

WILLIAM E. RAY JR.

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SUMMARY

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Experienced and highly motivated facilities management professional with the strong leadership skills required to assume responsibility for the evaluation, planning, organization and upkeep of multiple-facility organizations, including personnel operations.

ACHIEVEMENTS

- Negotiated an average 6% increase in the Naval Base Guam Morale, Welfare and Recreation (MWR) Program's annual receipt of Sustainment, Restoration and Modernization (SRM) dollars in three years.
- Proposed a realignment of expenditures saving MWR \$300K in contractual expense in 2010.
- As MWR's department Asset Manager, received no "critical hits" during the last Commander Naval Installations Command (CNIC) Audit.
- As MWR's Fire Safety/HAZMAT Manager, reduced the number of initial audit "critical hits" from over 80 to zero in the last inspection – a period of three years.
- Achieved and maintains 100% vehicle training and licensing within MWR's Maintenance Division.

EXPERIENCE

2007 to May 2013 United States Navy; Morale, Welfare, and Recreation Division
Facilities and Maintenance Supervisor, NF-04
50 hours per week; last promoted Not Specified; permanent employee; not on a temporary promotion; U.S. Naval Base Guam COMNAVMAR MWR PSC 455 Box 169, FPO AP 96540; Supervisor: YA-02 Eric Nikkel, (671)564-1851; may contact supervisor.

Oversees the administration and management of all Naval Base Guam Morale, Welfare and Recreation (MWR) Facilities and Maintenance Division operations. Manages renovations, preventive maintenance schedules and "trouble call" operations for 90 facilities, including gymnasiums, athletic fields, food and beverage operations, child and youth operations, recreation facilities, pools and beaches.

Serves as MWR's primary point of contact on all construction and maintenance matters and as the technical expert to the Contract Oversight Representative. Also provides project construction oversight, creates Scopes of Work, and ensures all Performance Work Statements are met. Reviews and approves blue prints and drawings.

Prepares and administers the MWR Maintenance Division's Non- appropriated Fund (NAF) and Appropriated (APF) Fund budgets for both Category A and B operations. Initiates and oversees projects with a wide variety of funding including, APF, NAF, Military Construction Program, SRM and Uniform Financial Management Funds.

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Develops project nomination packages for the Non-appropriated Fund Capitalization Program, including Internal Needs Validation Studies and Project Validation Assessments, and for applicable Commander Naval Installations Command (CNIC) Grants.

Acts as MWR's Subject Matter Expert on Work Induction Boards and as the advocate for MWR projects on the Naval Facilities Command (NAVFAC) Installation Project List. Also serves on the Installation Technical Review Board, the Installation Crisis Action Team, and the Installation Training Team.

Manages the MWR department's vehicle fleet, ensuring that each of the departments 77 vehicles, fuel logs and custody records are properly maintained. Also ensures all drivers are properly trained and licensed and corrects any irregularities in the utilization of government vehicles. Reports all motor vehicle accidents using established protocols.

Provides logistical support to large-scale Installation events, U.S. and foreign ship visits, and command authorized off-base community events. Oversees rentals of high-value MWR community assets, including tents, bouncers, stage, chairs, tables, bleachers, generators, etc.

Serves as the MWR Department Asset Manager and is responsible for receiving, maintaining accountability for and transferring all department minor property and fixed assets. Also administers the Department of Defense Reutilization and Marketing Service program.

Recruits, hires, trains, evaluates, disciplines, promotes and terminates employees as necessary. Prepares position descriptions, schedules and develops work plans. Maintains personnel records and creates personnel improvement plans.

Administers the MWR Industrial Hygiene program and serves as the department safety officer. Conducts fire warden training, annual safety inspections, and performs abatements as necessary. Oversees MWR's Environmental and Safety Application Management System (ESAMS) database and ensures all training requirements are met and established protocols are maintained.

Authorized Government Credit Card Holder, Approving Official, and Blanket Purchase Agreement Caller.

JAN 2002- APR 2007

United States Navy; Navy Exchange New Car Sales
Lead Agent

Recruited, hired, trained, evaluated, disciplined, promoted and terminated employees as necessary. Prepared position descriptions, schedules and developed work plans. Maintained personnel records and created personnel improvement plans.

Maintained property logs and cash ledgers and was responsible for receipt and transfer of property as well as an average cash flow of approximately \$20K per day, audited monthly. Served as Change Fund Custodian responsible for maintaining accurate change funds and records for 5 sub-custodians and supervised the filing of vehicle records, using established protocols, with proper government authorities.

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Directed community outreach events and developed advertising and promotional campaigns targeted at a wide variety of audiences.

APR 1994- JAN 2002

United States Air Force, 35th Services Squadron
Recreation Specialist NF-0188-03

Promoted 6 grade levels within this position and supervised Japanese Nationals during this time.

APR 1994 – APR 1996

Mechanics Helper, NA-5

Maintained all vehicle records and developed, implemented and administered the Preventative Maintenance Program and all prescribed schedules. Responded to “trouble calls” for all vehicles assigned to the 35th Services Squadron.

Managed the 35th Services Squadron Hazardous Material (HAZMAT) receipt and disposal program, coordinating disposal schedules with private contractors and maintaining the HAZMAT logs, authorized users list, and material safety data sheet logs.

Served as fixed asset and minor property custodian and performed daily cash handling duties within the 35th Services Squadron Auto Hobby Shop, completed Daily Activity Reports, and made bank deposits.

APR 1996 – JAN 1998

Vehicle Control Officer, NA-5823-10

Established and procured equipment for the 35th Services Squadron Recreational Vehicle Program, generating approximately \$90K per year. Also established and procured equipment for the 35th Services Squadron towing program resulting in \$1,200 per month in revenue.

Prepared and administered the 35th Services Squadron Vehicle Pool and Auto Hobby Shop Non-appropriated Fund (NAF) and Appropriated (APF) Fund budgets. Held a government purchase card and served as Change Fund Custodian for 5 sub-custodians. Served as the Fixed Asset and Minor Property Custodian.

Served as Safety Officer and developed a more comprehensive, organization-wide HAZMAT program.

JAN 1998 - JAN 2002

Outdoor Recreation Program Coordinator, NF-3

Prepared and administered Non-appropriated Fund (NAF) and Appropriated (APF) Fund budgets for six component areas of the Outdoor Recreation Program. Held a government purchase card and served as Change Fund Custodian for 12 sub-custodians, accountable for approximately \$5,000. Served as Fixed Asset and Minor Property Custodian and managed both a rental and resale outlet.

Developed and implemented the 35th Services Squadron boat rental fleet program, procuring rental craft and developing maintenance schedules and other Standard Operating Procedures.

Provided logistical support to large-scale Installation events and command authorized off-base community events. Oversaw rentals of high-value community assets, including tents, bouncers, stage, chairs, tables, bleachers, generators, etc.

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Initiated and administered the Fire Warden program, performed safety inspections and implemented a gun control program for the 35th Services Squadron Skeet and Trap Shooting Range.

JUN 1991- JUN 1994

La Pension
Assistant to the Superintendent

Reviewed and approved blue prints and drawings. Conducted final inspections and punch list reviews on completed projects. Exercised funds-commitment authority on purchases and oversaw and directed sub-contractor operations within La Pension development projects. Accompanied municipal inspectors through all spaces to ensure contractor and sub-contractor code compliance.

PROFESSIONAL TRAINING AND LICENSES

Supervise Japanese Employees, 1997
Morale, Welfare and Recreation Manager's Course, 2008
CTC 415-Source Selection and Technical Evaluation Board, 2005
Certified Fire Warden, 1997
Non-Appropriated Funds (NAF) Basic Contracting Warrant, 2008
Star Service Customer Service Training, 2008
Lean Six Sigma, 2007

VEHICLE OPERATING LICENSES

Commercial Drivers License
Japanese Drivers License (Base issued)
28-32 Passenger Bus
10 Ton Dump Truck
29-45 Passenger Bus
10K AT F/L 463L
2-15K F/L G/D
Wrecker 5Ton
Attachments Qualified
Street Sweeper

Proficient with Microsoft Office Suite (to include Word, Excel, PowerPoint, Access, Publisher and Outlook), Base Support Vehicle and Equipment Management Information Systems (BSVEMIS), SAP Accounting Software, KRONOS Time Keeping Software, ESAMS data base, NKO, TWMS.

REFERENCES

CRAIG CHAPMAN
Facilities and Acquisition
Section Head (N944A)
Commander, Naval Installations Command

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Knowledge, Skills & Abilities (KSA's):

1. Knowledge of work methods and practices of various trades.

2007-Present Navy MWR Department: As the Facilities and Maintenance Manager, I oversee and manage various projects to include major/minor construction and renovation projects. I am involved with planning, design, and construction of major structures and facilities with expertise in space utilization, building environmental systems, fire and security systems, masonry and reinforced concrete construction, roofing systems, energy management, and pavement construction. The work involves analysis of facility requirements (many of which present unusual problems due to geographic location) for each construction or renovation project with attention given to reviewing building codes, technical manuals and other applicable manuals for all projects to conform with stated building, fire and safety codes.

Reviews complex plans and specifications for new and upgraded construction for building construction, equipment installation, and monitors projects through completion to ensure compliance with safety codes and standards. Provide technical recommendations for safety and health in the repair and maintenance of Naval Installation facilities and equipment. Conducts innovative analyses and extends accepted safety principles to develop and implement a comprehensive construction inspection and compliance program.

The quality of facilities directly impacts the department's ability to meet mission requirements and quality of life for Navy personnel stationed on Guam.

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2. Knowledge of motor pool operations.

2007-Present, Navy MWR Department: Served as the Vehicle Control Officer (VCO) for the MWR & Regional Vehicle Fleet, ensuring that each of the departments 77 vehicles, fuel logs and custody records are properly maintained. Coordinate the training and licensing for all drivers and correct any irregularities in the utilization of government vehicles. I serve as department liaison for command Safety and Security departments for government motor vehicle accidents using established protocols.

Apr 1996-Jan 1998, 35th Services Squadron: Established and procured equipment for the 35th Services Squadron Recreational Vehicle Program, generating approximately \$90K per year. Also established and procured equipment for the 35th Services Squadron towing program resulting in \$1,200 per month in revenue.

Prepared and administered the 35th Services Squadron Vehicle Pool and Auto Hobby Shop Non-appropriated Fund (NAF) and Appropriated (APF) Fund budgets.

3. Knowledge of pertinent safety, occupational health and environmental regulations.

I serve as Naval Base Guam (NBG) MWR POC for ESAMS, safety, occupational health, Industrial Hygiene, and provide support to the Region for all safety requirements and training. Primary customers are Commander Navy Region Marianas N-9, NBG MWR and our serviced organizations. My position's area of responsibility covers Navy activities and operations occurring in the Territory of Guam to include Naval Magazine, Naval Hospital, NBG Telecommunications Station, and Naval Base Guam Main Base MWR areas.

I individually plan and execute the safety program for NBG MWR IAW established command instructions and CNIC's policies and procedures. I identify program functional requirements and coordinate prioritization and associated budget submissions. Builds and submits MWR's safety program spending plans via the NAF budgeting processes. Liaisons with the MWR Installation Program Director in regards to all Safety program issues and is ultimately responsible for maintaining compliance with all mandated regulations, instructions, and directives.

I evaluate review, approve, and oversee the planning, organizing, coordinating, and controlling of a comprehensive field safety and occupational health program covering an extensive geographic area and involving a diverse variety of MWR operations. I direct and lead mishap investigations. I coordinate directly with the MWR Director, and front line managers, to establish, and execute command safety policies/regulations.

I evaluate and approve the establishment/development of both safety, environmental, and occupational health requirements for the NAFI, continually overseeing the provisions of specific procedures with regards to controlling or eliminating physical hazards, and/or conditions identified through risk analysis (ORM) to include the review of construction plans and/or inspections.

I approve and inspect MWR departments and contractor activities hazard abatement plans, written hazardous material & management procedures, SOP's, OSH improvement, & training plans.

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I inspect and create hazardous material (HAZMAT) programs to insure that material safety data sheets and authorized user lists (AUL's) are current and reviewed by personnel. I evaluate and inspect personal protective equipment (PPE) and insure proper knowledge and training is disseminated by area managers. I formally provide official response/abatement procedures to OSH/NAVOSH citations and findings or notices of violations from external authorities and others as appropriate.

I determine, review, and approve the planning and preparation of regulations and guidelines applicable to a wide variety of recreational risks during MWR events through ORM practices. Develop training programs to fulfill NAF government employees' requirements for a diverse workforce engaged in hazardous occupations. I create, review, approve, and administer the planning and implementation of the motor vehicle accident prevention program.

I review and approve plans and specifications for new construction and building alterations or installation/modification of equipment, and other systems to determine compliance with safety codes. I conduct and or lead mishap investigations; reviews and approves investigative reports and analysis of material damage, costs and personnel injury accidents.

4. Ability to supervise.

My ability to supervise a diverse staff to include Japanese MLC, IHA, and MWR NA-3, NA-5, NA-10, NF-1, and NF-2 employees, has provided me the aptitude to create a proficient team which directly relates to exceedingly successful task/project accomplishments. The team atmosphere that we create promotes positive results and advancement opportunities for all of our team members. Proper evaluation of staff insures that each employee understands what their duties and responsibilities are and provides proper goal setting. This in itself directly relates to the quality of staff and the ease of supervision.

Providing proper communication, supervision, and planning documentation for each staff member insures that responsibilities/tasks are completed correctly and in a timely manner. Documentation of oral and written consultations, expectations, cautions, and reprimands, insures that the staff member is aware of their responsibilities and provides a way to improve/correct individual deficiencies. Leading by example provides a cohesive team. I consider myself a standard bearer. My behavior sets the tone for everyone else on staff. When we provide high ethical principles and lead by positive example, we increase morale and positive interaction among staff members.

5. Ability to communicate orally and in writing.

I communicate directly with Installation Program Directors (IPD), Executive Officers (XO), Commanding Officers (CO), Regional Department Heads (N-9), and Commander Naval Installation Command (CNIC N-944) Facilities & Acquisitions Departments, to properly perform my duties and to insure proper protocols are met.

I have successfully worked under strict timelines involving management, development, and implementation throughout my career as a Facilities Management professional. I have produced some of my best work operating under enormous pressure. To accomplish such timelines, communication whether oral or written is essential. I am a highly organized individual and have successfully managed numerous complex projects

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requiring the intricate management of both staff and timelines and received praise for my demonstrated proficiency in the mastery of my position to include newly added roles and responsibilities. I have effectively implemented and completed numerous projects ahead of schedule, free from error. Direct and proper communication is crucial to achieving these goals.

6. Knowledge of NAF policies and procedures.

My knowledge, aptitude, and ability to interpret and apply Instructions, Directives, Policies and Procedures have insured my tenure in the NAF/Government community. I have personally saved NAFI capital on many occasions by utilizing the 1710.11C and DODI 1015.15. As a MWR Managers Course graduate, I constantly use and apply the MWR Managers Desk Reference to all components of my job. My Star Service Course accomplishment has insured proper communication with internal and external customers. I create SOP's and insure that they are current to include administering and instructing to guarantee staff compliance.

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