



**NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
FORT GEORGE G. MEADE, MARYLAND 20755-6000**



MEMORANDUM FOR: Kimberly Pruum

FROM: Nafrettifi D. Griffin

SUBJECT: Howard County's Commission for Veterans and Military Families

1. As a current member of the United States Army Reserve, Company Commander and an Army Advisor for the National Security Agency's (NSA) Reserve Forces Directorate, I would like the opportunity to serve as a member of the Howard County's Commission for Veterans and Military Families. If selected, I would make an excellent candidate for the commission. I have served in the military for more than 20 years as both a Noncommissioned Officer and Commissioned Officer. Additionally, I have served as a Military Intelligence Specialist and Career Counselor; I currently serve as Commander of a Medical Logistics Company. Additionally, I am an active member of the PTSA within Howard County and volunteer regularly at Celebration Church in Howard County.
2. Howard County is a great place to live and continues to get better. I feel that it is important that we all do our part to improve our communities and the issues concerning my fellow veterans and their families are a top priority and passion of mine. As a veteran, I have had the opportunity to serve as both an Active Duty member and a Reservist. These experiences have given me a breadth of knowledge and an understanding of both. As an active member of my community and a military member, I understand the challenges facing veterans. Howard County is a great place for veterans to live and raise their families and I would love the opportunity to continue to show others how great it can be.

**Nafrettifi D. Griffin
CPT, USAR
Reserve Forces Advisor, NSA**

Nafrettifi D. Griffin

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Hiring Authority Eligibility: Schedule A

Veterans Preference: 10 points – 30% or higher compensation

Clearance: TS/SCI Security Clearance w/CI Poly

OBJECTIVE

To obtain a full time position within the intelligence, education, technology and/or business management community.

SUMMARY OF QUALIFICATIONS

Highly motivated professional with over nineteen years of combined military and civilian experience encompassing a diverse range of professional development to include: Key Management Infrastructure (KMI), Instructional Design, Business Finance, Signal Collection and Analysis (SIGINT), High Frequency Direction Finding (HFDF), Equal Opportunity (EO), personnel management, recruiting, resource management, networking, collection management, and information reporting.

PROFESSIONAL EXPERIENCE

DeNOVO Solutions

2017- Present

Training Specialist/Instructional Designer

- Conducted over 400 hours of Key Management Infrastructure training to military, civilian and foreign nationals resulting in a 98% graduation rate.
- Served as a primary training instructor on matters pertaining to day-to-day training; managed course offerings, enrollments and additional registrar activities to support students with key management infrastructure.
- Prepared training content for implementation on the learning management system; created web-based training materials/courses, test curriculum/applications; training led games and provided reports, narratives, statistical charts and graphs as they pertain to projects and programs.

Business Manager

- Highly effective and experienced with automated Financial/Accounting and Acquisition system (FACTS), assisted mission managers and technical leads in the formulation and coordination of program/budget estimates, acquisition plans and acquisition documentation.
- Developed bases of estimates (BOEs), Earn Value Management (EVM), and Work Breakdown Structure (WBS) for contracts; planned and managed the overall efficiency and effectiveness of assigned operations and communicated the Agency's strategic plan, mission, vision, and values to employees within the organization.
- Planned, coordinated, and executed acquisition activity to meet customer requirements by analyzing the cost, schedule, performance, and system supportability for multiple contracts for developing reports.

- Developed targets by identifying, selecting, prioritizing and extracting foreign intelligence and technical information; researched target communication systems and networks using metadata analysis.
- Exploited new communications while documenting methodology and performing product quality control.

EDUCATION

- Ashford University – Clinton, IA
Masters of Business Administration, Human Resources Management, 2012
- University of Maryland University College – College Park, MD
Bachelor of Science, Management Studies, Minor Human Resources, 2010
- Anne Arundel Community College - Arnold, MD
Associate's Degree in General Studies, 2008
- Howard Community College – Columbia, MD
Microsoft Access Level 1, 2010
- Anne Arundel Community College- Arnold, MD
Microsoft Access Level 2, 2010

RELEVANT TRAINING AND CERTIFICATES

- OFFICER LEADERSHIP COURSE
- LEADERSHIP AND MANAGEMENT DEVELOPMENT COURSE
- LEADER DEVELOPMENT COURSE
- ADVANCED SKILL TRAINING
- INTRODUCTORY MILITARY TRAINING
- ARMY RESERVE CAREER COUNSELOR COURSE
- EQUAL OPPORTUNITY LEADERS COURSE
- UNIT PREVENTION LEADER COURSE
- UNIX/SOLARIS/OILSTOCK
- MICROSOFT OFFICE (Word, Excel, Access, PowerPoint)