Please note that this is not a transcript of the OCFO New Orleans All Employees meeting held on February 22, 2017, but rather notes on the proceedings.

The OCFO All Employees meeting began at 10 a.m. on Wednesday, February 22, 2017 in NASA MAF Building 351 (Eastside Cafeteria. NFC Director Calvin Turner and Acting OCFO Deputy Director Michael Clanton served as moderators for the meeting. The agenda for the meeting is noted below.

1. Welcome and Introductions     Calvin Turner
   • Introductions of the Senior Staff Members
   • Introduction of the AFGE Local President Terrance Johns
   • Introduction of NASA MAF Representative Eric Shoemaker

2. Words of Thanks and Appreciation for Employees     Mr. Turner & Mr. Clanton

3. Other Discussion Points     Mr. Turner & Mr. Clanton
   • Recap on the Events of February 7, 2017
     • Building 350 was severely damaged by the EF3 tornado that struck in New Orleans. Thankfully, there was no loss of life and mostly minor injuries reported by our employees. Both OCFO and NASA have been working to secure and protect the facility. The work on the roof has been completed, a team continues to work on boarding up those places where the walls were badly damaged, and environmental testing has been underway inside of the building since the event occurred. A lot more work is necessary and it is unlikely that we’ll be able to return to Building 350 soon. Therefore, the COOP plan was activated on February 7, 2017, and portions of the Advance team and Wave 1 have been working from the AWS along with many more employees who are teleworking to sustain our business operations.

   • Status of the AWS and Current Operations
     • Currently about 175 Employees Deployed to the AWS
     • Daily Calls are Held with Supervisors and Managers
4. Announcement Regarding the Resources Room including the HR Café
   - The Human Resources Team as well as the Laptop Support Team are available in the Executive Dining Room at the close of the meeting to assist employees.

5. Remarks from the Employee Assistance Program Representative
   - Brianne Oxenrider, Local Field Consultant for the Employee Assistance Program, addressed the group and provided contact information for the services offered by EAP. The telephone number is 800-222-0364. Available services include confidential self and/or family, face-to-face counseling (up to 6 sessions) or via the toll free number listed above. Financial and legal counseling are also available. Ms. Oxenrider will be available after the meeting in the Resource Room.

6. Question and Answer Period
   - A synopsis of the questions asked and the answers provided are included below.

7. Wrap Up
   - The attendance cards distributed at the start of the meeting were collected from all attendees.
**Question and Answer Period**

Q1: **When can we get back into building 350?**
A1: We (OCFO New Orleans) have been working on OCFO’s return to Building 350 since the tornado and deployment to the AWS. NASA has contracted trained professionals to assess Building 350 and inventory the structural condition of the spaces. Right now, it is not known whether we will return to Building 350 or not. The senior staff is exploring all viable alternatives and resources to determine the best possible outcome for our employees while being as minimally invasive as possible.

Q2: **How do we record our time for Mardi Gras?**
A2: Continue to work directly with your supervisor/manager to receive instructions on how to proceed with recording your time in WebTA.

Q3: **What do we do when our password expires?**
A3: You will continue to reset your password as usual, just remotely. Connect to the network and follow the normal procedures. If you run into any problems, contact the OSC Help Desk for assistance.

Q4: **Is Stennis Space Center being considered as an alternative workplace location?**
A4: We are exploring all possibilities, short and long-term, and looking into what is practical and best for OCFO.

Q5: **Has the USDA facility on Robert E. Lee Blvd. in New Orleans been considered as a temporary location for OCFO?**
A5: The facility on Robert E Lee Blvd. in New Orleans is primarily a research facility and does not have enough space for the number of employees we need to accommodate.

Q6: **How do we contact the Credit Union?**
A6: You can contact the Credit Union by calling (985) 259-4145. There is also a service center on 550 Pontchartrain Drive in Slidell. It is located on the second floor of the building. In addition the Credit Union website is available at WWW.NODAFCU.ORG.

Q7: **What do we do if we need a new CAC?**
A7: HSPD credentials (USDA identification badge) can be obtained from the Security and Planning Office. The email address is on the Employee Blog.

Q8: **How do we handle computer issues when they cannot be resolved over the phone?**
A8: Our ITSD group is onsite in the Executive Dining Room today to address specific questions. There is a contact number for the OSC listed on the OCFO blog to assist with all computer issues.

Q9: Can employees have face-to-face meetings with their supervisor at a restaurant?
A9: Contact your supervisor/manager directly for instructions on how to communicate daily.

Q10: Why hasn’t Building 350 been secured from the elements and if we cannot go back into the building will NASA build a new state of the art facility?
A10: NASA has contracted licensed professionals to assess the totality of the damage. Repairs have been made to exterior walls and hazardous areas are closed off. In addition, repairs to the roof have priority over the walls of the building so that water will not further infiltrate the building. Again, all options are being considered for reconstitution including a new building.

Q11: In the long-term, will OCFO and FMS be housed separately?
A11: All alternatives are under consideration and we do not know at this time what the outcome will be. If necessary, logical grouping is a possibility. The easiest thing for us to do is to come back to NASA and house approximately 400-500 employees rather than enter into new contracts. We would prefer to use the support services that are currently in place. We must avoid passing on costs and sticker shock to our customers. We want to grow business. If our rates go up, business opportunities potentially goes down exponentially.

Q12: How long will we receive these daily emergency notification messages? They have become very annoying.
A12: Everyone must be patient as we continue with employee accountability. We must report daily to Washington and, on occasion, the White House the logistics and status of each employee. Presently, we are at 90% rate. Approximately 130 employees are unaccountable.

Q13: Then why are employees who respond to the emergency notifications being punished for the 130 (10%) unaccountable employees and what is being done about the message rejections?
A13: Everyone must be accounted for daily but we can be more precise in the messaging that goes out to everyone, especially for weekend/holiday calls. For the 10% who are not responding, targeted emails will go out. We are also working with supervisors and managers to get the required responses.

As for message rejections, the Emergency Notification System (ENS) has a window of response time. If you answer outside that window, it will reject and later send a follow-up message for response. As soon as we receive 100% employee response, message notifications
will be reduced. If you are experiencing any reporting issues with ENS, contact Aisha Bias (Aisha.Bias@NFC.USDA.GOV) and your supervisor/manager for resolution.

Q14: **When can we get our personal items out of Building 350?**
A14: NASA has contacted professionals to go throughout the building and coordinate the retrieval of items. Equipment used in business operations takes priority and we cannot guarantee retrieval of everything. We ask that you work with your supervisor/manager to provide a listing of what you left behind and want retrieved.

Q15: **Why isn’t the OCFO blog updated daily?**
A15: There is a fine line between communicating and information overload. The OCFO blog is updated with pertinent information as it occurs.

Q16: **Is the Federal City facility being considered as a temporary work location?**
A16: There are several factors under consideration when selecting a work location. Although there is familiarity with this site, the reality is that NASA gives us the best rate for our needs. Federal City is at a much higher cost and it is our goal to minimally disrupt employees.

Q17: **Has there been any discussion on offering early outs?**
A17: Not at this time, and if so, an early out would not be based on experiencing a tornado or any other natural disaster.

Q18: **Have there been any considerations/measures for asbestos?**
A18: This issue is salient and very important. We take safety standards very seriously. All measures are invoked, and always will be, to ensure the safety of our employees. The NASA team has done extensive testing for the level of potential exposure. If you personally feel the need, file a worker’s compensation claim. We are operating openly and transparently. All procedures in place are followed to address potential exposure. Therefore, it is not prudent to let people go into a building until we have the proper assessments.

Q19: **Is commuting to our work location included in our reported time?**
A19: During this emergency period, the time spent commuting to this meeting can be included in your reported time. Please speak directly with your supervisor/manager for clarification.

Q20: **How long will employees be located at the AWS?**
A20: Our goal is to get employees back to New Orleans as soon as feasibly possible. We do not have an exact date, but will bring people back as workload and alternative work location(s) dictates.

Q21: **The tornado damaged my home in New Orleans East, whom do I contact?**
A21: Please make sure that your supervisor is aware that your home was damaged and also let Sharon Cannon know at the end of this meeting. You can also email Sharon at Sharon.Cannon@NFC.USDA.GOV.

Q22: **Can we use telework more extensively, going forward, in an effort to reconstitute?**
A22: We can look into options and review them on a case-by-case basis. Approximately 50% of employees are teleworking now. As we draw down the AWS and going forward, we are reviewing all viable options.

Q23: **Are we still allowed to use the gym?**
A23: Yes, in accordance with the current NASA guidelines.

Q24: **Are there plans or arrangements to offset the cost of repair to employee vehicles that were damaged onsite during the tornado?**
A24: No, there are no plans from NASA or OCFO to make any kind of payment arrangements or offset the cost of repair to vehicles damaged during the tornado.

Q25: **Are there any plans to increase network response time for the number of users?**
A25: Yes, ITSD is looking at the load on the system and backbone.