**Team DB NCCDPHP Transition/ *Points of Contact***

**PROJECT DIRECTOR**

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**PROGRAM MANAGER**

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**TRANSITION MANAGER**

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**HR POINTS OF CONTACT**

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**DB Consulting Group, Inc.:**

Sharon Glenn, HR Generalist

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**NCCDPHP**

**Open House Team DB**

**Atlanta Marriott Century Center**

**2000 Century Center Boulevard, NE - Atlanta, GA, 30345**

**Information Services Support for the National Center for Chronic Disease Prevention and Health Promotion Contract**

**Team DB NCCDPHP *OPEN HOUSE***

**Welcome NCCDPHP Incumbents:**

Thank you for attending the DB Consulting Group, Inc. Open House. We realize that this can be a time filled with anxiety, confusion, and uncertainty. However, we want to assure you that the entire DB Team is committed to taking all steps possible to minimize these feelings. We believe that our success during this transition will result from having open, honest, and frequent communication with incumbent personnel.

Throughout the contract transition, we have arranged for opportunities for you to meet with the DB’s NCCDPHP Contract Management Team. You will have an opportunity to meet DB Corporate Management and staff during the Open House and One-On-One Sessions. We will also continue to use our Corporate Website to provide you with accurate and up-to-date information.

Understanding the importance of open, honest, and frequent communications, we have dedicated a section of the DB Website to Frequently Asked Questions (FAQs). While we may not be able to answer every specific question you have, this website will allow us to hear from you and to address your questions and concerns. Our number one priority in this transition is to minimize disruptions to you and to our CDC customers. Therefore, if at any time you have a question, concern, or recommendation, feel free to contact our Contract Program Director, Program Manager, Transition Manager, or our HR Representatives.

We look forward to meeting each and every one of you and welcome you to the NCCDPHP Contract Family.

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**Gerald Boyd, Jr. CEO**

**DB Consulting Group, Inc.**

**Team DB NCCDPHP Transition Schedule**

**Incumbent One-On-One Sessions**

**Dates:** Thursday, June 21st and Friday, June 22nd 9:00 A.M. – 7:00 P.M. Sessions will be in one hour increments. Please schedule your session via the link you received in the email from DB’s HR representative.

**Location: Atlanta Marriott Century Center**, 2000 Century Center Boulevard, NE - Atlanta, GA, 30345

**Make-Up Date:** Saturday, June 23rd 9:00 A.M. – 1:00 P.M.

**Location: DB Consulting Group, Inc**.**,** 2751 Buford Highway, Suite 205, Atlanta, GA, 30324

During the One-On-One Sessions you will meet individually with a Team DB Representative. You will have an opportunity to mutually discuss your role supporting this contract and have any questions or concerns addressed.

**We are requesting that you bring a copy of your two most recent pay stubs.**

Company specific information will be provided at that time as well. To schedule these meetings please visit our Open House or contact us at 404-634-6015.

**Offer Letters**

It is our goal to meet and extend offer letters to all incumbents that align with the service requirements of the NCCDPHP customers. Offer letters will be sent on Tuesday, June 26th to individuals following the One-on-One meetings. Offer letters should be returned on Wednesday, June 27th.

**Orientation**

One-hour orientation sessions will be conducted on June 28th from 11 A.M – 12:00pm; 1-2pm; 4-5pm; or 5:30-6:30pm at DB’s Atlanta office, 2751 Buford Highway, Suite 205. Collection of completed new hire paperwork will take place Friday, June 29th at DB’s Atlanta office.

**NCCDPHP Contract Day One**

**Date:** July 2, 2012