

ASRC FEDERAL TRANSITION FREQUENTLY ASKED QUESTIONS (ECHELON EMPLOYEES)

These Frequently Asked Questions (FAQs) are designed to share important information that you need to know about ASRC Federal, why the acquisition is happening, and what joining ASRC Federal will mean for you.

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Acquisition Overview

1. Why is ASRC Federal acquiring two contracts from Echelon, LLC?

The acquisition accelerates ASRC Federal's growth and expands opportunities to bring capabilities to new customers. Specifically, with the new team onboard ASRC Federal is now better positioned for growth at Aberdeen Proving Grounds (APG) in Maryland, as well as with the U.S. Navy, and the Defense Counterintelligence and Security Agency, each of which have robust opportunities for us.

ASRC Federal leadership is confident the Broadleaf and Echelon teams are an ideal fit with our culture. Your commitment to delivering successful mission outcomes for your customers and the professionalism of your people were important factors in making the decision to acquire.

2. What is the effective date for this acquisition?

The acquisition is effective as of Friday, April 21, 2023.

3. How will this acquisition affect our current customers?

As part of ASRC Federal, the expanded capabilities and resources now available will enhance and expand on the important contributions being made by you.

ASRC Federal Organizational Structure

1. What part of ASRC Federal's organizational structure will the former Echelon contracts be incorporated into?

The two Echelon Services, LLC contracts which support the Defense Counterintelligence and Security Agenda (DCSA) and U.S. Army Communications-Electronics Command (CECOM) will become part of ASRC Federal's Defense & Intel operating group. The program managers and teams for these contracts will become part of a division led by Sam Swenson, Defense & Intel operating group senior vice president.

My Job and Role

1. Will I be required to reapply for my job?

No, you will not be required to reapply to your job.

2. Will my job title change?

Your current business title will likely not change and has been mapped into the ASRC Federal compensation framework. You will have a new ASRC Federal compensation job title, which is visible in MyADP, in addition to your current business title.

3. Will my manager change?

Your current manager will remain the same. The key management responsibilities will continue to be performed by your management team. Our goal is to ensure a smooth transition and maintain the responsive services upon which our customers rely. Over time, we will evaluate the organizational structure to ensure its alignment best positions us to capitalize on the diverse capabilities we bring to the market.

4. Will I still be assigned to the same program or team?

Yes, you will continue supporting the same program or team.

5. Will there be any layoffs with the acquisition?

As a services company, we know that our customers and employees are our major stakeholders. To ensure continuity of service, our intent is to minimize disruption to the workforce as much as possible so that we continue to deliver high quality services to our customers in a seamless manner.

With any acquisition, it is a standard business practice to look at synergies between companies. A cross-functional team from both organizations will be established to identify those synergies and recommend realignment of resources where applicable, all while placing a high emphasis on talent retention.

6. Will I continue to support my customer in the same manner?

Yes, you will continue to support your customer in the same manner that you do today.

7. Who should I contact if I have questions about my job or role?

Please contact your manager if you have questions about your job or role.

Benefits

1. What will happen to my benefits?

With the acquisition, you will become eligible to enroll for ASRC Federal benefits which include comprehensive offerings for medical, dental, vision, life and disability coverage. Your benefits will be effective as of your date of hire.

2. When can I enroll in ASRC Federal benefits?

Go to myasrcfederalbenefits.com to register and begin the enrollment process on the Thursday after your date of hire with ASRC Federal. On this site, you may view your ASRC Federal benefits information and enter your benefit elections.

Beginning the Thursday after your date of hire you can enroll in benefits online at myasrcfederalbenefits.com or by calling ASRC Benefits Service Center 833-964-3587, Monday – Friday, 8 a.m. to 8 p.m. ET.

4. Will my 401(k) transfer to ASRC Federal?

No, your 401(k) account will not automatically transfer to the ASRC 401(k) plan administered by Schwab. After you enroll in the ASRC 401(k) Plan, you can rollover any other 401(k) accounts into your ASRC plan. Please contact your prior 401(k) vendor for guidance regarding the rollover process.

3. Will my current personal time off (PTO) (i.e., leave) balance transfer to ASRC Federal?

Yes, your PTO leave balances will transfer to ASRC Federal, as well as your current PTO accrual schedule and your service date for PTO accrual purposes. Any future PTO accrual increases will follow the ASRC Federal PTO schedule.

4. Will my holiday schedule change?

Yes, you will be eligible for the ASRC Federal holiday schedule, including floating holidays, as of your ASRC Federal date of hire.

5. Will my service date change?

You will retain your prior service date as an ASRC Federal employee.

6. Who should I contact if I have a benefits-related questions?

Please contact the ASRC Benefits Service Center at 833-964-3587, Monday – Friday, 8 a.m. to 8 p.m. ET for any benefits related questions and technical platform issues, including access, password resets and more.

7. Am I required to complete my I-9 within the first three days of starting at ASRC Federal?

Yes, the I-9 and appropriate documentation will needed to be completed in HR Cloud as soon as possible, but within three business days of the close date.

Payroll

1. Will my pay change?

No, your pay will not change with the acquisition.

2. Will my pay schedule change?

Yes, your pay schedule will change. You will shift from a semi-monthly pay schedule (i.e., twice a month) to a bi-weekly pay schedule (i.e., every other Friday).

3. Do I need to set up my direct deposit?

Your current direct deposit information was migrated to ASRC Federal's MyADP system. You should log in and update your direct deposit information .

4. How will I view my pay statements?

Future pay statements will be available in MyADP.

5. Who should I contact if I have a pay-related question?

If you have a pay-related question, please submit a request via the [Employee Center](#) or contact the ASRC Federal Finance Shared Services team via phone, (301) 837-5404, Option 1, Monday through Friday, 8:00 a.m. - 5:00 p.m. ET, for support.

Travel and Expense

1. Will my corporate travel card change?

Yes, if you currently have a company issued corporate card, you will be issued a new ASRC Federal corporate card. More instructions will be provided to all card holders in the future.

2. What process will I follow to book travel change?

You will use the ASRC Federal Concur Travel & Expense system to book travel. More instructions and guidance on how to use this system will be provided during brown bag sessions offered during your first week at ASRC Federal.

3. Is there a change to how I submit an expense report?

You will use the ASRC Federal Concur Travel & Expense system to submit an expense report. More instructions and guidance on how to use this system will be provided during brown bag sessions offered during your first week at ASRC Federal.

4. Who should I contact if I have a question regarding booking travel or submitting an expense report?

If you have a question regarding booking travel or submitting an expense report, please submit a request via [Employee Center](#).

Time Sheets

1. Will I continue to use the same time recording system to enter my time?

No, you will use ASRC Federal's Deltek Time recording system to enter your time worked.

2. Will there be a change to how I record time worked?

Yes, effective Saturday, April 22, 2023, you will begin recording your time daily on a Saturday – Friday time sheet schedule. All time sheets should be submitted every Friday by 2 p.m. ET. Managers will approve time sheets on a weekly basis and should complete their review and approval each Friday by 3 p.m. ET.

Information Technology (IT)

1. Will I get a new ASRC Federal email address?

Yes, you will receive a new ASRC Federal email address.

2. Will I continue to use my existing email?

Yes, you should continue to use your Echelon and ASRC Federal email. The ASRC Federal IT team will provide more information will be shared in the coming weeks regarding the full mailbox integration.

3. Will I continue to use my current computer or workstation?

If you have a company issued computer or workstation, you will receive a new ASRC Federal workstation. If you currently use government furnished equipment (GFE), you should continue to use your existing equipment.

4. Will I keep my company-issued mobile device?

Yes, your company-issued mobile device will be transferred to ASRC Federal.

5. Which ASRC Federal systems and applications will I be able to access within my first week?

Once you've activated your ASRC Federal account and set up multi-factor authentication (MFA), you will have access to ICE, ASRC Federal's intranet. You will also be able to access your ASRC Federal email via your workstation or Outlook Web Access (OWA).

Facilities & Badges

1. Will my work location change?

No, if you currently work remotely or on a customer site, your work location will not change. Those employees who may be impacted by a work location change will receive location specific information from their manager.

2. Will I continue to use the same badge to access my customer facility?

Yes, you will continue to use your same badge to access a customer facility.

3. Will I be issued a badge to access an ASRC Federal facility?

Those employees who will need to access an ASRC Federal facility will be provided a company badge.

Security Clearances

1. Will my security clearance be affected?

No, there are no anticipated changes to employee security clearances.

Communications

1. How do I find out the latest information about the transition?

Access the Integration site for more information, including checklists and FAQs, to help you learn more about the transition.

2. Does ASRC Federal have an intranet?

Yes, ICE is ASRC Federal's intranet. You may access it once you have activated your ASRC Federal account and set up multi-factor authentication.

Customers

1. How should you handle any questions from my customers about the acquisition?

Please engage your manager if your customer asks any questions regarding the acquisition.

2. What should I do if I get contacted by the media?

If you are contacted by the media, please reach out to contact [Kristy Chandler](#), ASRC Federal Media Relations Lead.