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Meeting with Management Issues 12-21-93

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Day: Tuesday
Date: December 21, 1993
Time: 9:00-9:15 AM
Location: 750 Office
Subject: Management Issues

**PHOTOCOPY
PRESERVATION**

THE WHITE HOUSE
WASHINGTON

November 23, 1993

Daniel G. Felger, Senior Engineer
Sherikon, Inc.
2611 Jefferson Davis Highway
Suite 10000
Arlington, VA 22202

Dear Mr. Felger:

This letter confirms your meeting with Kristine M. Gebbie,
National AIDS Policy Coordinator, on Tuesday, December 7, 1993.
The ¹⁵30 minute meeting begins at 3:00 p.m. and will be held in her
office at 750 17th Street N.W., Suite 1060 in Washington, DC.

Please call me at (202) 632-1090 with any questions or for
further clarification.

Sincerely,

W. Steve Lee

W. Steve Lee, Executive Assistant and
Scheduler to
National AIDS Policy Coordinator



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c3
SHERIKON, INC.

2611 JEFFERSON DAVIS HIGHWAY
SUITE 10000
ARLINGTON, VA 22202
TELEPHONE: (703) 418-0097

RCVD
NOV - 6 1993

November 5, 1993

Ms. Kristine Gebbie, R.N., M.N.
National AIDS Policy Coordinator
Executive Office of the President
750 17th Street, N.W.
Suite 1060
Washington DC 20503

Dear Ms. Gebbie:

We met through my service as the Evangelism Chairman of St. Matthew's Lutheran Church in Southwest Washington, but this letter concerns a different subject.

I am an analyst and senior engineer with Sherikon, Incorporated, a minority-owned firm with projected 1993 revenues of \$18M headquartered in Chantilly VA. The Arlington VA division where I work has extensive experience in government program management support. Contract performance in the general area of health services support accounts for about 20% of the Company's revenues. (Sherikon is not a health care provider, nor do we have ties to any health care provider.)

Consequently, Sherikon capabilities may meet some of your program management requirements as the President's AIDS Policy Coordinator. Sherikon program management capabilities include:

- Budget development, analysis and tracking
- Program element and correspondence tracking
- Conference and meeting planning and support
- Program documentation research, archiving and retrieval
- Project analysis and report generation
- Strategic planning support
- Issues research and definition; position paper preparation
- Instruction manual preparation
- Status and review reporting, including development of color illustrations by our full-time graphic arts staff

Included with this unsolicited letter is a Corporate Capabilities booklet, which documents our performance for numerous federal clients. What this booklet doesn't state, Ms. Gebbie, is that we at Sherikon think our program management experience with dynamic Navy and DoD programs can be successfully applied to assist new and vital programs. It also does not emphasize that we meet deadlines.

Steve —
See meet with Jan —
he's planning to call
next week —

May I call during the week of November 15 to ask whether a meeting with you to discuss Sherikon capabilities is possible?

Yours truly,

Daniel G. Felger

Daniel G. Felger



SHERIKON, INC.

DANIEL G. FELGER
SENIOR ENGINEER

2611 JEFFERSON DAVIS HWY., SUITE 10000, ARLINGTON, VA 22202
TELEPHONE: (703) 418-0643 • FAX: (703) 418-0667

Corporate Capabilities



Sherikon, Inc.

The Source for Excellence



SHERIKON, INC.

... THE SOURCE FOR EXCELLENCE

STATEMENT OF CORPORATE CAPABILITY

This corporate statement is a brief look at Sherikon, Inc., a comprehensive, minority-owned, small business firm. This firm is a closely held corporation, incorporated in and under the laws of the State of Louisiana.

Sherikon is certified by the Small Business Administration (SBA) under section 8 (a) of the Small Business Act and satisfies all legal requirements set forth under Public Law 95-507.

Chantilly

14585 Avion Parkway
Suite 2500
Chantilly, VA 22021
(703) 803-7000
(800) 899-0123
(703) 803-3730 (FAX)

New Orleans

West Park One
One Seine Court
Suite 405
New Orleans, LA 70114
(504) 364-6090
(504) 367-1776 (FAX)

Anaheim

731 E. Ball Road
Suite 101
Anaheim, CA 92807
(714) 563-8930
(714) 774-7289 (FAX)

Orlando

3075 Alafaya Trail
Suite 355
Orlando, FL 32826
(407) 281-6197
(800) 444-6197
(407) 281-0008 (FAX)

Long Beach

4332 Cerritos Avenue
Suite 106
Los Alamitos, CA 90720
(714) 828-5344
(714) 828-1271 (FAX)

Orlando

Sherikon Precision Metal Products
2311C Mercator Drive
Orlando, FL 32807
(407) 671-0228
(407) 657-9125 (FAX)

Crystal City

2611 Jefferson Davis Hwy.
Suite 10000
Airport Plaza Two
Arlington, VA 22202
(703) 418-0097
(703) 418-0667 (FAX)

Frederick

92 Thomas Johnson Drive
Suite 130
Frederick, MD 21702
(301) 698-2686
(301) 698-9894 (FAX)

Tidewater

825-F Greenbriar Circle
Chesapeake, VA 23320
(804) 424-6014/6361
(804) 424-6374 (FAX)

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CORPORATE OVERVIEW

Sherikon provides wide-ranging support to clients in the areas of engineering; logistics; health services management; precision metal fabrication and prototyping; computer support services; systems design and integration; electronic equipment repair and calibration; and other specialized support services. Our rapidly growing reputation for providing total customer satisfaction has fostered a client base that includes a broad spectrum of Federal Government and commercial clients (pages 13-14).

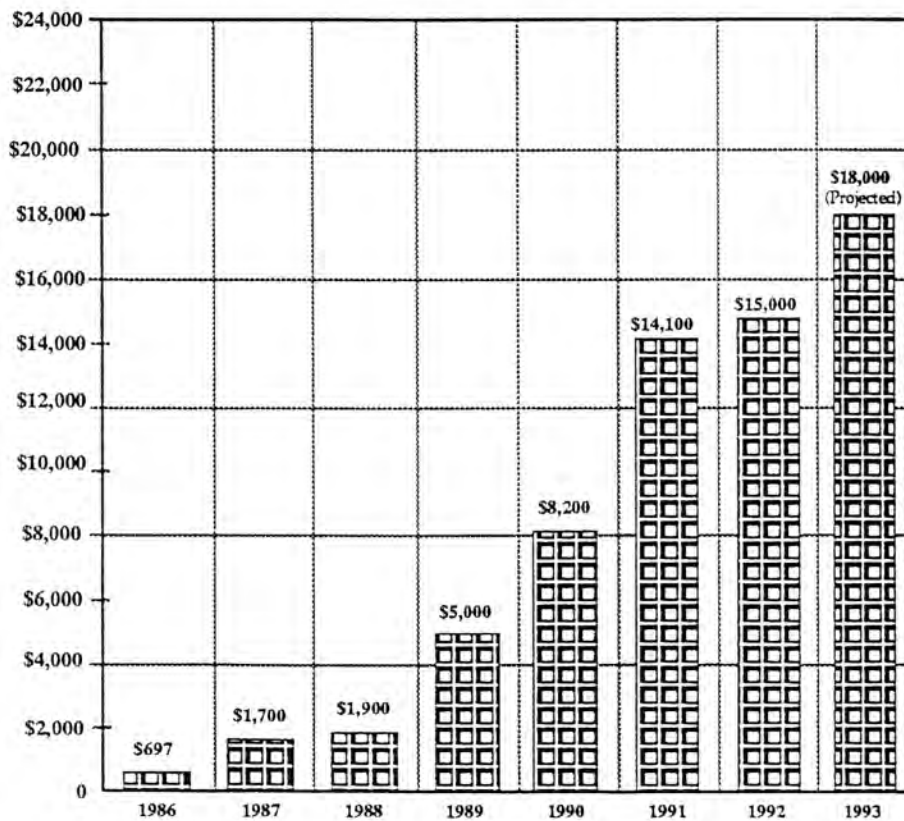
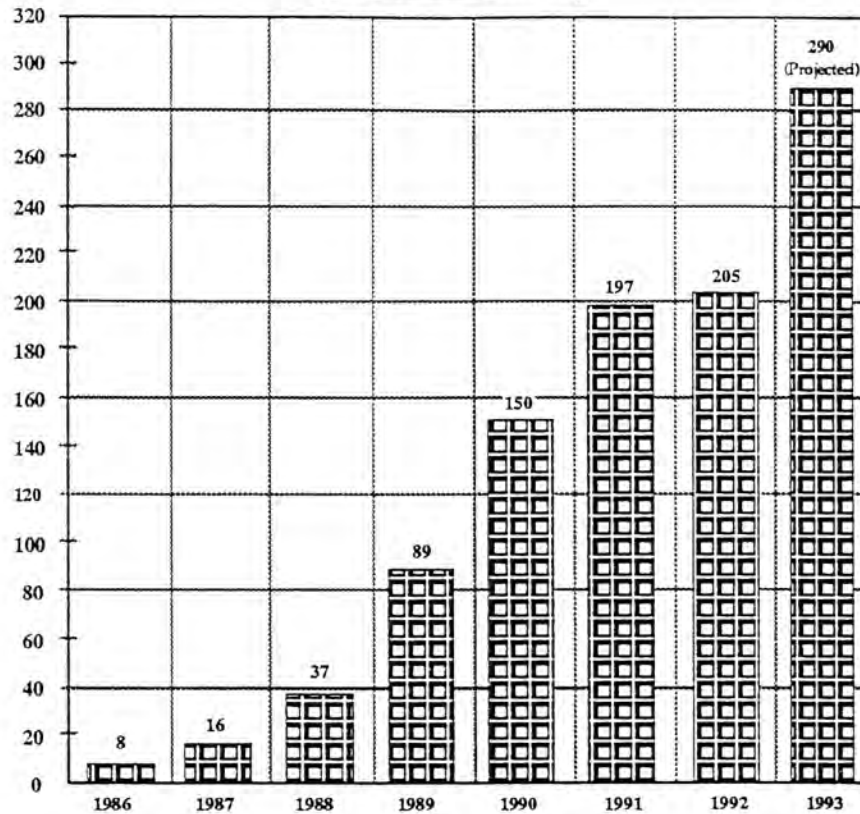
Sherikon has been approved by the Small Business Administration (SBA) to perform under the following 25 Standard Industrial Classification (SIC) codes:

- 2741 Miscellaneous Publishing
- 4812 Radiotelephone Communications
- 4813 Telephone Communications, Except Radiotelephone
- 4899 Communications Services
- 7371 Computer Programming Services
- 7372 Prepackaged Software
- 7373 Computer Integrated Systems Design
- 7374 Computer Processing and Data Preparation Services
- 7375 Information Retrieval Services
- 7376 Computer Facilities Management Services
- 7377 Computer Rental and Leasing
- 7378 Computer Maintenance and Repair
- 7379 Computer Related Services
- 7629 Electrical and Electronic Repair Shops
- 7812 Motion Picture and Video Tape Production
- 8099 Health and Allied Services
- 8299 Flight Training Services
- 8322 Individual and Family Social Services
- 8711 Engineering Services
- 8731 Commercial Physical and Biological Research
- 8732 Commercial Economic, Sociological, and Educational Research
- 8741 Management Services
- 8742 Management Consulting Services
- 8744 Facilities Support Management Services
- 8748 Business Consulting Services

Sherikon has been selected as one of the fastest growing companies in *Washington Technology's* Mid-AtlanTech Fast 50 for three consecutive years. This selection was based on percentage growth of high-tech companies in Washington, DC, Virginia, and Maryland between 1985 and 1989. We are proud of our growth because it reflects true customer satisfaction.

CORPORATE GROWTH

PERSONNEL

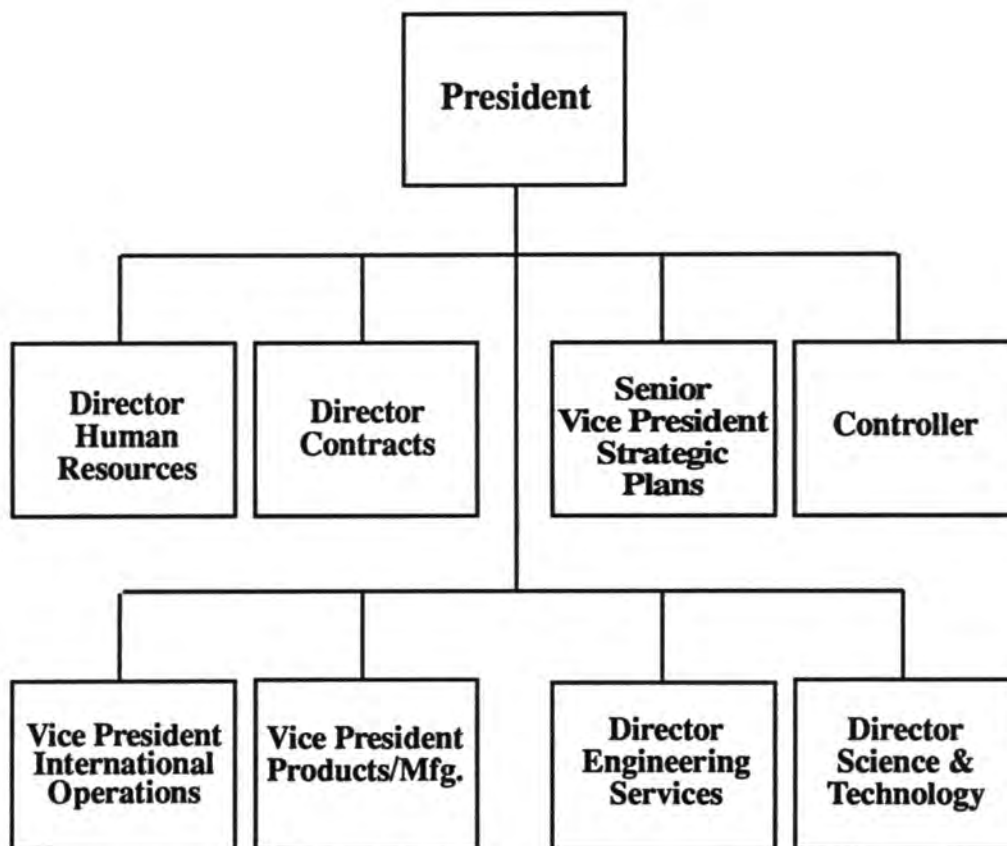


REVENUES (000s)

SHERIKON'S ORGANIZATION

In order to remain economically competitive within the professional services industry, Sherikon has adopted a lean corporate structure responsive to the needs of its clients. This organization allows Sherikon to provide our customers with the benefits of a management structure at minimum cost and a larger direct professional staff capable of producing quality, cost-effective, and timely responses to client requirements.

This same philosophy complements a basic premise formulated when the company was established. Sherikon was founded with the objective of providing high quality professional services in a timely manner. Our organizational structure acknowledges discrete tasks and fully vests responsible managers with accountability and commensurate authority.



CORPORATE FACILITIES

To improve operational readiness and maintain quick response times for our clients, Sherikon is committed to the timely opening of well-equipped facilities as needed. Sherikon's corporate office, with over 13,500 square feet of support capabilities, is located in Chantilly, VA. Other facilities are located in:

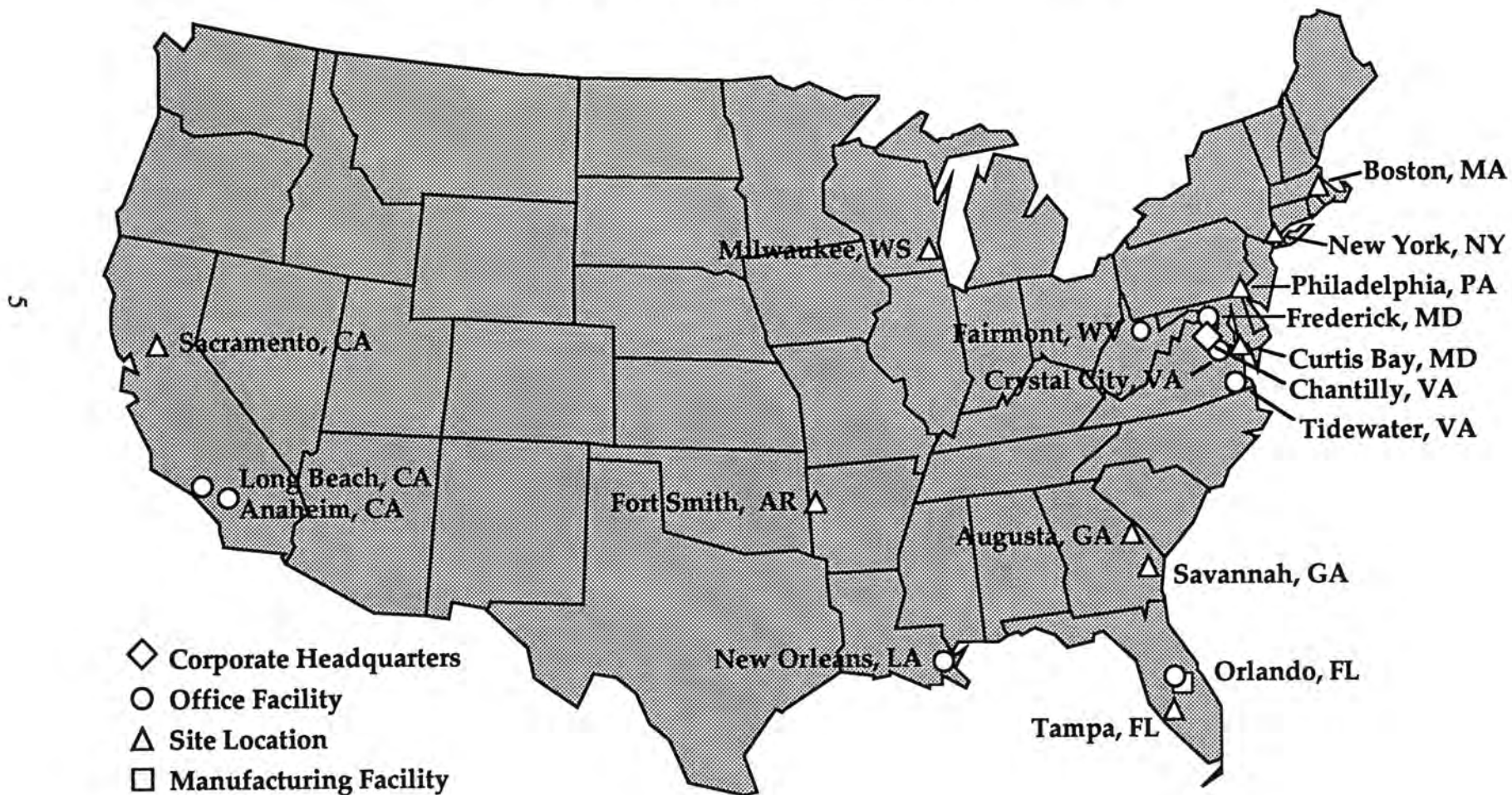
- Crystal City, VA (11,951 sq. ft.)
- New Orleans, LA (1,450 sq. ft.)
- Orlando, FL (4,435 sq. ft.) (Office)
- Orlando, FL (9,000 sq. ft.) (Manufacturing)
- Long Beach, CA (1,900 sq. ft.)
- Frederick, MD (5,500 sq. ft.)
- Anaheim, CA (1,950 sq. ft.)
- Tidewater, VA (849 sq. ft.)

Sherikon Precision Metal Products Division, acquired in February 1992, provides quality precision metal fabrication and machined parts. This division caters to the precision product needs of both commercial and defense industries for regional, national, and world markets. Diversification of plant capabilities allows us to quote both short run and high production lots. This fabrication facility, coupled with our electronic/electrical repair and engineering services capabilities, allows Sherikon to deliver truly diversified services and products to our numerous clients.

Sherikon has site locations in Milwaukee, Wisconsin; Boston, Massachusetts; Curtis Bay, Maryland; Augusta, Georgia; Tampa, Florida; Fort Smith, Arkansas; Sacramento, California; and Philadelphia, Pennsylvania.

Most facilities offer security clearances and computer services. Graphics, reproduction/telecopy equipment, and conference accommodations are standard at all facilities. Located in the Washington, DC metropolitan area, our corporate headquarters are close to both Washington National and Dulles airports and to government agencies and private businesses around the nation's capital.

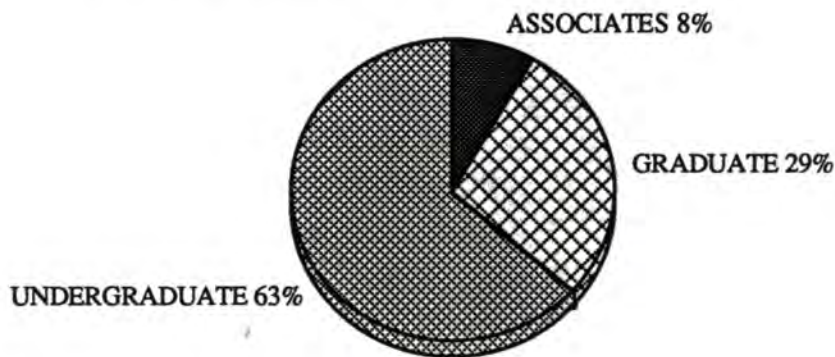
Office/Site Locations



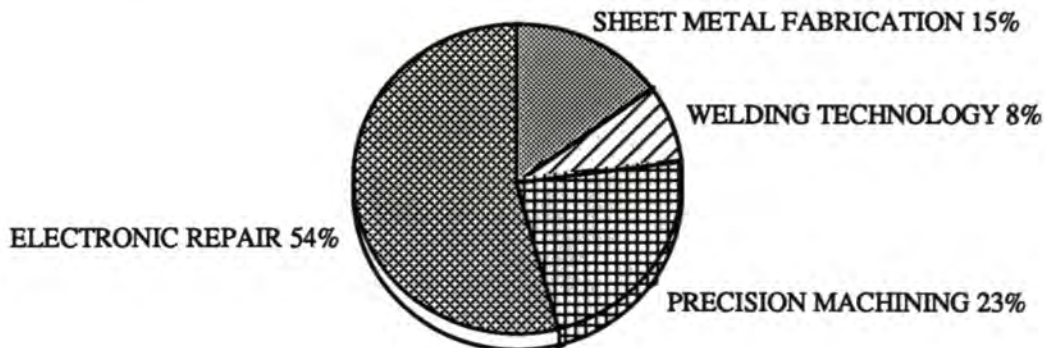
QUALIFICATIONS AND EXPERIENCE

Our expertise is comprised of professional personnel and artisans who have significant experience in their respective disciplines, and in supporting a wide variety of clients. Our academically qualified and experienced specialists have proven records of exceptional professional services and products and can be quickly organized to fulfill the most rigid of contract requirements. The charts below graphically depict the educational and specialty profiles of our personnel, and underscores our vertical integration of both services and production skills. Over 70% of our personnel hold college degrees. 29% hold advanced degrees.

EDUCATIONAL LEVELS



VOCATIONAL SPECIALTIES

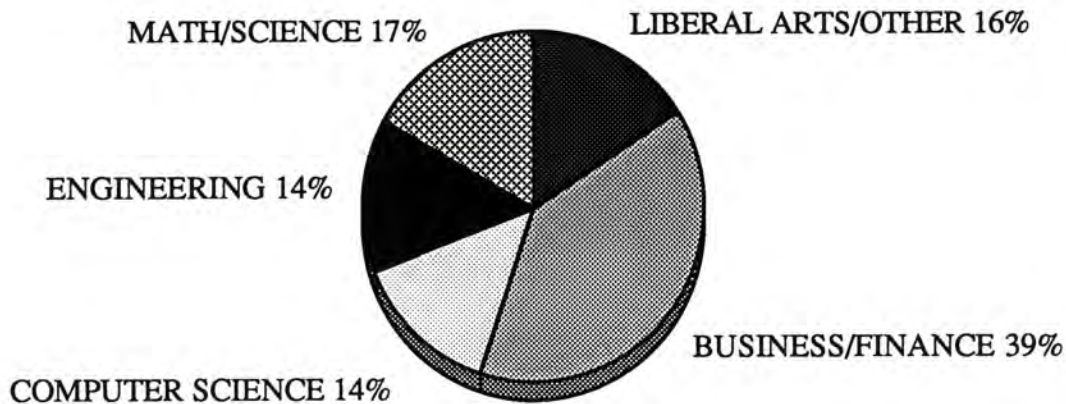


QUALIFICATIONS AND EXPERIENCE

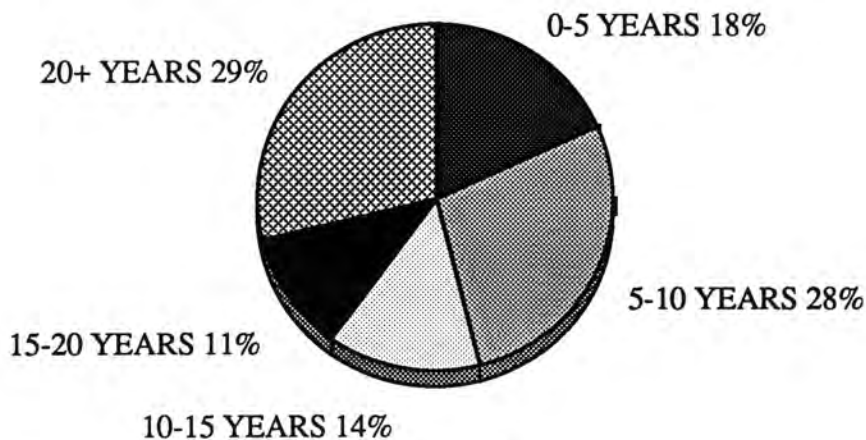
Sherikon personnel have a wide variety of educational disciplines. In addition to skills gained from the educational process, the expertise of our professional staff covers a broad range of disciplines derived from industrial, government, and military backgrounds.

The wide range of professional capabilities within Sherikon enable us to provide superior products and services to our clients. In addition to our existing expertise, Sherikon can immediately supply additional personnel, subcontractors, and qualified specialists to execute any particular project with unique requirements.

EXPERIENCE



QUALIFICATIONS



COMPUTER/ADP EXPERIENCE

SOFTWARE

- | | | |
|-------------------------|------------------------|----------------|
| • AIMS | • MACDRAW | • QUATTRO PRO |
| • CAPPS (Print Monitor) | • MACPAINT | • SAS |
| • CRICKET GRAPH | • MACPROJECT | • SPSS |
| • DBASE III PLUS | • MACWRITE | • SET GRAPHICS |
| • DESQVIEW | • MICROSOFT WORD | • SIGN MASTER |
| • ENABLE | • MINITAB | • SMARTCOM |
| • EXCEL | • MULTIMATE | • STARS |
| • FASTBACK PLUS | • MULTI-PLAN | • STATVIEW |
| • FILEMAKER | • NORTON UTILITIES | • SYMPHONY |
| • FOXBASE | • NOVELL | • TIMELINE |
| • FOXPRO | • ORACLE | • UNIX |
| • FRAMEWORK | • PARADOX | • VENTURA |
| • FREEHAND | • PC PAINT BRUSH | • VOLKSWRITER |
| • FREELANCE | • PAGEMAKER | • WORDPERFECT |
| • GEMDRAW | • PERSUASION | • WORD STAR |
| • HARVARD GRAPHICS | • PERFORMANCE ANALYZER | • WRITE NOW |
| • HYPERCARD | • POWERPOINT | • XTALK |
| • LOTUS 1-2-3 | • PROCOMM PLUS | • XTREE GOLD |

HARDWARE

- | | | |
|--------------|-------------|----------|
| • COMPAQ | • HP | • UNIVAC |
| • CPT | • IBM | • VAX |
| • DATA POINT | • MACINTOSH | • WANG |
| • DEC | • NOVELL | • XEROX |
| • HONEYWELL | • PRIME | • ZENITH |

LANGUAGES

- | | | |
|-------------|-----------|-------------|
| • ADA | • COBOL | • PROLOG |
| • ASSEMBLER | • FOCUS | • RPGII |
| • BASIC | • FORTRAN | • SAS |
| • C | • LISP | • SIMSCRIPT |
| • CLIPPER | • PASCAL | • SMALLTALK |

AREAS OF EXPERTISE

ENGINEERING SUPPORT

- Design review and analysis of engineering plans and programs
- Technical documentation and verification of engineering specifications
- Plans and specifications review and analysis
- Engineering Change Proposals (ECPs) documentation, tracking, analysis, and reporting
- Feasibility studies and comparative analysis
- Hardware and concept design analysis and documentation
- Facilities management
- Marine survey, shipcheck and test program design and execution
- Noise, shock, and vibration testing

COMPUTER SUPPORT SERVICES

- Computer maintenance and repair
- Computer peripheral equipment
- Programming
- Data processing
- Electronic document management
- Computer facilities

SYSTEMS DESIGN AND INTEGRATION

- Systems analysis
- Development of system specifications
- Hardware and software conversions
- Equipment installation and testing
- Applications and systems programming
- Telecommunication and network design
- Data base management
- Facilities management
- Risk analysis and assessments
- Life-cycle documentation management

AREAS OF EXPERTISE

HEALTH SERVICES MANAGEMENT

- Studies and analyses
- Strategic planning and policy analysis
- Medical engineering and integrated logistics support
- Materiel development and acquisition
- Aeromedical evacuation management
- Medical information systems, data base design and development
- Medical equipment management
- Market investigations
- Medical acquisition planning
- Basis of issue planning
- Independent evaluation plans, reports

INTEGRATED LOGISTICS SUPPORT

- Logistics management
- Acquisition planning
- Maintenance planning
- Provisioning
- Technical writing
- Configuration control and management
- Support and test equipment management
- Allowance development and documentation
- Equipment management and property control
- Outfitting
- Reliability studies

AREAS OF EXPERTISE

SPECIALIZED SUPPORT SERVICES

- Aviation management
- Financial management
- Operations research
- Modeling and simulation
- Disaster management
- Mobilization planning
- Training and curriculum development
- Conference management

What our clients say . . .

The common denominator in Sherikon's successful execution of over 300 contracts, individually valued up to \$15M, is an unfailing emphasis on client satisfaction. We consistently provide solutions that reflect our spirit of service, evidenced by comments from our clients:

"Sherikon was up and running in a week. . .we've never had a contractor do that before. . . "

"Sherikon is a force multiplier. Getting value for our money. . .lean and mean is true."

"Truly outstanding!"

"Dedicated and professional efforts. . .truly refreshing to work with."

"We have never had a problem with Sherikon deliverables. They're always on time, complete and accurate."

"Thanks for the excellent support of a highly complex and critical project."

"Double hull research. . .was quality work."

"Your efforts and excellent product deliverables were the cornerstone for the success."

". . . your company provided excellent assistance and guidance to the Customs Service."

"The success of this project is a credit to your company's 'Can Do' attitude."

"Sherikon has done wonders."

"Very dependable, always there."

"Corporate support is great, people are here constantly."

"Super job"..."Outstanding work"..."Doing what we ask"..."Significant turnaround"..."See him (Division Manager) quite often."

"The extremely high quality of the people you employ speaks volumes about Sherikon and your ability to select and retain the very best. I'm impressed."

SHERIKON CLIENTS

DEPARTMENT OF DEFENSE

Bureau of Medicine and Surgery, Washington, DC
David Taylor Naval Ship Research and Development Center, Washington, DC
Defense Medical Standardization Board, Frederick, MD
Gage and Standards Department, Naval Weapons Station, Seal Beach, CA
Military Sealift Command, Washington, DC
Naval Air Systems Command, Washington, DC
Naval Coastal Systems Center, Panama City Beach, FL
Naval Hospital, Charleston, SC
Naval Medical Logistics Command, Frederick, MD
Naval Oceanographic Office, Bay St. Louis, MS
Naval Research Laboratory, Washington, DC
Naval School of Health Sciences, Bethesda, MD
Naval Sea Systems Command, Washington, DC
Naval Ship Weapons Systems Engineering Station, Port Hueneme, CA
Naval Supply Systems Command, Washington, DC
Naval Training Systems Center, Orlando, FL
Office of the Surgeon General, U.S. Army, Washington, DC
Space and Naval Warfare Systems Command, Washington, DC
Supervisor of Shipbuilding, Conversion, and Repair, New Orleans, LA
United States Army Medical Materiel Development Activity, Frederick, MD
Walter Reed Army Institute of Research, Washington, DC

OTHER FEDERAL AGENCIES

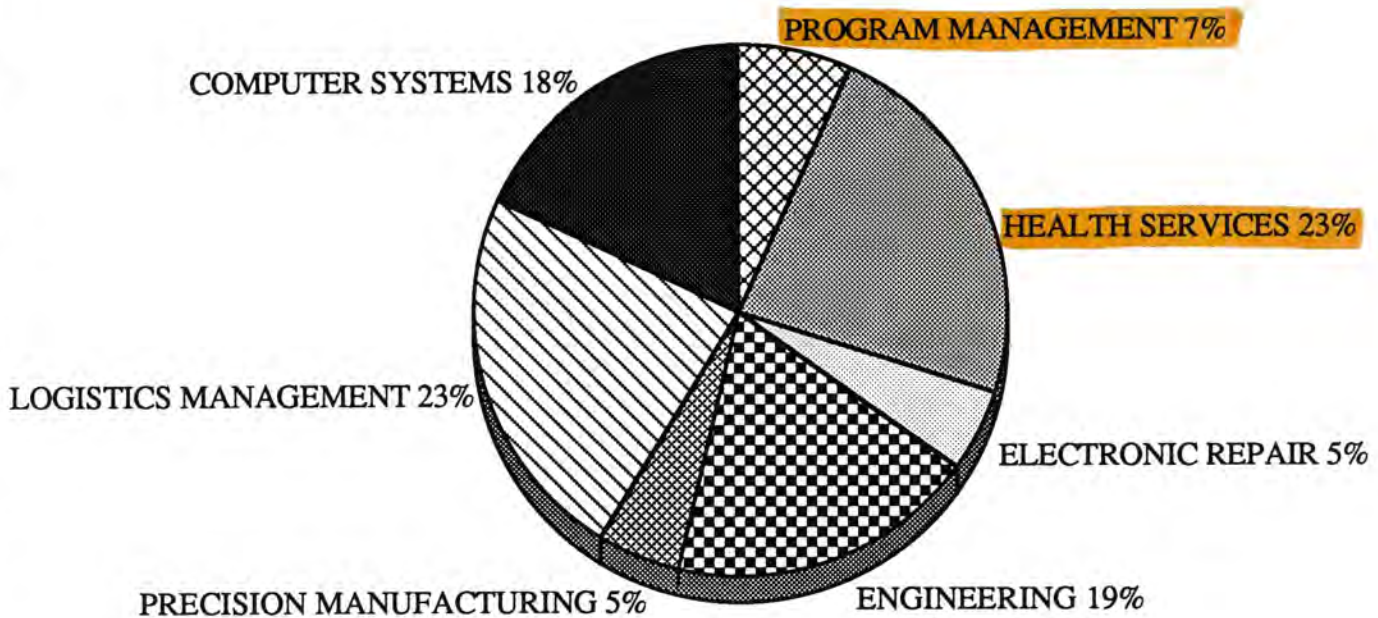
Department of the Interior, Minerals Management Division, New Orleans, LA
Department of Justice, Bureau of Prisons, Washington, DC
Department of Treasury, Customs Service, Washington, DC
Federal Emergency Management Agency, Washington, DC
U.S. Coast Guard, Washington, DC

COMMERCIAL

Bath Iron Works, Bath, ME	Karl Senner Inc., New Orleans, LA
BDM, McLean, VA	NCR, Rockville, MD
CACI, Washington, DC	SSI, Tampa, FL
EDS, Alexandria, VA	Tano Corporation, New Orleans, LA
Frontier Engineering, Arlington, VA	Teledyne Controls, Los Angeles, CA
Intermarine, Savannah, GA	TRW, McLean, VA
J.J. McMullen, New York, NY	

CONTRACT MIX

Sherikon recognizes the need to deliver expert services and distinguished products while maintaining a diversified contract portfolio. The chart below illustrates our broad and varied contract base. All contracts have been, and will continue to be, performed on schedule and within budget. Our project management procedures and task-specific accounting system ensure the integrity of all contract-related expenditures and have been approved by DCAA.



CONTRACT SUMMARIES

NAVAL SEA SYSTEMS COMMAND (NAVSEA) WASHINGTON, D.C.

Sherikon is providing **program management** and engineering services to the Combat Support, Ocean Research, and Surveillance Ship Program Officer (PMS383). PMS383 is one of the largest Ship Acquisition Program Managers (SHAPM) in NAVSEA both in terms of number of ships under construction and dollar value of shipbuilding contracts. Current projects include AOE-6, AOE-10, T-AO 187, AO(J), T-AGOS (SWATH A&P), AGOR, and several variations of T-AGS shipbuilding programs. PMS383 projects include ships built to Military Specifications (MILSPECS) for the Navy, and vessels built to commercial standards to be operated by the Military Sealift Command and as oceanographic research ships by civilian universities.

A recent major program management task has been the analysis of the impact of the new DOD 5000 series instructions on the acquisition process at PMS383. Sherikon has provided assistance in preparation and processing of new documentation such as Mission Needs Statements (MNS), Operational Requirements Documents (ORD), Integrated Program Summaries (IPS), and Cost and Effectiveness Analyses (COEA). **Program management tasks also include project scheduling and monitoring; preparation of briefings to support reviews at all levels; research to support claims resolution; research and preparation of management reports and studies; coordination of office space renovation; administrative support including preparation of high quality computer generated graphics; on-site support for conferences** such as Program Reviews, Work Definition Conferences, and Quarterly Progress Reviews; **preparation of a bi-monthly Progress Report** designed to keep PMS383 government employees informed; and **support of ADP systems installation and integration**. The ADP task includes requirements analysis and definition; LAN design, installation, and integration; installation and development of an Executive Information System; database development and maintenance; and extensive conversion of PC based software applications to run in the LAN environment. Sherikon is also undertaking a large documentation and training effort.

As part of program management support, Sherikon performs financial analysis, such as cost/performance monitoring for each shipbuilding project; posting and reconciling expenditures; producing variance reports; identifying unliquidated obligations for recoupment; generating funding documents; evaluating and monitoring shipbuilding contractor cost/schedule control systems (C/SCS); and generating financial reports and spread sheets to support a wide range of management requirements.

Since beginning this contract, Sherikon has placed a great deal of effort into increasing its ability to provide more extensive and sophisticated engineering and technical services. We have hired several additional skilled engineers. As a result we have an excellent ability to do research and conduct studies to resolve technical issues. We routinely identify and study alternate equipments for shipboard installations. We identify impacts, assess performance, determine cost and recommend solutions. We also conduct feasibility studies and determine life cycle costs as part of the design process. A recent example of such a study was our analysis of the impact of federal anti-pollution regulations requiring double-hulled tankers and determination of the feasibility of converting the last several ships of the T-AO 187 Class to a double hull design. Sherikon has also developed an excellent production analysis capability. Our work on evaluating contractor performance on the Reversing Reduction Gear for the AOE 6 Class is but one example. Engineering and technical services also include coordinating with NAVSEA technical codes to obtain required approval for a wide range of design and configuration issues; assisting in the development and updating of ship specifications; providing onboard trials support, including generating and maintaining deficiency listings; developing and maintaining data bases to track deficiencies and technical correspondence; tracking CDRLs and configuration management which includes preparing, tracking, processing, and reviewing ECPs, FMRs, and HMRs.

Sherikon is also providing on-site services at New Orleans and Tampa to assist PMS383 liaison with SUPSHIP and the shipbuilders.

**FRONTIER ENGINEERING, INC./NAVSEA PMO407
ARLINGTON, VA**

As a subcontractor to Frontier Engineering, Sherikon assists the Mine Countermeasures Division of NAVSEA PMO407. This involves performing the duties of the PMO407-2 Configuration Manager and assuming the role of the Configuration Control Board (CCB) Secretariat. This entails advising PMO407 of DOD/NAVSEA CM disciplines, and assisting the MCM Division Director in involving these disciplines throughout the program's network of technical activities. Other duties include coordination of, and participation in the monthly PMO407-2 Configuration Control Boards; coordination and review of roughly 40 incoming engineering changes per month; management of the PMO407-2 Configuration Status Accounting System; management of the PMO407-2 CCB Action Item Tracking System, and; preparation review of CM plans, equipment CM requirements, engineering change contract modifications and miscellaneous CM documentation. Our in-depth knowledge of this program provides the expertise needed in maintaining accurate equipment baselines for life-cycle management and competitive reprocurments.

**INTERMARINE USA
SAVANNAH, GA**

Sherikon is providing Integrated Logistics Support (ILS) Systems to Intermarine USA in their ongoing effort in the design, construction, outfitting and delivery of MHC-51 Osprey Class Minesweepers for the U.S. Navy. We provide logistics management services in trouble-shooting Intermarine's logistics organization and processes. As required to meet ship ILS delivery requirements, we supplement Intermarine's Logistic Support Analysis (LSA) and Technical Manual (TM) production capability as needed.

**SUPERVISOR of SHIPBUILDING, CONVERSION, AND REPAIR (SUPSHIP)
NEW ORLEANS, LA**

Sherikon is providing engineering, Integrated Logistics Support (ILS), and program management services to SUPSHIP in support of ship acquisition, overhaul, and repair projects. Services include quality assurance, progress reviews, ship checks, drawing reviews, provisioning and outfitting analysis, program development, and marine surveys. In addition, we provide program management support, develop micro-computer system architectures, and prepare administrative automation systems for fiscal, technical, and personnel functions.

Programs supported include the LSD, LCAC, T-AGOS, T-AO, T-AG, T-AGS, AO(J), and small boat acquisitions. Specific tasks have included constructing Total Ship test programs; providing ship surveyors to witness onboard testing and equipment installation; deficiency tracking of Builder's, Acceptance, and Final Contract Trials deficiencies; outfitting support that covered receipt, recording, and warehousing of outfitting material for ACU - 4 and 5; Engineering Change Proposal analysis to develop the Government's position prior to adjudication; combat system test planning for FFG class ships; validation and verification services to update T-AO system technical manuals; correlating PMS material to ship COSAL allowance documentation for LSD and LCAC programs; reviewing and analyzing FOMIS management reports; and receiving and processing GFM for the LSD program.

**SPACE AND NAVAL WARFARE SYSTEMS COMMAND (SPAWAR)
WASHINGTON, DC**

Sherikon provided program management and software development services to the Space and Naval Warfare Systems Command at Washington, DC. Specific tasks included: development of the Field Activity Material Management System (FAMMS) functional description. This necessitated conducting site visits of specific SPAWAR field activities to determine current material management processes, determining data elements used for material processing, and evaluating field activity procedures. Additionally, Sherikon provided program management support services as requested by the Project Office.

NAVAL OCEANOGRAPHIC COMMAND FACILITY BAY ST. LOUIS, MS

Sherikon developed a training curriculum and taught the initial cadre of military instructors for the AN/UMQ-12 (Mini-Rawin Upper Air Meteorological Sounding Equipment System), a state-of-art meteorological device that is being introduced to the Navy Fleet. We conducted a detailed reliability analysis for the AN/UMQ-12 that formed the baseline for spares procurement. We also determined failure rates, repair time, supportability, and maintenance system requirements for the new Navy Satellite Display System (NSDS), as well as Electromagnetic interference (EMI) and environmental testing and PC board design and fabrication.

We developed a Navy Training Plan (NTP) and Integrated Logistics Support Plan (ILSP) for the Mobile Oceanography Support Systems (MOSS). The MOSS equipment combines satellite and communications technology with a portable computer system that will give the Fleet a world-wide capability for weather and oceanographic predictions.

NAVAL COASTAL SYSTEMS CENTER (NCSC) PANAMA CITY BEACH, FL

For the Navy's LCAC program, Sherikon performed ILS services, system improvement interface planning, program documentation, deficiency tracking, reliability analysis, and engineering support. Specific taskings included: updating the LCAC SEAOPS manual with currently identified and proposed changes; reviewing allowance documentation to ensure all equipments and systems are supported by the Navy Supply System; developing plans to support crew training; providing Builder's, Acceptance and Final Contract Trials engineering services to ensure all discrepancies are recorded; providing technical documentation control services to ensure effective management of program documentation; updating production data deliverable tracking system to ensure that all contract documentation is received; and providing Reliability and Maintainability (R&M) data base management, special studies and life-cycle support projects such as wake prediction and retrofit of craft enhancements.

NAVAL TRAINING SYSTEMS CENTER (NTSC) ORLANDO, FL

This effort involves providing NTSC with data base management and logistics support for the acquisition of spare parts and support equipment for trainers, training devices and simulators. Tasks include research and analysis, requirement determination and identification, cost analysis and pricing, screening and cataloging, MILSTRIP processing and tracking, report generation and status reporting, preparation of acquisition justifications and authorizations, data base management and maintenance, and software enhancement for their automated management and acquisition support system.

Sherikon also supported the Naval Training Systems Center with technical services for the P-3 aviation publications enhancement program. This entailed program management, systems engineering and updating technical publications, including Operation and Maintenance Manuals and Supplements, Instructor's Utilization Handbooks, Commercial Computer Documentation Sets, and Planned Maintenance Systems for several P-3 trainers. Specific tasks included research of all Technical Engineering Change Directives approved for each trainer, performance of site surveys to determine applicability of these changes and updating the respective technical documents to the current configuration for accurate use in operating and maintaining the trainers involved.

We provided NTSC with technical services to update the Operation and Maintenance Manuals, Instructor Utilization Handbooks, and Planned Maintenance Systems for several P-3 trainers. Specific tasks included performing site surveys to determine applicability of all Technical Engineering Change Directives (TECDs) that had been approved for each trainer, and updating all of the respective documentation for each trainer to reflect the current configuration.

This project involved furnishing NTSC with IV&V support for the P-3 program. We conducted program management, systems engineering and update of technical documentation which included Operation and Maintenance Manuals, Commercial Computer Documentation Sets, Planned Maintenance Systems, Instructor's Utilization Handbooks, and Engineering Drawings for several P-3 trainers.

**GAGE AND STANDARDS DEPARTMENT, NAVAL WEAPONS STATION
(NWSSB)
SEAL BEACH, CA**

Sherikon is supplying technical and management services to NWSSB for procurement of Support and Test Equipment for most of the new construction ship acquisition programs. Sherikon provides technical advice to improve NWSSB support to customers and performs provisioning, Logistics Support Analysis (LSA), technical manual review, configuration management, data management, and training. Sherikon reviews and evaluates the support and test equipment procurement program; monitors and evaluates program financial status; provides enhancements to the Test Equipment Procurement Management Information System; stages, calibrates, maintains, stores, and ships test equipment; expedites deliveries; performs logistics research; and assists with assigned programs. In addition, Sherikon conducts publication and document research, program management support, provisioning technical documentation development, and program review and conference services.

Sherikon performed a system analysis, developed a system design, procured necessary hardware and developed the management information system using ORACLE in a UNIX environment. We have also given continuous significant enhancements to it over the past three years.

U.S. COAST GUARD HEADQUARTERS WASHINGTON, D.C.

Sherikon provided systems integration services (linking of radar, video, and voice communications via microwave) to reopen the U. S. Coast Guard Vessel Traffic Service (VTS) for the Port of New York at three port locations. The integration entailed reviewing the Government design, layouts/drawings, and equipment purchases to ensure proper design; procuring non-GSA items; and establishing a parts control center for receiving and tracking material. Sherikon performed initial equipment checkout, installation, and integration. Equipment included Raytheon radars; color and black and white closed-circuit TV systems, consisting of components from various manufacturers; Motorola VHF radio communications equipment; and Motorola and MRC microwave communications facilities. Other aspects included installing power distribution and system power panels for both commercial power and diesel powered backup; aligning four microwave links between the two remote sites and the central control site; and integrating a computer guard control system. Sherikon prepared a test plan that demonstrated the use and functionality of the operational integrated system. We executed the tests, documented the results, and performed the corrective actions required, retesting as necessary and certifying the system available for operational use.

Additionally, Sherikon provided documentation of the detailed design, specifying the interconnection, wiring, and location of all equipment; updated the detailed implementation plan defining the work elements, their interdependencies, and start/completion dates; and monitored the progress of the work and updated the plans accordingly.

U.S. COAST GUARD VESSEL TRAFFIC SERVICE (VTS) NEW YORK, N.Y.

Sherikon is providing continuing on-site maintenance and routine periodic maintenance support (PMS) for the U.S. Coast Guard Vessel Traffic Service (VTS) for the Port of New York. We provide all corrective and preventive maintenance necessary to maintain the systems comprising the VTS. Systems covered include radar, microwave communications, VHF-FM communications, closed circuit television displays and control/monitor functions (including data alarms and emergency power systems). Our services include providing all service, transportation, tools and test equipment, materials and spare parts on a 24-hour basis when notified of an equipment outage or when required by routine preventative maintenance schedules.

We developed maintenance planning documentation including an Equipment Operator's Manual and an Equipment Maintenance Manual, a Preventive Maintenance Plan (PMP) and a Recommended Spare Parts List. Where OEM documentation was lacking, Sherikon developed equipment-specific operator and maintenance information. We are responsible for performing all preventive maintenance listed in the PMP. Sherikon has also installed surge protection, system bonding in five geographic locations and a security system connected by microwave at three sites.

U.S. ARMY MEDICAL MATERIEL DEVELOPMENT ACTIVITY (USAMMDA) FREDERICK, MD

This project involves providing comprehensive project management support to USAMMDA's medical development and acquisition program for the development of biological, pharmaceutical, and applied medical systems in all stages of the product life cycle. Sherikon supports and coordinates the transition of medical products through the acquisition system, from the exploratory phase, through research and development, to production and deployment. Specifically, Sherikon provides scientific research, analyses, and documentation functions, aids in the decision-making process for the selection of effective alternatives for meeting Army biomedical needs, assists with the acquisition and source selection process to execute the competitive procurement process, services requirements generation and product evaluation to ensure fielding of quality medical products, and generates acquisition life cycle documentation. Sherikon also provides conference and meeting assistance for numerous requirements.

Sherikon delivers automated data processing services to USAMMDA in the area of database development and management. This work entails performing systems analyses; constructing functional and database specifications; programming and implementing database management systems; maintaining existing database systems including data entry and development of system utilities; creating system documentation in accordance with DOD-STD-7935A, and providing user training and assistance.

We also prepare Baseline Cost Estimates, Independent Government Cost Estimates, and other financial analyses; graphics; briefing and view graphs; PERT and GANTT charts; policies; draft DOD and Army regulations; Medical Mission Area Materiel Plan; mission area deficiency analyses based on inputs from appropriate medical activities; cost/benefit analyses; risk/benefit analyses; system engineering studies and analyses; trade-off studies and statistical analyses; cost and operational effectiveness analyses; acquisition strategy reports and plans; integrated program summaries; market investigations and surveys; literature searches; Commerce Business Daily announcements; Operational Requirements Documents; Test and Evaluation Master Plans and detailed test plans; test reports and Independent Evaluation Reports; environmental documentation; safety and hazard analysis documentation; Reliability, Availability, and Maintainability reports; In-Process Review documentation; Test Integration Working Group and Joint Working Group documentation; Integrated Logistic Support Plans; logistic support analyses; transportability analyses and reports; fielding plans; manpower and personnel integration reports; environmental impact assessments; new equipment training plans; transition plans; configuration management plans; safety assessments; and human factors engineering analyses.

NAVAL MEDICAL LOGISTICS COMMAND (NAVMEDLOGCOM) FREDERICK, MD

Sherikon provides NAVMEDLOGCOM with management, technical, and engineering support services in the areas of Management Information Systems (MIS) development, equipment engineering, and project management.

For the Bureau of Medicine and Surgery we designed, installed, trained users, and prepared user documentation for the Automated Commercial Health Care Contract Tracking System that monitors, reports, and manages the status of approximately \$400M in contracts from time of request to time of award. This system is installed at the BUMED, NAVMEDLOGCOM, and field activities in Bethesda, MD; Portsmouth, VA; Jacksonville, FL; Great Lakes, IL; San Diego, CA; and Pearl Harbor, HI.

We conducted project management services in support of the Navy's Catchment Area Management (CAM) Demonstration Project at Naval Hospital, Charleston, SC. Sherikon planned and conducted separate market surveys of physicians and health care beneficiaries to determine issues that would contribute to successful CAM implementation and to identify issues of concern from the two groups. Based on research and feedback, we recommended market strategies that enhanced the positive and neutralized the negative aspects of CAM from the perspective of the surveyed groups and implemented approved preliminary marketing plans. Sherikon also assisted with publicity and graphics for the project, including printed literature in the form of brochures and posters to advertise CAM to beneficiaries and providers.

Sherikon constructed Contracting Officer's Technical Representative (COTR) training course materials for NAVMEDLOGCOM. We developed a comprehensive course outline and teaching aids for course instructors, incorporating health care service-unique issues and Commander, Naval Supply Systems Command-required training data. Additional materials included a prereading overview handbook and a student reference book to be used in the class that provides comprehensive examples for use by the student when fulfilling the COTR role. We also developed a one-hour Contract Training Module for executive-level management personnel, and a correspondence course for personnel assigned duties as personal services technical liaisons.

For BUMED, we prepared the first omnibus instruction/manual on all aspects of equipment management for Naval Medical/Dental Treatment Facilities. The Equipment Management Manual revised, consolidated, and replaced existing instructions for BUMED-managed activities on equipment, including budgeting, funding, acquisition, utilization, redistribution, and disposal. Guidance was also prepared for topics currently not addressed in BUMED directives.

Sherikon developed and conducted a one-week Equipment Management Training course for the Naval School of Health Sciences (NSHS). This course has been incorporated into the existing 12-

week Financial and Supply Management Training Course currently taught at the NSHS. It consists of classroom instruction (complete with Lesson Training Guides, Student Handouts, and Audio-visuals), Exercises/Practice Sets, and testing.

In addition, we provided MIS development services to the Defense Medical Standardization Boards (DMSB); technical document preparation for Walter Reed Army Institute of Research (WRAIR); and manpower aeromedical evacuation issues analyses for the Office of the Surgeon General, U.S. Army.

For the Fleet Hospital Program Office (PML-500), Sherikon performed technical and project management services for management of the configuration of Navy Fleet Hospitals. We validated PML-500 recommendations for replacement and substitute items to be used in Fleet Hospitals; identified additional potential substitute items within the DEPMEDS/Fleet Hospitals data base; updated the DEPMEDS/Navy Fleet Hospitals catalog; and developed a cross-referencing system that links interchangeable/substitute items. In addition, we are solicited, by means of a questionnaire we developed, lessons learned from the deployment of Fleet Hospitals in support of Operation Desert Shield/Storm. We analyzed the responses and shaped them into a database for resolution tracking.

Sherikon developed for the Military Sealift Command (MSC) a series of safety/medical related video based training sessions for use around the world on MSC ships. The five shipboard safety areas covered in this series were respiratory protection, heat stress control, hearing and sight conservation, personal protective equipment, and asbestos safety. Besides the ten to fifteen minute video tape presentation on each subject, an educational kit was provided. This kit included the instructor lesson plan, which contains background information, responses to typical questions, and introduces the video presentation, a ten question test to be given following the video, and a pamphlet for the mariner to take back to his work station that highlights the major safety concerns presented.

Ever increasing medical technological changes has resulted in BUMED including within its strategic plan the objective of establishing a formal Strategic Technology Committee. Technological changes need to be reviewed from the viewpoint of safety, efficiency, and cost effectiveness. With medical and dental hospitals and clinics world wide serving millions of authorized servicemen and their dependents, the need for a systematic, efficient, cost conscious technology review program is extremely important. Sherikon is currently assisting BUMED in incorporating technology planning into their corporate structure.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
WASHINGTON, DC**

Sherikon researched and reviewed FEMA's statutory and executive order authorities and responsibilities in mobilization preparedness and their relationship to current programs, plans and projects, and emergency needs. Mobilization program guidance in need of expansion or enhancement was identified and draft program guidance was prepared, incorporating graduated mobilization response concepts. Defense Mobilization Orders (DMOs) were developed for Maintenance of the Mobilization Base; Financial Incentives Under Title III; and Skilled Workforce Allocation.

**U.S. CUSTOMS SERVICE, SEIZED PROPERTY DIVISION
WASHINGTON, DC**

Sherikon provided technical and management support to the U.S. Customs Service for the award and implementation of a new seized property management contract. A team consisting of senior-level Sherikon personnel worked on-site at Customs Service Headquarters in Washington, DC, to assist in the planning and implementation of the transition from the incumbent contractor to the new contractor; the identification of training and planning program requirements; and the development of evaluation factors and procedures for the award fee determination of that contract.

Sherikon responsibilities included developing a method of evaluating the new seized property contractor's performance and writing a quarterly performance evaluation plan; identifying the seized property program management responsibilities of U.S. Customs offices, organizational components, and contractors; updating or rewriting associated handbooks, directives, and instructions; and developing a management plan for the possible transition of seized property management in-house to Customs.

**U.S. DEPARTMENT OF JUSTICE, BUREAU OF PRISONS - UNICOR
WASHINGTON, DC**

Sherikon developed and provided a two-day train-the-trainer sales management program for the Federal Prison Industries sales professionals who market UNICOR's products and services. This involved developing the curriculum for training modules, presenting sessions, coaching and videotaping participants in job-related functional areas, and developing the corresponding instructional manual/workbook. Topics for the course included "Preapproach Preparation," "Professional Presentations," "Overcoming Objections," "Compelling Closings," "Time Management," and "Customer Service."

**DAVID TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER
(DTNSRDC) WASHINGTON, DC**

Sherikon designed, configured, developed, and delivered to DTNSRDC two transportable data processing facilities for instrumentation testing onboard Naval ships during underwater explosion shock trials. These data processing systems with their enclosed shelters were engineered and constructed using input data format and shipboard environmental requirements supplied by DTNSRDC.

Each of the two facilities included a complete electronic data processing system housed within an electromagnetic interference (EMI)-resistant and shock-isolated shelter which can be transported via highway and mounted onboard ship. The facilities were designed and constructed to have both data processing and data acquisition areas. They included analog-to-digital conversion equipment, digital tape and disk data storage devices, computer processing, duplicating equipment, and peripheral hardware. Each shelter/trailer was constructed with sufficient insulation, air conditioning, and heating to provide temperature and humidity control for electronic equipment and personnel. Each shelter was also constructed with a shock-mitigating system that minimizes the vertical and horizontal accelerations the systems will experience onboard ship during underwater shock testing.

**DEPARTMENT OF THE INTERIOR, MINERALS MANAGEMENT DIVISION
(MMD)
NEW ORLEANS, LA**

For the MMD office in New Orleans, Sherikon was tasked to conduct a system requirements analysis of the office environment, identify the hardware and software needed to fully integrate the office, and procure and install the hardware and software. Sherikon personnel conducted extensive interviews with MMD personnel to identify work flow and performance requirements necessary to support the office. Based on the requirements analysis, Sherikon recommended an equipment configuration and necessary software to support the requirements identified and allow for system expansion in the outyears. Upon approval of the recommended configuration, Sherikon procured and installed the hardware. Because of a budget constraint, MMD was not able to procure the customized software initially recommended. To ensure that the system would function properly, we recommended standard, off-the-shelf software that would provide MMD with ample capability for two to three years until the system could be expanded. Sherikon conducted full system testing, ADP problem resolution, and replacement of defective hardware.

**NAVAL RESEARCH LABORATORY (NRL)
WASHINGTON, DC**

Sherikon fabricated a working prototype of the 100 MHz adc and integrated the necessary software to provide control, capture, and display of data. A commercial, digital oscilloscope display software package was integrated with existing NRL software to provide ADC board control, capture, and filing functions, and real time display capabilities. The digitizer board and software were designed to run on an 8 MHz IBM AT PC or compatible computer configured with considerable hard disk memory, Enhanced Graphics Adaptor (EGA), Advanced Color Display (ACD), coprocessors, and an Expanded Memory Board.

**SYSTEMS AND SIMULATION, INC./U.S. AIR FORCE (SSI/USAF)
TAMPA, FL**

Sherikon provided SSI/U.S. Air Force with technical services for the C-141 Cockpit Procedures Trainers program. This entailed technical and systems engineering reviews and development of technical manuals and illustrated parts breakdown for overhaul of equipment.

**UNITED STATES COAST GUARD HEADQUARTERS
WASHINGTON, D.C.**

Sherikon hosted a three-day decision conference and provided decision-analytic support to the U.S. Coast Guard in assessing the U.S. Coast Guard's response operations undertaken to mitigate the catastrophic Tank Vessel EXXON VALDEZ oil spill. The overall goal was to capture the lessons learned and develop an effective and efficient operational approach to be used in planning and executing Coast Guard cleanup monitoring operations during 1990. The lessons learned were incorporated into the preliminary framing of a conceptual Federal Contingency Plan to be executed in future Spills of National Significance.

We planned the conference approach and established the agenda; developed, published, and distributed preconference and handout materials; and visited the conference site to ensure it was properly equipped. We provided the conference moderator who led the conference proceedings, and a two-person support staff, who used Macintosh computers with special software and a MacData Display interface to present graphics and conference results (virtually on-line) as the conference progressed. We prepared, produced, and delivered the final report, which summarized all verbatim minutes (unattributed) and presented results and analysis with supporting rational, conclusions, and recommendations.

**TRW, INC./NAVSEA PMS377
WASHINGTON, D.C.**

As a subcontractor for TRW, Sherikon supports the LCAC, LSD, LX, and Strategic Sealift shipbuilding programs. We prepare inputs for programmatic documentation for the acquisition requirements of these shipbuilding programs; perform technical and engineering investigations to support development of program alternatives; conduct trade off analyses; and review and assess technical documentation in the logistics disciplines. We participate in conferences and logistics meetings; and prepare draft correspondence, issue/point papers and technical documentation, and construct meeting minutes/reports in support of Project office requirements.

**IMMIGRATION AND NATURALIZATION SERVICE (INS),
OFFICE OF DETENTION AND DEPORTATION
WASHINGTON, D.C.**

Sherikon studied increases in healthcare costs for INS Detainees. We determined causes for such increases and identified new modalities for procuring cost-effective healthcare delivery services. Extensive analysis of healthcare expenses borne by INS resulted in the conclusion that management services should be institutionalized at INS to measure healthcare demand and delivery; and that comprehensive, fully integrated and responsive healthcare delivery programs should be established to control and reduce the cost of healthcare services to the INS requiring population.

**J.J. MCMULLEN ASSOCIATES (JJMA)
AND
DEPARTMENT OF CORRECTIONS, CITY OF NEW YORK**

Sherikon is providing Electrical Engineering services for electrical and security system testing and inspection on a large (800-bed) floating jail being built by Avondale Shipyards for the City of New York Department of Corrections. JJMA is the design and construction monitoring agent for the City of New York, and Sherikon is under contract to JJMA to provide these inspection services.

This floating jail is being built to stringent security and regulatory specifications, meeting ABS, Coast Guard, OSHA, NYC Fire Department and other regulatory body requirements. Sherikon witnesses tests and recommends acceptance of wiring, monitoring, firefighting, and security equipment, including control and communications consoles, TV systems, and closure systems. We also conduct liaison with the security system vendor.

**ELECTRONIC DATA SYSTEMS CORPORATION (EDS)
ALEXANDRIA, VA**

Sherikon is providing technical support for Systems Integration, Design, Development, Operations, and Maintenance Services (SIDDOMS) for the Defense Medical Systems Support Center (DMSSC) through our subcontract to EDS for automated data processing technical support. The SIDDOMS team, which is drawn from a consortium of corporations, maintains over 90 percent of the DMSSC's data systems. Sherikon employees are integrated into three different tasks on the Automated Quality of Care Evaluation Support System (AQCESS). AQCESS is an interactive data entry and data management system that manages patient administration and quality of care and is currently in use at over 168 Department of Defense Medical Treatment Facilities. Sherikon's personnel are located in EDS's offices in Alexandria in support of DMSSC's contract. Sherikon provides a Senior Technical Writer and Documentation Team Leader, a Programmer/Analyst and Test Engineer on the Quality Assurance Team, and a Telecommunications Support Specialist. Our contribution to SIDDOMS includes management of several writers and members of the support staff, development of the technical documentation required by the DMSSC contract for AQCESS, system test integration, and telecommunications support.

**SMALL BUSINESS ADMINISTRATION OFFICE OF VETERANS AFFAIRS
WASHINGTON, D.C.**

Sherikon prepared the Office of Veterans Affairs (OVA) Annual Report for Fiscal Year 1990 for the Small Business Administration (SBA). The report provided information on the participation of veterans in all SBA programs. The report included a list of principal accomplishments for fiscal year 1990 gathered from the regional offices, statistics on the various SBA loan programs available to veterans showing rates and trends, information on participation in the minority/disadvantaged [8(a)] small business program, data on the number of veterans receiving SBA counseling or attending SBA training, a discussion of OVA goals for fiscal year 1991, and a program analysis based on a review of the data presented in the Annual Report and emerging statistical trends. Sherikon performed regression analysis on the loan data to establish projected trends for each program and for use in providing program recommendations.

**NCR CORPORATION/BUREAU OF HEALTH RESOURCES DEVELOPMENT
ROCKVILLE, MD**

Sherikon conducted the installation of National Cash Register Corporation's (NCR's) WaveLAN at the Bureau of Health Resources Development (BHRD). Prior to installation of the WaveLAN, a wireless local area network (LAN), Sherikon performed an on-site evaluation of the BHRD facility, an inventory of NCR and BHRD hardware and software materials, and a system analysis to identify ways of enhancing the efficiency of the LAN. Sherikon installed and tested network interface cards and the WaveLAN-to-Token-Ring bridge. Sherikon oversaw the installation of network interface cards by BHRD personnel and trained network administrators on

network maintenance of a Novell network, which included creating shells for additional workstations and installing additional software packages.

**GLOBAL ASSOCIATES/DEPMEDS
VIENNA, VA**

Sherikon is delivering training, supply, maintenance, and administrative services to Global Associates for operation of five fixed sites of Deployable Medical Systems (DEPMEDS) hospitals. These sites are established to train U.S. Army Reserve and National Guard units in hands-on operation and maintenance of DEPMEDS equipment and facilities. Sherikon personnel are serving as subject matter experts in the development, management, and presentation of programs for the continuous two-week training periods for these units.

The Sites are currently located at Fort Devens, MA; Fort Gordon, GA; Fort McCoy, WI; and Camp Parks, CA. Fort Chaffee, AR will become operational during FY 1993.

**KARL SENNER, INC.
NEW ORLEANS, LA**

Sherikon prepared a Technical Manual for the WVS 2232 Gearbox for the Navy PCBs. All work was performed in accordance with the Technical Manual Contract Requirements (TMCR) using data provided by the contractor.

Sherikon constructed all of the required drawings to include exploded views and assembly drawings. All drawings were done to DoD-D-1000, DoD-STD-100 and MIL-D-5480. We developed a parts list and a part numbering systems that was compatible with Navy provisioning requirements. We screened all piece parts through "Parts Master" to determine National Stock Number assignments, and we revised the commercial technical manual to assure compatibility and compliance with the TMCR. We also developed Provisioning Technical Documentation in accordance with MIL-STD-1561/1552.

TANO, INC.
NEW ORLEANS, LA

Sherikon published a Test Program Plan for Remote Transmitting Units (RTUs) that are used by Metropolitan Atlanta Rapid Transit Authority (MARTA) to send data such as speed and location of system vehicles to the central system. The Test Program Plan consisted of Test Procedures for Compatibility, Factory Acceptance, Installation and Pre-Revenue. We developed Test Report formats for each of the test procedures. We also prepared an Operation and Maintenance Technical Manual and Training Guide for the RTUs.

NAVAL WARFARE ASSESSMENT CENTER (NWAC)
CORONA, CA

As an Electronic depot repair site, Sherikon performs depot level repair and maintenance to General Purpose Electronic Test Equipment (GPETE), calibration standards, Automated Test Equipment (ATE), data processing equipment, electronic test equipment, automated electronic office equipment and other general electronic and electromechanical equipment.

Engineering and technical services include performing initial inspections, providing cost estimates to the Government, performing repair of equipment to a condition equal to the original manufacturer's specifications, maintaining configuration control of discrepancies affecting fit or function and maintaining Original Equipment Manufacturer's (OEM) manuals and updates.

Sherikon has also developed a Printed Circuit Board (PCB) test apparatus that allows technicians to verify input/output test data on newly developed PCBs for the Standard Missile, to verify that boards are functioning properly prior to installation into a system.

NAVAL AIR SYSTEMS COMMAND (NAVAIR)
WASHINGTON, DC

For AIR-412, Sherikon performs technical review of engineering change proposals and interim support packages in order to identify and recommend various methods to reduce the life-cycle cost of repair. The recommendations include break-out from the prime system contractor to the original equipment manufacturer, reduction or elimination of the candidate spare item on the basis of technical characteristics, and procurement of the spare item(s) simultaneously with acquisition of production spares.

We conduct independent investigations and assessments of all aspects of supply support as an element of interim support. These encompass all phases of the life cycle from requirements

determination, budgeting for acquisition, program execution, through ultimate disposal of reutilization. Reviews and assessments are also done for life cycle planning documentation, program policy directives and guidance, and technical specifications.

Other tasks include readiness based sparing budget analysis, development of automated management systems, assessment of provisioning documentation, processing of design change notices, and the provision of expert consultation for all aspects of spares procurement and supply policy.

U.S. COAST GUARD WASHINGTON, D.C.

Sherikon has two Basic Ordering Agreements (BOA) with the Coast Guard to provide engineering services (SIC 8711) and information management services (SIC 7379). Each BOA is a five-year contract vehicle. Work is assigned by individual task orders which may be Cost Plus Fixed Fee, Time and Materials, Firm Fixed Price or Labor Hour as stipulated in the task order. Coast Guard units and DOT agencies may use the BOA by following the procedures set forth in the contract.

For Engineering Services, work requirements defined under individual task orders consist of services for systems engineering, computer/software engineering, maintenance engineering, design and development engineering, technical and engineering support services, integrated logistic support services, and management support services. The work covers a wide spectrum from analyses, evaluations, and assessments to total system process design and installation. Also included are training; system documentation development; safety investigations; and repair and overhaul of mechanical, electronic, avionic, and other equipment as specified.

For Information Management Services, work requirements, defined under individual task orders, consist of services for computer related services including computer consultants, data base developers, data processing consultants, requirements analysis, and computer hardware. The work includes IV&V of development systems (hardware, software and communications), testing involving software, hardware, communications and systems during and after development, and training on developed systems for both system supervisors and operators in either classroom or hands-on environments. The work also includes developing, installing, documenting and maintaining software systems, configuration audits of computer systems and LAN/WAN communications systems, developing and reviewing system documentation, safety investigations, analyses and investigations of cycle support for computer systems, acquisition and test planning, and other reports, etc. as may be required in conjunction with assigned configuration audits.

CORPORATE COMMITMENT

- Sherikon's mission is to offer the highest quality professional services and manufacturing products to government and commercial clients.
- We believe successful performance starts with proper quality assurance planning and continues with effective management.
- Sherikon is distinguished by the following:
 - A motivated, enthusiastic staff of professionals in engineering, technical services, systems integration, health services management, precision manufacturing, and electronic repair.
 - Highly experienced personnel - average of 15 years in respective field
 - Security clearances at all levels; secret clearances at most of our facilities
 - State-of-the-Art computer, drafting, and publication facilities
 - Total micro and mini computer information control
 - Local Area Network
 - Optical disk storage
 - CALs-compliant software
 - Automated management systems
 - Accounting
 - Personnel Administration
 - Project Reporting
 - Contract Administration
 - Inventory Material Management
- We are incredibly efficient: producing competitive costs
- We are strong leaders with effective systems for using subcontractors when needed.
- We have proven our abilities to manage growth: Sherikon has more than tripled in size in the last three years, maintaining total customer satisfaction and a personnel retention ratio exceeding 95%.
- Our people are the most talented available, making Sherikon:

“THE SOURCE FOR EXCELLENCE”

THE "8 (a)" CONTRACTING METHOD

BACKGROUND

Sherikon offers, through its 8(a) status, an officially-sanctioned avenue for Program Managers (PMs) to direct, fund, and carry out required tasks. Under Federal Acquisition Regulations (FARs), agencies are required to promote the development of small minority-owned businesses. Coupling technical needs with Government goals, a PM can initiate an 8(a) procurement to successfully execute project needs while fully supporting his or her agency's minority business contracting objectives.

ADVANTAGES

Since agencies are required by law to establish 8(a) contracting goals, PMs who select qualified 8(a) firms to accomplish their tasks can leverage their personal and agencies' objectives. Unlike the requirements related to competitive and sole-source procurements, PMs are encouraged and assisted to participate in the use of an 8(a) firm, and subcontractors in support of that 8(a) firm as needed, and benefit from the talents and skills known to exist and be obtainable via this procurement system. To clarify experience, qualifications, and professionalism that are available, the PM may, and should, engage in direct dialog with the desired 8(a)-certified contractor prior to procurement initiation. During these discussions, preferred work methods can be determined and a clear and definitive statement of work can be formulated. This process can help to preclude misunderstandings and possible ambiguities after contract award.

SUMMARY

The 8(a) contracting method is the only procurement technique that guarantees the PM receipt of a specified prime contractor. In addition, the 8(a) procurement option offers the fastest and most flexible contracting method. It is an effective management tool that is available to a PM for satisfying contractual need. Selection of Sherikon for an 8(a) contract will ensure that the selector will receive responsive actions in support of technical requirements.