

From: Anderson, John E
Sent: Wednesday, July 09, 2014 1:49 PM
To: Eitches, Edward E
Cc: Federoff, Carolyn; Gross, Jerry; Salamido, Holly; Zaltman, Mark; Hankinson, D'andra A; Richardson, Ginger S
Subject: Union Notification: Microsoft Upgrade - October - November 2014

Good afternoon Mr. Eitches:

Please accept this correspondence as notification to the American Federation of Government Employees (AFGE) National Council of HUD Locals 222, that the Office of the Chief Information Officer (OCIO) will be performing an upgrade to the Microsoft Office 2010 application suite Service Pack 2 (SP2) release. This is an update that Microsoft makes available annually to its products. This upgrade will be performed on all HUD-issued computers.

The SP2 upgrade package includes minor to moderate fixes discovered in the initial release of the Office 2010 application suite (Outlook, Word, Excel, Access, PowerPoint, OneNote and SharePoint Workspaces). Due to the fact that SP2 includes application fixes, no specific User Guides will be provided. Customers will however, be provided links, in the notification, to access Office 2010 articles from the Computer Self Help Desk website. The HITS Help Desk will be able to offer assistance to customers needing help.

The implementation of this upgrade will be staged from October 2014 to November 2014. Advance notification to all affected HUD customers will be distributed 2-weeks prior to the upgrade with a 2-day advance reminder notice distributed as well.

In closing your cooperation in this regard is appreciated. If there are any question or concerns please contact Headquarters Employee and Labor Relations Division on 202-708-3373.

John Anderson,
Acting Deputy Director
Employee & Labor Relations Division
Office of the Chief Human Capital Officer
HUD Headquarters, Washington, DC 20410
202-708-3373 x3055

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately at the telephone number above and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication. Thank you.