

Seasons Greetings

From the Office of Human Resources and Workforce Planning



Personnel Newsletter

Reorganization of the NASA Glenn Research Center

As of October 1, 2006, the Glenn Research Center realigned its organization structure and function under the commonly used virtual concept. The virtual realignment will be followed by the official reorganization of personnel and resources on or about January 2007. As part of the Center's transformation, this reorganization aligns resources to support new major assignments in space flight, consolidates engineering work currently performed in multiple organizations, and elevates the Plum Brook Management Office to report directly to the Center Director.

Synopses of the changes are noted below:

Establishes the Space Flight Systems Directorate (Code M). This organization will report to the Center Director and have responsibility to manage, conceptualize, develop, and integrate flight and ground systems in support of NASA's exploration and science objectives. The Directorate will include a Business and Operations Office and several divisions to include, but not limited to, Crew Exploration Vehicle (CEV) Project Office and Crew Launch Vehicle (CLV) Systems Project Office.

Realigns the Plum Brook Management Office from the Engineering and Technical Services Directorate, and establishes it as a Center Staff Office (Code H) reporting to the Center Director. This Office will have an expanded scope of responsibility for promoting the Plum Brook Station as a world-class testing facility that will support the Agency's goals in space exploration and provide unique testing capabilities to the aerospace community.

Organizes and consolidates engineering across the Center into the Engineering and Technical Services Directorate (Code D) to streamline interfaces and establish engineering processes consistent with flight centers and GRC heritage. This strategic effort creates and consolidates systems engineering organizations and realigns software engineering and systems analysis into one directorate.

The Center is in the process of assessing all organizations to ensure the most effective and efficient organizational structure. Except for the changes noted above, the missions and functions of the remaining organizations within the Center will essentially remain the same.

Since CEV and CLV are the critical priorities for the Center, we have begun to conduct assessments with management and are currently in the process of staffing positions for those organizations.

The reorganization process can be accessed on the OHRWP Web site (<http://www.grc.nasa.gov/WWW/OHR>) under the heading "Reorganizations".

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NASA Automated Awards System (NAAS) Launched at GRC on October 1, 2006

NAAS is one of the first systems to be developed and implemented under the Human Capital Information Environment (HCIE), and will help us comply with the e-Gov initiative and the President's Management Agenda. NAAS is a standardized electronic awards system used for nomination, approval and processing of awards across the Agency.

⇒ Phase I - the following awards can be submitted into NAAS:

- *Performance Awards*
- *Special Achievement Awards*
- *On-the-Spot Awards (formerly Fast Cash Awards)*
- *Time-Off-Awards*

⇒ Phase II - will incorporate the submission of all:

- *Honor Awards by Nominators*
- *Glenn Awards by Nominators*

NAAS is currently available for use at <https://naas.nasa.gov/>. At this time, only Time-Off Awards can be input into NAAS. Once the Center receives the FY07 Funding and the Awards Budget is established, monetary awards can be submitted. Hard-copy forms C-662, C-663, C-664 and C-3018 are all obsolete and no longer being accepted by the Awards Office.

Every GRC supervisor will have the ability to nominate their high-performing employees, check the status of their award submissions, and obtain reliable awards data, all on-line and all in one system. NAAS will streamline the awards nomination process and provide critical data to supervisors regarding their awards program. The points of contact for NAAS are Xynique R. Sims @ 3-2493 and Mary Jo Waeltz @ 3-2476.

Please refer to: <http://www.grc.nasa.gov/WWW/OHR/NAASQuickReferenceGuide.pdf> for the NAAS Quick Reference Guide.



The Learning Center

SkillSoft Web-Based e-Learning is FREE to all!

Easy to digest, short programs (usually around 2 hours in length), plus, you can print out a certificate when you successfully complete a course. In addition, when you finish any SkillSoft course, completion information will be added to your SATERN training record.

COURSES AVAILABLE to choose from...

Business Skills Courses: 700+ titles

Topics: Communications, Leadership and Management, Strategic Planning, Marketing, Administrative Support, Mentoring, Project Management, Customer Service, and MUCH MORE!

Computer IT Professional: 1050+ titles

Topics: Software Development, Operating Systems and Server Technology, Network Technologies, Enterprise Databases, Web Design, JAVA, Cisco, Linux, Oracle, and MUCH MORE!

Computer Desktop/End User Courses: 200+ titles

Topics: Microsoft Office (Word, PowerPoint, Access, Excel, Outlook), Internet Explorer, Adobe, Windows, Crystal Reports, Visio, Project and MUCH MORE!

Look for more SkillSoft information on the [Learning Center Home Page](#) or click here to [request a user ID and password](#). It's an opportunity to gain knowledge beyond measure on any computer that's connected to the internet.

Have you forgotten your SkillSoft Username and/or password? NO problem - click here to [request a reminder](#).

Do you already have a username and password and are ready to LEARN? [Log in to SkillSoft NOW](#)

CTAP Rolls Out Two New Workshops

The Career Transition Assistance Program (CTAP) conducted the first of two new workshops and will be offering them throughout November and December to civil servants and to contractors on a space-available basis. Both Chuck O'Brien and Barbara Balog, CTAP Career Counselors, have recently been certified to conduct programs through William Bridges and Associates entitled "Managing Individual Transition" (MIT) and "Managing Organizational Transition." (MOT) The ability to deal with change productively on both a personal and professional level is key to individual success in NASA's rapidly changing environment. The 3-hour MIT workshop provides the tools to handle changes with less disruption and distress while maintaining productivity, managing endings successfully, and dealing more effectively with on-going change. The MOT will be offered to supervisors and managers at all levels.

The other specialty workshop is conducted by Barbara Balog and is called "Dealing with Perceived Weaknesses." It is aimed at helping a person address perceptions of weaknesses that interviewers might ask such as, employment gaps, over-qualification, and lack of job-related skills; and those they may not legally ask about. The goal is to place a person in control to eliminate "red flags" that may cause interviewers concern. The 2-hour program is in a small-group format and attendance is limited.

CTAP's "Telling Your Career Story Using USAJOBS" remains a popular program as it covers the basic functions of the USAJOBS Web site along with advice and examples on preparing a successful Federal resume. Many hopeful job seekers turn to CTAP for assistance in preparing and submitting their resumes and, when successful, advice on winning



SATERN Present and Future

SATERN Phase II is now complete. The wrap-up activities conducted for SATERN Phase II are listed below:

- GRC award ceremony was held on August 8, 2006 to recognize individual contributions to the successful implementation of the new SATERN Learning Management System (LMS).
- Open Houses for SATERN have been available for employees since July and more sessions will be available in the future. It was very helpful to employees to gain a better understanding of SATERN from a user perspective.
- SATERN updates were provided at the Change Agent meeting on October 4, 2006. Information should be disseminated throughout directorates from the Change Agent representatives.
- Communications for SATERN are ongoing with SATERN Tips of the Day featured on Today@Glenn.
- Employees received SATERN informational materials as well as souvenirs during the Safety Awareness Day.

SATERN Phase III is now underway. The scope for SATERN Phase III includes:

- Implement Competency Management functionality.
- Implement Individual Development Plan (IDP) functionality.
- Integrate SkillSoft courses into SATERN:
 - Fully integrate SkillSoft with SATERN Learning Management System,
 - Ability to add SkillSoft courses to SATERN Learning Plan,
 - Courses accessible and searchable in SATERN Catalog, and
 - Record SkillSoft courses to SATERN Learning History.
- Identify and implement required SATERN customization.
- Migrate Center/Discipline unique training systems into SATERN.
- Review the need to upgrade to Plateau version 5.8 (or higher).
- Coordinate change management activities from Center perspective.
- Facilitate solutions to change management issues through communication, training, and process work.





From the Desk of the Change Management Team

Tips on Managing Change

In this age, change occurs more frequently than ever. Organizations and leaders must face the challenge of moving goals and changing rules. The key to survival is the proactive approach to embracing change. One of the most important question to pose is “How must one manage change?”

The following are 3 key steps to manage change transitions:

Communicate

It is important to communicate early and regularly. It is better to over communicate than under communicate. For a positive change begin with early involvement of the team. As the proposed change is being planned, invite the affected team for their input. Collaboration during the planning phase will create a sense of ownership within the team implementing an effective change. Nobody knows better how to bring effective change than the people who are currently performing their jobs.

Manage Transition Phases

There are three types of phases for transition that people experience:

Ending Phase – the old process no longer exists. Assist the team in letting go by identifying what no longer exists. This can be achieved by identifying what responsibilities no longer exist, acknowledging the losses openly, displaying sympathy for the loss, defining what is over and what isn't, and demonstrate how the ending will ensure continuity of what really matters.

Neutral Phase – the old process is gone and the new change/process does not feel comfortable yet. The neutral phase can be a risky place or a favorable place depending on how it is managed. Assist the team in lowering their anxiety for the new change; create temporary process in order to get through the transition phase; create a sense of teamwork; and listen proactively to ensure that the team expresses their concern.

New Beginning Phase – occurs only when an ending has been achieved and some time has been spent in the neutral phase. It is not a good idea to start with this phase; instead you should end with this phase. Ensure that there are quick successes with the change and celebrate the team's success in implementing the change.

Build Continuous Improvement

Once the change has been implemented, ensure continuous improvement doesn't stop there. It is imperative to build upon the spirit of continuous improvement. Training and rewarding an environment of continuous improvement will encourage team members to seek out and accept the next constructive change.

Successful change cannot happen without the involvement of the entire team. Therefore, it is imperative that the leader of the organization focus on the people. Often leaders solely focus on being the manager and focus on what needs to get done. Therefore, they overlook the fact that what needs to get done can only get done through people. It is critical to understand people and how they get work done to make any change successful.



2007 Federal Holidays

Monday, January 1—New Year's Day

Monday, January 15—Birthday of Martin Luther King, Jr.

Monday, February 19*—Washington's Birthday

Monday, May 28—Memorial Day

Wednesday, July 4—Independence Day

Monday, September 3—Labor Day

Monday, October 8—Columbus Day

Monday, November 12**—Veterans Day

Thursday, November 22—Thanksgiving Day

Tuesday, December 25—Christmas Day

*This holiday is designated as 'Washington's Birthday' in section 6103(a) of title 5 of the United States code, which is the law that specifies holidays for Federal employees. Through other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

**November 11, 2007, (the legal public holiday for Veterans Day) falls on a Sunday. For most Federal employees, Monday, November 12 will be treated as a holiday for pay and leave purposes (see 5 U.S.C. 6103(b).)

The NASA Competitive Placement Plan (CPP)

Competitive procedures must be used:

- For temporary promotions over 120 days; and
- For details of more than 120 days to a higher-graded position or to a position with greater promotion potential. (Competition is not required in items 1 or 2 when the individual has previously held, or successfully competed for, the higher grade on a permanent basis.)
- If training is necessary for the promotion; and
- If there is a reassignment or change made to a lower-graded position, or to a non-temporary position with more promotion potential than a non-temporary position previously held (except those permitted by reduction-in-force regulations).
- Under the NASA Flexibility Act of 2004, term employees who meet conversion requirements (see NPR 3335.1G, Section 3.1.2.1) may be selected for permanent appointment under competitive placement procedures, as well. Employees meeting the competitive conversion criteria may be considered equally with NASA permanent employees for any positions for which they qualify. [[NASA Competitive Placement Plan \(NPR 3335.1G\)](#)]

The purpose of the NASA CPP is to ensure fair and equitable consideration and selection based on merit from among the best qualified candidates available, without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying disability, age, sexual orientation, or status as a parent. Each NASA Center is:

- responsible for implementing and administering the CPP;
- insuring that all actions are fully documented to include appropriate metrics; and
- publicizing all competitive opportunities for review and reference.

The CPP establishes minimum agency procedures for filling positions with current or former Federal employees with competitive status at and below the GS-15 level (including trades and labor positions) through established, written competitive guidelines and on the basis of merit.

NASA initiated its Federal Merit Promotion Program based on the Office of Personnel Management (OPM) regulations (CFR Title 5: Administrative Personnel) and NASA Procedural Requirements [[NASA Competitive Placement Plan \(NPR 3335.1G\)](#)].

Test Designated Positions (TDP) Project Outline

NPR 3792.1B, NASA Plan for a Drug-Free Workplace, was signed and became effective July 29, 2006. It includes several revisions to our Drug-Free Workplace Program (DFWP) from the previous version, NPR 3792.1A. Very briefly they are:

- Pre-employment testing – the testing of any applicant tentatively selected for a Testing Designated Position (TDP).
- Testing for PCP, amphetamines, and opiates in addition to marijuana and cocaine.

Previously, the Agency required testing for a few illegal substances.

- The testing of 25 percent of all TDPs annually. Previously, the Agency only tested 10% of the TDPs annually.
- Testing to be conducted at least four times a year. Previously the tests at GRC were conducted once a year with a few exceptions.
- Revised criteria for TDPs to be consistent with revised Federal guidance (e.g. clearances Secret or Top Secret and above, etc.).

We have been tasked with implementing the enhanced criteria for TDPs. A significant increase in our test designation pool will occur. Now it will include all employees assigned to positions that are classified as Secret or Top Secret and above, employees who carry firearms on a daily or regular basis, as well as other identified positions. This will increase our pool from 61 to approximately 400 TDPs.

Managers will be contacted to aid in identifying those positions involved in the above activities.

GRC's last review of TDPs was conducted in 2001.

The Union has been informed.

Headquarters has created and will be forwarding a brochure to all NASA employees that outlines the change management effort as it relates to TDPs.

2007 NATIONAL AERONAUTICS & SPACE ADMINISTRATION Schedule of Holidays • Pay Periods • Pay Dates

JANUARY

| S | M | T | W | T | F | S |
|------|----|----|----|----|----|----|
| | ★ | 2 | 3 | 4 | 5 | 6 |
| (7) | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | ★ | 16 | 17 | 18 | 19 | 20 |
| (21) | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

FEBRUARY

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| (18) | ★ | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

MARCH

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| (18) | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

APRIL

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| (15) | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| (29) | 30 | | | | | |

MAY

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| (27) | ★ | 29 | 30 | 31 | | |

JUNE

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| (24) | 25 | 26 | 27 | 28 | 29 | 30 |

JULY

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| (22) | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

AUGUST

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| (19) | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SEPTEMBER

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| (2) | ★ | 4 | 5 | 6 | 7 | 8 |
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| (16) | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| (30) | | | | | | |

OCTOBER

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| (28) | 29 | 30 | 31 | | | |

NOVEMBER

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| (25) | 26 | 27 | 28 | 29 | 30 | |

DECEMBER

| S | M | T | W | T | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| (23) | 24 | ★ | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

○ Beginning of 2-week pay period.

■ Pay Date (date checks normally direct-deposited.)

* Direct Deposit for PPE 12/23/06 will be made on 1/2/07

Note: "Use or Lose" leave for 200 must be scheduled NLT 11/24/07.

End of 2007 leave year is 1/05/08

Note: There will be 27 pay periods in 2007

Holidays:

| | |
|--------|--------|
| Jan 1 | Sept 3 |
| Jan 15 | Oct 8 |
| Feb 19 | Nov 12 |
| May 28 | Nov 22 |
| July 4 | Dec 25 |