

AVOID VERBAL ORDERS

DATE: July 20, 2004

TO: Scott Cline

ORG: SA-B3

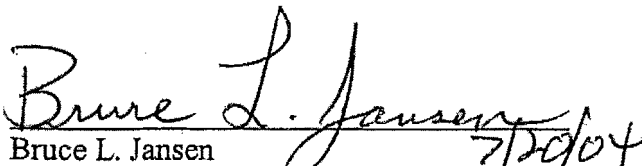
SUBJECT: Overtime Support


The following concurrence was reached by the ISS/Payload Processing Division (SA-C) and the Shuttle Division (SA-B) in regards to the Quality Assurance Branch (SA-C2) providing overtime volunteer support on the weekends to the Shuttle Quality Assurance Branch (SA-B3).

1. Volunteers will be limited to eight (8) hours, to be worked on first shift, unless individuals volunteer for additional hours and/or an alternate shift.
2. Volunteers will sign up by 10:00 a.m. on the Thursday prior to the weekend being worked.
3. Volunteers will annotate which desired shift and if any hours can exceed eight (8).
4. If volunteers have not been notified by 1:00 p.m. on Friday, they will not be directed to support the Shuttle Division, even if the work load increases.

If a scheduling conflict occurs between the ISS/Payload Processing Division and the Shuttle Division activity occurs, ISS/Payload work will have priority.

6. An overtime wheel will be maintained by the Shuttle Division to ensure equal overtime for the SA-C2 volunteers.
7. Equal overtime, per the overtime wheel, will be given to the GS 1910-11's and GS 1910-12's from the ISS/Payload Processing Division while supporting the Shuttle Processing Division.
8. Access to computers will be provided to the volunteers as required.
9. The Shuttle Division will furnish all required tools to support the work performed.
10. The ISS/Payload Processing Division volunteers will annotate their time cards with Labor Codes provided by the Shuttle Division.
11. Volunteers will be given access to the PRACA system.


Bruce L. Jansen
Chief, ISS/Payload Processing S&MA Division
7/20/04


Steve Brunelle
Deputy Chief, Quality Assurance Branch
7/21/04

Steve Minute
Steve Minute 7-21-09
Chief, Shuttle S&MA Division

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