

# Office of Human Resources

## *Personnel Newsletter*

March 2002

### Religious Observances

The Federal Employees Flexible and Compressed Work Schedules Acts of 1978 made it possible for Federal employees to observe the various established religious holy days of their faith; for example, Good Friday, Yom Kippur, etc. Whenever practical, employees who wish to attend or participate in religious observances will be granted, upon request, annual leave, credit hours, leave without pay if annual leave or credit hours are not available, or compensatory time off. In order to earn compensatory time for religious observances, employees may work compensatory overtime before or after the grant of compensatory time off. Advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime worked within 7 pay periods following the pay period in which it was used. Overtime pay provisions do not apply to compensatory work performed for religious observances.



#### *Take Another Glance* Office of Human Resources Web Site

NASA's Academy of Program/Project  
Leadership

[http://www.nasaappl.com/managers/schoolhouse/schoolhouse\\_home.htm](http://www.nasaappl.com/managers/schoolhouse/schoolhouse_home.htm)

GRC Cooperative Education Program

<http://www.grc.nasa.gov/WWW/OHR/coop/>

Cleveland Federal Executive Board

<http://www.grc.nasa.gov/WWW/OHR/FEB/>

NASA Glenn/Wire-Net Pre-Apprentice Machining Program

<http://www.grc.nasa.gov/WWW/OHR/Apprentice/>

#### Retirement Planning Seminars in 2002

The Organization Development & Training Office will offer the following retirement planning seminars in the Bldg. 500, Auditorium:

**Mid-Career Financial Planning** – May 6 & 7, 2002 (8:30 a.m. to 4 p.m.) – For GRC Federal employees with more than 5 years of service and who are at least 5 to 10 years away from retirement. Attendees will learn the basics of financial planning and investment concerns; entitlement and eligibility of various Federal benefits; how to relate TSP, Retirement, Disability and Survivor benefits; and key points of estate planning.

**Retirement Planning Seminar** – Sept. 23, 24, & 25, 2002 (8:30 a.m. to 4 p.m.) – Targeted for all employees who plan to retire from Federal service. The time to attend this seminar is now, regardless of how far away from retirement you are.

**You and I and Your Federal Retirement** – Sept. 24, 2002 (6:30 p.m. to 9:30 p.m.) – An evening seminar for spouses of civil service employees to learn about the Federal retirement program and the impact it will have on their retirement years together.

**Retirement Refresher** – Sept. 26, 2002 (8:30 a.m. to 2:30 p.m.) – For employees who have previously taken a retirement seminar and would like to have information updates.

Judith Budd, extension 3-5580, is the contact point for questions.

#### INSIDE THIS ISSUE

- 1 RELIGIOUS OBSERVANCES
- 1 RETIREMENT PLANNING SEMINARS IN 2002
- 1 TAKE ANOTHER GLANCE, OHR WEB SITE
- 2 NASA STARS HAS ARRIVED!
- 2 2002 MANDATORY IT SECURITY TRAINING
- 3 NASA EXTERNAL AWARDS
- 4 NEW IN THE LEARNING CENTER ...

## NASA STARS HAS ARRIVED!

As of December 1, 2001, all the NASA Centers, Headquarters, and the Office of the Inspector General have successfully implemented NASA STARS, the Agency's new automated **ST**affing **And** **R**ecruitment **S**ystem. NASA STARS is a product of the Resume Management pathfinder project, managed by the Agency's Integrated Financial Management Program. With the exception of Senior Executive Service (SES) and Scientific and Technical (ST) announcements, all vacancy announcements are advertised using STARS.

The new online staffing and recruitment process makes applying for NASA positions faster and easier. The new system has eliminated the need for applicants to complete forms such as the OF-612 or Glenn application and supplemental forms; or to address knowledge, skills, abilities, and other characteristics (KSAOCs) when applying for a NASA position. Instead, applicants applying for job opportunities posted on the NASA Jobs Web site ([www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov)) use a single whole life resume that they have created using the online automated Resume Builder function of NASA STARS.

Applicants are highly encouraged to apply online. Once a resume is used to apply for a vacancy, it remains in the system and can be used again to apply for other vacancies by using the online Quick Apply feature of NASA STARS. Applicants who apply online receive automatic notification of the receipt of their resume. Those employees and external applicants who choose to submit a paper resume must ensure that their resume complies with the NASA STARS Resume Guide, and must mail their resume to the Resume Operations Center (ROC) at the Marshall Space Flight Center (MSFC) to be scanned into the system by the closing date and time specified on the vacancy announcement. Applicants need to pay particular attention to the "How to Apply" section on vacancy announcements. Resumes and Quick Apply forms must be received no later than midnight, Central Standard Time, on the closing date of the vacancy announcement.

Since we have moved to an automated process, vacancy announcements are no longer posted on Center bulletin boards. The NASA Jobs Web site at [www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov), and the Glenn Office of Human Resources Web page at <http://www.lerc.nasa.gov/WWW/OHR/> provide employees easy access to information regarding employment opportunities at Glenn and all NASA Centers. In addition, [Today@Glenn](#) and the Video Bulletin Board ("Link") provide information on Glenn's vacancy announcements.

Resume Builder training sessions resumed in January. Four sessions a month have been scheduled to familiarize NASA Glenn employees with NASA's online Resume Builder, and to provide information to employees on how to create a "whole person" resume that best represents their skills and competencies. The course description and convening dates for the next training sessions can be found on the OHR Organization Development and Training Office Web page (<http://www.grc.nasa.gov/WWW/ODT/>).

For more information on NASA STARS, visit the NASA Jobs Web site at [www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov), or the NASA STARS Web site at <http://nasastars.nasa.gov/>.

### Expedited Deadline For Completing Mandatory IT Security Training for 2002

In case you have not heard, the new Information Technology Security Training modules for FY02 are now available through SOLAR. Individuals must complete the appropriate module by June 17, 2002. IT Security Training is required by law.

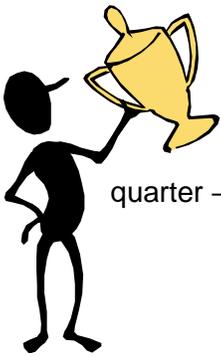
The mandatory "Basic IT Security for 2002" is for all nonsupervisory employees using GRC IT systems, including system administrators.

All supervisors (Branch Chief or functional equivalent and higher), Managers of Special Management Attention Systems (SMA), Systems Processing Mission (MSN), or Business and Restricted Technology Information must complete the mandatory "IT Security for Managers 2002."

Questions concerning the above-mentioned training should be directed to Kathy Clark at extension 3-8354.



## NASA EXTERNAL AWARDS



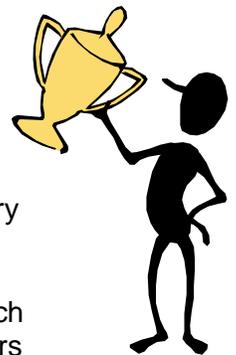
Every quarter, the Center receives requests for nominations for a wide variety of non-NASA Awards. A call letter, with nomination criteria summaries, is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2493 or 3-8550, for specific information.

The following list of non-NASA External Award solicitations are due during the upcoming quarter – April to June 2002:

- Admiral Luis De Florez Flight Safety Award (Category 3)*
- AIAA Fellow, Associate Fellow, and Honorary Fellow – (Category 3)*
- AIAA Awards (various) – (Category 3)*
- Aviation Week and Space Technology – Distinguished Service Award – (Category 3)*
- Elder Statesman of Aviation Award – (Category 1)*
- Energy Leadership Award – (Category 3)*
- Federal Asian Pacific American Council (FAPAC) Outstanding Achievement Award (Category 1)*
- Federal Property Manager of the Year – (Category 3)*
- FPMI Annual Labor and Employee Relations Award – (Category 3)*
- Government Technology Leadership Awards – (Category 3)*
- GSA Achievement Award for Real Property Innovation – (Category 3)*
- Hispanic Engineer National Achievement Award – (Category 1)*
- Katharine Wright Memorial Award – (Category 3)*
- Laura Taber Barbour Air Safety Award – (Category 3)*
- National Academy of Engineering (NAE) – (Category 1)*
- National Medal of Science – (Category 1)*
- OPM Director's Award for Outstanding Alternative Dispute Resolution – (Category 3)*
- OPM Director's Pillar Award – (Category 3)*
- William A. Jump Memorial Award – (Category 1)*
- Women of Color Technology Awards – (Category 3)*

Category 1 Awards: These awards are considered very prestigious, and NASA has had significant participation in the past. In accordance with the requirements of the sponsoring organization, nominations must be submitted by the head of the Agency. Awards that include a stipend and/or grant that exceeds \$7,500 or are of special interest to the Administrator, such as those pertaining to minorities and females, have been retained in this category by the Administrator's Office. All award nominations in this category are forwarded by the Agency Personnel Policy Branch (Code FPP) to the Administrator for submission to the sponsoring organization.

Category 2 Awards: These are also prestigious awards; however, the criteria has limited application and solicitation from the sponsoring organization is often made to multiple addressees in NASA. Since these award nominations may be submitted by someone other than the head of the Agency, the responsibility has been delegated to the Associate Administrator for Human Resources and Education (Code F). In addition, because the sponsoring organizations limit the number of nominations from the Agency, nominations must be submitted to the Agency Personnel Policy Branch (Code FPP) for processing and submission to the sponsoring organization.



Category 3 Awards: Annual solicitation from the sponsoring organization in this category is not consistent and sometimes is made through professional society membership, mass distribution, or below the Administrator's level. There is no limit on the number that can be nominated or need for Agencywide screening; therefore, the Agency Personnel Policy Branch (Code FPP) forwards these solicitations for awards to the Officials-in-Charge of Headquarters Offices or Center Directors for submittal of nominations directly to the sponsoring organization.

# New in the Learning Center ...

## **SAFETY COURSES**

New **Safety** titles recently added to the Learning Center:

- Anthrax Awareness
- Ultimate Driving Challenge
- Emergency Evacuation: Getting Out Alive
- Seat Belt Safety: Occupational
- Office Safety: Right to Know
- Emergency Action Plan

## **ONLINE LEARNING**

**Over 200** new soft skills and computer/IT self-study courses are available through our e-Learning Center. These courses can be taken in the Learning Center, at your desk, or at home with the use of a RAS account.

## **COMPUTER**

New **Computer/IT** self-study courses include:

- Flash: Learning Flash 5.0
- Java 2.0, Distributed Java, GUI Programming, JDBC
- Java: Intro to Java Programming
- Java: Advanced Programming
- Palm Handheld Mastery
- SQL Server 2000

## **SATELLITE PROGRAMMING**

**The Art and Science of Six Sigma** with Dr. Mikel J. Harry

April 9, 10, and 11, 2002

11 a.m. - 2:00 p.m., DEB Auditorium

If you'd like to learn how Six Sigma has delivered unprecedented returns to hundreds of organizations, this three-part satellite learning series is a must see. Led by Dr. Mikel J. Harry, the program will lay out the proven road map for deploying Six Sigma in any organization. Listen to the best practices and lessons learned from DuPont Corporation and Ford Motor Company, as their Corporate Champions join Dr. Harry during the second part of the series to share insights into their respective Six Sigma Initiatives.

For more information on these or other Learning Center programs, give us a call or visit our Web site at <http://www.grc.nasa.gov/WWW/LC/>.

**The Learning Center is located in Building 21, Room 3**

**Hours: 7:30 a.m.– 4:30 p.m., Monday-Friday**

**433-2996/2997**



# **The Learning Center**