

## ENLISTED EVALUATION INPUT

### FOUO

#### Administrative Data:

- A) Name: Benjamin Michael Clark.
- B) Rate/ Warfare Qualifications/ Designators: HM2/ Enlisted Fleet Marine Force Qualified.
- C) Last Four of SSN: 0124
- D) Status: Active Duty.
- E) Date Reported to Present Command: 03/Jan/2014.
- F) Ending Date of Last Regular Report: 16/Dec/2014.
- G) Date of Rank: 16 June 2013.

#### Leadership and Management:

- A) Job Title: Special Projects Assistant
- B) Job Scope:

##### Responsibility:

-Project manager, Contracting Officer Representative (Contracts currently totaling 85,000\$), technical support and training POC for the 1.3 million dollar NMPDC digitalization project. HM2 Clark works closely with Quality Associates Inc. to construct and maintain a digital archive of tens of thousands of pages of student documentation previously stored in hard copy form at NMPDC. Satisfactory construction of this archive will ensure compliance with the Naval Audit Service's 2012 recommendations to take steps to eliminate discrepancies within student service obligation documentation and thus recoup years XXXXXX of service.

-Responsible for the accountability of 432 students in DUINS programs spread across universities nationwide. These efforts have been utilized in 1 routine senate inquiry led by the Defense Appropriations Subcommittee chairman Dick Durban into NMPDC's MSC-IPP operations. Roster utilization has been an integral piece of creating and maintaining NMPDC's Business Plan. This roster has also enabled contact with students for purposes of red cross messages and PDHRA status inquiries.

-Tracks the TAD status of all BSO-18 DUINS students in ITEMPO, allowing PERS to accurately account for financial tracking of DOD personnel.

-Performs other duties as instructed, e.g. Coordinator between BUMED M7 and various other internal organizations within NMPDC to locate and track historical FY tuition cost totals in compliance with a congressional eKM tasker.

Programs Managed:

HM2 Clark spearheads the KnowledgeLake Digitization Project, BSO 18 ITEMPO Reporting, DUINS student accountability tracking;

Supervision:

-Within his role as Contracting Officer Representative, Hm2 Clark supervises 2 private IT contractors on the design and technical requirements of the KnowledgeLake digitization project. Also accountable for managing these contractors' hours spent on site in order to ensure accurate labor invoices within the parameters of the 85,000\$ contract currently under he currently manages within Wide Area Work Flow.

Performance:XXXXX

C) Personal Job Accomplishments and Contributions in Effectiveness:

-Completed the fourth and final installment in the instructional PowerPoint series used to train personnel in use of Knowlegelake applications.

-Successfully coordinated 5 software installations of Knowledgelake programming at BUMED HQ where HM2 Clark personally provided concurrent training sessions to 8 total BUMED personnel.

-Successfully troubleshot 2 time and labor intensive system flaws in Knowledgelake that could have potentially crippled the platform for future use.

-On the first audit of QAI's labor invoice HM2 Clark caught a discrepancy that would have cost the command 2143 dollars and 15 hours of non-recoupable IT specialist hours.

D) Number of Sailors Supervised via Command Collateral Duties: 4

E) Retention Efforts and Results: XXXXX

F) Innovation/ Efficiency: Efforts towards establishing new procedures and processes, cost savings, and demonstrated ability to multi-task, etc.

-Currently restructuring the Dental Residency DUINS Application Brief Sheet in order to streamline the Dental Corps' application process.

-Actively reforming each individual corps program's Memorandums of Understanding in order to standardize the form across all corps programs.

- Along with other members of the Command's Lean Six Sigma team, HM2 Clark is developing metrics to measure the effectiveness of OPD's performance.

- G) Deckplate Leadership. Motivation, organization and development of others to accomplish goals: XXXXX
- H) Institutional and Technical Expertise. Knowledge and application of institutional, policy, and technical knowledge: XXXXX

**Command/ Community Involvement:**

- A) Collateral Duties. Scope, impact and performance of duties:

-Assistant Suicide Prevention Coordinator. Responsible for the following: ensuring that all of NMPDC's personnel have the appropriate levels of awareness regarding suicide within our ranks as well as providing them the tools needed to prevent it. Intervention-creation and maintenance of a crisis plan that delivers timely access to care when a member requires it. Response- assistance of service members and their families who may have been effected by suicide or suicide related behaviors. Reporting- reports incidents of suicide and suicide related behaviors to various required agencies. 4 Junior sailors supervised.

-Diversity Counsel Executive. Responsible for the planning, organization and logistical coordination of a mentorship program in partnership with the North Bethesda Middle School.

-Echo 5 Mess Executive Council member. WRNMMC's service inclusive E-5 Mess has members from both Navy and Army E-5's from all over the greater DC area. This organization functions to empower E-5s, better the commands that its members belong to and serve the community through outreach. As a member of the Executive Council HM2 Clark provides input on organizational fundraising, morale events, training and poses ideas to generally benefit the organization. The position itself carries policy creation responsibilities not held by standard members.

-Command Recreation Committee Treasurer. HM2 Clark was OPD's POC for the following fund raisers: Spring Basket Sale: 14\$ profit

Panini Sale: 343\$ profit

Taste of NMPDC 585\$ profit

-Lean Six Sigma Organizational Scribe. Responsible for general administrative duties under direction of the command black belt. Also an active contributor to Command projects.

-Career Development Team- General member and OPD representative responsible for passing applicable information to OPD from the CCC.

-OPD SharePoint Champion. Responsible for maintaining the aesthetics and accuracy of all content contained on OPD's portion of the NMPDC public website.

- Assistant Directorate Safety Representative. Responsible for ensuring safety standards are being met throughout the directorate. Conducted OPD's quarterly safety inspection.

-NMPDC Command Sponsorship Program. Sponsor of two incoming OCONUS junior sailors this quarter.

B) Command/ non-command sponsored community service projects led, organized and participated in:

- HM Ball Committee. Participated in 3 car washes this quarter that earned a total of 822\$.

-Echo-5 Mess. HM2 Clark participated in 2 events held at Wider Circle in Silver Spring for a total of 7.5 hours helping needy members of the community acquire badly needed furniture. He also participated for 2 hours in an event at Dorothy Day Women's Shelter cooking meals for 14 displaced women.

-Diversity Council. Provided individual 1 hour mentorship sessions (3 total hours) to two middle school students and gave a presentation to 100 students on the 8404 NEC at the North Bethesda Middle School's career day.

-Provided 4 hours of his time at the Iwo Jima memorial to 70 North Carolina 5<sup>th</sup> grade students on a class trip to the site. HM2 Clark provided 4 hours of uniformed lectures on the battle's history and how it related to the heritage and ethos of the Navy and Marine Corps community. The lectures also included how 8404 corpsmen are employed today.

C) Contributions toward fostering and environment of improvement, education, professional development, and achieving exceptional command climate:

D) Command teams/ Committees active in i.e. CMEO, Color Guard, MWR, HM Ball, etc:

- HM Ball Committee. Active member.

- Diversity Council. Executive member.

- Suicide Prevention Team. Assistant Coordinator.

-Lean Six Sigma. Organizational Scribe.

-Command Recreation Committee. Treasurer

-NMPDC's Sponsorship Program. Sponsor of two incoming OCONUS junior sailors.

-Career Development Team. Active member.

E) Petty Officer Association involvement and participation:

-Echo 5 Mess Executive Council member/ EPO. WRNMMC's service inclusive E-5 Mess has members from both Navy and Army E-5's from all over the greater DC area. This organization functions to empower E-5s, better the commands that its members belong to and serve the community through outreach. As a member of the Executive Council HM2 Clark provides input on organizational fundraising, morale events, training and poses ideas to generally benefit the organization. The Executive position itself carries policy creation responsibilities not held by standard members. As EPO HM2 Clark is charged with weekly periods of instruction on various E-6 bibliographies.

**GWOT/ Deployment/ TAD:**

- A) Completed deployments during this period, including length, location and responsibility:  
None
- B) Efforts in support of GWOT: None
- C) TAD periods: None

**Education:**

- A) College Degree completed this period: None
- B) Professional/ educational certifications awarded:
  - PO1 Selectee Course
  - ASIST training
- C) College Courses Completed:
  - HS 200 Diseases of the Human Body (top of the of 46 person class with 98% final grade)
  - (Currently halfway through English Comp. II maintaining a 100% course grade)
- D) NKO/ Correspondence courses completed:
  - Professional Military Education Enlisted blocks 1 through 8 (see below)
  - (1- Intro, 2- Navy History and Heritage, 3- The Navy Professional, 4- Organization and Guidance, 5-How the Navy Plans Its Operations, 6- Regional Expertise and Cultural Awareness, 7- Technology for the Warfighter, 8- Conclusion)
  - Basic Medical, Legal and Ethical Issues
  - Command Career Counselor 2009
  - Customer Service and Interpersonal Communication
  - NAVEDTRA-14145 Military Requirements for PO1
  - 2013 Annual Ethics Training

**Professional Achievements:**

- A) Qualifications achieved during period (or during prior period if not mentioned in previous report).
  - Received an “Outstanding” dress uniform inspection
- B) Impact awards/ Designations this period i.e. None
- C) Selected as JSOY/ SOY, JSOQ/ SOQ this period: None
- D) Official Commendatory correspondence received this period from inside or outside command: None

**Physical Readiness:**

- A) Initiatives and results IRT Physical Readiness:
  - Received an “Outstanding” on the PRT. “Max” was reached in 2 out of 3 categories.

**Other Items for Consideration:**

- A) Anything accomplished during this period that does not apply to the above sections, including specifics of cause and effect.
  - Muster PO- 3 days
  - Provided DUINS statistics for use in a Captain’s Corner article on Capt. Sill in The Journal on - 1 May
  - Recall roster PO for May