

What's New!

As we move into the new year and into contract Option Year 4, we want to update the content and messaging of our monthly memo to make it more interesting, more positive and less directive. The memo needs to be refreshed to provide more insight into what is important to staff members

We are evolving the Monthly Memorandum into the CeleraPro CeleReport to focus more on our team, staff, personnel, people: you. The content of the CeleReport will emphasize several areas including: congratulating staff on personal achievements, fun vacations, births, graduations, memorials to those we have lost, events coming up that can be shared with others, and personal insights limited to work efficiencies or improvement ideas. We will continue to provide information on our contract and other situations that may provide opportunity for the staff. Finally, we want to make this document into an open book on who CeleraPro is and continue to introduce each of you to our growing and exciting staff.

We are in the process of updating and refining the handbooks into one document and will include the ongoing information previously found in the Monthly Memorandum's blue pages / reference section. The handbook will be updated at the end of January to reflect the new benefits starting 1 February. The handbook will have a "What's New" section to easily find newly added material. We look forward to your feedback.

Planning for a Great 2023

We hope that each of you had a great Christmas and New Year. The leadership of CeleraPro is very proud of the staff at our different locations and we were thrilled to spend a little time with you at the holiday lunch meetings. We hope this increases in the future and everyone gets back to a little more normal work environment. We want each of the staff to feel like they are part of the family at CeleraPro, for whom we try to provide the best benefits possible. 2023 will bring new changes and challenges for all of us as we try to

increase our positive impacts on our customers and the NASA Mission.

One of the first steps in January 2023 will be selection of healthcare options that will be set to you soon. As usual, prices have gone up and we are working with the insurer to find the best way to minimize the bite of those increases. You will get the opportunity to review options in depth to select the plan that is best for you and your family. The new plan starts 1 February 2023.

GSA begins its fourth option year in January and CeleraPro is already interacting with the GSA leadership to position CeleraPro to be the best choice for the follow-on contract. Your daily "above-and-beyond" attitude toward customer support is an essential ingredient to winning and is now and for the next nine months more important than ever. We appreciate your focus, effort, and commitment.

GSA Staff Reminder: New Calendar Year and Vacation / Sick Leave

With the start of the new calendar year, vacation accrual for all GSA staff starts fresh and you all now have 56 hours of sick time. Make sure to use your vacation hours throughout the year.

NASA Staff Reminder: Halfway through Calendar Year and Vacation / Sick Leave

The NASA team is on an Aug-Jul schedule for sick leave and vacation. Your vacation is there to be used as it accrues, not to wait until the end of the 12-month cycle. Plan and take advantage of it as soon as possible.

All Staff: Vacation / Sick Leave

As a reminder, all employees can check their balances within Paychex on their personal pages. Take advantage of this. If you have questions, reach out to Michelle atosha@celerapro.com or to your PM.

Company News

This section will be limited to company news such as Changes with DOL Wage Determination, Government Changes, New Policies, CPARS

(Contractor Performance Ratings), Awards and contractual pursuits.

Eyes Open for Opportunities

This is a new section that will discuss how everyone can keep their ears and eyes open for efficiencies and opportunities. While your primary focus is ALWAYS to provide your customer with superior support, if you happen to talk to other contractors, it cannot hurt to ask them who they work for and what contract they are on. We are still new at NASA, and it would be good to get a better “lay of the land.” CeleraPro would like to grow so we can extend new opportunities to existing staff. The best way to grow is through partnering with other companies. Maybe YOU can help establish a new partnership. This section may provide examples of how to help gather competitive intelligence and what is and what is not appropriate. In all cases, our integrity is our most important asset, so we will never ask you to do anything that might be interpreted as unethical. Keep your eyes and ears open for publicly available information, we are not trying to find trade secrets or any other company’s “secret sauce”.

Christmas Celebration Luncheons

The two celebration luncheons in Washington DC and Huntsville were a lot of fun. It is important to have face time with the staff and get to know each other better. The challenges over the past year have been demanding, but our team has come through it with flying colors. We appreciate that. It was great to greet and talk to many of the staff especially after the impacts of COVID on our staff members as well as the sites they support. The GSA luncheon/meeting on Dec 12th allowed us to spend time together once again and share stories. Included here is a snapshot from the luncheon.



Washington, DC Dec 12, 2002

The same can be said about the NASA luncheon/meeting on Dec 15th in Huntsville. We had close to fifty members from our team which included our colleagues from our sub LightGrid. We enjoyed the immediate comradery with the team and the opportunity to discuss the impact on the staff over the past year. This has been a challenging first year as we look forward to bigger and better things as NASA gets back to business onsite. The picture below shows some of the team enjoying the festivities.

We thank all staff members for participating and hope we see everyone next year. Nothing beats getting the opportunity to see and talk to our staff one on one!



Huntsville, AL Dec 15, 2002

Healthcare Renewal

It is that time of the year again. We will be sending a message to each staff member to update and/or renew your healthcare options on Jan 12, 2023, or earlier. It is very important that you are responsive to the renewal process within the timeframe defined. We expect all responses to be submitted prior to **Jan 27, 2023**. Whether you have personal insurance or need to select the option you want, ALL staff need to reply. If you have any questions, contact Chuck, Jamika, or Keith.

Staff Performance Feedback

We continue to get positive comments and feedback for our staff from NASA and GSA leadership. CeleraPro will be reaching out through the COR to get performance feedback on staff at GSA over the next couple of months. If there are special situations where the customer has provided feedback or a thank you, please let us know. Feedback or coordination of each staff

member's performance will occur during the first quarter of 2023.

Exceptional Performance

As we move into the new calendar year, we want to take advantage of staff who have received these responses from the government.

The DE01 NASA manager said their CeleraPro staff members supporting DE01, Anne Needham, Nancy Andrews, and Karen Arunaogun are highly effective at executing the requirement and exceeding expectations. We are very proud of their efforts and impact on the leadership.

The LS01 NASA manager said their CeleraPro Executive Support Assistant, Alecea Cabezas Tapia, supported MSFC Office of General Counsel (OGC) in an exceptional manner by: Provided primary support for LS01's hybrid meetings and is well versed in the required technology, specifically Poly Studio, which enables a seamless communication during internal and group meetings. Additionally, compiled MSFC OGC's Weekly Activity Report, which is a deliverable to the OGC Enterprise and MSFC Leadership. The work products produced are completed in a professional and timely manner. Ms. Tapia is a true asset to the MSFC OGC Office.

New: Personal Achievements

This is a new section that we have added to the CeleraPost. It is focused on accomplishments that each of you may have achieved recently or in the past. This does not need to be work related. We want to know what is important to you and that you are willing to share with the team.

A good example was last month when each of us learned more about Dr. Perini and his interest in writing and publishing. All of us have different talents that you feel strongly about. In fact, several staff work diligently in outside organizations or their church. We would like staff to submit those special events that may be open to others.



CeleraPro CELEREPORT

Integrity, Insight, Innovation

January
2023

Other examples for which we welcome input includes:

Vacations – Share your experiences with pictures

Births – Always want to know about new family

Graduations – We want to congratulate all

Memorials – These mean a lot to each of us

Short poems – Test your talent, funny or meaningful

Kids successes – Here is a chance to brag

Your experiences – Each of you have personal life experiences that impact other people

Good books – What do you like to read

Good restaurants – The best restaurants are hidden most of the time

Good recipes – Special for others to try

Picture of your artwork – Are you an artist

A great artist or musician – We all love music or special performers

Famous Quotations – What quotation sticks with you and means something special

Innovative Ideas – New ideas always get everyone’s attention

Contributing to the CeleReport is highly encouraged as a means by which CeleraPro staff can get to know one another which aids in supporting one another and providing the best possible support to our customers. Please do not make this a political forum. We honor and respect all staff beliefs and concerns.

Spotlight - Vacation

Chuck will start this section with an event he would like to share: a special dinner at his daughter’s home in Rhode Island. We were lucky enough to have two special guests for dinner on New Year’s Eve each weighing about 2 lbs. We all had lots of fun and learned how to steam lobsters for the first time! We hope to get similar stories from staff members in the future.



New Year’s Eve Dinner in Rhode Island

U2US

All staff members should be aware that CeleraPro leadership welcomes your feedback, comments, and suggestions. Each of you can provide comments and personal input to this Monthly Report, or provide comments to us privately, discretely, or anonymously. We care about what you care about. Talk to us.