



OBJECTIVE: Parole Board Member

Business Acumen	Human Resources and Logistics Management	Team Leadership	Change Agent
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Skill Sets: Justice & Crime Activist • Human Resources Director • Joint Personnel Domestic Emergency Response Director • Executive Staff Leadership & Team Development • Personnel Development and Administration • Plans, Procedures, and Policies Development • Resource & Systems Execution

Work Experience

Political Candidate, Lt Governor for Alaska, September 11, 2017 to Aug 21, 2018 (Republican Primary Election)

- First time candidate; ran an Issues-based campaign
- Did not win, but came in 2nd state-wide: great campaign
- Public Speaking, Leadership, Management, Marketing, Networking, Politics

Alaska Republican JUDICIARY, LAW & CRIME State Convention Co-Chair for 2018

Victims for Justice Phoenix Award, 2018, for "Rising Above and Making a Difference"

Frontiersman Person of the Year, 2017 https://www.frontiersman.com/frontiersman-person-of-the-year-edie-grunwald/article_859d4a6e-edc0-11e7-9f25-4bc464c5cc10.html

Society of Human Resources – Senior Certified Professional since July 2015

Military Service: December 14, 1984 to September 27, 2015

Security Clearance: Top Secret

Director of Human Resources: March 2011 – October 2014

Director of J1 (Personnel): April 2009 – October 2014

Joint Support Group for Emergency Response: March 2011- December 2012

National Guard Joint Forces Headquarters, Army and Air National Guard, Joint Base Elmendorf-Richardson, Alaska

• Implemented and managed strategic direction and achieved organization goals and objectives for the human resources and personnel program component of the Alaska National Guard as established and directed by the Department of Veterans Affairs Commissioner/Adjutant General. Served in an executive leadership role to program staff, program partners, directorates, teams - successfully developed personnel and human resource programs, policies, guidance, and plans for up to 4000 employees. Highly proficient management of Army and Air National Guard full-time military and technician personnel/positions (1,753) hiring, employee benefits, labor relations, equal employment opportunity, classification, staffing, hiring, training and development, administrative, budgets, analysis. Ensured personnel status, logistics, financial, medical, and communications for domestic emergency response was captured and reported accurately. Resolved complex personnel issues; created positive partnership between management and labor union. Selected and participated on a national-level Critical Task Board and developed critical tasks and processes for a domestic emergency response course. Volunteered and participated in Air Reserve Personnel Center promotion selections and acted as president in hiring panels for the National Guard Bureau. Provided oversight for Family Programs and Personnel Support Services to military members and their families: education, transition, deployment, sexual assault, financial, resources, community, chaplain, funeral honors, Employers in Support of the Guard and Reserves & Family Programs volunteers – extremely successful programs! Supervised director of Family Programs and deputy director of HRO with secondary supervision and oversight for up to 77 full-time personnel to include section chiefs and program managers. Charted courses to attain goals and ensured training for continuous improvement in expertise and customer service. Researched complex guidance and provided direction and courses of action. Awarded the Alaska Distinguished Service Medal: successful personnel and logistics coordination with major commands, other states, and various military services for preparation and execution for domestic emergency responses and exercises; flawless emergency response for citizens of Cordova during record levels of snow; instrumental in Arctic Care 2012 – largest and most successful humanitarian operation in its 18-year history. Benchmarked for DoD innovative readiness training events which are community needs that match to training opportunities with no cost to the community. • Expertly managed civilian technician workforce furloughs and sequestration directives: communicated, gave presentations at town halls, coordinated with the labor union, answered congressional concerns – led an extremely efficient notification and tracking process resulting in 100% accountability. Alaska National Guard Diversity Executive Council Representative – created a diversity program, chaired meetings, recruited participants and coordinated leadership training. Improved customer service by ensuring the HR staff was trained, responsive, polite, and represented the office with professionalism and expertise. Authored the state active duty guidance for the Department of Military Veteran Affairs. Provided headquarters leadership for operations and personnel, state promotion guidance and Central Management Panel for senior Air



National Guard positions letters of instruction as AKANG Chief of Staff. Continued education in HR and leadership to provide best services possible.

**Deputy Director of Human Resources for AKNG
Joint Director of Personnel for Domestic Response**

April 2009 – March 2011

National Guard Joint Forces Headquarters, Army and Air National Guard, Ft. Richardson, Alaska

- Expert management of all aspects of full-time military and technician positions: hiring, employee benefits, labor relations, classification, staffing, administrative, employee relations, disciplinary actions, performance evaluations, awards and recognition, retention, OWCP, EEO, grievances, marketing.
- Masterfully ensured personnel status of domestic emergency response was captured and reported accurately; coordinated Family Programs and Personnel Support Services to military members and their families.
- Supervised three section chiefs with 15 people and two J1 teams
- Charted courses, attained goals; ensured on-going personnel training, improved expertise and customer service in HR office.
- Corrected finance weakness ensuring accountability.
- Researched complex guidance; effectively offered high value options for personnel issues.
- Continued education in Human Resources.

Executive Director of Staff

May 2008 – April 2009

National Guard Joint Forces Headquarters - Air, Ft. Richardson, Alaska

- Deputy to the AKANG CEO. Provided direction and guidance for Air and Joint programs, including oversight for contingency plans, alert, mobilization, deployment and employment of over 1,900 ANG personnel.
- Coordinated with Major Commands and the National Guard Bureau for resources; assisted senior military leaders on state and federal government issues.
- Created briefings for General-level presentations to many audiences.
- Ensured staffing packages and personnel actions were accurate, timely; provided guidance on plans, policies.
- Achieved high level of excellence for smooth, efficient processes.
- Problem solver – resolved congressional inquiries, policy exceptions, manpower, organizational and economic impact.
- A team builder - energized, inspired mentored, connected personnel & agencies via information sharing w/priceless results.

Deputy Executive Manager

May 2007 – May 2008

Mission Support Group, 176th Wing, Kulis ANG, Alaska

- Directed infrastructure operations of aviation base: provided supervision and guidance to 8-12 full-time personnel and indirectly to 100-150 employees: various state program and contract employees engaged in supervisory, professional, technical and administrative work. Oversaw contracting operations for the base. Directed and supervised through subordinate supervisors, sophisticated communications and computer systems, personnel data systems, real property assets, logistics (supply, vehicle management, fuels, planning and execution), security forces, and medical. Fielded personnel, resolved conflicts and mobility issues; coordinated budget requirements; reviewed, accepted, amended, or rejected work accomplished through subordinate supervisors.
- Met employee development and training needs; managed resources; guide on selective retention, fitness test and personnel manning documents; evaluated and monitored combat readiness of mission support functions and assigned personnel; Assigned as Director of the Emergency Operations Center for the base.
- Attended conferences; gained information to address organizational issues; developed and maintained networking relationships for information sharing and smooth coordination locally and nationally.
- Awarded the Meritorious Service Medal - acting executive personnel and operations manager for three months. Resolved difficult personnel issues between two senior managers. Extensively researched and scrutinized complex documents, success: obtained State and NGB approval for private organization lease – pivotal to wing morale. Volunteered for three-month assignment as AK Functional Area Expert – effectively negotiated solutions across the National Guard Bureau's directorates "A-Staff" resolving longstanding personnel and operational discrepancies.

Student, Air War College (in residence)

July 2006 - May 2007

Air University, Maxwell AFB, Alabama

- Earned Master of Strategic Studies Degree and completed Joint Professional Military Education Phase I and II. Added value to leadership and decision-making abilities; gained knowledge and expertise on joint military operations, concepts, and practices in many disciplines; researched total force and presented ANG purpose and future options; studied strategic, international, political, economic, and global security; recognized for writing a model Joint/Coalition Military Operations paper – use of Air Reserve Component as operational/strategic forces. 3.462 GPA.

Sr. Personnel and Operations Manager

November 2001 - July 2006

Logistics Readiness Squadron 176th Wing, Kulis ANG, Alaska

- Led squadron to record heights—commanded, planned, organized, & directed 115 members to support Airlift and Rescue operations and 1,500 personnel with uniforms, equipment, deployment; expertly executed \$3.5 million in stock fund annually; maintained 96% vehicle in commission rate annually; strong, efficient operations & budget management—stretched funds 33%--allowed for more training and conference participation.
- Delivered uninterrupted



mission-critical services to the wing: vehicles, fuel, transportation, supplies, logistics planning & contracting—set the force management bar—developed leaders and workers for mission success, tended to retention, recruiting, training, PME, and operational metrics, instituted quarterly “Lee Fox” award, published a monthly newsletter with information and recognition for greater readiness posture and sense of military membership. • Supervised 8-10 full-time personnel directly and up to 115 personnel indirectly for logistics readiness base support. Devised unit goals tracked yearly—a success story exhibited through achievements: “Excellent” on ORI, “Satisfactory” on UCI, AF Outstanding Unit Award, 176th Wing Commander’s Organizational Excellence Award, & Alaska’s Governor’s Distinguished Unit Medal & Meritorious Service Medal. • Change management: led seamless reorganization to combat wing as well as ongoing changes; prepped for the location change. • Leader on Logistics and Contracting Executive Councils—engaged on national level issues and networking.

Senior Logistics Plans/Installation Deployment Manager

Mar 2000 - November 2001

176th Wing, Kulis ANG, Alaska

- Managed, directed, controlled wing logistics planning; Installation Deployment Officer; published & instituted procedures, policies— “go to” officer for deployment, training, budget, manpower & facility taskings. • Implemented the brand-new expeditionary force concept for the Anchorage-based unit, coordinated participation for two flying squadrons, plus 94 people to eight world- wide locations for expeditionary combat support, provided support analysis for tracking and depicting available personnel to adequately support home and away missions.
- Devised and conducted unit exercises; introduced process to state goals with follow-through actions— to conduct needed training, identify areas for improvements and build on strengths. • Supervised 3 full-time; authored Installation Deployment & Strategic Plans.

Special Assistant to Alaska ANG CEO

Mar 1997 – March 2000

AKANG Headquarters, Ft Richardson, Alaska

- Assisted CEO and Executive Staff Manager in developing and implementing goals and programs; managed major program changes involving Alaska Air National Guard units; provided AKANG liaison to the NGB, Alaska Command, PACAF, and other commands; coordinated projected missions, funding, manpower, and logistics. • Future Missions POC, pursued Clear AFS (Space) & AK NORAD Region—AKANG gained and operates these missions today. • Managed Mil-to-Mil Contact program: hosted the Macedonian visit to Alaska and the Combat Search and Rescue team visit to Poland—assisted with NATO compliance—had national visibility and international effect. • Prepared and presented briefings to Senate Appropriations Committee, Congressional Staff, Senators and the Director of Army National Guard; composed briefings for conferences. • Built excellent working relationships; assisted Labor/Management Partnership Council—a benefit to DMVA! • Awarded AF Achievement Medal for the Alaska National Guard Long Range Plan. • Awarded Meritorious Service Medal.

Personnel and Operations Manager

Aug 1995 - Mar 1997

Logistics Support Flight, 168 ARW, Eielson AFB, Alaska

- Supported two aircraft maintenance squadrons & eight primary assigned KC-135R aircraft with flight operations.
- Managed aircraft maintenance through plans, scheduling, engine management, finances, workdays, training, analysis, & coordination; coordinated successful multi-force and multi-national exercises—resource savvy! • Led a strong training and career growth program; supervised 23 personnel—stabilized assigned strength and improved retention. • Active member, Air National Guard Maintenance Council. • Awarded Meritorious Service Medal (1991-1996)

Manager, Aircraft Maintenance Control

Aug 1992 - Aug 1995

168 ARW, Eielson AFB, Alaska

- Led full-time staff of nine, allocated work priorities, facilities, manpower, & material resources; superb supply/maintenance liaison. • Directed and controlled aircraft maintenance production—maintained 90 plus percent mission capable rate! • Planned and coordinated aircraft conversion from KC-135 D & E models to the R-mode—kept cost lowest ever! • Wing Team Award; 1994 ORI Outstanding Performer, Logistics: “Excellent”; ANGOA Officer of the Year, 1994.

Manager, Supply Operations

Aug 1991 - Aug 1992

168 ARW, Eielson AFB, Alaska

- Supervised ~ten supply personnel—improved technical & operational efficiency; advanced personnel relations; implemented cross-training program—customers and members expressed satisfaction.
- Highly successful at organizing, coordinating, and job accomplishment—Resource Management Squadron Officer of the Year, 1992.

Professional Military Education Instructor

March 1990 - June 1991

343rd Wing, Eielson AFB, Alaska (active duty/enlisted)



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- Taught leadership, management, military studies & communication skills to over 460 students annually. • Awarded AF Commendation Medal.

Machinist Technician

March 1985 - Feb 1990

343rd Equipment Maintenance Squadron, Eielson, AFB, Alaska (active duty/enlisted)

- Machinist capabilities were far above grade—earned a reputation for precision; quickly promoted to NCOIC, strong leadership skills; promoted through Stripes through Exceptional Performance (STEP); manufactured and repaired aircraft, utilized mills, lathes, drills, grinders, hand tools and blueprints. Airman Leadership School and Noncommissioned Officer Academy distinguished graduate and communications award; selected for NCO Year, nominated for Twelve Outstanding Airman Award.
- Awarded AF Commendation Medal.

Educational Achievements

Completion Date

Northcentral University, Prescott Valley, Arizona

2012

- Doctor of Business Administration, Specialization in Human Resources Management

Completed three classes

Air University, Air War College, Maxwell AFB, Alabama

2007

- Masters of Strategy – Emphasis in Military Strategy, Joint Operations and the Employment of Air and Space Power in Support of National Security, 3.462 GPA out of 4.0

University of LaVerne, Fairbanks, Alaska

1997

- Master of Science in Business Organizational Management, 3.62 GPA out of 4.0

Wayland Baptist University, Fairbanks, Alaska

1992

- Bachelor of Science in Occupational Technology, with honors, 3.79 GPA out of 4.0

Community College of the Air Force

- Associate of Science Degree in Instructor Technology/Military Science

1992

- Associate of Science Degree in Metals Technology

1991

Colorado School of Trades

- Certified in Gunsmithing (+2000 hours)

1984

Military Education

- Sr. Development Education, Air War College (Residence), Maxwell AFB, Alabama

05/2007

- Air Command & Staff College (Seminar), Anchorage, Alaska

11/2002

- Squadron Officer School (Residence), Communications Award, Maxwell AFB, Alabama

01/1997

- Academy of Military Science McGhee-Tyson ANGB, Tennessee

08/1991

Significant Military Training

- Domestic Emergency Operations Personnel Sr. Leader Course,

02/2014

- Numerous HR courses, both U.S. Government, civilian and state

- Domestic Response/Joint Reception, Staging, Onward Movement & Integration

12/2012

- Fiscal Law Course

05/2012, 05/2009

- Professional Development Instruction

04/2012

- Joint Commanders Training Course, NORTHCOM, Colorado Springs, CO

01/2012

- Commander's Course, NGB, Joint Base Andrews, MD

2011

- Diversity, Resiliency, Four Lenses

03/2011

- Labor Arbitration

06/2011

- AFSO21 06-Leadership Course (Six Sigma/Excellence)

01/2009

- State Joint Operations Center Training, Ft Richardson, Alaska

08/2007

- Environmental Management System, Kulis ANGB, Alaska

08/2007, 07/005

- Contemporary Base Issues Course, Anchorage, Alaska

07/2003

- National Guard Trained Crisis Responder Course: Terrorism and Disaster Response

05/2003

- Executive Development Seminar: Leading Change, Western Management Development Center, Denver, Colorado

01/2003

- Contingency War Planning Course, Tyndall AFB, Florida

10/1999

- USAF Intelligence Tactical Deception Course, Bangor, Maine

10/1996

- Squadron Commander Orientation Course, McGhee-Tyson ANGB, Tennessee

05/1996

- Aircraft Maintenance Management, Sheppard AFB, Texas

08/1993

- Supply Management, Lowry AFB, Colorado

03/1992



- Instructor School, Maxwell AFB, AL
- US Army Machinist Technical School, Aberdeen Proving Ground, MD

03/1990
03/1985

Military Medals

- Meritorious Service Medal five times
- Air Force Commendation Medal, twice • Air Force Achievement Medal
- Air Force Outstanding Unit, five times • Air Force Good Conduct Medal, three times • National Defense Service Medal, twice • Armed Forces Reserve Medal, twice
- Alaska Distinguished Medal • Alaska Commendation Medal, three times • Alaska Governor's Outstanding Unit Citation, twice

Professional Associations

- Military Officers' Association, Secretary (2012 to present)
- Air National Guard Officers Association (ANGOA) / National Guard Association of the United States (NGAUS), Life Member since 1992
 - ANGOA President, March 2013 – May 2015
 - ANGOA Secretary, June 2010 – March 2013
- Local Federal Coordinating Committee (LFCC) for Combined Federal Campaign, Board Member representing AKNG (Apr 2013-Oct 2014)
 - Compliance Officer for 2014
- Society for Human Resource Management – member

Volunteer & Community Activities

- Board member for Point Blank Non-profit, 2018
- Certified to teach Concealed Carry Weapons Course, USSCA (USSCA Member)
- Santa Cop Volunteer & Sponsor, 2017 & 2018
- Bear Paw Beauty Pageant and Talent Judge, 2018
- Business Owner to Advance Special Needs Talents
- Speaker for Veteran's events
- President, Alaska National Guard Officers Association (non-profit, private org) April 2013 – April 2015
 - Led monthly meetings; coordinated and held annual 2014 and 2015 conference; marketed for membership, coordinated and contracted for events
 - Attended National Guard Association Conferences, National Guard Executive Director Conferences;
 - State Sponsored Life Insurance representative for five years, steadily grew in annual value – coordinated with enroller for insurance briefings.
- Secretary, Alaska National Guard Officers Association Nov 2009 - April 2013
 - Attended monthly meetings, took comprehensive minutes 100% for over three years.
 - Produced Alaska original art lapel pins for the national meeting for five years.
- Chaperoned for MatSu Ski and Snowboard Club 2014-2015 season
- Chaperoned grades 1-12 school trips to include choir competition and educational trip to China in April 2014.
- Member, MatSu Republican Women's Club since 2007
- Member of the Anchorage and Valley Republican Women's Clubs
- NRA Member
- Ducks Unlimited Member