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CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT

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1.   **Work Accomplished**:

Financial Analyst: Performing as a Financial Analyst during the month of February 2005, the following actions were completed by Ray Bartholomew. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- The majority of the month was focused on the integration of the FM Team. During the month, I developed a customer survey agenda in order to identify further possible changes/responsibilities in the business process support to the Director, Deputy Director, and PM's of Code 353. This survey agenda also identified important timelines for the PM's as the building relocation and NAVIS implementation will be occurring within the next few months.   This effort also involved meeting coordination, summation of results, and providing a finalized report to the Deputy Director, Code 353.

- Developed several "tailor-made" reports for the Director, Deputy Director, and Program Officers to address concerns/projections they had about FY 2005 budget execution. These reports contained such info as:
    - Detailed Analysis of 6.2 and 6.3 Obligation/expenditure rates for FY 2005
    - Travel funds that could be redirected towards Program/Project efforts
    - Other funds that could be redirected.
    - Code 35 redirection of funds to support JHL (John Hopkins Lab)
    - Coordinated reprogramming of funds between program FRCs and support FRCs.
- Conducted a Code 353 Financial Orientation Briefing for Lee Mastroianni.
- Held a meeting with Eric Ritter (SETA), ONR Network Manager, to discuss the implementation of NAVRIS, NMIC, Hopper, storage capabilities, and excel spreadsheet format concerns.
- In response to the Code 353 Budget Execution Review,
    - Provided Unfunded Requirements (UFR) information to the Code 353 Deputy Director

    - Obtained information concerning PBD 702 and two new PEs for the Joint Non-Lethal Weapons Program.

- Coordinated information between Code 353, MCWL, and ONR (08) concerning:

    - FY05 Congressional Add status for PROJECT ALBERT

    - the delivery of R-2 submissions to ONR (Code 08) for the FY 2006 PresBud.

- To assist Mr. Condry's assignment to the FMTeam, I forwarded a copy of the FY 2005 Discoverer D-Base as well as copies of the latest IPA invoices for all pertinent employees. We conducted weekly meetings to discuss business processes and how we can avoid duplication of efforts and work more efficiently and effectively.

- Coordinated responses to several tasker assignments by ONR staff members.
    - Code 35 requesting Congressional Information Updates (Performers and Obligation Dates) from Code 353 and MCWL
    - Code 35 requesting updated information for the FY 2005 DTAP.
- The following has been previously reported on a reoccurring basis
    - On a weekly basis, briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
    - Screened message traffic and ensured financial information was distributed to appropriate Managers.
    - Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
    - Researched and responded to internal and external inquiries about Code 353's execution status by extracting information from INRIS, STARS, and DISCOVERER.
    - Continued the primary mission of updates to the three financial management tools ("DASHBOARD", "STORY", and "SPEND PLANS") for FY 2003, 2004 and 2005.   Once promulgated by the Deputy Director, my primary mission should be the updating of FY 2004 and FY 2005 SPEND PLANS ONLY.

Executive Assistant: Performing as an Executive Assistant during the month of February 2005, the following actions were completed by Ella Alexander. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- Successfully Accomplished (Problem resolution) a car-rental over-charge fee. Three weeks of investigating/via internet and faxing written resolution to Thrifty rental car/Director's Visit Austin Texas University. Refund check was sent to Director.
- Submitted voucher for re-imbursement via Problem Resolution on rental car(Austin Texas)
- Attended DTS Travel Prep class
- Successfully /Completed scheduling and renewing of Director's CAC card SES level
- Cancelled Hotel Reservations (Chantilly- Darpa IPTO
- Collaborated with Travel office on approval credit card for Darpa conference if needed
- Set up various meetings including Conference room scheduling
- Involved in Human Capital 's
- Re-submitted Deputy Director's approval for Government Credit Card
- Worked with Administrative Officer regarding signatures needed via Director

- Resolved Problem Resolution per Director regarding a Program Officer did not get to travel/Paperwork held up in DTS System-Involving Code 35 Admin Staff
- Attended meeting regarding- New Building issues
- Signed/Escorted visitors via meeting w/ Director (Northrup Grumman)
- Collaborated with IT Dept/ensuring proper equipment in place for briefings-conference room
- Collaborated with Deputy Director ensuring Paul Cole received description of his Bio and responsibilities
- Successfully completed letters for Commendation during Interservice/Industry Training, Simulation and Education Conference
- Attended 353 Hands on Meeting
- Ensure signing of documents via Director (Program Officers/Vouchers/Etc)
- Assisted Director in Foreign Country Dialing
- Successfully added Sub-Files to Director's e-mail in order for him to send and receive from his Blackberry
- Reviewed Vouchers for payment accuracy/re-submitted discrepancies
- Ordered Supplies for Code 353
- Printed Color Copies
- Set up New Travel Files for Director/Deputy Director for year 2005
- Sent out Plan of the week itinerary every Friday and Plan of the day every day.
- Monitor/add/deleted and scheduled entries on calendar for Code 353, Director, and Deputy Director daily including invitees.
- Assisted Code 35 for (Admin Assistants) doing their absence .
- Completed Time-sheet for Director
- Daily meetings w/George reviewing calendar, updates, signature request etc
- Organized Director's desk/including removing dormant materials out of in/out box assuring that he takes action to all unsigned due endorsements and other important materials.

Graphic and WEB Developer. As a Graphics and WEB Developer Adan Perez accomplished the following actions during February 2005, identified as follows:

On Going Tasks: Provided technical support in the field of Information Technology to Code 353 and its employee's needs as instructed.

Training: N/A

Completed Activities: (The following "support" was in the form of developing graphics, providing audio/visual aids, printing and arranging copies, and/or to technically supervise at the given event, making sure all computer presentations worked, microphones, and other technical tasks included in these duties)

- Provided creation and production of business tools for Code 353 (business cards, name tags, etc)
- Designed graphics for Code 35 employees to use in presentations.
- Supported Code 353 employees on PowerPoint briefs.
- Supported edits and development of the D&I Investment brief.
- Construct and revised Code 353 Organizational Charts.
- Made web revisions for the Logistics thrust area on the ONR internet page.(updated links, content, logo, briefs, media, quad charts)
- Updated Seabasing Newsletter links.
- Composed slides for "All Hands Meeting".
- Provided technical support to "All Hands Meeting".
- Provide direct technical support to the Code 353 director.
- Assisted the USMC training session in the MIC.
- Made copies of the "Green Perspective".
- Met with FNC members and discussed changes to their ONR website.
- Configured Blackberries for ONR Gryphon employees.
- Edited and updated web alias for Code 35 members.
- Update Code 353 webpage contact info.

Project Engineer Logistics Thrust Area: In direct support of the Logistics Thrust Area Mr. Lawson accomplished the following tasks for the Expeditionary Unit Water Purification (EUWP) program:

- Edited the Logistics Thrust Area cover page of the CODE 353 WEB Site page.
- Wrote the Expeditionary Unit Water Purification (EUWP) cover page, assembled the table of contents and respective "pages" contained within and wrote two of those pages.
- Assisted the Graphics/WEB Developer in getting the WEB page updated.
- Reviewed and provided comment on the Deputy Director's recommended Code 353 S&T Manuel he is developing for the Director.
- Reviewed S&T White papers in preparation for the S&T IPT down select workshops.
- Participated in the 3 Topic S&T White paper review all day workshop.
- Participated in the Trace Components S&T down select workshop held at NRL.
- Wrote and coordinated with Dahlgren team 2 PR's supporting Dr Kostoff's project.
- Drafted and coordinated 1 PR distributing EUWP funding to NAVSEA – Carderock (Philly) and managed it's flow through a variety of offices.

- Attended NDIA SO/LIC Executive Board meeting. Am establishing coordination with the Expeditionary Warfare Division as well. (Spoke with MGen Bates, COS, regarding Division Director's intent to participate.)
- Maintained liaison with ONR PAO and Congressional Liaison Office regarding development of an Originator/Newspaper release, article.
- Coordinated and participated in Briefing held at the Senate Hart Building with Dr Erik Webb of Senator Domenici's office.
- Maintained review of INRIS accounts. Set up 3 FRC's.
- Provided input to Code 353 FMT team for higher headquater financial review and documents.

  Project Engineer HPT&E. As Project Engineer Charlene Mattson accomplished the following actions during February 2005, identified as follows:

- Continued weekly meetings with Ray Bartholomew to verify the invoice expenditures with the STARS expenditures for ongoing HPT&E projects/efforts concerning budget execution
- Prepare required documentation in support of the HPT&E, including expenditure plans and track progress.
- Continued the coordination of budgeting activities to include new contracts and contract modifications with PMTRASYS, Orlando
- Ongoing effort to progress towards the approval process at PMTRASYS for contract awards with FY05 HPT&E funding.
- Continue to assist in the identification of new concepts and technologies, determining the capabilities, and developing the plans necessary to assess those concepts and technologies, as required.
- Attended and participated in a meeting held by Global InfoTek Inc (GITI) to begin discussions on preparation for executing of Phase 2 of the FAST C2AP Program. This program is in support of our sister CODE 342.
- Attended a Code 353 Managers meeting to explain and give direction on the future 353 organization charts, FNC EC chart and the USMC S&T Strategic Plan documents. Meetings are to follow as these documents get revised. POC Jim McGilliuddy and Jim McMains for the FNC.
- Attended weekly teleconference between NRL, DARPA, NAVSEA, PMTRASYS and ONR to discuss current and future VITRE technologies.

3. Any significant changes to the contractor's organization or method of operation to the project management network:

   N/A

4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

   None

5.	Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

	None

6.	Any trips and significant results:

Name of Traveler	Point of Origin	Destination	Dates	Mode of travel
None				

7.	Contract schedule status: N/A

8.	Plans for activities during the following reporting period:

- Continue to prepare for ONR's move to the new facility.
- Prepare and assist the Director as he implements his new organizational structure
- Graphics/Web will visit ECs, FNCs, Thrust Area Managers, monthly to maintain current Web Page data.
- Develop a plan for document control, cataloging and storage for the Director