**Work Accomplished Summary (Joshua Gardiner):**

* On-Going Assistance (enduring): Duties as knowledge management technician for the Knowledge Management Cell (DSK) at Air Force Global Strike Command (AFGSC) at Barksdale Air Force Base (AFB), Louisiana, on contract FA6800-20-F-0001, Option Year Two.
* Contacted all Career Assistance Advisors under Global Strike to use ERA (Event Registration Application) V2.0 to adapt for their respective SharePoint sites. This is to address the issue of CAA’s currently using third party sites or an older SharePoint version about to disappear with a server migration. It will also meet the AFI requirement for CAA’s to have an electronic course registration.
  + Will collaborate and teach all knowledge management teams under Global Strike Command about ERA V2.0 so they will get credit for automating and overseeing the event registration process at their respective bases.
  + Plan on demoing ERA V2.0 to all CAA’s so they can see the benefit and features offered.
* Demoed first draft of A9L Mission Enhancement Observation Report dashboard and setup working prototype on SIPR test site and confirmed project is MVP (Minimal Viable Product) 1.0 ready. This will automate information specific to AFGSC exercises to be sent to all specific reviewers and act as a one-stop-shop.
* Updated the 2nd Bomb Wing Airman Family Readiness Center’s SharePoint site for Pre/Post Deployment signup.
  + Added color coding for pre and post deployment titles.
  + Created a new “important documents/checklist” SharePoint library for expected deployers to use when registering.
  + Improved the email notification message to be more readable while listing details and information that the center will find useful.
  + Saves the MSgt over these duties 500 hours yearly in manual tasks.
* Assisted another developer at the 412 TW at Edwards AFB with a walkthrough of how the Event Registration Application development code functions. And gave read access for them to copy DSK’s code repository for their own custom project in Bit Bucket. This was so they can create their own custom version to meet their base’s specific needs.
* Assisted a Microsoft contractor at Ramstein Air base with troubleshooting ERA V2 for clients having email notification questions and setting managers/members groups.
* Assisted a KM shop at Whiteman Air-force base with troubleshooting installation error with ERA V2.0. This app will be setup as the standard event registration site base-wide.
* Refactored code for the Continuous Improvement (CI2) Tracker in preparation for feedback from A1 directorate points of contact.
* Created a Word document with the summary for all AFGSC KM’s completed projects to share with the base as a portfolio of tools that can benefit and enhance their organization. Shared this with Louisiana Tech fellows for their presentation to leadership.

**Travel Forecast:**  None planned for February 2021 (coronavirus travel ban).

**Invoiced Labor for this month (including Contract Access Fee):** $XXX