

# Office of Human Resources and Workforce Planning

## Personnel Newsletter

September 2002

### Investing in Employees for Strategic Advantage

On June 28, 2002, the Human Resources Panel selected 10 individuals to participate in the first Glenn Technical Education Development (GTED) program. The GTED program will provide the selectees an opportunity to enhance or acquire technical, scientific, and engineering knowledge through undergraduate, academic training. Each individual will be provided full-time support for planned, academic study, not to exceed 2 years, at a local college or university in areas essential to our research and development mission. GTED participants will receive developmental assignments during academic breaks where acquired knowledge and skills will be immediately applied.

A second program is scheduled for August 2003. Prepare now and look for an announcement on [today@glenn](mailto:today@glenn) in late April 2003.

For additional information on program requirements, eligibility, roles and responsibilities, the selection process, application, and associated forms, please visit the following Web address:

<http://www.grc.nasa.gov/WWW/ODT/GTED.htm>.

If you have specific questions regarding this program, please contact Michael Goin at extension 3-6633, or e-mail [Michael.W.Goin@grc.nasa.gov](mailto:Michael.W.Goin@grc.nasa.gov).

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### Appreciation Breakfast for Engineering Training Teams

On June 20, an appreciation breakfast was held for the Engineering Training Teams. It was for all those who supported the development of the Glenn Engineering and Scientific Training Plan over the last year. Special recognition was given to Glenn Lindamood and Phuoc Thai, as outstanding contributors, and they received a cash and time-off award.

Teams composed of engineers and scientists from the following 13 disciplines identify the specific training needs, and who knows better than they? The discipline areas are Acoustics, Chemical/Combustion, Aerospace Propulsion and Systems Analysis, Electrical/Controls/Health Management, Engineering Mechanics/Manufacturing, Optics, Thermal/Fluids/Icing, Software, Systems Engineering, Materials, Pathfinder, Technology Transfer, and Biotechnology.

The discipline teams consist of a facilitator from the Engineering Training Committee (ETC) and discipline experts from the relevant divisions across the lab. This approach enables areas of common interest to be identified and prioritized across organizational boundaries to come up with the most comprehensive and efficient training plan possible.

The ETC was formed in February 1998 to develop a Centerwide, integrated training plan to meet the needs of approximately 1,000 engineers and scientists at GRC and align them to the NASA Strategic Plan and Center Implementation Plan. The members have changed over the years; however, the members at the present time are John Taylor (Chair), Kathleen Schubert, Sandra Foust, Barbara Esker, and OD&TO members Nona Akos, Kathy Clark, and Cynthia Forman.

Check out the Web site below to see the entire plan for FY02 Engineering and Scientific Training. The discipline teams are working on the FY03 plan and it will be posted soon.

<http://www.grc.nasa.gov/WWW/ODT/etc.htm>

## New PDM System Goes Live

On July 15, 2002, GRC implemented a new Position Description Management (PDM) system. The new Web-based Human Resource process is now the single way that supervisors and managers will create position descriptions (PD). Any new personnel action accompanied by a PD must be created using the Web-based tool. Eighty-five managers and supervisors throughout GRC received hands-on system training. Others attended an HR Forum to view a demonstration of the new system.

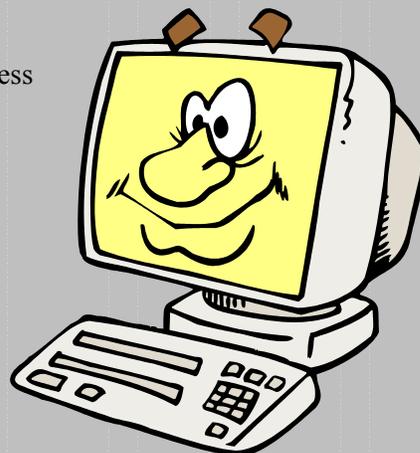
The biggest benefit of the new system is the speed at which a new PD can be created. Benefits of the new PDM system include:

- A dramatic reduction of the amount of time required to create an employee position description
- Easily accessible electronic copies of PDs on line
- Archive of certified PDs for browsing and printing
- A direct link with the “One NASA” concept as a way of doing business

There will be a shift in emphasis of roles as the new PDM system takes effect. HR specialists will be available to consult with managers as they create a PD. This includes:

- Conducting just-in-time consultations or instructions on system use
- System administration services
- Advice or assistance with system features and enhancements

Any manager or supervisor who needs assistance using the new system can schedule a consultation with the HR specialists. They are ready to answer questions about system functionality or technical issues. The OHR staff wants to maintain an open dialogue to ensure a smooth transition to PDM.



## NASA STARS Enhancements!

Check out the latest NASA STARS enhancements at [www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov). The capabilities of this Integrated Financial Management (IFM) Program pathfinder project have grown since its implementation at Glenn in December 2001. Below is a summary of the new NASA STARS features:

- **Job Search:** NASA employees and outside applicants can now search for all of NASA’s vacancies through the NASA Jobs web site. The new search functionality enables a full text search, a search by Center, job category, or a number of other search categories.
- **Apply for Multiple Jobs at Once:** Identified vacancies can be added to the applicant’s “job cart” enabling the applicant to apply for multiple jobs at one time.
- **E-Mail Notification of Vacancies:** Search criteria can be saved in the Job Notification Service, enabling the applicant to receive an e-mail notification when NASA posts a vacancy that matches their pre-identified criteria.
- **New Profile Page:** Once an applicant applies for a job or multiple jobs, the applicant can view information about that job on their personal “profile page.” The “profile page” provides a link to the job announcement, status of the announcement, date the applicant applied, and other pertinent information.
- **Single ID and Password:** A single user id and password enable the applicant to access a variety of applicant services--all available through [www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov).

Take a moment to visit the Web site and check out the new enhancements. The HR community is committed to continually supporting NASA STARS users and anticipating future user needs to ensure on-going success. To learn more about NASA STARS, visit <http://nasastars.nasa.gov>. For information about the many other projects managed by the IFM Program Office, visit [www.ifmp.nasa.gov](http://www.ifmp.nasa.gov).

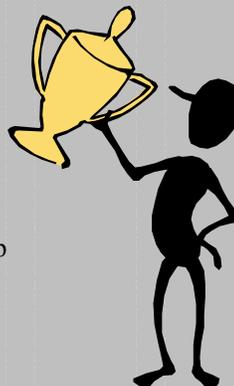
## NASA External Awards

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, for specific information. Additional information regarding external awards can be found at:

<http://nasapeople.nasa.gov/employeebenefits/awards/nonnasa.htm>

The following list of non-NASA External Award solicitations are due during the upcoming quarter -- October to December 2002.

Federal Executive of the Year Award  
GEICO Public Service Awards  
AIAA Awards (Various)  
Frank G. Brewer Trophy  
National Public Service Awards  
Space Technology Hall of Fame  
Robert H. Goddard Memorial Trophy  
Roger W. Jones Award for Executive Leadership  
Donald L. Scantlebury Memorial Award  
Stellar Awards  
Society of Women Engineers Awards  
Engineers' Council Awards



## NASA PROFESSIONAL DEVELOPMENT PROGRAM

The NASA Professional Development Program (PDP) enables NASA employees to develop managerial and technical skills and prepare for future challenges and opportunities. This is one of the best vehicles available to broaden experience, gain understanding of different organizations through a combination of developmental work assignment and formal training, and develop a network of business relationships. Participants of the PDP are given the resources to develop managerial and technical skills for future challenges and opportunities. Developmental work assignments at various Centers and locations within the Agency and with industry heighten employees' skills and abilities and enable them to build their capabilities for future opportunities within the Agency. This program allows NASA to continue to develop high-quality leadership and to prepare NASA for the future.

### PDP Timeline

- October** HQ forwards the Annual Request for Nominations to NASA Centers  
GRC is usually awarded two slots
- November** Centers publish the Annual Request for Nominations  
[Watch Today@Glenn for the upcoming PDP Announcement](#)
- January** Directorates submit nominations, in priority order, to the Organizational Training and Development Office
- February** GRC Human Resources Panel selects candidates
- March** Selections and recommended alternate candidates are due to HQ  
No further competition is required
- April** HQ announces final selections

**PDP Video:** PDP Overview <http://www.grc.nasa.gov/WWW/ODT/PDP.htm>

**PDP Web site:** <http://www.grc.nasa.gov/WWW/ODT/PDP.htm>



**So, you want to take training! Are you attending a conference soon?  
Are you going on travel?**

Authorization for offsite, vendor-sponsored courses; academic courses; and conferences are handled through use of the NASA Form C-478, Application for Training. As we are all aware, the Agency is currently transitioning to Integrated Financial Management (IFM), and our processes in the Organization Development and Training Office (OD&TO) are also under transition. Here are a few important highlights to help ensure a trouble-free application process.



**Timely Submission**

Our published guidelines state that employees should submit training applications 4 weeks prior to training. We normally process an application in days, and in some emergency cases, even hours. As we transition to the new system, ample lead time will be particularly important to ensure that we can complete the purchase for you in time.

Employee registration should not be made prior to approval by the individual's supervisor, Division Chief, **and** the OD&TO, unless you are prepared to pay for the associated costs. Training and conferences attended prior to the approval of training funds constitutes an unauthorized commitment of Government funds, which can result in disciplinary action.

**Payment on Travel Cards**

Professional conference registration fees are paid with training funds, normally by Government purchase orders. To accommodate those limited cases when conference sponsors will not accept purchase orders, attendees have been permitted to charge registration fees on their travel cards and get reimbursed through travel. This requires manual accounting transactions to correct the appropriation charge from travel back to training. Travelers in this situation must be particularly sure to get their training applications approved prior to traveling to the conference.

Beginning October 1, 2002, when the IFM Core Finance module goes live, employees can no longer charge registration fees to their Government travel cards. The OD&TO can make these training purchases for employees, when warranted.

**Early Registration Deadline:**

Employees taking training before September 30, 2002, should have submitted their applications by August 7, 2002. Those taking training starting October 1 through December 30, 2002, should submit their applications by August 30, 2002. The absolute last date before the new fiscal year for any training requests to be processed will be September 9, 2002.

For more information, give us a call at extension 3-6091 or visit our Web site at:

<http://www.grc.nasa.gov/WWW/ODT>.

## 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 30, 2002). 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 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 Deputy Center Director prior to canceling any scheduled "use or lose" leave. In such cases, the immediate supervisor must prepare a memorandum addressed to the Deputy Center Director, requesting an exigency of public business determination.

The request should identify

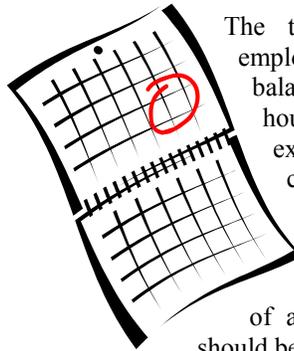
- the proposed exigency;
- the beginning and ending dates of the proposed exigency;
- an indication that no other employee can carry out the work to be accomplished;
- a description of the effects of a postponement of the work; and
- the number of hours of annual leave involved if an exigency is approved.

The written request should be concurred on by the Director Of or Staff Office Chief and be routed through the Office of Human Resources. Copies of the e-mails requesting and approving 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, or an administrative error. The official authorized to approve excess leave carryover is the Personnel Officer. Requests to the Personnel 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.

In October, the Office of Human Resources will post information with detailed instructions on the specific procedures to be followed on [Today@Glenn](mailto:Today@Glenn).

## 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 11, 2003. Special attention should be given to schedule leave to avoid forfeiture of "use or lose" annual leave.
2. Submit an e-mail request to your supervisor requesting "use or lose" leave before the start of the third bi-weekly pay period prior to the end of the leave year (November 30, 2002).
3. If your annual leave request is denied or approved leave is canceled, an alternative period of time should be scheduled using e-mail.
4. Maintain copies of the e-mails that document your request to use your "use or lose" annual leave and your supervisor's approval. These documents will be needed if you have to request restoration of forfeited leave.
5. If you do not request leave or do not use the leave that was approved, any resulting forfeiture will be considered to be by your choice.
6. 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 ruled that informal notification or verbal requests are not sufficient for scheduling leave, even when extenuating circumstances exist.

### 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 an e-mail request 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 30, 2002.
4. Request an exigency of public business be approved if you see no alternative to cancellation of employee's leave which could result in a loss of leave. An exigency of public business must be approved by the Deputy Center Director before you cancel "use or lose" leave that cannot be rescheduled before the end of the leave year.