

Zones & SOW Functional Area(s) supported: All; 3.8, 3.9, 3.10	Contract # and Value: N00167-00-A-0008; \$80,335	Company: CDI Government Services	DOC: 28 Feb 03 GOVT POC: G. Weaver (757)462-4519
<p>Specific Experience: Developed 34 Quality Process/Work Instruction processes for performance of work and duties within the NSWCCDDN work environment. Researched data, interviewed management and other personnel, and developed work processes for NSWCCDDN and contractor personnel to manage and accomplish assigned tasks. Quality processes included the following: Process Development Standard, Memorandum Development, Travel Reports, Government-Owned Vehicle Use, Outlook Usage, IT Help Desk, IPT Charter, Time Keeping, Plant and Minor Property, Procurement, Proposal Development, Engineering Services Request Preparation, Design and Engineering Estimating, Boat Yard Services, Technical Documentation Review and Approval, Reverse Liaison Record, Parts List Validation, Alteration Equivalent to Repair Development, Boat Alteration Development, Short Form Boat Alteration Development, Historical Technical Documentation, Liaison Action Record Development, Job Jacket Standardization, Technical Data Repository (Library), Technical Memorandum Development, Logistics Information Book Development, Planned Maintenance System Development, Commercial-Off-The-Shelf Manual Review, Navy Technical Manual Development (BIB, SIB, TM), Technical Drawing Development, Technical Documentation Volume CD Development, Supply Support Development, Boat Transfer CDM, and Customer Support Documentation. Documents delivered as hard copy as well as INTRANET electronic media.</p>			