

Joe Caruso

Treasurer & Financial Accountant / Membership Coordinator

US Navy 1/1/1965 to 1/1/1985

Career in management, evaluation, training and logistics support on both organizational and intermediate levels of aviation maintenance. Lead supervisor of EC-130 G/Q (TACAMO) training unit, directly supervising 32 instructors. Developed preliminary instructor staff requirements for E-6A training tracks. Assigned for two years as the intermediate maintenance supervisor of VQ-4's mobile maintenance facility. Responsible for managing division that repaired avionics equipment. Supervised over eighty O-Level and I-Level maintenance engineering technicians for over three years in support of the TACAMO Module Maintenance Facility (MMF) and the EC-130G/Q aircraft. Developed new maintenance requirement cards for TACAMO Improvement Program, Phase Two aircraft. Served as VQ-4's avionics organization maintenance supervisor and was responsible for directing the repair of VQ-4 aircraft avionics, including working directly with contractor engineers in solving problems with spare, provisioning, training and other ILS issues. Attended program reviews and conferences and participated in ILSMTs. Reviewed and evaluated original and intermediate technical publications. Initiated a hands-on testing and troubleshooting program, utilizing squadron-training equipment. Assigned to the squadron E-6A Fleet Introduction Team and reviewed system and ILS requirements of new aircraft.

Booz Allen & Hamilton 1/1/1985 to 1/1/1986

Provided engineering support to NAVAIR TACAMO section . Reviewed proposed program management plans and contract data item. Reviewed engineering specifications on the Solid State Power Amplifier, Advance Communication Systems, Dual Trailing Wire Antenna System and Compact Very Low Frequency Receiver Systems. Developed funding profiles that included logistic requirements for various ECPs. Provide technical support at program views and technical interchange meetings.

Dual Inc 1/1/1986 -1/1/1997

Responsibility for managing DUAL's support team for the Navy's Strategic Program Office, which includes the High Power Transmit Set Program, the Airborne Command Post, the Avionics Block Upgrade Program and the E-6A program. Responsible for the day to day guidance of fourteen personnel, ranging from entry to senior level staff. The team develops budgets; schedules; drafts and updates and guides through the approval cycle, DOD type acquisition documents. The team also assembles required Procurement Request (PR) documents (Statements of Work, Specifications, Contract Line Item Schedules, CDRL's) as well as routing the Procurement Request through the NAVAIR matrix in order to obtain the correct signatures. The team also tracks over 600 CDRLs for the above programs. The team develops program briefs that are given throughout the Navy and DOD acquisition and operational communities. Selected personally by the E-6 Program manager to support him with direct technical and programmatic support Project team Program Manager for DUAL's E-6A Avionics Block Upgrade program support team. The team provided technical and administrative support to the PMA 271 Block Upgrade Deputy Program Manager. Program schedules were developed and updated using both Freelance Graphics and Harvard Project Manager. The schedules include acquisition milestones for E&MD as well as production. These schedules also tracked Government Furnished Equipment (GFE) flow or delivery rates to match aircraft induction dates. Developed funding profiles using Quattro for the Block program. These funding documents were updated periodically to match new funding controls and program requirements. Also, developed PMA 271-2 "Spend Plan" that budgeted the total present year APN and RDT&E funds for the Block

Program. Drafted and updated several acquisition documents such as Configuration Control Plan, Acquisition Strategy Report, Test Evaluation Master Plan and Acquisition Plan. Also, drafted letters/memorandums to NAVAIR matrix, field offices and contractors. Provided technical support for review and update of contract requirement documents such as ILSD, CDRLs, Statements of Work, and various specifications. Drafted and update program briefs for Block personnel as well as prepared briefs for the Program Manager (PMA 271).

Sabre Systems 1/1/1997 to 6/1/2014

As Program Manager for Sabre Systems, manages the Navy Strategic Command Control and Communications Program Office support. Have direct responsibility for all facets of managing a team of 18 personal in the day-to-day support of the program office. The team supports the core leadership team, including the Program manager and his deputy, and the ten integrated product teams. Oversee and participate in the drafting of DOD-5000.2 documents including Program Baselines, Test and Evaluation Master Plans and Operational Requirement documents; budget spreadsheets including individual OSIP funding requirements; the program office master integrated modification schedule, as well the individual modifications schedule. Also manage the drafting of Government Furnished Equipment Databases and action tracking databases. Direct and participate in drafting of Program Procurement Documents including CDRL, SOWs and Contract Line Items. Oversee the development and administration of the Programs Office Technical Library.