

**William Pappas**  
3936 Middlewood Drive,  
Virginia Beach, VA 23456-7205  
(H) 757. 965.6677 (C) 757.282-9762  
Email: wpappas@aol.com

**SUMMARY:** Significant experience in Human Resources, Administration, Personnel and Manpower Management in very large organizations. Thirty-eight years of progressively challenging military leadership experience, duties and responsibilities with documented successes in strategic planning, optimizing organization, personnel management, team building, and effective communications at all organizational levels.

**WORK HISTORY/ASSIGNMENTS:**

**Senior Analyst; Organization, Manpower, and Personnel** **10/2006 - Present**  
**C.A.C.I. International, Inc., 1100 North Glebe Road, Arlington, VA**

Provide Human Resources and personnel support to USJFCOM Joint Concept Development and Experimentation and Maritime Civil Affairs Group. Provide Human Capital Strategy and manpower and personnel organizational analysis support to U.S. Seabees headquarters, Commander FIRST Naval Construction Division (1NCD). Wrote over 65 NSPS civilian personnel position descriptions for 1NCD, Little Creek, VA and subordinates located in Port Hueneme, CA, Gulfport, MS and Pearl Harbor, HI. Identified and recommend solutions to improve 1NCD organizational structure, effectiveness and efficiency. Used organizational management experience, administrative expertise, and military and civilian manpower requirements development/validation knowledge to complete the scheduled six-month project well ahead of schedule. Prior to this project, was assigned to Commander Second Fleet (C2F) to spearheaded a personnel, manpower and organization team in developing the Navy's Maritime Headquarters with Maritime Operations Center (MHQ w/MOC) project. Developed a plan of action to reengineer the organizational structure of each of five numbered fleets to enhance mission readiness/effectiveness utilizing unprecedented manpower generating techniques that assign personnel by their occupational/ personal competencies matched to the mission essential tasks they are to required to accomplish.

**Director of Resources, Chief Information Officer and Command Inspector General** **02/2005 - 10/2006**  
**Commander Operational Test and Evaluation Force, Norfolk, VA**

Responsible for the management of staff resource support in the customer service areas of personnel administration, training, information resources, supply, contracting and logistics, facilities maintenance, personnel/physical security, and career counseling to over 300 employees assigned to the Navy's sole operational test and evaluation (OT&E) agency responsible for Navy OT&E of all weapons systems, command and control communications, ships, submarines, aircraft, their tactical employment and associated equipment Superbly orchestrated reorganization of all support staff functions under one division. Lead this most diverse support cadre of over 65 employees by smoothly integrating all customer service functions of information resources, logistics, supply, contracting, travel, facilities management, personnel/ physical security, training, administration and career counseling into one mission-focused team.

**Chief of Staff and Resources Officer** **02/2004 - 02/2005**  
**Task Force Warrior, Norfolk, VA**

Responsible for the establishment, executive personnel administration, business operations, internal/external communication dissemination, morale and welfare of the staff of 16 hand-picked subject matter experts charged with the responsibility to integrate the Navy's manpower, personnel, training and education components into a single human resource system linked to the Navy's acquisition and readiness processes, and deliver this capability to the Fleet as Sea Warrior.

**Director, Field Support Division** **05/2002 - 02/2004**  
**Navy Personnel Command, Millington, TN**

Responsible for managing the Navy's Pay and Personnel Administrative Support System (PASS), military entitlements and benefits; data quality and timeliness, fitness and performance report policy, and development/deployment of future eBusiness pay, personnel, and passenger transportation systems.

**Commanding Officer** **05/2000 - 05/2002**  
**Personnel Support Activity, Jacksonville, FL**

Managed the operation of a 45-person staff and 17 subordinate satellite centers encompassing over 750 employees who provided direct pay, personnel, transportation and military benefit and identification support to over 1million military men and women, retirees, and their families in the Southeastern U.S. from Camp Lejeune, NC to Key West, FL and as far west as Gulfport, MS. Area of responsibility also included overseas stations in Puerto Rico and Guantanamo Bay, Cuba.

## **OTHER INFORMATION:**

Having honorably served in the U.S. Navy as both an enlisted serviceman and commissioned officer, successfully held many executive personnel/administrative positions. Experienced leader of leaders. Administration and Personnel subject matter expert. Tactfully interact with high ranking officials and junior staff members in a manner that facilitates or enhances cooperation and teamwork. Demonstrated skills and abilities to communicate verbally and in writing in the preparation, organization and presentation of executive level briefings and white papers. Expert technical writer and editor. Expert user and trainer skills in Microsoft Office suite applications (Word, Excel, PowerPoint) as well as Adobe Acrobat Professional.

## **U.S. MILITARY SERVICE SUMMARY:**

**Active Duty:** 09/1968 to 11/2006 - U.S. Navy

1968-1980 – Enlisted Service E-1 to E-8

1980-2006 – Commissioned Officer Service O-1 to O-6

**Retirement Rank:** Captain/O-6. **Retirement Date:** 11/01/2006

### **Summary of military assignments:**

Director of Resources, Chief Information Officer, Command Inspector General at Commander Operational Test and Evaluation Force, Norfolk, VA; Chief of Staff and Resources Officer, Task Force Warrior, Norfolk, VA; Director, Field Support Division, Navy Personnel Command, Millington, TN; Commanding Officer, Personnel Support Activity, Jacksonville, FL; Executive Officer, Personnel Support Activity (PSA), Norfolk, VA; Administrative Officer, USS ABRAHAM LINCOLN (CVN 72), Everett, WA; Director of Administration, Supreme Allied Commander Atlantic (SACLANT), Norfolk, VA; Flag Secretary to Commander, U.S. Pacific Fleet (COMPACFLT), Pearl Harbor, HI; Administrative/Personnel/Manpower Officer, Commander Third Fleet (C3F), Pearl Harbor, HI; Officer in Charge, Personnel Support Detachment (PSD), Lemoore, CA; Administrative Officer, USS Mount Whitney (LCC 20), Norfolk, VA; Personnel Chief in Charge, Personnel Support Detachment, Brunswick, ME; Customer Services Supervisor, Personnel Office, USS SIMON LAKE (AS 33), Charleston, SC; Administrative/Personnel Supervisor USS BORDELON (DD 881), Charleston, SC; Personnel Office Supervisor, Attack Squadron FORTY TWO, NAS Oceana, VA; Personnel Office personnel clerk, USS JOHN PAUL JONES (DDG 32), Long Beach, CA; Educational Services clerk, USS ISLE ROYALE (AD 29), Long Beach, CA; Trainee, Recruit Training Command, Great Lakes, IL.

### **Professional Training, Licenses and Certifications:**

Presently hold Secret clearance. (Eligible for Top Secret clearance)

Basic Naval Inspector General Investigations course - 03/2005

Joint Antiterrorism course - 04/2005

Defense Travel System Certifying Officers and Accountable Officials course - 05/2005

Hotline Investigator course - 05/2005 (Certified Navy IG investigator)

Military Justice Senior Officer course - 01/2001

Command Leadership course - 04/2000

### **Professional Ratings, Awards, Honors and other recognition:**

Received top outstanding performance ratings throughout Navy career. Awards and decorations: Legion of Merit; Defense Meritorious Service Medal; (6) Navy Meritorious Service Medals; (2) Joint Commendation Medals; (3) Navy Commendation Medals; Navy/Marine Corps Achievement Medal; (3) Good Conduct Medals; Republic of Viet Nam Service Medal (w/2 stars); Republic of Vietnam Campaign Medal (w/device 1960 - ); National Defense Service Medal (w/2 stars); Global War on Terrorism Service Medal; Squadron and Air Wing Shore Sailor of the Year 1974; Squadron and Air Wing Shore Sailor of the Year 1975; and various other meritorious unit excellence awards and letters of commendation.

## **EDUCATION**

Bachelors Degree in Business Administration, Chaminade University of Honolulu, HI - 1988