**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.
* Received award from 2d Mission Support Group Commander, Colonel Randy C.A. Whitecotton for the Airman & Family Readiness Center’s Pre/Post deployment app (EMA). Award letter detailed how individual efforts directly contributed to the success of BAFB’s ability to efficiently generate, launch, and recover bomber missions.
  + Recognized as the first all-electronic deployment/reintegration project undertaken by the A&FRC and installation in history.
  + Enabled Readiness NCO MSgt Granger to overhaul the entire briefing process by:
    - Making adjustments for new and changing requirements.
    - Training 40K base population.
    - Conducting assessments weekly for the past 3 months.
    - 30 critical mission brief upgrades/updates
    - Implementing a new deployment and PDF Line policy for all BTF missions and the integration of six other agencies for a “one-stop-shop” at A&FRC
  + Impact as detailed by Colonel Whitecotton in award letter:
    - The new capability created a central tracking system for 8 AF, AFGSC, 2 BWs, and Reserve partners.
    - Increased workload and readiness proficiencies for 22 units and 32 GSUs by 85%.
    - Process improvement also saved 1.6K man-hours for one-deep Readiness NCO, as well as 77 UDMs and 2.1K deployers a year across the base.
* Assisted MacDill KM shop with setting up Event Registration site for local SharePoint page. Screen sharing session was conducted to resolve issue with file being downloaded in incorrect format. The McDill KM ERA site will enable for managers to create events and courses and automate the process of attendees to sign-up with automated email notifications and course attendance tracking.
* Troubleshot JT4 contractor/software engineer with issue on custom JT4 ERA project. Last day-to-register notification feature improperly displayed with long title. Issue was determined to be offset width sizing with addition of new column. Solution was to walk engineer through the DattaBase objects to adjust display settings. The impact was to allow the JT4 to enable custom ERA site closer to completion and knowledge share app tooling with broader community of developers.
* Began new project for MPF center’s ticketing system. Customized SharePoint list with pre-existing AOC based page using JSON formatted entry form with review/solution flowchart diagram. New site will enable MPF personnel to create new ticket requests for on-going issues to be reviewed and approved to fix by MPF managers.

**Travel Forecast:**  None planned for June 2021.

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