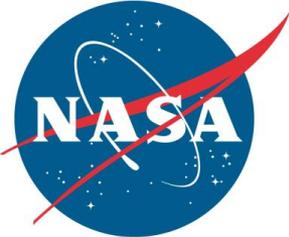


Office of Headquarters Operations

Town Hall

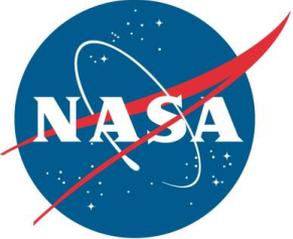
June 3, 2010

Chris Jedrey
Executive Director



Welcome and Opening Remarks

Chris Jedrey



Agenda

- Welcome
- Introduction
- Customer Service Awards
- Inside HQ Website (Facebook) Review
- Building Information
- Labor Mgmt. Relations at NASA HQ
- Fed Traveler
- Upcoming Events
- Questions and Answers
- Closing Remarks

Chris Jedrey

Dr. Woodrow Whitlow

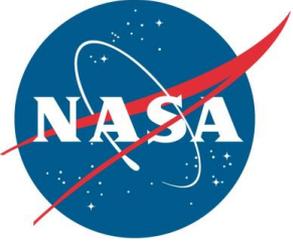
Margie Team

Tim Smith

Dave Redman

Dorothy Egbert, Rhoda Hornstein

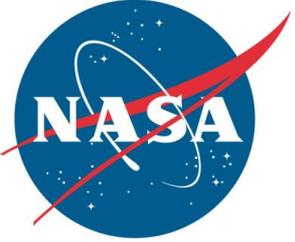
Barby Birch



Introduction

Dr. Woodrow Whitlow

Associate Administrator for Mission Support Directorate



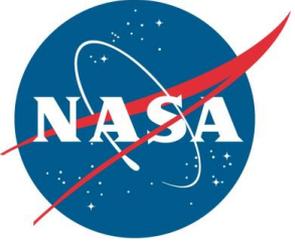
CUSTOMER SERVICE AWARD

Margie Team



Inside HQ Website

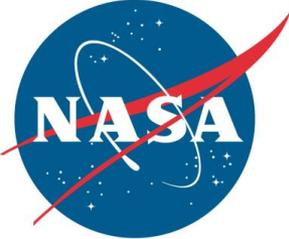
Tim Smith



Building Information

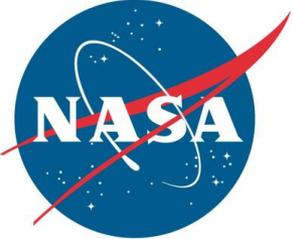
Dave Redman

Director, Facilities and Administrative Services Division



Facilities and Administrative Services

- **Telework Drills**
 - Continuing on a Quarterly basis
- **NASA Blood Drive- June 10th in MIC 6 7:30-1:30**
- **Annual Health and Safety Fair- June 16th**
- **Health Unit**
 - New Doctor- Dr. Lawrence Saladino- June 4th
 - New Head Nurse- Michelle Tucker- June 14th
- **Lighting Control Project – Piedmont initiative**
 - Goal is to save energy
 - Shut down lighting in the building automatically at a specified time
 - Manual override capability for areas that have been shutdown
- **Lease Renewal**
 - Initial bids have been received
 - Call for Best and Final Offers end of June
 - Lease Award October 2010



Labor-Management Relations at NASA Headquarters

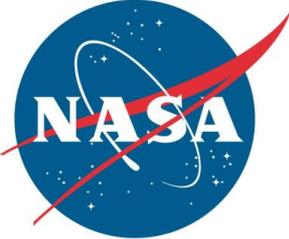
Discussion with

Rhoda Hornstein, Union President

Dorothy Egbert, Labor & Employee Relations Officer

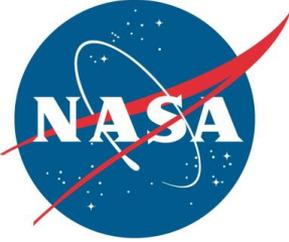
Headquarters Operations Town Hall

June 3, 2010



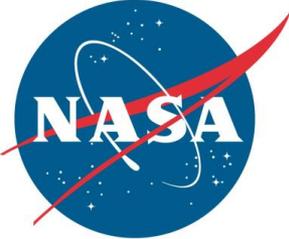
NASA Headquarters Professional Association (NHPA)

- The NHPA is the labor (union) component of the Labor-Management Relations (LMR) equation since 1984
- NHPA represents full-time, non-supervisory civil servant scientists and engineers (a.k.a. the Bargaining Unit) at NASA Headquarters
- NHPA represents Bargaining Unit members on all matters affecting working conditions; e.g., reorganizations, work schedules, office space, personnel policy/procedures



NASA Headquarters Professional Association (NHPA)

- NHPA is a local affiliate (Local 9) of the International Federation of Professional and Technical Engineers (IFPTE), AFL-CIO
- Joining with the 4 other NASA Centers affiliated with the IFPTE (ARC, GRC, GSFC, and MSFC), the NHPA is a member of the NASA Council of IFPTE Locals that allows for National Consultation rights at the Agency-level for any substantive change in conditions of employment proposed by the Agency



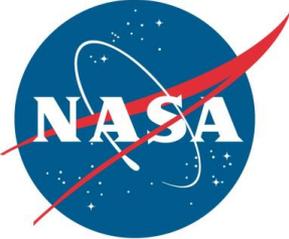
Distinction Between “Union” and “Bargaining Unit”

- **Union:** A labor organization composed in whole or in part of employees, in which members participate and pay dues, and which has the purpose of dealing with the employer on grievances and conditions of employment.
- Any Federal employee has the right to form, join, or assist a **union** or to refrain from doing so.
- **Bargaining unit:** A grouping of employees that a **union** seeks to represent that the Federal Labor Relations Authority has determined to be appropriate (a “community of interest”) for collective bargaining.
- The recognized **union** must represent all members of an established **bargaining unit**, regardless of whether they have joined the **union**.
- The **union** may not negotiate agreements on behalf of **non-unit** members, even if the individuals are members of the **union**.
- At NASA HQ there are approximately 200 positions in the **bargaining unit**.



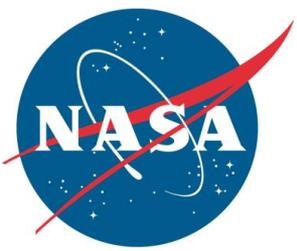
Benefits of Union Membership

- Recall that NHPA is Local 9 of IFPTE
- IFPTE represents 90,000+ employees in the federal, public, & private sectors
- IFPTE advocates legislation & national policy – pay parity between military & civilian workforce, removal of GS-15 pay cap, allocation of unused sick leave by FERS employees toward retirement
- IFPTE offers Quality of Life benefits to current and retired members & their families – Legal, Financial, & Medical; Scholarships; Eldercare Services; Travel Deals



Employee, Union, and Management Rights under the Federal Labor-Management Relations Statute: 5 U.S.C. Chapter 71

- **Employee Rights**
 - To form, join, or assist a union, or to refrain from doing so
 - To act for a union in the capacity of a representative
 - To bargain on conditions of employment through union representatives
- **Union Rights**
 - To act for, and negotiate agreements on behalf of, employees in the BU
 - To obtain information (data) necessary to represent employees
 - To be represented at certain meetings between employees and management
- **Management Rights**
 - To determine the mission, budget, organization, number of employees and internal security practices of the agency
 - To hire, assign, direct, layoff, suspend, remove or take other personnel actions
 - To assign work, contract out, determine personnel by which agency operations are conducted
 - To take whatever action is necessary in an emergency



NASA's Core Values

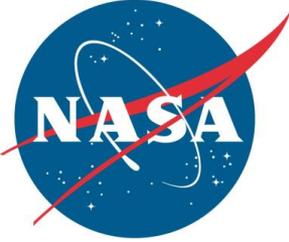


Mission success requires uncompromising commitment to Safety, Excellence, Teamwork, and Integrity



Labor-Management Commitment & Practice at NASA HQ

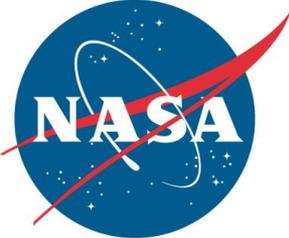
- We function as a high-performance team
- Shared Purpose – support NASA mission
- Shared Process - consensus-based or interest-based negotiations rather than competitive negotiations
- Common Understanding – engage in the fair, equitable, and respectful treatment of employees as a means to achieve the NASA mission
- Mutual respect and deep trust



Labor-Management Accomplishments at NASA HQ

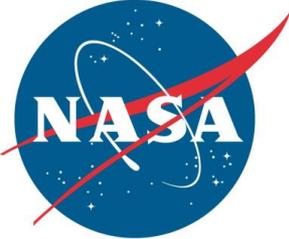
- Installation of Automatic External Defibrillators (2001)
- Office Space Policy (2001)
- EPCS Reinforcement /Guidance – no predetermined limit on Distinguished ratings; examples of Distinguished performance (beginning 2005)
- Telework Program (2007)
- Conflict Management Program (2008)
- One-stop shopping for workplace dispute options (2009)
- New Employee Orientation Briefings (beginning 2009)
- Catalyst for FedTraveler improvements (2009-2010)
- Expanded Alternate Work Schedules (coming soon)
- The absence of unfair labor practice (ULP) charges and other LMR grievances or litigation over a 10-year period

NASA Group Achievement Honor Award (2006)



Labor-Management Investment at NASA HQ

- The NASA HQ Labor-Management Team has created an enduring, candid, and professional relationship that exemplifies the highest principles of collaboration, cooperation, and integrity envisioned by the Federal labor-management relations (LMR) program.
- Our excellent working relationship has been maintained over several years.
- Challenge: How do we extend this relationship to individual employees and managers, and to the workforce as a whole?
- We are ready to help.

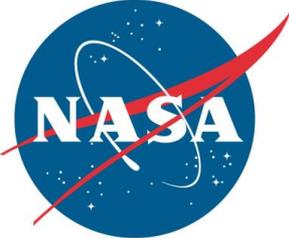


What's New in Labor-Management Relations at NASA

- Executive Order 13522: Creating Labor-Management Forums to Improve Delivery of Government Services (December 2009)
- IFPTE President appointed to the National Council on Federal Labor-Management Relations
- NHPA President appointed to the Agency-level Labor-Management Forum; first meeting planned for July 12, 2010

What's Not New in Labor-Management Relations at NASA HQ

- HQ-level Labor-Management Forum exists and offers model for other NASA Centers
- We already meet monthly to share pre-decisional information and resolve issues



Labor-Management Team at NASA HQ

visit us at

<http://nhpa.org>

<https://hcie.nasa.gov>

Union:

- President: **Rhoda S. Hornstein, X4805**, rhoda.s.hornstein@nasa.gov
- Vice President: **Richard C. Zwierko, X4404**, richard.c.zwierko@nasa.gov
- Secretary/Treasurer: **Pamela Barnes, X1954**, pamela.r.barnes@nasa.gov
- Trustee: **David L. Tomko, X2211**, dtomko@nasa.gov
- Trustee: **Tifarah Thomas, X2179**, tifarah.e.thomas@nasa.gov

Management:

- Labor Relations Officer: **Dorothy Egbert, X1162**, dorothy.s.egbert@nasa.gov
- Labor Relations Officer: **Inez Hunter, X0658**, inez.hunter@nasa.gov
- Executive Director, Office of HQ Operations: **Chris Jedrey**
- Director, HQ Human Resources Management Division: **Leah Hollander**
- Other HQ managers, depending on the subject matter



Travel Reminders

Barbara Birch



Actuals Justifications



Per FTR 301-11-300 When is actual expense reimbursement warranted?

When:

- (a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
- (b) Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
- (c) Because of mission requirements; or
- (d) Any other reason approved within your agency.

Actual expense should only be selected when it is **known** that the lodging costs for the TDY location will exceed the standard per diem rate for that area.

The following justifications **are not** acceptable when requesting actuals:

- Just in case, so I do not have to amend the document
- Due to high cost of hotels in area
- Hotel may be more than per diem
- Authorized
- Approved
- Foreign may be more than per diem
- \$X.XX is above per diem
- Actual expense authorized hotel only due to hotel government rate slightly higher than GSA per diem rate
- User has a reward membership at this hotel
- Authorized for International Travel Expenses



Non-Contract Air



Per **FTR 301-10-107** Are there any exceptions to the use of a contract city-pair fare?

Yes, your agency may authorize use of a fare other than a contract city-pair fare when—

- a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
- b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal business hours;
- c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);
Note to paragraph "c": This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available;
- (d) Cost effective rail service is available and is consistent with mission requirements; or
- (e) Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to you.

When booking non-contract air, be sure you are aware of all restrictions. There have been several instances when non-contract was booked because it was the lower cost airline, however, by the time the ticket was issued, the price had increased and in some cases that increase made the ticket price more than the contract fare. This invalidates the justification.

The following justifications **are not** acceptable for non-contract air:

- Personal Preference
- Authorized
- Approved
- User has frequent flyer miles with this airline



Reminders



- Fedtraveler.com does not have custom per diem locations, you must use the city that the center is located, not the name of the center. (Center location cities can be obtained from the HQ Travel website).
- Use the “Find City” option to ensure the correct per diem rate is being populated in the document.
- If unsure about something or if the system appears to not be functioning properly, do NOT make up solutions or assumptions, ASK....
- In accordance with Federal Travel Regulation 301.52-7, a travel claim must be submitted within 5 working days after the trip is complete.
- Do not create any travel documents that have an end date past September 30, 2010 (applies to organizations that have one year funding only) More information to be provided at July POC meeting and July Preparer meetings.



Reminders



➤ Submitting Fedtraveler.com Help Desk Tickets:

• When submitting a help ticket to the HQTravel Office or Fedtraveler help desk, please include the following information.

- ✓ Traveler Name
- ✓ Document Name
- ✓ Detailed description of issue
- ✓ System used (Mac or PC)
- ✓ Browser used (IE or Firefox)
- ✓ Screenshots if available

If submitting tickets directly to FedTraveler (CallCenter@FedtravelerSupport.com) please cc them to HQTravel@nasa.gov

➤ Extended TDY:

• All extended TDY authorizations and expense reports for Headquarters employees will be created in the HQ Travel Operations Center. Appointments can be made by contacting the HQ Travel Operations Center at 202-358-2301, or by email HQTravel@nasa.gov.

• Extended TDY counseling will continue to be provided by the NASA Shared Services Center (NSSC). They can be contacted at 1-877-NSSC123. It is highly recommended that all extended TDY travelers obtain the NSSC counseling prior to making any arrangements.

• Extended TDY greater than one year is taxable (including nested trips home). Funds certifiers must ensure adequate labor funds are available to cover these taxes.



- The HQ Travel Operations Center uses the following communication vehicles to deliver information
 - HQ Travel Operations Center website <http://travel.hq.nasa.gov>
 - NASA Heads UP
 - BASO Connection
 - Quarterly eTravel POC Meetings
 - Bi-annual Preparer Meetings (beginning July 2010)
- FedTraveler Classes held monthly
 - Course descriptions and schedule available on HQ Travel Operations Center website
 - Schedule advertised in NASA Heads Up
 - Register for instructor-led training through SATERN, keyword HQ-FedTraveler



Contact Information



HQ Travel Operations Center

(Travel Policy, Travel Card & General Travel Information)

Hours of Operation: Monday through Friday 8am to 4:30pm.

Located in 2P39

202-358-2301

<http://travel.hq.nasa.gov>

HQTravel@nasa.gov

****Please use the travel office number and email and not individual lines****

Fedtraveler.com Support

(Application Support and Assistance)

1-888-353-5873

www.fedtraveler.com

NASA Shared Services Center

(Travel Payments & Extended TDY Counseling)

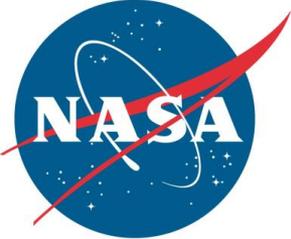
1-877-NSSC123

NSSC-ContactCenter@nasa.gov

JPMorgan Chase

(Government Travel Card)

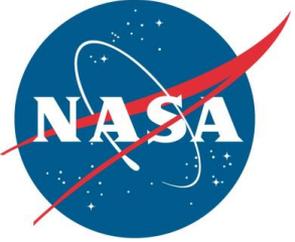
1-888-297-0781



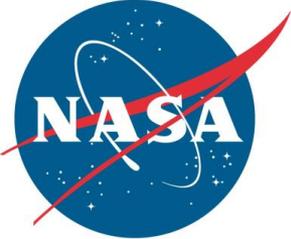
Upcoming Events

- Exchange Council Events

- July 21 Ice Cream Sundae Social
- July 21 Take Your Children to Work Day
- July 22 Moon Pie Social
- August 21 NASA Day at Six Flags
- August 26 Crab Feast
- Sept. 22 Fan Day
- Sept. 24 Golf Tournament
- October 27 Halloween Costume Contest



Questions & Answers



Closing Remarks