

## Frequently Asked Questions

**Q: *I have a co-worker who couldn't attend the Anadarko Industries, LLC (AI) All Hands meeting on July 26<sup>th</sup>; will his or her inability to attend put them behind the "consideration curve"?***

A: Certainly not. Our intent for the first All Hands meeting was to get acquainted and provide all of the incumbent employees with some initial information. Everyone should monitor the website at [www.anadarko-industries.com](http://www.anadarko-industries.com) for new information and submit the following three items by August 2, 2010 for consideration:

- Current resume
- Incumbent Employee Information Form
- Employment Application

**Q: *Will AI be able to place all of the incumbent employees?***

A: At this time AI is not knowledgeable of the exact level of support required on each task order. It is doubtful that AI's contract starting October 1, 2010 will contain the same scope of work that is currently being performed today because the Space Shuttle will soon retire and the assembly of the International Space Station is complete.

**Q: *How will it be determined whether some people get offers and some do not?***

A: Once the task order requirements and funding levels are known, we will develop a staffing plan. Candidates will be interviewed and evaluated for the open positions. The best candidates who fit within the budget will be given offers. Those candidates that do not get an offer for a particular position, may be called back to interview for a different position. Those candidates who are not selected will receive an electronic courtesy letter from AI letting them know that we are not hiring them at this time but that we will keep their resume on file should a position for which they are qualified opens up.

**Q: *When will the company provide additional detail about its benefits offerings?***

A: General information was provided at the All Hands meeting held July 26<sup>th</sup>. Additional benefit plan detail will be provided at a later date as part of the transition and hiring process.

**Q: *I decided to start looking for a job when Boeing made the announcement. Should I keep looking?***

A: We always encourage candidates to evaluate their personal situation and make their decisions accordingly. We will be working as promptly as possible to determine our staffing plans once we receive the task order requirements from Boeing.

**Q: *If I get an AI offer, is it possible that my pay might be reduced from my current level?***

A: We strive to bring incumbents over with minimal wage impact; however, until we have staffing requirements, target budgets and final negotiated rates we cannot answer this question.

**Q: *I have a friend who is not on this contract but is really great. How can I get them in touch with AI?***

A: Please have them submit their information to us through the same channel. We will be creating a portfolio of additional candidates for consideration.

**Q: *Can I apply for a different position on the contract?***

A: We will entertain requests to apply for other positions.

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**Q: *How many transitions has AI done over the course of its existence? Do you know how to effectively transition contracts?***

A: We have grown from 0 to 200 employees in 6 years and have performed more than 40 contract start ups with approximately 20 transitions. We typically have performed them in less than 30 days.

**Q: *What if Boeing conducts their background check and I fail it?***

A: It is a Boeing requirement that all subcontract employees pass the background check as a condition of employment on this contract. If Boeing determines, through their screening process, that a background check result is not suitable, they will not be able to badge that individual and AI will not be able to employ them. However, a candidate can go through an arbitration process if they feel that the background check provided incorrect data.

**Q: *I have a vacation planned over the holidays. Will I be able to take it even if I have not accrued enough vacation time with AI? Can I borrow vacation hours?***

A: We want to ensure that managers are aware of time off requests. Many employees who transition to us receive unused vacation payout amounts from their previous employer and may utilize this payout to take unpaid leave for the approved time off. The company's preference is that employees not go negative on vacation balances.

**Q: *What is AI's payroll cycle?***

A: AI is on a semi-monthly payroll cycle. We pay two times per month. Monthly days 1-15 are paid on the 22<sup>nd</sup> day and days 16 through the end of the month are paid on the 7<sup>th</sup> day of each month.

**Q: *Does AI have Comp time?***

A: AI handles this on a case-by-case basis with customer approval.

**Q: *Does AI allow Virtual work?***

A: AI handles this on a case-by-case basis with customer approval.

**Q: *Will we see the AI staff after the contract starts or will they forget about me?***

A: AI stays very much in contact with the employees on each contract and has quarterly All Hands meetings where the Corporate Office will let employees know what is going on with the company and where employees can address concerns directly with Senior Management. AI's employees are a valuable asset and we strive to keep the lines of communication open.