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

* On-Going Assistance (enduring): Duties as knowledge management technician 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.

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

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