SAMPLE APPLICATION PACKAGE

Community Flag Approval for LCDR D. J. Barber, USN, XXX-XX-0000/XXXX

From: Commander, USS UNDERWAY (DD-XXX)

To: Director, Secretary of the Navy Tour with Industry

Via: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

Subj: SNTWI FELLOWSHIP COMPANY AND LEARNING OBJECTIVE APPROVAL O ICO LCDR D. J. BARBER XXX-XX-0000/XXXX

1. LCDR Barber’s participation in SECNAV Tour with Industry at (Company) will provide the XXX community with incredible insight to organizational and management innovation, and emerging technologies that will influence the operation and culture of the DON in the future.

2. I have reviewed and approve LCDR Barber’s learning objectives for (Company).

 I. M. SALTY

 RDML USN

SAMPLE APPLICATION PACKAGE

DETAILER ENDORSEMENT on LCDR D. J. Barber, USN, XXX-XX-0000/XXXX

From: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

To: Director, Secretary of the Navy Tour with Industry

Subj: SUMMARY OF SNTWI FELLOWSHIP ASSIGNMENT

IMPACT ON COMMUNITY, INDIVIDUAL CAREER AND IDENTIFIED UTILIZATION TOUR ICO LCDR BARBER

1. Current Tour Impact: (Provide comments on impact to current tour if selected).

1. Overall Individual Career Impact: (provide comments on impact to overall career if selected).

1. Projected Rotation Date/Relief Concerns: (Provide PRD and comments on relieving proc~~ess if selected~~).

1. Needs of Community Impact: (Provide comments on impact to the community manning if selected).
2. Recommended SNTWI Utilization Tours: (Provide a minimum of three tours that would utilize the knowledge and skills following the SNTWI fellowship).

 I. M. DETAILER CAPT USN

**Military to Civilian Resume**

123 Your Address City, State, Zip Code (xxx)-xxx-xxxx, your@email.com

# Summary of qualifications

* Demonstrated technical acumen and competency in computer systems installation, testing, maintenance, repair, and networking
* Strong track record of problem-solving success in high-pressure, operational settings
* Adept at organizing and leading diverse staff in dynamic environments
* Exceptional communicator, skilled in peer and team development

# Professional Experience

## U.S. Army, El Paso, TX

## Information Technology Specialist, October 2013 – Present

* Maintain, process, and troubleshoot computer systems/operations, providing technical support and configuring security equipment for team of 642 staff members
* Regularly disseminate guidance, procedures, and policies regarding computer security
* Review threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
* Research latest market trends and review current information technology advancements
* Work with portable network systems capable of supporting up to 1,000 users in deployment

## U.S. Army, Fort Hood, TX

## Assistant Operations Officer, February 2012 – September 2012

* Coordinated and planned day-to-day operations and logistical support, helping facilitate smooth information exchange between the Operations Officer and 465 staff members
* Advised and supported Operations Officer in meeting objectives for planned operations
* Prepared and reviewed serious incident reports, situation reports, operational briefs, and other required reports for accuracy and precision
* Developed a real-time system for tracking combat readiness and operation status

## U.S. Army, Fort Hood, TX

## Platoon Leader, August 2010 – January 2012

* Supervised a 50-person team, providing individual coaching and mentorship to foster professional development
* Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team’s excellence in light infantry
* Ensured equipment’s operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than $2 million
* Served as liaison with external organizations in order to ensure quality training environments

# Education

## University of Houston, Houston, TX, 2010

* Bachelor of Science in Computer Information Systems

# Additional Skills

* Languages: HTML, JavaScript, PHP, Visual Basic
* Software: Adobe Acrobat, Adobe Photoshop, Microsoft Office Suite

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| **Secretary of the Navy****Tours With Industry (SNTWI)****Training Objectives** |

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| **PROGRAM DESCRIPTION** |

The purpose of this program is to provide the fellow with training, skills, and exposure to best-in-class business procedures and practices not available through existing military or advanced civilian schooling programs for identifiable Department of the Navy requirements. Fellows need to gain a general knowledge of the company’s approach to leadership, corporate/organizational planning, management techniques, and resource management. The student should at all times be looking for ways to take best practices of the company back to their future assignments. This knowledge will enable the Navy to be more familiar with industry innovation and transformation issues which will likely confront future DoN senior leaders, and as a result be more capable of meeting future challenges.

The Navy greatly benefits from having the first-hand experience of sailors in a private sector company’s corporate environment. Exposure to cutting edge business practices within an organization with a global reach and a repeatable culture of success will broaden our sailors’ (both enlisted and officers) leadership skills and management practices from the top private sector companies in the country. These personnel will be at the forefront of transforming defense strategy, military forces, and the supporting infrastructure. This experience will translate to new and innovative ways of leading personnel, managing programs, and managing resources.

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| **LEARNING OBJECTIVES** |

1. General Learning Objectives to understand programmatic complexities and nuances of an advanced organization
	1. Learn the organizational leadership styles, unique structure and management processes at SpaceX.
	2. Learn launch operations, transportation of assembled rocket to launch site to launch to transfer of operations from launch provider to customers like NASA, DoD, agencies, and foreign enterprises.
	3. Understand how a private company like SpaceX bids and obtains projects/programs from proposal to contract award.
	4. Work with engineers and technicians in a team-setting to manufacture/manage spacecraft and rockets in an assembly line style factory.
	5. Understand how SpaceX identifies needs, turns them into requirements, and later to action.
2. Specific Learning Objectives to enable utilization as the K/C-130T Program Manager for CNAF
	1. Serve as a scheduler for multiple new Starship programs: crewed, cargo, and HLS iterations will parallel Navy medium-lift cargo/crew logistics.
	2. Coordinate, maintain, communicate, and present the critical path schedules and schedule narratives.
	3. Maintain and perform schedule risk analysis to identify program criticality and uncertainty.
	4. Quickly understand existing and future projects, assemblies, sequences, and constraints in order to actively de-conflict issues with several teams across multiple sites.
	5. Devise, maintain, and improve scheduling tools and processes that identify, analyze, and brief potential constraints on a weekly and daily basis.
	6. Learn SpaceX engineering, production, and launch site operations in enough depth to be able to critically evaluate them and offer process improvements.
	7. Work with SpaceX managers, supervisors and leads to ensure that program schedules reflect reality and that projects and key deliverables will be completed on time.
	8. Facilitate and drive weekly schedule reviews with responsible engineers, ensuring up to date and accurate plans.
	9. Gain experience and fluency with Microsoft Project.

**RECOMMENDED FOLLOW-ON UTILIZATION TOURS**

CNAF K/C-130T Program Manager

* CNAF K/C-130T Program Manager
* N98 OLA Action Officer
* COMNAVRESFOR Flag Aide