ESPO Team Tag Up Minutes – 7/24/18

Attendees:

ARC**:** QA, **BB, DC, EC, KD, DJ,** LJ, **EJ, BL, SM, SN, AP,** VS**, AT, MV, SB,** BW,JZ

TDY: QA, BW (EXPORTS), LJ (O3)

AL: JZ, VS

1. Intro (MV)
	* Division update
		1. Acting SGE Branch Chief Joseph Coughlan (4 month detail) Assisted by Chris Scofield.
		2. Rei Oyama- starts 8/20 as Civil Servant.
		3. Helen Nguyen will return from maternity leave 8/20.
		4. Jim Bridenstine- Visit end of August 8/30. It will be part of a tour of centers.
		5. Communication specialist for Code S to be hired soon.
		6. Mary Williams (Export control) is moving to B255 rm 112C.
		7. Unauthorized devices- Marilyn is still fighting the fight on this. Either give us direction or waiver.
		8. Marilyn acting Branch Chief 8/6-21.
2. Computers/IT (BB, DC, KD, AP)-Deadline is August 30 for using personal devices to access Mail Server without secure APP. Might be able to use Pulse Secure to vpn from phone and use it but still waiting for policy to be announced.
3. Manpower planning (MV)- Report expected from Jhony for OIB Travel.
	* Travel fast track schedule for 2018-(includes travel dates) Please update with Vacation as well as Travel.
4. Share info:
	* Training:
		1. Forklift- Bernie and Drew class tomorrow and Thurs.
	* Procedures:
		1. CS travel orders for Calendar 2018- Submit travel orders now for any travel this calendar year.
		2. PR deadlines -(Purchases (8/15), task orders (7/23), incremental funding 9/18). Pay attention to these deadlines.
	* Tools:
		1. Poster printer (room 184) 36”- Will be in building 245 room 118. MV is providing some materials funds so feel free to use it if needed. Posters include cloth posters (you don’t have to carry a tube but can just fold them and put them in your suitcase).
		2. TASS-CAC Cards – many of us got a request to renewal of requirement but the request actually went to our sponsor so no action at this time.
	* Team:
		1. Picnic- Sept.4th (Pizza) Everyone will be in the office according to ESPO Calendar.
		2. Katja- coming out July 31- Will be here on Tuesday
		3. August 23rd, Liz will work on that when she gets back.
		4. Sue T.- Sue Tolley had surgery for tremors doing really well.
5. Mission Updates
	* ATom (DJ/EC) -Dave and Erin are working on key decision point review (KDP-F). Science Meeting November 12th in Denver. Possiblity of additional funds ($500K).
	* ORACLES (BL/DC)-P-3 is changing contract at the end of September. Changing in the middle of ORACLES travel. Bernie and Dan are working on hotel accomodations and visa’s.
	* EXPORTS (QA/VS)-Dave going to Boise Idaho next week. Coming up with a deployment schedule. No mention of a B200 A/C.

2019

* + FireEx-AQ (DJ/BL&QA): DC-8/B-200. NOAA P-3 in Boise

Site Visit (Aug) STM Oct 24-26, Website in work.

1. Other Projects
	* Natural Hazard Science Response/Volcano (BL)- Site visit report complete.
2. Next meetings:  **7/31, 8/14, 8/28, 9/4, 9/11, 10/16, 10/30**
3. Demos:
	* Reviewed comp time rules. Some questions came up. MV and BL will review with management and address this again next week.
	* July 31 – Zuni training (MV/KD) – Katja will do a demo of Zuni at the team meeting.

**Supposed to:** Do not omit the d. *Suppose to* is incorrect.

**Used to:** Same as above. Do not write *use to*.

**Toward:** There is no s at the end of the word.

**Anyway:** Also has no ending s. *Anyways* is nonstandard.

**For all intents and purposes:** Not *intensive purposes.*