

# Donald R. Neese

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Strategic thinker and planner with over 25 years of operations and leadership experience within the Federal Government. Proven expert in operations, administration, and program/project management, driving efficiencies, and fostering cross-functional collaboration. Adept at overseeing large budgets, building dynamics teams, and cultivating relationships. Seeking a Senior Director or VP level role to leverage skills in optimizing organizational performance and driving growth.

## WORK EXPERIENCE

### **Program Manager, Department of Defense Military Working Dog Program | United States Air Force Head Quarters – Pentagon | 4/2024 - Present**

- Leads the Department of Defense (DoD) Military Working Dog (MWD) Executive Agent Program on behalf of the Secretary of the Air Force.
- Ensures excellent coordination with DoD Components (Army, Navy, Air Force, Marines, Space Force, & Coast Guard) while providing continuous sustainable and global support to Combatant Commands, and DoD agencies.
- Report Results on operations, as well as status of projects and process improvements and other responsibilities to the Secretary of Defense and Congress.
- Leads a program that provides the DoD Components with MWD capabilities to deter, detect, or respond to actions that may affect the security of DoD installations, facilities, personnel, resources and operations.
- Manages a budget that exceeds hundreds of millions of dollars that funds kennel constructions, MWD training and deployment, special projects and operations, as well as research and development.
- Leads interagency coordination and joint global MWD assignment to include support to the U.S. Secret Service, Department of State, U.S. Customs Service, Department of Justice, Drugs Enforcement Administration, and other law enforcement agencies.
- Provides operational program management and direction to DoD MWD assets in support of National Security Missions, to include protection of the President, Vice President, and First Lady of the United States, and other US and foreign dignitaries.
- Leads the Joint Services Military Working Dog Committee and the Trained Dog Requirements Committee. Represents the Secretary of the Air Force with a variety of DoD interagency and functional area organizations.

### **Director, General Services Division | USDA, Animal & Plant Health Inspection Service (APHIS), Veterinary Services (VS) | 1/2021 – 4/2024**

- Directly led a team of 26 staff members that manages national level programs across the country. Provided organization wide guidance, leadership and oversight in all aspects of facilities, space management, & real estate for 78 facilities/properties across 21 states, with an annual facilities & maintenance budget of over \$8,000,000. Oversaw a fleet management program for 676 vehicles across more than 50 locations. Managed personal property, equipment and assets valued at over \$200,000,000. Led the national and international travel program with an annual travel budget of over \$4,000,000. Led the organizations time, attendance & pay administration for over 2000 employees with an annual salary budget of over \$150,000,000. Also responsible for emergency management, safety, security and continuity of operations at each of our facilities throughout the United States.
- Conceptualized, planed, and implemented a highly successful staff re-organization, transitioning from Management Services Division to General Services. This effort consisted of translating the Deputy Administrators vision into actionable steps by identifying the needs of the work group, creating policies and procedures, developing position descriptions, conducting a staffing assessment that established the strengths and weaknesses of current employees and identifying gaps in capabilities, filling newly created or vacant positions, and ultimately generating and rolling out a communication plan that outlined the changes in operation for an organization that consists of thousands of employees across multiple states. This effort

ultimately created numerous efficiencies throughout the agency and also had a significant positive impact on morale and work center satisfaction within the organization.

- Efficiently and successfully managed professional development services; which entailed multi-year planning, coordinating, and tracking the completion of training and qualifications for thousands of individuals throughout the organization.
- Provided organization wide operational direction and guidance regarding contracting, procurement, Freedom of Information Act (FOIA), records management, regulatory coordination, and other administrative matters.
- Supervised the analyses of administrative functions and evaluated the quality of implementation, economic value, and program efficiency and effectiveness. Expertly generated new or revised procedures to resolve operating problems that may affect office operations or the provision of services to external customers.
- Was highly effective at overseeing the organizations website, SharePoint, and social media sites, creating and maintaining a presence that was visually appealing and user friendly while ensuring the information provided was relevant and accurate.
- Continuously evaluated the effectiveness of overall operations within General Services, identifying and capitalizing on opportunities to improve efficiency and customer service.
- Established and maintained a positive and productive working environment by actively communicating goals & objectives and empowering staff members to accomplish the business unit's strategic vision.

#### **Chief of Staff | USDA, APHIS, VS, Strategy & Policy Unit | 12/2018 – 1/2021**

- As the Chief of Staff for the Strategy & Policy unit, was a key advisor to the Associate Deputy Administrator (CEO equivalent) on policy development, operational planning, and the day-to-day management of program operations.
- Represented the Associate Deputy Administrator in assuring efficient, effective and consistent delivery of programs on a nationwide basis and ensured optimum economy in the utilization of agency resources.
- Represented the organization when working with other agencies and in communicating with Congressional representatives and their staffs in matters dealing with related legislative proposals.
- Performed the full range of managerial and technical supervisory duties within the business unit. Served as a principal resource in providing policy guidance and program implementation. Actively involved in the implementation of all human capital management activities, including interfacing with Human Resources on hiring and other human capital management policies and processes.
- Expertly represented the organization on matters relating to labor relations, workforce development and the implementation of human capital strategies which provided for a diverse, well qualified professional workforce. By formulating goals, designing programs and implementing methods of evaluation, achieved superior results which supported organizational requirements, while also meeting customer needs and exceeding their expectation's.
- Was highly successful at managing and reviewing the work for an organization which consists of 13 National Directors (VP equivalent) and a staff of over 300 personnel across the country. Drives results ensuring timely performance and the value of work products, in an extremely fast-paced environment.
- Was an active member on the Strategy & Policy leadership team, played a key role in establishing and executing policies, plans, and objectives and provided sound analysis, expertise and information to regulatory oversight committees and policy makers.
- Facilitated approval and provided execution oversight of the organizations spending & business plans which consisted of over \$61,000,000 annually for program contracts, cooperative agreements, building & facilities projects, equipment, supplies and other services.
- Supervised the drafting of executive level correspondence which included memos, presentations, talking points and more, which shaped messaging at the highest levels to leaders in the Agricultural industry, members of Congress, state and local officials, and foreign Delegations.

#### **Senior Security Program & Project Manager | Strategic Systems Programs | 04/2018 – 10/2018**

- Served as the Strategic Systems Programs (SSP) Headquarters Subject Matter Expert (SME) for technical and physical security which included but was not limited to electronic surveillance systems, access control systems, alarm systems, lock and key control programs and both physical and virtual perimeters.

- Supervised accreditations ensuring all requirements were met or exceeded for secure rooms at both the Collateral and the SCI level.
- Conducted evaluations on mission assurance, anti-terrorism & physical security programs and provides status reports, metrics and updates; ensuring readiness and efficiency throughout these programs.
- Provided oversight, operational support and technical assistance to 14 field activities located in 10 different states throughout the continental United States. Identified threats and vulnerabilities to organization equities and developed countermeasures to mitigate security risks. Devised protection systems and programs which provided maximum security for strategic programs that are critical to national defense.
- Provided security expertise and support on facilities master planning, MILCON projects, special projects and other organizational initiatives. Managed 5 projects in 3 locations with a total budget of \$16 Million dollars.
- Excelled at cultivating and maintaining relationships with C-suite level personnel and expertly developed and delivered briefs to large audiences at the Flag, SES and Industry VP level.
- Represented the security program on cross-functional teams and initiatives, both internal and external to the organization.

**Senior Security Program & Project Manager | Navy Support Activity, Washington, D.C. | 06/2017 – 04/2018**

- Supervised all aspects of security, to include Physical Security (PHYSEC), Operations Security (OPSEC), Personnel Security (PERSEC), and Information Security (INFOSEC), across the installation; spanning 5 geographically separate locations and hundreds of tenant organizations.
- Provided subject matter expert (SME) guidance and decision making on the installations anti-terrorism posture and ensured continuity of operations (COOP) throughout all facilities, and restricted areas. Promulgated policies, and coordinated all matters pertaining to the protection of personnel, property and materials against criminal and terrorist threats to the organization.
- Planned, prioritized and scheduled the work to be accomplished by 22 subordinates, which included the functional areas of security, training, anti-terrorism, investigations and administration.
- Supervised the identification, scheduling, completion, and documentation of departmental training and certification requirements for a staff of 180 personnel.
- Conducted threat, criticality, vulnerability and risk assessments. Reviewed and analyzed intelligence reports, monitored foreign and local terrorist/counterterrorism activities, and provided strategies to mitigate risk and protect critical assets.
- Served as the organizational liaison with all external law enforcement agencies including the FBI, NCIS, DHS, DEA, U. S. Marshal, U. S. Secret Service and all state and local organizations.

**Security Program Manager | Carrier Strike Group 5, Yokosuka, Japan | 01/2015 – 10/2016**

- Conducted strategic analyses and strategy development, contributing at the highest levels to Navy Flag Officer (Two Star Admiral) planning and decision making.
- Identified and implemented quantitative and qualitative methods in the assessment, review, and generation of extensive changes to surface ship doctrine for national and NATO tactics, techniques, and procedures.
- Used analytical and evaluative techniques to identify and resolve issues or problems concerning efficiency and effectiveness of programs to devise organizational structuring options for complex, diverse organizations.
- Supervised and administered all aspects of the organizations Operational Security (OPSEC), Information Security (INFOSEC), Personnel Security (PERSEC), Anti-Terrorism (AT) & Insider Threat Programs.
- Gathered and reported derogatory/adverse information through the Joint Personnel Adjudication System (JPAS) to the Department of Defense Consolidated Adjudications Facility (DoDCAF) and made determinations on suitability and security clearance eligibility.
- Initiated security clearance background investigations, validated access to classified information and equipment, and ensured all security requirements were met or exceeded when shipping, receiving, and accessing classified information.

- Established and maintained Anti-Terrorism and Physical Security plans and requirements for all Aircraft Carriers, Cruisers, and Destroyers; providing training and over-site to over 90 U.S. Navy surface combatants in a one-year period.

#### **Director, Security & Emergency Services | Naval Base Point Loma, San Diego, CA | 11/2012 – 12/2014**

- Ranked as the #1 employee within a competitive peer group at the organization for two consecutive years.
- Lead and managed over 200 civilian and military personnel in a highly diversified department while carrying out all aspects of law enforcement operations.
- Re-organized the department into a highly effective and cohesive team that increased efficiency and response capability, despite a 30% reduction in manpower in a one-year period.
- Emergency Operations Center operations Branch Director for all major emergency or disaster response incidents, to include (but not limited to) a large-scale power outage that spanned across all of San Diego County, a response to a statewide manhunt for a wanted felon, and two reported active shooter events.
- Implemented internal and external safety and security measures, as part of a robust security plan, making the organization a “hard target”, detecting potential insider threats and deterring the threat of terrorism.

#### **Education, Professional Certification & Training**

- **Leadership for a Democratic Society | Federal Executive Institute** | April 2022
- Intelligence Community Directive (ICD) 705 Physical Security course: Lifecycle of a SCIF | Office of the Director of National Intelligence | June 2018
- Security Fundamentals Professional Certification (SFPC) | Defense Security Service SPeD | January 2018 | Note: This is the Department of Defense (DoD) equivalent to the ASIS Certified Protection Professional (CPP) certification
- **Project Management Professional (PMP)** Certificate | Syracuse University | June 2017
- **Six Sigma Black Belt** | Management & Strategy Institute | November 2016
- **Master of Public Administration** | National University | September 2014
- **Bachelor of Science in Criminal Justice Administration** | National University | July 2012
- Emergency Operations Center (EOC) Incident Management Team | U.S. Navy | March 2012
- FEMA Incident Command System (ICS) 100, 200, 300, 400, 700 & 800 | various dates

#### **U.S. Military & Federal Government Service Information**

- January 1996 thru October 2016 | United States Navy | Completed over 20 years of honorable service | Highest enlisted pay grade: MAC/E7, highest commissioned officer pay grade: Lieutenant/O3E
- June 2017 to Current | Department of the Navy & USDA Civilian Employee | Highest paygrade/current paygrade held GS-15