

DATE: October 22, 2008

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4701

Please place the following item on the (Check one): CONSENT XX REGULAR _____

Agenda for the Council Meeting of October 28, 2008

Item should read as follows: Appointment of Michael Edwin Armstead to serve on the Parks and Recreation Advisory Board as requested by Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Michael Edwin Armstead
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79938 PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79938 PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Olga Holguin

EXPIRATION DATE OF INCUMBENT: 10/14/2008

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 10/28/2008

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX
2nd TERM: _____
UNEXPIRED TERM: _____

Michael Edwin Armstead

WORK EXPERIENCE:

DOL, Supply & Services Division, (11/29/2004 - Present) - Quality Assurance Specialist for Logistics
Ft Bliss, Texas United States
Supervisor: Tim Frerichs

Duties: Serve as a Quality Assurance Evaluator responsible for evaluating the contracted operation of the Installation Packing & Crating section, the Bulk and Retail Petroleum operation, and the Individual Chemical Equipment Management Program (ICEMP) warehouse. Inspects activities for conformance with the Performance Work Statement (PWS), policy, regulations, and program requirements. Ensures that proper inventory management, storage management, and stock control requirements are in place to include the receipt and issue of supplies. Serve as the Property Administrator for Installation Fuel Account. Serve as the Accountable Officer for the W91X0B Mobilization stock record account and as Division liaison between DOL and Corps of Engineer contracted HAZMART operation for supply concerns, Hazardous Material Re-Use, and maintenance work requests. Served on the team who wrote the FIRST Follow-On PWS for DOL; taking effect on 1 Jan 2008. Routinely provide timely and accurate logistics advice to fixed station and mobilizing units. Serve as the DOL POC/liaison for the Installation Aviation Fuel Farm contract. Appointed as Division Alternate Environmental Compliance Officer. Serves as advisor to the Contracting Office Representative (COR), Division Chief, Director of Logistics, and other Garrison leaders.

Central Issue Facility, Raytheon Tech. Services Co (04/05/2003 - 11/28/2004) - Lead Supply Technician
Fort Bliss, Texas United States
Supervisor: Thomas Woods

Duties: Provided Class II organizational clothing and individual equipment (OCIE) to Fort Bliss, Conus Replacement Center, and mobilizing soldiers, civilians, and units. Directed and assigned the daily work of 25 government contractors to accomplish daily tasks such as receipt processing, inventory and storage management, cataloging and property utilization over two shifts. Conducted regular quality assurance inspections in four facilities to ensure the quality of incoming/outgoing materiel and processes used in support of a variety of missions such as Operation Enduring Freedom, Operation Iraqi Freedom, and Noble Eagle. Produced weekly and monthly quality control reports that verify compliance with DA and Fort Bliss supply standards in addition to the Performance Work Statement (PWS). Implemented control measures to reduce waste and customer wait time while increasing accuracy of data entry and storage of records.

US Army (01/26/1983 - 04/01/2003) - 92A40 Automated Logistics Specialist

Fort Hood, Texas United States
Supervisor: LTC Rich Lee

Duties: Served 20 years of active military duty in a variety of leadership positions with increasing responsibility, retiring as a 92A Automated Logistics Specialist at the rank of Master Sergeant/E8. Assignments included working in the 13th COSCOM Emergency Operations Center; NCOIC, 64th CSG, Supply and Services Division, Support Operations section; Log Management NCO for the AMC LAO, Daegu, Korea; Accountable Officer; Platoon Sergeant; SSA NCOIC; Preservation & Packaging Section and Directorate of Contracting; and Army Recruiter/Station Commander. Duty locations included Ft Hood, Turkey, Red River Army Depot, Phoenix Recruiting Battalion, Sinai, Egypt, Fort Wainwright, Daegu, Korea, Fort Bliss, and a deployment to Saudi Arabia in support of Operation Southern Watch.

EDUCATION:

College/University

Park University (01/05/2000 - 12/18/2004) Fort Bliss, Texas United States

Degree: - Major: Business Management

All other college & military training has been converted and transferred to Park. I have a total of 138 semester hours and anticipate completing all Bachelor degree requirements by the end of 2009.

HOBBIES:

Golf, gardening, racquetball, and Disc Jockey services for all occasions (emphasis on the "over 30" crowd).

ADDITIONAL INFORMATION:

Married to my lovely wife, Selina. We have four children that are 23, 18, 16, and 16 yrs old. I first lived in El Paso in 1994 when assigned to Ft Bliss but became a permanent resident in 2003 after leaving active duty.

Classification: UNCLASSIFIED

Caveats: NONE