

CONTRACTOR'S PROGRESS, STATUS
AND
MANAGEMENT REPORT

PRIME: Gryphon Technologies, LC.
6811 Kenilworth Ave Suite 400
Riverdale, MD 20737

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CONTRACTING ACTIVITY: Office of Naval Research
ONR 253: Mark Chadwick
703 696-2599
chadwim@onr.navy.mil
Ballston Tower One
800 North Quincy Street
Arlington, VA 22217-5660

REPORT PREPARER: Lon Lawson
Gryphon Technologies, L.C.
(703) 696-2970

Report Documentation Page

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1. **Work Accomplished:**

Financial Analyst: Performing as a Financial Analyst during the month of January 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.

- Developed several “tailor-made” reports for the Director, Deputy Director, and Program Officers to address concerns/projections they had about budget execution, as well as facilitated the Code 353 Mid-Year Review for Budget Execution Meeting with the Deputy Director. Facilitation of the meeting included providing the following information:
 - Project Investment Overview (Money still not PR'd, Spend Plans Not Submitted, Projected Obligated Updates)
 - FY 2005 Dashboard (PE and Project Level)
 - 6.2/6.3 Projections for Obligations and Expenditures (PE Breakdown, Project Breakdown, Support Breakdown)
 - Unfunded Requirements (Spend Plans, Movement of Money between FRCs, Carryover potentials)
 - FY 2005 Story Expenditures (Better Tracking Recommendations)
- Coordinated information concerning attendance at CARP meetings.
- Identified FY 2004 Funds that are not 100% committed or obligated.
- Provided INRIS information to LtCol Briggs (MCWL).
- Coordinated information to Code 353 and MCWL concerning the delivery of R-2 submissions to ONR (Code 08) for the FY 2006 PresBud.
- During the end of the month, Mr. Bob Condry was assigned as a member of the FMTeam. Certain responsibilities were passed along as a matter under his cognizance. This included processing of Prompt Pay certificates for IPA personnel, as well as the preparation/handling all PR (Procurement Request) actions. To assist Mr. Condry, I developed and distributed an SOP/notes to assist him in the performance of his duties. Other actions I initiated to accomplish a smooth transition is a weekly meeting to discuss business processes and how we can avoid duplication of efforts and work more efficiently and effectively. Because of this, I have had more time to complete weekly updates on a more routine schedule. February plans include the initiation of meetings with the Code 353 Program Managers to see how the FMTeam can better assist them with financial concerns.
- Coordinated responses to several Tasker assignments by ONR staff members.
- Code 08 requesting information for IDC Costs.

- Code 353 Director requesting information on FY 2006 staffing of contractor positions and reductions into both salaries and bodies.
- Code 08 requesting information on Combating Terrorism (CBT) exhibit for the 06 President's Budget Submission

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.

Preparation of PR reviews by the Code 353 Deputy Director, which required coordination between the Program/EC Managers in having them complete financial templates, PIO (Project Investment Overview), and briefing the Deputy on the execution status of previously, released funds. In meeting this endeavor, assisted the Code 353 Deputy Director with preparations of graphs and memorandums.

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.

Executive Assistant: Performing as an Executive Assistant during the month of January 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.

- * Researched, advised and accomplished the standard procedure for outgoing letters and memo's
- * Reviewed Vouchers for payment accuracy/re-submitted discrepancies
- * Submitted voucher for Baltimore trip for Director(National Security Conference)
- * Prepared Travel orders for Conference (Alexandria) GWOT Game War/including hotel arrangement
- * Ordered Supplies for Code 353
- * Printed Color Copies

- * Edited, copied, revised, typed and prepared Director's Performance Appraisals via Dept Head
- * Accomplished setting up Director in the new Defense Travel System (DTS)
- * Set up New Travel Files for Director/Deputy Director for year 2005
- * Researched and communicated the (JTR) Joint Travelers Regulations for Director via overnight stay within 50 mile radius within conference site
- * 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.
- * Completed all Financial Disclosure reports (signed by George) delivered to AO Emma Graham
- * Assisted Code 35 for (Admin Assistants) doing their absence (Prepared and Faxed 3 visit request for Gil Graff, Program Manager) Researched, followed-up and successfully executed (incomplete) Travel Order's for immediate travel for the same day for (Cliff Bedford) Program Manager, Assisted Dave Masters assistant on finding info for an up-coming S&T meeting.
- * Successfully added Sub-files George e-mail in order for him to send and receive from his Blackberry when he was out of the Office of Naval Research
- * 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.
- * Registered Director in Phase 3 Kickoff & Technical Interchange Drape IPO bandana GWOT War Game in Alexandria VA
- * Collaborated and recommended to George move paper files (Scanning system) resulted in Adan Scanning files via Deputy's office (old materials)
- * Follow-up/ w meeting requested by Director with Alan Stocks re: DBS related issues
- * Consistently working with Erik (DTS trainer) and Pentagon for Director's CaC card renewal (SES)
- * Distributed copies of Financial Disclosure forms to (Masters, Conners, Deitchman) after reviewed and signed/Deputy Director and Jeff Bradel
- * Typed and sent out two Federal Express Packages for Deputy Director
- * Prepared and sent out visit request for Director's Conference GWOT War Game
- * Via Tracy (Admin Assist) Programmed MCWL fax number into new fax machine
- * Successfully Accomplished (Problem resolution) a re-imbusement for a hotel fee/Conference in Baltimore National Security (overcharged) Director
- * 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
- * Revised DepScor Task Routing Sheet and completed for signature for Deputy Director
- * Collaborated with Deputy in completing two Endorsement letters of Appreciation for Jeff Bradel signed by Dept Head & Director Revised DepScor Task Routing Sheet and completed for signature for Deputy Director

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

On Going Tasks:

Provided technical support in the field of Information Technology to Code 353 and its employee's needs.

Training: Completion of Advanced PowerPoint course.

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 other Code 35 employees to use in presentations.
- Supported other Code 353 employees on PowerPoint briefs.
- 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)
- Sourced Congressional Review FY material and construct briefs for outside ONR parties.
- Updated Seabasing Newsletter links.
- Configured and replace Blackberries d for ONR Gryphon employees.
- Edited and updated web alias for Code 35 members.
- Converted and edited BCC video story.
- Update Code 353 webpage contact info.
- Source list of ONR exhibits from public affairs for 2005.
- Copied "Gunslinger" DVD

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

- Invested inordinate amount of effort researching, intervening and coordinating the release of the EUWP S&T BAA
- Negotiated between two ONR contracting officers, the NASA management and contracting officers, the ONR legal counsel, and our EUWP management personnel, the "perceived" discrepancies in the released BAA which resulted in a mutually agreed upon Amendment (that was released)

- Planned and assisted the Thrust Area Manager's decision process in coping with NAVCOMP's refusal to release portions of the EUWP congressional funding which involved 4 financial office personnel to include a Division Director.
- Drafted and coordinated the initiation of 3 PRs distributing EUWP funding to commitment and obligation levels (included coordinating essential D&I paperwork, and so on.)
- Worked with Dr. Armistead's office to assist in planning and executing the S&T BAA schedule.
- Participated in the S&T IPT project review workshop with each grant and contract reviewed for progress
- Worked extensively with Dr. Ron Kostoff (ONR) and the application of his developing technology to the EUWP S&T effort formulating goals and contracting requirements, and writing supporting documentation
- Assisted in the planning, coordination, drafting of PAO documentation, and liaison required in support of the possible deployment of the EUWP Generation I demonstrator to Indonesia to help the tsunami victims

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

- Conducted weekly meetings with Ray Bartholomew to verify the invoice expenditures with the STARS expenditures for ongoing HPT&E projects/efforts concerning budget execution
- Prepared required documentation in support of the HPT&E, including expenditure plans and track progress.
- Coordinated 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.
- Assisted 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 McGillicuddy, 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: None

Name of Traveler	Point of Origin	Destination	Dates	Mode of travel

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- Prepare for ONR's move to the new facility.

1988-002

- Prepare and assist the Director as he implements his new organizational structure