



Annual Leave “Use or Lose”

The time of the year has arrived when employees should review their annual leave balances, keeping in mind the 30-day (240 hours) carryover limitation. Annual leave in excess of the carryover limitation is considered “use or lose” annual leave and must be used before the end of the leave year to avoid forfeiture.

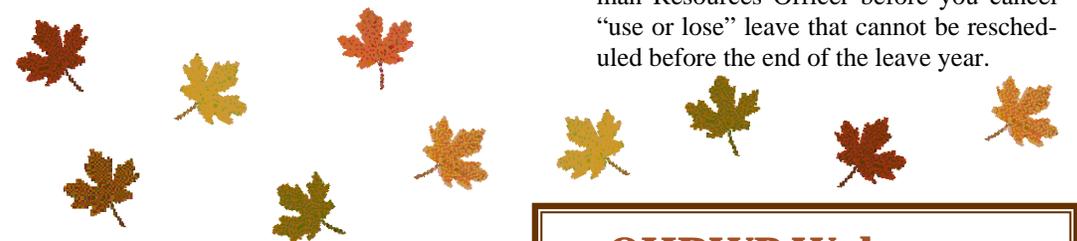
If it appears that you will have an excess of annual leave, the following information should be considered:

EMPLOYEES:

1. Plan your leave for the balance of the leave year, which ends January 6, 2007. Special attention should be given to schedule leave to avoid forfeiture of “use or lose” annual leave.
2. Submit a request to your supervisor, requesting “use or lose” leave before the start of the third biweekly pay period prior to the end of the leave year (November 25, 2006). You may use WebTADS to submit the request.
3. If your annual leave request is denied or approved leave is canceled, an alternative period of time should be scheduled using WebTADS or e-mail.
4. Maintain copies of the WebTADS or e-mail approvals that document your request to use your “use or lose” annual leave. These documents will be needed if you have to request restoration of forfeited leave.

SUPERVISORS:

1. Assist your employees in planning and scheduling the use of annual leave on a year-round basis to provide for reasonable vacation periods and to ensure the use of leave that employees might otherwise forfeit.
2. Take prompt action on leave requests.
3. Ask an employee to resubmit a written request in WebTADS or email for another period if you have had to deny a request for “use or lose” leave. E-mails approving “use or lose” leave must be dated no later than November 25, 2006. Requested leave and approvals may be accomplished using WebTADS.
4. If you see no alternative to cancellation of employee’s leave, which could result in a loss of leave, request an exigency of public business be approved. An exigency of public business must be approved by the Human Resources Officer before you cancel “use or lose” leave that cannot be rescheduled before the end of the leave year.



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**OHRWP Welcomes
New Chief**

Carol A. Wessel was recently selected as Chief, Office of Human Resources and Workforce Planning.

Ms. Wessel joins NASA from the Defense Finance and Accounting Service (DFAS) Human Resources Business Unit in Cleveland.

She brings to the position a strong background in human resources that spans 35 years of service in the Federal sector.



To All Federal Personnel Payroll System (FPPS) Users:

If you have not accessed the system in the last 60-90 days, your userid and password will be revoked.

Please remember:

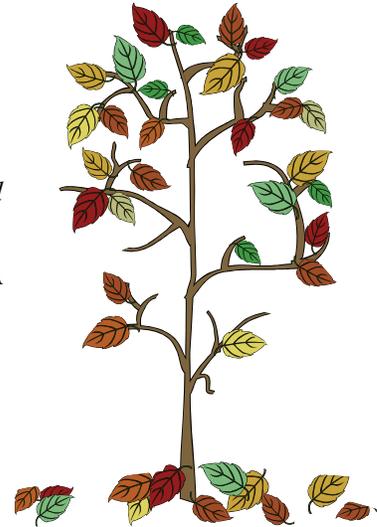
- ◆ Passwords must be 8 characters in length
- ◆ The first and eighth position of the password must be an ALPHA character (A, B, C, D, etc.)
- ◆ The second through seventh positions of the password must contain a combination of both NUMERIC characters (1, 2, 3, 4, etc.) and ALPHA characters (A, B, C, D, etc.)
- ◆ You may use one of the three special characters in your password as follows:
 - @ This special character may be used as an ALPHA character
 - \$ This special character may be used as an ALPHA character
 - # This special character may be used as a NUMERIC character

Please note that these are the only special characters that this system will recognize.

Sharing a user account or password with anyone else is a violation of NASA Security Policies.

You will be personally liable for all activity associated with your userid.

For more information, you may contact Nazzetta W. Robinson, at 3-3006.



Upcoming Career Transition Assistance Program (CTAP) Class

USA Jobs Workshop

September 28, 2006 9 a.m.—12 noon

This 3-hour workshop covers the basic functions of the USAJOBS Web site (www.usajobs.com), how to access the tutorials, and how to write a competitive Federal resume. Examples of a full resume, a position description, and job announcement are provided in the 36-page workbook.

Interested civil service employees and support service contractors must register through SATERN at <https://satern.nasa.gov>. These classes have limited capacity and NASA civil service employees will receive priority consideration. Remaining seats will be given to contractor employees on a first come, first serve basis. For additional information, please contact Chuck O'Brien, of Serco, at extension 3-5369, or Barb Balog, of Serco, at extension 3-5390.

A number of Human Resources (HR) activities have transferred to the NASA Shared Services Center (NSSC). Managers and employees can now access NSSC HR information through the Glenn HR home page, www.grc.nasa.gov/WWW/OHR. For more information about the NSSC, go to www.nssc.nasa.gov.

Diane Duly
Glenn Center Liaison
NASA Shared Services Center
(216) 433-2496



Carryover Of Excess Annual Leave

Unused earned annual leave may be carried over from one leave year to the next. The carryover amount, however, is limited by Federal law to 30 days (240 hours) for non-SES employees. Annual leave that was forfeited because it was in excess of the maximum leave ceiling, may be restored if lost due to administrative error, exigency of public business when the leave was scheduled in advance, or sickness of the employee when the leave was scheduled in advance.

In order to be eligible for excess leave carryover, the following requirements must be met:

1. The leave must have been scheduled, in advance, prior to the start of the third pay period before the end of the leave year (by November 25, 2006). To be considered scheduled in advance, the leave must have been requested and approved prior to the cut-off date. E-mails requesting and approving the use of leave or documentation from WebTADS must be available to document that the leave was scheduled in accordance with this requirement.
2. If applicable, an exigency of public business must be approved by the Human Resources Officer prior to canceling any scheduled "use or lose" leave. In such cases, the immediate supervisor must prepare a memorandum addressed to the Human Resources Officer, requesting an exigency of public business determination. The request should identify:
 - the proposed exigency;
 - the beginning and ending dates of the proposed exigency;
 - an indication that no other employee can carry out the work to be accomplished;
 - a description of the effects of a postponement of the work; and
 - the number of hours of annual leave involved if an exigency is approved.

The written request should be concurred on by the Director Of or Staff Office Chief and be routed through the Office of Human Resources and Workforce Planning, Program and Policy Office. Documentation of the request and approval of the leave should be attached to the memorandum.

After the beginning of the leave year, an employee may request restoration of leave lost due to an approved exigency, an injury or illness prevented him/her from taking scheduled annual leave, or an administrative error. The official authorized to approve excess leave carryover is the Human Resources Officer. Requests to the Human Resources Officer for excess leave carryover due to exigency or illness/injury must include copies of the e-mail requesting and approving the use of the annual leave lost, or documentation from WebTADS, as applicable.

The Office of Human Resources and Workforce Planning will post information with detailed instructions on the specific procedures to be followed on Today@Glenn.

Do you use the Airport Courier Service?

If so, you must be traveling on Official Business.

The NASA Glenn Research Center's Airport Courier Service provides transportation to and from Cleveland Hopkins Airport. This service is available for Glenn Civil Servant and Support Service Contractor employees who are traveling on **official business ONLY**. Please be advised that no friend, relative (including spouse and/or children), or other acquaintance, including NASA employees not traveling on official business, is authorized to use this service if accompanying you while you are traveling on official business. You may be held responsible if you author-

ize the use of the Airport Courier Service for any person accompanying you who is not traveling on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the NASA Glenn Research Center and operated and maintained with appropriated funds. Civil Servant employees who use this service for anything other than **official business** may be charged with willful misuse of a motor vehicle. As required by 31 USC 1349(b), the minimum statutory penalty for a Government employee who willfully uses a Government owned/leased motor vehicle for anything other than official pur-

poses is a 30-calendar day suspension. Support Service Contractor employees that use this service for anything other than **official business** will be reported to their employer for appropriate action.

The purpose of this notice is to ensure that everyone is aware of the authorized use of the Airport Courier Service and to ensure that the Center employees use it accordingly.



The Details of Detailing Employees...

To improve the flow of communication, tighten contingency planning, mitigate the confusion and reinforce supervisory responsibility, we would like to take this opportunity to outline the process for initiating and tracking **details** in excess of 30 days. The true key to any HR Staffing matter is dialogue between the employee, the supervisor, the respective Administrative Officer and ultimately, a knowledgeable HR Specialist.

Intra- and Inter- Center process

1. Home center management initiates DETAIL OF AN EMPLOYEE action 52 in FPPS .
 - a. obtains proper approvals and concurrences (if crossing GRC directorates, OHR obtains PMB approval).
 - b. obtains approval/concurrence of employee's supervisor/manager at the Host center (e-mail or documented verbal conversation discussing release date, duration, etc).
 - c. delivers hard copy pd/set of duties and screen print of SF-52 in FPPS to HR.
2. Home center HR processes Detail NTE action.
 - a. populate the "Agency to" field to indicate the Host center.
3. Home center files SF-50 and the PD/set of duties in the employee's OPF.
 - ✓ To end a detail before the NTE date, the Home center management initiates the action in FPPS and HR processes the action and files in OPF.
 - ✓ If the Home and Host centers wants to allow the detail to expire on the NTE date, no action needs to be initiated, as FPPS auto generates an action for the Home center HR to process.
 - ✓ The same steps (1-3) are followed for extending the NTE date of details.

NOTE: Developmental details/assignments (under the umbrella of a developmental program, i.e. GTED, ACDP, etc.) within GRC are treated in the same manner, except that HR does not "process" the action in FPPS; the SF-52 is printed and filed in the OPF as documentation only.

For assistance with this or any other staffing process, please contact one of our dedicated Staffing Specialists:

Toni Cosari @ 3-8017

Wanda Richardson @ 3-3125

KEY:

Host Center (gaining organization)

Home Center (losing organization)

Detail (example: employee is GS-14, position is GS-14; no change in pay)

Temporary Promotion (example: employee is GS-13, position is GS-14; employee receives GS-14 pay for a temporary duration)



Employee Performance Communication System

Performance Appraisals for the rating period that ended April 30, 2006, were to be completed and submitted to the Office of Human Resources and Workforce Planning by May 31, 2006. Each Directorate will be required to certify that this process has been completed.

Performance Plans for the rating period May 1, 2006 - April 30, 2007, were to be completed for all non-Senior Executive Service civil service employees, including Co-ops, by June 30, 2006. Each Directorate will be required to certify that this process has been completed.

Automated Employment & Income Verification



NASA uses The Work Number® to provide automated employment and income verifications on our employees.

This fast, secure service can be used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process and from automated rapid employment verification 24 hours a day, 7 days a week. For more information and instructions on using this service, visit the NASA People Web site (<http://nasapeople.nasa.gov/employeebenefits/Talx/Default.htm>).

Managing Transitions—A Required Life Skill

Overwhelmed, overworked and over stressed has been the status quo for many workers inundated by work place challenges. Surely, you know the feeling; you check the calendar, your planner, your "to-do" list and you can't even free up 5 minutes to yourself you have so many balls in the air. You're overcome with anxiety that creeps down your spine and settles into the pit of your stomach, and makes you wonder how you're ever going to get it all done. It's not a good feeling, is it?

Glenn Research Center (GRC), workers are getting some assistance in managing an ever growing amount of change that's impacting their work. GRC's Organization Development and Training Office (OD&TO) recognizes how tough keeping a variety of balls in the air can be for anyone. As a result, they are committed to finding ways to help individuals cope more effectively with their constantly changing environments.

Consequently, OD&TO introduced two pilot management and personal/professional development sessions at GRC this summer. The first, called Managing Individual Transitions (MIT) was created for NASA employees, and the second was Managing and Communicating Change (MCC) was created specifically with NASA leadership and managers in mind. As part of the program, OD&TO invited Harley Ostis, a consultant with Linkage Incorporated, a leadership development company, to address the NASA employees. Harley, a veteran of helping employees develop coping and transition skills, has consulted with many large organizations undergoing change. He delivered information based on William Bridges' best-selling book, *Transitions: Making Sense of Life's Changes*. The workshops were designed to walk participants through managing change with little disruption and distress in their lives and work, while simultaneously maintaining productivity and managing endings successfully.

To date, the response from the pilot program has been outstanding. So positive, in fact, that the course will now become a regular offering in the GRC catalog. More than 50 individuals turned out for the MIT and about 73 individuals came out for the MCC. According to GRC's change management philosophy, change can and should be a time of development and personal meaning. Everyone adjusts to change in unique way and these programs were aimed at providing needed skill mechanisms that help individuals deal with change successfully.

In addition, OD&TO continues to offer a weekly workshop, "Managing Transitions using Relaxation Techniques." This hands on training allows simple yet effective breathing and stretching techniques and guided relaxation techniques to help better manage stress and anxiety. The workshop is offered every Thursday, from 9:45 a.m. – 10:30 a.m., in Bldg. 15, small dinning room. We continually get excellent feedback on this workshop. We can also bring this workshop to your work group, project team or branch meeting.

If you have any questions regarding these particular GRC programs, or a general question about how to better manage change in your organization please contact Tom Spicer by e-mail, at Thomas.A.Spicer@nasa.gov, or by phone, at extension 3-2762.

Prohibited Personnel Practices and Merit Principles Annual Reminder

Ethical decision making is a key to responsive and responsible management at NASA. Conscientious and principled decision making is a must for those NASA managers and others who exercise personnel authority (i.e. those who take, direct others to take, recommend, or approve personnel action). How can you ensure your personnel decisions are ethical? You can become familiar with and let the underlying core values embodied in the Prohibited Personnel Practices and the Merit Systems principles guide your personnel decisions. These complementary values provide the do's and don'ts for managers and supervisors.

Prohibited Personnel Practices

Supervisors and Managers shall NOT:

DISCRIMINATE on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.

SOLICIT or **CONSIDER** any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.

COERCE an employee's political activity.

DECEIVE or **OBSTRUCT** any person with respect to such person's right to compete for employment.

INFLUENCE a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.

GRANT any preference or advantage not authorized by law, regulation, or rule to any [employee or applicant for the purpose of improving or injuring the prospects of another person for employment].

EMPLOY or **ADVOCATE** a relative.

RETALIATE against a Whistleblower, whether an employee or an applicant.

RETALIATE against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break the law.

DISCRIMINATE based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others.

VIOLATE any law, rule, or regulation implementing or directly concerning the merit principles.

VIOLATE Veteran's Preference by taking or failure to take a personnel action. (National Defense Authorization Act for FY97)

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Merit System Principles

Supervisors and Managers shall:

RECRUIT qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.

TREAT employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.

PROVIDE equal pay for equal work and reward excellent performance.

MAINTAIN high standards of integrity, conduct, and concern for the public interest.

MANAGE employees efficiently and effectively.

RETAIN and separate employees on the basis of their performance.

EDUCATE and train employees when it will result in better organizational and individual performance.

PROTECT employees from improper political influence.

PROTECT employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities).

More information on the Merit Systems Principles and Prohibited Personnel Practices is available at the OPM Office of Management Oversight and Effectiveness Web Site.

<http://www.opm.gov/ovrsight/>