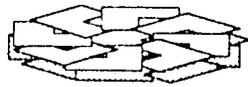


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ISA 17069



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ATLANTIC RESOURCES CORPORATION

**A.I.D. Office of Health  
Research and Development Bureau  
Support Services & Technical Assistance**

**Project No. 936-5929.35  
Contract No. DPE-5929-C-00-0049-00**

**Progress Report  
July 1 - September 30, 1991**

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This report covers the time period of July 1 through September 30, 1991 and marks the end of the first contract year. A.I.D. announced its reorganization during this period and much time was devoted to re-ordering internal systems to conform to the newly revised system. As we end the first year, the contract has essentially doubled in personnel and space, its mandate has broadened to encompass new areas and expanded responsibilities.

Among the stated goals this year was increased communications between the Office of Health and its overseas officers. The Office of Health newsletter, the Health Herald, the monthly mailing of the weekly report along with other pertinent information have worked to keep overseas personnel informed. Ancillary to that has been the organizing and tracking of mailing lists kept up to date to reflect changes in both personnel and office reorganization.

### *Programmatic*

The Project Financial Monitoring System, PFMS, accomplishments consist of benchmarks that brought us closer to trying to optimize the system. Phase III activities, expenditure data clean-up, was initiated. Detailed one on one sessions were held. System changes requested of the program's creators were delineated and those changes are in the process of being implemented. It is expected that within the next quarter, all system changes will be completed and functional.

As an example, the finalizing of project names for PFMS involved compiling lists from a number of reporting systems so that one standard might be employed. Project titles from PFMS, the Directory, the status reports and Program lists were brought together, compared and a final lists of definitive project names was produced. This was completed in August. In addition, as part of the process of preparing for the next round of status reports, a series of informative memos and the latest guidance on changes was circulated; biweekly meetings were held to answer questions and address problems. There still remains the problem of verifying that the system is completely operational, and ensuring that data entry is received and entered in a timely fashion. Initial portfolio reviews began on September 9, 1991.

### *Personnel*

There was a flurry of personnel activity in this time period. With the reassignment of A.I.D. direct-hire secretaries, 4 vacancies were identified which ARC was asked to fill temporarily. The rearrangement began on Sept 16, 1991. Three temporary hires were brought on at the end of September to assist divisions until permanent replacements are chosen. In addition, and as a follow up to interviews that began in the last quarter, two new employees were hired and began working on July 1 and September 4 respectively. These positions were dedicated to the support of the Stealth unit. Their respective job responsibilities included backstop support, donor coordination, the aforementioned newsletter and mailing lists, the information

resource center and a host of other *ad hoc* projects ranging from organizing meetings to drafting responses to Congressional inquiries.

In the search for a Deputy Director, several ads were placed in *The Washington Post* and elsewhere to publicize the position. The candidate being sought at this time would have extensive computer knowledge with a strong administration and management background. Though several rounds of interviews have taken place, it has proven to be a difficult position to fill. It is hoped that during this next time period, a candidate will be chosen.

Several consultants worked on specific projects during this time frame. One consultant \* was hired to provide support to the AIDS Division on a temporary basis.

Another consultant provided advisory assistance to the PFMS Project. In addition to the quality control and overall guidance to PFMS other duties included: updating current funding trends analyses, and devising a program calendar with format, categories and explanatory notes. Program events and dates for the calendars were drafted. Work was begun on the preparation of a training manual for the program staff; articles and background materials were reviewed for possible inclusion in the guide.

ARC provided space for a number of visiting experts, providing computer equipment and administrative services. Meetings continue to be scheduled in the conference room and audio visual equipment has been made available.

### *On-going tasks*

Other on-going tasks within the front office included: the calendar for the Assistant Administrator, a 3 month meeting projection done monthly; the regular monthly calendars (Meetings, Conferences and Program Events) and buy-in reports. New this month is the travel database, a tracking system that uses data entered once to print out as many as nine different reports on travel. Several meetings were held about the type of reports required. For example, the reports will be able to be generated by type of travel funds, by traveller, by division and by date. Data is still being collected and the creation of the database is underway.

An additional reprint of the 1991 Directory was requested through the A.I.D. printing office. To help prepare for A.I.D.'s booth at APHA Meeting in Atlanta, over 500 copies of the Environmental Health Strategy report were copied and bound. Additional copies of the Directory were also made available. Plans to redo the Directory 92 were devised. A timeline as well as draft memos to the Divisions were completed during this time frame.

Administrative support was provided throughout the time frame involving typing, faxing, answering phones, drafting correspondence and courier deliveries to State.

In the area of computer operations, we continue to both refine and enhance the equipment. Many of the older, inherited machines have broken down, (monitors and hard disks). Where possible, they are analyzed and diagnosed in-house. Enhancements have included virus protection and expanded memory boards for older machines. This allowed newer and more appropriate software to be utilized.

### *Stealth Activities*

An AID/CDC Business Meeting was held August 14, 1991 with ARC providing support. ARC was asked to identify a facilitator for the AIDS Division's retreat to be held November 26, 1991. Several possible facilitators were recommended, information was collected, and presented to the division. ARC then arranged for payment and handled other details. Preliminary steps were also begun for the Senior Office of Health retreat to be held October 29, 1991.

Within the Stealth unit, a request for a flow chart outlining LAC cholera assistance requests was completed. Correspondence acknowledging concept paper proposals for a prosthetics program was sent out. One staff member participated in a training course on an Introduction to MS-DOS. Work continued on the Information Resource Center which was organized into a system designed to allow for the quick manipulation of data. Over 500 entries have been catalogued.

### *Summary*

Because of the continued demands for expansion during this period, much time was devoted to the administrative tasks associated with making contractual changes. From detailed personnel descriptions to calculations on increased rent figures, changing percentages due to contract sharing, advertising, interviewing and hiring new personnel, locating and purchasing furniture, addressing computer needs, telephones, building and fire regulations, there has been a tremendous amount of details to attend to in this growth phase.

Especially in the personnel area, where temps are being utilized, supervision orientation and training has occupied a considerable amount of time. Within the next quarter, it is hoped that permanent positions will be identified and filled.

\*Jaynell Little began work on Sept 30, 1991

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**Staff Utilization as of September 30, 1991**  
**DPE-5929-C-00-0049-00**

Category	Hours Budgeted 9/90-9/91	Hours Used To Date	Percentage
Project Director*	656	993	151%
Asst. Project Director	410	544	133%
Project Assistants**	984	2,282	232%
Admin. Assistants***	984	4,344	441%
Specialist	117	707	604%
Writer/Researcher	1558	789	51%
Facilities Coordinator	41	73	178%
Typists (off-site)	164	242	147%

\* Catherine Savino as of May 1, 1991

\*\* Nancy de Moraes, Lolita Jackmon, Ashton Douglass, Deb Ashner

\*\*\* Phil Bermudez, Laura Hillier, Julia Brown and Tracy Groves as of May 5, 1991

Apryl Carpenter, LaVern Wade, Michele Winter & Matt Watkins, (temporary hires)  
as of Sept. 1991