

KEVIN WAYNE JOHNSON

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ORGANIZATIONAL LEADERSHIP

Senior Manager ~ Director ~ Chief of Staff

Senior leader driving organizational initiatives and priorities through strategic planning, cross-team collaboration, talent development, and budget management. Trusted business partner and visionary developing relationships, systems, and processes to reach goals while cultivating high-performance, high-retention cultures. Demonstrated ability to manage daily operations, plan events, and support decision-making at all levels.

PROFESSIONAL EXPERIENCE

NATIONAL SECURITY AGENCY (NSA), Fort Meade, MD [Top Secret/SCI] 08/2004 – 10/2017 (Retired)
Operations Directorate (DO), Expeditionary Operations Support (EOS)

Chief of Staff (08/2015 – 10/2017)

Lead and manage human resources (HR) tasks, budget, communications, engagements, visits/protocol, security, property and records, and office operations for 234-member EOS military and civilian workforce providing cryptologic and signals intelligence support to crisis/contingency missions worldwide. Oversee and report on hiring and HR activities. Mentor, coach, and manage eight civilian employees and supervise the Commander's Executive Assistant.

- **Human Resources** - Spearheaded completion of manpower resource allocation proposals in collaboration with Agency senior leadership team to finalize transition of EOS from Meade Operations Center into the DO as part of worldwide reorganization.
- **Budgeting** - Managed \$600K budget and oversaw National Cryptologic School (NCS) with \$2M in base funding for contractor training; represented EOS in execution reviews.
- **Strategic Communications/Engagements** - Ensured concise messaging/engagements, reviewing ~30 weekly internal/external communications with foreign and domestic stakeholders.
- **Training/Leadership Development** - Implemented 26-course EOS training program for military and civilian staff to aid career development and foster leadership skills. Served as liaison with the National Cryptologic School, Operations Directorate, Associate Director of Corporate Leadership, and Business Management and Acquisition Directorate, to document leader development.
- **Facilities and Property** - Maintained compliance with NSA/Central Security Service (CSS) requirements and met all property accountability data calls with 100% accuracy in the asset tracker automated tool.
- **Security** - Oversaw EOS Security indoctrination briefing and entered 30-50 actions into Gatekeeper.
- **Office/Records Management** - Coordinated office calendar/schedules, ordered supplies, drafted executive correspondence, and welcomed visitors.
- Received letter of appreciation for leading first phase of Director's Charge - Assessment and Recommendation.

Technology Directorate (TD), High Performance Computing (HPC)

Project Director (01/2015 – 08/2015)

Authored HPC business model for Intelligence Community, White House, NSA director, and two directorates outlining corporately accepted business, funding, and technology development strategy for data analytics service in newly established command. Coached and mentored management team in reviewing acquisition documentation. Structured contract to provide technical support services within HPC. Appointed to serve on culture and decision-making teams to develop recommendations for positioning the future of NSA/CSS for success (NSA21).

- Co-led Communications and Transparency Team; collaborated with representatives from Disney Corporation, NSA, USAA, and consultants to develop ideas for enhancing organizational culture.
 - Compiled recommendations from six subgroups into final report, leading to positive changes regarding professionalism, purpose, diversity, cooperation, empowerment, and security.
- Facilitated eight focus groups as leader of decision making team, to solicit feedback from managers and supervisors on workforce operations and decision making processes.
 - Reviewed and analyzed initiatives to produce actionable recommendations in response to internal/external criticisms of NSA and to address need for change.
 - Managed development of agency's first Integrated Decision-Making Framework.
 - Examined and reported on best federal agencies for employment, suggested action items for NSA/CSS to become model employer, and recommended policy revisions.
- Earned numerous awards for leadership on culture and decision making teams during reorganization planning.

NATIONAL SECURITY AGENCY (NSA), Fort Meade, MD

CONTINUED

Business Management & Integration | Directorate of Corporate Planning, Requirements, and Performance (BR)

Chief, Corporate Readiness Assessment Office (05/2012 – 01/2015)

Directed and facilitated NSA quarterly corporate readiness assessment program in collaboration with Joint Staff and executive leadership teams.

- Elected to serve as Chair of the Combat Support Agency (CSA) Readiness Working Group to influence and educate Joint Staff, Armed Services, and seven Combat Support agencies on readiness assessment issues and improvements needed to accomplish assigned missions.
- Managed quarterly readiness cycle, working across NSA, Joint Staff, and management teams to identify and document top deficiencies/concerns in report to Congress.
- Championed annual assessment of Combatant Commander's top 100 intelligence priorities through partnerships with Joint Staff and senior agency leaders, enabling Chairman and Joint Chiefs of Staff to evaluate strategic environment and provide comprehensive military advice and unified direction to Armed Forces.
 - Participated in Combat Support Agency Review Team to ensure favorable leadership response to biennial survey ratings received from NSA. Closed out recommendations for Secretary of Defense.
 - Represented NSA when conducting reviews with teams worldwide.
 - Secured NSA Director review/approval of readiness assessment.
- Led biannual Combat Support Agency Review Team assessment; received letter of appreciation from leadership.
- Earned Award of Excellence for exemplary service and support.

U.S. Cyber Command

Chief, Office of Command Secretariat (08/2010 – 05/2012)

Provided administrative support to Commander, Deputy Commander, and Chief of Staff during start-up of new military command. Synchronized and monitored all internal/external communications to maintain accurate, timely flow of policies, procedures, and information. Managed eight civilian, military, and contract professionals to develop and sustain seven program areas, including workflow management system, HR, information/records management, visits/protocol, external speaking engagements, standard operating procedures (SOPs), and administrative communications. Led Mission Analysis team in transition activities from sub-unified to unified combatant command.

- Managed 85-125 command tasks per month through automated registry; facilitated responses to 1,850+ tasks from Joint Staff, NSA, other combatant commands, and Strategy Command from FY 2011 to FY 2012. Improved on-time completion rates by 40% overall.
- Collaborated with HR and Deputy Chief of Staff to write, review, and certify position descriptions for 25+ new staff; acted as liaison with U.S. Strategic Command and U.S. Air Force office to secure key positions.
- Partnered with NSA and U.S. Strategic Command to write and certify interim and final records management (RM) policy. Appointed records officers, conducted ongoing RM training, reviewed vendor applications, created project plan, and represented Command at Joint Staff Records/Information Management Conference on behalf of senior leadership team. Ensured compliance with Presidential Memorandum.
- Orchestrated 120+ visits as member of Command Visits/Protocol Team. Hired nine visit managers. Developed and maintained budgets, approved office events hosted by Commander, and reported on foreign visits.
- Chaired 10-member SOP group charged with writing, editing, certifying, and staffing all command-wide policy documents/operating instructions for Chief of Staff approval.
- Wrote and certified policy instructions for senior leadership signatures, formatting, templates, and guidelines, in adherence to Department of Defense (DoD), U.S. Strategic Command, and U.S. Air Force policies.
- Received letter of appreciation for serving in role during Command's initial start-up phase.

Business Management Integration/Directorate of Acquisition/Information Technology (IT) Program Executive Office

Chief (08/2007 – 8/2010)

Information Technology Directorate

Chief (04/2005 – 08/2007)

Information Technology Infrastructure Services

Deputy Chief (08/2004 – 11/2004) | **Acting Chief** (11/2004 – 04/2005)

Revitalized Office of Acquisition Services maintaining 500+ IT contacts valued at \$3B. Increased trust among customer groups for innovative, streamlined, reliable solutions by aligning processes, communications, and support to meet customer needs.

- Established three teams of 55 acquisition professionals, including team leaders, portfolio managers, and Deputy Office Chief, to deliver software, hardware, and IT services.

NATIONAL SECURITY AGENCY (NSA), Fort Meade, MD

CONTINUED

Chief/Deputy Chief/Acting Chief - Information Technology

- Decreased requisition processing times by 50%.
- Mentored key acquisition staff recognized with Partnership Team Award for providing stellar support.
- Earned Joint Meritorious Unit Award and four yearly Special Act/Achievement Awards for superior leadership.
- Recognized for leading team of 21 business managers in supporting successful execution of IT contracts, earned two Business Management Awards.

Additional Leadership Positions:

Mathematics Education Partnership Program Speaker/Science Fair Judge (2009 – 2016)

Encouraged students to explore STEM careers by participating in monthly school events for students from seventh grade through college. Efforts recognized with letter of appreciation from senior staff.

Co-Chair, People with Disabilities (PWD) Employee Resource Group (2009 – 2011)

Managed implementation of EEO and diversity initiatives. Increased new hires by 130% within one year, negotiated office expansion, and authored "Ask the Experts" form that increased awareness of PWD concerns by 75%.

Prior Experience

GOVERNMENT OF DISTRICT OF COLUMBIA, Washington, DC

Special Assistant to Director, Office of Contracts & Procurement

VIVENDI UNIVERSAL, NEW YORK, NY

REUTERS AMERICA, INC., New York, NY

Manager, Information Technology Contracts / Director, Telecommunications Sourcing - Americas

U.S. DEPARTMENT OF THE TREASURY (Internal Revenue Service), Washington, DC and New York, NY

Regional Chief Procurement Officer and Contract Administrator

EDUCATION | CERTIFICATIONS | TRAINING

VIRGINIA COMMONWEALTH UNIVERSITY, Richmond, VA

Bachelor of Science in Business Administration and Management/Finance

Certifications:

Certified Acquisition Professional (Acquisition), Level III / (Business Management), Level I - Department of Defense

Certified Federal Contracts Manager - National Contract Management Association [Fellow as of 1999]

Master's Certification in Government Contracting - The George Washington University

Training includes:

Executive Potential Program (U.S. Department of Agriculture)

Mid-Level Leadership Development Program | Managing Conflict | Improving Organizational Performance

Lean Six Sigma, White Belt | Executive Decision Making | Safety and Health Awareness | Mentoring Bootcamp

Executive Decision Making | NSA Senior Leadership Diversity Seminar | Leading Through Change and Conflict

PROFESSIONAL AFFILIATIONS

Member, AUTISM SOCIETY OF HOWARD COUNTY, MARYLAND

2005 – Present

Member, VIRGINIA COMMONWEALTH UNIVERSITY ALUMNI ASSOCIATION

1988 – Present

PUBLICATIONS

Johnson, K.W. (2002 September). Remembering 9/11 - You Would Have to See to Believe. *Contract Management*.

Johnson, K.W. (2000). The Contracting Professional as a Business Manager, Cross Functional Teaming, (Chapter One).

NCMA 2000 National Education Seminar Manual.

Johnson, K.W. (1996). Videoconferencing – A Success Story at the IRS. *Contract Management*.

Full list of multiple publications available upon request.