

# Richard Stillie, Jr

## Objective

*To assist in fostering a positive, professional environment where leadership and initiative are expected, goals are clear and achievable, excellence and impartial judgement are the root foundation for all decisions made.*

## Profile

Over twenty –five years of progressive experience in various facets of maintenance management, material management, logistics, transportation, warehousing, inventory control, and supply support processes. As a support technical manager, I have demonstrated a proven track record of managing government contractual requirements by monitoring & tracking numerous aspects of maintenance and on-site support to include: procurement, inventory analysis, creating and implementing status reports, developing process metrics, and utilizing maintenance management systems to ensure requirements and goals are met. In addition, I have been responsible for other aspects of organizational support: maintaining accountability and maintenance of government (GFP) and contract acquired (CAP) materials and assets, managing vehicle and equipment fleets, and ensuring that OSHA and environmental requirements are maintained in the workplace. I have been responsible for budgetary and fiducially accountability related to contractual allocations. I possess a proven track record in leadership skills related to employee recruiting, hiring, supervising, team building and training and am comfortable interacting between various departments, organizations and the customer.

## Skills Summary

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|----------------------------------|----------------------------------|-------------------------------|
| • Leadership abilities           | • Project management             | • Maximo proficient           |
| • Maintenance scheduling         | • Professional presentations     | • Microsoft Office proficient |
| • Facility maintenance knowledge | • Supply chain management skills | • Procurement knowledge       |
| • Material management            | • FAR proficient                 | • 29 CFR (OSHA) knowledge     |
|                                  |                                  | • CDL Hazmat Endorsed         |

## Professional Experience

**Wolf Creek Federal Services (a subsidiary of Chugach Government Solutions) 12/2015 to Present**  
**Current Position: Logistics Manager, Ft Greely, AK**

- Manages logistics personnel performing support-related activities for the Fort Greely BOS (Base Operations Support) contract. Responsible for overseeing multiple aspects of operation support, material and supply chain flow management systems, shipping and receiving, warehousing, government property management, fleet management, and tool inventories.
- Responsible for job tasking, technical direction and guidance, training, and mentoring of assigned personnel.
- Develops SOP's, instructions, control metrics, and status reports to ensure that goals are met.
- Ensures that the contract performs to the standards set by the FAR (Federal Acquisition Regulations)
- Interacts daily with government customer to ensure success of the contract.
- Ensures departmental compliance with CDRL's (Contract Data Requirements List) and any other government directed requirements.
- Tracks and updates status reports on open corrective maintenance work orders. Oversees product and material availability for thousands of preventative maintenance work orders by analyzing usage and setting reorder points in management maintenance system (Maximo). Maintains metrics, reports, process documentation, customer service logs, and training & safety records.
- Accountable for over \$4,000,000 of US Govt property and \$4,300,000 in spares inventory (warehousing), overseeing annual inventories, and ensuring compliance requirements of FAR 45 & 52.245
- Utilizes knowledge of OSHA (29CFR), EPA, AR-385-10 and garrison requirements to ensure a safe

environment of the workplace; to include: safety inspections, maintaining SDS database and handbooks & proper storage of hazardous materials and waste per garrison requirements.

- Oversees management of vehicle fleet (40+ vehicles), Working knowledge and usage of MHE, to include: forklifts, tractor trailers, hand trucks, etc.

**Kaya Associates (Bering Kaya Support Services)**

**2/2011 to 12/2015**

**Position: Logistics Manager, Ft Greely, AK**

- Managed logistics personnel performing support-related activities for the Fort Greely BOS (Base Operations Support) contract. Responsible for overseeing multiple aspects of operation support, material and supply chain flow management systems, procurement operations, shipping and receiving, warehousing, government property management, fleet management, and tool inventories.
- Responsible for job tasking, technical direction and guidance, training, and mentoring of assigned personnel.
- Developed SOP's, instructions, control metrics, and status reports to ensure that goals are met.
- Instrumental in standing up initial operational supply chain system for current BOS contractor by designing and implementing an effective flow process that included incorporating a maintenance management system (Maximo).
- Interacted daily with government customer to ensure success of the contract.
- Ensured departmental compliance with CDRL's (Contract Data Requirements List) and any other government directed requirements.
- Oversaw procurement activities that result in multi-million dollar expenditures annually. Reviewed MRP's, RFQ's, Sole Source Justifications (Q&A's), Purchase Orders and supplier selection criteria in accordance to the FAR (Federal Acquisition Regulations).
- Tracked and updated status reports on open corrective maintenance work orders. Oversaw product and material availability for thousands of preventative maintenance work orders by analyzing usage and setting reorder points in management maintenance system (Maximo). Maintained metrics, reports, process documentation, customer service logs, and training & safety records.
- Was accountable for over \$4,000,000 of US Govt property and \$3,000,000 in spares inventory (warehousing), overseeing annual inventories, and ensuring compliance requirements of FAR 45 & 52.245
- Utilized knowledge of OSHA (29CFR), EPA, AR-385-10 and garrison requirements to ensure a safe environment of the workplace; to include: safety inspections, maintaining SDS database and handbooks & proper storage of hazardous materials and waste per garrison requirements.
- Oversaw management of vehicle fleet (40+ vehicles), Working knowledge and usage of MHE, to include: forklifts, tractor trailers, hand trucks, etc.

**The Boeing Company**

**8/2004 to 2/2011**

**Final Position: Support Technical Manager (On Site Support Center) Ft. Greely**

- Managed employees performing technical or specialist activities within Product Support to include the Interceptor Production Team and Weapon System Operation and Product Support Team. Oversight of the following: warehousing, material management for interceptor flight hardware, U.S. Government property control, vehicle & fleet management, key control, procurement, calibration coordination of tooling and equipment, aircraft off-loading operations of major interceptor components, and PHS&T.
- Developed and executed project and process plans, implemented policies and procedures and set operational goals. Applied knowledge of CIMMS (maintenance management system) to perform analysis of receiving and issuing parts for maintenance, tracking inventory, ensuring parts availability, maintaining government and CAP (Contract Acquired Property) per FAR Part45 & 52.245 requirements, checking status of procured materials, and creating/updating work orders.
- Interacted and briefed the government customer and other organizations on status reports.
- Oversight and management of 6 distributive power generators on missile defense complex. Responsible for tracking and recording maintenance activities, notifying end users of potential power outages, and verified (QC'd) contractor performed maintenance activities as required per contract.
- Used knowledge of OSHA and EPA requirements to ensure safety requirements of workplace; to include: creating JHA's (job hazard analysis), safety inspections, maintaining MSDS online database and workplace handbooks, proper storage of hazardous materials and waste.

- Knowledge and usage of material handling equipment, to include: forklifts, semi-tractor trailers, hand trucks, etc. Involved with drafting DI's (Desktop Instructions) to ensure proper procedures in job tasks. Worked closely with Team Lead to ensure site support processes proceeded smoothly. Consistently provided instruction, training, and positive models in order to guide fellow employees.
- Performed cost analysis surveys that result in improved customer service, process improvements, and lower costs. Verified data on outstanding requisitions, purchase orders, and work orders that directly affected metric trends. Initiated several LEAN concepts to improve processes and reduce overall costs.
- Accountable for over 2,100 lines of government property valued at over \$15 million and \$5.3 million of critical spares. Maintained recordkeeping and lifecycle of assets.

## Education

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UNIVERSITY OF ALASKA-ANCHORAGE

COLLEGE OF BUSINESS AND PUBLIC POLICY

Supply Chain Management Graduate Certificate (12/2009) GPA: 4.0/4.0

Recipient of the Garth N. Jones Outstanding Graduate Student Writing Award, 2009

AMERICAN INTERCONTINENTAL UNIVERSITY, HOFFMAN ESTATES, IL

Master of Business Administration, Leadership 12/2007 GPA: 4.0/4.0

AMERICAN INTERCONTINENTAL UNIVERSITY, HOFFMAN ESTATES, IL

Bachelor of Arts Business Management

Concentration: Operations Management, 11-2006 GPA: 4.0/4.0

## Community Involvement

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- **Boy Scouts of America—Troop 56 Delta Junction**  
2011- present  
Held various troop committee positions (chair, advancement coordinator, etc) and volunteering with youth activities including community projects, campouts, Eagle scout projects, etc
- **Clearwater Baptist Church-Delta Junction**  
2006 – present  
Involved with many church related programs & activities. Youth program leader (AWANA) for over 8 years  
Currently serving on the deacon board.
- **Delta Sportsman's Assn**  
2013-present  
Involved with the youth programs, assisting with high school shooting team, etc.  
Currently serving as secretary since 2015; volunteer duties include: overseeing membership issues (250 + members), communications, and recordkeeping.
- **Alaska Republican Party**  
Actively involved since 2008.  
District chair (2012-2016) Duties included: coordinating with state party campaigns, standing up presidential primary poll locations (throughout the district), managing district budget, and recruiting volunteers across a diverse and large rural district.  
I am currently serving on the standing State party rules committee and as an asst treasurer for the district party.