

# Management Information Meeting

October 20, 2000



**GLENN RESEARCH CENTER**

Office of Human Resources

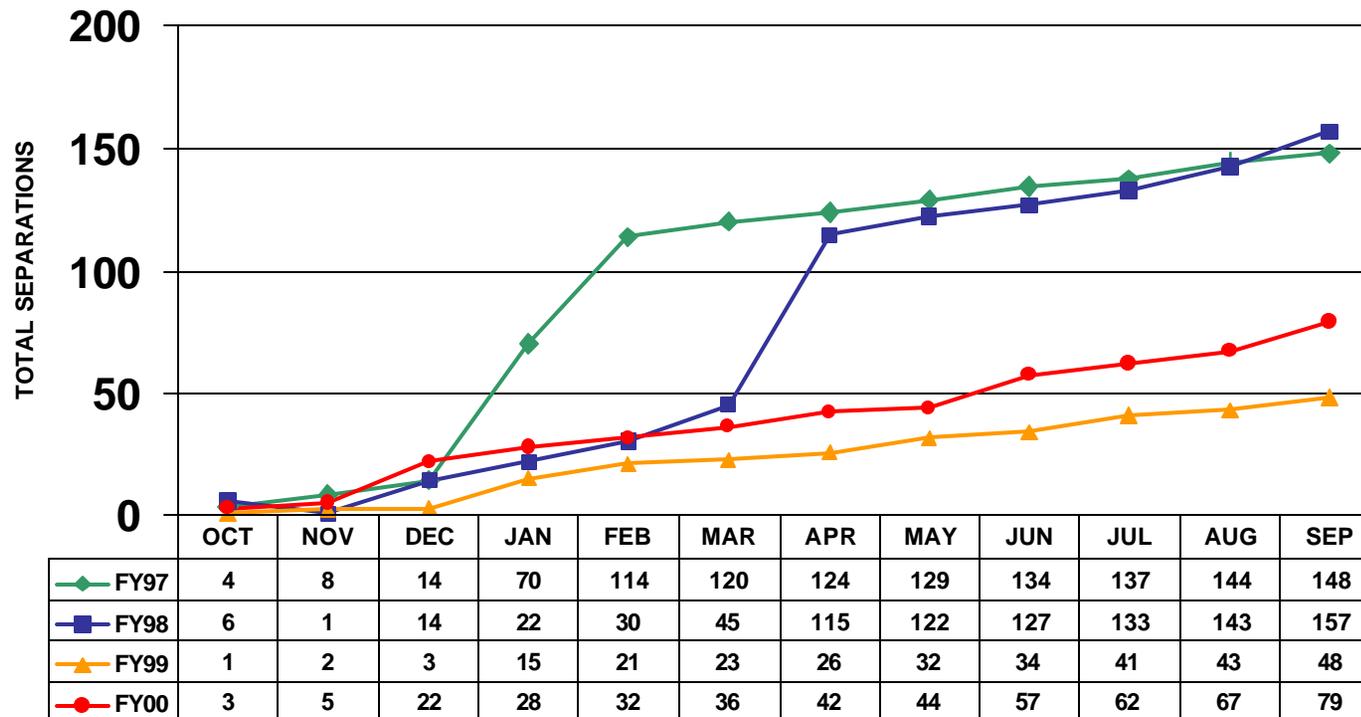
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### CUMULATIVE SEPARATIONS FY97-00



FY00 Projected Separations - 80



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### CENTER LOSS PICTURE FY00 (AS OF 09/30/00)

REASONS:	MINORITY		NONMINORITY		TOTAL
	MALE	FEMALE	MALE	FEMALE	
RETIREMENT			41	5	46
TRANSFER	2		1	1	4
DEATH			3		3
EXP. OF APPT.	1				1
RESIGNATION:					
CHANGE OF EMPLOYER	3	4	7	1	15
PERSONAL	1	1	3	5	10
TOTAL LOSSES	7	5	55	12	79



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### FY00 RESIGNATIONS KNOWN AS OF 09/30/00

AGE	NONMIN.		AF. AMER.		HISPANIC		ASIAN		NAT. AMER.		TOTAL
	M	F	M	F	M	F	M	F	M	F	
42+	(758) 5				(30) 1	(9) 1	(58) 1	(98) 1			9
36-41	(306) 4	(106) 1		(26) 2				(11) 1			8
30-35	(116) 1	(67) 5	(21) 1		(12) 1						8
27-29											
TOTAL	10	6	1	2	2	1	1	2			25

( ) NUMBER AT BEGINNING OF FY00



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### GRADES 14 & ABOVE POSITIONS AS OF 09/30/00

14'S	-	337	(Includes 4 Temp. Prom.)
15's	-	195	(Includes 4 Temp. Prom.)
ST'S	-	9	
SES	-	<u>24</u>	
TOTAL	-	565	(28.5% of Total CS Headcount of 1,985)



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### FY00 HIRES

<u>Category</u>	<u>Fresh Outs</u>	<u>Exp.</u>
S&E	22	14 (4)
Admin.	2 [1]	1
Sec.		9 (5)
Clerical		2 (2)
Tech.		1
Wage Grade		4
Total Hires - 55	24 [1]	31 (11)

**Note:** Term and Excepted are included in the 55 hires  
as well as the 2 carry overs from FY99

( ) Term Appt.  
[ ] Excepted Appt.



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### FY01 RECRUITING AS OF 10/20/00

#### OTPFT Recruiting:

<u>Category</u>	<u>Org.</u>	<u>Title</u>	<u>Series/Grade</u>	<u>Status</u>
Term	0100	Office Assistant	GS-0303-6	Received updated PD 10/02/00
Excepted	0120	Patent Attorney	GS-1220-14	Reannouncing position.
Term	0460	Personnel Mgmt. Spec.	GS-0201-11/12	Certificate issued 10/06/00
Term	0470	Personnel Mgmt. Spec.	GS-0201-11/12	Certificate issued 10/06/00
Term	0540	Industrial Hygienist	GS-0690-12/13	Offer made 09/06/00 Tentative acceptance
Term	5130	Ceramics Engineer	GS-892-12/13	Offer made 09/29/00
Term	7450	Mechanical Engineer (2 pos.)	GS-0830-7	Panel scheduled for week of 10/16/00

**TOTAL - 8 (All were approved FY00)**

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### FY01 RECRUITING AS OF 10/20/00

#### Permanent Recruiting:

<u>ORG.</u>	<u>TITLE</u>	<u>SERIES/ GRADE</u>	<u>STATUS</u>
0540	AST, Exp. Fac. Envir. (2 positions)	GS-0801-13	Announcement being prepared
5530	AST, Control Systems	GS-0801-13	Certificate issued 09/26/00
5620	Supvy. Microwave Physical Electronics	GS-1310-13	Announcement closed 10/19/00
5830	Aerospace Engineer	GS-0861-13	Preparing Advanced-In-Hire Memo
6727	Aerospace Engineer	GS-0861-13	Announcement closes 10/20/00
6711	Aerospace Engineer	GS-0861-13	Offer accepted, awaiting EOD

Total - 7 (All were approved FY00)



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### FY01 RECRUITING AS OF 10/20/00

#### Scheduled to Enter on Duty:

<u>Category</u>	<u>Org.</u>	<u>Title</u>	<u>Series/Grade</u>	<u>EOD Date</u>
Term	2400	Aerospace Engineer	GS-0861-13	11/19/00
Permanent	5400	Electrical Engineer	GS-0850-13	10/23/00
Term	6150	Electronic Engineer	GS-0855-13	10/23/00



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### Customer Input/Feedback on OHR CPP/LRO Metrics

- Suggestions/Recommendations:
- Bring a Classification course to Glenn for administrative officers, supervisors/managers
- Clarify that Classification Specialists have 30 calendar days (not workdays) to classify a new position description
- Schedule quarterly meetings with Directorate senior management and update them on the progress or lack of progress against CPP/LRO metrics
- Show CPP/LRO metric data with drivers. Drivers are things that management can influence. For example: identify the causes and consequences for meeting or not meeting CPP/LRO metrics
- Add a metric for recruiting new hires



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### COMPETITIVE PLACEMENT PLAN METRIC DATE CERTIFICATE MAILED TO SELECTION DATE CPP METRIC FOR DATA IS 16 WORKDAYS

ANN. #	ORG	ACTUAL WORKDAYS	PERF
00-56	0100	12	Green
00-15	0180	3	Green
00-01	0210	94	Red
00-45	0224	3	Green
00-48	0520	9	Green
00-61	0610	21	Yellow
00-47	0611	15	Green
00-21	2100	15	Green
00-22	2100	39	Red
00-20	2100	42	Red
00-59	2200	30	Red
00-70	2200	16	Green
00-14	2300	22	Red
00-58	2300	12	Green
00-13	5640	42	Red
00-27	5810	42	Red

ANN. #	ORG	ACTUAL WORKDAYS	PERF
00-38	6510	58	Red
00-41	6510	5	Green
00-36	6724	40	Red
00-35	6724	11	Green
00-23	7130	35	Red
00-24	7150	16	Green
00-17	7200	49	Red
00-18	7200	40	Red
00-04	7410	4	Green
00-10	7410	38	Red
00-11	7420	38	Red
00-03	7430	4	Green
00-12	7430	38	Red
00-08	7500	27	Red
00-09	7502	27	Red

ANN. #	ORG	ACTUAL WORKDAYS	PERF
00-43	7510	21	Yellow
00-32	7525	19	Yellow
00-60	7530	22	Red
00-60	7530	22	Red
00-68	7530	29	Red
00-79	7530	18	Yellow
00-26	7555	35	Red
00-53	7715	21	Yellow
00-40	7720	5	Green
00-31	7725	45	Red
00-42	7755	13	Green
00-28	7830	26	Red
00-29	7830	25	Red
00-30	9300	12	Green
00-33	9300	17	Yellow

MET OR EXCEEDED METRIC
  WITHIN 5 DAYS OF MEETING METRIC
  DID NOT MEET METRIC



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### FY00 Fresh Out Hires

	<u>Discipline</u>	<u>Series/Grade</u>	<u>School</u>
1.	Contract Specialist	GS-1102-05	Baldwin Wallace College
2.	Aerospace Engineer	GS-0861-09	Case Western Reserve University
3.	Aerospace Engineer	GS-0861-09	Columbia University
4.	Aerospace Engineer	GS-9861-09	University of Michigan
5.	Aerospace Engineer	GS-0861-07	Cornell University
6.	Aerospace Engineer	GS-0861-09	Case Western Reserve University
7.	Aerospace Engineer	GS-0861-09	Ohio State University
8.	Aerospace Engineer	GS-0861-09	Ohio State University
9.	Aerospace Engineer	GS-0861-07	University of Akron
10.	Program Analyst (PMI)	GS-0301-09	University of Akron
11.	Computer Engineer	GS-0854-09	Cleveland State University
12.	Electronics Engineer	GS-0855-09	University of Alabama
13.	Materials Research Engr.	GS-0806-09	Cleveland State University



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### FY00 Fresh Out Hires (continued)

	<u>Discipline</u>	<u>Series/Grade</u>	<u>School</u>
14.	Computer Engineer	GS-0854-09	Case Western Reserve University
15.	Materials Research Engr.	GS-0806-09	Michigan Tech. University
16.	Health Physicist	GS-1306-09	Cleveland State University
17.	Computer Engineer	GS-0854-09	Cleveland State University
18.	Electronics Engineer	GS-0855-07	John Carroll
19.	Electronics Engineer	GS-0855-07	Angelo State University
20.	Aerospace Engineer	GS-0861-09	State University of New York
21.	Aerospace Engineer	GS-0861-09	Embry-Riddle Aero
22.	Electronics Engineer	GS-0855-09	Wright State University
23.	Computer Engineer	GS-0854-09	Cleveland State University
24.	Aerospace Engineer	GS-0861-09	Cleveland State University

Grade Point Average - 3.6



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### FY00 Experienced Hires

	<u>Discipline</u>	<u>Series/Grade</u>	<u>Former Employer</u>
1.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
2.	Computer Engineer	GS-0854-13	Analex Corporation
3.	Secretary (O/A)	GS-0318-06	U.S. Coast Guard
4.	Secretary (O/A)	GS-0318-07	NASA Glenn Research Center
5.	Fire Protection Engineer	GS-0804-13	Science Applications Intl. Corp.
6.	Aerospace Engineer	GS-0861-13	Sverdrup Technology
7.	Aerospace Engineer	GS-0861-13	NASA Glenn Research Center
8.	AST, Gas & Fluid Systems	GS-0801-13	NASA Kennedy Space Center
9.	Personnel Assistant (O/A)	GS-0203-06	Wright Patterson AFB
10.	Secretary (O/A)	GS-0318-08	Indyne, Incorporated
11.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
12.	General Engineer	GS-0801-13	Indyne, Incorporated
13.	Aerospace Engineer	GS-0861-13	Rockwell Space
14.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
15.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
16.	Personnel Clerk (O/A)	GS-0203-05	Indyne, Incorporated



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### FY00 Experienced Hires (continued)

	<u>Discipline</u>	<u>Series/Grade</u>	<u>Former Employer</u>
17.	Aerospace Engineer	GS-0816-13	NASA Marshall Space Flight Center
18.	Mechanical Engr. Tech.	GS-0802-04	Atlantic Tool & Die Company
19.	Mechanical Engineer	GS-0830-12	Monarch Gas Company
20.	Research Lab. Mech.	WT-4745-11	NASA Glenn Research Center
21.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
22.	Model Maker (Helper)	WG-4714-05	Center for Employment Training
23.	Electrician	WG-2805-13	Gilcrest Electric & Supply Company
24.	Electronics Engineer	GS-0855-13	Analex Corporation
25.	Accountant	GS-0510-12	Emmis Broadcasting Corporation
26.	Secretary (O/A)	GS-0318-06	Indyne, Incorporated
27.	Aerospace Engineer	GS-0861-09	Dynacs Engineering
28.	Instrument Maker Appr.	WG-3314-11	Bath Iron Works
29.	Electrical Engineer	GS-0850-09	Dynacs Engineering
30.	Electronics Engineer	GS-0855-09	K-Systems Corporation
31.	Aerospace Engineer	GS-0861-13	National Center for Microgravity Res.



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### FY00 DIRECTORATE BUDGETS (GAA, SAA, & PA TYPE AWARDS)

<u>Dir.</u>	<u>Initial Budget</u>	<u>Supplement</u>	<u>New Allocation</u>	<u>Used</u>	<u>Balance</u>
0100	33,041	10,137	43,178	43,178	-
0200	33,645		33,645	33,322	323
0400	24,716	20,252	44,968	44,968	-
0500	42,278	3,755	46,053	46,053	-
0600	54,211	7,554	61,765	61,765	-
2000	50,309	5,857	56,166	56,166	-
5000	290,383	11,989	302,372	302,372	-
6000	132,809	9,521	142,330	142,330	-
7000	497,908		497,908	490,565	7,343
9000	23,802	300	24,102	24,102	-



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- FEHB
  - Upcoming Open Season November 13 to December 11
  - Employee Express will be Mandatory
- NEBA
  - Refund of Premium Checks Being Distributed
- TSP
  - Upcoming Open Season November 15, 2000, to January 31, 2001
  - Employee Express will be Mandatory
- Leave Requests Processed 3rd quarter - 29
- Telecommuting Requests Processed - 20



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- Medical Services
  - Overall Patient Satisfaction for July/August/September **4.82**  
(on a scale of 1-5)
  - New Contract Awarded November 1, 2000, **Singleton Health Services**
- OWCP - 3rd Quarter CY00
  - New Claims - 6
  - Medial Claims Submitted - 57
  - Full Days COP - 80
    - Partial Days - 4
  - COP Costs - \$16,812.42
  - YTD COP Costs - \$63,258.87



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### FY00 SUGGESTION AWARDS

	<u>Number</u>	<u>Dollars</u>
• Eligible Suggestions Submitted	51	
– Number of Eligible Employees - 1,985		
– Percentage of Participation - 3%		
– Average Number of Days to Process - 40		
– Target Number of Days to Process - 30		
• Suggestions Implemented	6	7,704
• Tangible Savings		171,840
• Suggestions Pending	25	
• Suggestions Closed	26	



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### FY00 AWARDS

	<u>Number</u>	<u>Dollars</u>
• Distinguished Paper		2,500
• Secretary/Clerical Awards	6	4,800
• Safety Awards	3	750
• Performance Awards	285	442,077
• Special Act Awards*	658	394,579
• Group Awards	1,544	457,465
• Space Act Awards	52	59,600

\*Includes Fast Cash Awards





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### EMPLOYEE RELATIONS ACTIVITY BY ORGANIZATION FY00\*

ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200	2			2							
0400	1			1							
0500	2		1					1			
0600											
2000											
5000											
6000	1		1								
7000	5		1		2		1		1		
9000											
<b>Total</b>	<b>11 (10)</b>		<b>3</b>	<b>3 (2)</b>	<b>2</b>		<b>1</b>	<b>1</b>	<b>1</b>		
<b>%</b>			<b>27.3%</b>	<b>27.3%</b>	<b>18.1%</b>		<b>9.1%</b>	<b>9.1%</b>	<b>9.1%</b>		

( ) # Individuals Receiving Action

\* As of September 30, 2000



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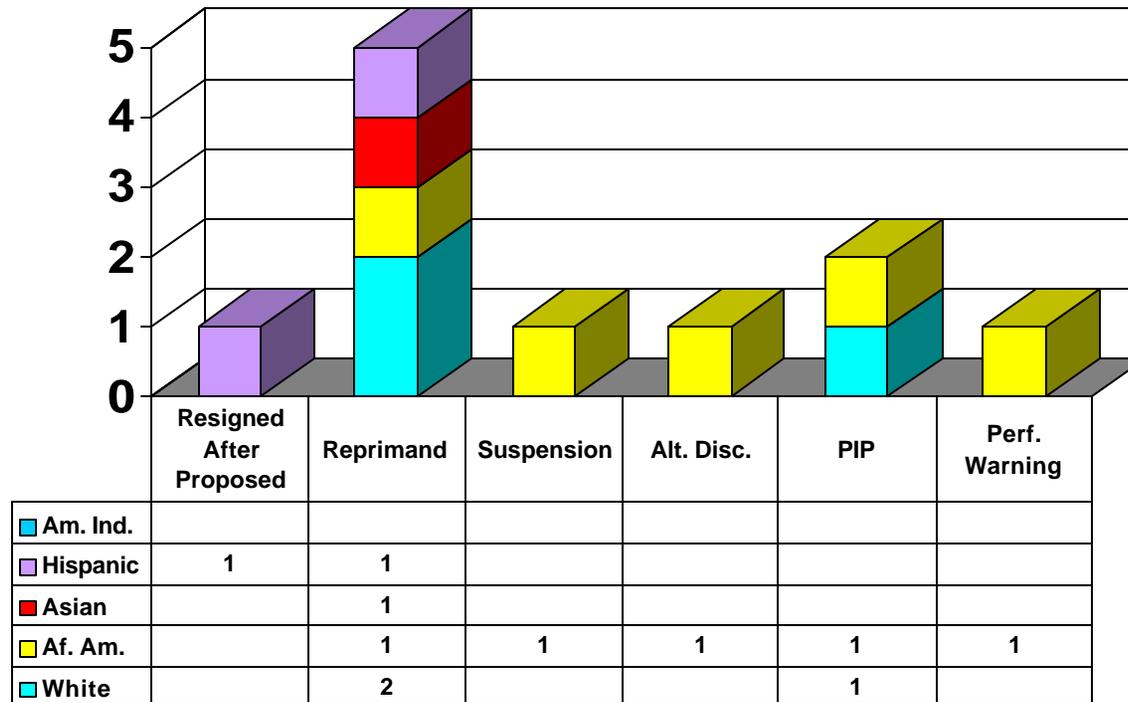
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### EMPLOYEE RELATIONS ACTIVITY MINORITY/NONMINORITY FY96-00 (as of 09/30/00)



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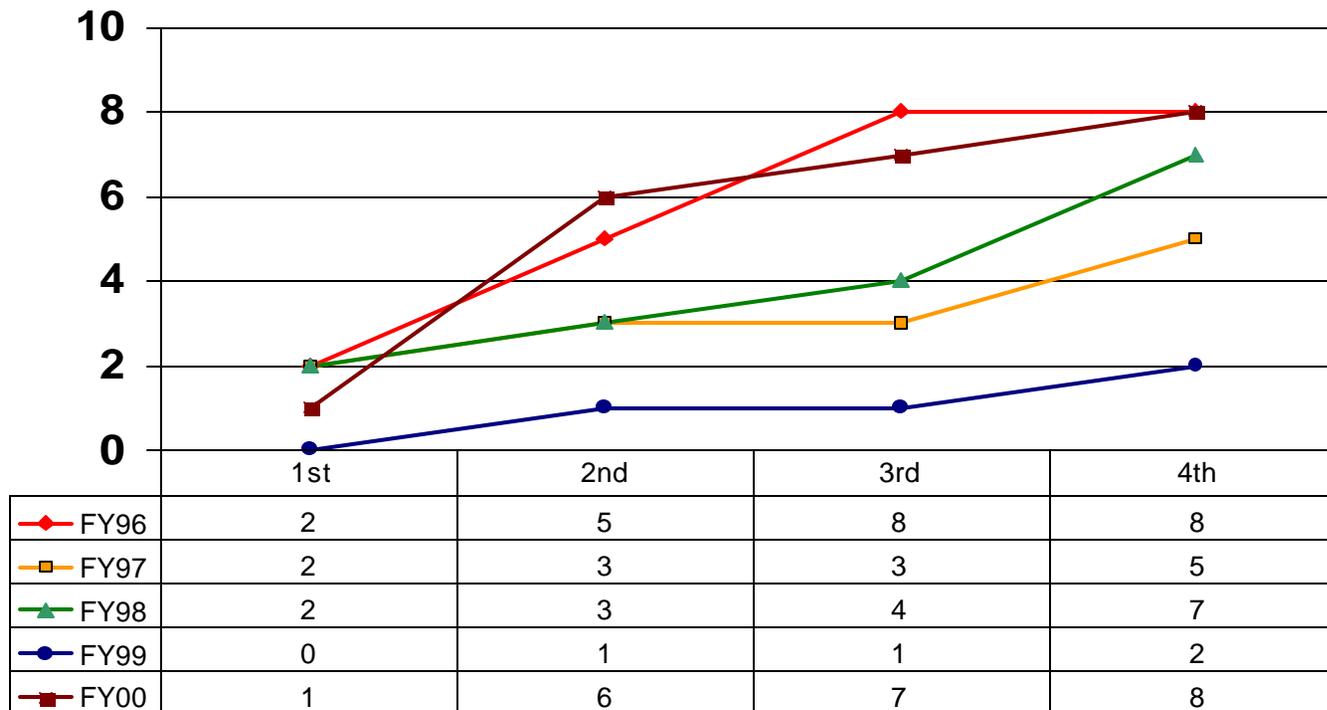
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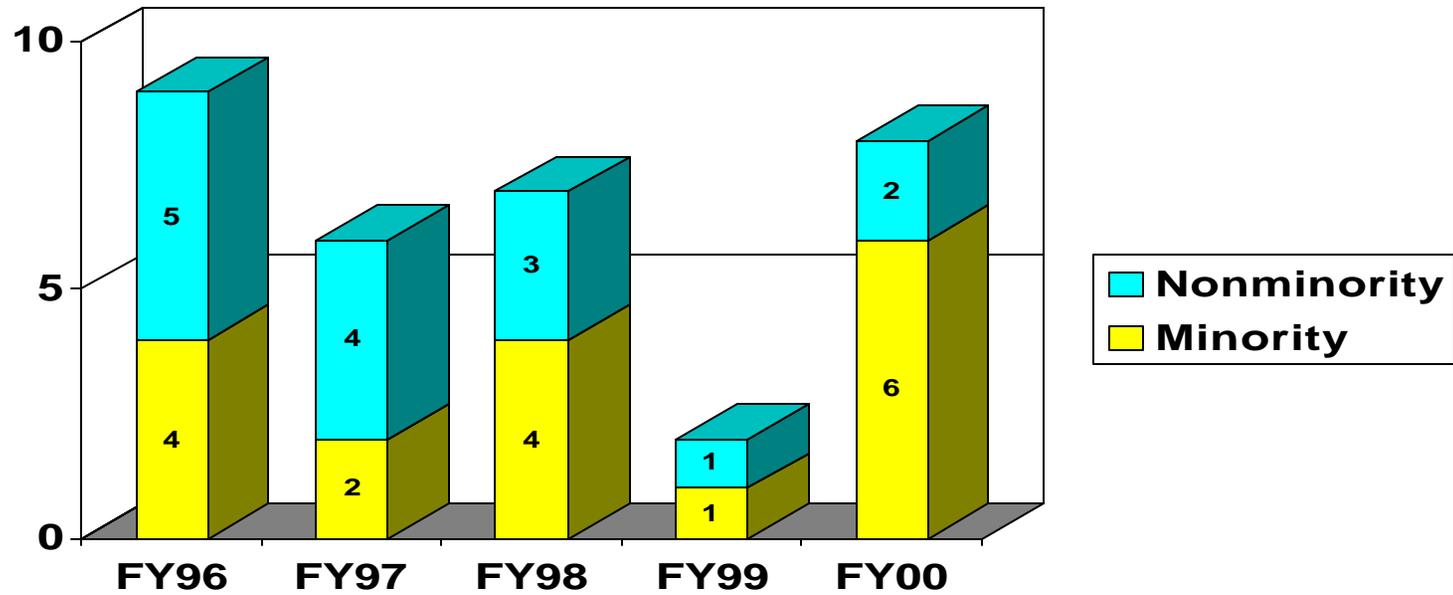
### DISCIPLINARY/ADVERSE ACTIONS FY96-00 (as of 09/30/00)



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### DISCIPLINARY/ADVERSE ACTIONS MINORITY/NONMINORITY FY96-00 (as of 09/30/00)



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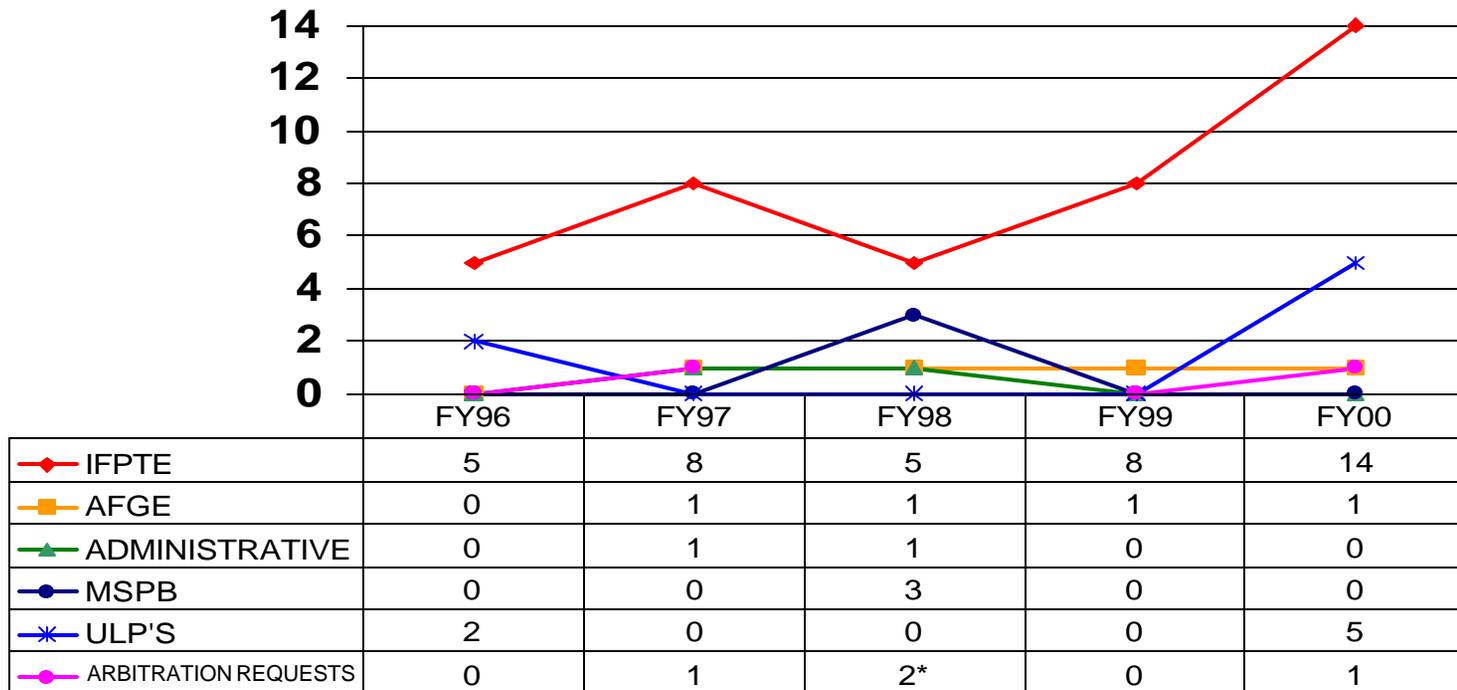
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### APPEAL/GRIEVANCE ACTIVITY FY96-00 (as of 09/30/00)



\* Later Withdrawn by Union



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### FY00 Training Budget Status

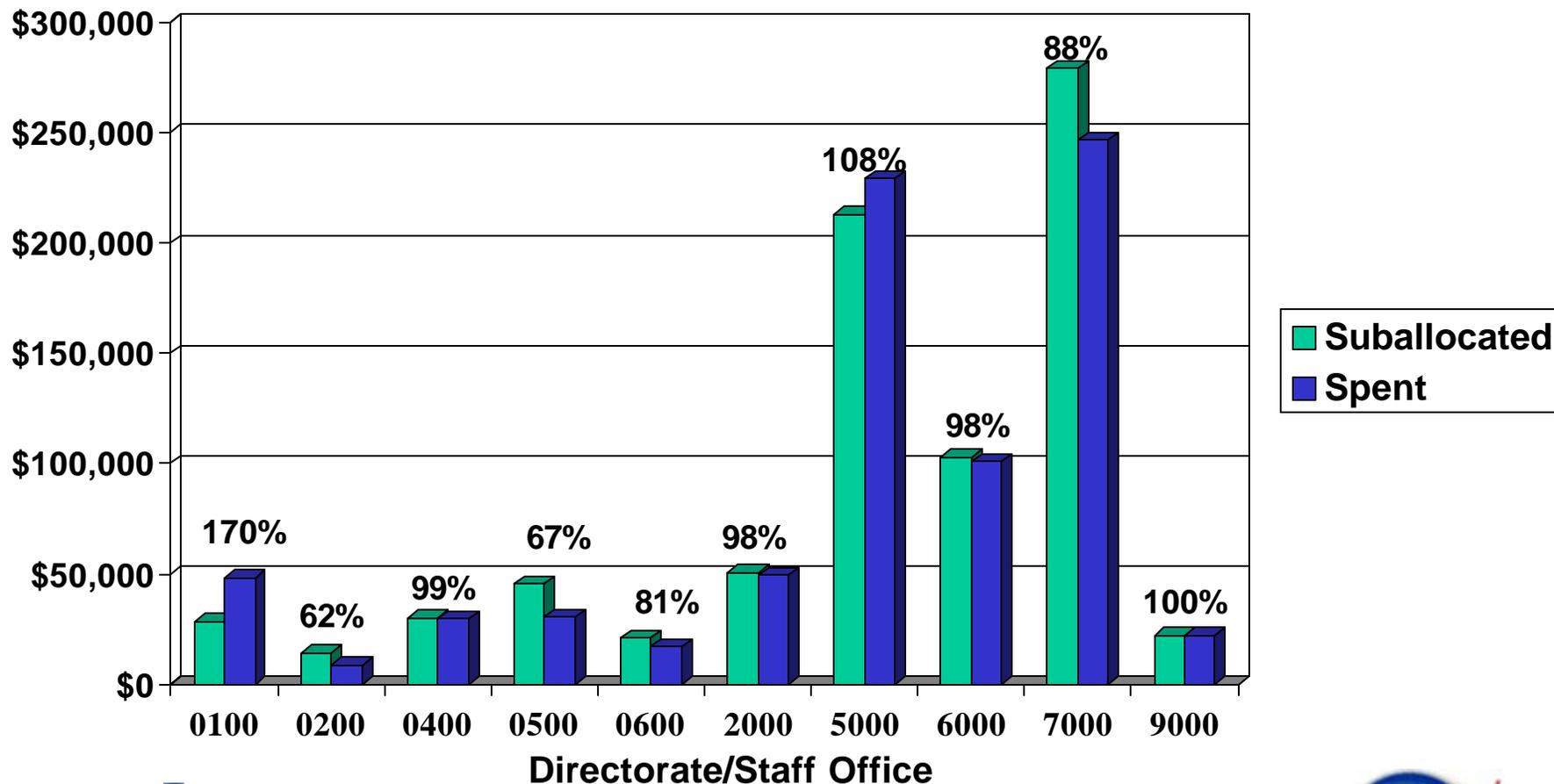
Planned Budget	\$3,895,000
Actual Budget	\$4,216,066
Forward Funded to FY01	\$608,356
Planned FY01 Budget	\$4,600,000



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### FY00 Training Budget Suballocations



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### FY00 Staff Office Training Budget Suballocations Status as of 09/30/00

	<b>0100</b>	<b>0200</b>	<b>0400</b>	<b>0500</b>	<b>0600</b>
<b>Suballocated</b>	\$28,500	\$14,000	\$30,000	\$45,500	\$21,000
<b>Spent</b>	\$48,437	\$8,647	\$29,663	\$30,581	\$17,006
<b>% Spent</b>	170%	62%	99%	67%	81%
<b>Late Cancels/ No-shows</b>	(0) \$0	(1) \$225	(1) \$390	(1) \$813	(1) \$300

( ) indicates number of instances



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### FY00 Directorate Office Training Budget Suballocations Status as of 09/30/00

	<b>2000</b>	<b>5000</b>	<b>6000</b>	<b>7000</b>	<b>9000</b>	<b>Total</b>
<b>Suballocated</b>	\$50,500	\$213,000	\$103,000	\$279,000	\$22,000	\$806,500
<b>Spent</b>	\$49,513	\$229,034	\$101,089	\$246,637	\$21,958	\$782,565
<b>% Spent</b>	98%	108%	98%	88%	100%	97%
<b>Late Cancels/ No-Shows</b>	(3) \$2,108	(21) \$13,473	(6) \$3,443	(11) \$8,356	(1) \$325	(46) \$30,053

( ) indicates number of instances



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### FY00 Engineering Training Committee (ETC) Priority 1 Status

Courses Identified	130
Courses Offered	89
ETC Investment	\$1,104,456



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### FY00 HQ Academic Initiative Status

	\$	Instances
FS-41 Training	\$27,025	59
FS-42 Travel	\$137,629	141



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### NASA Correspondence Manual Training Status

- **5 Modules Developed for CS and SSC Clerical Employees**
  - **Module 1 - Completed August 2000**
    - **138 completed instances**
  - **Module 2 - Completed September 2000**
    - **132 completed instances**
  - **Module 3 – Scheduled October 2000**
  - **Module 4 – Scheduled November 2000**
  - **Module 5 – Scheduled December 2000**



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### Accelerated Career Development Program (ACDP) Status

- **Processed 15 Promotions in FY00**
  - **13 Reached Program Goal Level**
- **Currently 27 Participants Remaining in Program**
  - **12 Promotions in Process**
    - **6 Effective 10/22**
    - **6 Effective 11/5**
- **Working with CPET to Fully Automate Tracking, Notification and Form Generation**



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### Upward Mobility Program Status

- **3 Participants in program**
  - **1 STEP selection in FY00**
  - **2 STEP selections in FY99**
    - **Scheduled Completion 12/00**
- **No CEP selections since FY95**



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### Technology Based Training (TBT) HQ Code F Metric

**“By end of FY01, increase opportunities and employee use of TBT by 10 percent over FY99”**

- FY99 (Baseline)
  - Training Opportunities: 935
  - Training Completions: 1,923
- FY00
  - Training Opportunities: 977
  - Training Completions: 2,669

GRC has already exceeded this goal in usage.



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### IT Security Training - Glenn Research Center\*

	<u>FY00 Goal</u>	<u>Current Status</u>		
<ul style="list-style-type: none"> <li>• Basic Awareness All Employees (CS and SSC's) CD or SOLAR</li> </ul>	80%	<u>CS</u> 92.8%	<u>SSC</u> 81.7%	<u>Total</u> 87.9%
<ul style="list-style-type: none"> <li>• Managers' Module Line Managers and those responsible for signing ITS Plans</li> </ul>	80%	55.8% Managers Trained 101 of 181 Managers		
<ul style="list-style-type: none"> <li>• Risk Management Project/Program Managers</li> </ul>	50%	Now Available on SOLAR		
<ul style="list-style-type: none"> <li>• System Administrators</li> </ul>	50%	No. Trained = Population =	8.8% (12) 136	7.3% (15) 204
			7.9% (27) 340	

\*For the period 09/01/99 - 10/15/00

URL FOR SOLAR: <http://solar.msfc.nasa.gov:8018/solar/delivery/public/html/newmain.htm>

