



# TALENT BANK APPLICATION

## Town of Swansboro

The Town of Swansboro welcomes expressions of interest in filling the  
**Vacant Board of Commissioners Seat**

If you are interested in serving, please complete the following information and return it no later than Wednesday, March 19, 2025, by 5 pm, to the Town Clerk either by email at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us) or in person to Town Hall at 601 W. Corbett Avenue, Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners at their regular meeting on March 25, 2025 at 6 pm. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name Tim Vannoy Telephone #1 910-388-7124

Address 105 Cormorant Drive, Swansboro Telephone #2 \_\_\_\_\_

E-Mail Address ttkc96@yahoo.com

Current Job Title and Employer Telecommunications Investigator, USMC & Retired, USMC

Education Completed High School, some college, USMC schools

Current or prior civic or community volunteer involvement Planning Board Member Jan 2024 - present,

SBSA baseball coach 2010 - 2019, Swansboro High School Marching Band Booster & Pit Crew 2015-2019

Halls Creek North HOA Board Member 2018-2020

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

See attached resume

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

I have invested my home, family and life in Swansboro since 2009. I have the ability to work with people and strive for the same goal.

I truly care about the near and long term investment in this town. Community engagement is needed for our youth, young adults and seniors.

My main concerns are infrastructure, controlled growth and the residents. These points can be met by professionalism, leadership and being truthful.

Thank you for your interest in serving your community!

Office Use: Received by: \_\_\_\_\_

Date \_\_\_\_\_

AF

2/27/2025

# CLAUDE T. VANNOY II

105 Cormorant Drive, Swansboro NC 28584 · 910-388-7124

[ttkc96@yahoo.com](mailto:ttkc96@yahoo.com)

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## PROFESSIONAL ATTRIBUTES

Manager of daily, weekly and monthly requirements with exceptional experience in administrative and program management. Maintains excellent communication skills and attention to detail. Responds rapidly to customer requirements. Implements process improvement, problem solver and streamlines operations for workforce efficiency by budgeting funds, analyze, risk assessment, evaluate problems for all projects.

## MILITARY EXPERIENCE

Master Sergeant/E8, 20 years 11 Months

Joined Date: 18 October 1994

Retired Date: 30 September 2015

## REFERENCE

Clint Ellison – 910-451-0534, [clinton.ellison@usmc.mil](mailto:clinton.ellison@usmc.mil)

Col Russell Belt – 703-784-9272, [russell.belt@usmc.mil](mailto:russell.belt@usmc.mil)

## SECURITY CLEARANCE

Secret – Current

TS/SCI - 2013-2015

## TRAVEL

Yes

## KEY QUALIFICATIONS

\*DD102 Designing Telecommunications Distribution Systems Certified (BICSI)

\*PM102 Project Management Certified (BICSI)

\*Remedy Certified

\*IT Specialist

\*SCIF/SAPF Planning, Design, and Construction

\*Protected Distribution System (PDS) Certified

## ADDITIONAL SKILLS

Types 60 WPM, Microsoft Office Suite, Outlook, Word, Excel, PowerPoint, SharePoint, GCSS-MC, Adobe Pro, GIS/AutoCad

## WORK EXPERIENCE

**Full Time/Hourly 40 hrs weekly**

**08/2019 – Present, GS-0391-11, Telecommunications Specialist/Investigator,**

Marine Corps Installations East-Marine Corps Base, Camp Lejeune, North Carolina

## Major Duties

- Works daily with NAVFAC, Government Engineers and Contractors on all requirements for installations of telecommunications per specification and Base Orders.
- Oversee the installation and inspections of PDS per Enterprise Cybersecurity Manual, TEMPEST and Camp Lejeune specification.
- Assist the CTTA with planning, development, installation and inspections for all SCIF/SAPF aboard Camp Lejeune by following the TEMPEST, CNSSI, CNSSP for cabling and protection.
- Review, analyzes and resolves difficult problem to determine progress or shortfalls for projects in MILCONs, FSRMS and demolitions.
- Continues to maintain a safe work environment everyday by using PPE and understanding the hazards on every job.
- Writes, assists in the planning, development, system designs for telecommunications services, and the improvements of existing telecommunications systems for both military and civilian organizations aboard MCB Camp Lejeune and MCAS New River.
- Provides initial surveys for upgrade of voice services and internal building infrastructure.
- Outlines, develops, engineers, and coordinates individual communications network upgrades to the voice and data systems.
- Demonstrate a thorough understanding of industry standards, specifications, and regulations.
- Provided effective oversight and project management for over ~300 demolition and (12) MILCONs with well thought-out solutions and viable alternatives.
- Prepares written reports of findings and makes recommendations for improvements or other corrective actions.
- Assists supervisor in the preparation of projects to modernize telecommunications systems and/or correct identified deficiencies.
- Acts as assistant to the Contracting Officer Technical Representative (COTR).

## Full Time/Hourly 40 hrs weekly

**04/2016 – 08/2019, GS-0391-09, Telecommunications Specialist/Information Security Coordinator, Marine Corps Installations East-Marine Corps Base, Camp Lejeune, North Carolina**

**Operations:** Assist with the management of customer leased and government owned telecommunications programs in support of the customer's requirements. This program includes, but are not limited to the telephone switching system, voice mail, facsimile and circuit management. The incumbent is responsible for coordination and management of all Telecommunications Service Request (TSR). This requires analyzes and reviews documentation to ensure accuracy, completeness, feasibility and compatibility with competing requirements and compliance with established local/agency policy and regulations. Develops and maintains a review system to ensure compliance with standards of various regulatory and agency authorities. Plans, manages, directs, and coordinates the execution of the annual budget for computers, printers and TMS system. Required to submit all MAXIMO requirements for all TSD requirements. Works with SPAWAR to provide CAC card access for 28 facilities for over 150 personnel.

**Program Management:** Ensure all hardware and software related issues pertaining to Telecommunications Support Division computer systems and personnel are investigated and repaired. Major ISC duties include but are not limited to performing initial troubleshooting on computer systems, remedy processing; completing Information Technology (IT) waiver reviews and submissions; and ensuring proper data and program backups are completed. Maintains an inventory of all computers, peripheral equipment, and software for the division. Identifies, analyzes and recommends solutions to problems in organizational structure, administrative procedures, work

processes, or workload distribution.

**Related Experience:** Required to plan, and establish operating procedures for the information and personnel security program for over 70 employees. Required clearance level is met in order to access all of BaseTel ADNs. Provide and update JPAS roster for entrance requirement for MARSOC, II MEF and MCI East. Provide security awareness training daily for new employees, completing SAARs and access to BaseTel PERSO for access to our Telecomm facilities.

**Full Time/Salary 40 – 45 hrs weekly**

**09/2015 – 04/2016, Communication-Electronics Maintenance Analyst/Assistance Team Member, Science Applications International Corporation (SAIC), MARSOC, Stone Bay, North Carolina**

**Operations:** Conduct analyses with an emphasis on compliance, education, monitoring and continuous process improvement within communication-electronics maintenance programs. Enhance unit readiness, increasing availability of communication-electronics assets and the Commander's accountability, readiness, and maintenance practices. Support and develop equipment Total Lifecycle Systems Management (TLCSM). Assisting the S6 helpdesk with managing and submitting Remedy tickets daily.

**Program Management:** Audit maintenance and supply resource records, forms, and systems. Conduct maintenance/supply operations Continuous Process Improvement (CPI) assessments. Monitor the operation of maintenance automated information systems (MAIS), extract and manipulate data to assist client use as a tool to enable decisions pertaining to acquisition, budgetary, and item management. Analyze and evaluate the effectiveness of line program operations in meeting established goals and objectives.

**Related Experience:** Execute ground communication-electronics equipment maintenance functions and operating associated automated information systems to include: Global Combat Support System-Marine Corps (GCSS-MC); Total Lifecycle Management-Operational Support Tool (TLCM-OST); Total Force Structure Management System (TFSMS); Marine Corps Publication Distribution System (MCPDS); and Special Operations Forces Sustainment, Asset Visibility Information Exchange (SSAVIE). Always set priorities, and complete assignments within established time frames. Utilize daily standard office equipment and computer software (for example, Microsoft Word and Excel). Develop data required for use in the management and direction of programs.

**Full Time/ 60 – 80 hrs weekly**

**10/1994 – 09/2015, Communications Chief, United States Marine Corps**

**ADVISOR:** Brief the CEO, Deputies, and Assistant Deputies on all facets of budgeting, IT/C4 systems and personnel. Coordinate with higher, adjacent, supporting and external agencies in the company and at off-site. Provide insight and advice to the Deputies concerning communication equipment status, research, interpret and apply policies, laws, and regulations as they apply to a wide range of administrative and budgetary issues. Advised the Communications Officer daily on his \$10M account to ensure accountability and operational readiness through inventories and GCSS-MC. Subject matter expert with secure and non-secure network, satellite, and cellular communications systems. Systems included: Single Channel Ground and Airborne Radio Systems, Cisco routers, Tandberg VTC equipment, BGAN, SWE-DISH, SDN systems, computers, and variety of satellite communication terminals, Iridium satellite telephones, Blue Force Trackers, XTS Motorola Radios, Servers, Motorola Secure GSM cellular telephones, Blackberry cellular handheld devices, and several communications

security devices. Develop data required for use in the management and direction of programs.

**OPERATIONS:** Lead and coordinate communication planning, equipment and personnel during offsite training and workups for real world scenarios. While deployed to Moron, Spain, lead system controls (SYSCON) of installed C4 Systems, cable (copper/CAT5/CAT6) and fiber-optic cable projects during Special Purpose Marine Air Ground Task Force – Africa (SPMAGTF-AF). Ensure that over (70) communication personnel were properly trained and certified. Supervised the help desk and ensured all Telecommunications Service Request and Remedy Service Request were completed efficiently and completely with accuracy and in a timely manner. Provided daily recommendation to staff, customers and other team members on all equipment, networking capabilities, test results and performance.

**TRAINING:** Managed 163 employees ensuring that all training requirements throughout the year were fulfilled. Obtained quotas for employees training and coordinate school seats so that each employee has the opportunity to attend to excel in career progression. Developed a weekly, monthly, quarterly and annual training schedule. Maintained training records and annotated all training events that were completed daily on employees. Facilitate weekly leadership classes to superiors, peer and subordinates.

**LOGISTICS:** Maintained a supply account, Consolidated Memorandum Receipt (CMR) worth \$1.5M as the Responsible Officer (RO). Reconstituted lower management and transferred communication equipment as required. Managed the requisition, fielding, distribution and phase-out of both tactical and commercial off the shelf communication equipment as required. Identified, analyze and resolved IT problems and situation associated with IT asset management and acquisition procedures as the IT supervisor for the battalion.

**MOS/JOB SKILL:**

- \*Communications Chief (0699)
- \*Marine Combat Instructor (0913)
- \*Marksmanship Instructor (0931)
- \*Ground Operation Specialist (8711)
- \*Surveillance Sensor Operator (8621)

**SENIOR MANAGEMENT SCHOOL:**

- \*Joint Command, Control and Communications Planners Course (C4)
- \*Senior Enlisted Joint Professional Military Education (Nonresident)
- \*USMC Senior Enlisted Professional Military Education (Resident)
- \*First Sergeant/Master Sergeant Seminar
- \*Large Force Ground Combat Element (GCE) Course
- \*Communications Staff Planning Course

**EDUCATION**

BA, Information Security, American Military University (Currently Pursuing Degree).

**AFFILIATIONS**

American Legion Post 356

**VOLUNTEER SERVICE**

Swansboro Planning Board - Jan 2024