

VANCE C. KONDON



Organizational Leader and Human Resource Management Professional with a demonstrated track record of providing leadership for the organization's vision, mission and business strategies. Currently serving as Assistant Manager and Professional Association of Diving Instructors (PADI) Master Scuba Diver Trainer, Rainbow Reef Dive Center, [REDACTED] since April 2016. Previously served on active duty with the United States Air Force for over 30 years with multiple assignments and deployments throughout the United States and around the globe.

PROFESSIONAL EXPERIENCE

11th Wing Command Chief (Human Resource Director) [REDACTED]

Jun 2014-Mar 2016

- Human Resources Director and Senior Enlisted Advisor to the joint base commander on military force matters impacting more than 17,000 assigned personnel (Active Duty, Air and Army Guard, Air Force and Navy Reserve, and civilian) and 60,000 Airmen and families in the National Capital Region, Pentagon, and around the world.
- Directed and coordinated installation manpower and facility/logistics support for the Air Force Wounded Warrior Program's 2014 and 2015 Adaptive Sports Camps at Joint Base Andrews, as well as manpower support for the 2015 Warrior Games in Quantico, VA.
- Built dynamic strategic and operational team relationships across multiple joint service, and Air National/Army Guard and Air/Naval Reserve organizations to advocate for, and to ensure efficient and effective use of, personnel and resources in support of Presidential, National Capital Region and Joint Base Andrews taskings, distinguished visitor support and National Special Security Events.
- Developed relationships with civic leaders and community organizations to strengthen base and local community bonds, and identify resources and activities to enhance service members and families' quality of life, and increase community knowledge and understanding of the Air Force mission and life.
- Hiring authority for staffing of Installation and National Capital Region Resilience Instructors. Energized recruitment of dozens of Master Resilience Trainers and Resilience Training Assistants. Interviewed and interfaced with each recruit to ensure right fit for vital employee resilience training role to support and train Comprehensive Airmen Fitness to Airmen throughout the National Capital Region.
- Executive member and advisor of the installation Integrated Delivery System (IDS). Enabled development of sustainable initiatives to strengthen community and resilience of joint service members and their families. Fortified Quality of Life initiatives, spearheaded idea generating efforts installation-wide producing over 100 recommendations to enhance the lives of those who work at, live on, and visit the installation.
- Developed "Synergy Council" consisting of members of more than 20 installation professional and private organizations, and other service organizations such as the United Service Organization (USO). Integrated council into the IDS, which, with working in concert with the base's helping agencies, enhanced communication, support and participation of base-wide community and quality of life events.
- Worked in conjunction with the joint base Military and Family Support Center to welcome and introduce new joint military and civilian members to their assignment at one of the Department of Defense's most unique and challenging environments; working in the National Capital Region. Semi-monthly, spoke to installation's newest members about base and local resources, personal enhancement and professional development, and family and quality of life services.
- Welcomed back weekly all Air Force deployers covered by the joint base. More than 1,300 members in 20 months given perspective on challenges that can be faced returning home after deployment, resilience and Comprehensive Airman Fitness, and very importantly, thanked for their service to the nation.
- Executive member of comprehensive strategic planning conference with senior leadership partners in the wing. Formulated goals and benchmarks to measure each unit's effectiveness and ability to execute and meet dynamic mission requirements.
- Keynote speaker for National Capitol Region Senior Noncommissioned Officer Induction Ceremony/Banquet. Inspired more than 100 promotees and over 200 guests on personal experiences developing as a servant leader in the Air Force.

14th Flying Training Wing Command Chief (Human Resource Director) [REDACTED] Oct 2011-Jun 2014

- Human Resources Director and Senior Enlisted Advisor to the installation commander on military force issues impacting more than 3,000 military and civilian personnel. Oversaw, and provided mentoring and counsel, on enlisted force development, education and training, professional enhancement, discipline, retention and career guidance to commanders, First Sergeants, professional and private organizations, and personnel throughout the installation.
- Built and led multi-disciplinary team (law enforcement, legal advisors, and equal opportunity and sexual assault response professionals) in collecting information/evidence for the installation commander and developing program to directly attack and break down destructive predatory sexual assault culture. Program identified as an Air Education and Training Command Best Practice.
- Worked hand-in-hand with wing's Airman and Family Readiness Center to support all demographics of the installation; welcomed newest military and civilian members at Wing Right Start/Newcomers Orientations, spoke to service's newest spouses about military family life at Heart Link Spouse Welcome events, and interacted with deployed member's families at monthly Hearts Apart Socials. Spoke to wing's newest member on base and local area resources, personal enhancement and professional development, and family and quality of life initiatives.
- Evaluated and interviewed military personnel to serve in sensitive roles as Military Training Instructors during critical period as Air Force Basic Military Training faced significant shortages due to sexual assault allegations. Ensured highest-quality personnel identified and selected to serve in this critical accession training position.
- Integrated local community leaders and organizations in junior enlisted activities/programs. Advocated for and assisted service members and families adaptation to new community and available resources/activities and informed community leaders of junior enlisted members and families lives and challenges.
- Guided units through 3 fatality incidents of co-workers. Visited and counseled first responders, and family and friends left behind on resources to help them. Maximized use of chaplains/counselors for grieving process.
- Enterprise advocate and representative; spoke on Air Force's mission, impact and military life at various venues from American Legion Veterans Day events to Air Force Junior Reserve Officer Training Corps banquets. Additionally, authored inspirational articles for the base paper on servant leadership and serving in the installation's Honor Guard program.
- Direct oversight of 6 professional organizations operating on the base. Led monthly meeting with executive committees to ensure organizations were meeting professional needs of current and prospective members. Met with each organizations members to identify personal, professional, and quality of life issues. Explained Air Force and installation policies, programs and benefits.

366th Operations Group Superintendent (Human Resource Director) [REDACTED] Oct 2009-Oct 2011

- Human Resources Director and Advisor to the group commander on military force issues impacting more than 700 military and civilian personnel. Oversaw, and provided mentoring and counsel, on enlisted force development, education and training, professional enhancement, discipline, retention and career guidance to squadron commanders, First Sergeants, and personnel throughout the group.
- Reviewed, revised, determined and implemented personnel training objectives, job qualification requirements and professional development programs for over 700 personnel in 3 organizations.
- Crafted and implemented briefings and instructions on new corporation wide performance management system. Explained program benefits, identified and advocated for employee concerns. Ensured personnel thoroughly trained and ready for implementation.
- Authored articles for base paper. Provided insight and lessons on leadership development and servant leadership.
- Coordinated new organization design of computer information technology section; transferred personnel back in the work sections. Computer systems down time decreased 15%.
- Provided key insight and recommendations to senior leaders on the talent and succession planning for new section. Ensured seamless standup of unit personnel programs management team.

- Conducted individual and group counseling sessions to facilitate conflict resolution and foster integral team building skills. Fostered culture of dignity and respect between co-workers.
- Formulated and administered quarterly and annual employee rewards programs. Ensured top employees recognized in front of peers.
- Formal mentor and guest speaker for 7 six-week professional development courses. Instilled critical leadership principles in 300 new front line supervisors.
- Developed, prepared and published revised human resources procedures and policies for all assigned personnel. Clear guidance enhanced work force and management relations.

EDUCATIONAL DEVELOPMENT

Bachelor of Science, Interdisciplinary Studies (Business & Language Studies), Liberty University, VA 2014

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

Senior Leadership Enhancement Program, Alan Freed & Associates, Washington D.C., 2014

Professional Manager Certification, Community College of the Air Force, Maxwell AFB, AL, 2013

Gettysburg Leadership Experience, Gettysburg College, PA 2012

Leadership Enhancement Program, Center for Creative Leadership, Greensboro, NC, 2010

Executive Leadership Lean Principles Course, University of Tennessee, TN 2009

PROFESSIONAL ORGANIZATION MEMBERSHIP

Air Force Sergeants Association, Air Force Association, Veterans of Foreign Wars

SECURITY CLEARANCE

TS/SCI (March 2016)

