

Management Information Meeting

April 18, 2003

Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field

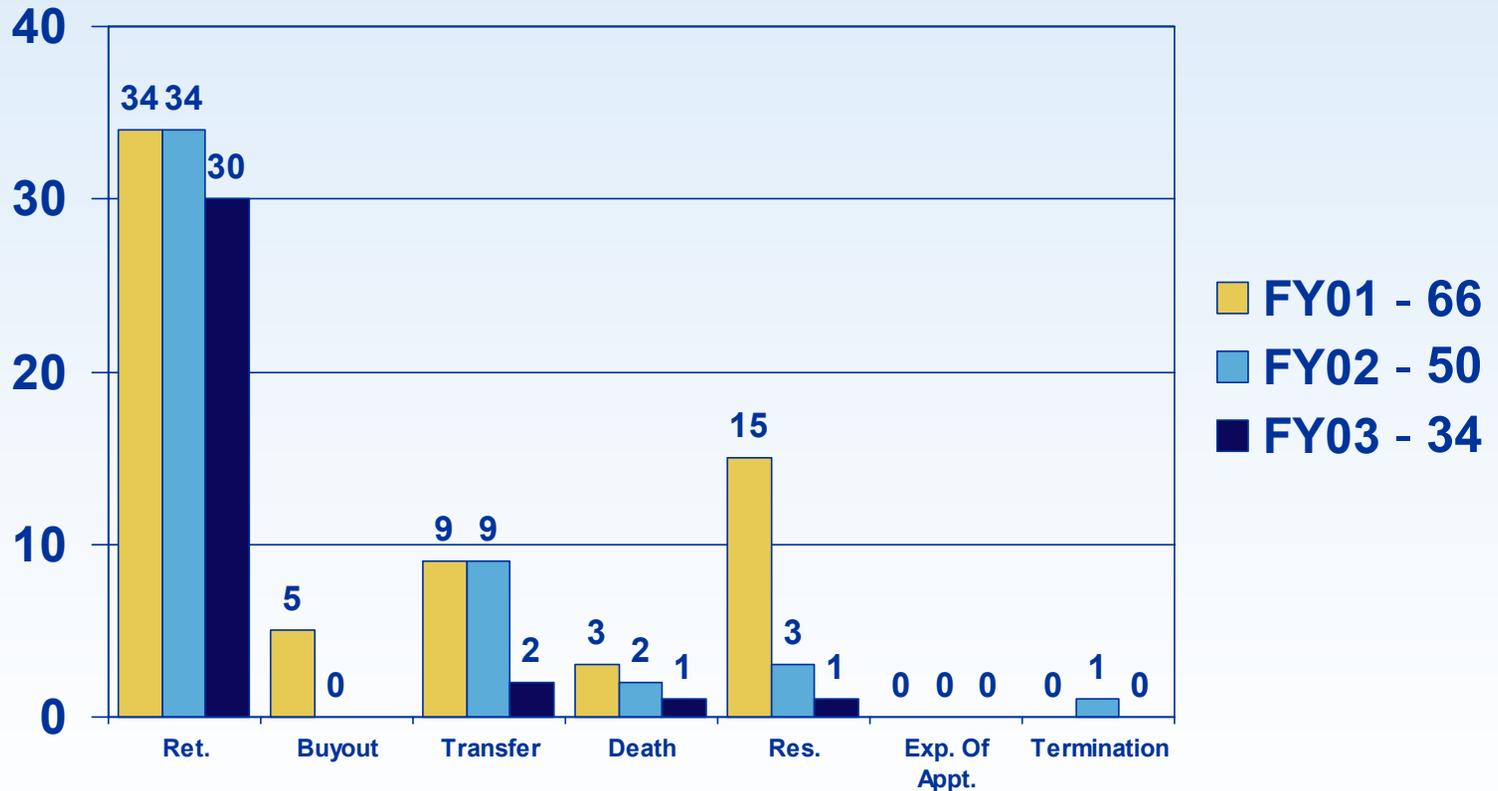


Center Loss Picture FY03 (as of 04/08/03)

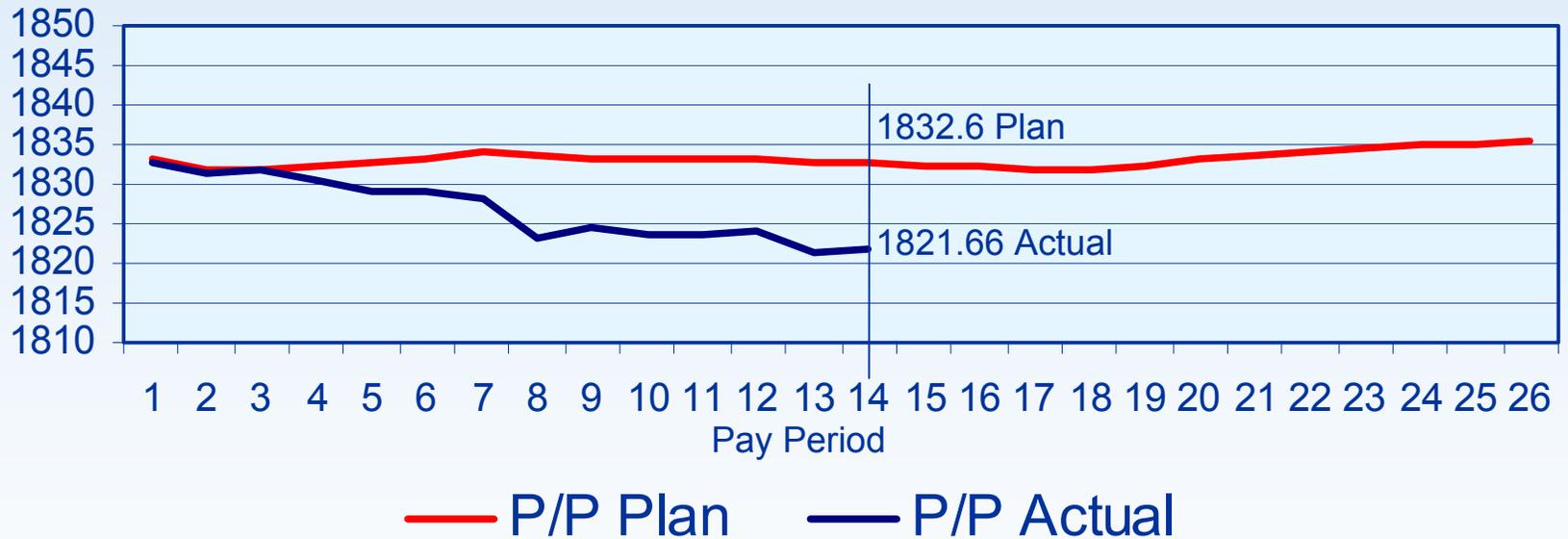
Reasons	Minority		Nonminority		Total
	Male	Female	Male	Female	
Retirement	2		24	4	30
Buyout Retirement					
Termination					
Transfer		2			2
Death	1				1
Resignation:					
Change of Employer			1		1
Personal					
Total Losses	3	2	25	4	34



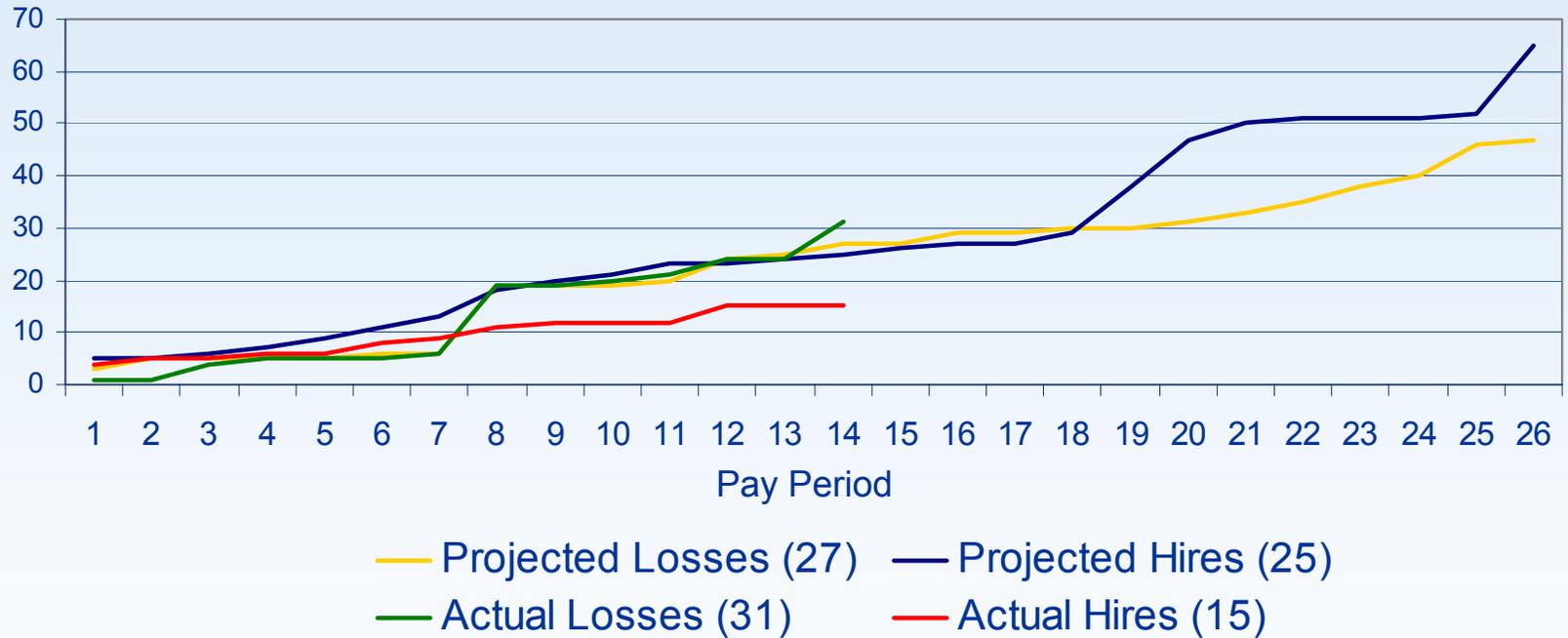
CENTER LOSS PICTURE FY01-FY03 (as of 04/08/03)



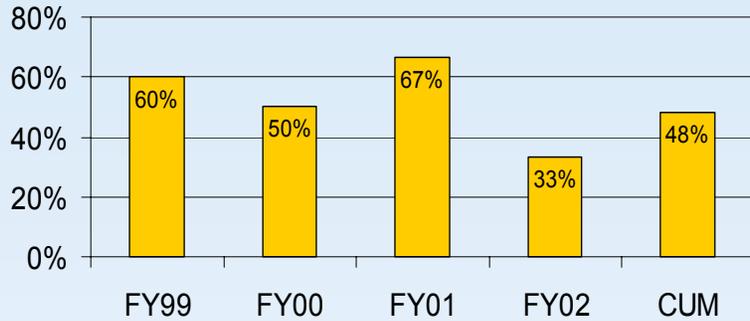
Glenn Research Center FY03 FTPs



Glenn Research Center FY03 FTP Losses and Hires

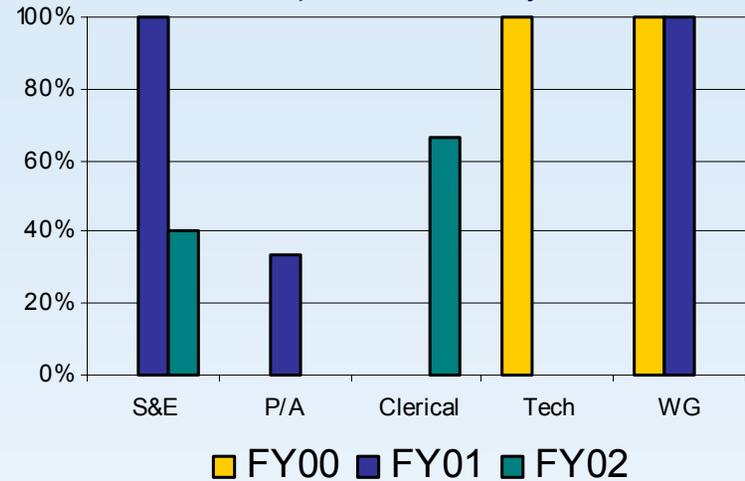


Historical % Conversion of Eligible Co-ops



	FY99	FY00	FY01	FY02	CUM
# Conversions	3	3	4	4	14
# Eligible	5	6	6	12	29
% Converted	60%	50%	67%	33%	48%

Co-op Conversions by NCC



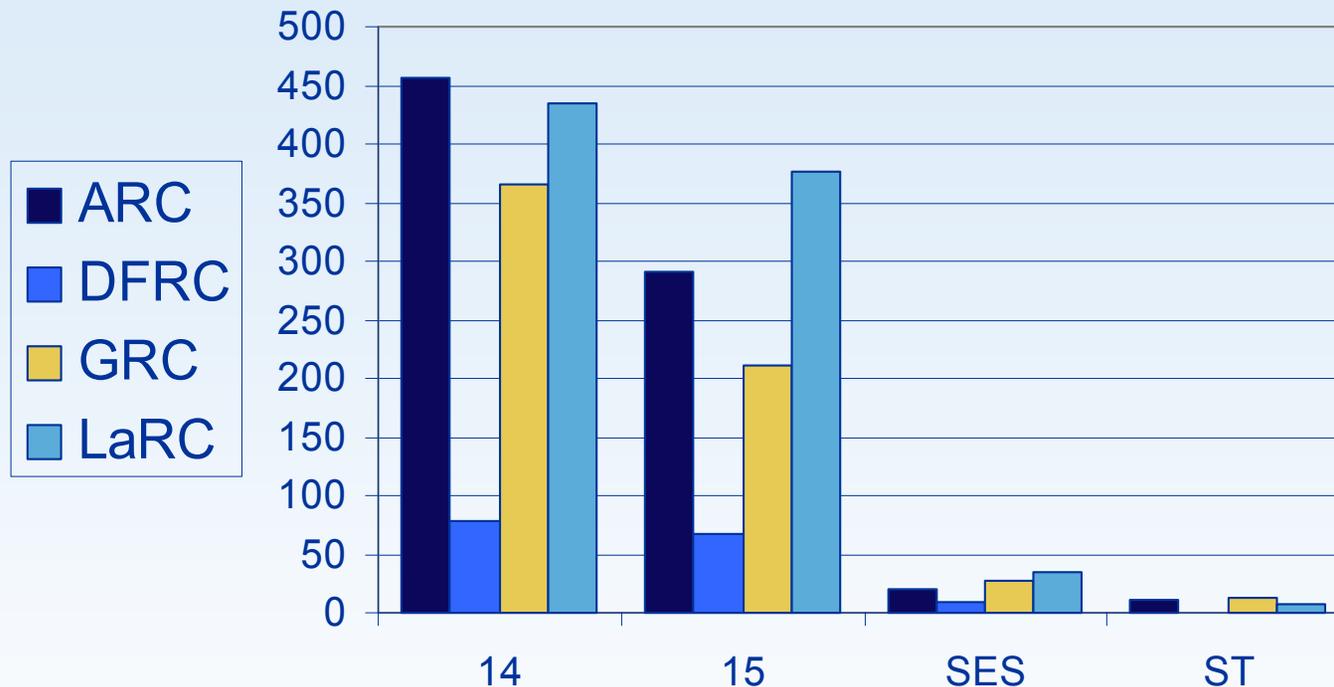
FY00	S&E	P/A	Clerical	Tech	WG
# Eligible	3			1	2
# Converted	0			1	2
% Converted	0%			100%	100%
FY01	S&E	P/A	Clerical	Tech	WG
# Eligible	2	3			1
# Converted	2	1			1
% Converted	100%	33%			100%
FY02	S&E	P/A	Clerical	Tech	WG
# Eligible	5	1	3	3	
# Converted	2	0	2	0	
% Converted	40%	0%	67%	0%	

Ethnicity of Co-op Conversions

	African American		Hispanic		Nonminority		Total
	Male	Female	Male	Female	Male	Female	
FY99					2	1	3
FY00	1				1	1	3
FY01			1		2	1	4
FY02				1	2	1	4
TOTAL	1	0	1	1	7	4	14



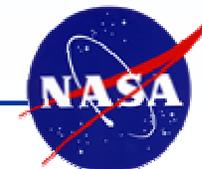
High-Grade Positions - FTP As of 03/22/03



	All Grades	14 & Above	14		15		SES		ST	
ARC	1,392	779	457	33%	291	21%	20	1%	11	0.79%
DFRC	549	155	78	14%	68	12%	9	2%	0	0.00%
GRC	1,824	615	365	20%	211	12%	27	1%	12	0.66%
LaRC	2,294	853	434	19%	376	16%	35	2%	8	0.35%

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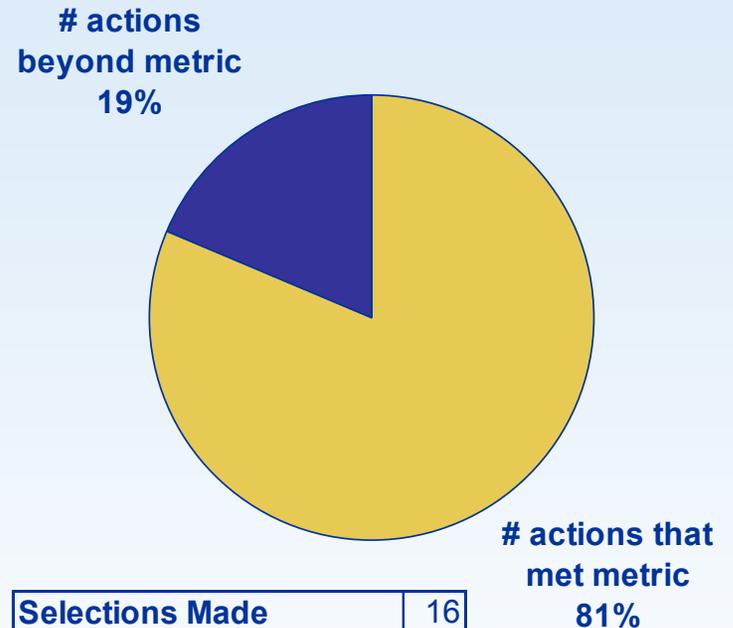
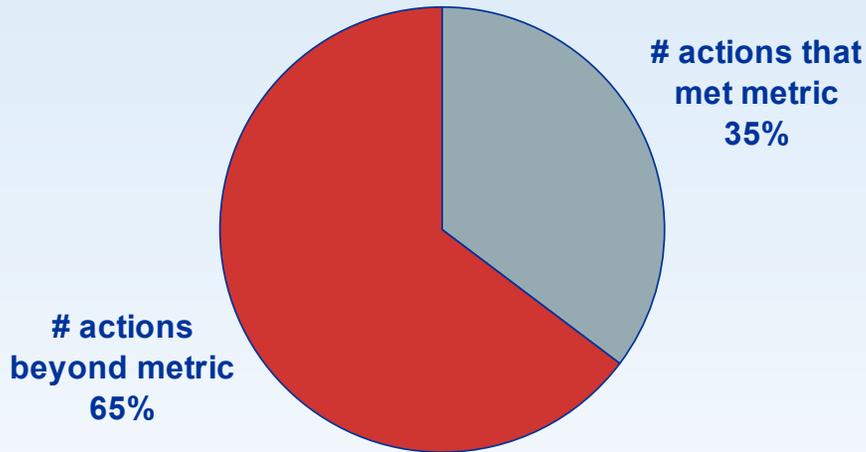


FY03 Promotions as of 03/31/03

Org.	Career Promotions	Accretions	WG to GS	CPP	QSI	DCL	Total
0100					1		
0200							
0400		1					
0500	1						
0600				2			
2000	1						
5000	4						
6000	1			5			
7000	10			2			
9000				2			
Total	17	1	0	11	1	0	30



FY03 2nd Quarter Staffing Metrics (01/01/03 – 03/31/03)



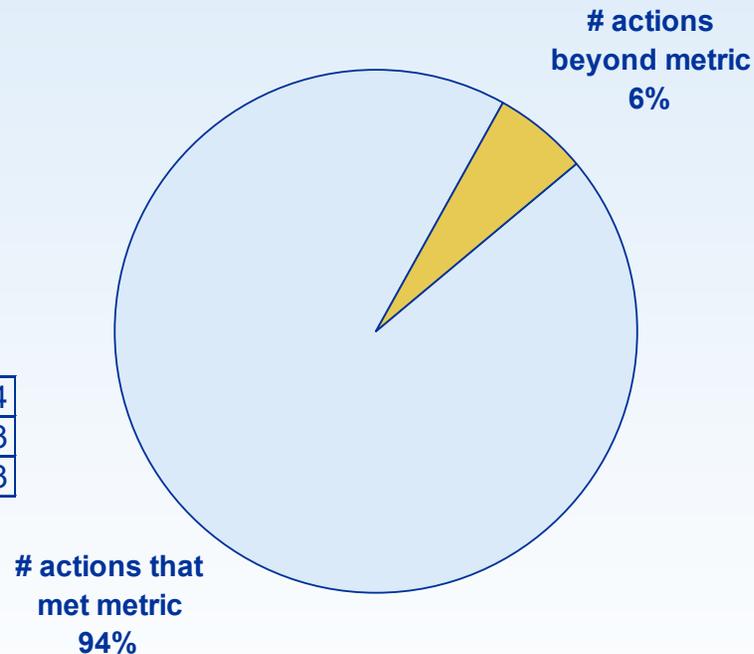
Metric = HR Specialists - 29 Days From Staffing Receipt of SF-52 to Issuance of Certificate to Selecting Official
Managers – 29 Days from Issuance of Certificate to make a selection

Goal = 80 Percent of Actions Within Metric



FY03 2nd Quarter Classification Metrics (01/01/03 – 03/31/03)

Actions That Met Metric	34
Action Beyond Metric	3
Avg. # of days to classify position	13



Metric = 30 Days From Receipt of Complete Package to Classify Position

Goal = 80 Percent of Actions Within Metric

Office of Worker's Compensation Programs (OWCP)

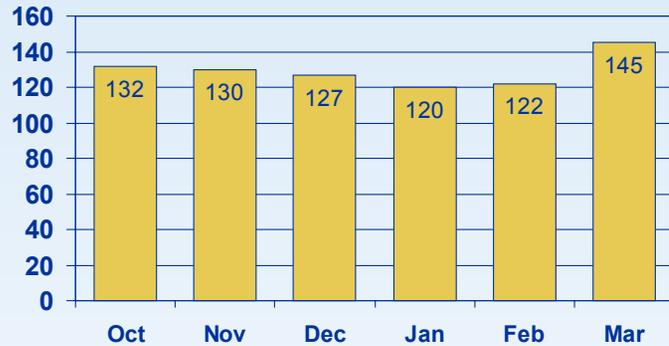
Fiscal Year – July 1 to June 30

	Jan, Feb, Mar 2003	July 1, 2002 to March 31, 2003 Total	July 1, 2001 to June 30, 2002
New Claims	6	11	10
Full Days COP	3	16	76
- Partial Days	1	67	17
COP Costs	\$1,920.58	\$13,025.45	\$13,056.70

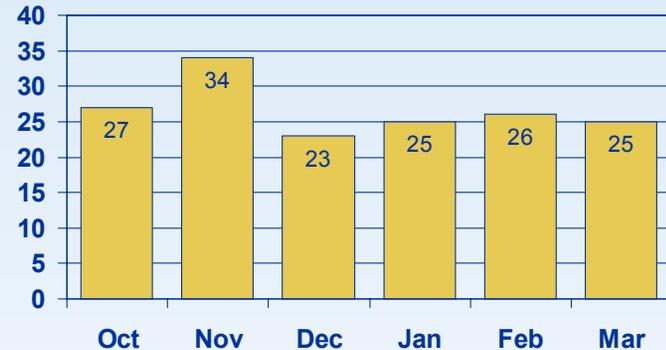


Medical Services

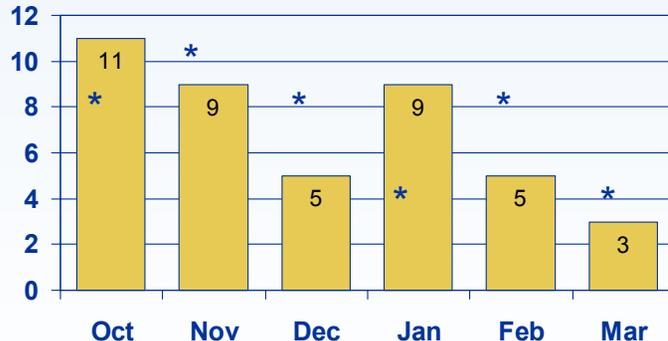
Personal Illness/Injury (New)



Occupational Illness/Injury



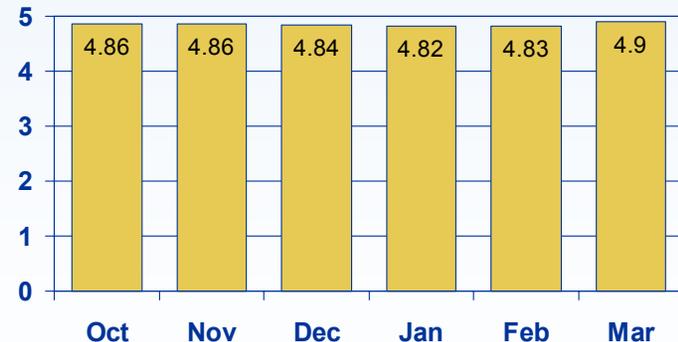
**No Shows / <24-Hour Cancellations
(at a cost of approx. \$100/)**



YTD (05/01/02 to 03/31/03) – 86

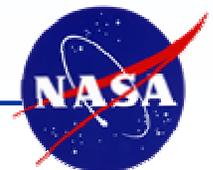
* Corrected to include Dietician and Med Services

Overall Rating



Awards By Type

Org.	TIME OFF		FAST CASH		SAA		GAA	
	Number of Awards	Number of Hours	Number of Awards	Total \$	Number of Awards	Total \$	Number of Awards	Total \$
0100	5	48						
0200	14	200					46	\$82,500
0400	4	58						
0500	8	64			12	\$17,150		
0600	8	72	6	\$956	1	\$500		
2000	8	64						
5000	19	208	1	\$155	1	\$1,500	6	\$10,050
6000	9	96						
7000	91	1,286	9	\$1,459	16	\$8,700	6	\$4,150
9000	14	136	1	\$155				
Total	180	2,232	17	\$2,725	30	\$27,850	58	\$96,700



FY03 Directorate Awards Budgets (GAA, SAA, & PA Type Awards) As of 03/31/03

Dir.	Allocated Amount	Used	Number Processed	Balance
0100	\$43,906			\$43,906
0200	\$120,219	\$82,500	46	\$37,719
0400	\$31,875			\$31,875
0500	\$60,313	\$17,150	12	\$43,163
0600	\$69,688	\$1,456	7	\$68,232
2000	\$67,656			\$67,656
5000	\$391,719	\$11,705	8	\$380,014
6000	\$182,656			\$182,656
7000	\$635,156	\$14,309	31	\$620,847
9000	\$32,813	\$155	1	\$32,658



Employee Suggestion Program

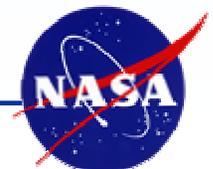
- Suggestion Awards FY03 (as of 03/31/03) - \$1,250
 - Tangible Savings - \$38,500
 - Number of Eligible Employees – 1,768
 - Number of Supervisors - 166
 - Suggestions Submitted 01/01/03 – 03/31/03 - 15
 - Submitted by Supervisors - 2
 - Submitted by Nonsupervisors - 13
 - Percentage of Participation – 0.7%
 - Percentage of Supervisor Participation – 1.2%



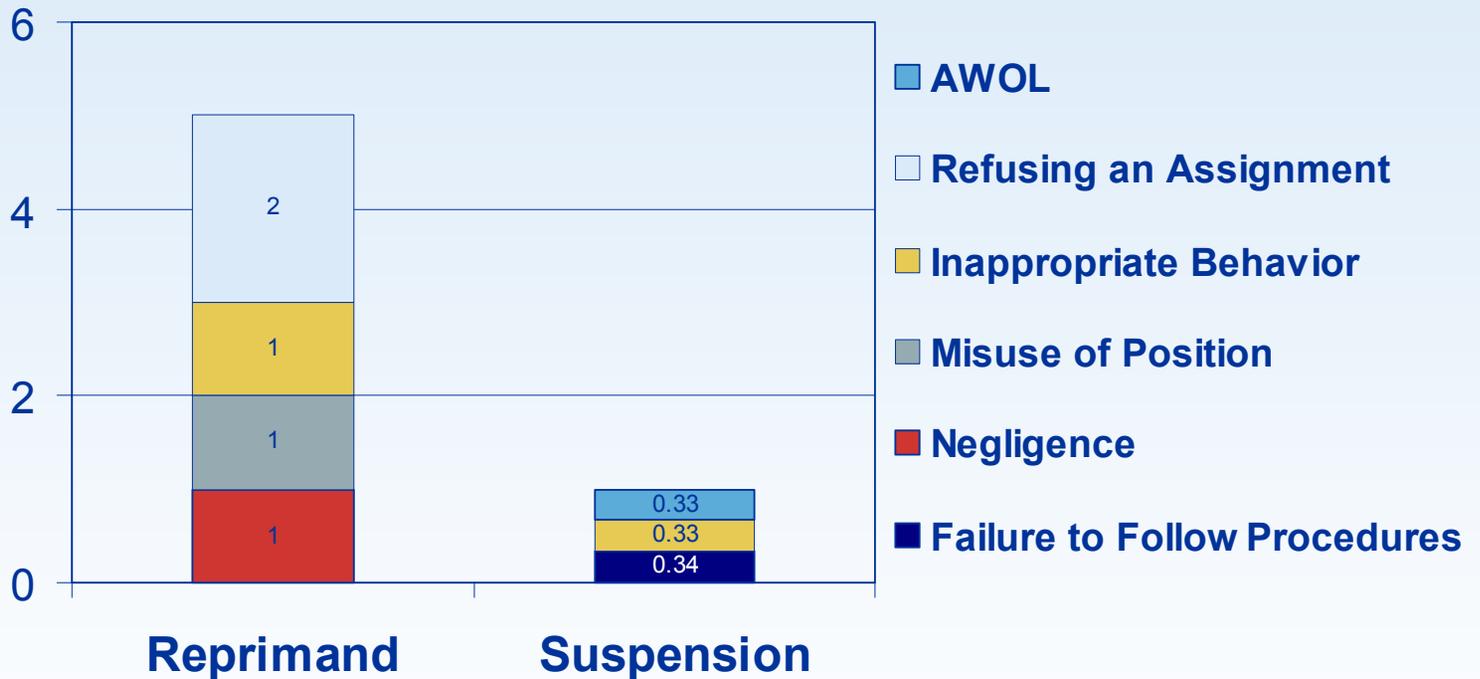
Employee Suggestion Program

Pending Suggestions (By Evaluating Organization)

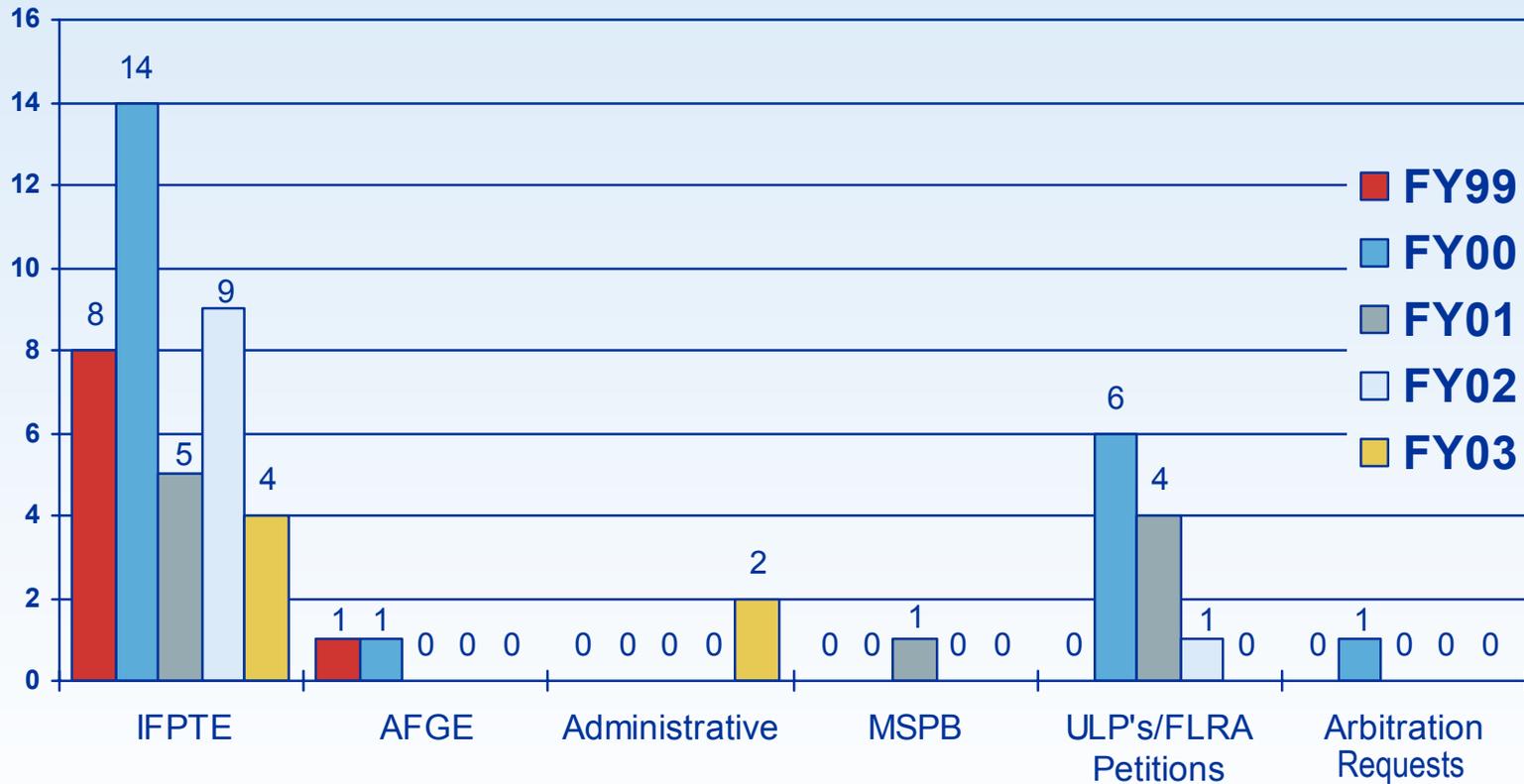
Evaluating Organization	Suggestion Number	Date Due
6700	04002003032804	04/21/03
7000	04002003032801	04/22/03
7340	04002003040201	04/22/03
8000	04002003040202	04/22/03
8500	04002003010702	02/07/03
8500	04002003020501	03/03/03
9200	04002003022001	03/27/03



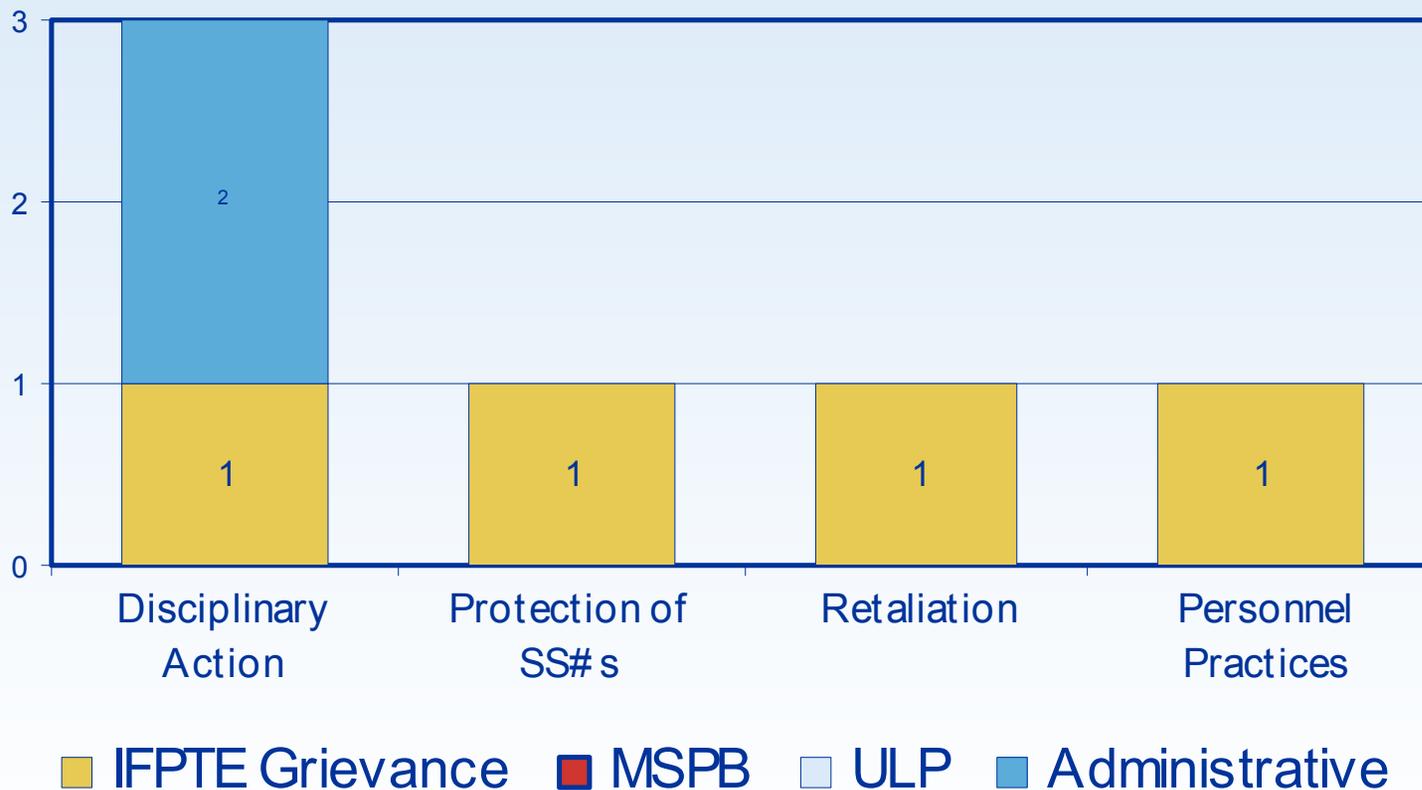
FY03 EMPLOYEE RELATIONS ACTIVITY by Issue (as of 03/31/03)



APPEAL/GRIEVANCE ACTIVITY FY99-03 (as of 03/31/03)



FY03 APPEAL/GRIEVANCE ACTIVITY BY ISSUE (as of 03/31/03)



FY02 Staff Office Training Budget Status as of March 31, 2003

	0100	0120	0140	0170	0180	0200	0400	0600
Allocated	\$4,364	\$1,940	\$7,596	\$5,500	\$6,735	\$10,667	\$15,243	\$22,486
Committed	\$4,589	\$1,590	\$3,940	\$982	\$1,506	\$2,070	\$8,687	\$2,351
% Committed	105%	82%	52%	18%	22%	19%	57%	10%



FY03 Directorate Office Training Budget Status as of December 31, 2002

	2000	5000	6000	7000	8000	9000
Allocated	\$64,060	\$280,976	\$112,945	\$289,075	\$50,000	\$39,465
Committed	\$23,744	\$116,043	\$36,754	\$114,955	\$38,757	\$10,779
% Committed	37%	41%	33%	40%	78%	27%



FY03 Overall Training Budget Status as of December 31, 2002

	Directorate Suballocation Total	OD&TO Managed - S&E Programs	OD&TO Managed - Other Programs	Expert Center IT Security Managed Total	Centerwide Total
Allocated	\$911,052	\$1,005,591	\$1,983,706	\$867,500	\$4,767,849
Committed	\$366,747	\$517,258	\$642,712	\$574,279	\$2,100,996
% Committed	60%	51%	32%	66%	44%



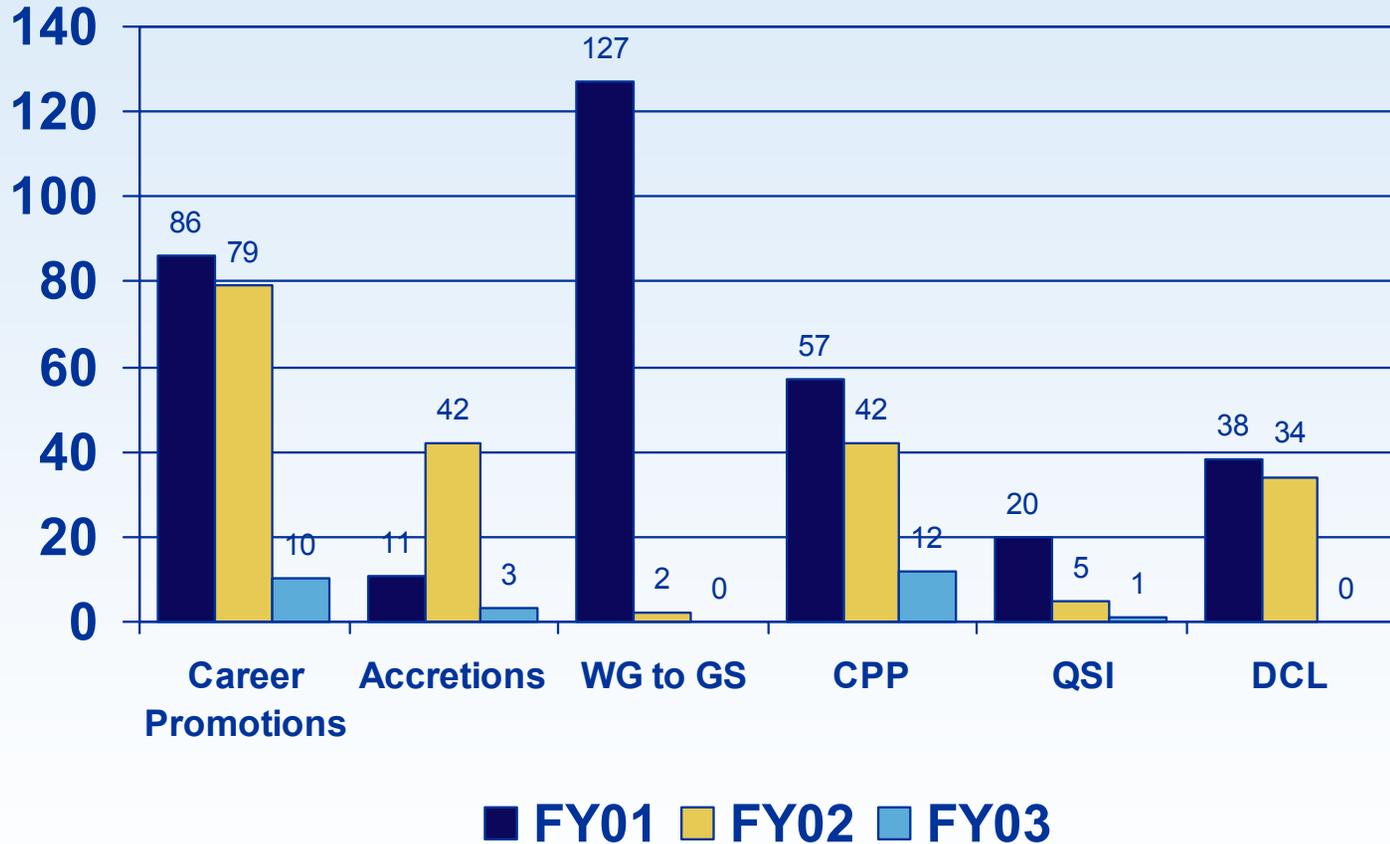
Supplemental Information

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Office of Human Resources and Workforce Planning at Lewis Field



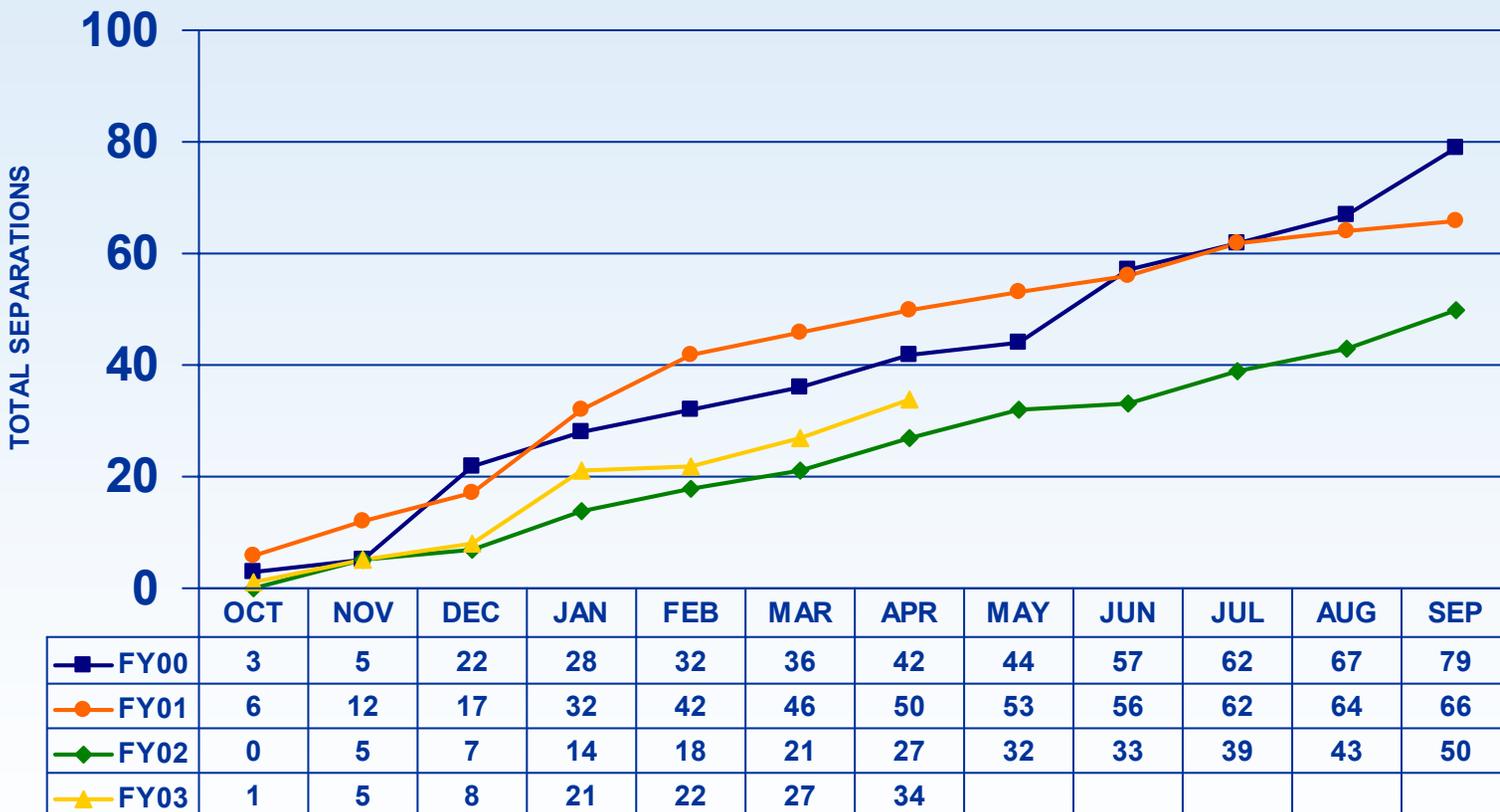
FY01-FY03* Promotions By Fiscal Year



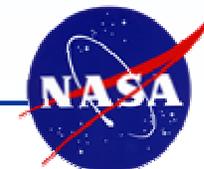
*As of 12/31/02



CUMULATIVE SEPARATIONS FY00-03

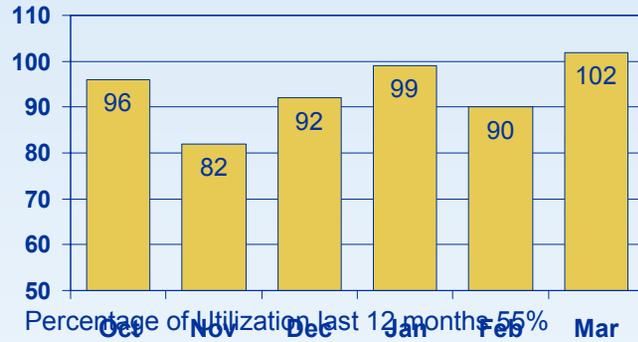


FY03 Projected Separations – 47

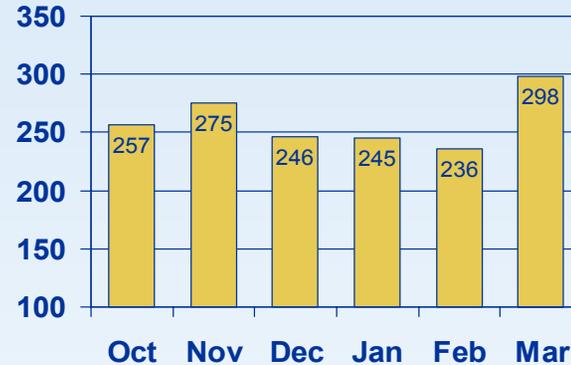


Medical Services

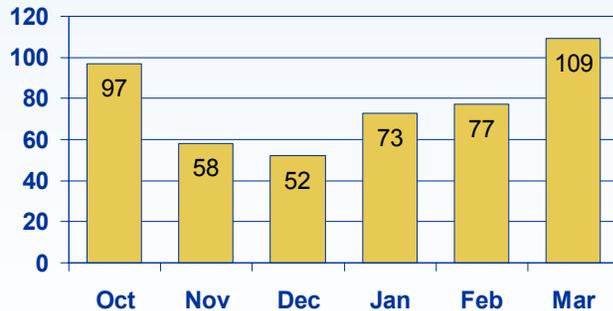
Health Screening Exams



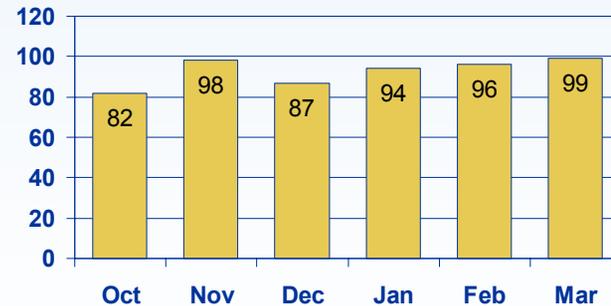
Blood Pressure Tests



Medical Surveillance Testing (FAA Flight Physicals, Surveillance Programs)



Abnormal Labs/Early Detection



Includes Testing for:
 High Cholesterol -
 PAP Tests
 Sigmoidoscopy
 PSA
 Glucose
 Liver Function
 Stress



Leave and Telecommuting Programs

Leave Requests Processed (FY03 2 nd Quarter)	
Advanced Sick Leave	5
(Same Period Last Year)	4
Leave Transfer Requests	4
(Same Period Last Year)	5

Telecommuting Requests (FY03 2 nd Quarter)	
Ongoing	1
(Same Period Last Year)	4
Temporary	3
(Same Period Last Year)	3
As Needed	31
(Same Period Last Year)	17



Employee Suggestion Program

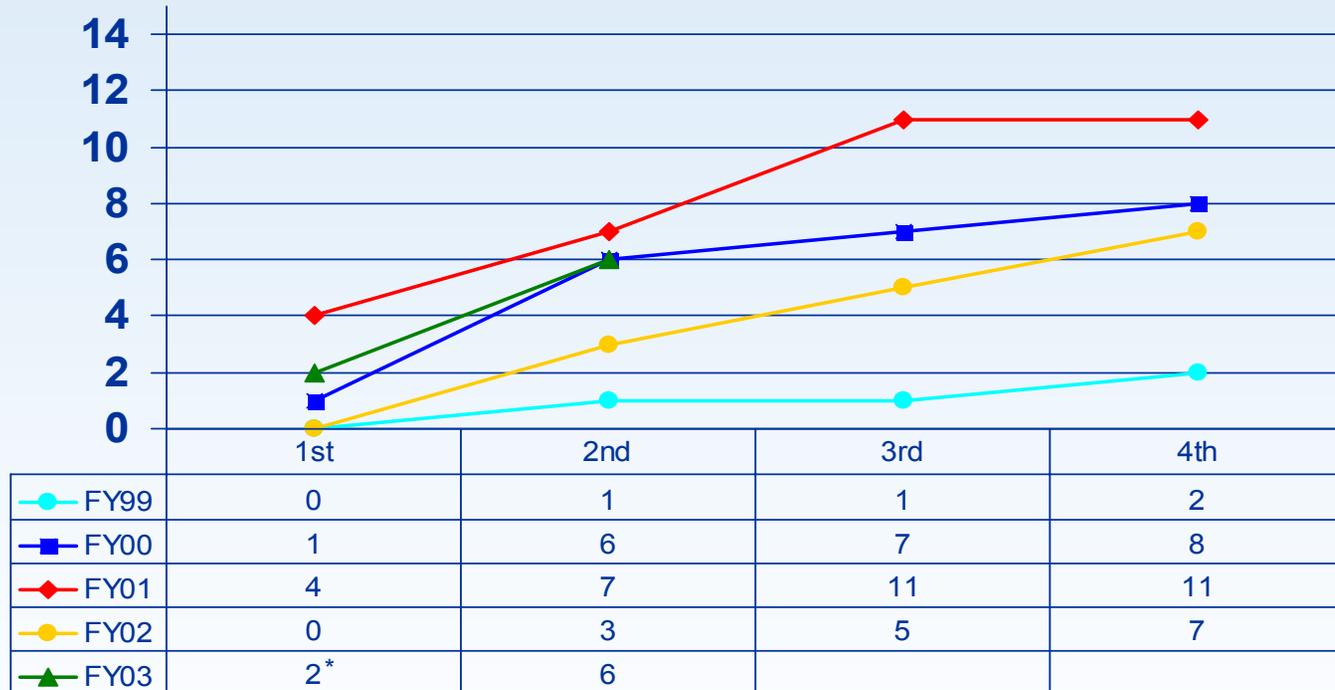
Directorate/Staff Office Suggestions FY03 (As of 03/31/03)

Org.	Individual Submission	Accepted	Rejected	Supervisor Submission	Accepted	Rejected
0100	2	2				
0200	1		1			
0400						
0500						
0600						
2000						
5000	3	2	1	2	1	1
6000	1	1				
7000	4	3	1			
9000	1	1				
Other Center	1*		1			
Total	13			2	Grand Total = 15	

* 0300 A test suggestion submitted by an Army employee who is on the ESP committee



DISCIPLINARY/ADVERSE ACTIONS FY99-03 (as of 03/31/03)



* 1 disciplinary action was rescinded as a result of a grievance settlement



EMPLOYEE RELATIONS ACTIVITY BY ORGANIZATION FY03 (as of 03/31/03)

ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200											
0400	4 (4)	2		2							
0500											
0600											
2000											
5000											
6000											
7000	2 (2)				2						
9000											
Total	6 (6)	2 (2)		2 (2)	2 (2)						
%		33.3%		33.3%	33.3%						

() # Individuals Involved



Development Program Opportunities

Glenn Technical Education Program (GTED)

- Call released April 7, 2003
- Application packets due to OD&TO – May 2, 2003
- HRP convenes to recommend candidates – May 22, 2003



Training Program Course Offerings & Evaluation Metrics as of March 31, 2003

	JAN	FEB	MAR	YTD
Number of On-site Course Offerings	8	6	12	63
* Overall Rating of Courses	4.18	4.60	4.51	4.50
* Services of the Training Office	4.42	4.52	4.31	4.42
** Value of training in supporting your ability to achieve NASA's strategic goals	7.40	8.07	7.46	7.62

* Scale 1- 5 (1=Poor, 5=Excellent)

** Scale 1- 9 (1=Lowest, 9=Highest) is HQ Code FT Metric

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