

The following questions were raised during the S3 Town Hall Meetings. Additional questions will be added to this list throughout the transition process.

The Syncom Space Services (S3) team is supported by a team of specialty subcontractors, who will hire a percentage of the employees supporting the SACOM contract. The answers provided here attempt to answer questions for candidates for both S3 and S3 subcontractor positions. However, if you are applying for a S3 subcontractor position, please contact the [S3 Subcontractor](#) for clarification on any answer.

The Team:

1. Who is S3?

Syncom Space Services (S3) is a joint venture of PAE and BWXT, created to combine industry-leading capabilities in government facilities services, manufacturing and test support, specifically to execute the SACOM contract. Together, the S3 team offers management best practices, innovative processes, systems engineering and continuous improvement methods with an emphasis on safety. Please refer to the S3 home page (www.syncomspaceservices.com), which provides the background of the individual companies PAE and BWXT.

2. Who are the S3 Subcontractors?

Abacus Corporation, Analytical Mechanical Associates (AMA), American Services Technology (ASTI), Energy Systems Group (ESG), Excalibur Inc., Nelson Engineering, NVision Inc., Madison Services, OJ Janitorial and Schafer Corporation.

3. What is G&A Partners?

G&A Partners is a Professional Employer Organization (PEO) and Human Resources Outsourcing provider. Employers use PEOs to outsource employee management tasks such as employee benefits, payroll and workers' compensation, recruiting, risk/safety management, and training and development. Outsourcing these functions allows the primary employer to concentrate on its core business and also provides benefits such as better insurance plan rates based on the larger employee base of the PEO. G&A Partners' PEO division now employs more than 20,000 people in more than 20 states. Only S3 employees will onboard through G&A Partners.

The Process:

4. How do I apply for a job?

The application process will vary by position: some positions will be assigned to S3, and others will be assigned to one of the ten S3 subcontractors. A table that explains which work areas will be managed by which entity (S3 or one of its subcontractors) was included on the handouts distributed during our Town Hall meetings and on our website at <http://syncomspaceservices.com/Jobs.aspx>. Please reference this table to confirm which entity will hire your position and at which link you should apply.

5. Should we submit our application to the subcontractors or S3?

First check the the [Subcontractor Work Scope sheet](#). If your work area is assigned to one of the subcontractors, submit your application via that subcontractor's website, which is provided on the sheet. If your work area is not represented, you should submit your application to S3 via

our [job application portal](#). If you are not certain who will provide the work you perform you may apply at both S3 and a subcontractor.

6. Will there be a list of specific jobs on the website?

No, there will not be a list of positions on the S3 website. Your resume/job experience provided in the application process will assist in matching your application to an open position. If you currently work for one of the incumbent companies, your name and position has been provided to us.

7. How early can we apply for a job?

- The S3 [job application site](#) will be open at at 12:00 a.m. on Tuesday, December 15.
- Those who are applying for jobs with our subcontractors may apply at the same time using the information (websites and contact information) provided on the [Subcontractor Work Scope sheet](#).

8. Is there a deadline to apply?

No, but you are encouraged to apply as soon as possible. This will be our permanent process for hiring throughout the contract.

9. Can I upload a cover letter with my resume?

Yes, if you wish, you may combine your cover letter with your resume and upload as one file.

10. Is there a preferred format for resumes and will they be reviewed by a person or a computer?

There is no format preference. A 'live person' will be reviewing the resumes.

11. What if my current position is not a requirement under SACOM? Can I apply for positions that I have previously held at Michoud or Stennis?

Yes, you are welcomed to apply to any position for which you are qualified. We recommend that you include information about which jobs you're qualified for within your application. The application will ask you to list your previous jobs or upload a resume.

12. How many people are you planning to hire?

Workforce numbers have yet to be determined, due to the fact that some of the work under this contract will be assigned via IDIQ (indefinite delivery/indefinite quantity) task orders. The staffing will fluctuate over time based on NASA's requirements that are defined via future task orders.

13. When will interviews start and when will I receive an offer for employment?

When S3 or an S3 subcontractor determines that an interview is necessary, it will be scheduled after the final Town Hall meeting, beginning December 16, 2015. We plan to begin delivering the majority of offers in January 2016 and continue throughout the month.

14. How will one be notified of job offers?

Candidates will be notified via e-mail to your personal email address (one which you will need to provide during the application process). Any interviews will be setup by e-mail or phone.

15. Will I receive an e-mail if you did not get the job?

We do not intend to send negative replies.

- 16. What if I do not receive an offer in January?**
Depending on the timing of task orders, we may extend some offers after January 31, 2016. Additionally, task orders for new or additional work will continue to be issued to S3 throughout the contract term, so we may need to hire additional employees to perform that work on a rolling basis.
- 17. Does S3 intend to cut the workforce by a certain percentage?**
S3 does not have a plan to cut a specific percentage of the workforce. Our workforce size will be determined by the work requirements established in the Core work and IDIQ task orders issued by NASA. We do not have an exact target for positions at this time, because we do not yet know how many task orders we will receive. NASA is currently providing us IDIQ task orders, which we are reviewing to form a basis of estimate for how many positions we will need for February 1. We will continue to hire against open positions as additional task orders are received, reviewed and approved.
- 18. If you do not receive all IDIQ task orders before February 1, would we be out of work for some time?**
Yes, it is possible an individual could be out of work while waiting to be hired for a task order that requires their specific skill set and experience. We will work with NASA to plan for and estimate known task order work, but cannot promise that all positions required will be known prior to February 1, 2016.
- 19. How long does the hiring process take?**
A typical hire should take approximately two weeks once the hiring decisions are determined.
- 20. When would employment start?**
For a large number of positions, employment start date will be February 1, 2016. However, employment may start after February 1, 2016 due to the timing of additional task orders.
- 21. What are the locations, dates, and times of drug testing and physicals?**
Testing and physicals will take place between January 4 - 27, 2016; after completion of the on-line application and receipt of an employment offer. The time and location(s) for pre-employment drug screens and physicals will be provided as part of the S3 hiring process.
- S3 will use a medical services provider who will have a mobile facility located at both Michoud and Stennis, and candidates visit the mobile facility during the time most convenient to them.
 - S3 subcontractors may have a different process and will provide that information to the employees they hire.
- 22. Who will I be working for and/or which department?**
Your offer letter will be sent by the hiring entity (S3 or one of its subcontractors) and will specify your company, manager and department.
- 23. If I am selected for a position, what documents should I bring on my first day?**
You will receive details during your application process regarding which documents you'll need to bring on your first day.
- 24. Where will each job take place?**

The [Subcontractor Work Scope sheet](#) identifies the work scope that will be managed by each subcontractor. The work scope applies to both Stennis and Michoud, with the exception that OJ Janitorial provides custodial service at Michoud only.

25. Will I onboard through G&A Partners?

- S3 will onboard its employees through G&A Partners.
- S3 subcontractors will not use G&A Partners, but instead onboard their employees through their own internal process.

26. Is there a transition plan for computers and vehicles?

Yes, S3 will work with NASA to minimize the computer and vehicle turnover.

27. Will PIV cards roll over?

Yes, badges will roll over for all incumbent employees offered work beginning February 1, 2016.

28. Can people on medical leave of absence apply, and if so will they be hired?

Yes, anyone may apply for a position with S3 or a S3 subcontractor. If they selected for an offer and are released to work, they can be hired.

29. What is the cut off between incumbents and new employees?

There is no cutoff. Incumbents have a first right of refusal for jobs where they are qualified and meet work requirements.

Job Details:

30. Will the job offers maintain our current salaries?

Salary levels will be decided on a case by case basis.

31. When will we know the pay scale?

Your offer letter will provide your pay level.

32. Will we continue to be paid on a weekly basis and when will I receive my first payroll deposit?

- S3 will pay its employees on a weekly basis. S3 employees who start on February 1, 2016 will receive their first payroll deposit on Wednesday February 17, 2016, to cover the work week Monday February 1, 2016 to Sunday February 7, 2016.
- S3 subcontractors will provide their exact payroll schedule to the employees they hire.
- Both S3 and S3 Subcontractors will follow the CBA, if one applies.

33. Where can I view my S3 weekly paystub?

- S3 employees may view their paystub information online, via the G&A Partners employee portal using a username and password. A link to the portal will be included with your offer.
- S3 subcontractors will provide their paystub information to the employees they hire.

34. What type of benefits will be provided and when will they take effect?

The benefits offered are comparable to what you have today. Because they will vary by company (whether your position is hired by S3 or a subcontractor), the specifics will be offered

by the appropriate hiring entity during the hiring process. For those hired with a start date of February 1, 2016, your benefits will begin on that date.

35. When will we receive benefit information?

Information on benefits will be distributed with offer letters.

36. Will everyone have the same insurance?

No. S3 has Cigna plans, and S3 Subcontractors may have different insurance.

37. Can I keep my current doctors under the new insurance?

When applying for benefits you will have an opportunity to verify if your current doctor is a medical provider for the new medical insurance.

38. When can I enroll for benefits?

After you have accepted an offer from S3 or one of its subcontractors, you will enroll for benefits as part of the onboarding process.

39. Does S3 have a 401(k) plan? Can we rollover our 401(k) funds?

- S3 will offer a 401(k) Plan, and employees will be able to rollover existing 401(k) funds into the S3 401(k) Plan or a self-directed roll-over IRA. Details will be provided during S3 benefit enrollment.
- S3 subcontractors will provide details on their benefit programs to the employees they hire.

40. What are the standard work hours?

The core work hours are 7:00 a.m. to 3:30 p.m.; however, work schedules and shifts will be established to meet Customer requirements.

41. Will you honor site seniority for employees covered by a CBA?

Yes, site seniority will be a factor in hiring CBA positions.

42. Union Contracts – Will they be bridged (CBAs)?

The labor relations manager will be here and meet with the union to bridge the current agreements. There are likely to be some administrative changes incorporated in the bridged CBAs.

43. How many holidays do we receive?

- Full-time exempt and SCA employees will receive ten federal holidays.
- Non-exempt union employees should reference their applicable Collective Bargaining Agreement (CBA).

44. If I am hired, will I be able to take scheduled time off after contract start if I don't have Paid Time Off (PTO)?

S3 understands that incumbent contractors intend to pay out PTO. If you have any questions related to this process, please contact your current management.

In anticipation of the PTO payout, S3 will allow its employees to take up to 40 hours unpaid time off (leave without pay or "LWOP") during the first six months of the contract. Previously scheduled time off or desired time off should be confirmed/scheduled in advance with your manager or supervisor just as you would ordinarily do. Again, you should be aware that this time off may be unpaid if your current employer pays out all accrued PTO balances.

- 45. How will we be taxed on our leave payout?**
We recommend that you talk to your current employer about tax rates or other information related to your current employment, as S3 does not have this information.
- 46. How and when would we accrue PTO under the new contract?**
- Full time exempt employees and SCA employees will accrue PTO at a rate in accordance with their recognized service period and will begin accrual immediately.
 - Non-exempt union employees should reference their applicable CBA.
- 47. Will we get credit for prior site service?**
Yes, your site service date will be recognized. S3 and its subcontractors will use the service date provided by the incumbent contractor to establish a service date for each employee hired. If you have any questions about the service date that will be provided to S3, please contact your current employer to check what service date is on your file.

Scope/Site:

- 48. What is the scope and duration of the contract?**
It is a 10-year contract with a broad range of services including: Contract Management, Logistics, Safety, Health and Environmental, Engineering, Manufacturing Support Services and Test Operations, Site Services, Facility Operations and Maintenance Services.
- 49. Has there been any updates to the scope that was sent out initially in synopsis?**
The scope is currently publicly available via FedBizOpps at the following link:
<https://www.fbo.gov/index?s=opportunity&mode=form&id=2196d86293e9ad767d39243c6d5587ae&tab=core>
- 50. How does the contract work? How do IDIQ task orders interact with the Core work, and how does this relate to hiring?**
SACOM is a hybrid contract, made up of Core work and IDIQ task order work which can be assigned throughout the duration of the ten year contract. Core workload data was used to determine the initial contract staffing levels. Our current IDIQ workload data is based on the task orders that we have received to date from NASA. As we receive more task orders, we will identify what additional positions are required, and we will hire for those positions.
- 51. What work will S3 self-perform?**
S3 is responsible for the entire contract performance, including that of our subcontractors. S3 may hire positions in any scope of the contract, including but not limited to: Contract Management, Logistics, Safety, Health and Environmental, Engineering, Manufacturing Support Services and Test Operations, Site Services, Facility Operations and Maintenance Services. Please reference [this table](#) for specific positions that will be hired by S3 and its subcontractors.
- 52. Are the Marine Operations positions going to be hired by S3 or a subcontractor?**
S3 is responsible for the Marine Operations positions. However, Marine Operations will be addressed through an IDIQ task order.
- 53. Do you plan to move machinists/welders from Stennis to Michoud?**

One of the objectives of SACOM is to provide cost-effective, integrated support for NASA's two centers and their tenants through an integrated manufacturing facility. This will require a re-organization of the current delivery method of manufacturing support and will result in the majority of manufacturing operations taking place at Michoud. The contract requires consolidation of machine shop work, and to meet that requirement, we will consolidate the Machine Shop/Welding Operations at Michoud as well. Field welding will continue to be performed at Stennis as needed.

54. If I work in the Test area now, what company do I apply to?

Most of the positions in the Test Area will be hired by S3. However, some positions may be covered by a subcontractor, and if so – these would be indicated on the subcontractor work scope sheet. Please refer to [this table](#) and apply accordingly to either the S3 site or a subcontractor website.

55. How is S3 handling the fact that some positions (purchasing and property management) at Stennis are represented by union (IAM) while not represented at Michoud?

Stennis and Michoud have separate union agreements. We will abide by the bridged CBA agreements.

56. Who will hire the positions under the Medical scope of work?

Occupational Health Services positions will be hired by S3 directly.

57. Will we go from site to site?

Some positions will require performance at both sites, some will not. S3 will abide by the CBA requirements when assigning work.

58. Is there more information about Gateway 2020 on the website?

No, Gateway 2020 is a name for the S3 approach to business development for NASA and associated activities required by the contract.

59. Does S3 have the same number of positions that TOC has now?

This is unknown as test operations support work for S3 will be assigned through task orders. S3 will estimate the work and hire personnel based on work requirements detailed in the task orders we receive from NASA.

Still Have a Question?

60. Who can I contact if I have more questions?

You will receive contact information specific to your hiring entity during your onboarding process. However, Sam Johnson (reachable at 228-688-1328) will be available to answer general questions, or you can e-mail your question to SSC-SACOM-HR@mail.nasa.gov.