

JAMES A. MASTIN

CAREER OBJECTIVE:

To obtain a challenging position in the business, information technology, or other related field where my experience and abilities can be of value and offer opportunities for personal and professional growth. Pursue a broad spectrum of business related functions, including contracting, instructions and administrative type fields.

EDUCATION:

Masters in Arts (M.A.) Degree in Organizational Leadership @ Chapman University, Orange CA. - [REDACTED]

Bachelors in Science (B.S.) Degree in Business Management @ Golden Gate University, Sacramento CA. - [REDACTED]

Professional Certification/Minor in Human Resources @ Golden Gate University - [REDACTED]

Associates in Art (A.A.) Degree in Business Administration @ American River College CA. - [REDACTED]

Community College of the Air Force, United States Air Force - [REDACTED]

High School Diploma and New York State Regents Degree @ Carthage Central High School NY. - [REDACTED]

EXPERIENCE:

OCT 2014 – CURRENT: Serves as a Procurement Analyst in the Expeditionary Contracting Command (ECC), Small Business Office with responsibility for reviewing and making recommendations on the DD Form 2579 for all acquisitions exceeding \$10,000 prior to issuance of a solicitation. Supports planning and implementing programs to increase small business opportunities in Federal Government contract work. The position implements policy as prescribed in the Small Business and Small Disadvantaged Business Utilization Program which is designed to assure uniform application of subcontracting requirements with respect to small business firms. Provides guidance on socio-economic opportunities and programs affecting Small, Disadvantaged, Native Americans, HUBZone, Service Disabled Veterans and Women-owned businesses. Provides small business firms with information regarding means for doing business with the Federal Government. Advises potential contractors regarding assistance available from Government agencies, procedures concerning formal advertising and negotiated acquisitions, registering with the Contractor Central Registration, FedBizOpps and Army Single Face to Industry (ASFI), submitting unsolicited proposals and information regarding bids and offers.

FEB 2010 – OCT 2014: Currently the Director of 30th Space Wing Small Business Programs, Vandenberg AFB CA. Serves as the small business advocate and ombudsman in a wide range of areas requiring a significant degree of business and technical knowledge - including finance, production, engineering, technical services, labor, marketing, and overall business-related disciplines. Observes acquisition circumstances which inhibits small business participation or impacts such firms overall business operation. Represents the interests of small business segments and industry to all levels of Wing and MAJCOM management to resolve problems and insure maximum small business opportunity consistent with the activity's requirements. Superior knowledge of all Small Business aspects, to include the Small Business and Disadvantaged Business Program. As Director of Small Business programs I continually advise and make recommendations to our senior leadership on the status on sensitive matters of this major program utilizing current reports and responses to SBA audits. Uses mastery of acquisition and small business policy to analyze Small Business reports, extensive knowledge in Government contracting laws, develops policies and implement new Small Business procedures, possesses advocacy skills, and an ability to deal effectively with managers to accomplish this mission. As the Director of Small Business programs I continually advise our senior leadership on the status of this major program and constantly interact with the local community and government officials. I maintain a planning program which increases Small Business opportunities and implement it with the local CONS. Created a Small Business Resource folder on the local CONS sharedrive which allows me to post Small Business information suitable for Market Research.

FEB 2009 – FEB 2010: Contracting Specialist, Vandenberg AFB CA. – Served as Contracting Specialist in the Specialized Flight in the 30th Contracting Squadron. Performed price analysis, analyzed commercial pricing practices, and evaluated cost and pricing data to support direct and indirect cost and fee for profit. Determined reasonableness of prices offered. Performed contract acquisition for maintaining the everyday operations for Vandenberg Air Force Base for major Range contracts. Determined the context of the policies and procedures given by Headquarters, their applicability to the organization and how these policies and procedures apply to the procurement of goods and services. Procured services through use of negotiation techniques to satisfy a highly visible Missile Defense Agency (MDS) requirement and determined obligations and responsibilities of the contractor and Government.

FEB 2005 – FEB 2009: Contract Services Manager, Hickam AFB HI. – Served to protect the interests of the Pacific Air Forces' (PACAF) Communications Directorate's (A6) Business Activities. This includes the development of Statements of Work (SOW's), FINPLANS (Financial Plans), budget planning, programming and execution documents. Serves as the Directorate's contract services specialist in an executive consulting capacity. Provides financial management oversight for the total obligation authority (TOA) of the directorate. Acts as primary Directorate consultant for all contracting issues, within the communications and information business area, theater-wide. Interprets General Services Administration (GSA), AF, PACAF and other communications-information contract provisions assuring the best interests of the command are protected. Advises the PACAF Staff and provides executive level briefs. Provides guidance on communications contracting and contract alternatives. Serves as the HQ PACAF/A6 Approving Billing Official to the Government Purchase Card (GPC) program. Responsible for the HQ PACAF/A6 Quality Assurance (QA) program by monitoring all Quality Assurance Specialists (QAS) and coordinating with the local Contracting Squadron and the Functional Commander (FC) on new appointments.

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APR 2001 – FEB 2005: Contracting Officer, Hickam AFB HI. – Served as the Procurement Contracting Officer (PCO) on the Johnston Atoll (JA) Base Operational Support (BOS) contract with a total contract dollar amount of over \$200 million. Also served as the PCO on the M117A Bomb demilitarization contract, where performance was performed at Anderson AFB, Guam with a total contract dollar value of over \$7 million. Displays a great knowledge of the intricacies of the contracting field and planned approaches for procuring complex requirements with the Pacific Air Force (PACAF) Command. Executed post-award contract management actions and frequently assumed duties and responsibilities of the Flight Chief while they were away. Advise employees, and other co-workers, of new contracting programs and policies. I also served as the contracting Team Lead and Warranted Contracting Officer for the review, signature and release of office acquisitions. I completed \$20 million Source Selection for major PACAF Information Technology services within 6-months.

NOV 1998 – APR 2001: Procurement Analyst, Peterson AFB Co. – Worked in the capacity of a Business Advisor to initiate, develop and recommended local contracting policies and procedures. Evaluated and recommended disposition of requested waivers and stationery requirements. Responsible for the review of contracts and contracting actions for a variety of supply, service, or construction. This included complex negotiations involving cost and pricing data, cost type contracts, source selections, A-76 studies and special or unusual contracting terms and conditions. Performed training and participated in required Business Requirements Advisory Groups (BRAGs) in accordance with Air Force Instruction (AFI) 63-124. Advised management and contracting officers on matters pertaining to contracting policies and procedures. Developed new guidance material for contracting personnel. Published informational material to inform, clarify and explain regulatory and policy changes along with lessons learned noted during contract review. Conducted training for contracting personnel to improve acquisition practices and Past Performance Information (PPI). Managed the Wing/Group Value Engineering (VE) Program. Served as Deputy to the Wing Small Business Affairs Specialist. Appointed Termination Contracting Officer. Monitored, tracked, and updated the Squadron Warrant Board program. Oversaw the Squadron Self-Inspection program, and administered all required special assignments and projects. Reviewed and processed contractor protests, congressional inquiries, ratification's packages, claims, appeals and dispute documents.

TRAINING:

OPSE 1500 Training 2014; Government Purchase Card (GPC) Training 2004/2009; Facility Manager Training 2009, Quality Assurance Evaluator Training 2003; Source Selection Training 2003; Wide Area Work Flow (WAWF) Training 2002; Contingency Contracting Course 2001; Small and Disadvantaged Business Utilization Course 2000; Certification Level III (Contracting) 2000; Management for Contracting Supervisors 2000; Executive Contracting Seminar 2000; Standard Procurement System Training (SPS) 1999; Electronic Posting System (EPS) Training 1999; Functional Agreements Coordinator Course 1999; Value Engineering Course 1999; Architect-Engineering Contracting Course 1999; Construction Contracting Course 1999; Government Contract Costs 1995; Microsoft Desktop Training 1996; Telephone Control Officer 1996; Certification Level II (Contracting) 1994; Government Contract Law 1994; Mgt Defense Acquisition Contract/Advanced 1994; Certification Level I (Contracting) 1993; Mgt Defense Acquisition Contract/Basic 1992; Principles of Contract Pricing 1992; Defense Small Purchase; Introduction to Inventory Mgt 1992; Introduction to Technical Mgt 1990; On-the-Job Training Manager Course 1984; USAF Administrative Specialist Course 1981; USAF Basic Training Course 1981

AWARDS & HONORS: 2013 HQ AFSPC Small Business Specialist Award winner and Beyond Goals winner; 2012 HQ AFSPC Small Business Specialist Award winner; 2011 HQ AFSPC and SAF/SB Tandy Weaver Award winner; HQ AFSPC 2010 Recognition for Outstanding Small Business Program; HQ PACAF/A6 Civilian of the Quarter Category III (3rd Quarter 2007); Nominated as the PACAF Contracting Professional for 2002, Selected as the Squadron and Group Civilian of the Quarter Category III (2nd Quarter 2001); Hand-picked by HQ AFSPC/IG to be augments-Mar 2001; Selected as the Squadron, Group and Wing Civilian of the Quarter Category III (2nd Quarter 2000); Recognized for spearheading the 2000 HQ AF Space Command (AFSPC) Contracting Seminar; Warranted Contracting Officer 1995-2005; Part of the 1999 Contract Re-engineering Team; Soccer Coach 2002-2005; Little League Coach 1997-2000, Youth Football Coach 1998; Former National Contract Management Association (NCMA) Member; Sportswriter for McClellan AFB weekly base paper 1993-1995; Superior Performance Award 1988-1994, 1996, 1998-2003, 2005-2012; Recognized for spearheading the 1998 Industry Day at Peterson AFB; Honorable Discharge California Air National Guard 1995; Honorable Discharge United States Air Force (USAF) 1987; Air Force IG Outstanding Performance Award 1985; Top Secret SCI/SBI Security Clearance 1980-1983; Air Force Achievement Medal 1985, Air Force Good Conduct Medal 1984; Non-Commissioned Officer 1985-1987; Regents Diploma, New York State Board of Regents, in Language and Science - Jun 81; Eagle Scout Award - Jul 76

References Available Upon Request