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Federal Government Acquisition Professional Secret Security Clearance

Experienced and goal-oriented Acquisition Professional with a demonstrated track record of leading the planning and execution of federal government contracts. Proven expertise in driving efficiency and productivity through evaluation and resolution of legal and regulatory challenges and the implementation of process improvements. Talented leader directing other acquisition professionals to support achievement of overall organization goals and objectives. *Core competencies include:*

- Contract negotiation
- Policy development
- Regulatory Compliance
- Claim resolution
- Cost Reductions
- Efficiency Improvements
- Developing acquisition strategies
- Deadline management
- Cross-functional teamwork

CAREER EXPERIENCE

District of Columbia National Guard, Washington, DC, 2011-Present

Supervisory Contract Specialist

- Serves as an Army Contracting Officer with supervisory oversight of all contracting operations for the District of Columbia National Guard (DCNG) and represents the DCNG as the chief of contracting operations in forums within and outside of the government.
- Leads a contracting team of sixteen personnel that included Army and Air Force members, both military and civilian, including three warranted contracting officers.
- Leads negotiation of contract changes during course of the project life-cycle, coordinates all contract actions with the Engineering, Human Resource, and Legal departments for input as needed and ensures that contractors adhere to contract requirements in terms of quality, timeliness and cost.
- Directs coordination and advisory efforts with project offices throughout the DCNG to plan, develop, and establish long and short range contracting plans, strategies, and program goals.
- Develops authoritative procurement policies, regulations, business processes, and administrative procedures on procurement based on personal expertise, authoritative assessments of actual and pending legislation, legal precedents, and business conditions.
- Responsible for all contract actions executed by the DCNG to include, on average, 250-300 contract actions per year with a total value of \$15-20M.
- Manages contract workload of individual contract specialists.
- Responsible for Contracting Officer Representative (COR) program and delivers required annual training.
- Directs the full range of contract administration actions including modifications, negotiated contract changes, exercising options, resolution of contractor grievances, contractor performance appraisal, settlement of termination proceedings, and requests for equitable adjustment.

Key accomplishments include:

- Successful resolution of multiple contractor claims in favor of the government after appeal to the Armed Services Board of Contract Appeals.
- Reduced time to obligation by 25%
- Increased number of contract actions by 125%
- Consolidated separate Army and Air Force contracting operations into a single “joint” office

CAREER EXPERIENCE CONTINUED

General Services Administration, Washington, DC, 2011

Acquisition Integrity/ Legal Intern

- Analyzed and evaluated allegations of contractor wrongdoing for possible enforcement actions.
- Wrote findings and presented them orally to the GSA Suspension and Debarment Official.
- Researched and applied various provisions of the Federal Acquisition Regulation regarding acquisition integrity.

District of Columbia National Guard, Washington, DC, 2010-2011

Legal Assistant to the Staff Judge Advocate

- Served as an Army logistics officer assigned to assist the legal office with research and analysis.
- Incorporated three non-profit foundations designed to either augment support for soldiers of the DCNG or assist troubled youth in the DC metropolitan area.
- Drafted and researched a proposed revision to Title 49 of the DC Code, and defended the proposed revision to the National Guard Bureau and the Office of the Secretary of Defense.
- Led investigations, documented, presented, and defended findings to the Judge Advocate General on behalf of the DCNG.

United States Army, 2009-2010

Executive Officer, deployed in support of Operation Iraqi Freedom

- Served as an Army logistics officer assigned as an Executive Officer for a transportation unit with delegated contracting authority.
- Procured over \$30K of equipment via multiple contracts as a Field Ordering Officer in a contingency environment. Selected to support a higher level element with contracting due to demonstrated proficiency.
- Coordinated all logistics for over 5,000 security missions including inter-agency and vendor support.
- Responsible for the welfare, operational readiness, and mission success of over 140 soldiers with direct supervision of a team of 20.
- Responsible for a multi-million dollar vehicle fleet and various other military equipment.
- Conducted short and long range analysis and planning of operational and logistical mission requirements, as well as resource projections.
- Facilitated the execution of: equipment distribution/ inventory/reconciliation, performance evaluations, promotions & awards recognition, disciplinary actions, training coordination & development, educational support, intra- agency mission support, soldier welfare/job assistance, and officer professional development.
- Delegated tasks to junior officers and staff to accomplish varied overlapping requirements with mixed timelines, while supervising the accuracy of work ensuring timely completion of projects and high quality deliverables.
- Set policy and guidance for all activity on the unit level in accordance with Army regulations.

District of Columbia National Guard, Washington, DC, 2007-2009

Detachment Commander

- Served as an Army logistics officer in both a part-time and full-time status in a command position.
- Led my element to successfully support the 2008 Presidential Inauguration, including logistics and operational support.
- Responsible for successfully preparing soldiers for federal mobilization and overseas combat deployments.
- Prepared the unit, including the training requirements and supply system, for my command of a logistics company of ninety soldiers in a position typically occupied by more senior officers.

GID Associates, Vernon, CT, 2005-2006

CAREER EXPERIENCE CONTINUED

Cost Analyst

- Presented financial and logistic analysis to the officers of a venture start-up company that specialized in the import and sale of foreign currency
- Managed team of four employees; responsible for their daily tasks and priorities including customer interaction, order processing, and quality control

COMPUTER SKILLS

- SAP Applications (e.g. General Funds Enterprise Business System)
- Procurement Desktop Defense (contract writing system)
- Relational Databases and Enterprise Resource Planning systems
- MS Office

AWARDS & HONORS

Numerous military awards include the Bronze Star Medal, Meritorious Service Medal, Army Commendation Medal and the Award for Leadership Excellence. Academic honors include graduating summa cum laude from the Barrett Honors college (undergraduate), membership in the Phi Beta Kappa and the Golden Key National Honors Society.

EDUCATION

Juris Doctor, focus in Government Contract Law (2013)

The George Washington University Law School- Washington, DC

Bachelor of Arts, Philosophy (2001)

Arizona State University- Tempe, AZ

CERTIFICATIONS

Licensed Attorney in Virginia (2014)

Virginia Board of Bar Examiners

Defense Acquisition Workplace Improvement Act (DAWIA) Level 2 in Contracting

Defense Acquisition University