

Marlene C. Slomka

Rank: Sergeant First Class (E-7), Guam Army National Guard

Functional Duty Areas: Contracting Officer

Other Functional Areas: Grants Officer Representative, System Administrator for Army Contracting Business Intelligence System (ACBIS); System Administrator for Wide Area Workflow (WAWF) for Purchasing & Contracting; Inter-Service Support Agreement (ISSA)

Date and Place of Birth: 19 February 1966, Pangasinan, Philippines

Citizenship: United States Citizen (Naturalized)

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Military Education:	Year Completed
• Program Instruction for Basic Training	1987
• Medical Specialist Course	1987
• Administrative Specialist Course	1989
• Troubleshooting & Repairing Zenith Computers	1990
• Hands-On Troubleshooting Maintenance & Repair Level I	1990
• Leadership Development Course	1991
• Introduction to Personal Computing	1991
• Publication Clerk	1991
• Intel System Administration II	1992
• Budget Training Course	1992
• Primary Leadership Development Course	1993
• Quality Guard Total Quality Awareness Course	1993
• Introduction to UNIX	1993
• Hands-On Advanced UNIX – Level II	1993
• Planning for Computer Security and Risk Management	1993
• Required Security Workshop	1993
• The PC and LAN Technicians “Hands-On Survival Course”	1993
• The Unit Retention NCO Seminar (8 Hours)	1993
• The Unit Recruiter Primary Sales Seminar (8 Hours)	1993
• Basic Non-Commissioned Officer Course (Administrative Specialist)	1995
• Automated Logistical Specialist Course (Phase I)	1996
• Microsoft Officer for Windows Part I	1996
• Multimodal Traffic Management Training Workshop	1996
• Passenger Travel Specialist Course – PTSC	1997
• 40 Hour Driving Training Course	1997

- Military Standard Transportation & Movement Procedures 1998
- Phase IA/Quality Assurance Personnel Course (AFI 63-124) 1998
- Quality Assurance Evaluation Course/Phase I 1998
- Chemical Management & Waste Management 32 Hour Staffing Class 1998
- Multimodal Traffic Management Training Workshop 1998
- Phase IA/Quality Assurance Personnel Course (AFI 63-124) 2000
- Quality Assurance Evaluation Course/Phase I 2000
- 80 Hour Technical Transportation of Hazardous Materials
- (AMMO-62/LTC0014) 2000
- Transportation of Hazardous Materials (40 Hours) 2001
- Powered Industrial Truck (Counterbalance Forklift) Safety Course 2001
- General Safety Training for Supervisors IAW 29 CFR 1910 2001
- Hazard Communication and Forklift Safety Training 2001
- Operation Risk Management Awareness Training 2001
- 40 Hour Radiation Safety Officer Course 2002
- 40 Hour Hazardous Waste Generator's Workshop 2002
- 16 Hour Fire & Spill Prevention, and Emergency Response Training 2002
- Material Handler Course (LTC-050) 2002
- Automated Logistical Specialist Course (Phase 2) 2002
- Automated Logistical Specialist Course (Phase 1) 2002
- Fire Prevention and Safety Awareness Course 2002
- Unit Supply Enhanced Training 2003
- DOD Government Purchase Card 2004
- Defense Driving Course 2004
- DoD Government Purchase Card 2005
- Shaping Smart Business Arrangements 06-017 (CON 100) 2005
- Mission Support Planning (CON 110) 2005
- AT Level I Awareness Training 2005
- Mission Strategy Execution (CON 111) 2006
- Mission Performance Assessment (CON 112) 2006
- Contracting for Mission Support 06-714 (CON 120) 2006
- Buy American Act 2006
- Government Purchase Card Refresher Training (CLG 004) 2006
- Ethics Training for Acquisition Technology and Logistics (CLM 003) 2006
- Counterdrug Substance Abuse Program Unit Prevention Leader and
- Prevention and Education Training 2006
- Analyzing Profit or Fee (CLC 104) 2007
- Cost Estimating (CLM 016) 2007
- Commercial Acquisition (CLC 015) 2007
- HBS – Hiring (HBS 132) 2007
- HBS – Becoming a Manager (HBS 101) 2007
- Contract Terminations (CLC 006) 2007
- HBS – Assessing Performance 2007
- Business Decisions for Contracting (CON 214) 2007

- Contractual Incentives (CLC 018) 2007
- Certificate of Competency (FAC 007) 2007
- Contract Format and Structure for the DoD e-Business Environment (CLC 033) 2007
- GSA SmartPay Travel Card: Charting the Course Training 2007
- Thumb Drive Awareness Virtual Training Course 2007
- Casualty Assistance Officer Training Course 2007
- GSA SmartPay Travel Card: Charting the Course Training 2007
- Fiscal Law Course 2007
- Grants Officer Representative Workshop 2007
- Cooperative Agreement Training Course 2007
- Architect-Engineer Contracting Course 09-701 (CON 243) 2008
- Grants Officer Representative Workshop 2008
- NGB Managing Construction Claims Course 2008
- Cooperative Agreement Training Course 2009
- Alternative Dispute Resolution (CLC 004) 2009
- Competition in Contracting Act (CICA – FAC 008) 2009
- Radio Frequency Identification (CLM 044) 2009
- Anti-Phishing 2009
- Personally Identifiable Information Version 1.0 2009
- Army Business Intelligence/Business Objects Reporting Course 2009
- 10 Hour Construction Outreach 2009
- 10-Hour General Industry Outreach 2009
- Ethics Training for Acquisition Technology and Logistics (CLM 003) 2009
- Ethics Training for Acquisition Technology and Logistics (CLM 003) 2009

CIVILIAN EDUCATION:

Year Received

- Guam Community College 1984
- University of Maryland, Andersen Air Force Base (Pursuing Bachelor Degree in Business Mgmt)

Chronological Record of Duty Assignment:

From

To

- AGR – Directorate, Information Management Sep. 95 Apr .90
- Title: Administrative NCO
- Supervisor: COL Dennis J. Santo Tomas
- Duties and Responsibilities:
- Performed minor PC Repairs
- Maintained filing system
- Activity Manager

- Handled telecommunications accounts
 - Initiated the first computer accreditation packets for GUARNG computers
 - Picked-up, sorted and delivered unclassified and classified messages
 - Received, and sorted in-coming and out-going publications distribution for the GUARNG
 - Provided administrative support to the section
 - Coordinated events for the GUARNG Family Support Network
 - Performed other duties as assigned
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- AGR – USPFO, Supply and Services Division From To
 - Title: Materiel Management NCO Sep. 95
 - May 05
 - Supervisor: SFC Giovanni Siruelo
 - Duties and Responsibilities:
 - Serves as the Command's Traffic Manager (Passenger and Freight Movement)
 - Coordinates unit movement schedules via appropriate MACOMS
 - Coordinates diversion, transfer of personnel, freight and materiel shipment for all modes of transportation
 - Process airline billing for payment
 - Coordinate unit movement to port of embarkation/debarkation
 - Provide administrative support to the section
 - Responsible for drawing of, accounting for, and issuing of DD Form 1544 (Cash Meal Sheet), to the units of the Guam Army National Guard
 - Coordination with Omega World Travel for commercial transportation requirements
 - Performs quality assurance checks on airline billing for payment
 - Performs periodic maintenance and update on the SARSS-1 system
 - Issue, receive and account for keys for the Warehouse as the Key Custodian
 - Responsible for accounting and issuance of accountable forms in Transportation
 - Reconciles problems in automated supply accounting system
 - Edits requisitions for issue and turn-ins
 - Receive and issue supplies and equipment to the units
 - Pick-up and turn-in supplies and equipment to other military activities
 - Conducts warehousing surveillance and inspections
 - Manages storage of sensitive items and hazardous materials