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Description of document: National Labor Relations Board (NLRB) Communication Plan and Employee Webpages for Total Workplace Solutions and Headquarters Relocation 2013-2015

Requested date: 03-May-2021

Release date: 08-June-2021

Posted date: 26-July-2021

Source of document: FOIA Officer
NLRB FOIA Branch
1015 Half Street SE
4th Floor
Washington, DC 20570
Fax: (202) 273-FOIA (3642)
[FOIAonline](#) (preferred)

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UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
FREEDOM OF INFORMATION ACT BRANCH
Washington, D.C. 20570

Via email

June 8, 2021

Re: FOIA Case No. NLRB-2021-000822

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, received in this Office on May 3, 2021, seeking:

- A copy of the Communication Plan developed by the Facilities and Property Branch regarding Total Workplace Solutions and the Headquarters Relocation; and
- A copy of the employee-only webpages regarding the Headquarters Relocation and Total Workplace Solutions.

You accepted financial responsibility for the processing of your request in the amount of \$37.00.

We acknowledged your request on May 3, 2021.

Pursuant to the FOIA, search inquiries were directed to the Agency's Facilities and Property Branch, and the Office of the Chief Information Officer. Staff in those offices conducted searches and confirmed that there was at one time a Total Workplace Solutions webpage for Agency employees, but that webpage no longer exists. However, the searches of their files did locate a PowerPoint presentation and newsletters that had been uploaded to that employee webpage, which are provided. There is no "Communications Plan" document, other than weekly newsletters that were emailed to Headquarters employees to provide information during the relocation. A further search inquiry was directed to the Agency's Executive Secretary, who was responsible for sending out the newsletters and updates to the employees. As a result, additional responsive newsletters and emails were located, also attached.

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After a review, I have determined that portions of the responsive records are exempt from disclosure under Exemption 6 of the FOIA (5 U.S.C. § 552(b)(6), (b)(7)(C), and (b)(7)(D)). The records are being provided to you either in their entirety or partially redacted to the extent they were found to be reasonably segregable from the exempt portions of the records. Specifically, redactions have been made to protect the privacy interests of individuals named therein. Most of the redactions protect the images of third-party individuals, and in some places, pictured Agency employees, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under Exemption 6. 5 U.S.C. § 552(b)(6). See, e.g., *Sack v. CIA*, 53 F.Supp.3d 154, 173-74 (D.D.C. 2014) (finding that images of individuals constitute protectible privacy interests under Exemption 6).

For the purpose of assessing fees, we have placed you in Category D, the “all other requesters” category, because you do not fall within any of the other fee categories. Consistent with this fee category, you will be assessed charges to recover the reasonable direct costs for searching for the requested records, except that you will not be charged for the first two hours of search. NLRB Rules and Regulations, 29 C.F.R. § 102.117(d)(2)(ii)(D). Charges for all categories of requesters are \$9.25 per quarter hour of professional time. 29 C.F.R. § 102.117(d)(2)(i).

Less than two hours of professional time was expended in searching for the requested material. Accordingly, there is no charge assessed for this request.

You may contact Marissa Wagner, the FOIA Attorney-Advisor who processed your request, at (202) 273-2957 or by email at marissa.wagner@nrlrb.gov, as well as the Agency’s FOIA Public Liaison, for any further assistance and/or to discuss any aspect of your request. The FOIA Public Liaison, in addition to the Attorney-Advisor, can further explain responsive and releasable agency records, suggest agency offices that may have responsive records, and/or discuss how to narrow the scope of a request in order to minimize fees and processing times. The contact information for the FOIA Public Liaison is:

FOIA Public Liaison
National Labor Relations Board
1015 Half Street, S.E., 4th Floor
Washington, D.C. 20570
Email: FOIAPublicLiaison@nrlrb.gov
Telephone: (202) 273-0902
Fax: (202) 273-FOIA (3642)

After first contacting the Agency, you may additionally contact the Office of Government Information Services (OGIS) at the National Archives and Records

June 8, 2021

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Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001
Email: ogis@nara.gov
Telephone: (202) 741-5770
Toll free: (877) 684-6448
Fax: (202) 741-5769

You may obtain a review of this determination under the NLRB Rules and Regulations, 29 C.F.R. § 102.117(c)(2)(v), by filing an administrative appeal with the Division of Legal Counsel (DLC) through FOIAonline at: <https://foiaonline.gov/foiaonline/action/public/home> or by mail or email at:

Nancy E. Kessler Platt
Chief FOIA Officer
National Labor Relations Board
1015 Half Street, S.E., 4th Floor
Washington, D.C. 20570
Email: DLCFOIAAppeal@nlrb.gov

Any appeal must be postmarked or electronically submitted within 90 days of the date of this letter, such period beginning to run on the calendar day after the date of this letter. Any appeal should contain a complete statement of the reasons upon which it is based.

Please be advised that contacting any Agency official (including the FOIA Specialist, Attorney-Advisor, FOIA Officer, or the FOIA Public Liaison) and/or OGIS does not stop the 90-day appeal clock and is not an alternative or substitute for filing an administrative appeal.

Sincerely,

/s/ Synta E. Keeling

Synta E. Keeling
FOIA Officer

Attachment: (206 pages)



National Labor Relations Board

Agenda Space Advisory Committee November 15, 2013

- New Lease Award Winner
- Building Location
- Neighborhood Description
- Project Schedule and Next Steps





National Labor Relations Board

And the Winner is.....1015 Half St SE, Washington DC 20003





National Labor Relations Board

Building Location



- ✓ Building located in the Capitol Riverfront District.
- ✓ Close proximity to U.S. Capital and the new baseball stadium.
- ✓ Access to a variety of restaurants, lounges and public parks.
- ✓ Space for Ground Floor Retail and Restaurant.
- ✓ Tenant Only state of the art Fitness Center.
- ✓ Features 400,000 square feet of office space.
- ✓ Three levels of underground parking.



National Labor Relations Board

Building Location



- ✓ Building Fronts L St, Half St and K St SE.
- ✓ Building offers fresh, stylish details, dramatic 360-degree city views.
- ✓ Penthouse level with Rooftop Terrace views of the US Capitol and Anacostia River.
- ✓ Building will feature Level IV Security.
- ✓ Environmentally-friendly features throughout the building.
- ✓ Green sustainable design aimed at LEED Gold certification.



National Labor Relations Board

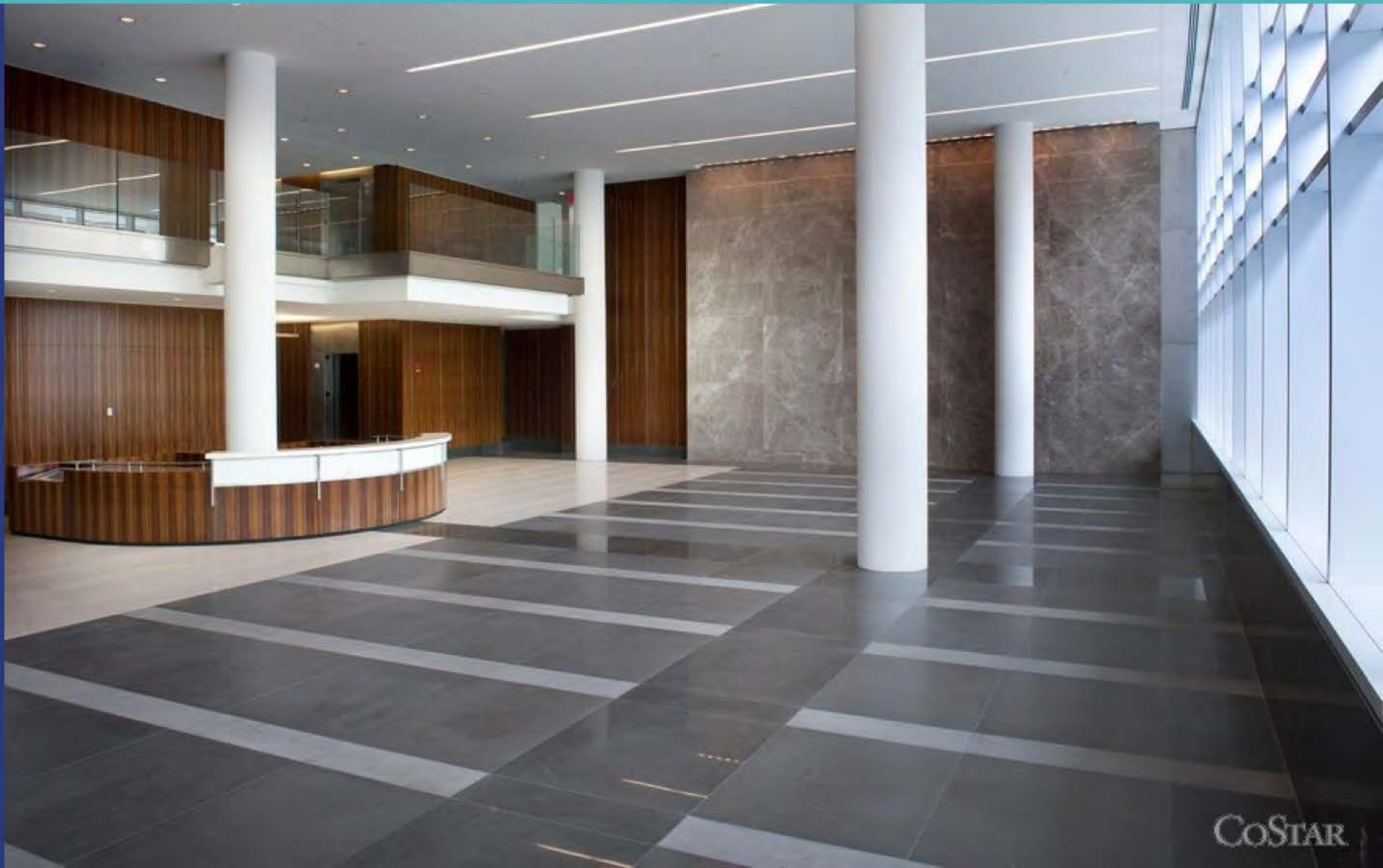
Building Location





National Labor Relations Board

Building Location





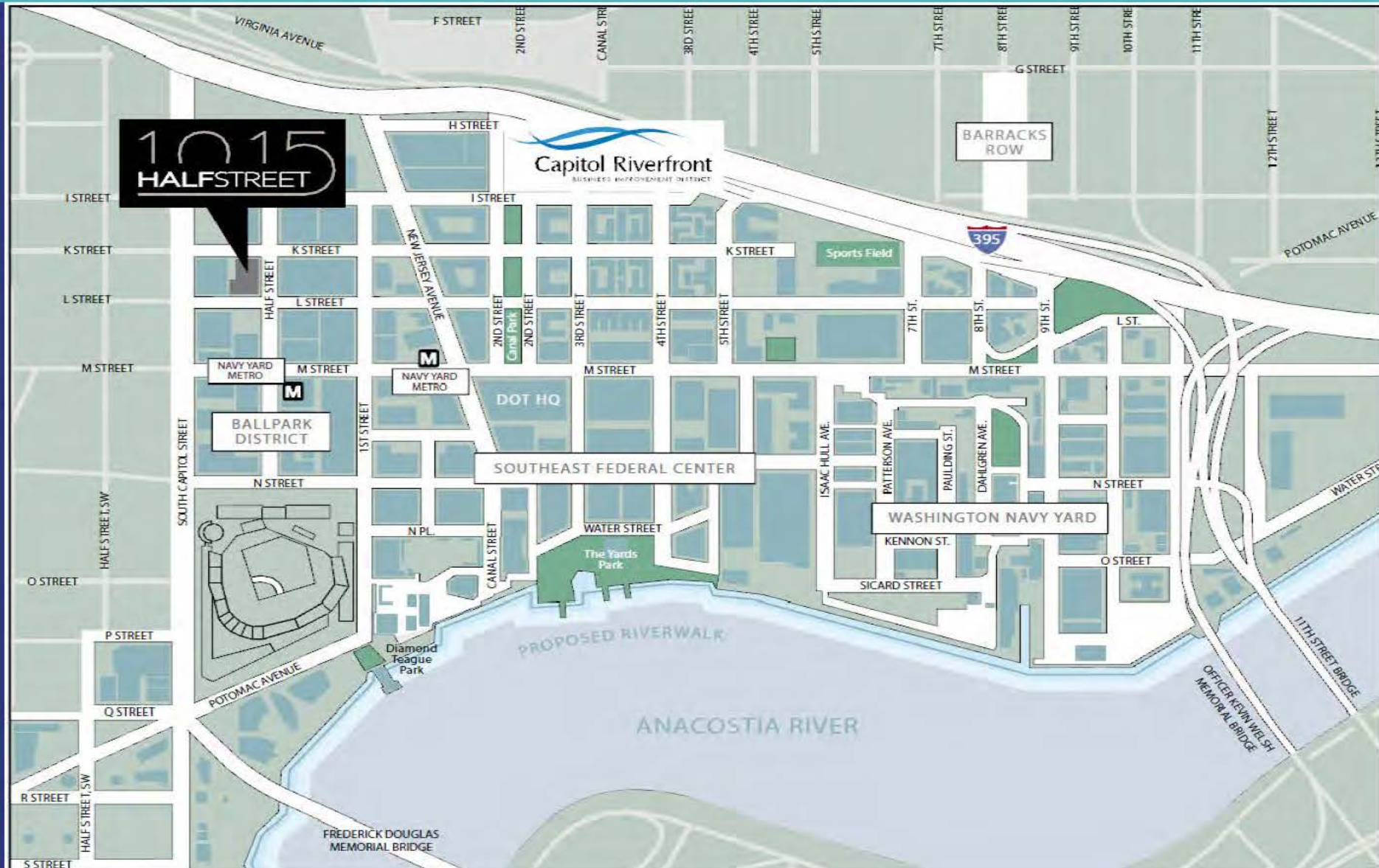
National Labor Relations Board

Capitol Riverfront District





National Labor Relations Board Building Location





National Labor Relations Board

Getting There



Metrorail Green Line

- The Navy Yard – Ballpark stop is in the center of the Capitol Riverfront and has two station entrances/exits: New Jersey Ave.& M St., SE and Half St.& M St., SE.
- Red Line riders would transfer to the Green Line at Gallery Place. The DC Circulator Bus also provides quick access between the Capitol Riverfront and Union Station on Metro's Red Line.
- Yellow/Blue/Orange Line riders would transfer to the Green Line at L'Enfant Plaza.



National Labor Relations Board

Getting There



By Metro Bus: Multiple Metro Bus routes also serve the Capitol Riverfront, including the A42, A46, A48, P1, P2, V7, V8, V9, and more.

By Car: The Capitol Riverfront is accessible from highways I-395 and I-295, New Jersey Avenue SE, M Street SE via Maine Avenue, South Capitol Street, and 8th Street, SE.

By Bike: Several bike trails, multi-use trails and streets with bicycle lanes feed into the Capitol Riverfront. More are being constructed as part of the Riverwalk Trail system.



National Labor Relations Board

Capital Riverfront Neighborhood Profile

35,000

Daytime Population

31,906

Residents within one mile

3,874

Residents within the
Capitol Riverfront BID

69%

% of residents with bachelor's
degree or higher within one mile

\$93,115

Average HH income within
one mile

2.25 million

Average annual visitors





National Labor Relations Board

Capitol Riverfront Office Tenants

Existing Office Tenants Include:

- U.S. Naval NAVSEA Command
- U.S. Dept. of Transportation HQ
- Booz Allen Hamilton
- Alion Science & Technology
- Lockheed Martin
- CSC
- BAE Systems
- Northrop Grumman
- District of Columbia Agencies
- General Dynamics
- Dutko Grayling
- DC Department of Transportation
- Federal Aviation Administration
- Sayres & Associates
- Parsons Engineering
- Gryphon Technologies
- U.S. Bureau of Land Management
- DC Water





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Capitol Riverfront Retail and Restaurants

Existing Restaurants/Retail tenants:

- Starbucks
- CVS Pharmacy
- Five Guys
- Subway
- Justin's Café
- Cornercopia Deli & Market
- Congressional Cleaners
- Harry's Reserve
- Kruba Thai & Sushi
- Potbelly Sandwich Shop
- Lot 38 Espresso Bar
- Port Café
- Chicken Tortilla
- Quiznos
- Dogma Dog Daycare
- Sizzling Express
- Wagtime Too
- Dominos Pizza
- Capital One Bank
- SunTrust Bank
- Wells Fargo Bank
- Bank of America





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Capitol Riverfront Retail and Restaurants

Recently Opened Retail

- Gordon Biersch Brewery Restaurant
- Park Tavern at Canal Park
- Bluejacket Brewery/restaurant by Neighborhood Restaurant Group
- Buzz Bakery & Lounge
- Willie's Brew & Que
- Wells Cleaners

Opening in 3Q – 4Q 2013

- Osteria Morini
- Agua 301

Opening in mid 2014

- Harris Teeter grocery store
- VIDA Fitness
- Bang Salon
- Aura Spa





National Labor Relations Board

Capitol Riverfront Development Overview

	Existing/ Completed	Under Construction**	Planned	TOTALS
Office Square Feet	7,250,040	17,350	8,004,780	15,272,170
Retail Square Feet	223,629	109,850	564,637	898,116
Residential Units	2,760	924	6,176	9,860
Hotel Rooms	204	0	1,051	1,255
Total Square Feet	11,776,993	1,247,721	23,880,851*	36,905,565*
Estimated Total Cost	\$2.8 billion	\$646 million	\$6.1 billion	\$9.5 billion





National Labor Relations Board

Capitol Riverfront Future Development





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Capitol Riverfront Future Development





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Capitol Riverfront Future Development





National Labor Relations Board

Capitol Riverfront Residential Development

Over 2500 new residential units have been delivered and more units will begin construction in the next 12 – 24 months (**red = under construction**)

- **Camden South Capitol, 276 units**
- **1212 4th Street, 218 units**
- **Park Chelsea, 430 units**
- Akridge at Half Street, 280 units
- Toll Brothers on First Street, 250 units
- Grosvenor Square 701, 285 units
- Riverfront on the Anacostia, 200 units
- Urban Atlantic Square 882, 189 units
- Monument's Half Street, 320 units
- Ruben Co. 909 Half Street, 400 units
- The Yards, Parcel N, 325 units



Camden South Capitol



1212 4th Street



Park Chelsea



National Labor Relations Board

Capitol Riverfront Parks and Trails



Canal Park



VA Ave. Park



Diamond Teague Park & Piers



Riverwalk Connection



The Yards Riverfront Park



The Riverwalk Trail



National Labor Relations Board

Canal Park





National Labor Relations Board

Canal Park





National Labor Relations Board

Canal Park





National Labor Relations Board

The Yards Park





National Labor Relations Board

The Yards Park





National Labor Relations Board

The Yards Park





National Labor Relations Board

The Yards Park





National Labor Relations Board

Diamond Teague Park and Piers





National Labor Relations Board

Diamond Teague Park and Piers





National Labor Relations Board

The Riverwalk Trail

District of Columbia Anacostia Riverwalk Trail





National Labor Relations Board

Headquarters Project Schedule

Headquarters Project Schedule

	<u>Duration</u>	<u>Start Date</u>	<u>Finish Date</u>
Design Intent Drawings	58 days	Dec 2013	Feb 2014
Construction Drawings	55 days	Feb 2014	Jul 2014
Construction	110 days	Jul 2014	Dec 2014
Acceptance of Space	1 day	Jan 2015	Jan 2015
Furniture and Equipment Installation	21 days	Jan 2015	Jan 2015
Move and Occupancy	10 days	Jan 2015	Jan 2015



National Labor Relations Board

Next Steps



- Implement a Communications Plan to include:
 - The launch the new Total Workplace Solutions Webpage
 - Newsletters, Brochures, and Email updates
 - Monthly Space Advisory Committee meetings
- Validate Official Staffing Levels for each HQ Division/Office
- Schedule and Conduct Divisional Space Design Meetings
- Offer employees “Change Management” workshops by Studios Architecture
- Offer employees tours of local facilities with similar designs



National Labor Relations Board

Questions





National Labor Relations Board

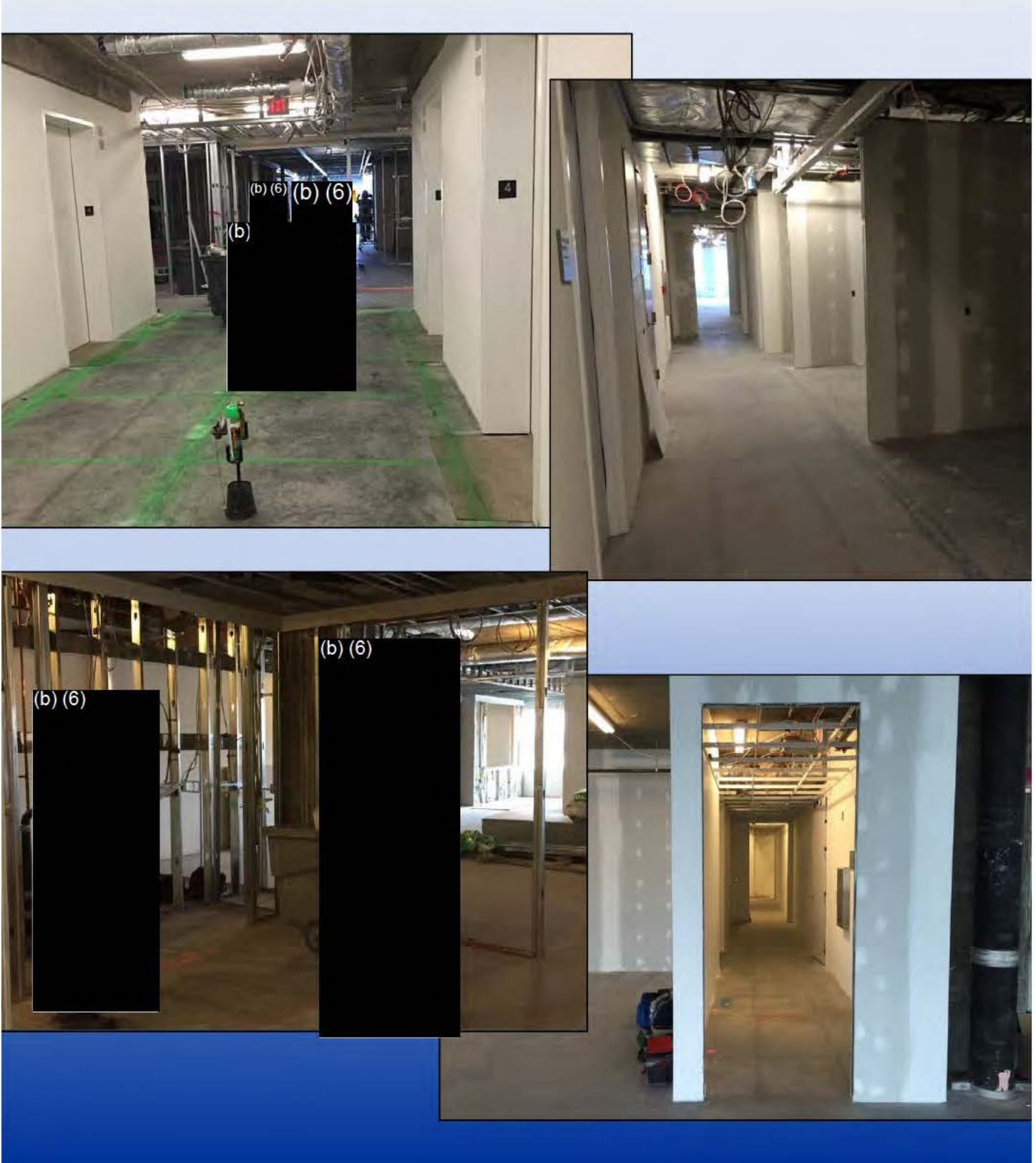
Work is progressing . . .

Work has been progressing at the NLRB's new Headquarters location at 1015 Half Street in SE Washington. Walls have gone up and wiring and lighting is being installed. In the meantime, the building fitness center has been outfitted with equipment, and CBS Sports has moved into their new space in the building.



Work is progressing, cont.

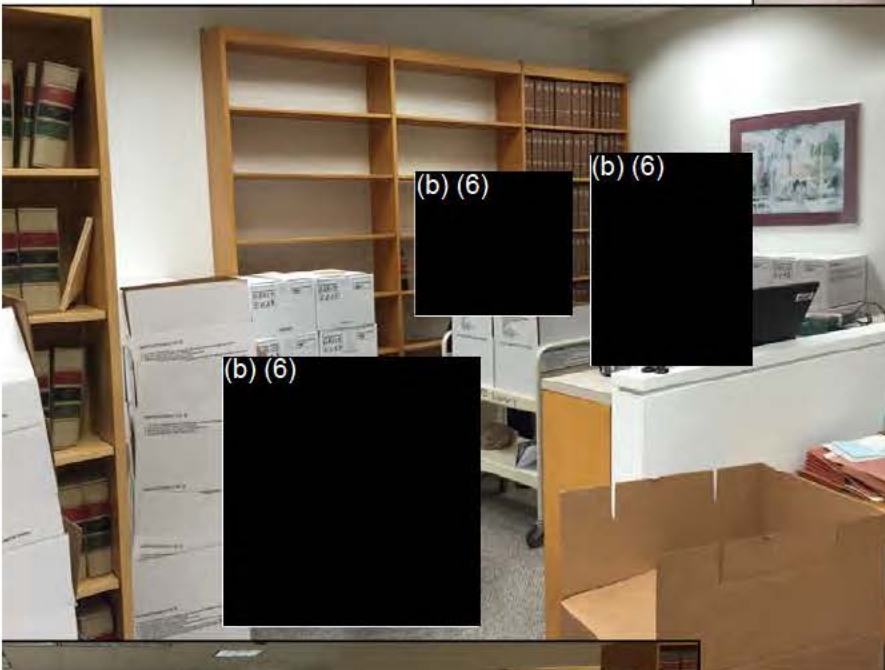
Pictures taken at the new NLRB HQ space on April 8, 2015





In the meantime . . .

Finishes for the new space
have been selected



Headquarters library
is being packed





National Labor Relations Board

What's nearby?

As the move to the new Headquarters approaches, people may be wondering what will be in the area near the new building. Here is a sample of some of the shops and restaurants that will be in our new neighborhood.

In the building:

The Big Stick is a rustic, lodge-themed restaurant & sports bar serving a unique menu featuring specialty sausages, sandwiches and salads.



Also in the building:

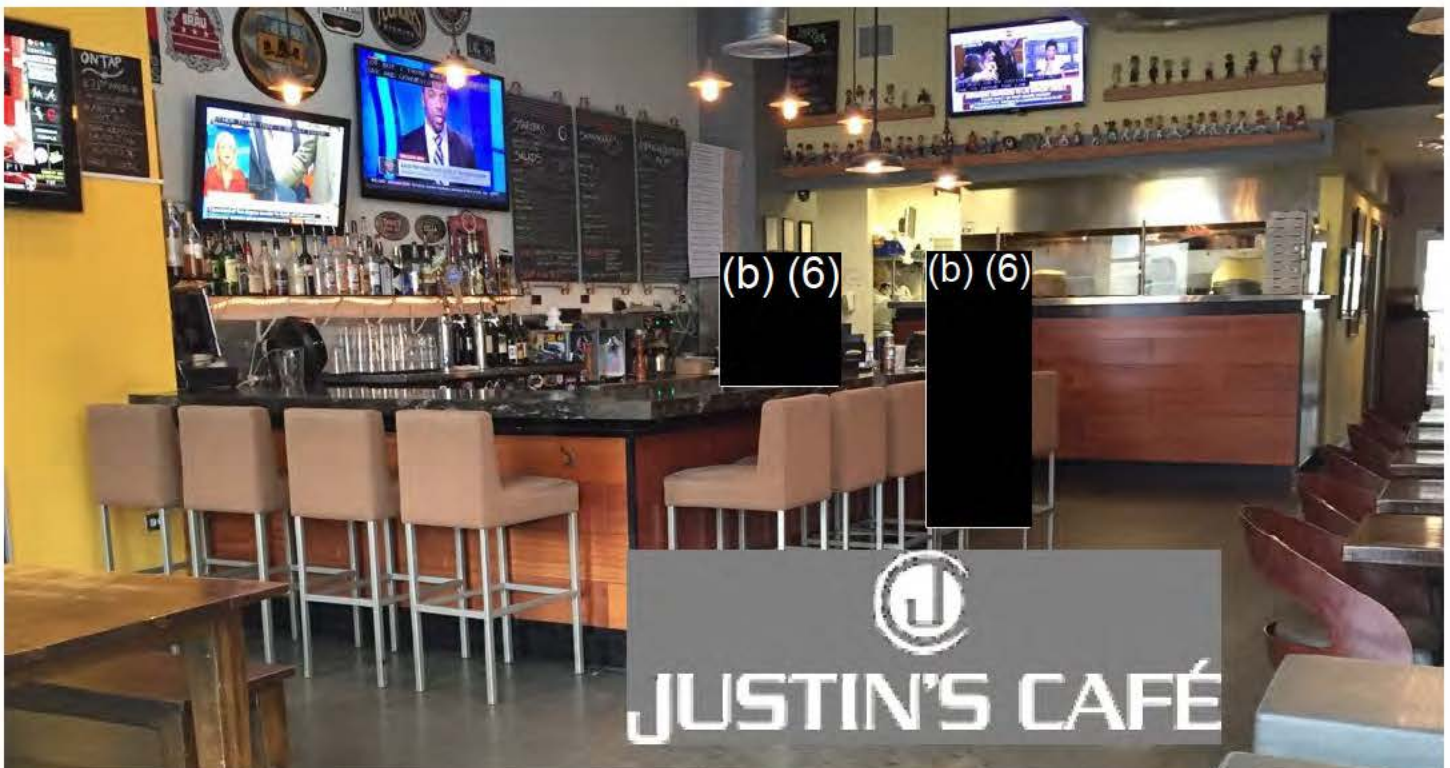


Bonchon serves Korean-style chicken along with other Korean specialties.



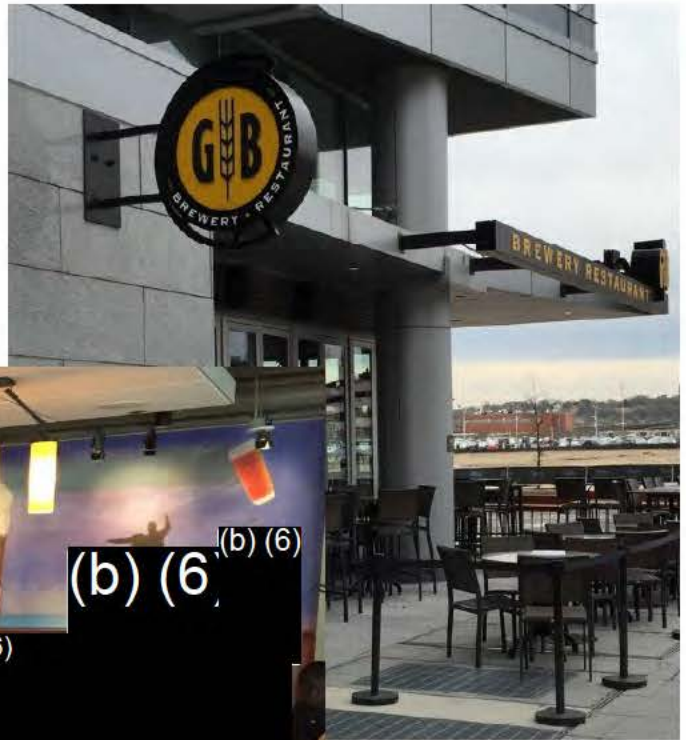
Nearby:

Justin's Café serves salads, sandwiches and Neapolitan pizza.



In the neighborhood:

Gordon Biersch brewery restaurant serves “sophisticated food and authentic German lagers.”

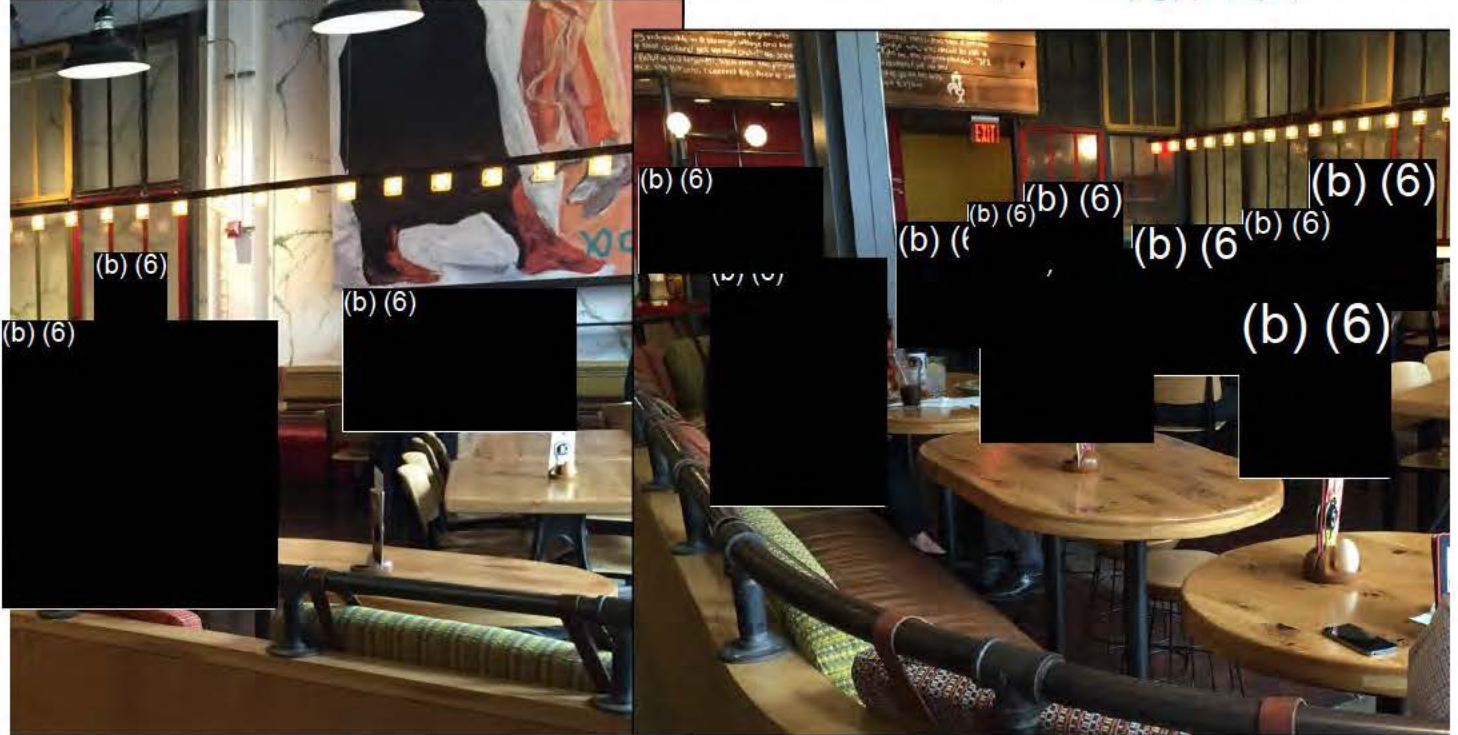


Willie's

“brew + que” is a barbeque restaurant that serves both barbequed meat and tofu.



Nando's Peri-Peri is famous for its flame grilled Peri-Peri chicken.



100 Montaditos is a Spanish restaurant chain that specializes in tapas-sized (i.e. small) sandwiches with interesting fillings.





Buzz Bakery Coffee & Lounge offers a full-service bakery and coffee shop. Cakes, pies, cupcakes, cookies, chocolates and more.



Salads!



Korean Tacos!

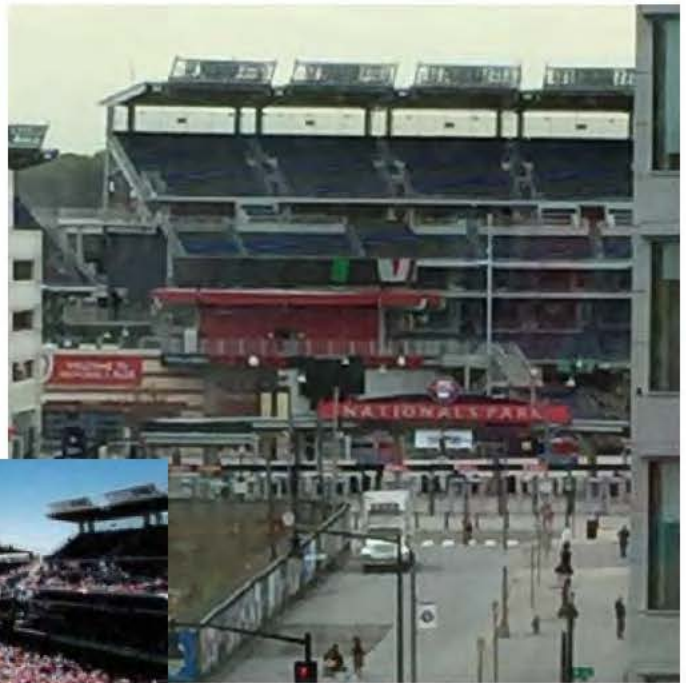


Etc.!

Last but not least . . .

Nationals Park

Big league baseball and all of the excitement it brings will be only a few block away!



View from the new building



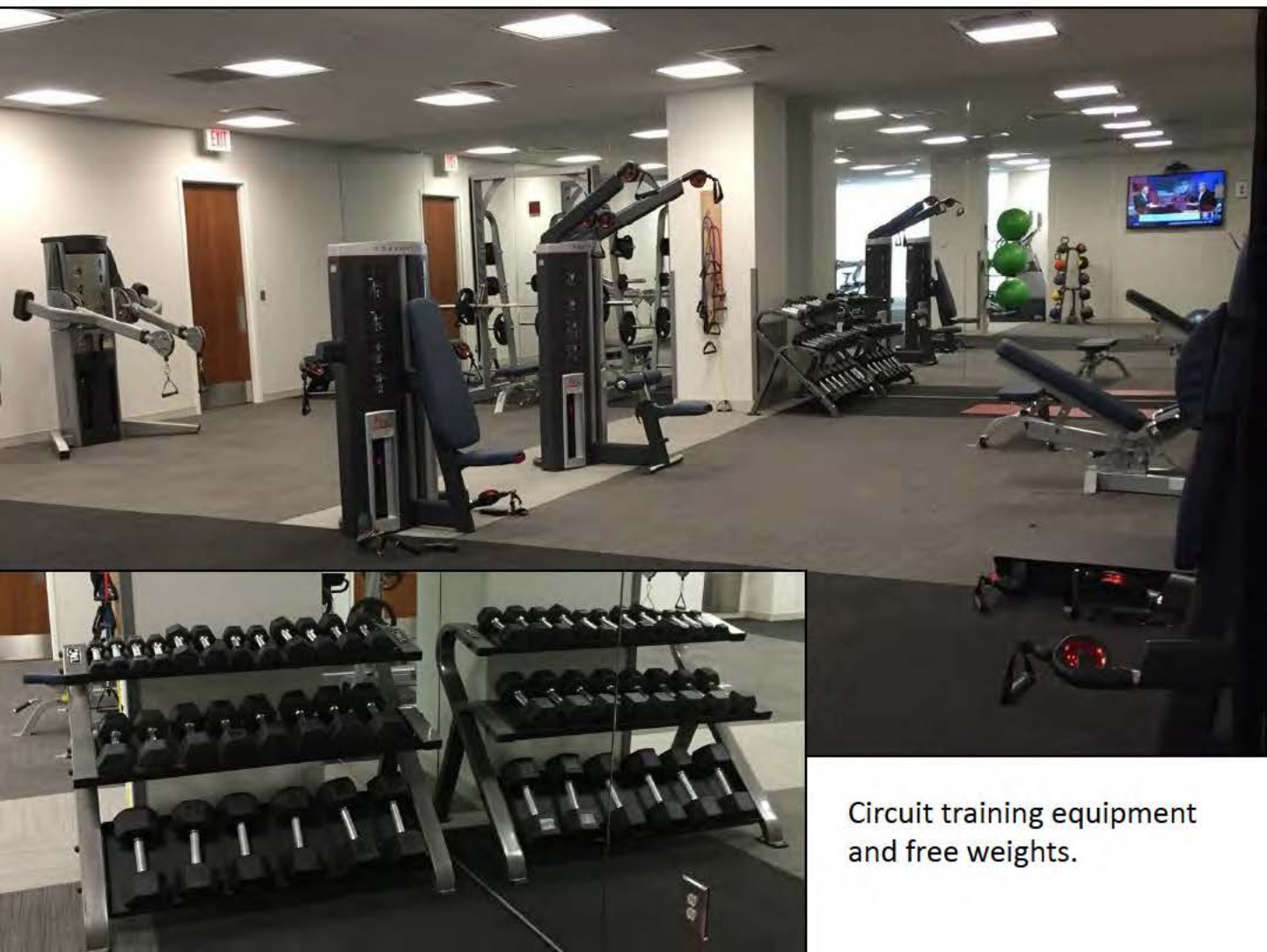
HQ RELOCATION

April 27, 2015

National Labor Relations Board

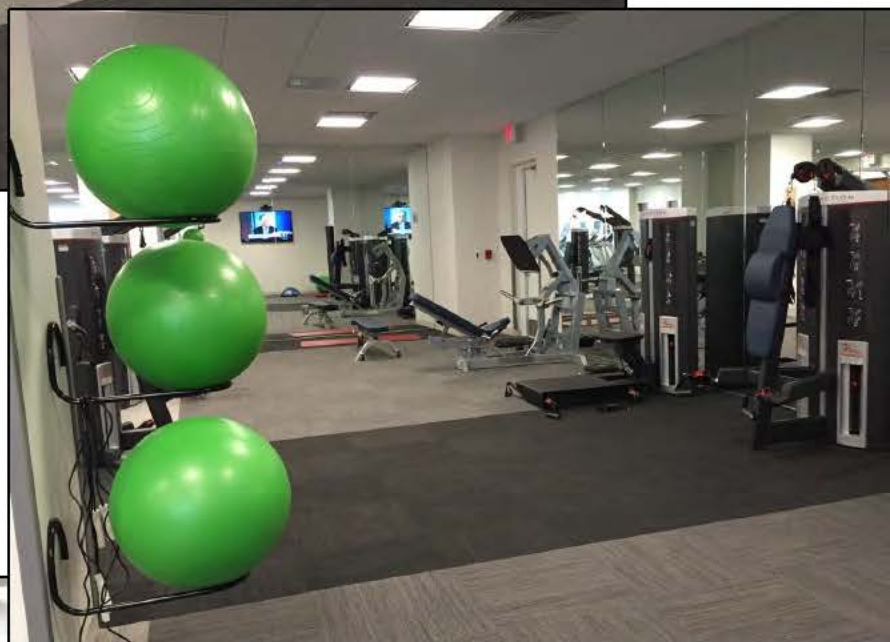
New Fitness Center

The new Headquarters building has a fully equipped fitness center on the first floor. The new fitness center is available to all building tenants.



Circuit training equipment
and free weights.







Treadmills

Ellipticals

Women's Locker room

Lockers



Showers



Sink area



Towels



HQ RELOCATION

May 4, 2015

National Labor Relations Board

So when are we moving?

As all of you know, there are many variables and moving parts involved in major construction projects. There are all sorts of snags, glitches, hiccups, or setbacks that can come up along the way. With that in mind, it is, unfortunately, not possible to identify a firm move date at this point. However, based upon the latest communications with GSA, the building owner, and the construction team, it is clear we will not be able to move to our new HQ location by the end of May.

The biggest uncertainty is the timing of the manufacture and installation of our large furniture order. At this point, the estimate is that the furniture will be delivered on or about June 1. Many of the furniture pieces will need to be attached to the walls onsite, and that installation process is expected to take several weeks. After the furniture is installed, final work and inspections will need to take place to obtain an occupancy permit. Given the current construction schedule, it now seems most likely that we will physically move over to Half Street in late June, but the exact date is still fluid. We will certainly advise employees as soon as a more definitive schedule is available, so stay tuned!

We appreciate everyone's patience as we work through everything involved in the move. This is a major event that impacts everyone. Sorting through years of paperwork, books and binders, and packing up office materials and personal effects isn't fun. And we especially appreciate the effort and inconvenience for those who had to go through the "swing" move in December. Thank you all for your patience, and thank you in advance for the work to come as the actual move date approaches.

Parking update

Parking in the building at 1015 Half Street, SE will be run by Colonial Parking. The garage hours will be open from 6:00 am to 7:00 pm. Daily parking will be available for \$11 per hour, with a daily maximum of \$16. At this time, Colonial Parking has no plans to offer an “early bird” rate, but we will continue to request that they provide such a discount. Monthly parking will cost \$225/month and will allow 24/7 access to the garage. A limited number of tandem monthly spaces will be available for \$165/month. These spaces would have to be shared between two people who would be willing to block each other in and move each other’s cars if necessary. A reserved monthly parking space can be obtained for \$450 per month.

Colonial Parking also provides monthly parking in the building for employees of the Washington Nationals on game days. That means that the number of daily spaces available may be reduced on those days. Daily parkers who work in the building, however, will NOT be required to leave the garage early on game days as had been rumored.

For your information, there are 272 spaces in the new building, compared to 445 in our current building. This could lead to the garage not being able to accommodate daily parking for employees who arrive later in the morning (monthly parkers, however, would be guaranteed a spot.) In the event the garage is full, there are a variety of other parking garages in the area, including garages operated by Colonial at 20 M Street, SE and 100 M Street SE. There are also some outdoor street level lots not far away that may be cheaper.

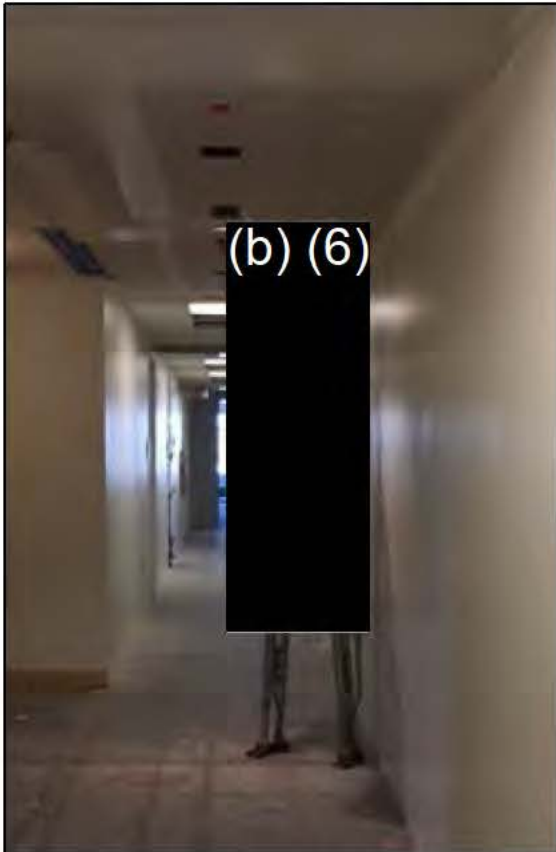
Colonial Parking has asked that we give them an estimate as soon as possible of how many employees plan to purchase monthly parking at the new building. If you expect you will be seeking a monthly parking contract at the new building, please click [here](#) to enter your information via Survey Monkey. This is not a commitment to purchase parking, just an expression of interest. If you have any questions, you can direct them to Roxanne Rothschild or Bob Schiff.



Of course, the Navy Yard metro station is nearby and Metro buses also serve the area.

Work at the new building is progressing

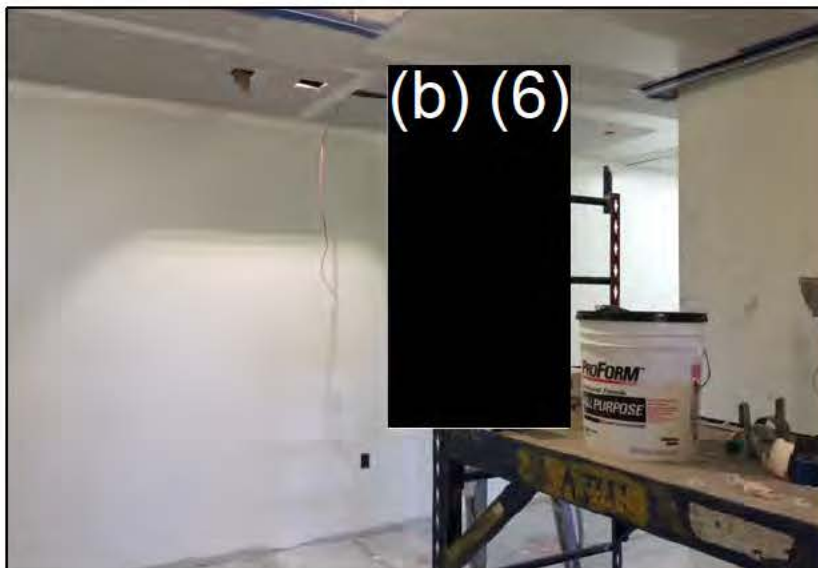
Work continues to progress at the NLRB's new Headquarters building. Walls have been sheet-rocked, and are being mudded, taped and painted. Ceiling panels have been hung in most areas, and much of the lighting has been installed. Some of the glass walls have gone up.

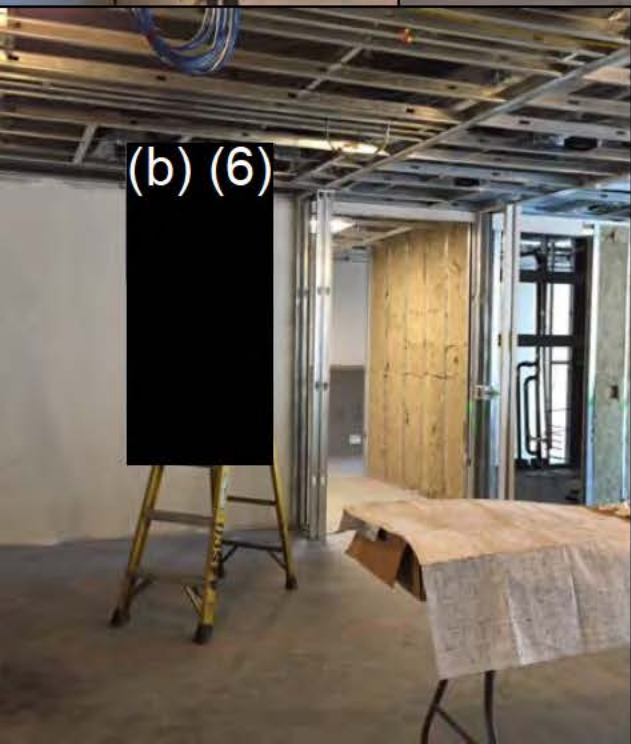
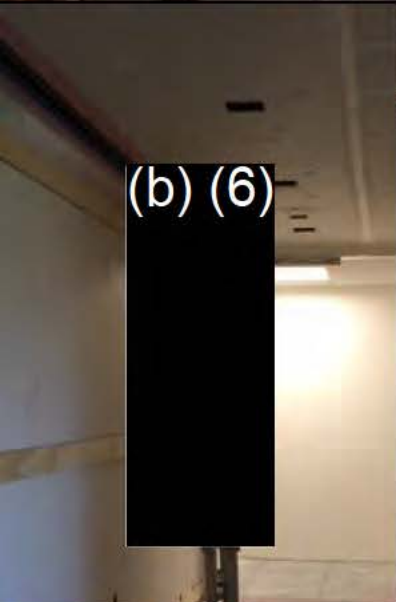
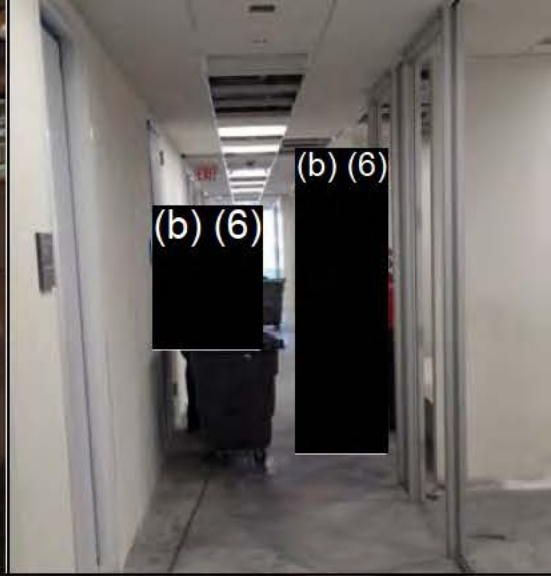


Ceilings are being mudded & taped

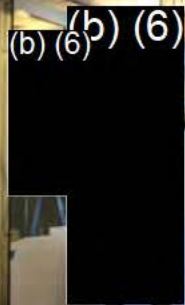


Walls are being painted





Some glass walls have been installed



Glass awaiting installation



The breakroom cabinets have an interesting finish

Breakroom cabinets awaiting installation

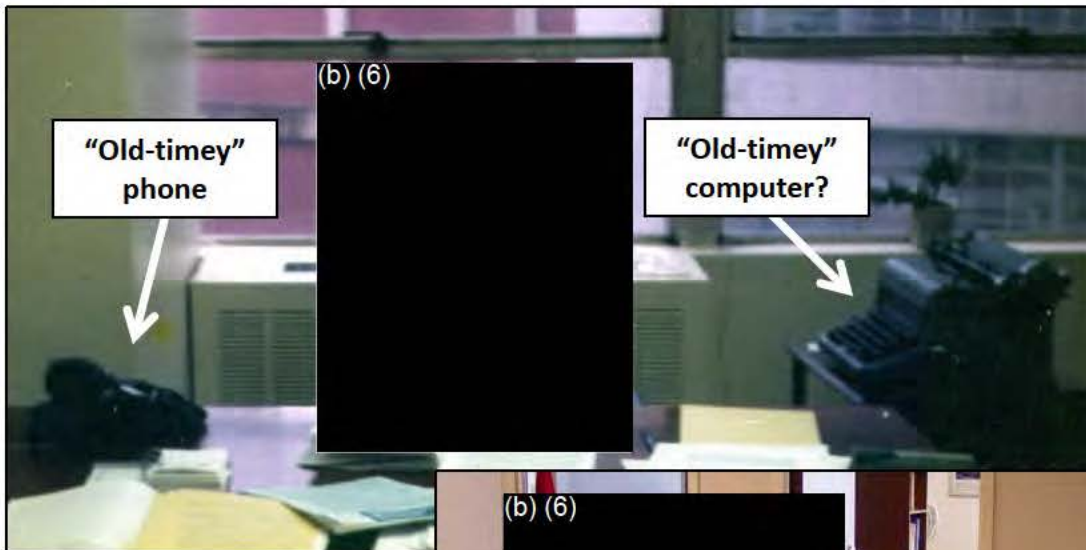


HQ RELOCATION

May 11, 2015

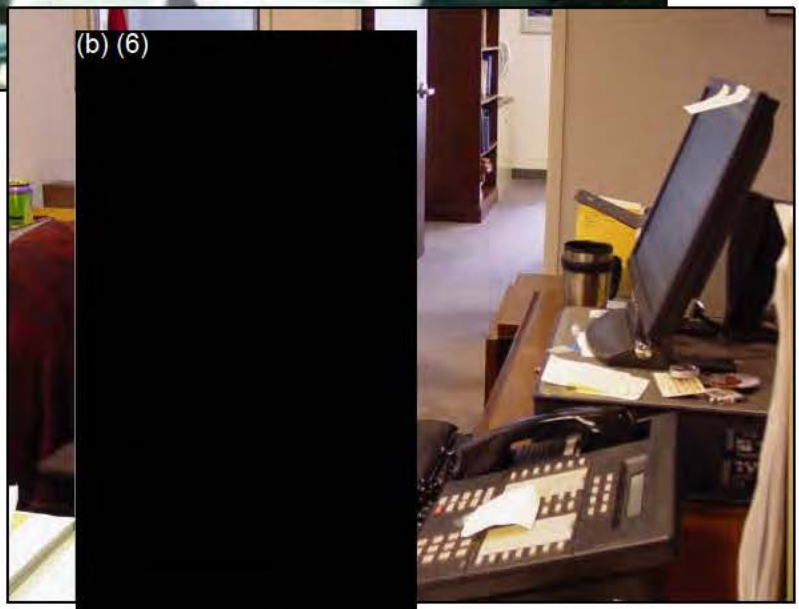
National Labor Relations Board

Modernizing Our Office Equipment



Mary Ellen Thurm in her NLRB office circa ???

Denise Pleasants with her soon to be "old-timey" desktop computer and phone



Unified Communications

Out with the Old . . .



. . . in with the New



What is “Unified Communications”?

The current way that we communicate has numerous challenges. We use multiple networks for our computer data, video, phone and mobile services. We currently use many different phone systems with different phone providers for the various offices around the country. We have limited data bandwidth for our network, and we don't have instant messaging or video chat capabilities. Only a limited number of employees have Agency-provided smartphones. All of these different devices, networks and providers result in a relatively high cost for our day-to-day communications.

Enter “unified communications.” Unified communications means that all of our methods of communication, whether by voice (phone calls and voicemail), messaging (email and chat), conferencing (audio, web and video) and collaboration (shared work environments) will be provided on one network.



Your laptop is your phone

What?!? Yes, with the new communications system, your laptop will be your phone. Your laptop, in conjunction with a number of other devices, will provide your new voice communications services.



When someone dials your phone number, you will be able to take that call on your smartphone, a personal speakerphone, a headset, or even just your laptop.* People will be able to reach you anywhere using your one phone number, whether you are in the office, working from home, or on the road.

To move us into this “brave new world,” new devices will be issued to all employees. Network bandwidth for Field offices will be more than doubled. In addition, upgraded laptops will be provided to all employees. Desktop and older Dell laptops will be replaced. Memory will be added to existing Lenovo laptops.

For the new network, we will be using “Skype for Business” for all voice communications and to provide video conferencing (from your laptop or a conference room), instant messaging and web conferencing. Voicemail messages and faxes will be accessible from your computer via Outlook / Office 365.

The kicker? All of these new services will be provided at the same or a lower cost than what we pay now.

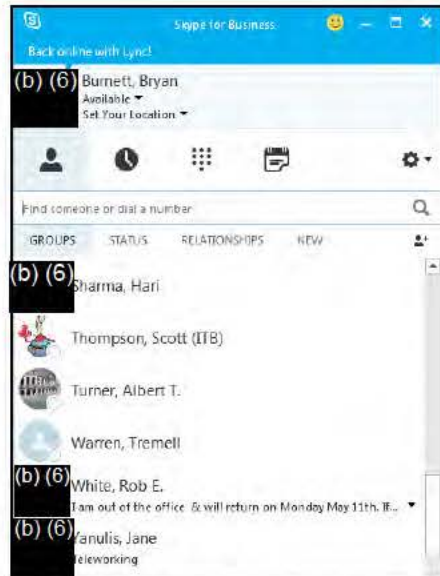
* Different phone devices will be available depending on the the type of job you do.

How will this work?

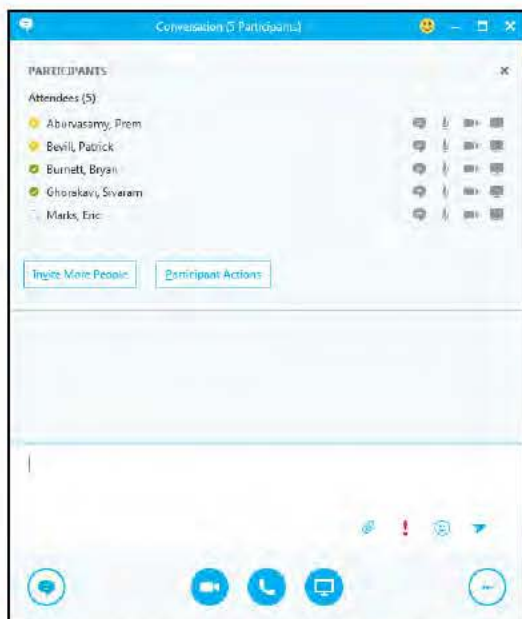
You can make or receive a call by using your laptop, with or without a supplementary device. To do this, you would dial using the “dial pad” on your computer, or you would click on a name in your Contacts. You can talk using your computer’s speakers or use another device.



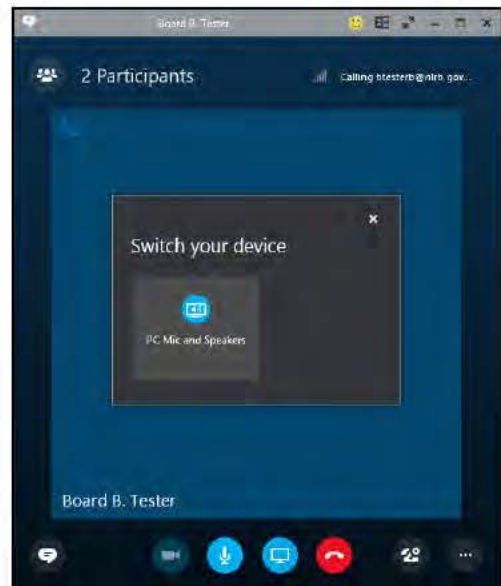
Use the laptop “dial pad” to make a voice or video call



Or scroll through the Contacts and click on a name to call that person, like you would on a smartphone



Multiple people can be added to a voice or video call, or to a chat session



You can easily switch between phone devices if you have multiple devices connected to your laptop

New devices

The Agency will issue a mix of smartphones, headsets and other devices to work with your laptop.

Smartphones

Smartphones are planned to be the primary phone device for positions that require voice and apps outside of the office. The Agency will be providing iPhone 6's, with charging stands. The charging stand will sit on your desk, making the phone easy to find and keeping it charged.



Personal devices

Wired and wireless headsets can be linked with laptops, desk phones, and smartphones. Personal speaker phones will also be available.



Other devices

Other phone devices will include desk phones, multi-line "receptionist" phones and conference room phones. Some desk phones will plug into your laptop or docking station with a USB connection. Other desk phones will attach directly to the network and won't require a laptop to make calls.



What devices will I get?

The devices you receive will depend on your role within the Agency.

Connected Management - Supervisory duties require access outside of the office and/or outside of regular office hours.

Mobile Professionals - Duties take the person outside of the office: includes field investigations, elections, court appearances, outreach efforts.

Full-time Work at Home - Duties are performed inside/outside home office; includes ALJs and Resident Agents.

In-Office Professional or Support Staff - Duties are performed within the office or while teleworking; limited voice communication.

In-Office Administrative - Duties are performed within the office or while teleworking; significant voice communication.

Specialized Support - Duties require access outside of the office and/or outside of regular office hours; includes information technology, facilities and security.

Demonstration Room

A demonstration room has been set up on the 11th floor so that people can check out the new phone devices and try out the new voice communication system.



Click here for more info about Unified Communications and training materials: [UC Info](#)

And the winner is . . .



Option 1 (by a landslide!)

As you know, offices in the new HQ building will have a glass wall that faces the inner hallway. The glass walls will be great for allowing light to shine in and to create a more open feel. The space committee members agreed that some sort of film coating should be applied to the glass office walls to provide privacy and reduce distractions for those who are working in the offices. The film options were presented to the Space Committee for voting. "Option 1" was selected by an overwhelming majority of the voters. It allows quite a bit of light to shine through while providing privacy in the office. This type of film is currently used in many of our regional offices.

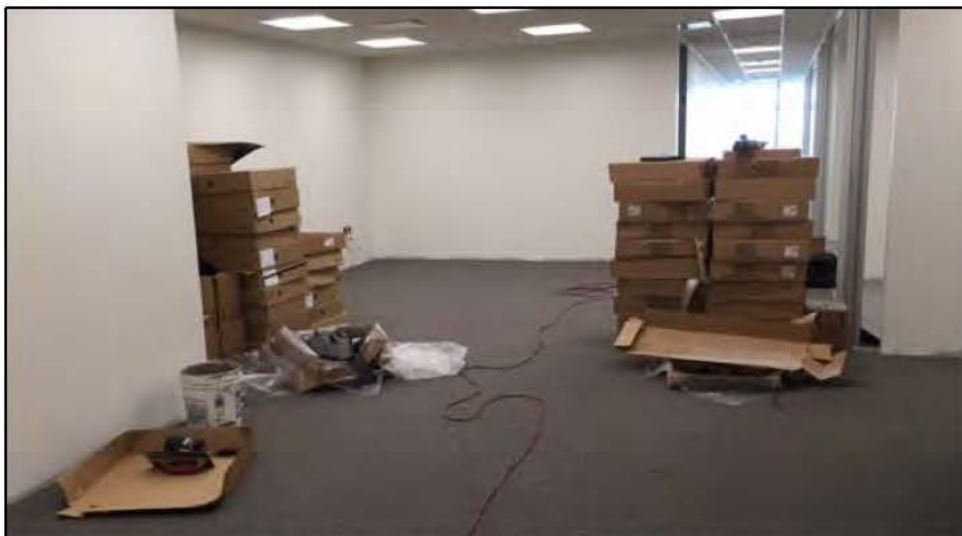
Please note that there will also be a 6 inch strip of the film at the top of each wall to obscure the light fixtures. The architect recommends this because the ceiling lights in the offices and adjacent hallways in the new building will not line up with each other and this can look a bit odd when you look at it from a distance. But placement of the ceiling lights will not be noticeable if a strip of window film covers the top 6 inches of the glass walls. The finished look will therefore match the representation above with the addition of a 6 inch strip of film also running across the top of the glass walls.

Work at the new building continues

Work continues to progress at the NLRB's new Headquarters building. Most walls have been painted and most of the lighting has been installed. Many glass walls have gone up. Break room cabinets have been installed. Carpet installation has begun.



Carpet being installed



Carpet tiles awaiting installation



Offices awaiting glass wall installation

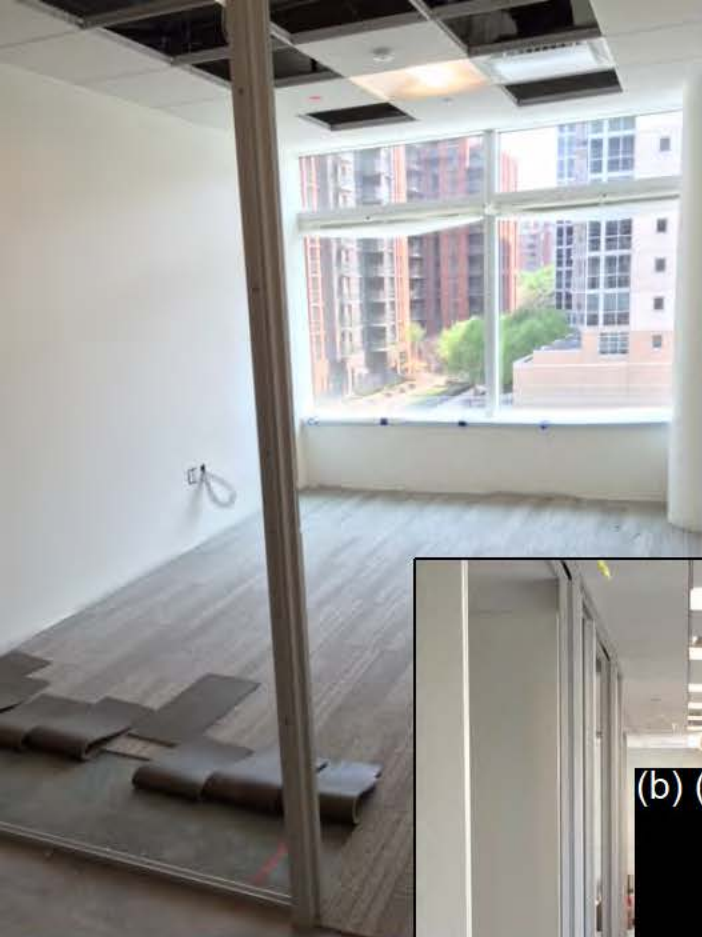


Offices with glass walls installed

Please note that overhead lighting has not yet been installed in all areas. Those offices that look darker in these photos are still lacking overhead lights and/or all of the white ceiling panels. Offices where the lights and ceiling panels have been installed look much lighter and brighter.



(b) (6)(b) (6)



Individual office



Ceiling lights



Breakroom



HQ RELOCATION

May 18, 2015

National Labor Relations Board Breakrooms at the new building



Above: new red glass “subway”-style tiles installed in a breakroom at the new building.

Left: close-up of breakroom cabinet finish

New breakroom appliances

REFRIGERATION

LFXS24623

Ultra-Capacity 3 Door French Door Refrigerator

All breakrooms will have refrigerators that dispense ice and filtered water, and combination convection/microwave ovens.

STYLISHLY SPACIOUS

If you think a refrigerator with top-of-the-line features means sacrificing style or space, this will make you reconsider. With over 24 cu. ft., this 33" wide refrigerator has the largest capacity in the market and features like a tall water dispenser with an ice system that actually frees up shelf space. With that, and much more, you get the peace-of-mind of a 10-year limited warranty on linear compressor. It's a refrigerator with something for everyone.

STYLE AND DESIGN

- 24.2 cu.ft.
- Slim SpacePlus® Ice System
- Premium Finish in Stainless Steel
- Contoured Doors with Matching Commercial Handles
- Hidden Hinges
- Premium LED Interior Light

ORGANIZATION

- Extra Door Bins and Shelf Space
- 4 Split SpillProtector™ Glass Shelves (1 folding)
- Full Width, Temperature-Controlled Glide N' Serve™ Drawer
- 2 Humidity Crispers/1 Bonus Drawer
- 8 Door Bins
- Freezer Drawer with 2 DuraBase™ Plastic Drawers inside

PERFORMANCE

- 10 Year Limited Manufacturer's Warranty on Linear Compressor
- Linear Compressor for Better Energy, Quiet Operation, and Durability
- Electronic Temperature Controls
- Tall Ice & Water Dispenser
- Premium Water Filtration System
- IcePlus™ Accelerated Freezing Function
- 2014 ENERGY STAR® Compliant
- Door Alarm



Tall Ice & Water Dispensing System

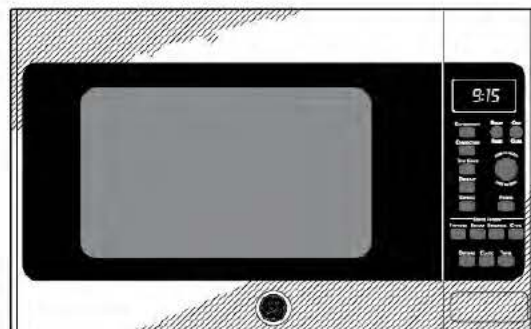
From pitchers to pint glasses: finally a water dispenser that can accommodate just about all. The water- and ice-dispenser in this LG refrigerator is one of the tallest around, measuring in at an ultra-accommodating 13 inches.

PEB9159SFSS

GE Profile™ Series 1.5 Cu. Ft. Countertop Convection/Microwave Oven

Features and Benefits

- 1.5 cu. ft. capacity - 1000 Watts (IEC-705 test procedure)
- Convection cooking - Choose this setting when baking or browning is desired
- Sensor cooking controls - Automatically adjusts time and power for delicious cooking results
- Easy-set control dial - Enjoy how simple the control dial makes setting the oven or selecting recipes
- Optional built-in trim kit - Achieve a custom appearance and built-in convenience with a sleek, matching trim kit
- Removable oven rack - Full-width cooking rack allows for multi-level cooking simultaneously, allowing you to cook large quantities of your family's favorites
- Recessed turntable - Maximizes oven space and flush design easily accommodates multiple dishes
- Model PEB9159SFSS - Stainless steel





Breakrooms



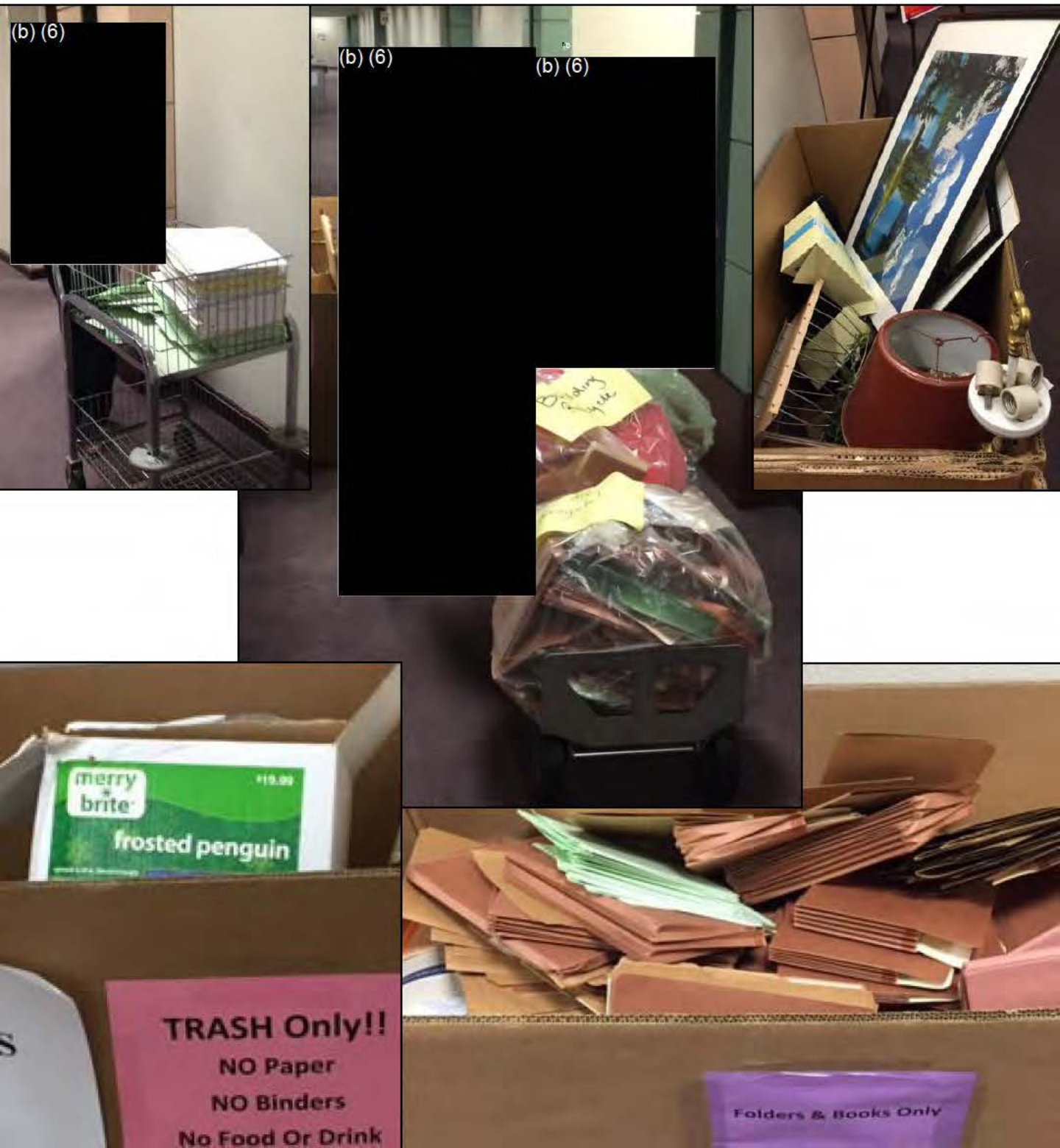
Rooftop patio

Employees will be able to enjoy the rooftop patio and its lovely views.



Purge Campaign – way to go!

A great big **THANK YOU** to everyone who worked hard to sort through the stuff in their offices and work areas during last week's Purge Campaign! And a really special **THANK YOU** to Case Records and Facilities for their tireless efforts to haul away our unwanted items!



Purge Campaign – keep it up!

If you've made a good start in your office accumulation reduction effort, way to go! And as they said in the '70's, **"Keep on keepin' on!"**

Due to popular demand, the various disposal bins will remain in the hallways until further notice with the exception of the locked paper shred bins, which will remain in the hallways on floors 9, 10 and 11.

Pictures, top to bottom:

Library items awaiting the move.

Surplus office supplies sorted for future use.

Discarded items sorted and boxed for removal.



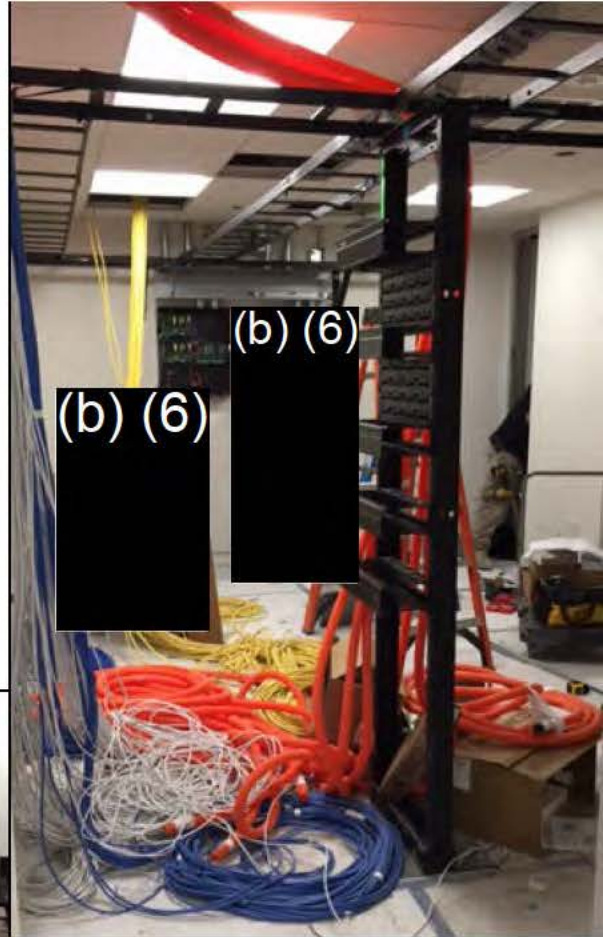
Do you need a property pass to take personal items home?
You can get one here: [property pass](#)

New computers



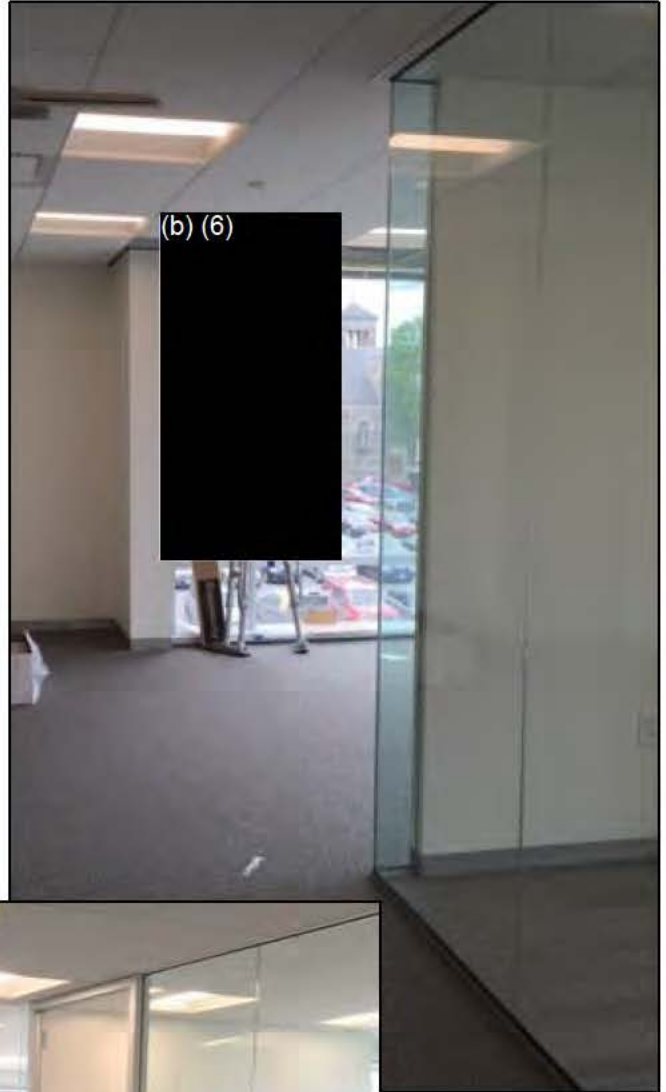
The computer server room being set up at the new HQ building.

Meanwhile, at the current HQ building, OCIO staff is busy configuring the new computer equipment that has been ordered for the unified communications roll-out.



Work at the new building continues

Work continues to progress at the NLRB's new Headquarters building. Most walls have been painted and most of the lighting has been installed. More glass walls have gone up. Carpet installation is progressing. Millwork around the elevators is being installed.

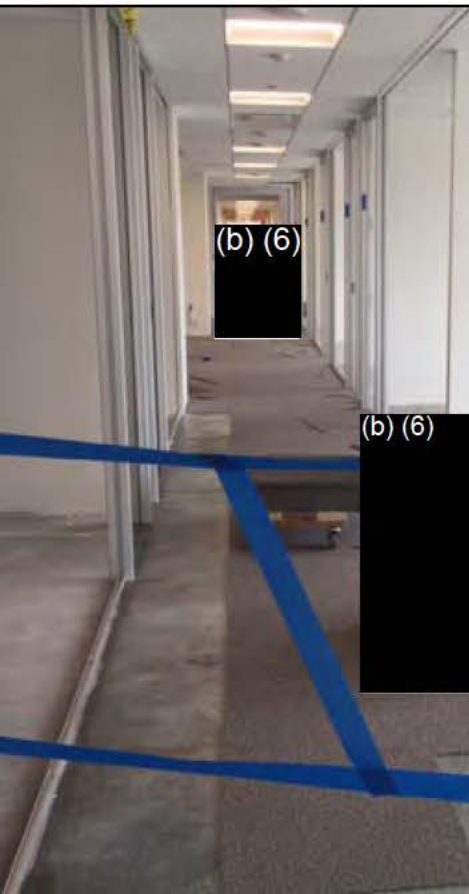


Glass walls and
carpet installed

Doors coming
soon!



Women's restroom



(b) (6)

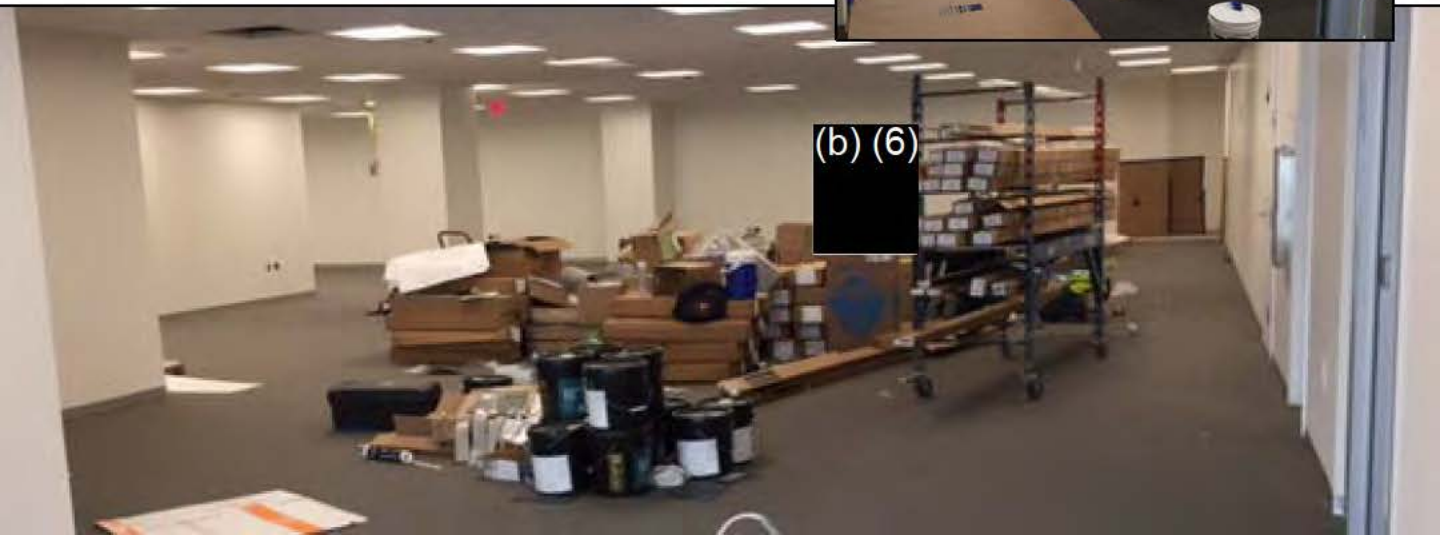
(b) (6)

Carpet installation
progressing



Wood trim pieces being installed in the elevator lobby

Individual office



Individual offices before and
after glass installation



Carpet installed in the
offices is lighter in color than
the hallway carpet (the light
brown is paper put down to
protect the hallway carpet
during construction)



HQ RELOCATION

May 26, 2015

National Labor Relations Board Tentative move schedule (!)

And now, what we've all been waiting for, the **tentative move schedule**. Assuming that the current construction schedule proceeds without any major hitches, and that an occupancy permit is received in a timely fashion, the following is our projected move schedule. *Please note that distribution of packing boxes and Pre-Move Briefings will proceed on these dates regardless of what happens with the construction schedule.*

- | | |
|---------|---|
| June 1 | Packing boxes will be distributed |
| June 8 | Pre-Move Briefings will be begin |
| June 26 | Possible last day in current HQ building for some employees* |
| July 6 | Possible date for employees to begin working at the new Headquarters building** |

- * Some telework-ready employees may be asked to telework for one or more days before reporting to the new building.
- ** Some employees , most likely those who will be occupying the 3rd Floor of the new building, may be assigned to begin reporting there as early as July 1.



If you need assistance with packing, please call 273-4040 or send an email to troy.crayton@nlrb.gov.

If you will be out of the office during the period of the move or immediately leading up to the move, please send an email to Cecilia.Penn-Diallo@nlrb.gov.

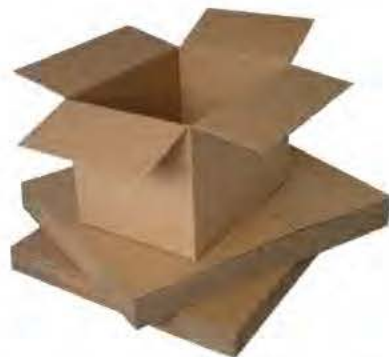
Your boxes will be awaiting you in your new office.

Pre-Move Briefings

The Move Management Team will commence Pre-Move Briefings for all offices on **June 8** in the Board Hearing Room. The schedule for these briefings will be announced shortly.

The Pre-Move Briefing will cover:

- Planned Schedule/Move Sequencing
- Property Accountability procedures (Check out – Check in)
- Distribution of labels
- Labeling instructions (*it is very important that items are properly labeled!*)
- Packing instructions
- Clean out procedures
- Post move Help Desk in the new building



Need help assembling the cardboard boxes? Check out this brief video: [Box Assembly demo](#)

Case Records

If you've ever glimpsed inside the Case Records Unit (CRU), you may appreciate the amount of time that will be needed for the CRU team to achieve an orderly pack out and move of their vast collection of case files, microfilm, index cards, reference materials, specialty supplies, and delicate equipment, such as the microfilm readers.

Case Records will be closed for reference at 5:00 pm on June 12.

Starting on June 15, all documents held by CRU will be packed up for the move to the new building. During the closure, no documents held by CRU will be available until one week after we move into the new building (they will need a week to unpack after the move).

Luckily, most of the documents, transcripts and exhibits that you might need may already be right at your fingertips in NxGen. If you read better on paper, no worries! Anything in NxGen can be printed out. If something is not in NxGen, the CRU team, being the helpful folks that they are, will attempt a search, but their records, for the most part, will be unavailable and you should expect longer response times.



If you anticipate that during the period **June 15 – mid-July** you will need records currently held by CRU, please check now to see whether you can get them from NxGen. If not, you can check them out now and pack them along with the rest of your current office items and files for the move to your new office. On the other hand, if you have case files that you can return to the CRU, please do so now so that they can log the cases as being returned and refile them before packing.

Parking update

The parking garage at the new HQ building will be open from 6:00 am to 7:00 pm.

Daily parking will be available for \$11 per hour, with a daily maximum of \$16. At this time, Colonial Parking has no plans to offer an “early bird” rate, but we will continue to request that they provide such a discount.

Monthly parking will cost \$225/month and will allow 24/7 access to the garage.

Reserved monthly parking can be obtained for \$450 per month.

Tandem monthly parking – a limited number of tandem monthly spaces will be available for \$165/month. These spaces would have to be shared between two people who would be willing to block each other in and move each other’s cars if necessary. Each person in a tandem parking arrangement would pay \$165 per month.

Car pool monthly parking – with “car pool” monthly parking, two (or more) people would share a monthly parking contract. Each person would be given an electronic pass for getting into the garage, but only one of the parkers will be able to come in at a time (in other words, once one person comes in, the second person’s card wouldn’t work for entry until the first person leaves). The cost for car pool parking is the standard \$225 per month, but the monthly cost can be split by the people using the pass. This option may be workable for people who telework on different days.

If you are interested in either **Tandem** monthly parking or **Car Pool** monthly parking and would like assistance with finding someone to share the arrangements with, you can send an email to roxannerothschild@nlrb.gov. She will contact those who respond with the names of other interested drivers so that you can see if you can work out a parking plan for the new building.



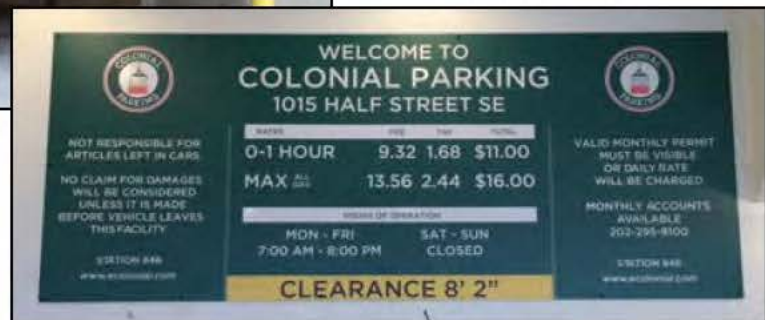
Of course, the Navy Yard metro station is nearby and Metro buses also serve the area.

A peek in the new Parking Garage

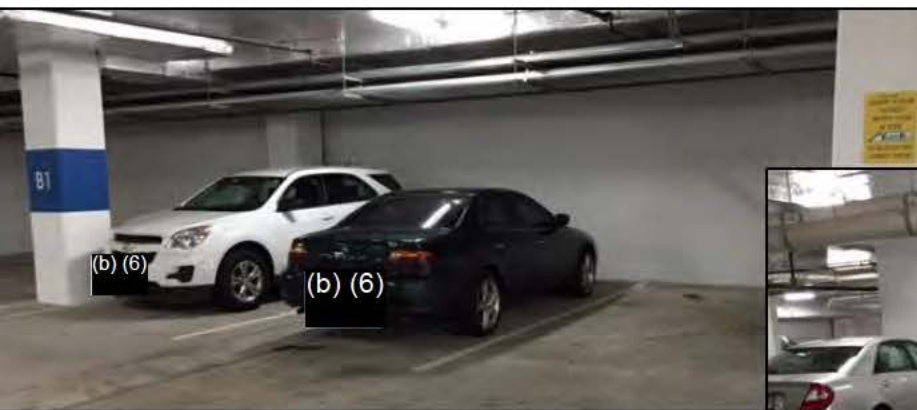


Garage entrance

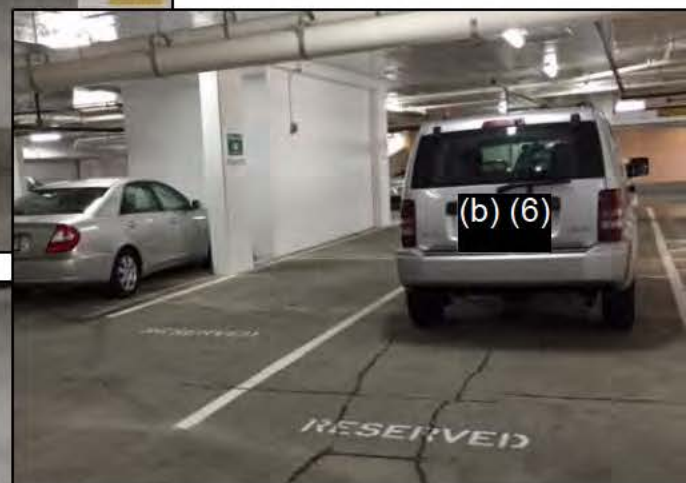
Below: Entrance sign



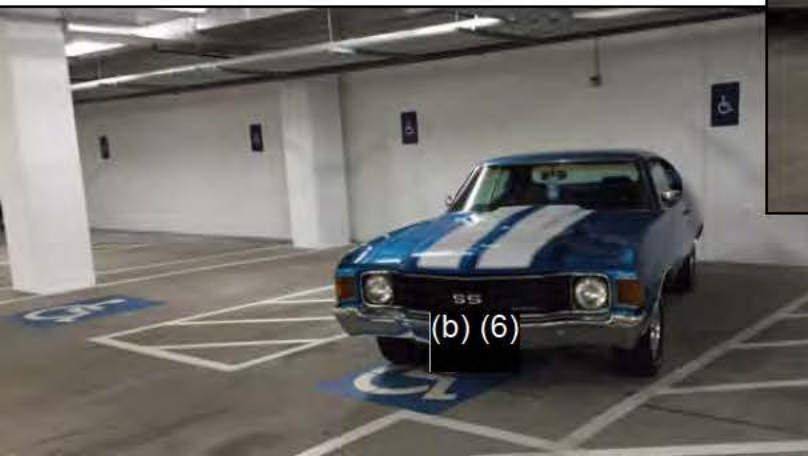
Payment kiosk in the elevator lobby



Left: regular parking spaces



Above: reserved parking spaces



Left: handicapped parking spaces

Bike parking in the garage

There is a large fenced in enclosure for bike parking on the first level of the parking garage. The enclosure is not locked, so you will need to bring your own bike lock.



Above: A view of the whole enclosure



Left and below:
Bike racks within the enclosure



Also, there is a Capital Bikeshare station at 1st and K Street SE, which is a little over a block away from the new building.

www.capitalbikeshare.com

Current HQ Gym

The current Headquarters exercise facility will close on **June 1**.

However, the locker rooms will **remain open** to NLRB employees until we move. So if you exercise outside of the exercise facility and need to use the locker room, it will continue to be available.



Got old IT stuff?

Do you have some old IT stuff hanging around your office? Long forgotten back-up disks, old shared office equipment that is no longer used, random IT cords, or the occasional "I don't know what this is" item?

Beginning **May 26th**, OCIO will provide additional support to address IT related purge efforts.



IT Stuff

Computer storage media (floppy disks, CDs, magnetic tapes)

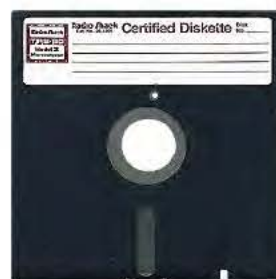
General non-used computer equipment (such as old monitors, keyboards, and misc. computer peripherals) **and IT odds and ends** (cables and other whatnots)

What to do . . .

Place the items in the OCIO media recycle bin located outside Room 8059 (OCIO Help Desk area). The items will be erased and properly disposed of.

Email the Service Desk at Helpdesk@nlrb.gov.

Please provide a description of the items to be collected. A "service request" will be generated from your email. A Customer Support representative will contact you to arrange for pick up.



New iPhone distribution

As a part of the new Unified Communications roll out, iPhone 6's will be assigned to employees who are in positions that require voice and apps outside the office or beyond regular office hours.

The new iPhones will feature:

- 64 gigabytes of memory
- Cellular service provided by AT&T
- Agency Wi-Fi access and AT&T wireless "hotspot" access



How this will work

If you DO NOT currently have an Agency-issued iPhone

You will receive a new Agency iPhone 6 depending on your work functions. People with the work functions described below will receive a new Agency iPhone.

Connected Management - Supervisory duties require access outside of the office and/or outside of regular office hours.

Mobile Professionals - Duties take the person outside of the office: includes field investigations, elections, court appearances, outreach efforts.

Full-time Work at Home - Duties are performed inside/outside home office; includes ALJs and Resident Agents.

Specialized Support - Duties require access outside of the office and/or outside of regular office hours; includes information technology, facilities and security.

If you will be receiving a new Agency iPhone for the first time

You may be asked to perform validation steps on your new iPhone to assist the technician with activation of the new device.

You will be required to sign a receipt acknowledging that you received the new iPhone.

New iPhones – How this will work, cont.

If you currently have an Agency-issued iPhone

If you don't currently have an Agency-issued iPhone you can skip this page!

You will receive a new iPhone 6. Your current cellphone number will be transferred to the new device. A technician will contact you to deliver the new iPhone and to assist you with activation. There are steps (listed below) that you will be required to perform to assist with setting up your new device.

You must remove any personal Apple iCloud accounts from your old iPhone prior to issuance of your new iPhone. Please note that this step is required only if you have configured your Agency iPhone to use iCloud. To remove your personal iCloud account from your Agency iPhone do the following:

1. From the Home screen, navigate to: Settings > iCloud.
 - If prompted, enter your Apple ID and password then tap **"Sign In"**
2. Tap **"Delete Account"**
3. Tap **"Delete"**
 - If prompted, enter the Apple ID password then tap **"Turn Off"**
 - If prompted, select the desired option **"Delete from My iPhone"**

If you experience any difficulty with performing these steps, contact the OCIO Service Desk at 202-273-1791.

You will be responsible for backing up any personal data on your current iPhone prior to issuance of your new iPhone. This includes pictures, music, and any other personal files.

You may be asked to perform validation steps on your new iPhone to assist the technician with activation of the new device.

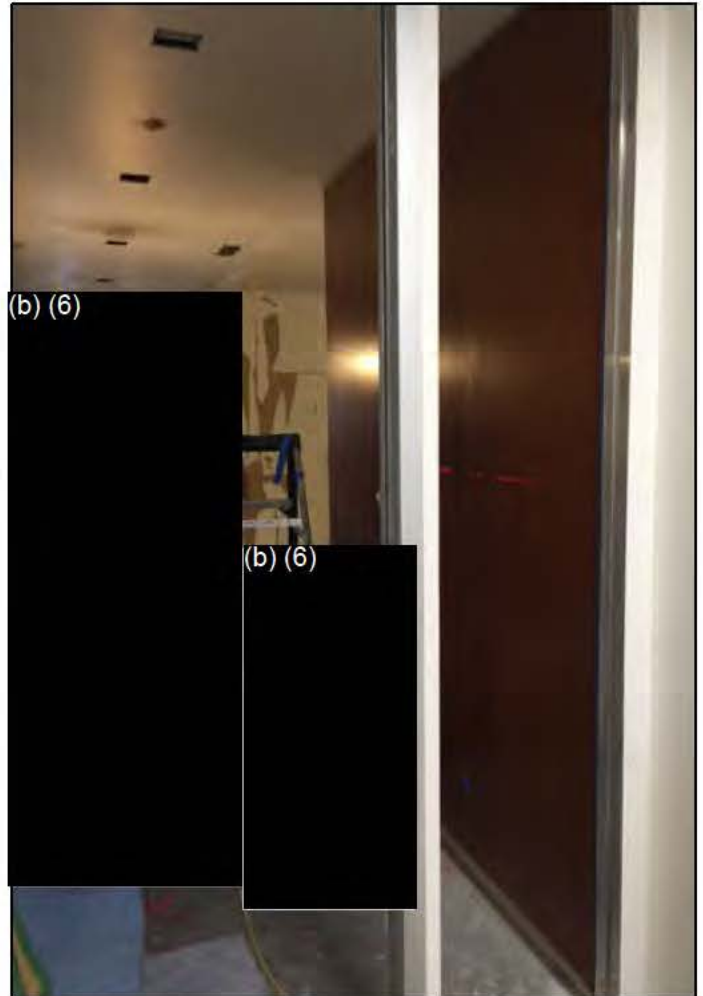
You will be required to turn in your current iPhone upon receipt of your new iPhone.

You will be required to sign a receipt acknowledging that you received the new iPhone.



Work at the new building continues

Work continues to progress at the NLRB's new Headquarters building. Walls have been painted and most of the lighting has been installed. Glass walls continue to go up and carpet installation is progressing. Millwork in the elevator lobbies is being installed. Door installation has begun.



Above: A door being installed

Above right: Wood panels being installed around the corner from the elevator lobby

Right: Wood trim installed in the elevator lobby.





Wood panels awaiting installation



Two breakrooms in
different stages of
construction

Pictured at right:
The red subway tile now
has white grout filled in



Work is progressing – even at night!

Our new offices will be on floors 3, 4, 5 and half of 6, shown below all lit up at night.





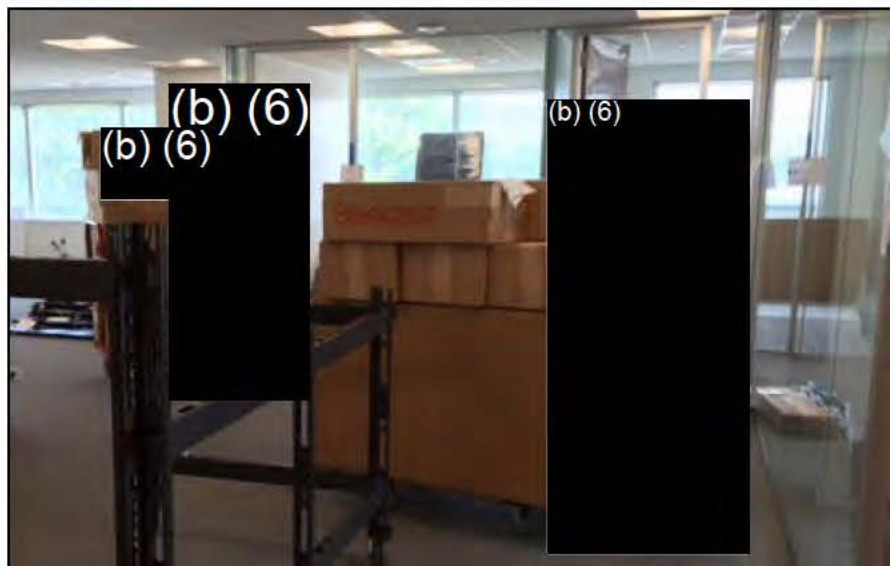
HQ RELOCATION

June 1, 2015

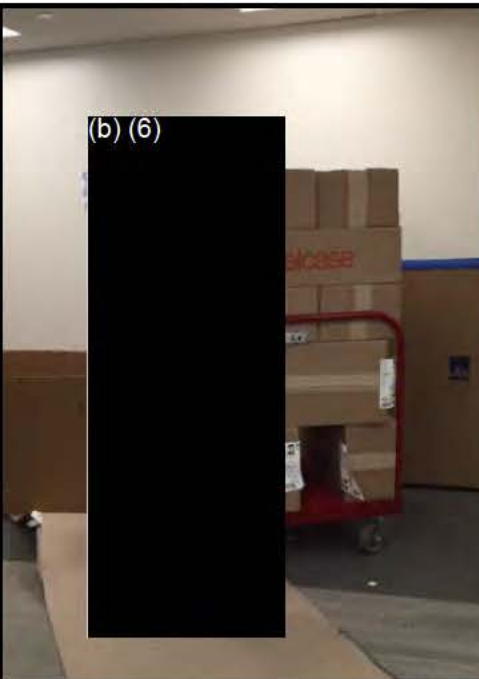
National Labor Relations Board

Furniture has arrived!

A big milestone has been reached! Steelcase has begun delivering and installing the office furniture components at the new building.



The third floor offices are the furthest along in the construction process. Pictured below are furniture components being delivered to individual offices on the third floor.





Installation of work stations has begun. The framing for the work stations goes in first.



After the framing is erected, wiring for the stations is run within the frames.



Once the wiring is in place, frame covers will be installed over the frames.

Above right: work surfaces awaiting installation in the new work stations.

Pre-Move Briefings

Invitations have gone out to offices for their Pre-Move Briefings. The briefings will be held in the Board Hearing Room. Please try to attend the briefing scheduled for your office as questions specific to your office may come up. However, if it is not possible for you to attend on your office's meeting date, you may attend another session.

Meeting Date	Offices
June 9 at 11:00 am	Facilities, Employee Development, Administration Front Office, OEEO, Library
June 10 at 10:30 am	Representation Appeals, Solicitor's Office, Office of Public Affairs, General Counsel, Office of Inspector General
June 10 at 2:00 pm	Chairman's staff and staffs of Members Miscimarra, Hirozawa, McFerran and Johnson, Office of the Executive Secretary
June 11 at 11:00 am	Appeals, Appellate Court
June 11 at 2:00 pm	Legal Counsel, Enforcement Lit, FOIA, Advice, Operations
June 16 at 10:30 am	Security, Human Resources, Health Unit
June 16 @ 2:30 pm	OCIO, Case Records, Division of Judges, Washington Resident Office
June 17 at 10:30 am	Office of the Chief Financial Officer



Water Clubs

Please be advised that the movers will not move Water Club water dispensers or water bottles to the new building. Please take the opportunity now to start whittling down your supply of water bottles, and make arrangements with your water service company to pick up the water dispenser and any remaining bottles no later than **June 26**.



You can make arrangements with your water service company to re-start your water deliveries after the move, assuming there is space available in your work area to accommodate the water dispenser and bottles. Please keep in mind that there will be refrigerators in all breakrooms in the new building that dispense filtered water and ice. As a result, there may be less need for water clubs after the move. You may want to wait until after the move to assess the need for on-going water club arrangements.

The iPhones are coming!

The order for new iPhones has been placed, and they should arrive in two weeks. Distribution will start shortly thereafter.

iPhone stands will be distributed at the new building.

You will have a choice as to the type of case you will receive for your iPhone. Please see the [Unified Communications \(UC\) page](#) to see the case options available to you.

One of the goals of the Unified Communications plan was to provide mobile devices to employees who regularly work outside the office.

As a result of the new UC plan:

- The Washington Resident office previously had only one Agency iPhone. Now all Board Agents in the office will have iPhones.
- All 19 CCSLB attorneys, who regularly work outside the office, will have Agency iPhones. Previously, none did.

Important: If you currently have an Agency iPhone, please see page 8 in last week's HQ Relocation [newsletter](#) for important information regarding what you will need to do prior to turning in your current Agency iPhone.



Video conferences - a brief hiatus

All video conferencing systems at Headquarters, except for the Board and GC Agenda Rooms, **will be shut down** as of the end of the day on **Thursday, June 18th**. Starting on June 19th, the video conference equipment in the current HQ building will be packed up for the move to the new building.

Once there, the equipment will need to be set up and tested. It is anticipated that some video conference equipment will be operational at the new building when we move in on July 6th. Video conference equipment is expected to be operational in all conference and collaboration rooms in the new building by the end of August.

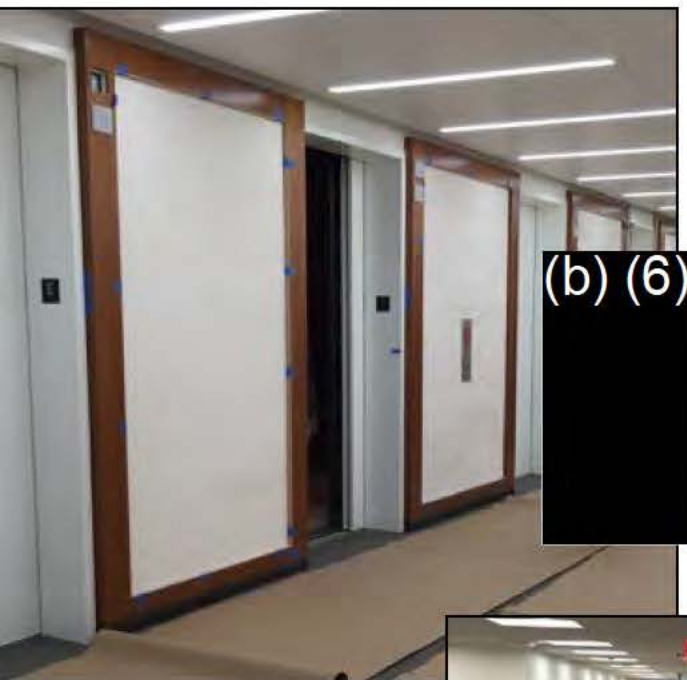
Everyone will notice a significant improvement in video conferencing after all of the Field Offices are on the Agency's new unified communications network. That milestone is expected by the end of September.

HQ RELOCATION

June 8, 2015

National Labor Relations Board

Things are coming together!



Work is progressing rapidly at the new building!

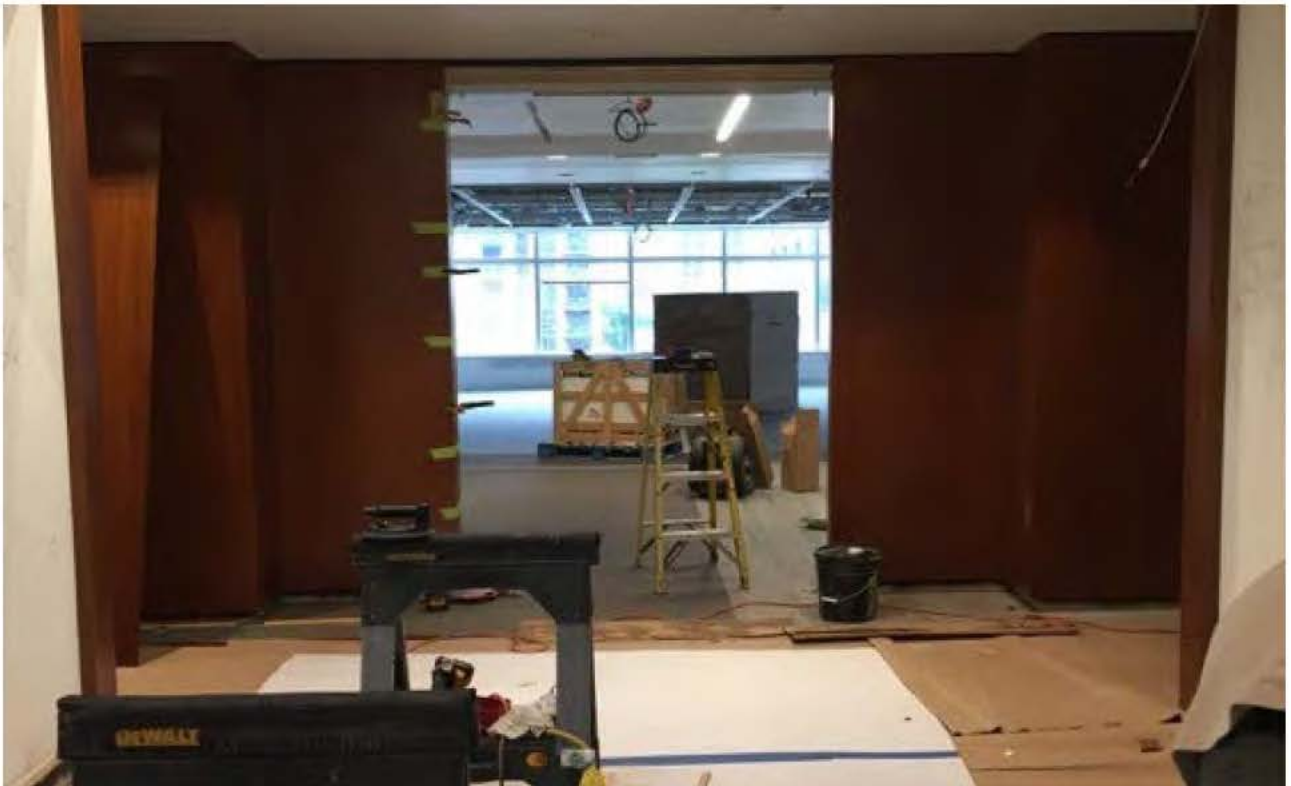
Right: Office furniture and work stations are being assembled.

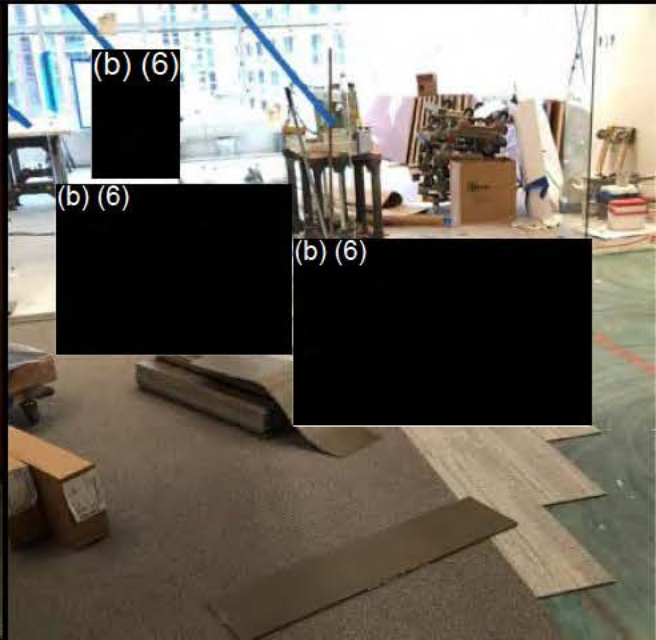
Above: Wood trim and tile in the elevator lobbies.





The elevator lobbies feature nice woodwork, wood paneling and stone tile.





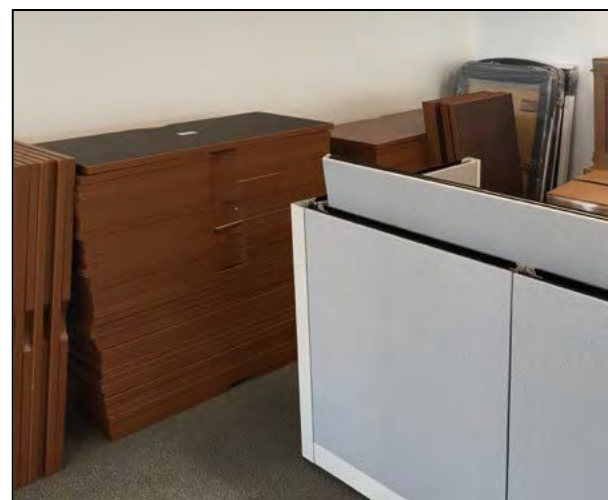
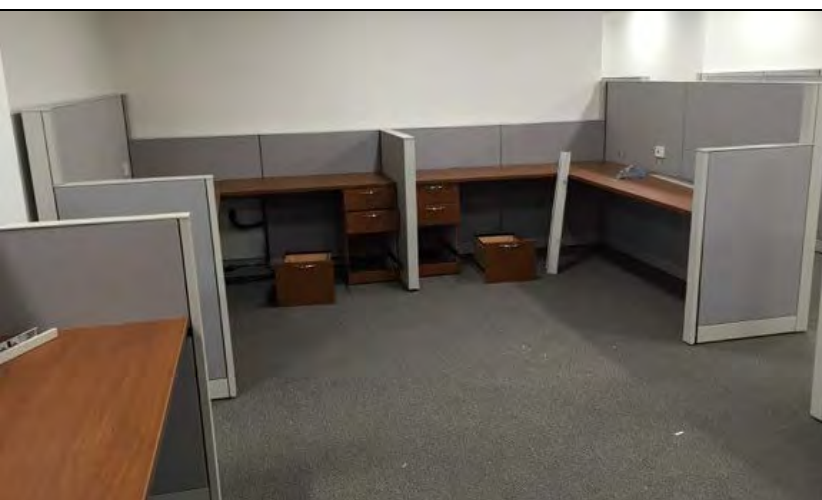


Building the workstations

Above: It starts with metal framing and then wiring is installed.



After the wiring is complete, the frame covers are attached.



The work surfaces and drawers are then installed.

Lots of parts are needed!



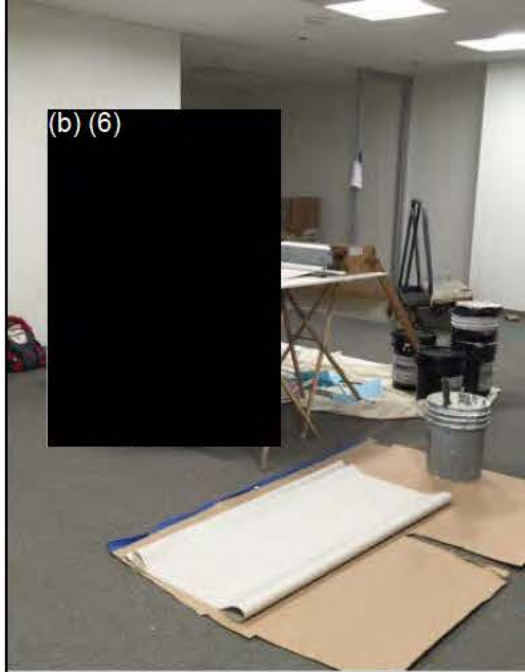
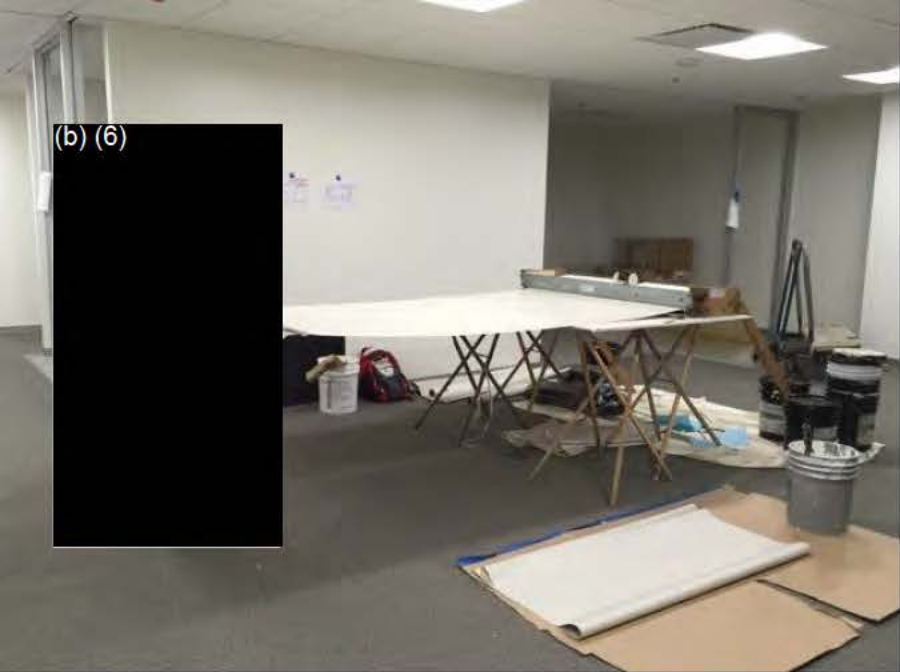
Assembling the furniture

The furniture was specially designed and built to accommodate differences between the offices.

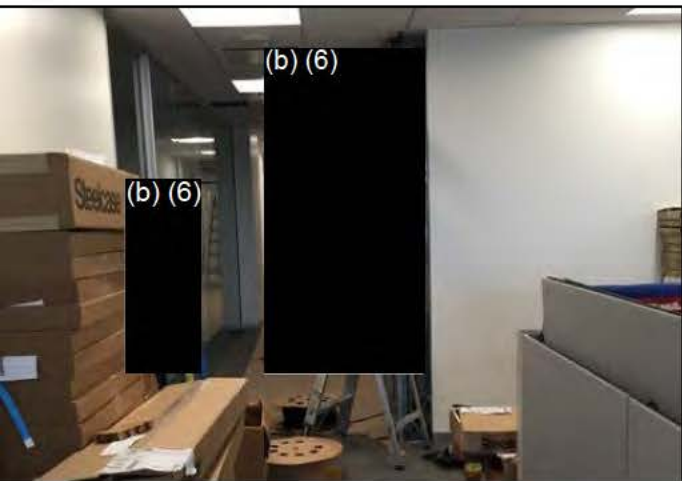


There are lots of pieces to be assembled. Below: Pieces are staged awaiting assembly.



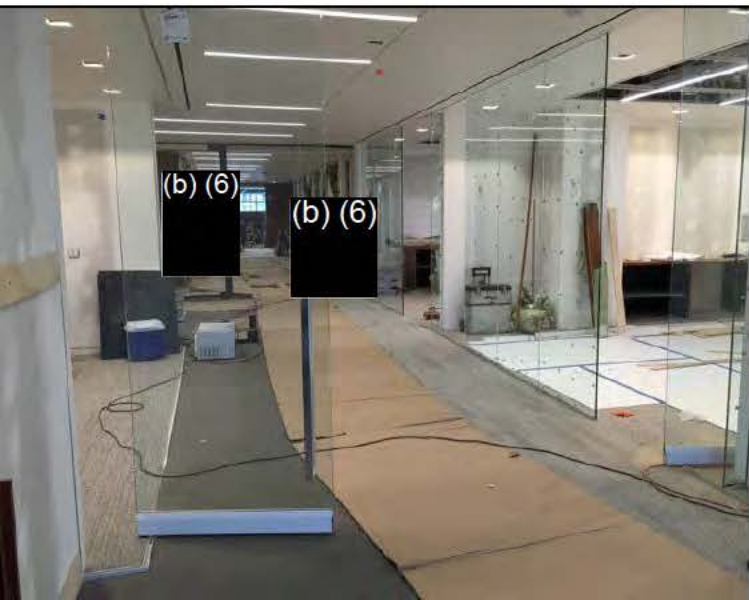


Above: Wallpaper is being installed in some areas.



Above: Applying trim on glass wall; doors awaiting installation

Below: Conference rooms; work stations

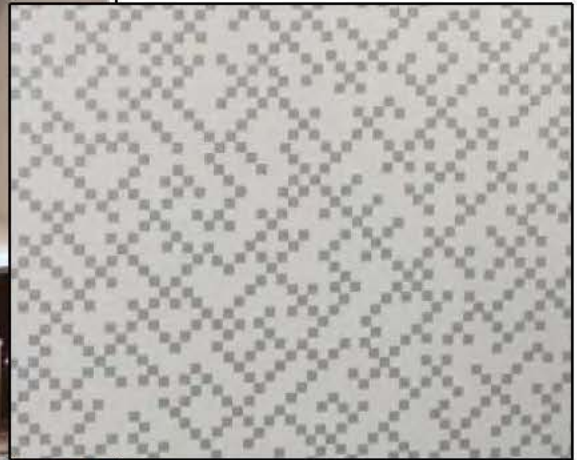


Breakrooms

Left: Counter and faucet installed in a breakroom.

Below: Close-up of breakroom wallpaper

Bottom: New fridge in a breakroom



Security at the new building

Our new headquarters building will be occupied by a combination of public and private entities. At this point the tenants will be our Agency and CBS Radio. Several floors are still vacant and presumably will be occupied at some point in the future.

Layered Security

Security at the new building will include Federal Protective Services contract guards, security screening and badges for visitors, a Physical Access Control System (“PIV card reader”) where we will scan our “PIV” cards (the white NLRB card with your picture), and security cameras. NLRB employees will use their PIV card to go from the lobby to their office.



PIV card reader at the new building

Visitors must check in with the guards and be escorted while in NLRB space. The visitor center will be located in the lobby of the new building. The guards' phone numbers will still be (202) 273-2959 or (202) 682-0387.

PIV card readers will be located in the elevators and in many places around the new building to give us access to our space. For example, you will need to scan your PIV card to get into NLRB space from the elevator lobby on each floor. You will also need to scan your PIV card to enter our floors from the stairwell. So if you haven't already gotten into the habit of carrying your PIV card with you, you will soon! NOTE: You initially may be given a separate card to use temporarily for the building entrance and the elevators as the building configuration continues. If this is necessary, the separate card will be issued to you prior to our departure from Franklin Court.

PIV card holders, lanyards and belt attachments can be obtained from the Security office. Security is currently located on the east side of the 5th floor. PIV card holders are specially designed to prevent your badge from being scanned by a third party. The PIV card can only be scanned when it is separated from the protective part of the holder.

Special Considerations

As in our current building, we will share the elevators in the new building with people who are not NLRB employees. However, if non-NLRB people get off the elevator on one of our floors in the new building, they will not be able to access our office areas. A PIV card is required to access NLRB-controlled space from the elevator lobby. Everyone should be alert for attempts by non-employees to “tailgate” (i.e., follow) us into NLRB space when we enter with our PIV cards. If someone attempts to enter NLRB space without proper identification, you should alert Security immediately.

In addition:

- Never prop open doors that are equipped with PIV card readers.
- Never give your PIV card to someone to use for getting in and out.
- If you lose your PIV card, notify Security immediately.



Parking/Commuting update

How to sign up for monthly parking at the new building

If you are interested in starting a regular or reserved monthly parking contract at the new building, you can submit an application online at www.ecolonial.com. If you are interested in tandem space or car pool monthly parking, please contact roxanne.rothschild@nlrb.gov.

When starting a new monthly parking contract, Colonial Parking will allow you to start the contract either on the 1st of the month or the 15th of the month.

Questions can be addressed to (b) (6) for Colonial Parking at our new building. (b) (6) can be reached at (b) (6) [@ecolonial.com](mailto:(b)(6)@ecolonial.com).

How to end your monthly parking contract at our current building

If you have a monthly parking contract at 1099 14th Street NW and you wish to cancel the contract before the move, you will need to give at least 10 days' cancellation notice. You can request cancellation effective either the 1st or the 15th of the month (cancellation on other dates will not give you a price break). To cancel, contact (b) (6) of Penn Parking at (b) (6) or email him at (b) (6) [@pennparking.com](mailto:(b)(6)@pennparking.com).



How to update your transit benefits

If you take public transportation to work, your commuting costs will most likely change when we move to the new building. HQ public transit subsidy users should complete and submit an updated [transit subsidy form](#) reflecting their new commuting costs. Be sure to use this form – all older forms are no longer valid for use. The completed form should be routed to Matt.Guest@nlrb.gov in HR. Changes to go into effect on **July 1** should be submitted no later than **June 15**.



Get ready (and excited) for the move to **Unified Communications!**

The Unified Communications (UC) initiative is introducing brand new equipment and technologies to help you better collaborate with co-workers to foster a synergistic, productive work environment. Click on the links below to learn more about the UC initiative and the new technologies that will soon be rolled out across the agency!

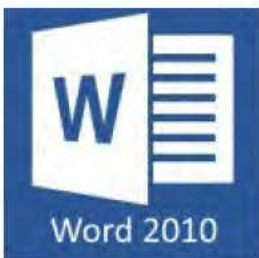
Familiarize yourself with the new [communication devices](#).



Communicate with your team more effectively and hold more productive meetings with [Skype for Business](#).



Manage your emails and calendar more efficiently in [Outlook 2013](#).



Learn how to easily create professional-looking documents using themes, formatting tools, and sharing features in [Word 2010](#).

Voicemail – clear it out!

Do you have a bunch of saved voicemails in your voicemail box?!? Now is the time to review them and delete them! The current voicemail system will be going away on **July 6**. Please be sure to review and clear out ALL of your saved voicemail messages by that date. We will not be able to retrieve voicemail messages from the current system after **July 6**. Please contact [Rob White](#) if you have any questions.

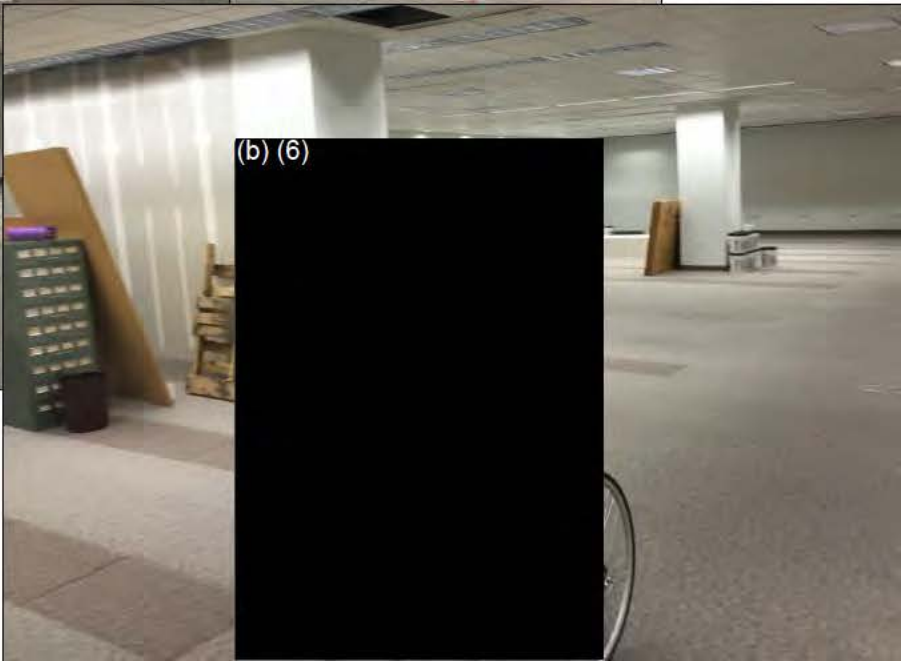
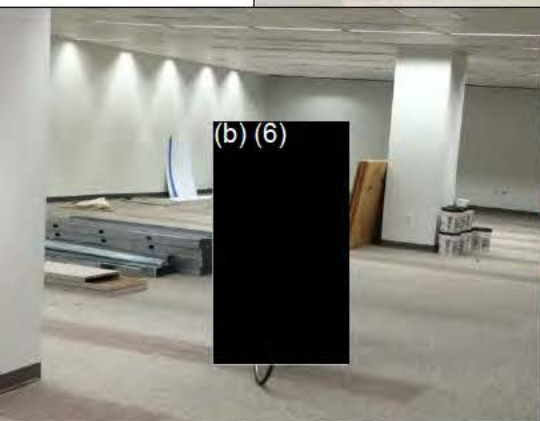
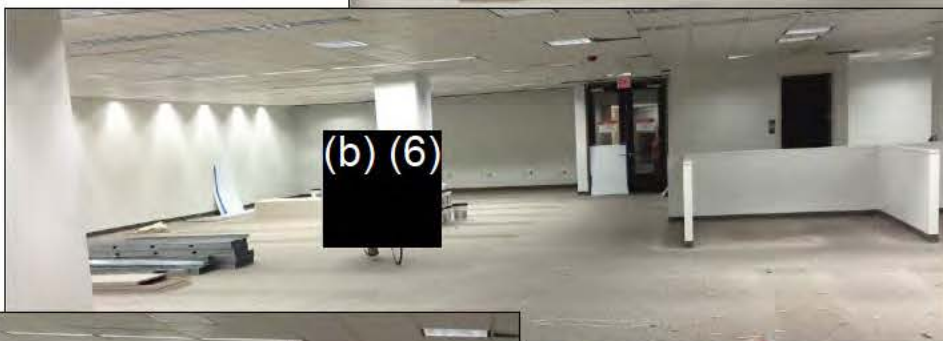
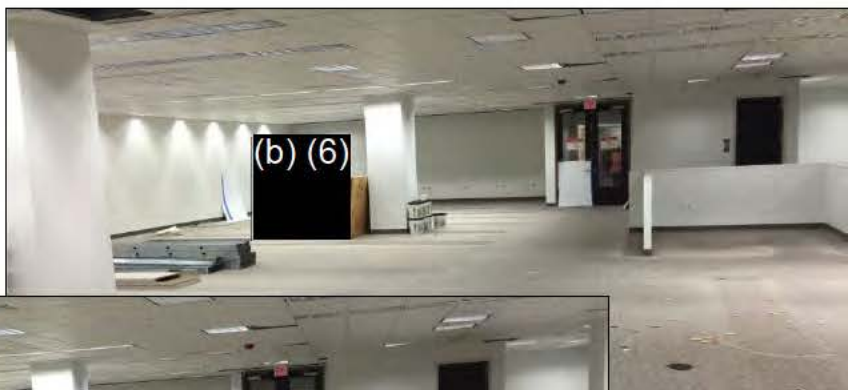


HQ RELOCATION

June 15, 2015

National Labor Relations Board

**We're
clearing out!**



Andrew Martin takes a spin
around the now nearly
empty library space.

"Clearing Out" cont. on p. 11

Furniture Q&A

Question: Will all of the office furniture be in place in the new building when we move in?

Answer: Mostly All of the furniture pieces that are considered to be part of the “normal” furniture package through GSA will be in place. This includes the desk, the lateral files, the overhead storage and the pedestal. However, the extra bookcase, wardrobe, shelving and lateral file cabinets that people chose outside of the standard GSA furniture package will be delayed. Those pieces will be installed once they are delivered, probably after office hours. The picture below (taken last week on the 3rd floor of the new building) shows the office furniture that will be in every standard office when we move in. Plus chairs, of course.



Above: Individual office furniture in the new building.

Left: Front view of the pedestal. It has a cushion on top to serve as extra seating.

Right: Side view of the pedestal. The handle helps for rolling the unit.



Phone system Q&A



Question: At what point will our current phones turn off and Unified Communications kick in?

Answer: July 6th The new desk phones and headsets for Unified Communications will not work until we physically move to Half Street because they run on an entirely different type of phone system (VOIP or Voice Over Internet Protocol). Because of this, our phones at the current HQ building will be disabled early in the morning on the day we actually move to Half Street.

Question: Can we retrieve voicemail during the week of June 29 – July 2?

Answer: Yes We can continue to retrieve voicemails from the current system until COB on July 6th. If you telework the week of July 29-July 2, you can get voicemails using the current system that week. Please be sure to review and clear out **ALL** of your saved voicemail messages by COB on July 6.

Question: Will my current phone number follow me to the new building?

Answer: Yes Your phone number will be transferred (“ported”) from Verizon to the new Unified Communications system at the new building.

Question: When someone calls my office phone number, will it ring on my new Agency iPhone?

Answer: Yes Yes it will, after July 6th. The iPhone you will be issued will have its own distinct phone number, but it will also ring when your 273-XXXX number rings. Your laptop and any personal device connected to your laptop (headset, personal speaker phone, etc.) will also ring when someone calls your 273-XXXX number once we are in the new building.

After you get your new iPhone but before we actually move into the new building, your new iPhone it will ring only when someone calls the iPhone number, not when someone calls your 273-XXXX number, unless you forward your 273 number to your iPhone number.

Also: If you currently have an Agency iPhone, that phone number will be ported to the new Agency iPhone you will be issued.

Teleworking with your PIV card

If you're preparing for telework and don't have an RSA token, there's good news! Now you don't need one. You can telework with your PIV card! OCIO and Security can help if you need assistance.

Step 1 – DO THIS NOW!!

You must use your PIV card to logon **while you are in the office** at least once before you can use your PIV card to logon remotely. If you have never used your PIV card to logon to the system at work, do it now! Do the following:

- Connect the smart card reader to your computer, if necessary (most laptops already have card slots built into them so this doesn't apply to most people)
- Insert your smart card into the smart card reader
- Press Ctrl+Alt+Delete
- At the logon screen, click Switch User
- Click the smart card icon, type your PIN, and then press Enter – DONE!



Smartcard icon

You will need to know your PIN associated with your PIV card. If you have forgotten your PIN, Security can assist you in resetting your PIN.

Step 2 – Use VPN to access the network remotely

VPN allows you to logon using either an RSA token or your PIV card.

If you currently have an RSA token... you can continue to use the token OR use your PIV card for VPN access.

If you DO NOT have an RSA token... you can use your PIV card for access. All users have the ability to use VPN remote access via their PIV card.

How to Change VPN to Use PIV Card Logon

Perform the following one-time steps to switch VPN to use your PIV card for logon.

- Insert your PIV Card into your laptop
- **Double-click** the VPN icon on your desktop
- Click the [Properties] button.
- On the Connections tab, click [Change].
- Select "Agency Provided-PIV" as the logon group. Click [OK].
- Click [OK] to save the changes and close the property page. All future VPN logons will default to PIV Card logon.

How to Use Your PIV Card to Connect to VPN

- Insert your PIV Card into your laptop
- **Double-click** the VPN icon on your desktop
- Select your PIV card certificate. Click [Connect].
- Enter your PIN code. Click [OK].
- On the Security Warning pop-up, Click [Accept].
- Enter your network "username" and "password" credentials. Click [OK].



VPN icon

Last Day to Retrieve Voicemails – July 6th!

Do you have a bunch of saved voicemails in your voicemail box?!? Now is the time to review them and delete them!

The current HQ voicemail system will be going away at COB on **July 6**. Please be sure to review and clear out ALL of your saved voicemail messages by that date/time. You will not be able to retrieve voicemail messages from the current system after **July 6**.

Please contact [Rob White](#) if you have any questions.



Get ready (and **excited**) for the move to **Unified Communications!**

The Unified Communications (UC) initiative is introducing brand new equipment and technologies to help you better collaborate with co-workers to foster a synergistic, productive work environment. Click on the links below to learn more about the UC initiative and the new technologies that will soon be rolled out across the agency!

Familiarize yourself with the new [communication devices](#).



Communicate with your team more effectively and hold more productive meetings with [Skype for Business](#).



Manage your emails and calendar more efficiently in [Outlook 2013](#).



Learn how to easily create professional-looking documents using themes, formatting tools, and sharing features in [Word 2010](#).

New Conference Room Names!

After much deliberation, the following names were selected by the Chairman and General Counsel for the conference and collaboration rooms at the new building. A great big **THANK YOU** to everyone who submitted ideas for room names!!

Please note: the Board Hearing Room will remain the Margaret A. Browning Hearing Room, and the GC and Board Agenda rooms and the Operations "Chart Room" will retain their current names. That left 16 rooms to name.

The winners are . . .

3rd FLOOR

Multi-purpose room (3041) – **NLRB v. Jones & Laughlin Steel Corp.**

Conference room (3003) – **Wagner Act**

Conference room (3004) – **Taft-Hartley Act**

Conference room (3005) – **Landrum-Griffin Act**

Collaboration room (3001) – **Norris-LaGuardia Act**

4th FLOOR

Conference room (4002) – **Charles Fahy**

Conference room (4006) – **A. Philip Randolph**

Conference room (4007) – **Ida Klaus**

Collaboration room (4001) – **Lucy Randolph Mason**

Collaboration room (4004) – **Benedict Wolf**

5th FLOOR

Conference room (5003) – **J. Warren Madden**

Conference room (5004) – **Howard Jenkins, Jr.**

Conference room (5006) – **Betty S. Murphy**

Collaboration room (5001) – **John H. Fanning**

Collaboration room (5005) – **John C. Truesdale**

6th FLOOR

Collaboration room (6055) – **Henry Shore**



Progress continues at Half Street

Right and Below: Racks for high-density storage cabinets have been installed. High-density mobile shelving provides significantly greater storage capacity per square foot of floor space. The shelves slide together and apart to give access to needed files.



Case Records and the Library will be using high-density mobile shelving for their materials.

Below: New lateral filing cabinets have been installed.



Individual offices are shaping up



Work stations are shaping up



Left: This workstation has a wood-toned counter on top of the workstation wall.

There is also has a stand-alone cabinet with drawers and shelves off to the left.

Right: This workstation has two arms installed to hold two computer monitors. It also has a task light off to the right.



Below: Workstations nearing completion.



Breakrooms

Left: Two refrigerators and built-in space for a microwave.

Below: Two refrigerators and an ice maker.

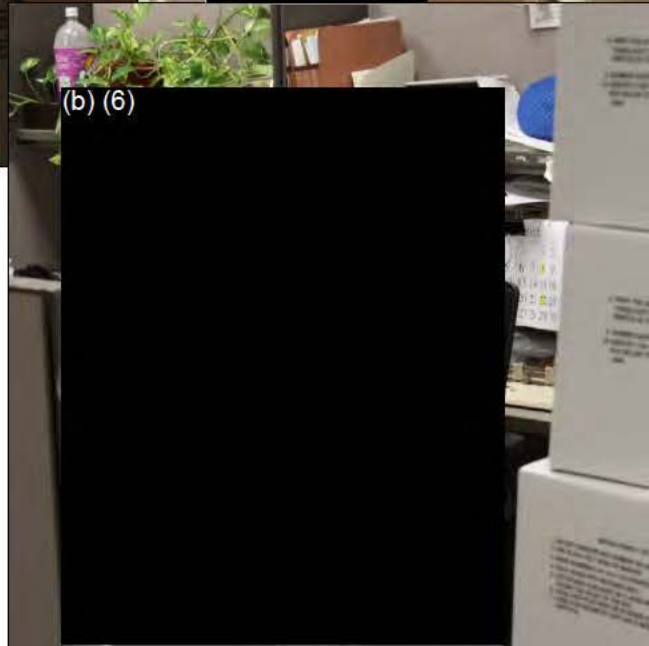
Bottom: New sink and faucet installed



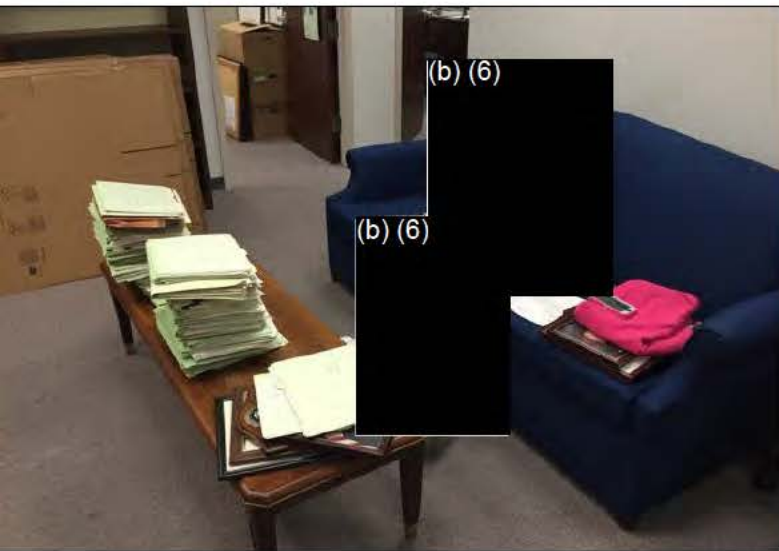
Clearing Out! Lots of work to clear the Library



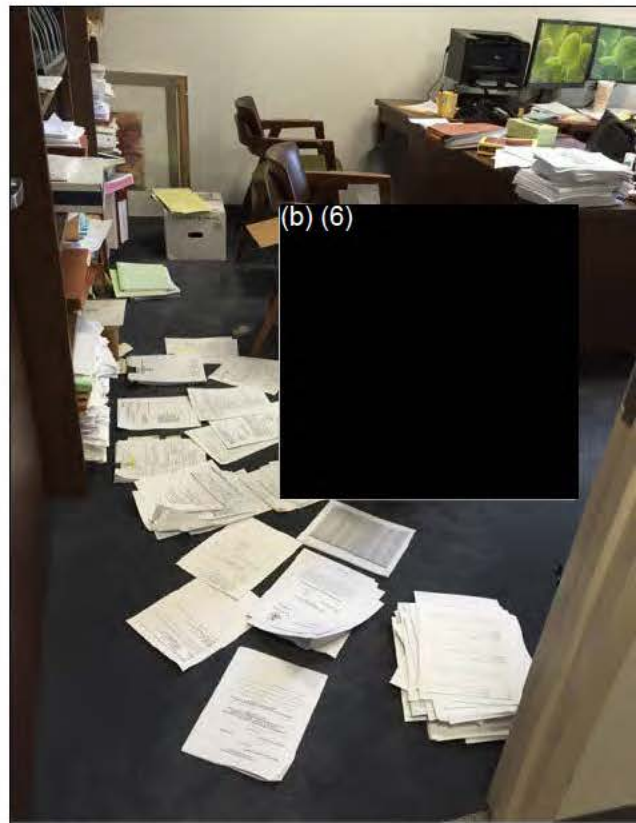
Case Records has been hard at work too!



The Purge Campaign continues!



Marissa Wagner reviews files for the purge.



Polly Misra sorts through documents.



Above: Pictures wrapped for the trip home.



Shred boxes are being filled!



Right: Boxes waiting to be packed!

What happens to all of that paper?!?



Shred bins on the loading dock prior to the shred truck's arrival

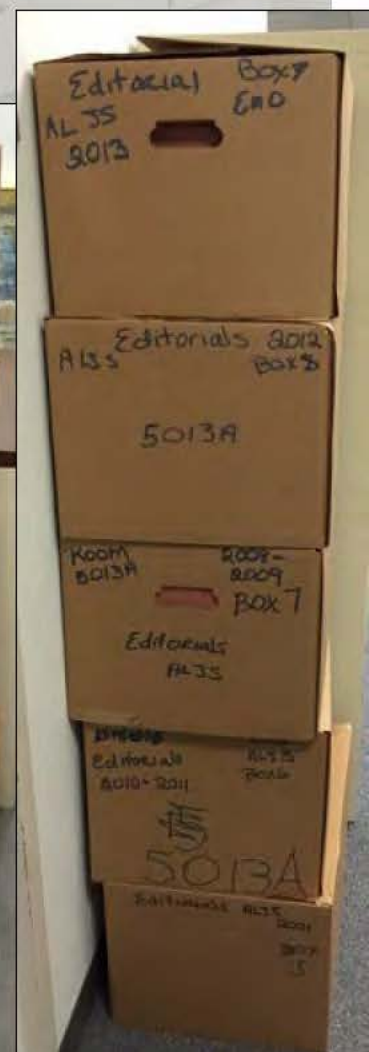
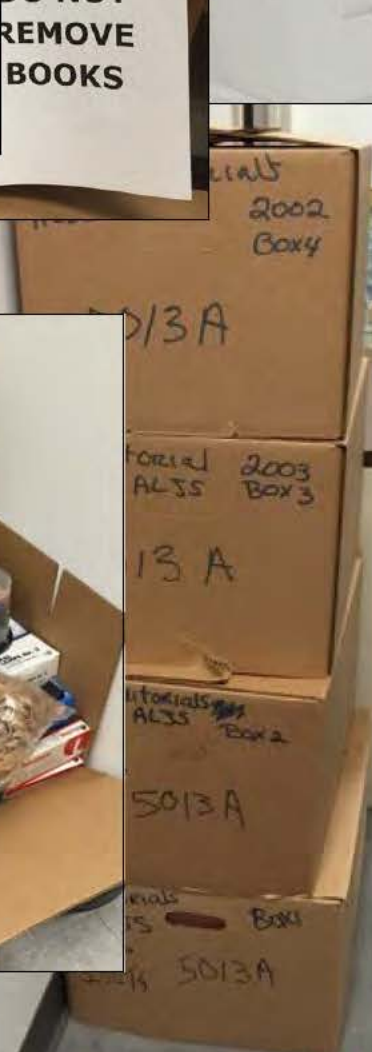
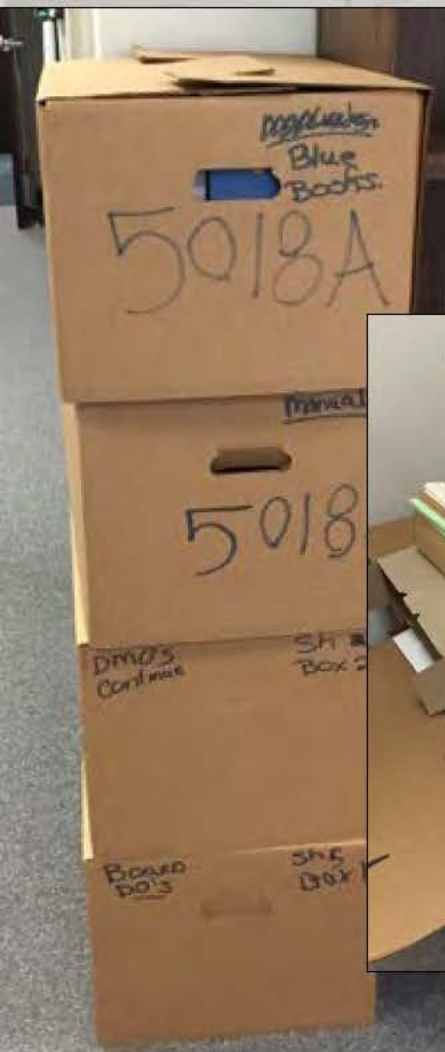
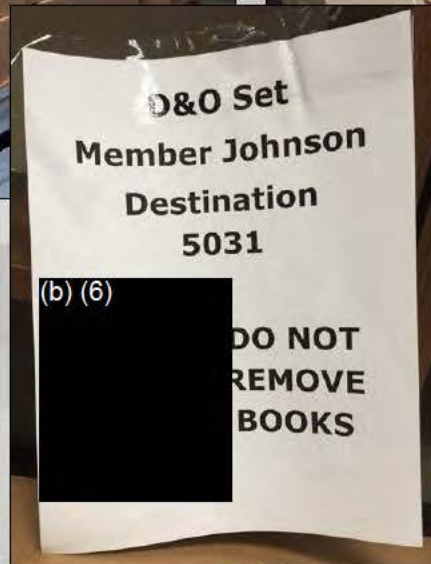


Shred bin is loaded onto the lift on the shred truck



A shred bin is lifted into the truck

Boxes, boxes and more boxes!



HQ RELOCATION

June 22, 2015

National Labor Relations Board

THIS IS IT!

This is our **LAST WEEK** to **purge, pack and prepare!**

Unless your office has made other arrangements, Friday, June 26th will be our last day in the current HQ building!



Coming this Friday! Watch for a **special edition** of the newsletter containing information you'll need on **Day 1** at the new building! Please also **watch your email** the week of June 29-July 2 for any last minute information about the move.

Accessing the new building

Initially, you will use two security cards for access at the new building

PIV card From the first day, your PIV card will give you access to our space on each floor from the elevator lobbies via Floor Access Entry Readers. Your PIV card will also unlock suite and door entry readers within our space.



PIV card



Suite / Door Entry Readers



Floor Access Entry Reader



Temporary card Temporarily, we will need to use a separate Kastle key card to get into the building outside of normal business hours (using the Main Building Entry Reader) and at all times to go up and down in the elevators (using the Elevator Entry Readers). At some point our PIV cards will work with the Main Building and Elevator Entry Readers.

Security hopes to have the temporary Kastle Keys available for distribution by **the middle of this week**. They will work in earnest to issue as many of these cards as they can before Friday, June 26. Anyone who does not get their temporary access card by this Friday will be able to get their card when they report to work at the new building the week of July 6.



Kastle key card



Main Building Entry Reader



Elevator Entry Reader

Please be patient . . .

We know there's a lot going on right now, and there will be a lot going on when we move into the new building.



So please be prepared for the following on Day 1 at the new building:

Not everything is going to work Everyone is working as hard as possible to get things installed, put together and in place for our arrival in the new building. But it is inevitable that some things won't work properly immediately. Facilities and the OCIO will make every effort to ensure that everything will be fixed and in working order either when we move in or as soon as possible thereafter.

Not everything is going to be there There are some items, like the the extra furniture pieces that people chose for their individual offices that will not be in place on Day 1. Permanent room signs will not have been installed in the space, and instead temporary paper signs will point us on our way. Some of the AV equipment in the conference and collaboration rooms will not have been installed when we move in.

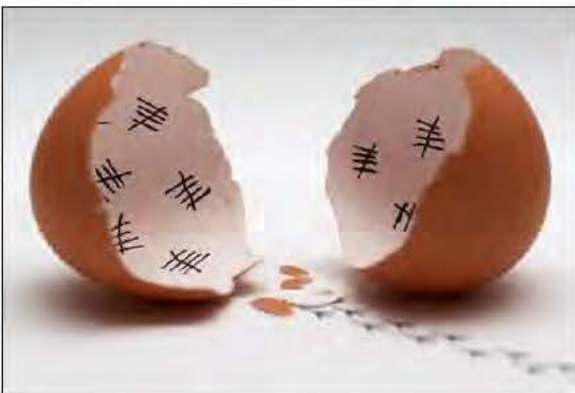
Facilities, the OCIO, and our contractor and vendors will be working hard to get all of these items completed as quickly as possible in the new building. They will also work to install these items in a way to minimize disruption.

There are going to be inconveniences We know that it can be very inconvenient when things aren't in place and things don't work right. You may not be able to completely unpack because you are waiting for your additional storage pieces to arrive for your office. You will have new phone, voicemail and fax services to figure out, and you will need to locate your shared printers and copiers. It may be annoying to have to carry two security cards with you to ride the elevators and to get into our office space.

And it just simply may be hard initially to find your way around a new office environment.

We understand that there will be difficulties.

But please trust that we're doing our absolute best to make everything come together as it should. And we **greatly appreciate** your patience as we make this major transition into a brand new headquarters building.



Please be patient some IT specifics



Phone and voicemail systems Most of you have attended demonstrations of the new Unified Communications (UC) system for phone and voicemail services at the new HQ building. This new system involves many moving parts, and OCIO has been working diligently to bring this all together for our move to the new building. However, the new system is still being deployed and all functionality may not be available on **Day 1**. OCIO and its contractors will be working hard to continue to implement functionality as soon as possible after we move in. OCIO will also provide desk-side setup services for UC devices, and offer additional training on the system. In the meantime, you can access information about the new UC program and phone devices [here](#). In addition, Skype for Business training material can be found at [S4B Training](#).

Network printers and copiers Your laptop will require configuration to allow you to print from the new and re-located printers and copiers at the new building. OCIO plans to automate the majority of these installations. However, it will take some time before everyone is connected to all of the printers they will ultimately be able to access.

Fax services A new online fax service will replace the old physical fax machines. This service will deliver office faxes to group/shared mailboxes. As with anything new, your use of the service will improve with time and fine-tuning of the system.

Service desk support You may experience a delay in Service Desk response times during the move. The Service Desk will prioritize responses to problems and roving service teams will assist staff. However, we expect the sheer volume of HQ "move related" calls and support of Field users will tax the Service Desk for the first 2-3 weeks post-move.

Conference rooms OCIO developed a new Conference Room Reservation System for the new building. Use of this new room reservation system will become easier with online training and as the system is fine-tuned.

Scanners/barcode scanning New scanners and a revised barcode scanning system will provide Scan-to-Email, Scan-to-Network and Scan-to-Fax services.

Three monitor display If you currently have 2 external monitors and want to use 3 monitors (2 external monitors plus your laptop monitor), additional hardware may be required. Please alert the Service Desk if you want to use this option.

Teleworking with your PIV card

If you're preparing for telework and don't have an RSA token, there's good news! Now you don't need one. You can telework with your PIV card! OCIO and Security can help if you need assistance.

Step 1 – DO THIS NOW (WHILE YOU ARE IN THE OFFICE)!!

You must use your PIV card to logon **while you are in the office** at least once before you can use your PIV card to logon remotely. If you have never used your PIV card to logon to the system at work, do it now! Do the following:

- Connect the smart card reader to your computer, if necessary (most laptops already have card slots built into them so this doesn't apply to most people)
- Insert your smart card into the smart card reader
- Press Ctrl+Alt+Delete
- At the logon screen, click Switch User
- Click the smart card icon, type your PIN, and then press Enter – DONE!



Smartcard icon

You will need to know your PIN associated with your PIV card. If you have forgotten your PIN, Security can assist you in resetting your PIN.

Step 2 – Access the network remotely (FROM OUTSIDE THE OFFICE)

VPN allows you to logon using either an RSA token or your PIV card.

If you currently have an RSA token... you can continue to use the token OR use your PIV card for VPN access.

If you DO NOT have an RSA token... you can use your PIV card for access. All users have the ability to use VPN remote access via their PIV card.

How to Change VPN to Use PIV Card Logon

Perform the following one-time steps to switch VPN to use your PIV card for logon.

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- Click the [Properties] button.
- On the Connections tab, click [Change].
- Select "Agency Provided-PIV" as the logon group. Click [OK].
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How to Use Your PIV Card to Connect to VPN

- Insert your PIV Card into your laptop
- **Double-click** the VPN icon on your desktop
- Select your PIV card certificate. Click [Connect].
- Enter your PIN code. Click [OK].
- On the Security Warning pop-up, Click [Accept].
- Enter your network "username" and "password" credentials. Click [OK].



VPN icon

Progress continues at Half Street



Window film

Installation of window film has begun on the glass walls.



Pics of some shared offices



Individual offices

Right: This office has the cushion-topped pedestal, dual monitor stand, task light, and keyboard tray.



Above and left:
Individual offices in
various stages of
completion.

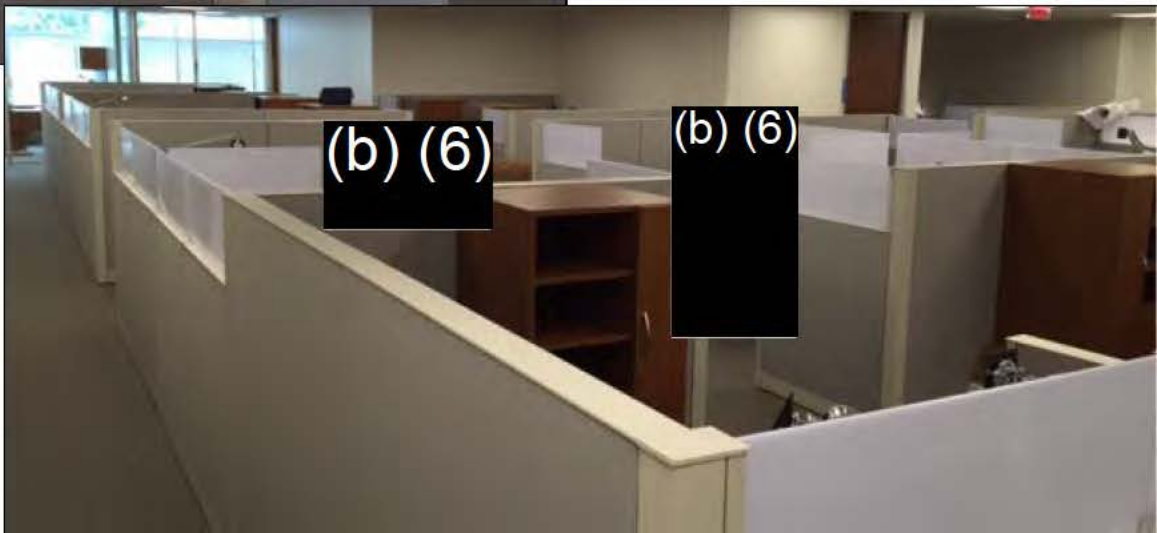
Work stations



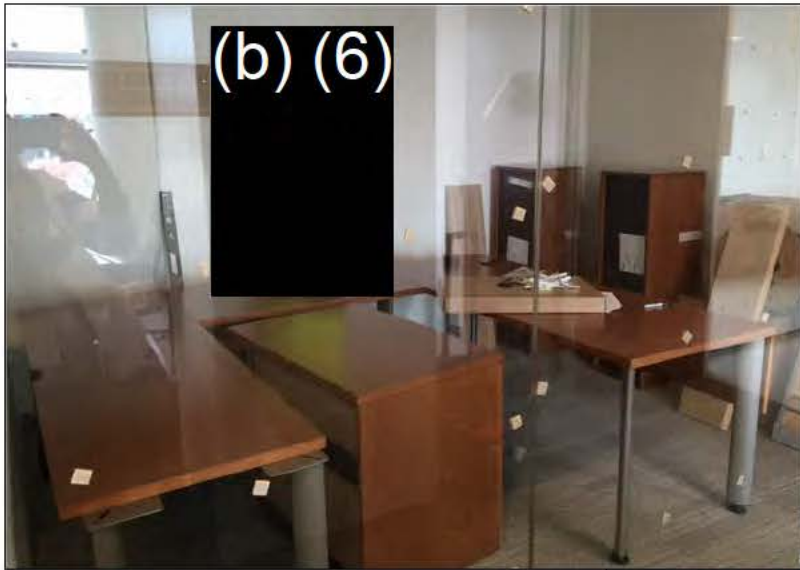
Above left and left: Nearly completed work stations.

Above: Work station stand alone cabinet. Notice the locks on the drawers and door.

Below: Work being completed on work stations.



Lots of work ongoing



Wheels being installed on pedestals



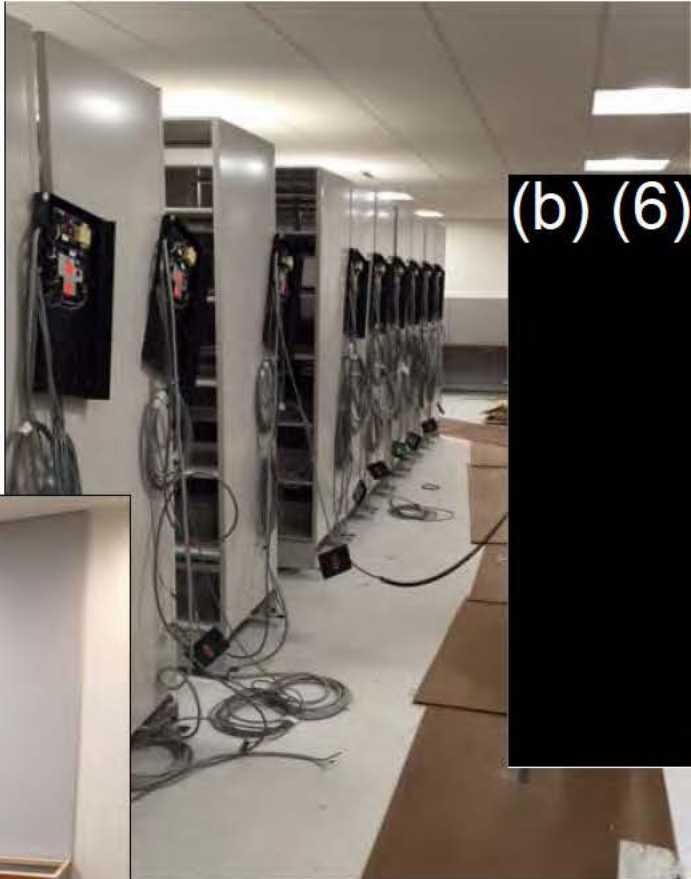
Furniture pieces awaiting installation



More pics!

Right: Installation of sliding high density storage shelving.

Below: Conference room with blue/gray accent wall and decorative fabric inset piece above the (as yet unfinished) cabinets.



Below: A hallway with filing cabinets and interior offices.



Below: Counter installed for the reception area in the Washington Resident Office space.



HQ RELOCATION

June 26, 2015

National Labor Relations Board

MOVE-IN INFO

Move Helpdesk Room 3005 (the Landrum-Griffin conference room) – Please come to this room if you need post-move assistance. There will also be a “lost and found” in this room for any items that may have gone astray.

IT Service Desk 273-1791 – Service desk assistance will be available by phone. In addition, Service Desk staff will be patrolling the floors offering help.

Your office Temporary paper signs and floor plans will be posted around the building directing you on your way. In your office, your docking station, monitor, keyboard, mouse, printer, speakers, etc. will be set up for you. Your labeled boxes will be in your office awaiting your arrival.

Monthly parking If you signed up for monthly parking, take a ticket and park in the garage on your first day. Then go to the parking office (the security guard at the front desk can direct you there). The parking manager will explain the policies of the garage and access card, and will give you your monthly parking card at that time.



MOVE-IN INFO

Unpacking your boxes If your office packed in heavy plastic crates rather than in regular cardboard boxes, you will need to unpack all of your office's crates by **Monday, July 13th**. These crates need to be returned to the moving vendor by that date.

Make sure you leave your office in the current building completely cleaned out by the end of the day on Friday, June 26th

Everything should have been packed, disposed of or taken home with you. Please put anything else in an appropriate disposal bin before you leave.



Watch your email June 29-July 2!

Be sure to **watch your email** the week of **June 29-July 2** in case there is any last minute information about the move.

Don't forget – the last day to retrieve voicemails is July 6th!

Do you have a bunch of saved voicemails in your voicemail box?!? Now is the time to review them and delete them!

The current HQ voicemail system will be going away at COB on **July 6**. Please be sure to review and clear out ALL of your saved voicemail messages by that date/time. You will not be able to retrieve voicemail messages from the current system after **July 6**.

Please contact [Rob White](#) if you have any questions.



DON'T FORGET YOUR PIV CARD!



On Day 1
you will need to swipe your
PIV card ONCE as you
enter the building!

Security will be at a table in the lobby of the new building so that everyone can swipe their PIV card once as they enter. This will enable the new building's security system to recognize you in the system going forward.

This is a ONE TIME ONLY requirement.

Accessing the new building

Initially, you will use two security cards for access at the new building

PIV card From the first day, your PIV card will give you access to our space on each floor from the elevator lobbies via Floor Access Entry Readers. Your PIV card will also unlock suite and door entry readers within our space.



PIV card



Suite / Door Entry Readers



Floor Access Entry Reader



Temporary card Temporarily, we will need to use a separate Kastle key card to get into the building outside of normal business hours (using the Main Building Entry Reader) and at all times to go up and down in the elevators (using the Elevator Entry Readers). At some point our PIV cards will work with the Main Building and Elevator Entry Readers.

Security has the temporary Kastle keys available for distribution. Please go to the Security office on the 5th floor before COB on Friday, June 26 to pick up your Kastle key. Anyone who does not get their temporary access card by this Friday will be able to get their card when they report to work at the new building the week of July 6.



Kastle key card



Main Building Entry Reader



Elevator Entry Reader

HQ RELOCATION

June 29, 2015

National Labor Relations Board

TELEWORKING!

A big **THANK YOU** to everyone who is teleworking this week!

OCIO and Facilities is working hard to get everything set up for our arrival at the new building the week of July 6th.

On Friday evening, June 26th, the moving contractors began work to clear out the old furniture and pack up our computer equipment for the move to the new building. The movers worked diligently over the weekend and were able to remove 38 truckloads of furniture over the weekend! They are making great progress, and hopefully everything will be packed up and moved out quickly and efficiently!

Also a great big **THANK YOU** to OCIO and Facilities employees who will be working long hours this coming week and over the holiday weekend to get things ready for us at the new building.



Coming this Wednesday!

Watch for a **special edition** of the newsletter on **Wednesday, July 1st** containing important last minute information!!

Work is finishing up at Half Street



Glass wall privacy film

Installation of privacy film continues on the glass walls throughout the offices.

The cut-out stripe pattern will be applied to the film later.



Case Records – ready for action!



High Density Shelving has been installed in the Case Records Unit. It's ready for all of those boxes to be unpacked!



Progress pics of a shared office

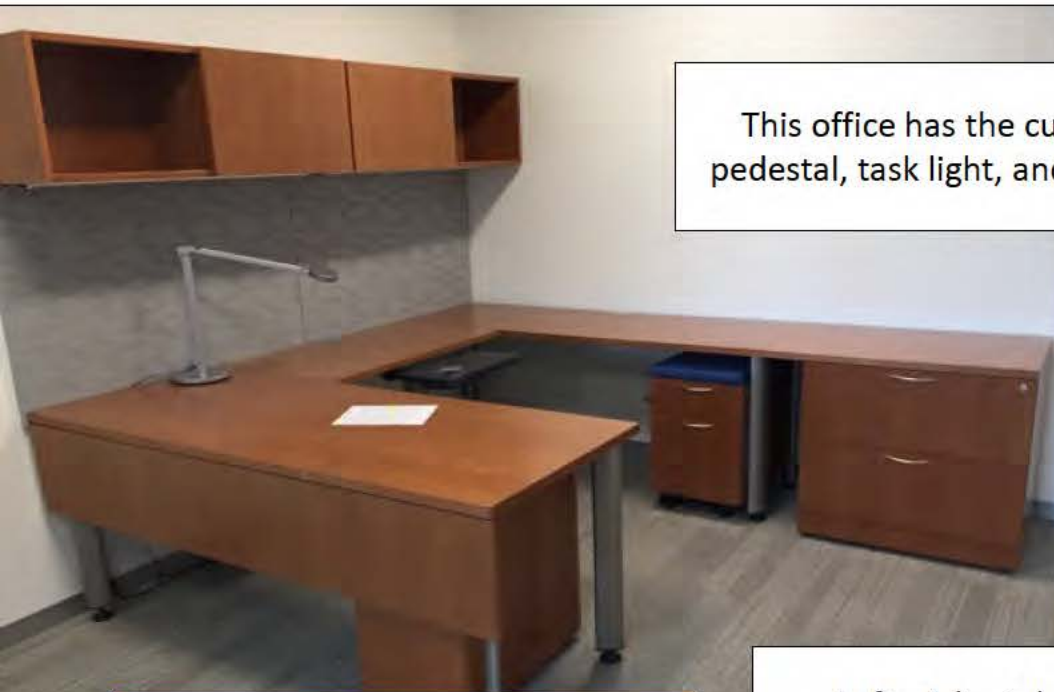


Above: Last week's picture of a shared office where the desks are face-to-face.

Below: This week's picture of the same office. The lateral file cabinets have been turned back to back, and a back-to-back raised hutch has been installed to separate the work areas.



Individual offices



This office has the cushion-topped pedestal, task light, and keyboard tray.



Left: Adjustable keyboard tray

Finishing touches . . .



The worker at right is installing coat hooks on the back of office doors.

(b) (6)

Work stations



Above: A workstation with a task light, dual monitor stand, and filing trays. Below the work surface is a rolling cushion-topped file pedestal.



Above: Workstations showing the stand alone bookshelf, wardrobe and drawer units.

Right: A workstation with a nice window location!



Breakrooms

Right: Breakroom with two refrigerators and an ice machine.



Breakroom tables have arrived.



Left: Breakroom sink with water faucet and hot water dispenser installed.

Women's Bathrooms

5 sinks, 6 stalls



Men's Bathrooms

5 sinks, 4 stalls, 2 urinals



More pics!

Right: Conference room with blue/gray accent wall and decorative fabric inset piece above the cabinets.



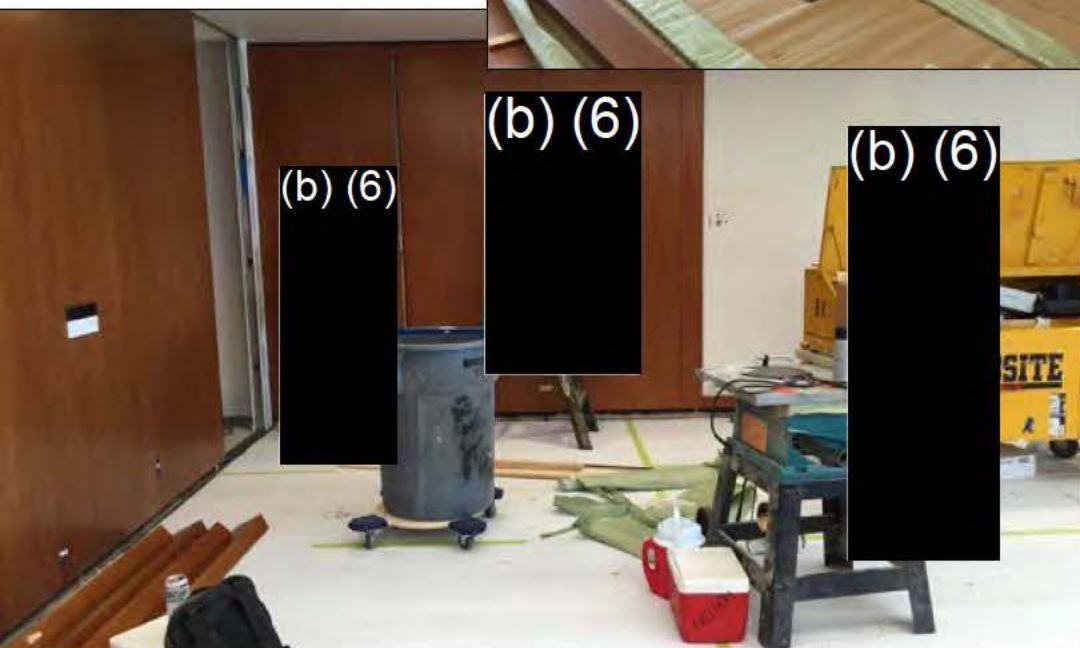
Left: New top has been installed on the cabinets.

Below and below right: Ricoh copiers have been moved over to the new building. New network printers and scanners have also arrived (scanner in box at right, printer wrapped below).



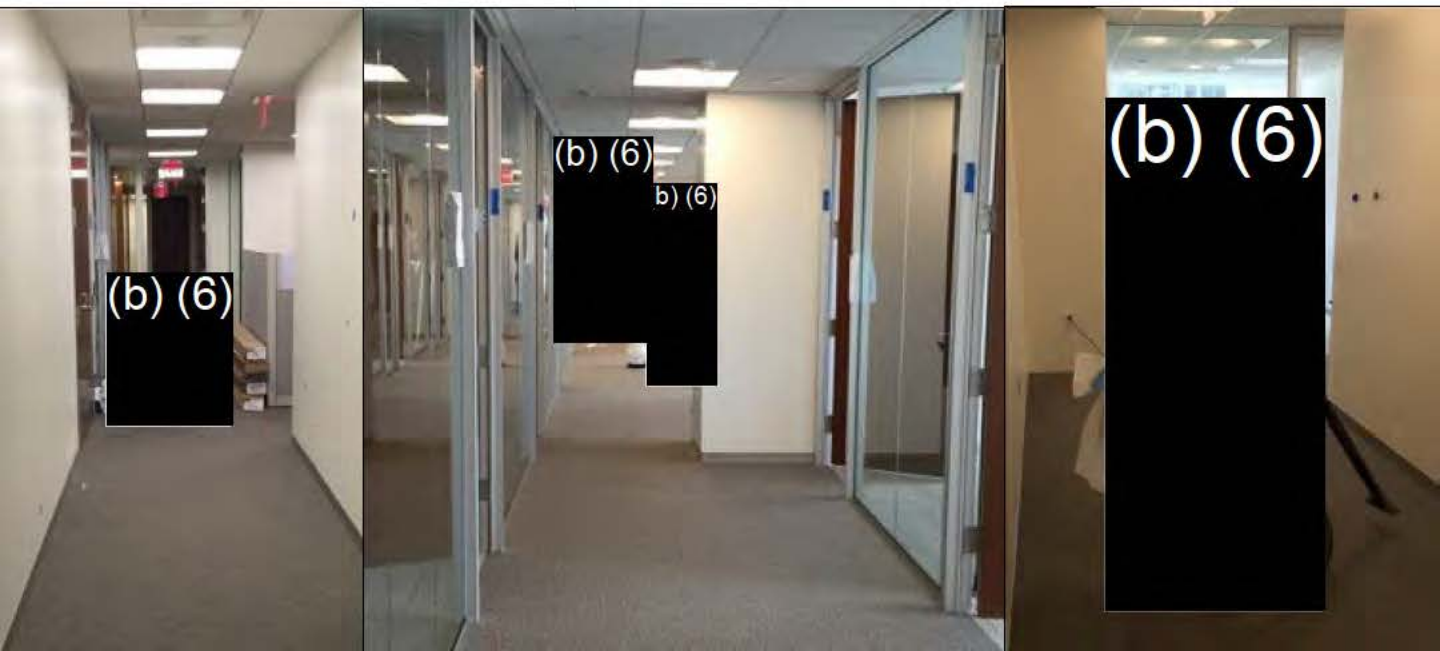
More pics!

Right and below: Wood paneling being installed in the Board Hearing Room.



Below left and middle: Finishing work continues.

Below: Cleaning up work debris.



More pics!

Built-in bookshelf components awaiting installation outside the Board Agenda room.



WELCOME!



Our offices at the new building
will soon be ready and awaiting our arrival!



HQ RELOCATION

July 2, 2015

National Labor Relations Board

LAST MINUTE INFO

Voicemail – NEW clear out deadline!

Building management at Franklin Court has accelerated the date by which our computer and phone servers need to be “decommissioned” at 1099 14th Street NW. This means that our voicemail will need to be cleared out earlier than we had previously thought.

New deadline: Review & delete all voicemails by COB on Thursday, July 2

Please note there will be no phone or voicemail service over the holiday weekend. Service will resume the morning of July 6 when our phone numbers are “ported” to the new building.

Thinking of driving to work on July 6 or 7?

Even if you don't normally drive to work, some people may consider driving in for their first day in the new building on July 6th or 7th so they can bring their personal items back to the office. There is a Washington Nationals game scheduled for 7:05 pm on July 6 and 7, but we have been informed by the building's parking manager that game day parking rates do not start until 2:00 pm on those days. He also assures us that there should be plenty of parking available for those who want to park. The garage is open for daily parkers from 6:00 am to 7:00 pm and costs \$16 per day. Please note that daily parkers who work in the building will not be booted out of the garage to make room for game parking on game days.



New phone system update



IMPORTANT - PLEASE READ

OCIO has been working hard to bring the new Skype for Business (SfB) system together, but unfortunately it will not be ready for use on Day 1 at the new building.

We expect the new SfB system will be up and running sometime in July. When it is ready, OCIO will go office by office to set people up to use the new system, and you will have the opportunity at that time to choose the personal phone device you wish to use.

Therefore, there is no need for employees to pick up phone equipment on Day 1, as previously planned.

In the meantime, until the SfB system is ready, OCIO will be implementing a **temporary phone solution** for our first few days in the new building.

Temporary phone solution

Under the temporary phone solution, staff who have been issued Agency iPhones will use their iPhones in their offices. Staff who regularly answer the phones for other people will get their “receptionist” desk phones. Everyone else who would normally receive a personal device (headset or personal speaker phone) will temporarily receive a desk phone. These phones will already be installed at your desk when you arrive on July 6.

For everyone, your Agency phone number will automatically be routed to ring on your phone device (iPhone or desk phone). You will not, however, be able to answer anyone else’s phone – only your phone number will ring on your phone. There will be no ability to use receptionist or group pick up, or transfer calls. We apologize for this inconvenience, but the goal is for you to have a functioning phone in your office when you arrive.

Voicemail will be working on Day 1.

“Receptionist”
desk phone*



Temporary
desk phone



* Please note: some “Receptionist” desk phones will be assigned as temporary desk phones.

Please be patient . . .

Glass wall privacy film

Installation of privacy film continues on the glass walls of the individual offices throughout the new building. However, it is anticipated that the installation will not be complete at the time we move in on July 6th. Privacy film installation will continue throughout the first week we are in the new building. In addition, the cut-out stripe pattern will be applied to the privacy film after it is installed. We appreciate your patience as the installation process continues.



Please be aware . . .

"Smart" lighting in window offices

"Smart" lighting has been installed in window offices at the new building. In window offices, the overhead lights will automatically dim depending on the amount of sunlight that is coming through the windows at any given time. The dimming happens automatically and helps to save electricity. It also helps the building get its LEED (Leadership in Energy and Environmental Design) rating. LEED ratings encourage building owners and operators to be environmentally responsible and use resources efficiently. Please note that you will also have a "task light" in your office should you need it. If you have questions about the overhead lights in your office, please contact Facilities at 273-4040.



Accessing the new building

Please see the NEW information in RED below

PIV card Your PIV card will give you access to our space on each floor from the elevator lobbies via Floor Access Entry Readers (**the keypad pictured below right also reads you PIV card**). Your PIV card will also unlock suite and door entry readers within our space. **NOTE:** Your PIV card will already be programmed into the new security system so you won't have to swipe it when you arrive on the first day.



PIV card



Suite / Door Entry Readers



Floor Access Entry Reader



Temporary card Temporarily, we will need to use a separate Kastle key card to get into the building **prior to 7:00 am or after 6:00 pm** (using the Main Building Entry Reader) and at all times to go up and down in the elevators (using the Elevator Entry Readers). At some point our PIV cards will work with the Main Building and Elevator Entry Readers.

Security has the Kastle keys. If you have not already picked up your Kastle key from Security, **you can pick it up in the lobby of the new building when you arrive on July 6 or 7.** After those dates you will need to contact Security when you arrive at the new building for the first time.



Kastle key card



Main Building Entry Reader



Elevator Entry Reader

Please be patient . . .

We know there's a lot going on right now, and there will be a lot going on when we move into the new building.



So please be prepared for the following on Day 1 at the new building:

Not everything is going to work Everyone is working as hard as possible to get things installed, put together and in place for our arrival in the new building. But it is inevitable that some things won't work properly immediately. Facilities and the OCIO will make every effort to ensure that everything will be fixed and in working order either when we move in or as soon as possible thereafter.

Not everything is going to be there There are some items, like the extra furniture pieces that people chose for their individual offices that will not be in place on Day 1. Permanent room signs will not have been installed in the space, and instead temporary paper signs will point us on our way. Some of the AV equipment in the conference and collaboration rooms will not have been installed when we move in.

Facilities, the OCIO, and our contractor and vendors will be working hard to get all of these items completed as quickly as possible in the new building. They will also work to install these items in a way to minimize disruption.

There are going to be inconveniences We know that it can be very inconvenient when things aren't in place and things don't work right. You may not be able to completely unpack because you are waiting for your additional storage pieces to arrive for your office. You will have new phone, voicemail and fax services to figure out, and you will need to locate your shared printers and copiers. It may be annoying to have to carry two security cards with you to ride the elevators and to get into our office space. And it just simply may be hard initially to find your way around a new office environment.

We understand that there will be difficulties.

But please trust that everyone is doing their absolute best to make everything come together as it should. And we **greatly appreciate** your patience as we make this major transition into a brand new headquarters building.

Please be patient some IT specifics



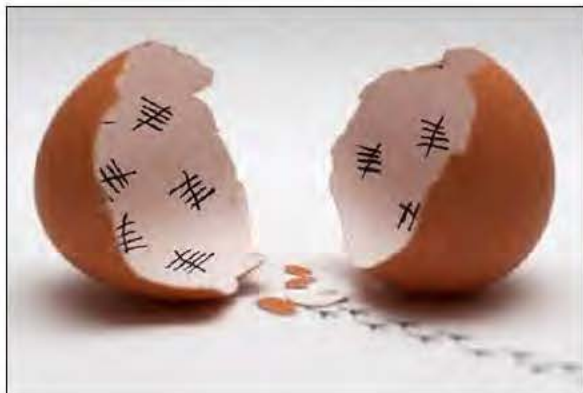
Network printers and copiers Your laptop will require configuration to allow you to print from the new and re-located printers and copiers at the new building. OCIO plans to automate the majority of these printer installations. However, It will take some time before everyone is connected to all of the printers they will ultimately be able to use.

Fax services A new online fax service has replaced the old physical fax machines. This service delivers office faxes to group/shared mailboxes. As with anything new, your use of the service will improve with time and fine-tuning of the system. There will be a transition period while you learn how to use this new service.

Service desk support You may experience a delay in Service Desk response times during the move. The Service Desk will prioritize responses to problems and roving service teams will assist staff. However, we expect the sheer volume of HQ "move related" calls and support of Field users will tax the Service Desk for the first 2-3 weeks post-move.

Conference rooms OCIO developed a new Conference Room Reservation System for the new building. This new room reservation system will be available to you from Day 1, but your use of the system will become easier with online training and as the system is fine-tuned.

Scanners/barcode scanning New scanners have been installed at the new building and a revised barcode scanning system will provide Scan-to-Email, Scan-to-Network and Scan-to-Fax services.



Three monitor display If you currently have 2 external monitors and want to use 3 monitors (2 external monitors plus your laptop monitor), additional hardware may be required. Please contact the Service Desk if you want to use this option.

Work at the new building continues

Work continues to progress at the NLRB's new Headquarters building. Glass walls continue to go up and carpet installation is progressing. Millwork and stone tile is being installed in the elevator lobbies. Door and wood paneling installation continues.

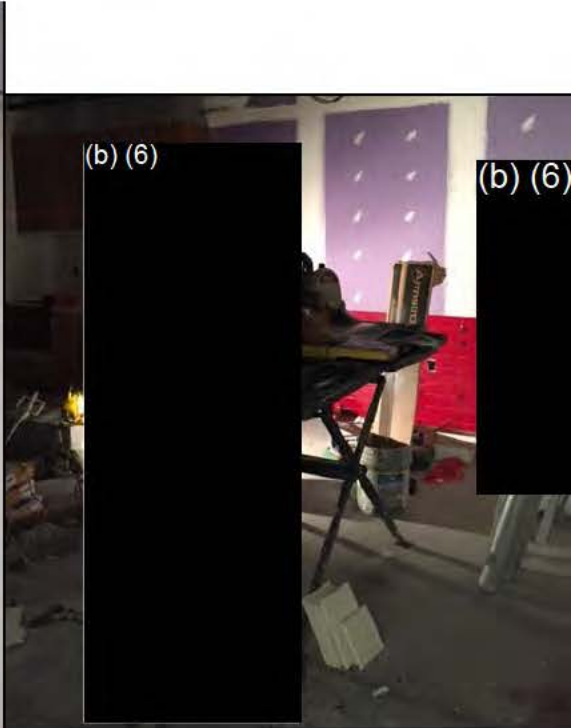


Above: stone tile being installed in an elevator lobby

Top right: stone tile has been completed on these two walls

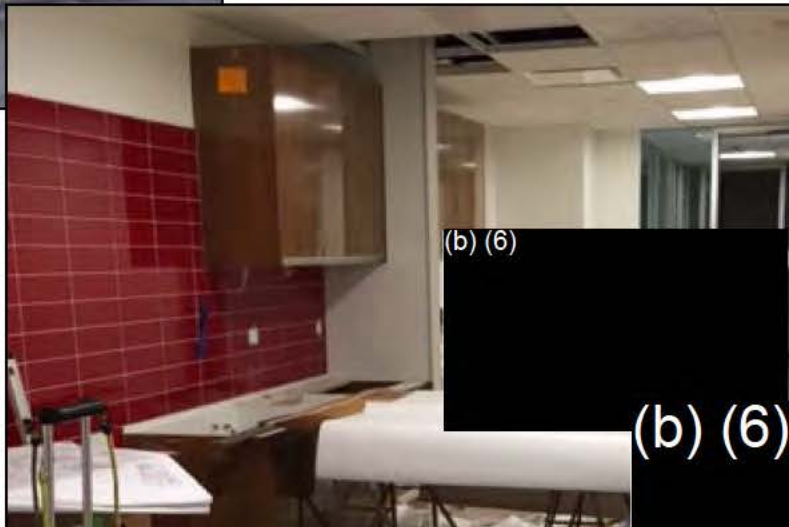
Middle right: close up of stone tile

Bottom right: wood paneling



Breakrooms

Work continues on the breakrooms. Cabinets are in place. Tile is being cut and set. Glass walls and doors are being installed for the breakrooms.



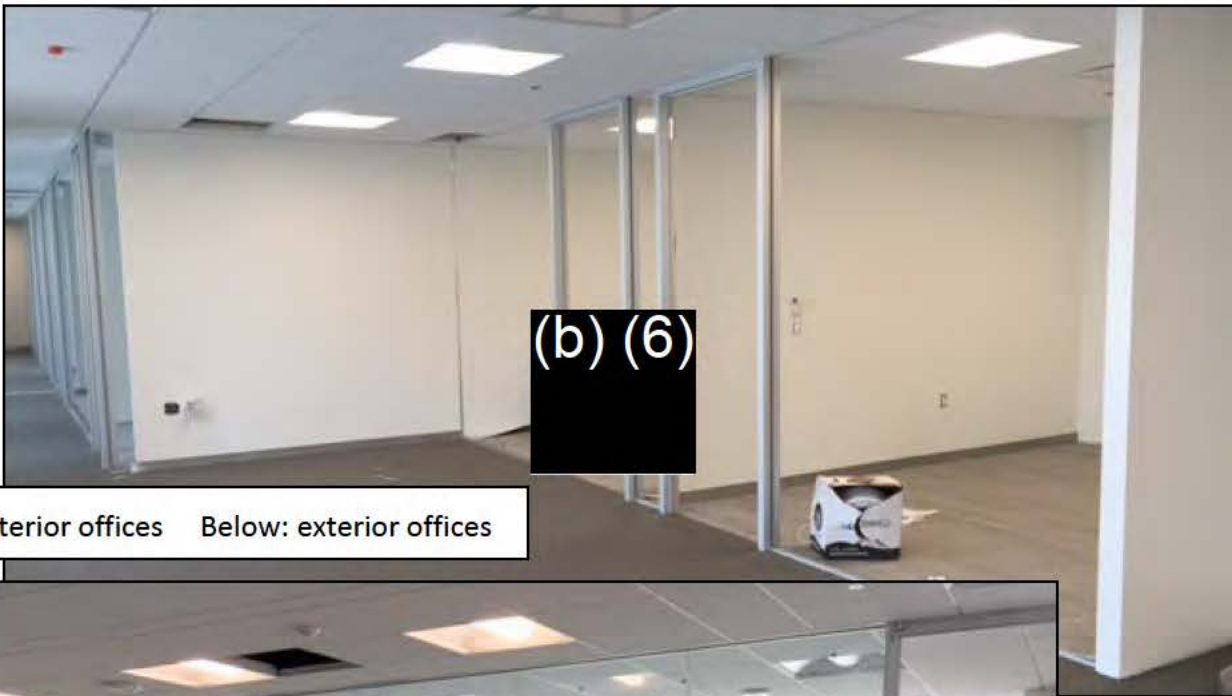


Above: This long room will have breakroom cabinets and appliances on one side (to the left) and copy machines on the other side (to the right). Below right: Breakroom refrigerators have arrived.





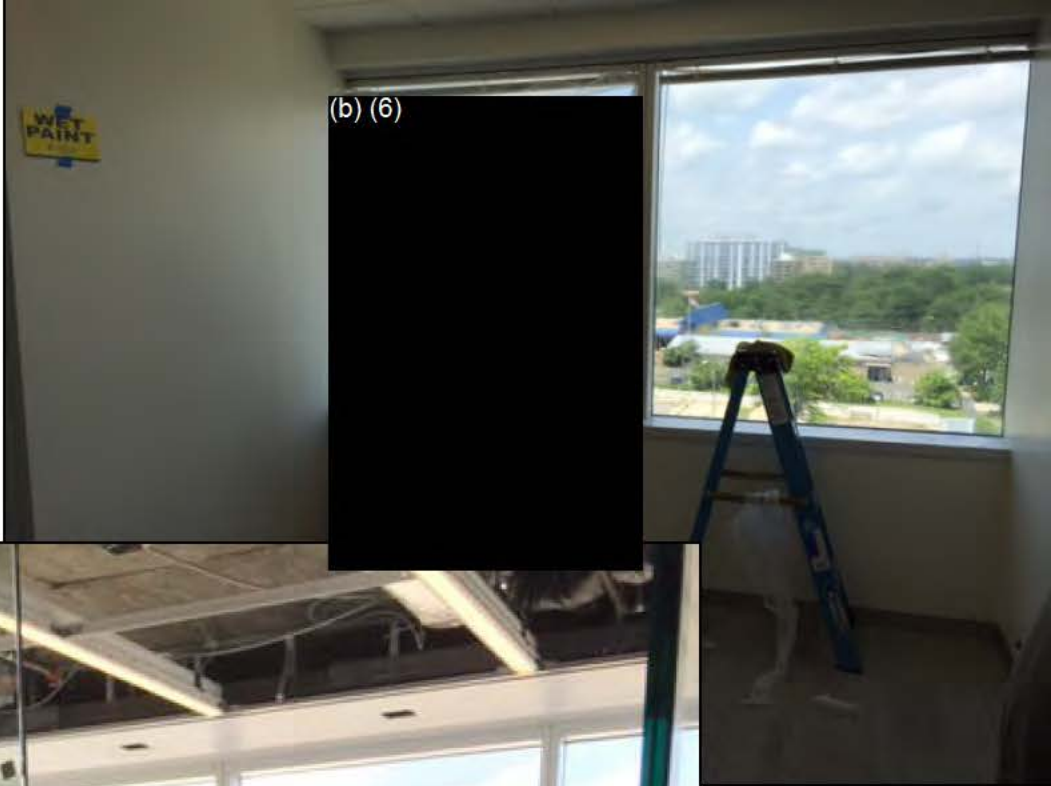
Above: Glass doors have been installed on conference rooms. Wood doors will be installed on offices.



Right: interior offices Below: exterior offices



Multiple views out of
our new (and newly
cleaned!) windows.



HQ RELOCATION

July 6, 2015

National Labor Relations Board



Welcome to our new home – the Capitol Riverfront

The Capitol Riverfront features 1.5 miles of river frontage stretching north to the U.S. Capitol. Prominent landmarks in the Riverfront include the U.S. Navy Yard, the U.S. Department of Transportation Headquarters, Nationals Park, Half Street entertainment district, and The Yards.

Historically the Capitol Riverfront was anchored by the Washington Navy Yard, the longest continually operating naval facility in the country. From the 19th Century until the end of WWII, the riverfront was a lively wharf with vibrant commercial districts, streetcars, and a riverfront residential community. After WWII, the Washington Navy Yard reduced its operations, which slowed the area's economic activity and around the same time, the elevated portion of the SE-SW Freeway was completed, creating a physical barrier between Capitol Hill and the River.

A 1995 Base Realignment and Closure (BRAC) decision to consolidate NAVSEA operations to the Navy Yard refocused attention on the Capitol Riverfront. The Capitol Riverfront also benefited from significant public and private sector investments due in large part to a 2003 initiative to clean up and develop the Anacostia River's waterfront area. The Capitol Riverfront neighborhood is now a vibrant new mixed-use community and riverfront destination.

Looking for things to do?

You're in luck! There's lots to do here!

Capitol Riverfront Monthly Calendar of Events – There's a huge variety of activities in the area, including yoga, fitness classes, food festivals and more!

<http://www.capitolriverfront.org/calendar>

Summer Fitness Classes started May 19 – The Capitol Riverfront BID and partners VIDA Fitness and DC BFIT are hosting a series of summer workouts and exercise classes in Yards Park and Canal Park from May 19th through September 12th.

The fitness classes are free and open to the public and are offered Monday through Saturday, with a special family fitness class one Sunday per month. The following classes can be enjoyed throughout the summer:

Monday: 6:30 pm High Energy class in Canal Park from DC BFIT

Tuesday: 7:00 pm Vinyasa Yoga in Yards Park from VIDA Fitness

Wednesday: 6:30 am Yoga class in Canal Park;
6:30pm High Energy class in Yards Park from DC BFIT

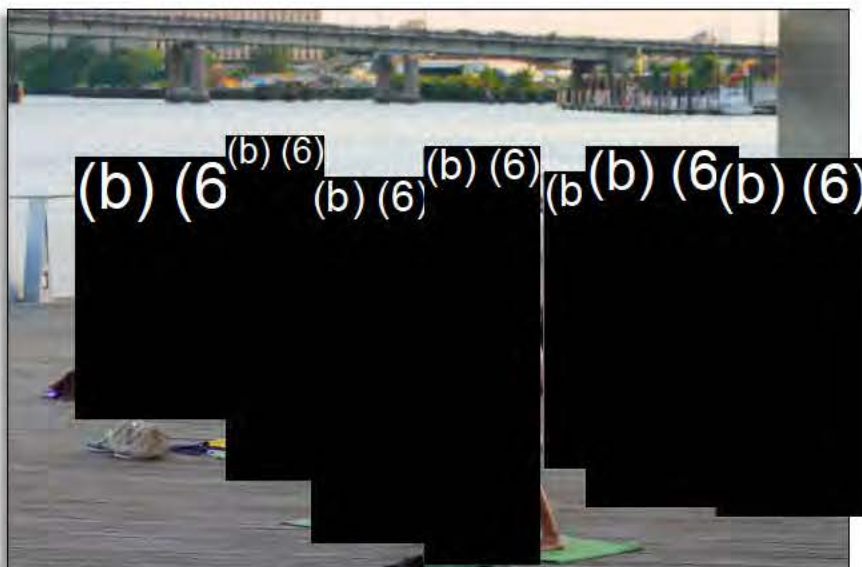
Thursday: 7:00 pm Zumba in Yards Park from VIDA Fitness

Friday: 6:30 am High Energy class in Yards Park from DC BFIT

Saturday: 8:30 am Boot Camp in Yards Park from DC BFIT

3rd Sunday of each month: 1:30 pm Family Fitness in Canal Park from DC BFIT

Mark your calendar for everyday fitness on the Riverfront!



Capitol Riverfront Movies in the Park

See the stars beneath the stars! The Capitol Riverfront's Thursday Night Movies returns to Canal Park from June through August. This year's lineup was selected or inspired by public demand, and celebrates characters whose decisions shape the world, space, and time! The movie starts at sundown, but you are invited to come early around 7:00 pm, bring a picnic, and enjoy the show!

July 9: **Bring It On**

July 16: **LEGO Movie**

July 23: **Willy Wonka &
The Chocolate Factory**

July 30: **Big Hero 6**

August 6: **Pitch Perfect**

August 13: **The Goonies**

August 20: **Guardians of the Galaxy**

August 27: **To Kill A Mockingbird**

September 3: **The Sound of Music**



Friday Night Concert Series

The Friday Night Concert Series at the Yards Park returns for its fifth year, starting at 6:30 pm each week. The schedule of musical acts:

July 10: **Hand Painted Swinger**

July 17: **Wesley Spangler**

July 24: **Justin Trawick**

July 31: **White Ford Bronco**

August 7: **Morrison Brothers**

August 14: **Jeff From Accounting**

August 21: **Lloyd Dobler Effect**

August 28: **Special Guest TBA in August!**

September 4: **Crowded Streets**

September 11: **Sara Gray**



Farmer's Market!

Were you afraid you'd miss the Farmers Market from the old building? There's one here too!

Department of Transportation Farmers Market – Third and M Streets SE
Tuesdays 10:00 am to 2:00 pm, May 5th - Nov. 24th



FREE-RANGE
BROWN
EGGS
HORMONE-FREE
\$4.99 / DOZEN
+ 2.25 / HALF-DOZ





Sign up now for the new Fitness Center!

If you would like to have access to the Fitness Center at the new building, you will need to fill out and sign an "Agreement for Tenant Use of Fitness Facility." A full copy of the agreement can be found at the end of this newsletter. **There is no cost for you to use the new Fitness Center.**

You need to sign pages 4 and 6 of the agreement (page 4 also needs to be signed by a witness). Your supervisor or office manager needs to sign page 5 to attest that you are indeed an NLRB employee. Be sure to also initial the bottom right corner of every page of the agreement.

After you have completely filled out and signed the agreement, you can either give it to (b) (6), the building manager at the new building, or scan the signed document and email it to (b) (6) @dtz.com. Once (b) (6) receives your signed agreement (b) (6) will program your Kastle card to give you access to the Fitness Center. The Fitness Center is located on the 1st Floor to the right of the guard's desk.

After your workout? Ice cream!

Ice Cream Jubilee

Since opening Ice Cream Jubilee in the Capitol Riverfront last year, entrepreneur Victoria Lai has quickly established her scoop shop as one of DC's best. Voted best ice cream shop by *Washingtonian Magazine* and *Washington City Paper* readers, Ice Cream Jubilee offers creative flavors like Caramel Popcorn and Thai Iced Tea along side childhood classics Bold Vanilla and Chocolate Chocolate.

Ice Cream Jubilee is located in the Lumber Shed Building at 301 Water Street, SE. Stop in this summer for a refreshing scoop of delicious ice cream!



HQ RELOCATION

The first issue of the HQ Relocation newsletter was sent out on Monday, April 13, 2015. Since that time, we have all worked hard to purge, pack and prepare for this move all while still doing our regular jobs, and **everyone's efforts have been phenomenal!**

It has been 12 weeks since the first newsletter, and here we are now in the new building. This is the 15th newsletter and the last. We hope it's been helpful! Below is the content from the second newsletter that issued on April 20, 2015 covering restaurants and shops in the area. Now that we are actually in the new building this should be worth revisiting!

Thanks to everyone who has helped with content for the newsletter along the way. A big thank you to Jared Cantor and Dave Berry for their ideas for this final issue celebrating the many things to do in our new neighborhood. (FYI – Jared also reports that Buffalo Wild Wings will be opening nearby soon too!).

As the move to the new Headquarters approaches, people may be wondering what will be in the area near the new building. Here is a sample of some of the shops and restaurants that will be in our new neighborhood.

1 block away:

The Big Stick is a rustic, lodge-themed restaurant & sports bar serving a menu featuring specialty sausages, sandwiches and salads.



In the building:

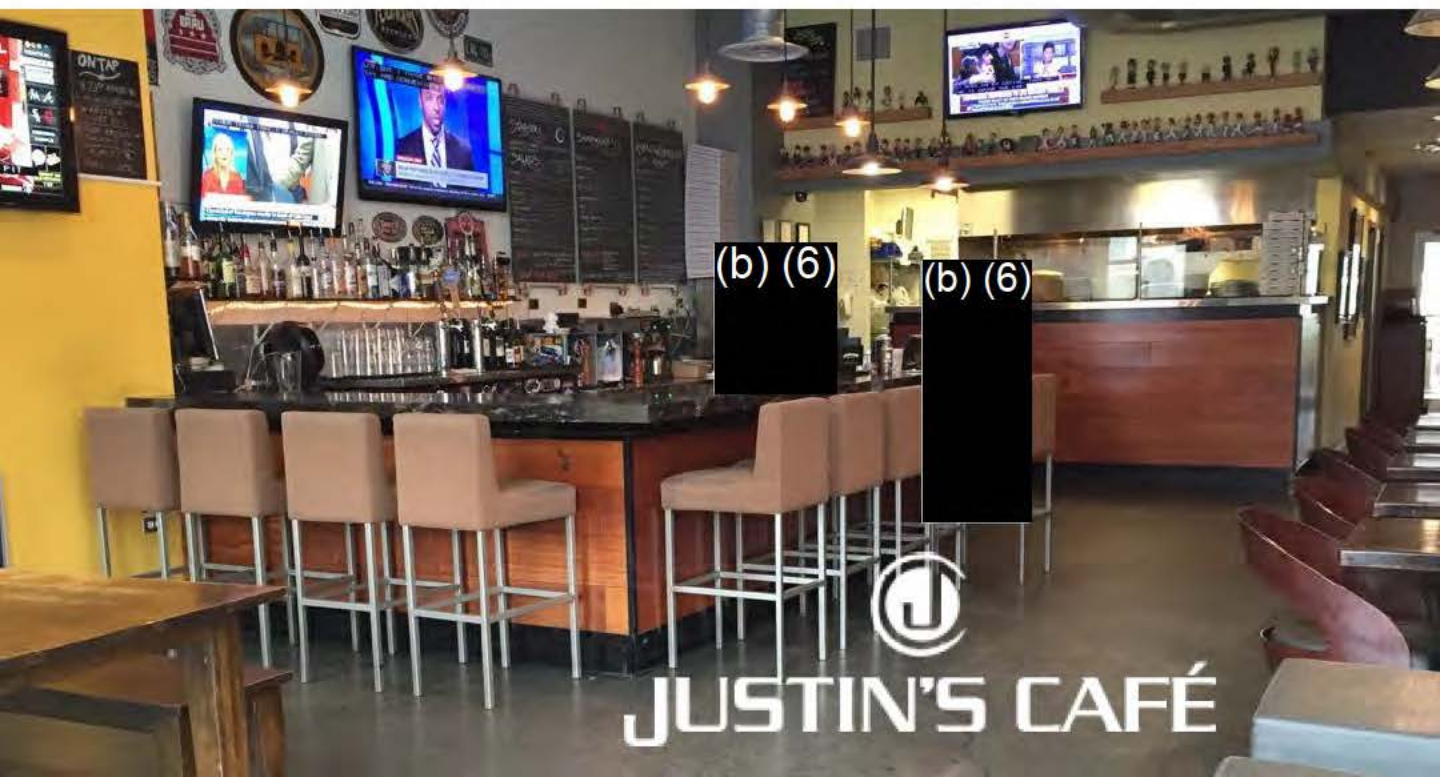


Bonchon serves Korean-style chicken along with other Korean specialties.



Nearby:

Justin's Café serves salads, sandwiches and Neapolitan pizza.



In the neighborhood:

Gordon Biersch brewery restaurant serves “sophisticated food and authentic German lagers.”



Willie's

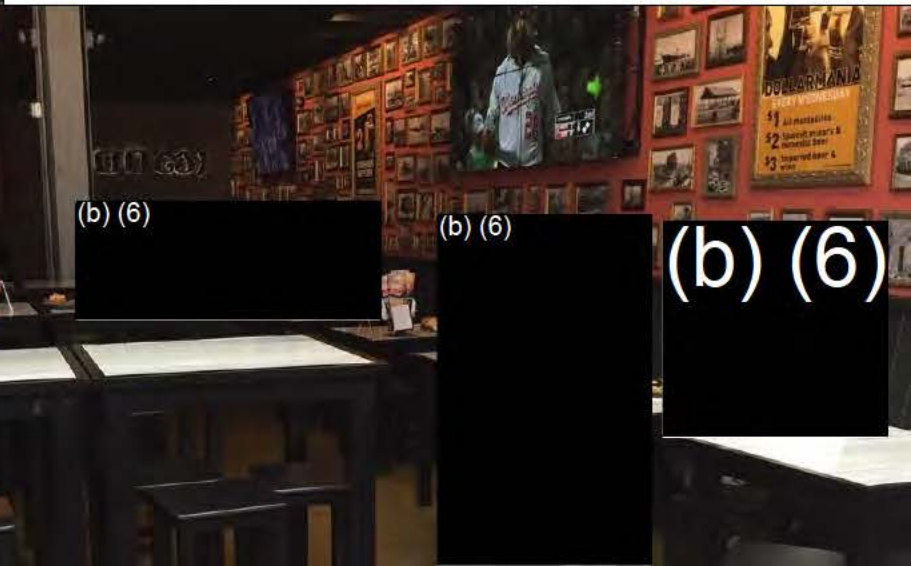
“brew + que” is a barbeque restaurant that serves both barbequed meat and tofu.

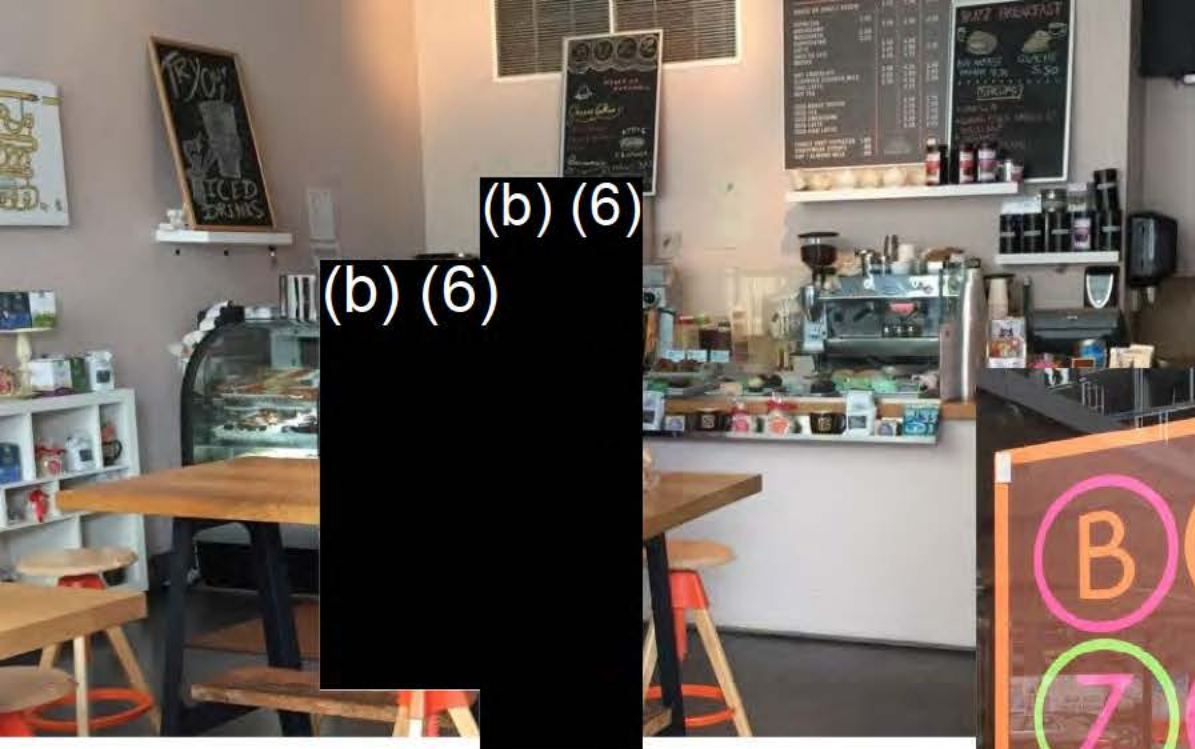


Nando's Peri-Peri
is famous for its
flame grilled
Peri-Peri chicken.



100 Montaditos is a
Spanish restaurant chain
that specializes in tapas-
sized (i.e. small) sandwiches
with interesting fillings.





Buzz Bakery Coffee & Lounge offers a full-service bakery and coffee shop. Cakes, pies, cupcakes, cookies, chocolates and more.



Salads!



Korean Tacos!



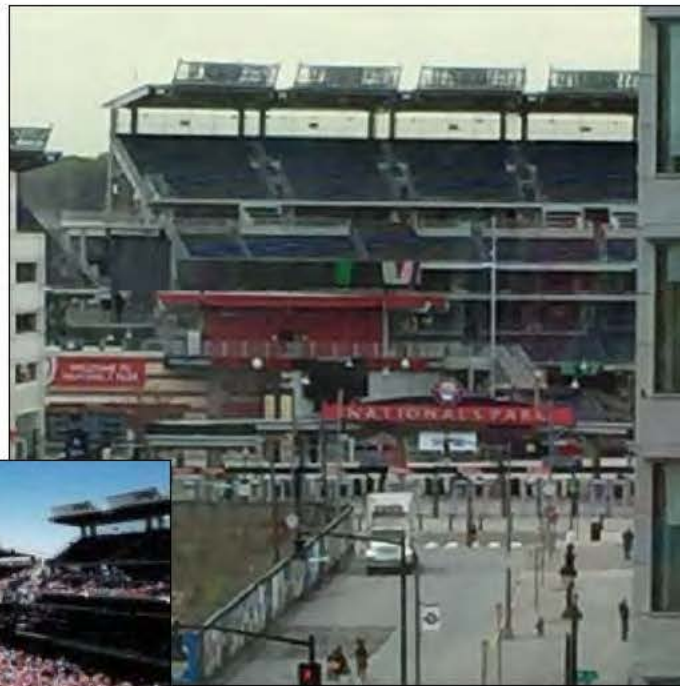
Etc.!



Last but not least . . .

Nationals Park

Big league baseball and all of the excitement it brings will be only a few block away!



View from the new building



Save The Date !

2nd Annual NLRB Night at the Ballpark

Friday, September 18

Washington Nationals vs. Miami Marlins



AGREEMENT FOR TENANT USE OF FITNESS FACILITY

IN CONSIDERATION of being permitted to utilize the 1015 Half Street Fitness Facility (hereafter "Fitness Facility") for the purpose of using the exercise equipment located therein and health related facilities and services, I agree, on behalf of myself, my personal representatives, assigns, heirs, and next of kin, to the following:

1. I HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT TO NOT SUE the owners of the Fitness Facility (the "Owners"), their agents, employees, contractors and all other personnel providing services on the premises, (individually and collectively referred to as the "Released Parties"), from any and all liability to me, my personal representatives, assigns, heirs, and next of kin for any and all claims, demands, obligations, losses, expenses, costs or damages on account of injury to me or my death, or damage to or loss of or to any of my property, at any time now or in the future, arising out of the use of the Fitness Facility or while I am in the Fitness Facility premises from any cause whatsoever (individually and collectively, the "Released Matters"). I voluntarily and knowingly assume the risk of all such injury, death, damage, expense, claim or loss.
2. I HEREBY AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS AND DEFEND (with counsel agreed to by the Released Parties), the Released Parties, and each of them, from any and all claims, demands, obligations, losses, liability, obligations, damages, costs or expenses, including but not limited to attorneys' fees, which the Released Parties may incur related to any Released Matters. I HEREBY INDEMNIFY, RELEASE AND HOLD HARMLESS THE RELEASED PARTIES FROM ANY CLAIM OR LAWSUIT BY ME, MY FAMILY, ESTATE, HEIRS OR ASSIGNS, ARISING OUT OF OR RELATING TO MY USE OF THE FITNESS FACILITY OR ANY EQUIPMENT THEREIN, INCLUDING BUT NOT LIMITED TO CLAIMS FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH.
3. I expressly agree that the foregoing release, discharge, covenant not to sue, waiver and indemnity is intended to be as broad and inclusive as is permitted by the laws of the District of Columbia.
4. I expressly acknowledge and agree that any personal trainers on the premises of the Fitness Facility are a separate and distinct entity from the herein-stated Released Parties and are not supervised in any way by Owners, and I understand and agree that the Released Parties are not liable or responsible in any way for the actions of such personal trainers.
5. I agree that use of the Fitness Facility is permitted solely under the terms of this agreement and in consideration of mutual promises and releases made herein. I understand and agree that the Fitness Facility and its facilities are separate and distinct from the related services and related facilities which are provided to me as a tenant or any employee of a tenant of the 1015 Half Street building, and are separate and distinct from the services and facilities which are contained under my or my employer's lease agreement and which are compensated for through the rent paid under any lease for the building. I agree

that I may be a member of the Fitness Facility only while I am a tenant (or employee of a tenant) at 1015 Half Street, and that my membership, if not earlier terminated, shall terminate immediately upon my leaving 1015 Half Street as a tenant or employee of a tenant. I understand and agree that the Owners and their agents, in their sole discretion, may change the hours of operation, the equipment, the facilities and services provided, or any other aspect of the Fitness Facility, including its continued operation, without any liability therefore and without any reduction or set off against the rent which I or my employer pays under a separate lease agreement.

6. I promise to comply with the following regulations, and any amendments thereto and additional regulations established by the Released Parties in the future from time-to-time governing the use of the Fitness Facility, and I understand and agree that the Released Parties have the right, at their sole discretion, to establish any rules, regulations or policies which they determine are useful and I promise I will comply with such rules, regulations or policies:
 - A. Only authorized tenants or employees of tenants who have executed an Agreement for Tenant Use of 1015 Half Street Fitness Facility for the use of the facility (hereafter "Members") may use the Fitness Facility. NO MEMBER SHALL ADMIT, BRING OR PERMIT ANY GUEST, CHILDREN OR VISITORS TO COME INTO OR USE THE FITNESS FACILITY, AND SUCH VIOLATION SHALL RESULT IN IMMEDIATE TERMINATION OF THIS AGREEMENT WITH THE MEMBER.
 - B. Each Member shall be liable for any property damage and or personal injury at the Fitness Facility caused by the Member. It shall be the obligation of the Member to pay for any costs related to such damage or injury upon presentation of an invoice therefor.
 - C. Members shall advise the Released Parties of any and all problems regarding the maintenance of exercise equipment and any other part or aspect of the Fitness Facility in which a Member observes a problem. Released Parties, however shall assume no liability for any repair or maintenance of the exercise equipment or the facilities, and Members assume complete risk of the use of the equipment and facilities in the Fitness Facility.
 - D. Members shall review and follow all posted instructions regarding the operation of all equipment and the facilities.
 - E. The Fitness Facility and the Released Parties shall not be responsible to Members for articles lost or stolen in the Fitness Facility or lockers, or for loss or damage to any other property.

- F. The Released Parties reserve the right to close the Fitness Facility to Members if the number of people using the Fitness Facility exceeds the capacity of the facility. In addition, the Released Parties reserve the right to modify or close the Fitness Facility to Members without prior notice at any time, as deemed desirable by the Released Parties from time-to-time.
7. I understand that using the Fitness Facility may be inherently dangerous. I acknowledge and assume the risk of all activities that I voluntarily choose to participate in at the Fitness Facility.
8. I acknowledge that I should seek advice from qualified medical authorities for an assessment of my physical condition prior to engaging in any activity at the Fitness Facility. I agree that it is my continuing obligation to monitor my physical condition and discontinue use of the Fitness Facility if I or my physician determines that it is not in my best interest to continue using the Fitness Facility. I further warrant the following statements are true and correct, and understand that the Released Parties have relied on these statements as a condition precedent to giving me permission to enter and use the Fitness Facility:
- A. No oral representation, statements, or inducements apart from the foregoing written Agreement have been made;
- B. I am 18 or more years of age;
- C. I am in a good condition of health and am able to use the exercise equipment contained within the Fitness Facility without restriction. I warrant and represent that I have no disability, impairment or ailment preventing me from engaging in active or passive exercise or that will be detrimental to my health, safety or physical condition if I do so engage or participate. I agree that the Fitness Facility and the Released Parties assume no responsibility for any injury or illness caused by any physical condition I may have whether known or unknown to me. I shall not use the Fitness Facility facilities if I am under any physician's care without express approval of my physician and the Released Parties. I EXPRESSLY AGREE THAT IF I HAVE ANY REASON TO BELIEVE I HAVE A PHYSICAL IMPEDIMENT TO AN EXERCISE THEN I WILL NOT UNDERTAKE SUCH EXERCISE WITHOUT FIRST HAVING A PHYSICIAN REVIEW SUCH EXERCISE. (The Fitness Facility recommends that all Members obtain physical examinations prior to using the facility. Those Members who have a previous history of cardiovascular disease or related health illnesses are especially urged to obtain such examinations.) I understand that there is no staff on site at the Fitness Facility and no member of the building staff has had any training that would qualify them to dispense medical advice or prescribe treatment, and I acknowledge that no such representation has been made.

- D. I assume full responsibility and risk of bodily injury, death, or property damage or loss due to or as a result of any occurrence or circumstance while using the Fitness Facility or the exercise equipment or any other equipment located in the Fitness Facility.
- E. This Agreement may be modified only by an instrument in writing, signed by the Member and a duly authorized representative of the Owners. Any agreements with the Member which are not set forth in this agreement, or in a written amendment as aforesaid, shall not be valid and any oral agreements or oral changes to this agreement shall not be valid.
- F. This Agreement is granted in exchange for valuable consideration and is legally binding upon myself, my heirs, successors and assigns. I acknowledge that I am of sound mind and that I have fully read and understand the contents of this Agreement and that I enter into it of my own free will. I HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND SIGN IT VOLUNTARILY.
- G. This Agreement is binding on me without the necessity of the Owners' signature appearing on it.

IN WITNESS WHEREOF, this Agreement for Tenant Use of 1015 Half Street Fitness Facility is executed
on this _____ day of _____, 20____.

WITNESS BY:

MEMBER SIGNATURE:

Printed Name _____

Kastle Key # _____

Male _____ Female _____

Certification of Tenant

The undersigned authorized Office Manager or representative of tenant certifies that a) the Member named herein is an employee of _____, b) is employed at 1015 Half Street, SE, and c) is approved for membership in the Fitness Facility.

AUTHORIZED TENANT SIGNATURE _____

Printed Name _____

FITNESS FACILITY RULES & REGULATIONS

- To ensure a comfortable atmosphere for everyone, please be courteous and respectful to others. No abusive or provocative language.
- Members must wear appropriate attire inclusive of shirt or top, shorts and or pants, and appropriate shoes (neither street shoes or black-soled shoes of any kind are permitted, with the exception of black-soled running shoes).
- No bare feet allowed outside of locker/shower rooms.
- During peak hours (or while others are waiting), limit your time on the treadmill, stationary cycle, etc. to 30 minutes.
- Wipe down each piece of equipment for the next user.
- Do not drop weights. Equipment must be handled with care.
- Return weights/mats to proper area.
- All towels that are property of the building must remain in the Fitness Facility.
- Please dispose of used towels in bins located in the locker rooms.
- Please pick up your towels, water bottles, newspaper and magazines.
- Any property of the Fitness Facility shall not be removed for the fitness area for any reason.
- Members may use a locker, based on availability. All property must be removed from lockers immediately following workouts. Those in violation are subject to removal.
- Changing into exercise attire must be done in the locker/shower room
- Doors shall not be propped open.
- Members shall pay for any loss or damage to property for which they are responsible.
- Members are fully responsible for personal items that are lost, stolen, or damaged at the Fitness Facility.
- Members shall not bring any food into the fitness club at any time. Beverages consumed during workout must be in a container with a lid. Member must clean any spills immediately.
- **Smoking is NOT permitted in the entire building.**

Please note that any Member who disregards and/or breaks the Rules & Regulations of the Fitness Center will have all building amenity privileges revoked, including but not limited to the Fitness Center and the Rooftop Terrace, indefinitely.

By signing below, Member has read and agreed to the Rules & Regulations of the Fitness Center above.

MEMBER SIGNATURE: _____

Printed Name: _____ Date: _____



HQ NEWSLETTER

August 24, 2015

National Labor Relations Board

Settling in?

We're here, we're (mostly) unpacked, and we now have phones. Things are getting back to normal.

So where is the rest of our furniture?

Prior to the move, people in private offices were given a selection of extra furniture pieces to choose from for their new offices. Once we moved into our new space, however, some people decided they really didn't need the extra furniture and opted out. This was fine because we hadn't yet been able to order the additional furniture pieces, so cancellations were not a problem. But some people still want/need the additional pieces.

So when will we get it?

We're not sure. Our previous understanding about GSA acquisition of these additional furniture pieces has hit a major snag. We are trying to ensure that we will get good quality furniture pieces that will match in size and color (as closely as possible) with the pieces that we already have in the offices.

What?!?

Yes, we agree that this shouldn't be so difficult, and we really wish it wasn't. Unfortunately, the current state of our discussions with GSA require our Agency heads to communicate with the GSA Administrator. We hope there will be a successful and timely resolution. However, please be advised that it doesn't appear likely that the additional furniture will be ordered and arrive any time before October, at the earliest. We are very sorry about this as we know that some people cannot fully unpack until the additional furniture arrives. We are doing our best to get quality products of the right size and color ordered as expeditiously as possible and we will keep you posted on our progress as we go forward.

New phone system

OCIO has now rolled out Skype for Business (SfB) to all employees in HQ. OCIO is still working to set up all of the conference rooms.



Making calls with the new phone system



You can make or receive a call using your laptop, with or without a phone device. To do this, click the SfB icon (at left) on your computer.



Making a call:

Click the "dot pattern" in the window that pops up when you open SfB. This will give you a dial pad. You can use the dial pad to dial the number you are calling.

Or type the person's name in the "Find someone or dial a number" line. Then click "Call."

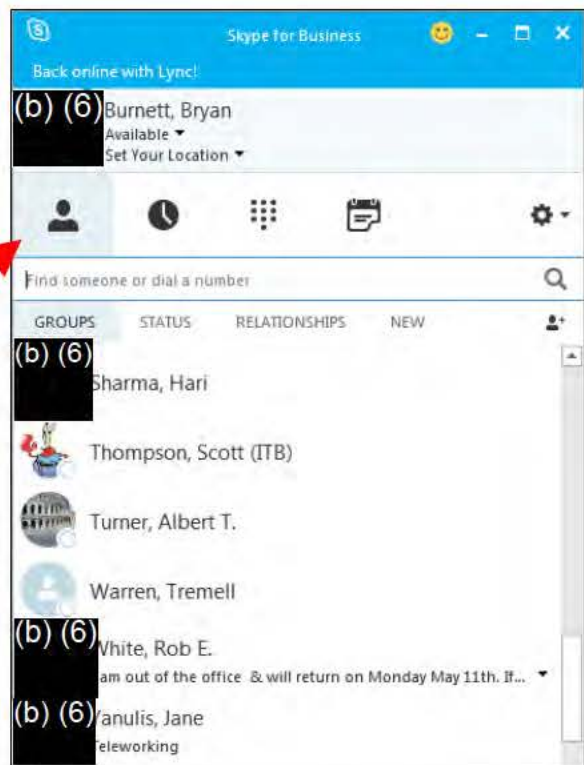
You can talk using your computer's speakers or a phone device.

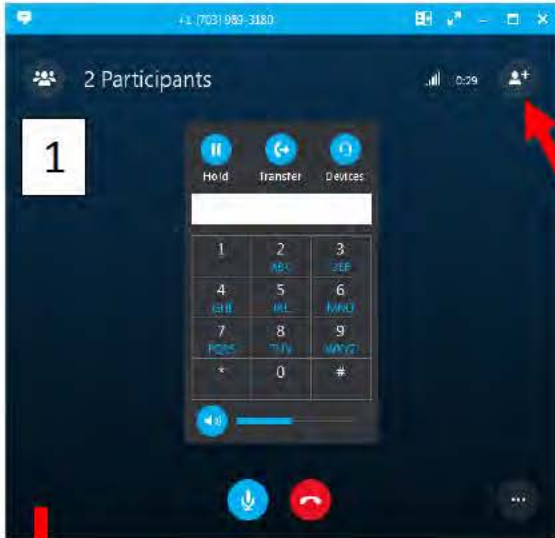
Using Contacts to make calls:

Click on the silhouette of a person. This shows you your Contacts.

Click on a person's name under Contacts to call them, like you would on a smartphone.

To add people to your Contacts list, please see this instructional video: [Adding Contacts in SfB](#)





Conference calls:

Multiple people can be added to a call.

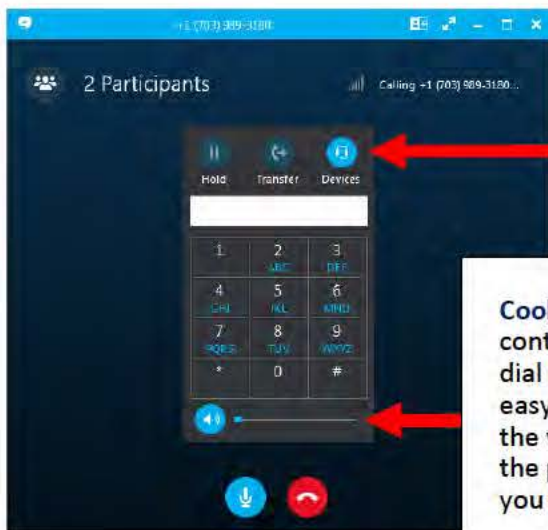
Call the first person, then:

1. Click the silhouette figure in the upper right with the + sign by it.
2. A pop-up window allows you to invite the next person, either from a Contact list or by typing in a name or phone number.
3. You can continue adding participants to the call in this way.

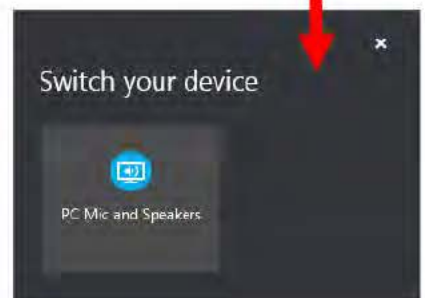


Switching phone devices during a call:

While on a call, you can click the "Devices" button. A pop-up window will show you your currently connected phone devices. Click on the device you would like to use.



Cool tip: Note the volume control under the dial pad. This is an easy way to adjust the volume of the phone device you are using.



Getting the most out of SfB

We all realize there is much to learn to fully use the many features of our new unified communications system. Part of that process will involve the OCIO “walking around” and assisting staff. Part will be the subject matter experts who will surface in most offices – we’re talking to you, JC, JR, BS, and soon to be others. Your active involvement in learning the SfB system will yield great results. To help get you there, the OCIO has provided **online training**, which can be accessed [here](#).

Training topics include:

Beginner Training:

- Set up & test Skype for Business Audio
- Make and Receive a Video Call
- Add a Contact
- Send an Instant Message (IM)
- Change your Skype for Business Picture

Intermediate Training:

- Quick Start Guide – Meetings
- Quick Start Guide – Video
- Quick Start Guide – Sharing and Collaboration
- Join a Meeting
- Tips and Tricks for Running More Effective Meetings

Advanced Training: Skype for Business Step-by-Step



2nd Annual NLRB Night at the Ballpark

Friday, September 18th

Washington Nationals vs. Miami Marlins

Tickets are \$20 and include a drink (water, soda or beer)

Pay for your tickets by **August 28th**!

For tickets, contact:

Mark Arbesfeld 273-0600

Amy Bryant 273-1922

Bryan Burnett 273-2555

Daniel Dalio 273-4185

Ray Hankins 273-3790

Mark Kalaris 208-3076

Bob Schiff 273-1735

Joan Sullivan 273-3742





Help Us Knockout Hunger in the Washington Metro Area

by donating non-perishable items

Back by popular demand - this year's Campaign includes:

- 🍅 Silent Auction
- 🍅 Bake Sale
- 🍅 Wednesday Wakeup (breakfast)
- 🍅 Thirsty Thursday (beverages)

and

THE ULTIMATE BATTLE OF THE OFFICES *

*(The Office of the Executive Secretary has won the **Battle of the Offices** for the last several years. But this year the OES has graciously agreed to run the campaign AND bow out of this year's competition, so **this is your office's CHANCE TO WIN!**)

Watch your email for information about upcoming events!

Questions? Contact Gary Shinnors or Farah Qureshi



feds **feed** families



Most Wanted Items

High Fiber, Low Sugar, Low Sodium



**Canned Tuna,
Salmon, or
Chicken**



Pasta and Rice
whole wheat



Canned Fruits
in light syrup or its
own juices



Hot and Cold Cereal
oatmeal, cheerios, corn-
flakes, raisin bran



Pasta Sauce



**Canned or Dry
Beans**



Peanut Butter

Toiletries are also appreciated:

Shampoo • Conditioner
Brushes • Combs • Soap
Toothpaste • Toothbrushes
Dental floss • Deodorant



Canned Vegetables
low sodium, no salt added



New in the Neighborhood

Don't forget to check out the "New in the Neighborhood" chat room on the intranet. There's lots of up-to-date information about the area, including deals, restaurants, special events, things to do, parking, what's coming soon, etc.

Be sure to check back regularly, and post to let your colleagues know about what's new!

It's on the "rotator" on the home page of the Insider, and can also be reached [here](#).

Just a sampling of what's online . . .

- **Scarlet Oak** has opened nearby for lunch, dinner and happy hour! (below left)
- **Harris Teeter** daily deli specials + order ahead!
- Restaurant "**Due South**" coming to the Lumber Shed
- \$1 sandwiches at **100 Montaditos** on Wednesdays
- **Buffalo Wild Wings** starting construction
- **Café** at BAE Systems building (below)



From: [Crayton, Troy](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: Headquarters Relocation Project Update (6/2/14)
Date: Monday, June 2, 2014 3:47:05 PM

All,

Following negotiations with the PA and NLRBU, as well as close consultations with the General Services Administration (GSA), WDG Architecture, and Agency management, the Facilities and Property Branch is happy to announce the layout and design of the new Headquarters office space is nearing completion. The space design was primarily based on the GSA Workplace Recommendation Report; however, due to a number of architectural design challenges arising from the shape of the building and the large number of structural columns located throughout the facility, revisions to the original recommended layout were required. Nonetheless, we worked diligently to complete a thorough assessment of all space requirements for Divisional work spaces and support areas to include conference rooms, reception areas, break rooms, storage rooms, file rooms, as well as privacy requirements specific to our business processes and procedures. The final space design and an updated project schedule will be posted on the Total Workplace Solutions webpage by the end of this week.

The next step in the project is to work closely with the GSA Project Management Team and WDG Architecture to complete the Design Intent Drawings (DIDs). DIDs provide detailed specifications for the electrical, mechanical, audio visual, telecommunications, security, and furniture requirements for each room in the building. DIDs subsequently become the Construction Drawings (CDs) and are scheduled to be completed in October 2014. In light of the late finalization of the lease for the new building, as well as challenges encountered in the design process, the actual build-out and construction of the new space is now scheduled for November 2014 through April 2015. The physical move is currently scheduled to take place in May 2015.

Over the next few weeks the Facilities and Property Branch will offer employees pre-construction tours of the new building. On the designated tour days, participants should meet in the lobby no later than 8:55. The passenger minibus, which will be located on 14th St near the Brown Bag outdoor seating area, will depart promptly at 9:00. In addition, a nationally recognized design firm – Studios Architecture (www.studios.com) -- will be assisting Agency stakeholders with interior design decisions. Studios will provide examples of the office design we are striving to achieve, which will include modular furniture options, office technology, ergonomic considerations, and other amenities of our new workspace. Also, please continue to monitor the Total Workplace Solutions webpage on the NLRB homepage which will provide updated information on the space and neighborhood as we move through the Headquarters relocation project. (<http://insider.nlr.gov/facilities-property-branch/total-workplace-solutions>)

If you have any questions, please feel free to contact me. Questions may also be directed to your Space Advisory Committee Representative or union representative.

Thanks,

Troy Crayton
Chief, Facilities and Property Branch
National Labor Relations Board
1099 14th Street, NW, Suite 6100
Washington, DC 20005
Office: (202) 273-4045
Cell: (202) 560-9712

From: [Crayton, Troy](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: Headquarters Relocation Update - February 2015
Date: Thursday, February 19, 2015 7:14:41 AM

All,

The Facilities and Property Branch is pleased to announce that construction in the new Headquarters Facility is underway. The construction contract was awarded to DFS Construction Corporation (www.dfs-cc.com), which will serve as the Prime Contractor and will be teaming with WDG Architecture to complete the NLRB project. In 2011, DFS Construction was recognized by the Washington Business Journal as a Top 25 Interior Construction Company and we look forward to working with them. There are still a number of details to be worked out but we expect the General Services Administration (GSA), Federal Acquisitions Service (FAS), to award task orders for our furniture, Information Technology (IT) infrastructure, Security, and Audio/Visual requirements in the next few weeks. These vendors must join our project team as soon as possible so that all of the required materials can be ordered and received in a timely manner to ensure there is no delay to the overall project schedule. Construction is currently scheduled to be completed in the May/June timeframe.

CBS Radio Inc. is scheduled move its regional headquarters, including six local radio stations, to the Half Street location in the first week of March. The broadcaster signed a lease for 33,042 SF on the second floor of the 10-story building, as well as 3,000 SF on the building's ground floor for use as a performance studio. Washington's first Bon Chon Chicken is scheduled to open at the Half Street location in April. The popular Korean fried chicken restaurant chain will also include a sports bar and a large seating area for dining. The new building's fitness center is currently under construction and is scheduled to open in the March/April timeframe. Also, the building ownership is in negotiations with potential tenants for space on the 6th and 7th floors. Floors 8 thru 10 are still available.

Meanwhile, we have to do everything we can **NOW** to ensure we are prepared for the physical move of over 500 employees to the Half Street location. The key to a smooth office move is to break down the office relocation project into a series of simple tasks and checks to ensure that the office move is managed efficiently and effectively, from both a financial and operational perspective. We recently presented a comprehensive "Relocation Strategy" to the Headquarters Space Advisory Committee that detailed the actions required for a successful relocation effort. The schedule of move related activities is as follows.

- **Move Contract Award (April 1):** The contract for move services is scheduled to be awarded by April 1, 2015 and will include packing assistance for common areas such as file/supply rooms and libraries/reading rooms.
- **Warehouse Relocation to Landover (March 2 – April 15):** Begin to pack and relocate items from the concourse warehouse to the Landover warehouse in preparation for the HQ move.
- **Individual Office and Workstation Selections (April 1 -30):** Office and workstation selections should be conducted during this time period to allow Facilities and Property Branch to create a master from/to list required for the big move.
- **Packing of common areas (April 1 – May 15):** Areas affected will be all common area file rooms, supply rooms, case records, main library, and the small libraries/reading rooms located within the various divisions.
- **Physical relocation of recycles books and records (April 15- May 15):** This will affect only

the books and records that will be processed for recycling and records.

Please note that there will be a total of 14 sets of bound Board volumes located in the new facility. Further information on the disposition of our remaining Board volumes will be forthcoming in the next few weeks.

- **Phased closure of the Fitness Center (Beginning 1 May):** This will allow Facilities and Property Branch time to process excess fitness equipment.

- **Physical move of NLRB Employees (May/June):** The plan is to move approximately 100 employees per day until relocation is completed. The precise start date for this process remains to be determined.

It is extremely important for us to do a good "housecleaning job" so that obsolete material can be discarded now. It will take several weeks of dedicated activities to properly reduce the amount of unneeded materials prior to our move. We are asking all employees to immediately start the process of cleaning out their offices and dispose of everything you will not be taking to the new office. This clean out effort is one of many important aspects of the relocation process that can save the agency time and money by reducing the cost of packing and moving unnecessary items and the time needed to properly clean out the building after the move.

The Facilities and Property Branch is in the process of scheduling a series of All Hands Staff Meetings with each Division. These meetings are designed to provide additional guidance on the relocation process and address any special requirements your Division may have. We look forward to working with all of you and truly appreciate your cooperation during the upcoming transition to the new facility. If you have any questions, please feel free to contact me.

Thanks,

Troy Crayton

Chief, Facilities and Property Branch

National Labor Relations Board

1099 14th Street, NW, Suite 6100

Washington, DC 20005

Office: (202) 273-4045

Cell: (202) 560-9712

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation newsletter
Date: Tuesday, April 14, 2015 9:23:28 AM

All:

Please visit the **HQ Relocation Newsletter** on the Insider to see the progress being made at the new HQ building in D.C.!

[HQ Relocation Newsletter](#)

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nlr.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: FW: New HQ Relocation newsletter
Date: Monday, April 20, 2015 11:39:55 AM

Correction:

“The Big Stick” restaurant is not in the new building but rather about a block away toward Nationals Park. Thank you Jared Cantor and Jeremy Belin for catching this! :)

Thanks,

Roxanne Rothschild

Assistant General Counsel
National Labor Relations Board
1099 14th Street NW, Suite 10100, Washington, DC 20570
roxanne.rothschild@nrlb.gov | 202-273-3703

From: Rothschild, Roxanne L.
Sent: Monday, April 20, 2015 11:20 AM
To: ML-HQ-Everyone (R)
Subject: New HQ Relocation newsletter

All:

Please visit the new **HQ Relocation Newsletter** on the Insider to check out what’s in the area near the new HQ building!

[HQ Relocation newsletter 4/20/2015](#)

Thanks,

Roxanne Rothschild

Assistant General Counsel
National Labor Relations Board
1099 14th Street NW, Suite 10100, Washington, DC 20570
roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: New HQ Relocation newsletter
Date: Monday, April 20, 2015 11:20:04 AM

All:

Please visit the new **HQ Relocation Newsletter** on the Insider to check out what's in the area near the new HQ building!

[HQ Relocation newsletter 4/20/2015](#)

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlrb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: New HQ Relocation newsletter
Date: Monday, April 27, 2015 11:15:06 AM

All:

Please visit the latest **HQ Relocation Newsletter** on the Insider to see the newly equipped fitness center in the new Headquarters building!

[HQ Relocation Newsletter 4/27/2015](#)

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nlr.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: Next week is "Purge Campaign" week!
Date: Monday, May 4, 2015 4:26:43 PM
Attachments: [Purge Campaign poster.pdf](#)

All:

Next week is "Purge Campaign" week! In preparation for the upcoming relocation, this is the time for everyone to jump start (or resuscitate) their clean-up/clear out efforts. During the week of May 11-15, 2015, there will be four bins in the hallways by the elevators on the east and west side with the following designations:

1. Secure Shred Bin
2. Binders Only
3. Trash Only
4. Building recycling

Bins will be placed on floors 5, 8, 9, 10 and 11.

Please see the attached flyer for more information. If you have any questions, please contact Cecilia Penn-Diallo (cecilia.penn-diallo@nlrb.gov) or Chiquita Brazil (chiquita.brazil@nlrb.gov).

Thanks,

Roxanne Rothschild

Assistant General Counsel
National Labor Relations Board
1099 14th Street NW, Suite 10100, Washington, DC 20570
roxanne.rothschild@nlrb.gov | 202-273-3703

NLRB HQ Purge

Campaign



May 11 - 15, 2015
9 a.m. - 3 p.m.

Bins for secure shredding,
trash, binders and recyclables
will be located near the
elevators on each floor.

Questions?

Contact:

Cecilia Penn-Diallo • cecilia.penn-diallo@nlrb.gov

Chiquita Brazil • chiquita.brazil@nlrb.gov



From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: This week's HQ Relocation newsletter
Date: Monday, May 4, 2015 11:50:56 AM

All:

Please check out this week's **HQ Relocation newsletter** on the Insider. It addresses the burning question on everyone's mind – when are we going to move?!?

Plus a parking update for the new building – **please read and respond if you are considering purchasing a monthly parking contract at the new building.**

This week's newsletter can be found [here](#).

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nllrb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: FW: Next week is "Purge Campaign" week!
Date: Friday, May 8, 2015 3:58:32 PM
Attachments: [Purge Campaign poster.pdf](#)
[image002.jpg](#)

Don't forget that next week is the

Purge Campaign!

The Office of Inspector General has thrown down the gauntlet with their impressive Purge Campaign preparation (see pic below).

Can your office "out purge" the IG?!?

IMG_2160.JPG



From: Rothschild, Roxanne L.
Sent: Monday, May 04, 2015 4:27 PM
To: ML-HQ-Everyone (R)
Subject: Next week is "Purge Campaign" week!
All:

Next week is "Purge Campaign" week! In preparation for the upcoming relocation, this is the time for everyone to jump start (or resuscitate) their clean-up/clear out efforts. During the week of May 11-15, 2015, there will be four bins in the hallways by the elevators on the east and west side with the following designations:

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Please see the attached flyer for more information. If you have any questions, please contact Cecilia Penn-Diallo (cecilia.penn-diallo@nlrb.gov) or Chiquita Brazil (chiquita.brazil@nlrb.gov).

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nlrb.gov | 202-273-3703



NLRB HQ Purge

Campaign



May 11 - 15, 2015
9 a.m. - 3 p.m.

Bins for secure shredding,
trash, binders and recyclables
will be located near the
elevators on each floor.

Questions?

Contact:

Cecilia Penn-Diallo • cecilia.penn-diallo@nlrb.gov

Chiquita Brazil • chiquita.brazil@nlrb.gov



From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation newsletter 5/11/2015
Date: Monday, May 11, 2015 10:41:53 AM

The latest HQ Relocation newsletter is now available on the Insider.

This week's newsletter includes:

- Coming soon – “Unified Communications”!
- The winner of the glass wall film coating contest!
- And of course, more new building work progress pics! Including (drumroll please) . . . carpet!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: FW: HQ Relocation newsletter 5/11/2015
Date: Monday, May 11, 2015 11:15:03 AM
Attachments: [HQ RELOCATION newsletter 5-11-15.pdf](#)

FYI – the newsletter is # 2 on the Insider rotator on the home page. But it is also attached for your convenience.

Thanks,

Roxanne Rothschild

Assistant General Counsel
National Labor Relations Board
1099 14th Street NW, Suite 10100, Washington, DC 20570
roxanne.rothschild@nrlb.gov | 202-273-3703

From: Rothschild, Roxanne L.

Sent: Monday, May 11, 2015 10:42 AM

To: ML-HQ-Everyone (R)

Subject: HQ Relocation newsletter 5/11/2015

The latest HQ Relocation newsletter is now available on the Insider.

This week's newsletter includes:

- Coming soon – “Unified Communications”!
- The winner of the glass wall film coating contest!
- And of course, more new building work progress pics! Including (drumroll please) . . . carpet!

Thanks,

Roxanne Rothschild

Assistant General Counsel
National Labor Relations Board
1099 14th Street NW, Suite 10100, Washington, DC 20570
roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: This week's HQ Relocation newsletter
Date: Monday, May 18, 2015 11:41:00 AM
Attachments: [HQ RELOCATION newsletter 5-18-15.pdf](#)

Check out this week's HQ Relocation newsletter! (attached and available on the Insider)

A view from the top – pictures of the rooftop patio at the new building!

The new breakrooms are shaping up!

And of course, new building work progress pics!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation newsletter - 5/26/2015
Date: Tuesday, May 26, 2015 11:30:15 AM
Attachments: [HQ RELOCATION Newsletter 5-26-15.pdf](#)

The new HQ Relocation Newsletter is now available on the Insider.

In this week's newsletter:

The tentative move schedule!

Case Records is closing!

Parking update at the new building, including bike rack info!

New iPhone distribution!

And more . . . !

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation Newsletter - 6/1/2015
Date: Monday, June 1, 2015 2:16:31 PM
Attachments: [HQ RELOCATION Newsletter 6-1-15.pdf](#)

All:

This week's HQ Relocation newsletter is now available on the Insider.

In this issue:

Furniture for the new building has arrived!

Pre-move briefings

Water clubs – an update

New iPhones are coming!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: This week's HQ Relocation newsletter
Date: Monday, June 8, 2015 12:25:58 PM
Attachments: [HQ RELOCATION Newsletter 6-8-15.pdf](#)

All:

This week's HQ Relocation newsletter is now available on the Insider.

In this week's issue:

- Things are coming together! Lots of new pictures!
- Parking/commuting update
- Security at the new building
- More on Unified Communications, and it's time to clear out your voicemail!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlrb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: Newsletter correction
Date: Tuesday, June 9, 2015 11:38:05 AM

All:

Please note that an incorrect phone number was listed in this week's HQ Relocation newsletter. It has been corrected in the version that is accessible on the Insider.

The **"Security at the new building"** write-up should have said the following (the corrected phone number is in red below):

The visitor center will be located in the lobby of the new building. The guards' phone numbers will still be (202) 273-2959 or **(202) 682-0386**.

The phone number that had been listed in the article, (202) 682-0387, is a phone number that is currently used by the security guards. This number will not be ported over to the new building, however, as it is "owned" by Franklin Court. We will be porting the other numbers listed above as they are phone numbers that we currently pay for.

Thank you,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlrb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: This week's HQ Relocation Newsletter
Date: Monday, June 15, 2015 11:02:03 PM
Attachments: [HQ RELOCATION Newsletter 6-15-15.pdf](#)

All:

Attached is this week's HQ Relocation Newsletter

In this issue:

We're clearing out!

Furniture Q&A

New Phone System Q&A

How to work remotely with just your PIV card!

New progress pictures!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

1099 14th Street NW, Suite 10100, Washington, DC 20570

roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation newsletters - past issues
Date: Tuesday, June 16, 2015 2:53:46 PM

All:

If you would like to access any of the past issues of the HQ Relocation newsletters, they can be found on the Insider by clicking on Administration / Facilities and Property / Total Workplace Solutions. The past issues (there have been 10 issues so far!) can be found under “Popular Resources” on the right side of the page.

Or just click this link: HQ Relocation newsletter – [past issues](#)

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

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From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: This week's HQ Relocation newsletter
Date: Monday, June 22, 2015 12:44:08 PM
Attachments: [HQ RELOCATION Newsletter 6-22-15.pdf](#)

Attached is this week's HQ Relocation newsletter.

In this issue:

This is it!! Our last week in the current building!!

What you need to know to access the new building

How to telework with your PIV card

Pictures of the glass wall film and shared office spaces!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

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roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation Newsletter for Friday, June 26th
Date: Friday, June 26, 2015 9:31:23 AM
Attachments: [HQ RELOCATION mini Newsletter 6-26-15.pdf](#)

Attached is a mini **HQ Relocation newsletter** for Friday, June 26th

In this issue:

Important info you will need to know for Day 1 at the new building!

Things to do NOW before the move!

Don't forget your PIV card when you arrive at the new building!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

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roxanne.rothschild@nrlrb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation newsletter
Date: Monday, June 29, 2015 4:14:28 PM
Attachments: [HQ RELOCATION Newsletter 6-29-15.pdf](#)

All:

This week's HQ Relocation newsletter is attached.

In this issue:

Thank you for teleworking!

Lots of progress pics – things are wrapping up!

ALSO: Please watch for a special edition of the newsletter on Wednesday this week with important last minute information!

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

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roxanne.rothschild@nrlb.gov | 202-273-3703

From: [Rothschild, Roxanne L.](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: New HQ Relocation newsletter - last minute info!
Date: Thursday, July 2, 2015 12:56:43 PM
Attachments: [HQ RELOCATION mini Newsletter 7-2-2015.pdf](#)

All:

Attached is the last “pre-move” HQ Relocation newsletter with last minute information about voicemail, our new phone system, parking, PIV cards, etc. **Please read this newsletter to get important new information!**

Thanks,

Roxanne Rothschild

Assistant General Counsel

National Labor Relations Board

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roxanne.rothschild@nrlrb.gov | 202-273-3703

From: [Marks, Eric](#)
To: [ML-HQ-Everyone \(R\)](#)
Subject: HQ Relocation Newsletter - 7/6/2015
Date: Monday, July 6, 2015 11:43:07 AM
Attachments: [HQ RELOCATION Newsletter 7-6-2015.pdf](#)

Welcome to the new building! Attached is the last HQ Relocation newsletter.