

Summary

Mr. Charest has spent most of his career involved with the military maritime industry. He was a crewmember on submarines and surface ships during his 22 years of Navy service. In his initial post-Navy career, he worked for a major U.S. shipyard. He later relocated to Washington, D.C. and provided consulting services on many ship acquisition programs prior to entering government civil service. He has supported both U.S. Navy and U.S. Coast Guard acquisition programs as well as foreign military sales. Mr. Charest has a broad background of skills in integrated logistics support (product support), configuration management, data analysis, software development, training and training programs development, technical writing, and documentation management.

Education

- MEd (Curriculum and Instruction, Instructional Design), George Mason University, Fairfax, Virginia, 2020
- BS Marketing Degree, Excelsior College, Albany, New York, 1995

Major Certifications

- e-Learning Technologies, George Mason University
- Supply Chain Professional (CSCP), The Association for Operations Management (APICS)
- Enterprise Configuration Management, Configuration Management Process Improvement Center (CMPIC) in partnership with Houston College of Technology
- Reliability-Centered Maintenance (RCM), Naval Sea Systems Command (NAVSEA)
- Teaching English to Speakers of Other Languages (TESOL), Northern Virginia Community College
- Acquisition Life-cycle Logistics Level I, Defense Acquisition University (DAU)

Security Clearance

- Active SECRET Clearance: Effective 2014-01-22 DOD CAF

Professional Organizations

- The Honor Society of Phi Kappa Phi
- Council of Logistics Engineering Professionals (CLEP): Vice President Communications

Chronological Work History

Government Civil Service (United States Coast Guard)

Washington, D.C.

August 2020 – Present

Program Analyst (Documentation Management)

While working as a contractor on the Offshore Patrol Cutter program, Mr. Charest applied for a Government GS-13 position. He was subsequently hired into Government Civil Service as a member of the United States Coast Guard, CG-9322 Patrol Boat Acquisition Office (Navy PEO Ships equivalent), Offshore Patrol Cutter (OPC) acquisition program. He is the team lead for documentation management using Microsoft SharePoint workflow applications. 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 CDRL reviews.
- Proposes issues for workflow process improvement and tracks resolution.
- Develops weekly and quarterly metrics reports on CDRL workflows. These reports are used to brief senior Coast Guard and Department of Homeland Security management on contract performance.

His most significant accomplishments include:

- Developed specifications for a new electronic CDRL review application in support of a new OPC acquisition contract with Austal Shipbuilders. During the year-long project Mr. Charest worked with the software development team and end-users to create and field the application. He also developed and supervised loading the metadata needed to configure the application in compliance with the contract.
- Developed an in-house software configuration change management process. This process was designed to properly support eight software applications used for OPC contract management. Mr. Charest anticipated that an effective change management process would be needed to properly support these critical software applications over the nominal twenty-year duration of the acquisition program.
- Developed specifications for a software application designed to manage user account requests and account changes. This system replaced the former process of ad-hoc email notifications. This new application was well received by the user community and simplified administration workloads.
- Developed a unique modeling format using MS Excel to create documentation workflow specifications. These specifications were used by the software developers to create and revise SharePoint-based workflow applications.

Booz Allen Hamilton

Washington, D.C.

May 2015 – August 2020

Mr. Charest returned to Booz Allen Hamilton in May 2015. During his tenure Mr. Charest provided consulting services on five major contracts. He was also included in advisory roles on several short-term contracts providing logistics, configuration management, and training expertise. The major consulting contracts he worked on are as follows:

Senior Logistics Analyst

Mr. Charest provided ILS services to the United States Coast Guard, CG-9322 Patrol Boat Acquisition Office (Navy PEO Ships equivalent), Offshore Patrol Cutter (OPC) acquisition program. He reviewed configuration management and ILS CDRLs for contract compliance and accuracy as delivered by Eastern Shipbuilders Group, Panama City, Florida.

- Made recommendations to the Contract Officers' Representative (COR) for configuration management and ILS actions.
- He also worked extensively with CG-1B3 (Human Systems Interface department) in reviewing contractor-provided training task analysis and other training products.

Senior Logistics Analyst

Mr. Charest provided professional support services to PEO Submarines, PMS450FE7 Program Office, (NAVSEA).

- He tracked logistics requirements for baseline changes to systems installed on the Virginia class submarines.
- He developed and managed scheduling Gantt charts and process maps for acquisition logistics implementation on new construction submarines.

Team Lead (Logistics and Configuration Management)

Mr. Charest led the professional support services team to the United States Navy PEO Littoral Combat Ship (LCS), PMS495 Program Office, NAVSEA.

- He supervised ILS support for 27 in-service Mine Countermeasures (MCM) systems deployed 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 ECPs and made non-binding logistics recommendations to the Configuration Change Board (CCB).

Engineering Change and Documentation Management

Mr. Charest provided professional support services to Navy PEO Submarines, PMS415 Program Office, Submarine Countermeasures, NAVSEA.

- He managed program office workflow processes for development of logistics documentation and ECPs using the Integrated Product Data Management (iPDM) documentation management tool.

Senior Logistics Analyst

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 the U.S. Navy 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.

May 2013 – April 2015 Project Manager (Training Programs)

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 for this contract included:

- Developed training budgets, funding requirements, and Program Objective Memoranda (POM) issue papers.
- 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).
- He 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).
- He authored four Training Systems Installation Plans (TSIP) and performed training task analysis on four proposed courses.

Booz Allen Hamilton

Washington, D.C.

March 2008 – April 2013

Mr. Charest joined Booz Allen Hamilton in March 2008 as a logistics subject matter expert with industry shipbuilding experience. His first full time consulting role was with NAVSEA working at the Washington Navy Yard location. After one year he transferred to the U.S. Coast Guard headquarters and worked two different ship acquisition programs formerly part of the Deepwater program.

Project Manager (Configuration Management)

Mr. Charest provided project management support for configuration management 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 configuration management and logistics products.
- He managed the configuration management baseline using CDMD-OA and Coast Guard-provided data. Coordinated configuration management work with the PRO (Navy SUPSHIPS equivalent), APO, and 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 C4ISR and 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 later became the basis for configuration management CDRLs on the Offshore Patrol Cutter (OPC) and Polar Security Cutter (PSC) acquisition 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 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. He integrated requirements from multiple sources then coordinated multiple concurrent reviews and adjudicated all comments. He also

managed 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 (Navy PEO Ships equivalent), National Security Cutters (NSC) acquisition program.

- He researched and developed twenty commercial contract specifications with supporting cost estimates for post-delivery installation of approved 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 most significant commercial contract specifications included:

- Co-authored the small boat transom door system retrofit installation work specification for USCGC Bertholf (WMSL-750) and provided seven weeks of dry dock on-site technical consulting support during the installation at Vigor Marine Shipyard, Portland, Oregon.
- Designed a fuel transfer piping modification work specification to support Fueling at Sea (FAS) operations with U.S. Navy ships. The design successfully met target requirements for safe FAS operations and became a class design change.
- Designed a deionized water wash-down system work specification required for NAVAIR flight deck certification and developed the follow-on logistics support package. This specification became a class design change.

Logistician

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.
- Supported planning actions for a fiber-optic plant upgrade on USS San Antonio, LPD-17.

Advanced Technology Systems Company

October 2006 – February 2008

Arlington, Virginia

In September 2006 Mr. Charest relocated from the Mississippi Gulf Coast to Northern Virginia after accepting a new position with a small company focused on foreign military sales. He was hired as their shipyard liaison to V.T. Halter Marine, providing logistics support to shipbuilding programs at that shipyard. During his tenure with this firm, Mr. Charest performed concurrent logistics development on two different shipbuilding programs and wrote many business proposals in response to foreign military sales Requests For Proposals (RFP).

Logistician

Mr. Charest was a member of the ILS Team. His primary role was performing ILS development and planning for Phase II of the Egyptian Navy Fast Missile Craft (FMC) acquisition program of three vessels, built by V.T. Halter Marine, Moss Point, Mississippi. He developed Integrated Logistics Support Maintenance Plans (ILSMP), training plans, and reviewed technical documentation.

Mr. Charest also performed early 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. In support of ATSC’s bid for the ILS work, Mr. Charest developed the firm’s internal-use cost estimates for logistics development as specified by the VT Halter Marine RFP. This cost estimate was used to successfully bid on the logistics work.

Foreign Military Sales Proposal Writer

In addition to ILS work, Mr. Charest developed fourteen business proposals in response to Requests for Quotes (RFQ) from the Egyptian Government, Lebanese Government, U.S. Department of Defense (DoD), and prime contractor partners. His most significant Foreign Military Sales (FMS) proposal work included:

- Developed an 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 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 a shipyard with standard workboat designs matching the Request for Quotation (RFQ) specifications.
- Developed 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

April 2001 – September 2006

Pascagoula, Mississippi

Mr. Charest was initially hired by Huntington-Ingalls Industries (HII) Pascagoula Shipyard as a contract worker on a short-term software development project. At the end of the project, he was hired into HII for software development and logistics analysis work. He was later accepted into the company’s Supportability Engineering Training Program and promoted into a supportability engineering role working on new business development projects.

Supportability Engineer

As supportability engineer Mr. Charest was assigned to the new business development department. He 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 shipboard C4ISR and HM&E systems. He also performed supportability analysis for the Aegis Cruiser maintenance and modernization program. He worked with a variety of logistics data resources including:

- OARS maintenance data
- VAMOSC ownership cost data
- IHS Haystack supply parts and logistics data
- CDMD-OA configuration management data

His most significant project was an 18 month progressively complex series of studies comparing life-cycle costs of 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 U.S. Coast Guard as the Fast Response Cutter (FRC)-A. His studies were one of twelve projects to receive a 2005 Northrop-Grumman Corporation Excellence Award.

Other significant projects included:

- Performed a study for the DDX-21 class destroyer program to identify manpower requirements in support of total ship preventive maintenance.
- Performed studies for the Aegis Ballistic Missile Defense Program to identify launching platforms and ship survivability.
- Performed several Performance-Based Logistics (PBL) studies, evaluating the feasibility of converting existing organic logistics support into contractor-based support.

Logistics Analyst

Mr. Charest was reassigned as a member of the acquisition ILS team. He performed top-down breakdown Logistics Support Analysis (product support analysis) for electronic and HM&E systems on the LHD-8 (USS Makin Island) and LPD-17 (USS San Antonio) acquisition programs. As a logistics analyst Mr. Charest worked with Pennant's OmegaPS™ software in developing Logistics Support Analysis Records (LSAR). He also developed several custom MS Access database applications that were used by the ILS team to enhance OmegaPS™ usability and reduce labor in building LSAR products.

Software Developer

Mr. Charest's first role at the shipyard was developing and maintaining assorted software tools used for logistics.

- He developed a prototype Electronic Consolidated Availability Planning (ECAAP) database application for the U.S. Navy's AEGIS cruiser modernization program, to identify redundant work items in shipyard availability planning. The prototype demonstrated a potential cost savings of at least \$150,000 through eliminating redundant work in one shipyard availability.
- He developed an assortment of database applications for acquisition logistics analysis including product support analysis tools, General Purpose Electronic Test Equipment (GPETE) management tools, and manpower analysis tools.

PRC, Inc | December

Biloxi, Mississippi

1998 – February 2001

Intending to move his post-Navy career into software development, Mr. Charest accepted a contractor position at Keesler Air Force Base as software configuration manager.

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 U.S. Air Force primary training administration software, supporting training across five U.S. 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 | December

Pascagoula, Mississippi

1996 – December 1998

Mr. Charest’s first job after retiring from the Navy was with a small firm working at Huntington-Ingalls Industries (HII) Pascagoula Shipyard. He filled a position split between administering the firm’s computer network which connected their field office with office locations around the shipyard. His secondary role was managing a warehouse of Government-owned spares staffed by shipyard personnel, as the Government’s contractor representative.

Network Administrator

Mr. Charest managed the computer network used to support the Aegis Destroyer trial cards group. His network supported twelve personnel in five remote locations throughout the shipyard. His most significant accomplishment included:

- Expanded trial cards group network services while reducing network operating costs.
- Worked with shipyard personnel to establish dedicated network connectivity across all user locations, which improved trial cards support.

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 replenishment, storage maintenance, and new inventory acquisitions.
- He organized and tracked the delivery of short notice critical shipments utilizing commercial overnight delivery systems.

Mr. Charest designed and implemented a Microsoft Access database application to manage warehouse inventory, resulting in a seventy-five percent improvement in asset management, as measured by restock times.

Electronics Technician Senior Chief, Submarine Qualified (ETCS(SS)), USN (Ret.)

June 1974 – April 1996

- USS Port Royal (CG-73) February 1993 – April 1996 Pearl Harbor, Hawaii
- NATO AFSOUTH September 1989 – January 1993 Naples, Italy
- USS Dixon (AS-37) May 1986 – August 1989 San Diego, California
- Submarine Training Facility May 1982 – April 1986 San Diego, California
- USS Dolphin (AGSS-555) February 1980 – April 1982 San Diego, California
- USS Scamp (SSN-588) November 1975 – January 1980 San Diego, California