Workstation Assignments

OP-M-751

Revision 0

Approved by [redacted]

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Active Divisions/Departments
Area Directorate

Raytheon Polar Services Company
Area Directorate
Contract No. OPP 0000373

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Purpose

This procedure provides guidance on how work spaces controlled by the Chalet staff are requested and assigned.

Scope/Applicability

This procedure applies to the McMurdo Area Directorate staff responsible for assigning the following workspaces (commonly referred to as "Transient Workspaces") within Buildings 165 and 175:

- Building 165, Rooms 126 through 129
- Building 175, Cubicles 3 through 14.

It also applies to all personnel requesting the use of that workspace. It prescribes the methods and form used for requesting and assigning workspace, as well as for projecting and tracking utilization.

Terms and Definitions

Chalet

Nickname for McMurdo Building 167 - Location of the McMurdo Station Managers office.

Chalet Team

Area Directorate administrative staff assigned to McMurdo Building 167.

LAN

Local Area Network – the computer network at McMurdo Station

NSF

The National Science Foundation – An Agency of the United States Government charged with conducting scientific research an exploration.

POC

Point of Contact – the specific individual to be contacted if additional information is required.

Tickler File

A filing system that uses sequential files to provide day-by-day reminders of tasks required to be performed.

USAP

The United States Antarctic Program – Umbrella agency under which all U.S. Antarctic research is conducted.

Workstation

Cubicle or office space allotted to an individual for work purposes.

Workstation Request Form

OP-M-751a. The preferred method of submitting requests for workstation assignments. At McMurdo, the form is available on the LAN, at I:\PermAdmin\Workstation Request or on the Intranet, in the "*Forms! Forms! Forms!*" section. On the Denver Headquarters Intranet, the form is available on the Area Directorate tab of the Master List (I:\Perm\Procedures\Station Operations\op-m-751a.dot.).

Workstation Request Update

The memo-style form letter sent via email to the workstation requestor, indicating the request has been processed and providing the workstation location. On the McMurdo LAN, the template is located at J:\AreaDirectorate\Office Space\Workstation Request Update.doc.

Workstation Information Memo

The hard-copy, memo-style form letter provided to the person assigned to the workstation. The memo is to be placed in the individual's arrival envelope with his/her dorm room key and computer account information. On the McMurdo LAN, the template is located at J:\AreaDirectorate\Office Space\Workstation Information Memo.doc.

Responsibilities

Requestors

The person requesting a temporary or seasonal workstation must provide all of the information required to process the request.

Chalet Team

An administrative member of the Chalet team will be responsible for assigning available workstations to various USAP personnel. Typically, the duties fall to the Administrative Coordinator, Sr. However, the duties could be delegated to another Chalet Administrative Coordinator.

Discussion

Placing a Workstation Request

1. The *Workstation Request Form* (OP-M-751a) is the preferred method for requesting a temporary or seasonal workstation. However, requests can also be made via e-mail message, telephone call, or in person.

2. On the McMurdo LAN, a template of the *Workstation Request Form* is located at J:\AreaDirectorate\Office Space\Workstation Request Form.dot. The form can also be found on the McMurdo Intranet through the "Forms! Forms! Forms!" link and the I:\Perm\Admin folder. The *Workstation Request Form* is also available in the Denver Headquarters via the Master List (I:\Perm\Procedures\Station Operations\op-m-751a.dot).

3. All of the information required to assign a workstation is listed on the Workstation Request form in a "fill-in-the-blank" format. For submission by alternate method, the following information is required:

   - The name and job title of the individual who will occupy the work space
   - The organization the individual belongs to
   - The department or event number
   - The requestor's name and email address
   - The on-ice supervisor or POC for the individual that will occupy the space
   - The anticipated arrival date in McMurdo
   - The anticipated departure date from McMurdo

- Any special requests.

Processing a Workstation Request

When the request is received, the Administrative Coordinator will print out the Workstation Request form to be kept on file. If the request is submitted in another format, the Administrative Coordinator will transfer the required information onto the Workstation Request form. An electronic copy of the Workstation Request form should also be saved to J:\AreaDirectorate\Office Space\Completed Request Forms [season] (on the McMurdo LAN). The form includes a checklist of steps that need to be completed.

1. Review the available locations on the office space spreadsheet at J:\AreaDirectorate\Office Space\Workstations [season].xls on the McMurdo LAN.

2. After deciding upon a workstation, the Administrative Coordinator will enter the information into the spreadsheet under the appropriate workstation section. The date the information is being entered into the spreadsheet should be put in the "Date Processed" column and the name of the Administrative Coordinator assigning the station should be entered in the "Processed By" column. Remember to mark down the workstation assignment information.

3. After entering all of the information and saving the workstation spreadsheet, a confirmation email needs to be sent to the requestor. A standardized memo has been created to capture the pertinent information and is entitled "Workstation Request Update". The memo format is located on the McMurdo LAN at J:\AreaDirectorate\Office Space\Workstation Request Update.doc. The memo has been created using a mail merge option that will pull the information from the workstation spreadsheet so it is important to enter as much information into the spreadsheet as possible.

   A. To utilize the mail merge system and send the confirmation email, open the Workstation Request Update document.

   B. Click on "Tools" then choose "Mail Merge."

   C. Click on the "Query Options" box to filter the records.

      - Under "Field" ensure the "Date Processed" choice is showing. If it is not, use the pull down menu to choose it.

- Under the "Comparison" section, leave the choice as "equal to" then enter the processed date used on the office space spreadsheet in "Compare To." Choose "OK."
- Next, click on the button that says "Merge."
- Next to "Merge To" be sure to choose "Electronic mail."
- Click the "Setup" button.
- In the "Data field with Mail/Fax address:" section, choose "Requestor POC Email."
- In the "Mail message subject line" area type in "Office Request Update."
- Check the box indicating the document should be sent as an attachment.
- Click "OK."
- Now click on the "Merge" button. A message box will appear, stating that a program is trying to access email addresses you have stored in Outlook and asking if you want to allow it. Choose "yes."
- Another box will pop up stating that a program is trying to automatically send an email on your behalf and asking if you want to allow it. Again, choose "yes." (These two pop-up messages will occur for each email that will be sent. Remember to choose "yes" each time.)
- The messages have now been sent from the Outlook account and can be viewed in the "Sent" folder. Close the Workstation Request Form document.
- When asked if you want to save the changes, choose "No."

4. The next step is to print out the Workstation Information Memo for the individual for whom the workstation is reserved. This can be done immediately after sending the email described in Step 3 and placed in a tickler file, or it can be printed the day of the person's flight. (This decision is left to the discretion of the Administrative Coordinator.) Again, it is advised that some sort of tickler file be used or a reminder placed in the Administrative Coordinator's calendar to remind the Coordinator to print out the form(s) near the person's expected arrival date.

   The Workstation Information Memo is also designed using the mail merge function extracting data from the workstation spreadsheet. The Workstation Information Memo

format can be found on the McMurdo LAN at J:\AreaDirectorate\Office Space\Workstation Information Memo.doc.

- Open the document.
- Go into "Tools" and choose "Mail Merge."
- Click "Query Options" then ensure "Ice_Arrival" is chosen in the "Field" section.
- Leave the "Comparison" option at "equal to" and under "Compare To" enter the month, day, and year of the person's anticipated McMurdo arrival date.
- Choose "OK."
- Click on the "Merge" button.
- Under "Merge to" pull down the options and choose "Printer."
- Click on "Merge."
- Ensure the printer information is accurate then choose "OK." The memo(s) will print out.
- When exiting the document, choose "No" when asked if the changes should be made to the document.

5. The Workstation Information Memo can then be placed in the envelope containing the individual's room key and computer password letter. If the person is assigned to an office, place the appropriate office key in the envelope as well. (Remember keys to the NSF offices in Building 175 need to be obtained from the NSF Station Manager.) The envelope will be distributed after the Arrival Briefing.

   A representative from the Housing Department usually attends the Arrival Briefing and hands out the room assignment/computer information envelopes. Make a copy of each completed Workstation Request form and give them to the Housing representative. Housing will use the information captured on the sheet to update their spreadsheets and the station phone lists.

References

Workstation Request Form (OP-M-751a)

Office Space Spreadsheet

Records

Record Identification, Format, & Owner	Active Location Storage, Protection, & Retrieval	Facility Storage, Protection & Retrieval	Retention Time (Active and/or Facilities Storage_	Ultimate Disposition
Workstation Request Form (OP-M-751a) Hard Copy Area Directorate (AD)	Chalet AD Administrative Area, AD Administrators	Chalet AD Administrative Area, AD Administrators	**Active:** Until space is vacated **Facility:** One year after end of current summer season.	Destroy
Office Space Spreadsheet, J:\AreaDirectorate\ Office Space\Workstations [season].xls, Area Directorate	J:\AreaDirectorate\ Office Space\ Workstations [season].xls	J:\AreaDirectorate\ Office Space\ Workstations [season].xls	**Active:** Until end of current summer season. **Facility:** Three years after end of current summer season.	Destroy

Attachments, Appendices

None

Room Inspection Procedure

OP-M-625

Revision 0

Approved by Jim Scott

Posting Date 11/29/05

Active Divisions/Departments:
McMurdo Area Directorate
Human Resources
Finance

Raytheon Polar Services Company
McMurdo Area Directorate
Contract No. OPP 0000373

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Purpose

The purpose of this QSP is to explain how to complete room inspections and how to handle deductions from an employee's bonus due to unsatisfactory room inspections.

Scope/Applicability

This procedure applies to Housing in McMurdo with respect to room inspections for contract employees at McMurdo Station. This document outlines how Housing works with Human Resources in McMurdo when housing issues arise, how the information is relayed to Denver Human Resources and Finance, and, when necessary, how the deduction is taken from the employee's bonus.

Terms and Definitions

Acceptable
A room will be considered in acceptable condition when housing has completed the inspection and found no deficiencies.

Borderline
A room will be considered in Borderline condition when Housing has found deficiencies, such as not completing the checklist (e.g., trash in the room, refrigerator not defrosted) as documented on the Room Inspection Form. A room deemed Borderline at final inspection will result in a $350 deduction from the employee's bonus.

QSP
Quality System Procedure -- A cross-divisional procedural document that delineates the methods and tasks required to perform a process, activity or function.

Unacceptable
A room will be considered in Unacceptable condition when Housing has found deficiencies, such as the majority of the checklist has not been completed as

documented on the Room Inspection Form. A room deemed Unacceptable at final inspection will result in a $500 deduction from the employee's bonus.

Responsibilities

Manager, Station

Responsible for reviewing documentation on housing issues, determining if a bonus deduction will be made, and notifying on-Ice Human Resources.

Employee

Responsible for cleaning his or her room in accordance with Housing guidelines, leaving a completed *Room Inspection Form* (OP-M-625a) in the room before the inspection, and returning to the room in time to address potential problems noted in the first inspection.

Supervisor/Coordinator, Housing

Responsible for notifying the On-Ice Human Resource Representative of housing issues and providing the necessary documentation for bonus deductions.

On-Ice Human Resources Representative

Responsible for working with Housing on housing issues, gaining documentation on the issues, providing this documentation to the Station Manager for review, and notifying personnel of the bonus deduction.

Human Resources Staff

Responsible for calculating the bonus and providing the bonus calculation, along with a copy of the documentation, to the payroll staff in Finance.

Finance Payroll Staff

Responsible for inputting the bonus dollar amount into the additional pay file for payment, deducting the appropriate amount from the bonus as applicable, and maintaining the record of the bonus calculation sheet and a copy of the documentation for the bonus deduction.

Discussion

Near the end of each austral season, redeployment meetings will be presented at McMurdo Station. During these redeployment meetings, the requirements to pass a room inspection prior to the employee's departure from McMurdo station will be presented by the Housing Department.

The Housing presentation will include the following information:

- Housing will visit your room only twice for an inspection.
- If it does not pass on the 2nd visit, your bonus will be affected.
- Acceptable rooms – no deductions.
- Borderline rooms – there will be a $350 deduction from your bonus.
- Unacceptable rooms – there will be a $500 deduction from your bonus.

Room Inspections

Room inspections will begin the day before the person is scheduled to redeploy based on the flight manifest posted by Air Terminal Operations. Housing will inspect the room to include the following: the furniture is present and in working order, extra furniture has been removed, floor has been vacuumed, trash has been sorted, windowsills and mirror have been cleaned, personal items have been removed, drawers and wardrobe have been emptied, walls are clean and free of decorations, items have been dusted, beds are unbunked, refrigerator has been cleaned and defrosted, and, if applicable, TVs returned, and showers, toilets and vanities have been cleaned.

If the room is acceptable, Housing will sign the employee's room inspection form and retain it for record-keeping purposes. A note will be left for the employee informing him/her that inspection was successful.

If the room is unacceptable or borderline on the first visit, Housing will notify the employee and his/her supervisor as outlined below and return one more time to re-check the room.

If on the second visit the room is unacceptable or borderline, Housing will take pictures and contact the On-Ice Human Resources Representative. The On-Ice

Human Resources Representative will look over the room if possible; otherwise, he/she will review pictures.

The On-Ice Human Resources Representative will send the documentation to the Station Manager for review.

The Station Manager will notify the On-Ice Human Resources Representative if the documentation supports the definition of Borderline or Unacceptable, or if it does not.

If the documentation does not support the definition of Borderline or Unacceptable, the room will be considered Acceptable. Housing will sign the employee's room inspection form and retain it for record-keeping purposes. The employee will be notified by e-mail of the decision.

If the documentation supports the definition of Borderline or Unacceptable the employee will be notified as outlined below.

If the employee's room inspection is Acceptable, the employee is still responsible to maintain the cleanliness of the room until they depart the station.

Notifying the employee

During the first inspection, if the employee's room is found to be acceptable, Housing will retain the *Room Inspection Form* (OP-M-625a) and leave a "You Passed" note in the room. If the room is found to be Borderline or Unacceptable, the Inspection Form will be left in the room, including notes of what needs to be completed and the approximate time of the next inspection. An e-mail message will also be sent to the employee and his/her supervisor informing them of the need for a second inspection and the time it will occur.

If a second inspection is required and the employee's room is still Borderline or Unacceptable, Housing will provide a copy of the Room Inspection Form and photos to HR for review. The information on the form will be transferred to a Bonus Reduction Memo. The memo will include the dates the room was inspected, if the room was Borderline or Unacceptable, the amount of the deduction, and notification that it will be deducted from the employee's bonus. After HR review, the memo will be presented to the employee by the supervisor in the HR office. A representative from Housing, Station Services, or the Station Manager will be present at the meeting. The employee will be asked to sign the memo, acknowledging receipt. If

the employee refuses to sign the memo, the supervisor will note "employee refused to sign" on the document and then sign as a witness. The signed Bonus Reduction Memo will be sent to Denver Human Resources for the employee's personnel file.

Bonus deductions

The Human Resources staff will attach a copy of the Bonus Reduction Memo, to the bonus calculation spreadsheet and provided both to Finance payroll. Finance payroll will use this memo to deduct the amount owed by the employee according to their procedures for SAP. The original memo will be placed in the personnel file with a copy of the bonus calculation spreadsheet.

References

OP-M-625a *Room Inspection Form*

Records

Record Identification, Format, & Owner	Active Location Storage, Protection, & Retrieval	Facility Storage, Protection & Retrieval	Retention Time	Disposition
Completed Room Inspection Forms (hard copy); owned by McMurdo Housing Supervisor.	Stored in McMurdo Assistant Coordinator for Janitor's Office; available from McMurdo Housing Supervisor.	Stored in notebooks, in a locked office.	One year for forms reflecting Borderline or Unacceptable	Recycle

Attachments, Appendices

OP-M-625a, *McMurdo Room Inspection Form*

Colorado Small Business Development Center – 303-592-5920

Betty Brennan – 303-892-3792

www.coloradosbdc.org

Colorado Business Resource Guide

Any time sales are involved a Whole sale or Retail license is needed.

Small Business – Trade name, $1.00 cost.
www.sos.state.co.us
click business center, 3 columns, business info, search data base to see if Trade Name is used. Filing doc, new record. Register and submit $1.00.
State sales tax, how to register in Co. Need SS# on license.
www.revenue.state.co.us Dept. of Revenue. (taxation ?) Forms DOR: CR0100 &101
$54.00 cost.
Multi Event license – DR0589

Courses: Home page, small business development net, or, SBDC Workshops

MCMURDO ROOM INSPECTION INFO SHEET

Use this form as a guide. Housing will check all items according to the following standards. **You do not need to be present for the inspection.** Please fill out the attached MCMURDO ROOM INSPECTION FORM (on flip side) **so Housing may keep better records.**

BEFORE 1:00 PM THE DAY YOU BAG DRAG (MUST BE COMPLETED IN ORDER TO PASS!):

- ❑ Please return your TV and coaxial cable to the Housing Office if you are the last resident in the room. (This does not apply to 208 & 209.)
- ❑ **Refrigerator**: If last resident: Empty, clean (interior and exterior), defrost, and leave unplugged, with door open. If not last resident: Clean (interior and exterior), defrost if necessary. *To defrost, remove all food, then turn fridge off. Let fridge sit with door open for 45-60 minutes. Remove ice from freezer and clean fridge thoroughly (inside and out).*
- ❑ **Vacuum** floor, including corners and under furniture. (Use the vacuum tools.)
- ❑ **Dust** all surfaces and sides of furniture.
- ❑ Clean **windowsill.**
- ❑ Clean **mirror(s)** - streak-free, please.
- ❑ Make sure ***every*** piece of **furniture assigned** to your room is in the room (check the back of your door or the Housing Guidelines on the intranet for list of assigned furniture). If **wardrobe doors** are off the hinges, reinstall doors.
- ❑ Place any **extra furniture** back in the assigned place. If you don't know where it belongs, call Housing or ask your janitor. If all else fails, move extra piece(s) to the lounge. (**Do NOT leave extra furniture in the room or in the hallway**.)
- ❑ Un-bunk **beds** that are bunked (Beds in 155 can remain bunked, but the top bunk must be at least two rungs from the top). Separate beds if they are next to each other.
- ❑ Empty and wipe out **drawers and wardrobe**.
- ❑ If you have unwanted **personal items**, mail them home or deposit them in the **skua** bins. NOTE: **Skua** is for reusable items, **NOT** trash or junk.
- ❑ Remove all pictures, decals and other decorations from **walls, doors and ceiling**. (Remove decals and their adhesive.)
- ❑ Clean any marks off **walls.**
- ❑ Sort and dispose of trash properly. **Trash can(s)** must be empty and clean.
- ❑ For **208** & **209**, scrub clean **sink, shower and toilet** with scrub brush and cleanser.

ON THE DAY OF YOUR DEPARTURE:

- ❑ **Strip your bed**: Place sheets inside of pillowcase and place in a plastic bag with blankets and comforter. Leave outside your door. Leave pillow on bed.
- ❑ **Turn key** in to the housing office or put it in the key drop box outside the office. There is also a drop box in Building 140 (MCC).

In the event you do not pass, you must be ready for us to inspect your room for a second time that same day (or at a time agreed upon by all parties). If you still do not pass, and you are a RPSC employee, your bonus may be affected. If you are not a RPSC employee, your PI or POC will determine the outcome.

MCMURDO ROOM INSPECTION FORM

Please leave this form in your room for the inspector

PLEASE FILL OUT THE FOLLOWING INFORMATION:

Name: _____ **Building/Room Number:** _____

How Can Housing Contact You on Inspection Day: _____

Leave this form in your room on inspection day. If you do not pass, this form will be left in your room, including **notes** of what **needs to be completed** in order for you to pass, along with the date and approximate time of when the next inspection will occur. If you do pass, Housing will retain this form for record keeping purposes and leave a "You Passed" note in your room.

THANKS FOR LEAVING THINGS JUST AS YOU WANT YOUR ROOM TO BE WHEN YOU RETURN TO MCMURDO!

FOR HOUSING USE ONLY:

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