

## 2020 NSSC Employee Notice Schedule

NASA Employee Notices	Timeline	Distribution Method	Audience
Weingarten Rights	January	Web, e-mail & portal	Union Employees
Flexible Spending Acct (FSAFEDS) Use or Lose Deadline	February	Web & portal	Agency
Annual Notice to Employees in a Testing Designated Position (TDP)	February	Targeted e-mail	TDP employees
NASA's Telework Program	March	Web & portal	Agency
NASA Policies, Merit System Principles, and Prohibited Personnel Practices	May	Web, e-mail & portal	Agency
Whistleblower Disclosures	May	Web, e-mail & portal	Agency
The Family and Medical Leave Act (FMLA)	June	Web & portal	Agency
Leave Program Procedures	June	Web & portal	Agency
You Rights Under USERRA	June	Web & portal	Agency
Federal Long-Term Care Insurance Program (FLTCIP) Information	July	Web & portal	Agency
The NASA Merit Promotion and Placement (MPP) Plan	July	Web & portal	Agency
Designation of Beneficiary Forms	August	Web & portal	Agency
Drug-Free Workplace Responsibilities for Supervisors	August	Targeted e-mail	Supervisors
Drug-Free Workplace Responsibilities for Administrative Officers	August	Targeted e-mail	AOs
Updating Your Emergency Contact Information	September	Web, e-mail & portal	Agency
General FEGLI/NEBA Information	September	Web & portal	Agency
Annual Leave Forfeiture and Leave Donation Notice	November	Web, e-mail & portal	Agency
FEHB Open Season	November	Web, e-mail & portal Combined message	Agency
FSA Open Season			
FEDVIP Open Season			
Thrift Savings Plan (TSP) Overview	November	Web & portal	Agency
VLBP Open Season Reminder	November	Web & portal	Agency
End of Year Payroll Reminders	December	Web, e-mail & portal	Agency
Pay Comparability Adjustment	Following E.O.	Web & portal	Agency