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**From:** Bob Gibbs, NASA Chief Human Capital Officer  
**To:** **All Civil Service Employees**  
**Date:** January 28, 2019  
**Subject:** **Welcome Back!**

To Members of the NASA Family:

On behalf of NASA leadership, I want to take this opportunity to welcome you back to work, now that Congress and the President have reached agreement on a three-week funding measure to reopen furloughed Federal Government Agencies.

We've been away for some time now, and we know the length of the lapse in appropriations has been very hard on the NASA workforce. Because, of this, safety should be paramount in our restart efforts and we really encourage each of you to take a little time each hour to check on your co-workers and offer encouragement and comfort where necessary. We are one team – the best team in the government – and we're at our absolute best when we take care of each other!

This has been a challenging time of sacrifice for the entire NASA family, but we are thankful we now have the opportunity to move forward once again. Leadership will speak with you about the path ahead in the coming days, once folks have had a chance to settle in. Until then, if you have questions, please contact your immediate supervisors and we will find the answers together.

#### **First Day Back at Work:**

Today, we need you to focus on the following:

- Ensure that your workspace is clean and safe for you and your co-workers.
- Get your computers up and running. The NSSC Customer Contact Center/Enterprise Service Desk is available to help with any issues you have (877-677-2123). Please remain patient while systems get caught up on security patches and backups.
- If your badge or password(s) has expired, please refer to the "IT Considerations when Returning to Work" document dated January 26, 2019, that is posted on the NASA People Shutdown Website at <https://nasapeople.nasa.gov/shutdown/shutdown.htm>
- Reconnect with your colleagues and begin initial work on rescheduling and re-planning activities as necessary

#### **Retroactive Pay**

One of our top priorities is to ensure retroactive pay is processed as soon as possible. All timecards have been prefilled and submitted to our payroll provider. You do not need to take any action. You can expect to receive two retroactive payments (one for each of the pay periods that occurred during the shutdown) on January 30 or January 31. These payments may both occur on the same day or one on each day but all employees can expect to be paid for both pay periods no later than January 31. The pay will be your full pay less normal tax deductions. A few additional things to note:

- 1) Once this initial retroactive pay has been disbursed, we know that some timecard corrections will be necessary. For example, some employees will be entitled to premium pay (Sunday pay, night differential, etc.) that was not reflected on the prefilled timecards. You will receive additional information and instructions in the near future on any actions you will need to take.

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- 2) Health Benefits, Life Insurance, TSP allotments (not TSP loans) are expected to come out of the retroactive pay. We expect the payments for vision and dental benefits will come out of your check for pay period 3 with an anticipated pay date of February 8, 2019, or pay period 4 with an anticipated pay date of February 22, 2019.
  - 3) If you were on LWOP or AWOL during the lapse in appropriations you will not receive retroactive pay for that time.
  - 4) If you had scheduled "use-or-lose" annual leave that you weren't able to use because of the lapse in appropriations, you may be eligible to have that leave restored to you. We will provide additional information in the near future.

**EAP Resources:**

If you or your colleagues are facing personal challenges, the Employee Assistance Program is available to provide advice and support. NASA's EAP provides free, confidential, short-term, counseling assistance and referral to employees who are dealing with personal issues or occupational stress. As we return to work this week, employees are reminded that EAP clinicians are available at their Center during regular business hours to provide support. Please access the NASA Health4Life website for EAP clinician contact information at each Center: [https://inside.nasa.gov/health4life/eap\\_center\\_contact\\_list](https://inside.nasa.gov/health4life/eap_center_contact_list). The agency's EAP toll-free number (1-888-728-1404) remains available for urgent after-hours (evenings, weekends, holidays) mental health/wellness support.

**Additional Information:**

More information on a variety of topics such as travel and training will be forthcoming. The NASA People Shutdown page located at <https://nasapeople.nasa.gov/shutdown/shutdown.htm> will remain open so please check it often. Additionally, be sure to check your Center website and communicate with your supervisor regularly for updates, as things come back on line. If you have questions or concerns, please feel free to contact your local HR Office. In the meantime, please be patient with yourself and your colleagues as we work together to get everything fully operational.

NASA Leadership thanks you again for your public service, your dedication, and your patience throughout this unfortunate process, and we truly appreciate your continued service to the Agency.