



OFFICE OF MAYOR

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City Hall
2309 15th St.
Gulfport, MS 39501

April 2, 2014

Council President Ricky Dombrowski
Councilman Kenneth Casey
Councilwoman Ella Holmes-Hines
Councilman F.B. "Rusty" Walker, IV
Councilman Myles Sharp
Councilman R. Lee Flowers
Councilwoman Cara Pucheu

Dear Council Members,

I respectfully present to you for consideration the appointment of Mr. Gerald L. Norris to serve on the Gulfport School District Board of Trustees. A resident of Gulfport since 1996, Mr. Norris retired from the United States Air Force in 2004 after 21 years of service to his country.

Following his retirement, he began his career with NASA at Stennis Space Center where he currently serves as the Division Chief, Program Management over the Procurement Office. A graduate of Park University in Parkville, MO, he attends St. Therese Catholic Church in Gulfport and is an ordained deacon in the Catholic Diocese of Biloxi. A full professional resume is attached for your review.

Mr. Norris' appointment will be effectively immediately as he will fill the vacancy created by the expired term of Mrs. Ruthie Dixon. I am confident in both his personal and professional strengths and believe he will be a strong addition to the school board. Your ratification of Mr. Norris will be greatly appreciated. His term will expire March 31, 2019.

Sincerely yours,


Billy Hewes
Mayor

GERALD L NORRIS

3402 54th Ave

Gulfport, MS 39501 US

Mobile: 228-424-0221 - Ext:

Day Phone: 228-688-1718 - Ext:

Email: ragul11@cableone.net

Availability: **Job Type:** Permanent
Work Schedule: Full-Time

Desired locations: United States - MS

Work **NASA** **Series:** 1102 **Pay Plan:** GS **Grade:** [REDACTED]
Experience: Stennis Space Center
 Stennis Space Center, MS United States

03/2011 - Present**Salary:** [REDACTED] USD Per Year**Hours per week:** 50**Division Chief, Program Management** (This is a federal job)**Duties, Accomplishments and Related Skills:**

Division Chief for the Program Management Support Division; Supervisory Contract Specialist with an unlimited Contracting Officer Warrant. Directly responsible for the supervision of eight employees; manages the rotation and rearrangement of work assignments, reviews and approves leave requests, plans leave schedules, reviews and monitors Individual Development Plans. Evaluates employee performance, documents mid-year and final annual employee evaluations. Ensures work within the division is successfully carried out by providing employees with day-to-day guidance in work activities. Lead procurement representative for the B-2 Test Facility Restoration Team in support of NASA's Space Launch System (SLS). Awarded and manages two construction task orders for the B-2 Facility Restoration; both work packages were awarded in less than 75 days and averaged over 50% cost avoidance. Awarded and manages the single largest dollar value construction task order that has ever been awarded at SSC. Supervised the award of the Architect and Engineer (A&E) B-2 Test Stand Electrical Restoration Design in preparation of flight certification and acceptance (or "green run") testing. Oversaw the administration of eight construction contracts valued at over \$100M; maintaining the high standards for construction contract management at SSC. Guided subordinate contract specialist through the evaluation of a construction contract Request for Equitable Adjustment (REA) valued at over \$2.8M associated with 21 separate items/issues. Led the Government team throughout the process to document the Governments questions and concerns with the REA; resulted in a detailed integration of the multiple evaluation comments and concerns which served as the foundation for the Government to understand and digest this enormous amount of information. The thorough analysis of the contractors request and Government documents served as a foundation towards reaching a fair and equitable settlement of the 21 items/issues. Served as the contracting officer for the Stennis Protective Services Contract Source Evaluation Board. The NASA Protective Service Contract Acquisition was protested twice and subsequently canceled and returned to the center for acquisition; under my leadership the contract was

successfully award while meeting all major milestones and without protest. I am responsible for the administration of the Lockheed Martin Test Operations Contract (TOC) valued in excess of \$115M. Responsible for oversight on two award fee boards per year, thereby providing accurate data enabling the board to formally rate the contractor's performance. Manages procurement pre-award activities and post-award contract management activities which include the administration of the Firm Fixed Price (FFP) Laboratory (Lab) Services Contract valued in excess of \$26 million and over 50 other active contracts and task orders.

Supervisor: Robert Harris (228-688-3862)

Okay to contact this Supervisor: Yes

NASA

Stennis Space Center

Stennis Space Center, MS United States

Series: 1102 **Pay Plan:** GS **Grade:** 

10/2006 - 03/2011

Salary:  USD Per Year

Hours per week: 45

Contracting Officer (This is a federal job)

Duties, Accomplishments and Related Skills:

Officially Led the Center Management Support Division as Acting Division Chief for 120 days while detailed into the position; unofficially led the division for a year during the absence of the Chief who was serving on a Source Evaluation Board (SEB). Directly responsible for the supervision of seven employees; ensured the work within the division was successfully carried out by providing employees with day-to-day guidance in work activities. Managed the rotation and rearrangement of work assignments, reviewed and approved leave requests, planned leave schedules, reviewed and monitored Individual Development Plans. Evaluated employee performance, documented mid-year and final annual employee evaluations. Senior Contracting Officer on six major support service contracts valued at over \$773M; responsible for the successful performance of the \$600M Facility Operating Service Contract (FOSC), most complex (Cost-Plus-Incentive Fee (CPIF)/Award Term (AT) Support Service Contract, the \$74M Cost Plus Award Fee (CPAF) Information Technology Service (ITS) Contract, the \$27M CPIF Laboratory Service Contract, the \$29M Firm Fixed Price Security Services Contract, the \$35M Indefinite Delivery Indefinite Quantity (IDIQ) Task Order for Outsourcing Desktop Initiative for NASA (ODIN) and the \$7M IDIQ with 17 Task Orders for Administrative and Clerical Support Services Contract. Managed numerous procurement pre-award and post-award contract administration activities to include contract negotiation, award, administration, termination and closeout in accordance with the Federal Acquisition Regulation, executive orders, statutes and agency policies and procedures. Ensured no program or project milestones were missed due to contractual issues. Worked effectively with numerous NASA organizations and resident agencies to deliver timely, hi-quality work products and superior customer support. Recognized as a subject matter expert in various procurement competencies; assisted NASA Headquarters with a Procurement Management Review.

Supervisor: Beth Bradley (228-688-1725)

Okay to contact this Supervisor: Yes

Department of the Air Force
Keesler Air Force Base
Biloxi, MS United States

Series: 1102 Pay Plan: GS Grade: [REDACTED]

08/2004 - 10/2006

Salary: [REDACTED] USD Per Year

Hours per week: 40

Contract Administrator (This is a federal job)

Duties, Accomplishments and Related Skills:

Administers 15 large dollar medical service provider contracts, base multi-media contract, base switchboard service contract, cable television service contract, and postal service contract. Facilitated Business Requirements Acquisition Group (BRAG) meetings. Developed acquisition strategy plans for customers such as formal advertisement, negotiation, or informal open market. Married acquisition strategy with originations small business goals. Performed market research and market analysis. Reviewed requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviewed proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviewed government estimates and government cost proposals to determine adequacy of proposals. Determined appropriate contracting methods and contract types, to maximize savings and efficiency. Maximized use of commercial items and practices.

Supervisor: Johnson Tullos (Retired) (228-377-3808)

Okay to contact this Supervisor: Yes

Department of the Air Force
NA, United States

08/2002 - 07/2004

Salary: [REDACTED] USD Per Year

Hours per week: 55

Superintendent

Duties, Accomplishments and Related Skills:

Air Force Specialty Code is 6C071. Operational Contracting Office Superintendent. Senior enlisted leader supervising the agencies 37 military and civilian personnel in effecting all phases of the acquisition process related to achieving agency goals through the use of contracts and simplified acquisition tools. Acquisitions cover the full range of construction, services, and commodities to fulfill the needs of the agency. The work involves providing leadership to subordinate employees and identified as the technical advisor to upper-level managers on the full range of acquisitions and programmatic acquisition issues. Appointed as Lead Contingency Contracting Officer responsible for the initial and recurring training of twelve Contingency Contracting Officers. Develops and manages contingency contracting program acquisition strategy plans. Provides learned advice and counsels directly to the Squadron Commander, Director of Business Operations and Flight Chiefs. Advises senior leaders as a business advisor, ensure proper and timely obligation of over twenty eight million dollars in annual contract awards. Serves as co-chairman of the contract award and negotiation review committee, and the contract management review team. Manages the unit self-inspection program, formal military and civilian training, Acquisition Professional Development Program certification.

Department of the Air Force
NA, United States

06/2000 - 08/2002

Salary: ██████████ USD Per Year

Hours per week: 55

Assistant Flight Chief, Plans and Programs

Duties, Accomplishments and Related Skills:

Planned and implemented flight goals, developed work schedules for twelve employees Over saw the administration of nineteen million dollars in the Government Purchase Card Program. Directed the Agency Organization Program Coordinators supervision of Approving Officials, and Card holders providing ongoing program requirements for account implementation. Approved periodic program changes, site inspections, training, and policy guidance. Orchestrated the administration of the Quality Assurance Program. Monitored the Procurement Desktop Defense Standard Procurement System and provided users with technical assistance. Provided training to Procurement Desktop Defense users when system changes or upgrades were received. Isolated and resolved Standard Procurement System operational problems to maximize buyers efficiency Supervised personal computer system support to 50 contract specialists by maintaining and updating databases. Evaluated workload status reports from the Standard Procurement System. Obtained an understanding of the Procurement Reporting Status and Statistics Reports.

Department of the Air Force
NA, United States

06/1998 - 06/2000

Salary: ██████████ USD Per Year

Hours per week: 55

NCOIC, Construction Flight

Duties, Accomplishments and Related Skills:

Determined acquisition strategy for customers such as formal advertisement, negotiation, or informal, open market. Performed the full range of contract actions in the planning, advertising, negotiating, award and administering of Architect/Engineering (A/E), and construction contracts. Managed pre-award and post-award activities, to include: working with program personnel to establish acquisition plans; the preparation of synopsis of assigned projects, prepared and issued Request for Fee Proposal covering A/E Services and Invitations for Bid; prepared written determinations and findings. Distributed workload, managed work in progress, approved performance plans and prepared appraisals of three personnel. Reviewed and signed contract awards, ensured technical accuracy of all documents. Evaluated contractor quotations and proposals, determined specifications and clauses to be placed in contracts, determined responsibility or non-responsibility of bidders. Determined successful bidder, conducted pre-award survey and conferences, and evaluated the final contract for completeness. Issued amendments, supplemental agreements and change orders to bids and contracts. Negotiated and awarded long-term indefinite delivery contracts, and sole-source acquisitions. Conducted site visits to determine adequacy of contractor compliance. Interviewed contract employees to determine labor law compliance. Assessed contractor compliance and determined appropriate actions for non-compliant issues.

Department of the Air Force
 Biloxi, MS United States

06/1996 - 06/1998

Salary: █████ USD Per Year

Hours per week: 55

NCOIC, Services Flight

Duties, Accomplishments and Related Skills:

Advised government and contractor personnel on contracting related issues. Trained and monitored ten quality assurance personnel. Interpreted data on marketing trends, supply sources, and trade information. Authored contract file documentation including memoranda, determinations and findings, justification and approvals. Generated documents, processed transactions, and maintained files within automated contracting systems and other electronic media. Ensured contractors complied with insurance, and tax requirements as applicable. Performed market research and market analysis. Reviewed requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviewed proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviewed government estimates and government cost proposals to determine adequacy of proposals. Determined appropriate contracting methods and contract types, to maximize savings and efficiency. Maximized use of commercial items and practices. Ensured solicitations were publicly advertised as appropriate. Evaluated cost and pricing information to develop government negotiation strategies. Summarized contractor past performance information and determined contractor responsibility. Evaluated responsiveness of bids, offers, and rejected non-responsive bids.

Department of the Air Force
 Keesler Air Force Base
 NA, MS United States

06/1994 - 06/1996

Salary: █████ USD Per Year

Hours per week: 55

Small Purchase Buyer

Duties, Accomplishments and Related Skills:

Surveyed supply markets and determined the best possible means to procure supplies and services to meet the purchase, rental, or lease requirements of the organization. Determined whether to order against existing contracts or through an open market source. Made recommendations based on findings. Negotiated with suppliers and evaluated vendor responsibility. Selected methods for confirmation or placements of orders, such as purchase orders, blanket purchase agreements, and imprest fund accounts. Ascertained that funds were available before issuing purchase orders or awarding contracts. Prepared Requests For Purchase under established guidelines and Federal Acquisition Regulations. Incorporated all applicable terms, conditions, schedules, statutory requirements and specifications. Established and maintained bidders mailing lists. Determined reasonable price of new or specialized items by maximizing competition. Followed through on the acquisitions including preparation and mailing of solicitations, opening, and review of bids.

Department of the Air Force
NA, Germany

08/1983 - 06/1994

Salary: ████████ USD Per Year

Hours per week: 55

NCOIC, Life Support

Duties, Accomplishments and Related Skills:

Managed and supervised inspections, maintenance, and adjustments of aircrew life support and chemical defense equipment. Supervised and directed aircrew shelter processing, chemical defense training and life support continuation training. Instructed aircrews on equipment use, operation, and capabilities. Taught aircrew techniques such as evasion procedures, emergency egress, combat survival procedures, environmental hazards, and other survival actions. Instructs aircrew hanging harness post ejection and bailout descent procedures, and chemical defense donning, doffing, and decontaminating procedures. Planned, directed, organized, and evaluated aircrew life support operational aspects such as equipment accountability, personnel reliability, mobility readiness, and other activities necessary to meet operational readiness. Determined facilities, funding, and mobility life support assets to support unit taskings. Developed and submitted budget requirements. Provided staff assistance to subordinate units. Established quality assurance inspections for compliance with policies and directives. Evaluated survival equipment and personnel training discrepancies and implemented corrective actions.

Education: Park University Parkville, MO United States
Bachelor's Degree 10/2006
GPA: 2.76 of a maximum 4.0
Credits Earned: 143 Semester hours
Major: Business Management
Relevant Coursework, Licenses and Certifications:
Associate Degree, Contracts Management, Community College of the AF, Maxwell AFB, AL USA, 2002, 64 Hours, Semester. LICENSES/CERTIFICATES:
FAC-C Contract Level III, Jan 2007
APDP Contract Level III, 20 May 2004
APDP Contract Level II, 10 Mar 2000
APDP Contract Level I, 22 Jun 1997

Job Related Training: Source Evaluation Board 360 Degrees, CON 333, CON 244, CON 202, CON 243, CON 204, CON 234, Contracting Craftsman, CON 105, CON 210, CON 101, Management of Defense Acquisition Contracts Basic, Apprentice Contracting Specialist, USAF Senior NCO Academy, USAF NCO Academy, NCO Leadership School, NCO Preparatory Course, Supervising Civilians, Additional Duty First Sergeant Symposium.

Affiliations: Babe Ruth Baseball - Team Manager
Boy Scouts of America - Den Leader
Diocese of Biloxi - Ordained Deacon
Saint Therese Catholic Church - Youth Leader

References:	Name	Employer	Title	Phone	Email
	Robert Harris ("")		Procurement Officer	228-688-3862	

Name	Employer	Title	Phone	Email
	NASA Stennis Space Center			

(*) Indicates professional reference

**Additional
Information:**

NASA Space Flight Awareness Honoree 2010, Group Achievement Award; Stennis Protective Service Contract Team 2012, Group Achievement Award; SMD American Recovery and Reinvestment Act Team 2011, Group Achievement Award; Cross-Agency Support Appropriation Transition Team 2011, Group Achievement Award; NCCIPS Transition Team 2010, SSC Special Act or Service Award; 2007 and 2008, Certificate of Appreciation; NASA Headquarters Procurement Management Survey Team Support 2009, Quality Step Increase 2009 Catholic Dioceses of Biloxi, Lumen Christi Award 2009 81 CONS, Civilian of the Quarter 2005, NCO of the Quarter, Dec 1994, Dec 1995, Sep 1998, Dec 1998, Jun 2000, Sep 2001, Dec 2001, 81st Logistics Group, NCO of the Year, Dec 1995, Dec 2001, 81 CONS, NCO of the Year, Dec 1998, Dec 2001, 47 CONS, NCO of the Quarter, Mar 2003, Sep 2003, 47 CONS, NCO of the Year, Dec 2003