October 2022

O2F Download is a monthly eNewsletter produced and distributed by the AFIMSC O2F Team.

General Updates

Upcoming AgilQuest Training

The AgilQuest 101 session is scheduled for 26-October. Submit questions/ideas beforehand here and make sure to sign-up though MyETMS, Course Number: **AFIMSCAgilQuest** and Event ID **SR005044518** for In-Person or **SR0050044519** for virtual.

O2F Underway

Renovations are in full swing in Bay 6, with over 200 cubicles scheduled to be removed and replaced with open team territory and additional reservable team rooms, 2 of which will be designed to hold up to 13 team members.

AFB Tyndall is also in the process of assessing their portfolio to determine what O2F looks like for them. Stay up to date on the latest news through the O2F SharePoint site.

DST Updates

DS is requesting your help in completing the Survey on SIPR in Building 1. Click or copy this link into MS Edge or Google Chrome to help us determine overall SIPR use and how easily you are able to access SIPR.

Your Voice Matters!

Please take a moment to fill out the O2F Pulse Check, updated with new prompts to hear your feedback on workplace satisfaction.

Maintaining our Connectedness

Join us for fun, games and crafts at AFIMSC's Annual Truck or Treat on 28-October in the AFIMSC Parking Lot (Entrance 2) from 1500-1700. The goal is to have 40+ vehicles for the event, please reach out to MSgt Jewell Allen regarding number of vehicles and your spooky theme for the event.
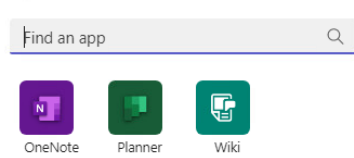
Knowledge Management (KM)

Knowledge Management is vital in a business organization in the way it boosts the efficiency of AFIMSC's decision-making ability. Accumulating, storing, and effectively sharing knowledge stimulates cultural change and innovation that can significantly improve the effectiveness and efficiency across the organization. A Knowledge Management Resource Guide has been created with hints, tips, and links to help you learn how to share information and will be stored out on the KM SharePoint page.

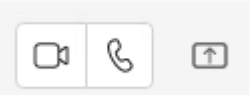## Teams How-Tos:

Let's review some Teams features you may not know about...

Add Apps like OneNote, Planner and Wiki to your Teams page to help track details, due dates and more. Just go to the 3 ellipses on the left column on your Teams app and click to access.
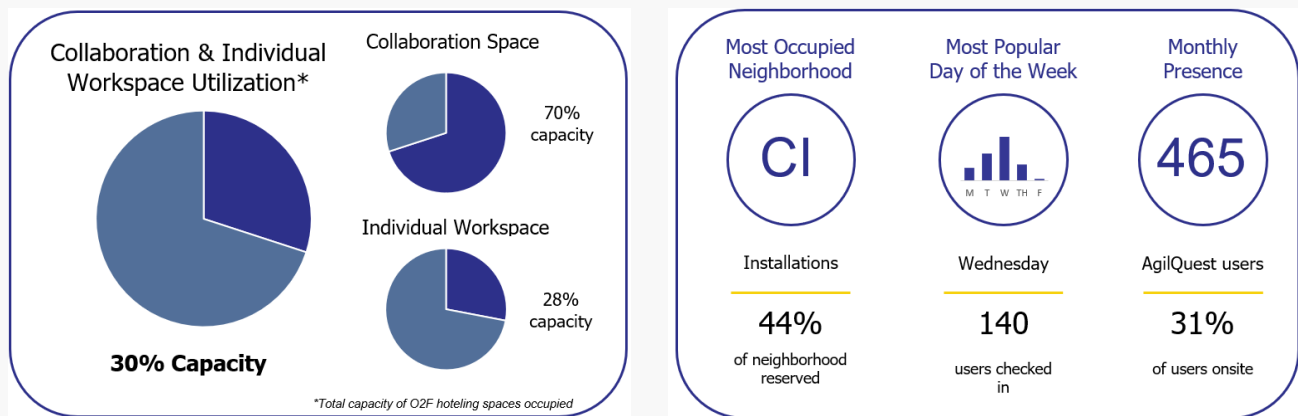
From the chat box, begin impromptu video calls, audio calls or screen share, just by accessing the toolbox in the top right corner.

In the same spot, add other team members to the chat, or "Pop-Out" the chat so you can continue working on Teams while messaging teammates in separate window without hopping back and forth.

September Data Download

Take a look at some of the metrics gathered from the month of August. **Please remember to make reservations and check-in to those reservations** using the AgilQuest site or mobile app so we can better understand how our space is being utilized!

Collaboration & Individual Workspace Utilization*

30% Capacity

Collaboration Space
70% capacity

Individual Workspace
28% capacity

Total capacity of O2F hoteling spaces occupied

Most Occupied Neighborhood
CI
Installations
44%
of neighborhood reserved

Most Popular Day of the Week
M T W TH F
Wednesday
140
users checked in

Monthly Presence
465
AgilQuest users
31%
of users onsite

Find Us on Social Media!

O2F
OFFICE OF THE FUTURE
Connect | Collaborate | Innovate