

Office of Human Resources

Personnel Newsletter

October 2001



We're Back...

On September 25, the move was completed to return the Office of Human Resources to the newly renovated 1200 wing of DEB (Bldg. 500). Although our offices are located in the same wing as before, some changes have been made. Please see page 5 for a diagram of the new room assignments.

Online Training Application

Applying for offsite training? The Application for Training Form (NASA-C-478) is now accessible through Informed Filler. You can complete the application, print it out, and route for supervisory signatures. Future releases will include electronic approval capabilities. The electronic form is available on the Glenn Electronic Forms Page.

<http://ttd.grc.nasa.gov/Eforms/InformedWebPages/home.htm>

Remember that if the cost of your training request exceeds \$2,500, you must also complete the NASA C-479, Sole Source Justification for Training.

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Tool to Electronically Apply for NASA Jobs Coming this Fall to GRC

This November, Glenn Research Center will implement NASA STARS, the Agency's new **Staffing And Recruitment System** that will change the way NASA fills vacant positions and meets the challenge of finding and keeping top talent in the 21st Century.

Goddard Space Flight Center, the Agency's lead and pilot Center for this Integrated Financial Management Program (IFMP) pathfinder project, was the first NASA Center to implement STARS this past July. Marshall Space Flight Center and the Stennis Space Center followed in August. All the remaining Centers will implement STARS by December 2001.

The implementation of STARS will change the way NASA employees and external applicants apply for vacant positions. OF 612 Forms, Job Qualifications Statement, and KSA's will no longer be a part of the application process. Instead, those applying for vacant positions posted on the NASA Jobs Web site (www.nasajobs.nasa.gov) will use a single resume that they created in an automated Resume Builder. The Resume Builder has an online Resume Guide to assist applicants in preparing a resume. Users will be able to access the online "Resume Builder Guide" to work through the user-friendly process. A resume can be stored in the Resume Builder function of NASA STARS and accessed later for editing or revisions. Once an employee has a resume in the database, they can apply for vacancies by using a simple online "Quick Apply" form.

Because this is a new process, we plan to provide employee briefings and resume building workshops to interested employees. The workshops are scheduled to begin in October.

For more information on NASA STARS, please visit the following Web site: <http://nasastars.nasa.gov>

If you have any questions, please contact Judith Drabik at extension 3-2487.



Social Interactions

The Office of Human Resources frequently receives inquiries regarding the appropriateness of providing employees official time to participate in seasonal celebrations. This information is provided to assist you in responding to such questions and in determining the appropriate use of official time for seasonal events and other social functions in your organization.

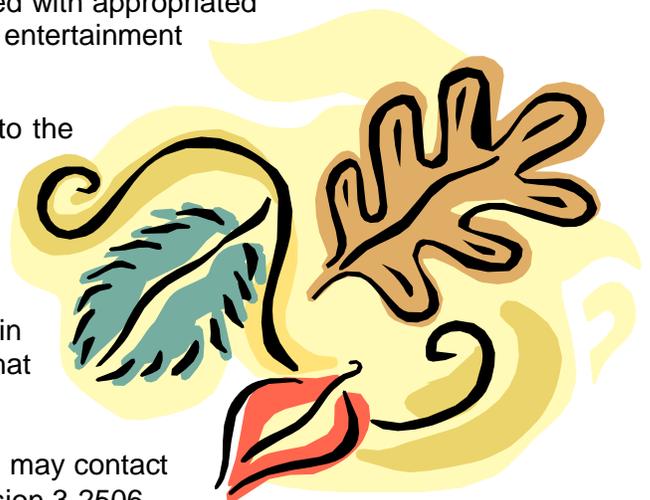
It has been determined that social interactions among coworkers can contribute to employee morale and team building. The use of official time for these purposes has long been held to be appropriate. Therefore, it remains Center policy that officially sponsored social functions can be recognized as a legitimate use of official time when they are reasonable in length and number and reflect a level of moderation and professionalism consistent with our responsibilities as public servants.

The following guidelines continue to be applicable when using official time for these purposes:

1. Officially sponsored social functions are those (a) open to all employees in a particular organization; (b) used to celebrate promotions, retirements, project accomplishments or seasonal events; and (c) approved in advance at the Division level or equivalent.
2. Official time allotted to individual employees to attend such functions should not exceed 1 hour for one-time events (promotions, retirements, etc.) and 2 hours in a calendar year for seasonal events (picnics, holiday celebrations, etc.). The approving official may also specifically approve any official time to be used to set up and/or clean up for the event. All official time granted for these purposes should be reflected on the timesheet as duty time.
3. Individual employees are expected to obtain approval in advance from their immediate supervisor for their attendance at such events on official time. Any time spent at an event during normal duty hours, beyond that specifically approved as official time, must be charged to an appropriate leave category.
4. Employees who choose not to attend officially sponsored social functions should not be allotted official time for other nonduty purposes in lieu of such attendance.
5. Events anticipated to last longer than 1 hour should be scheduled either around the lunch hour or near the end of the work day to enable individuals to reasonably continue attendance while minimizing disruption to their normal work schedule.
6. Official resources such as the LINK and e-mail can be used to provide information concerning social functions that are officially sponsored or formally authorized in accordance with GLPD 1590.2. However, appropriated funds and resources acquired with appropriated funds should in no way be used to provide food or entertainment at such functions.
7. Social activities held at the Center remain subject to the requirements of GLPD 1590.2.

While team building and employee morale are important, it is also important to remember that public service is a public trust. Even with regard to social functions we must always conduct ourselves, both in action and appearance, in a manner consistent with that trust.

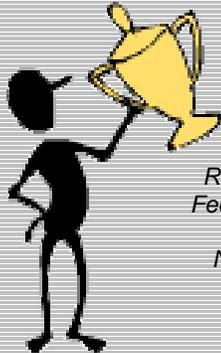
If you have questions or need additional information, you may contact Lori Pietravoia of the Program and Policy Office at extension 3-2506.



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 3-2848, for a copy of a nomination form, or for specific information.

The following is a list of non-NASA External Award solicitations due this quarter, October to December 2000:



AIAA Awards (Category 3)
Federal Executive of the Year Award (Category 1)
Frank G. Brewer Trophy (Category 1)
National Public Service Awards (Category 3)
Robert H. Goddard Memorial Trophy (Category 1)
Roger W. Jones Award for Executive Leadership (Category 1)
Federal Environmental Engineer of the Year Award (Category 1)
Donald L. Scantlebury Memorial Award (Category 1)
National Operations Security (OPSEC) Awards (Category 1)
Stellar Awards (Category 3)
Society of Women Engineers Awards (Category 3)
Engineers' Council Awards (Category 3)

Category 1: Recognition for substantial Agencywide contribution towards direct mission of the Agency. Soliciting organization requires submission by the Head of the Agency. Nominations must be submitted to HQ Agency Personnel Policy Branch, Code FPP, for final submittal to sponsoring organization.

Category 2: Award has limited application in the Agency. Soliciting organization limits the number of nominations from the Agency, thereby requiring an Agency screening process. Someone other than the head of the Agency may submit nominations. Nominations must be submitted to HQ Agency Personnel Policy Branch, Code FPP, for final submittal to sponsoring organization.

Category 3: Solicitation by sponsoring organization is inconsistent and made through professional society membership and mass distributions. Soliciting organization has no limit on number of nominees from the Agency. Nominations are delegated to Heads of HQ Offices and Directors of NASA Centers for submittal to sponsoring organizations.

PROCESSING PERSONNEL ACTIONS

To expedite the processing of the following personnel actions submitted to the Office of Human Resources, Operations Centers, the following is required:

1. For all time-limited personnel actions; e.g., detail, temporary promotion, LWOP, please submit **two** SF-52s:
 - a. SF-52 to initiate the action
 - b. SF-52 to extend or end the action
***If no SF-52 is received to end the time-limited action, the action will be automatically terminated the day after the NTE date**
 - c. Position Description (for details and temporary promotions)
2. For a change in work schedule/hours, the SF-52 must reflect the pre-established change for the new work schedule/hours. In **NO CASES** should an employee be permitted to work a change in work schedule/hours

without first submitting the SF-52 to the Office of Human Resources, Operations Center **2 weeks prior** to the date the employee is to begin the new work schedule.

3. For a change in duty station, submit a memo or e-mail to your servicing personnel assistant with the name or names of the employee(s) who will be moving. Include in the memo/e-mail the date of the move, the city moving "**TO**" and "**FROM**", and the new building. The effective date of the change in duty station will be the **next** pay period following the date we receive the memo or e-mail.

*Any change in duty station has tax implications.
4. For promotions and reassignments, in addition to submitting the SF-52, please attach the new/old position description and NASA C-115 (Position Risk Form).

NOTE: the effective date for an action will be established once all the necessary paperwork pertaining to a given personnel action is completed and received in OHR.

ANNUAL LEAVE USE OR LOSE

The time of year has arrived when employees should review their annual leave balances, keeping in mind the 30-day limit (240 hours) on the annual leave carryover balance. If it appears that you will have an excess of annual leave, the following information will be important to you.

EMPLOYEES:

Plan your leave for the balance of the leave year, which ends January 12, 2002. Follow up with your supervisor if you do not receive timely feedback on your leave request. When annual leave is denied, or approved leave is canceled, an alternate period of time should be scheduled. This should be done without delay.

Special attention must be given to schedule leave to avoid forfeiture of annual leave that is in excess of the maximum carryover allowed at the end of the leave year. Use an SF-71, Application for Leave, to request "use or lose" annual leave and submit a new leave request to update your leave schedule if your supervisor cancels "use or lose" leave you have previously submitted.

If you do not request leave, or do not use leave that was approved, any resulting forfeiture will be considered to be by your choice.

The U.S. Comptroller General decisions state that Federal employees who do not schedule leave in advance and in writing, and who forfeit the leave due to exigencies of public business may not have that leave restored. The Comptroller General has also stated that informal notification or verbal requests are not sufficient, even when extenuating circumstances exist.

SUPERVISORS:

Supervisors are expected to assist 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.

Take prompt action on leave requests. Ask the employee to resubmit a leave request for another period if you have had to deny a request. Take timely action to approve rescheduled "use or lose" leave. SF-71's that include "use or lose" leave must be dated/approved no later than December 1, 2001.

Request an approval of an "Exigency of the Public Business" if you see no alternative to cancellation of employees' leave, which could result in a loss of leave. An "exigency" proposal must be approved by the Deputy Director for Operations before you cancel "use or lose" leave that cannot be rescheduled before the end of the leave year.

CARRYOVER OF EXCESS ANNUAL LEAVE

Unused earned annual leave may be carried over from one leave year to the next. However, the amount is limited by Federal law to 30 days (240 hours). Under certain conditions, excess leave may be carried over. There are certain regulatory requirements that must be satisfied before an agency may consider approval of excess leave carryover.

1. An SF-71, Application for Leave, must be on file with the employee's timekeeper, before the start of the third pay period prior to the end of the leave year (by December 1, 2001) documenting that the leave was scheduled and approved by the employee's immediate supervisor.
2. The Deputy Director for Operations is authorized to declare an exigency of business exists and thereby cancel the scheduled leave.

In such cases, the immediate supervisor must prepare a memorandum addressed to the Deputy Director for Operations requesting cancellation of the leave due to an exigency of business, noting that no other employee can carry out the work; a description of the effects of postponement of the work; specifying the number of hours of annual leave involved in the request; and the beginning and ending dates of the exigency. The original SF-71, which recorded the scheduling of the leave, must be attached. After the beginning of the next leave year, an employee may request restoration of lost leave due to the approved exigency. Such requests must be submitted to OHR for approval by the Personnel Officer. The approved exigency and SF-71 must be submitted with the restoration request.

Carryover of excess leave may also be approved in the event an employee's injury or illness prevented the taking of annual leave before the leave year's end. In such cases, the official authorized to approve excess leave carryover is the Personnel Officer. An immediate supervisor requesting excess leave carryover due to injury/illness must request approval of carryover with a memorandum to the Personnel Officer with the original signed, approved SF-71 attached.

In October, the Office of Human Resources will issue an alert memo to the Center staff providing detailed instructions on the specific procedures to be followed.

Office of Human Resources
Office Location as of September 25, 2001

Rick J. Bailer Deputy Chief Room 1222	Shaun Ellman-Stafford Claudette J. Wlasuk Room 1220	Personnel Officer Vacant Room 1221
Lori O. Pietravoia Room 1218		Gwendolyn D. Davis Chief, Program & Policy Office Room 1219
Timothy A. Kennedy William C. MacDonald Nazetta W. Robinson Room 1216		Anita L. Arnold Jennifer Cyrill Richard L. Reames Room 1217
Janine Decarlo Merry C. Sherrod Xynique R. Sims Room 1214		A. Judith Drabik H. Fran Pierce, Jr. Room 1215
Irma I. Cortes Lynda D. Glover Traci L. Savage		Toni M. Cosari Diane L. Duly Tracy L. McClough Room 1213
Conference Room Room 1210		Karen L. Arcuri Chief, Operations Center A Room 1211
		File Room Room 1209
Ethel L. McLaughlin Suzanne L. Terbrack Room 1206	← SF-52 Drop-Off	Leroy McCreary Chief, Operations Center B Room 1207
<u>InDyne Support Office</u> Rhonda S. Billick Danielle M. Branch Krissie M. Ciehanoski Room 1204	← Application Drop-Off	Charlene L. Anderson Nola L. Bland Darlene S. Walker Room 1205
		Mary Jo Waeltz Darlene Y. Jackson Room 1203