted in early discussions of key DHS issues w/ mbrs.

Quickly completed Emergency Action Officer training & familiarization of DHS facility secure capabilities around the National Capitol Region for situational awareness, took training flight w/ CG AIRSTA Washington; resulted in increased S2 staffing mission readiness in the event of a crises or catastrophic incident. Skillfully served as Military Aide, staffing the Deputy Secretary directly on trips (international & domestic) and around the National Capitol Region, directing efforts to mitigate logistical hurdles for events which spanned immigration, cybersecurity, and border security. Sample Non-NCR official events are summarized below:

Non-NCR Event	Planned	Advanced	Staffed	Impact
Canada - Joint Initiatives			x	International
Williamsburg - IACT Conference	x	x	x	National/Private/Gov't
Baltimore - Employee Morale, Operational Tours	x	x	x	National/DHS
New York - Latino State of Union Address	x		x	National
Brussels - Foreign Fighters	x			Int'l/S1 Surrogate/EU Union
Boston - Marathon Bombing Memorial	x			National/WH-VPOTUS/DHS/State/Local

Supported Acting S2 during 17 days of rare partial government shutdown; first time since the Department stood up; staffed Acting S2 on a trip to promote DHS visibility & commend employees for their dedication throughout the shutdown at 3 DHS operational units. Anticipated S2 needs during record snow season; despite scarce resources, ensured critical meetings during 5 closure days & 4 delay days were supported, including meeting w/ Israeli Foreign Minister to discuss participation in Global Entry and desired participation in the Visa Waiver Program in furtherance of an agreement signed by former Secretary Napolitano and Israeli Minister of Foreign Affairs Avigdor Lieberman in May 2012. Coordinated logistics w/ security & protocol DHS Secretary leadership roundtable & Secretary Chertoff portrait unveiling ceremony, event allowed S1, S2, & former deputies discuss the future of DHS & honor Secretary Chertoff. Planned S2-hosted meeting w/ Deputy Cabinet Secretaries from DOJ, FBI, & National Counterterrorism Center on Countering Violent Extremism; developed agenda, worked w/ protocol office; meeting impacts threat mitigation & prevention strategies on a national-level; resulted in a better understand the behaviors, tactics, & other indicators that could point to potential terrorist activity. Conducted thorough analysis of R&D practices at USCG, DoD & other government organizations to craft enterprise-wide definitions for DHS R&D and Technology Readiness Levels; discovered USCG R&D contributions to support acquisitions & knowledge products were not captured in previous DHS S&T draft, elevated to AS2 & DHS S&T Directorate.

Staunch advocate for high standard of workplace climate; coordinated directly w/ renowned German Marshall Fund of the United States (GMF) to attend 1 day workshop for Senior Executives on "Mission Critical: Diversity and Inclusion Best Practices for U.S. and European Militaries;" contributed to discussions, shared best practices w/ scholars from DoD & foreign militaries; discussions on diversity & security for policymakers & publics advanced the US, Europe, & the transatlantic partnerships. Swiftly coordinated delivery of urgent sensitive information from the UN Special Representative of the Secretary General on Sexual Violence in Conflict to former S2 Lute, who was on travel abroad; given nature & international impact of information, prioritized resources to ensure S2 Lute received the information expeditiously. While on leave transferring btwn units, volunteered to be project officer for E-7 retirement, directed all logistics for 70+ in attendance, created programs, raised funds & acquired custom gifts/plaques, & creatively incorporated live streaming of ceremony w/2-way video-teleconferencing for ill father unable to travel; resulted in father being able to witness daughter's retirement before he passed away 2 months later. Spearheaded 10-month military-wide initiative to remove racially biased/offensive language in its respective uniform policies which drew highly-controversial national media attention; facilitated CG policy change, first of the 5 military branches to make change ahead of national debate & DoD Secretary mandate; advised Army.

Mentored prospective USCGA cadet for 8 months, frequently followed-up on personal & professional needs; coordinated an operational tour w/ CO of Station Washington DC. Key panelist at the USCGA Genesis Invitational, met w/ 100+ students & parents over panel & dinner to discuss CG officer career opportunities; resulted in underrepresented minorities & first generation college students encouraged to strongly consider entering the USCGA.