

Mr. Gerald Mineo Isobe

Work Experience:

Naval Health Clinic Hawaii Headquarter

480 Central Avenue Bldg 1750

Joint Base Pearl Harbor-Hickam HI, HI 96860-4908 United States

07/2013 - Present

Financial Management Analyst (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- In July 2013, I am hired as a senior financial management analyst at Naval Clinic Hawaii (NHCH).
- I am the Managers' Internal Control Program (MICP) Coordinator. I am responsible to coordinate with thirty assessable units program managers to ensure their proper documentation of end-to-end processes in support of operational, administrative, system and financial transactions.
- The purpose of this testing is to provide oversight and assessment of internal controls for four financially related operations including Travel, Medical Consumables Procurement, Contract Administration, and Civilian Pay.

AWARDS:

- I was nominated and selected as the NHCH Senior Civilian of the Quarter 2/Fiscal Year 2014.
- I nominated NHCH's Resource Management Department that was selected as the Under Secretary of Defense (Comptroller) Financial Management Award for the Fiscal Year 2014.

DFAS - Cleveland

1240 East 9th Street

Cleveland, OH 44199-2005 United States

06/2008 - 07/2013

Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- Office of General Counsel informed that the work I was performing at Defense Finance Accounting Service (DFAS)-Pacific in Ford Island, prior to my overseas tour of duty in Okinawa, Japan transferred to DFAS-Cleveland in Ohio. Since I returned after the closure of DFAS-Pacific on March 2007, I had return rights to my accountant position, GS-0510-11 Step 00, at DFAS-Cleveland.

- I was only accountant to perform DFAS-Kansas City accounting task, Since DFAS-Kansas City accountants did not accomplish to reconcile FY2003-FY2008 accounting reports prior to transfer accounting task to DFAS-Cleveland on August 2008.
- Effective January 1, 2012, I was doing special project in order to reduce Navy Unmatched Disbursements in order to email customer's in the West Region including Pearl Harbor, California, and Japan.

AWARDS

- In 2005, "30 years Federal Career Service Award"

DoD Dependents Schools - Pacific

Torii Station, Okinawa Japan

08/2004 - 06/2008

Operating Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- I was only GS-12 operating accountant to assist the GS-13 Accounting Officer in managing the daily operation of the Headquarters Services Allotment Accounting System (WAAS) to ensure that the accurate and timely processing of accounting data into the funds control system and general ledger system.
- Processed the biweekly payroll functions including Department of Defense Dependents Schools (DoDDS) employees in Guam, Japan, Korea, and Okinawa (\$10 million per biweekly pay).
- Was only fund control specialist maintaining appropriation fund ledgers for the four largest budgetary accounts for HQ DoD Education Activity (DoDEA), Guam, Japan, Okinawa, and Korea.

ACCOMPLISHMENT:

- Reduced FY03-FY07 Unmatched Disbursement from 351 transactions totaling \$1.5 million to 9 transactions within 2 months.
- Developed FY08 Korea LQA projection (\$14 million for 350 employees in Korea) in order to meet the deadline for budget purpose.

AWARD:

- In May 2008, received the Fiscal Award - "The Year 2004 to 2008 - Great Employee like you can never be replaced. Thanks for your commitment and the professionalism you have brought DoDDs-Pacific".
- Received exceptional rating on my performance plan in 2005, 2006, 2007.

DFAS - Pacific

Ford Island, Hawaii

Pearl Harbor, HI 96860-4784 United States

08/2002 - 08/2004

Operating Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- I volunteered to downgrade from GS-12 supervisory accountant to GS-11 non-supervisory accountant because of the consolidated branches (Air Force General Funds Branch and Air Force Working Capital Funds Branch) with increased employees (50 civilians and enlisted) to manage.
- Was the senior level accountant performing the overall accounting and report analysis in the Air Force Accounting Division.

ACCOMPLISHMENT:

- Single-handed identified DFAS Problem Disbursement RECONS (\$9 million) and reconciled 100 percent of the fifty FY01-FY03 appropriations with prior year accounting errors.

AWARD:

- In December 2003, I accepted the Secretary of Defense certificate for Outstanding Employees with Disabilities from Under Secretary of Defense for Personnel and Readiness David Chu in Bethesda, Maryland.

DFAS - Pacific

Ford Island, Hawaii
Pearl Harbor, HI 96860-4784 United States
03/2002 - 08/2002

Supervisory Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- I assigned to be the Chief of the Air Force General Funds Branch after the GS-510-12 incumbent with his Army background promoted to GS-510-13 Chief of the Navy Accounting Division.
- Supervised three GS-510-11 accountants, twenty GS-525 technicians, and six enlisted military in the Civilian Pay section, Accounts Receivable Section, Intergovernmental section, Reports and Analysis section, and Travel Accounting section.
- Was an accounting senior expert and technical advisor to DFAS Pacific management officials, accountants, accounting technicians, and serviced customers on compliance with and interpretation and implementation of requirements.

ACCOMPLISHMENTS:

- All weekly, monthly, quarterly, and semi-annually financial reports were submitted accurately and timely to the DFAS-Denver Center and HQ PACAF.

DFAS - Pacific

Ford Island, Hawaii
Pearl Harbor, HI 96860-4784 United States
04/2001 - 03/2002

Supervisory Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- I assigned to be the Chief of the Air Force Working Capital Funds Branch after the GS-510-12 incumbent retired.
- Supervised one GS-510-11 accountants, eight GS-525 accounting technicians and two enlisted military (MSGT & TSGT). Performed supervisory appraisals of employees' performance and potential.
- Validated twenty (20) monthly trial balances reports to checklists for Eielson AFB, Elmendorf AFB, Andersen AFB, and Hickam AFB.

ACCOMPLISHMENTS:

- Nominated my employees for awards, associates selected as Civilian Employee of the Year and Military Manager of the Quarter.

DFAS - Pacific

Ford Island, Hawaii

Pearl Harbor, HI 96860-4784 United States

10/2000 - 04/2001

Staff Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- I assigned to a newly created staff accountant position in the Air Force Accounting Division after the GS-12 chief with his Navy background took over my Reports and Analysis Branch for GS-12 chief rotation purpose.
- Consolidated the monthly statistics for unmatched disbursements (UMD), negative unliquidated obligations (NULO), and in-transit transactions into trend charts that provided management visual capability of problem disbursements in order to brief to the director of DFAS-Pacific (Navy Captain).

ACCOMPLISHMENTS:

- Consolidated monthly statistics for UMD, NULO, and In-Transit transactions into weekly trend charts that provided management visual capability of problem disbursements.
- Provided a root cause of analysis of these statistics on a monthly basis.
- Updated flow charts of all the accounting processes with control points.
- Coordinated these flow charts with each branch GS-510-12 supervisors (Air Force, Army, Navy, and Marine Corps) to insure internal controls were place.

DFAS - Pacific

Ford Island, Hawaii

Pearl Harbor, HI 96860-4784 United States

12/1996 - 10/2000

Supervisory Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- As the chief of Air Force Reports and Analysis (ARF) Branch, I supervised two GS-510-09/11

accountants, fourteen GS-525 accounting technicians, and three enlisted military in the Analysis Branch, Funds Control and Financial Reports, and Accounting Reports.

ACCOMPLISHMENTS:

- On May 2008, the director for Accounting Division approved my proposal letter that Accounts Management and Reconciliation Branch under the Accounting Operation Division merge to the Reports and Analysis Division. This merging gave ARF branch better control in balancing the daily balancing of cash accountability provide a much needed solid foundation in the preparation of the weekly, monthly, quarterly, semi-annual and annual reports. This merging reduced DFAS Problem Disbursements RECONS from \$2.5 million to zero. External audits by the Air Force Audit Agency and Operational Review Teams always resulted in clean reports.

AWARDS:

- "Exceptional" rating on my civilian performance plan 1997, 1998, 1999.

DFAS - Pacific

Ford Island, Hawaii

Pearl Harbor, HI 96860-4784 United States

06/1995 - 12/1996

Hours per week: 40

Operating Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- Prior to moving to DFAS-Pacific in Pearl Harbor, the original DFAS organizational chart assigned the authorized positions from Accounts Control Section at Hickam AFB to the three following divisions: System Administration Division, Reports & Analysis Division, and Accounting Operating Division.
- My GS-510-11 supervisory accountant position at Hickam AFB abolished as a result to consolidation efforts by DFAS.
- I assigned to a non-supervisory accountant at Accounts Management and Reconciliation Branch under the Accounting Operation Division.
- Performed as the fund control specialist maintaining appropriation fund ledgers for the three largest budgetary PACAF accounts including Alaska (Eielson AFB and Elemendorf AFB), Guam (Andersen AFB), and Hawaii (Hickam AFB).

AWARDS:

- "Exceptional" rating on my civilian performance plan in 1996.

15th Air Base Wing/Accounting & Finance

Hickam AFB, HI 96853 United States

07/1987 - 06/1995

Supervisory Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- As the Chief of the Accounts Control Section for the last eight years, I supervised one GS-501-09 system accountant, seven GS-525 accounting technicians and two enlisted military in the Accounts Control Section.
- Responsible to coordinate with Commercial Services Section, Travel Section, Paying and Collecting Section, Military Pay Section, Civilian Pay Section, Material Section, Base Civil Engineer Division, and 30 resources advisors to insure that the cash accountability was balanced on a daily basis.
- Insured that all weekly, monthly, quarterly, semi-annual, and annual financial reports were submitted accurately and timely to DFAS-Denver Center and HQ PACAF Comptroller Division.
- Monitored the entire year-end process to assure timely action by wing and associate units involved in fiscal year close-out operations.

ACCOMPLISHMENTS:

- Our office had the only error-free general ledger submission in the HQ PACAF command.
- Awarded an Excellent rating by the HQ PACAF Inspector General Visit.
- After NCOIC enlisted nominee claimed top honors in the HQ PACAF competition, MSGT was chosen as one of the best the Air Force has among the ranks.
- Expert in the year-end closing and conversion procedure to validate coding and new fiscal year skeleton records and prior year conversion listing.

AWARDS:

- Received 15th Air Base Wing Supervisory Civilian of the Quarter Award, HI in 1994.

15th Air Base Wing/Accounting & Finance

Hickam AFB, HI 96853 United States

04/1983 - 07/1987

Operating Accountant (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- Assisted the GS-510-11 Chief of the Accounts Control Section in managing accounting operations.
- Coordinated with the Base Civil Engineering Division, HQ PACAF Budget Division, Civilian Pay Section, Military Pay Section, Travel Section, Commercial Service Section, Paying and Collecting Section, and Materiel Section to process transactions and data flow affecting accounts control.
- Validated installation accounting reports to checklists to ensure accuracy and timeliness of reports.

ACCOMPLISHMENT:

- Performed duties on the special weekly, monthly, quarterly, semi-annual and annual reports desk during the period the position was vacant and also other periods of time when the incumbent was absent.
- I was only accountant preparing the end of year conversion procedures and validated coding of new fiscal year skeleton records and prior year addresses conversion listings.

AWARD:

- "Excellent" rating by the HQ PACAF Inspector General Visit.
- HQ PACAF Air Force Handicapped Employee of the Year in 1986 and 1987.
- "Superior" rating on my performance plan in 1985 and 1986.
- 15th Air Base Wing Non-Supervisory Civilian of the Quarter in 1985.

15th Air Base Wing/Accounting and Finance

Hickam AFB, HI 96853 United States

10/1980 - 04/1983

Operating Accountant Trainee (This is a federal job)

Duties, Accomplishments and Related Skills:

RESPONSIBILITIES:

- As a GS-510-05/07/09 accountant trainee in the Accounts Control Section, I performed in the Budget section, Commercial Services section, Materiel section, Military Pay section, Civilian Pay section, Paying and Collecting section, and Travel section.
- Researched and reconciled the abnormal balance on General Funds General Ledger Report and monthly Trial Balance Report for Stock Fund.

ACCOMPLISHMENTS:

- During this training period, I had been performed at Accounts Control section to do the following tasks: fund control, general ledger, cost accounting, disbursing, materiel accounting, civilian pay, military pay, travel accounting, and accounts receivable.

AWARDS:

- Received "State of Hawaii Handicapped Employee of the Year Award" at Governor's Place, HI in 1981.

Education:

Rochester Institute of Technology Rochester, New York

Bachelor's Degree

Credits Earned: 224 Quarter hours

Major: Accounting **Minor:** Business Administration

McKinley High School Honolulu, Hawaii

High School or equivalent

Job Related Training:

Intermediate Navy/Marine Corps Accounting, March 2009

EEO Training Guide for Supervisors, 1999

Congressional Quarterly Workshop in Washington DC, 1999

National Training Conference on Employment for Federal Employees who are Deaf & Hard of Hearing in Washington DC, 1998 & 1999

Internal Management Control Training, 1998

"Handling Employee Discipline and Performance Mistakes" Course, 1996
"Supervisory the Diverse Workforce", 1994
Comptroller Career Management Training, 1991
Supervisory Safety Training Course, 1989
Supervisory Course, 1990
US Air Force Civilian Supervisor Course, 1989
US Air Force Military Personnel Management Course, 1989
US Air Force Civilian Personnel Management Course, 1988
US Air Force Budget & Accounting Course in Sheppard AFB, 1984
US Air Force Accounting Technical Course in Sheppard AFB, 1981

Language Skills:

Language

American Sign Language

Affiliations:

Hawaii Service on Deafness - Aloha United Way Agency / Vice President 1988-1990
Aloha State Association of the Deaf - Aloha United Way Agency/Treasurer 1987-1989
The GEM Center - Non-profit organization/Treasurer 2015 - present
Commission on Persons with Disabilities - State of Hawaii / Commissioner 1987-1990

Additional Information:

United State Deaf Golf Association "Hall of Fame" Award - 2015 in Maryland

Naval Health Clinic Hawaii Senior Civilian of the Quarter, 2nd Quarter/Fiscal Year - 2014
Pearl Harbor, Hawaii

Outstanding Department of Defense Employee with Disabilities of the Year Award - 2013
Bethesda, Maryland

Sports Hall of Fame Inductee - 2001,
Rochester Institute of Technology, Rochester, New York
1st deaf golfer to be on 1975 NCAA Division III All American Third Golf Team.

Hall of Honor Inductee - 1999
McKinley High School, Honolulu, Hawaii

Supervisory Civilian of the Quarter Award - 1995,
Hickam AFB, Hawaii

Department of Education's Adult Education Teacher of the Year - 1994
Honolulu, Hawaii

Distinguished Alumnus Award - 1987,
Rochester Institute of Technology, Rochester, New York

U.S. Jaycees Top Ten Outstanding Young Americans Award Tulsa, Oklahoma - 1987

HQ Pacific Air Force Handicapped Employee of the Year,
Hickam AFB, Hawaii - 1986, 1987

Top Four Successful Rehabilitants from their 50 Years of Service Award, State of Hawaii
Division of Vocational Rehabilitation - 1986

Non-Supervisory Civilian of the Quarter -1985
Hickam AFB, Hawaii

State of Hawaii Handicapped Employee of the Year - 1981

PUBLIC SPEAKING as Guest Speaker:

"Career Development and Upward Mobility of People with Disabilities", at 1994 Annual State
Conference sponsored by the Hawaii Rehabilitation Counseling Association and at 1990
National Disability Employment Awareness Month Luncheon at Hickam AFB.

"My Life Experience Growing Up in the Hearing World" at 1994 Annual Communication
Disorders Conference sponsored by the Hawaii Hearing & Speech Association.

"My Impossible Dreams" at 1993 Interscholastic League of Honolulu Golf Award Banquet (my
12 years golf coaching at Punahou School from 1992 to 2004)

"Hearing our former student-athletes on the value of the athletic experience" at 1998 State of
Hawaii Department of Education Seminar on Serving Individuals with Disabilities in the Athletic
Program.

"Setting and Achieving Your Goals" at 1986 Commencement Ceremony Speaker in Hawaii
School for the Deaf & Blind.

Leadership Activities:

Junior Varsity Golf Coach at Punahou School in Hawaii (1992-2004)