

1/5/2019

KEMCON Personnel:

Here we are entering week THREE of the Government shutdown. As the shutdown lengthens, we need to continually revisit where we stand financially, while still providing the required services. As we have no way to bill NASA for our services, our options continue to become more limited. **There are impacts that each of you need to understand.** Read this note completely and carefully!!

Leadership had numerous discussions on Friday (and throughout the last two weeks...) looking at the time charging and financial data for the first two weeks of the shutdown. We are in ongoing discussions with the bank that maintains our line of credit so that we can meet our payroll obligations without the ability to receive payment from the Government. It's a delicate balance, which is all driving how we move forward.

KEY POINTS

1. Payroll posted normally on Friday, January 4th. Time recorded to LEAV.CLS will not be paid – as I have repeatedly stated. There should be no surprises on that topic.
2. **Effective at close of business– FRIDAY 4 January 2019 – we can no longer allow use of additional NEGATIVE PTO. This is a significant change in direction and is a direct result of the extended shutdown period.**
 - a. After this week, only PTO hours that an employee has accrued may be utilized.
 - b. Exempt employees: If you have a positive PTO balance and are running to zero PTO in future week(s), it is OK to mix PTO and LEAVE.CLS to complete your timecard to 40 hours. But you may not use LEAVE.CLS in any week you have productive hours. So, if you do not have enough PTO to complete your week to 40 hours, you may not work next (or any future) week.
 - c. All personnel can continue to use accrued (positive balance) PTO as required, and only use the PTO each week they believe they need. So, for example, if you would like to preserve PTO and can manage with only half pay next week, use only 20 hours of PTO.
 - d. Supervisors take heed!! Know who in your team is out of PTO and who needs what support. Communicate needs to me as appropriate.
3. Because the situation is so dynamic and the lack of remote access to NASA email makes it much harder to communicate as well as we normally do, **IMSS has set up an “Open House” meeting for Wednesday** so that we can call get together and address any questions or concerns. We will post a summary of the meeting on the IMSS website for those that are unable to attend or choose not to attend.
 - a. This meeting is informational.
 - b. This meeting is VOLUNTARY and on your own time (not billable time)
 - c. This meeting is for KEMCON employees only
 - d. Sorry, no family or friends may attend.
 - e. Time and location:
 - i. Courtyard Marriott in Cocoa Beach. 3435 N Atlantic Ave, Cocoa Beach, FL 32931
 - ii. Wednesday, January 9, 2019 from 1100-1200
 - iii. We will be in the SATURN Room. Look for signs.
 - f. We have invited Congressman Posey and/or his staff to join us.

I hope that everyone realizes that we are doing everything possible to provide opportunities for the KEMCON employees to produce meaningful work for the NASA and Air Force customers. Meaningful work means income without having to use PTO.

1. Work from home continues to be authorized. Clarifications are provided below but our direction from NASA stated, *“To the extent work under this contract can be performed at another off-site location and the work does not require any civil servant oversight or other government support, such work shall continue as long as funds remain available for such performance.”*
2. We are doing some, but not much, work on-Center. Work for the Air Force continues, but NASA work is very selective and is being carefully assessed by NASA leadership. I am very pleased with the responsiveness and the engagement from NASA leadership as we have worked through a number of requests. That process is working very effectively.
3. We have picked up a small number of commercial efforts to allow a few people with additional opportunities to work and are developing additional commercial opportunities.
4. We are looking at things like asking for early W-2 deliveries so that people may be able to file 2018 taxes as early as possible. However, even if we are able to deliver W-2's early, news outlets indicate tax refunds could be delayed, as a result of the shutdown.
5. We posted some information on the IMSS website that may be helpful to you, including draft letters to creditors and unemployment information.
6. I am completely open to additional good ideas.

Time charging update, emphasis and clarifications

1. **It is ESSENTIAL that every day that you record time to PTO, enter a time note that indicates whether the PTO was PLANNED or CAUSED BY THE GOVERNMENT SHUTDOWN. If you choose to not make such an entry we will assume that the PTO was planned.**
2. **LEAVE.CLS will not be paid, as I have stated repeatedly. Do not assume that you will recover this time when the Government opens.**
3. The requirements for working remotely are:
 - a. The work is meaningful (i.e., the work is something that you would be doing if the Government were not shut down and we were on site), and
 - b. You have supervisor's permission to conduct that work.
 - c. **Supervisors and employees are BOTH responsible for maintaining written records of remote work approvals and work completed! You will be asked to justify your work hours when we all return. Keep records of all – including emails.**
4. Where work from home gets complicated is for exempt employees:
 - a. If an exempt employee does any direct (productive) work at any point in the week, they must record a combination of direct work hours and PTO to reach 40 hours for the week in their timecard. That will get you paid for the entire week.
 - b. If you cannot reach 40 hours in the week through work and PTO, DO NOT WORK and charge all time to LEAV.CLS and/or PTO.
 - c. **LEAVE.CLS and PTO are OK to combine in the same week for all employees. This is a clarification that we developed within the last 36 hours for exempt employees.**
 - d. EXEMPT employees are **required to have a written plan for the week PRE-APPROVED by their supervisors to work.** Supervisors are accountable for such plans for each of their personnel. The intent here is for each supervisor and exempt employee to manage

PTO, meaningful work, and leave without pay situations. If an EXEMPT employee does not have an plan in writing approved by their supervisor, they are not authorized to work.

5. Non-exempt employee time charging guidance remains basically the same. I posted an update on 12/27 to the IMSSFL website. Here is what I communicated on 12/21 by email (Note that updates have been published since this initial direction):

6. TIMECARDS

- a. Charge Codes;
 - i. Working on site for “authorized work:”
 1. Use normal charge numbers.
 2. Represented personnel add identical hours to the same charge string in a duplicate line with the same hours with Pay Type “1BS.” This is the Base Closure Differential for on-base work during the closure.
 - ii. Working from home for “meaningful work:”
 1. Use normal charge numbers.
 2. Since work at home is voluntary and not on base, the Base Closure differential is not applicable and should not be applied (Represented personnel)
 - iii. If you have time to account for NOT WORKING- you have two options
 1. PTO – Use normal PTO (LEAV.PTO) (This will be paid on time – but the hours will not be returnable)
 - a. ~~Remember we can go to negative 40 hours PTO. Deleted per 1/5/19 updated direction~~
 2. For the remainder of time to complete a day/week/pay period as required depending on your employment type (represented/SCA/Exempt)
 - a. Use charge Code LEAV.CLS (located in the “Leave Project” Folder in Deltek) **Pay type will be 1GS for everyone.**
 - b. For Represented Lead Pay differential under LEAV.CLS - Use pay type 1LS for your duplicate LEAV.CLS timesheet line (Duplicate hours to the IGS pay-type line, both are LEAV.CLS charge string...) Check with your supervisor to ensure that you qualify for LEAD pay.
 - c. IF YOU HAVE TO USE THE LEAV.CLS charge string and this shutdown rolls through a pay period, your paycheck will be short. We will work to do what we can to legally and ethically minimize the impact of this closure on each of us, but any such changes will be worked out AFTER we come back to work. And remember there is a big IF in there. So let’s do all that we can to complete authorized work on site or meaningful work at home. We need to do that ethically too, so ensure that you keep good records and TIMECARD NOTES on what you worked on DAY BY DAY!
 3. That is a LOT of information. If you have questions, ask your supervisor.
7. KSCSOS.Com: Shutdown Status Updates

- a. Nice to know and another source of information. The source email is attached. KSC Hotline: 321-861-7900; toll-free: 1-866-KSC-HURR (572-4877).
 - b. BUT: We get our direction from the KEMCON Program Manager – who gets direction from the KEMCON Contracting Officer.
 - c. Remember:
 - i. NASA email no longer works effectively for us because many of us don't have it available at home or by cell phone.
 - ii. So watch for AMG alerts. (Did you get the test message yesterday?)
 - iii. We will use the KEMCON Employee Emergency Line to leave recorded messages which can be reached by calling 321-338-2955 option 4
 - iv. Stay alert for AMG Alerts that will cue you that there is new info available and where to get it.
 - v. <http://www.imssf.com/>
 - 1. Go to the "Employees" page.
 - 2. There, you will find links to DELTEK (Timekeeping) and I will be able to post notes there too.
 - vi. AND PLEASE - ANSWER YOUR PHONES. We may need you to support emerging work (and get paid!)
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IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE CALL YOUR SUPERVISOR AND/OR CALL ME.

Jeff