

OIRM Talking Points
for the B&O Advisory Committee Meeting (Spring 2016)

OIRM Senior Staff Changes

- As you may recall, Dr. Judy Sunley, former Division Director for Human Resource Management, retired from NSF in September 2016. At our last meeting, I informed you that I had selected Dianne Campbell from the US Patent and Trademark Office as our new HRM Division Director. Dianne joined us on May 29th, and I'd like to personally introduce her to you.
- Also, I'd like to announce the selection of Mr. Javier Inclán as the new Deputy Division Director in DAS. Javier joins us from the US Department of Transportation, where he served as Associate Director, Property and Space Management.

Relocation Update

- Later on the agenda, we'll discuss the relocation, so I will only briefly touch on it here. The project remains on schedule. The external construction is virtually complete and interior space construction is underway.
- Our Data Center is complete and commissioned.
- We completed build out of the 5th floor and have begun to order our furniture.
- We recently completed workspace and furniture selections for employees, and are now working towards a round 2 to include those mis-matches from the first round, and any new employees.
- We have also announced to staff the sequencing and schedule for the physical move of NSF staff to the new building. The move will take place over a 6-week period, commencing on August 24th through October 1st.

FEVS 2016 Results

- NSF has received its 2016 Federal Employee Viewpoint Survey (FEVS) results.
- We continue to enjoy a very high response rate. Our 74% (for permanent staff) continues to be significantly higher than the government-wide response rate, which this year was 46%. In OIRM, we had an 85% response rate, highest among NSF offices.
- Overall, NSF scores continue to increase steadily, showing continued improvement in the work environment, employee satisfaction and employee engagement. Satisfaction increased by three or more points on over 40% of the 71 questions on the survey.
- NSF moved up in ranking to 8th among 37 large agencies in both Employee Engagement and Global Satisfaction Indices). Among the 24 CHCO agencies, NSF ranks 4th on Employee Engagement (behind only NASA, OMB, and NRC)
- The survey results also reveal that concerns with workload remain a significant issue (NSF's Workload index score remained unchanged at 53%).
- We are currently providing leadership and employees with more detailed 2016 FEVS results and updates on NSF's employee engagement action planning efforts, all of which will help identify areas for new or continued improvement efforts.

Federal Hiring Excellence Initiative

- On November 1, OPM and OMB co-issued a memorandum on Institutionalizing Hiring Excellence to Achieve Mission Outcomes. The memo provides guidance to support and empower agencies in hiring the best talent by overcoming common barriers agencies face in the Federal hiring process.
- The guidance incorporates feedback from over 3,000 supervisors and HR professionals.
- There are three hiring excellence objectives with associated proven practices identified as critical to successful hiring outcomes.
- NSF, along with all agencies, is being asked to engage in activities to support the objectives and test out the proven practices to improve hiring, as well as establish a Hiring Excellence Team.
- By December 16th, NSF will identify a Hiring Excellence Team, led by me, the CHCO, and including the NSF's Performance Improvement Officer as well as senior leaders throughout the Foundation.

IT Modernization

- We continue to support NSF's core mission by focusing IT modernization efforts to reduce the administrative burden to the research community and NSF staff associated with the proposal and award lifecycle. We are engaged in a continuous, incremental modernization of the systems that support the merit review process. This initiative currently involves in excess of approximately 150 internal stakeholders.
- Now that we have implemented core financial functions with iTRAK, we are looking at opportunities to modernize additional financial management capabilities, such as budget formulation.
- We have been fully focused on resourcing the relocation to the NSF headquarters in Alexandria, including ensuring that staff will continue to be able to access the IT services they need to do their work during the physical move.
- We have been partnering with NSF's Evaluation and Assessment Capability office to build out NSF's analytics capabilities. We are continuing to treat data as a major Foundation asset and as an important investment area for IT.
- Additionally, we have been partnering with the Public Access initiative team to improve electronic access to the results of NSF-funded research. In January 2016, NSF implemented a Public Access Repository (NSF- PAR) in partnership with the Department of Energy's Office of Scientific and Technical Information to make NSF-funded research publications available to the public.

Records Management

- OIRM continues to work towards meeting two federally-mandated records requirements: email management and electronic permanent records.
- Additionally, in preparation for our move to Alexandria, we are working with the Records Custodians in each of our Directorates and Offices to inspect files and essential records information, develop electronic file structures for Document, the new eRecords Repository, dispose of hard copy files, digitize hard copy files and transfer hard copy

records to the Federal Records Center. So far, we have shipped 492 boxes to the Federal Records Center and since July 2016, we have scanned 275 boxes (totaling 26,078 lbs. of paper records).

- We also have completed a draft policy on email management for Senior Officials, and the OIRM offices of DIS and DAS are collaborating on both the records policy and IT required for final implementation.

Green Out 500K Challenge

- DAS has a new initiative, the Green Out 500K, with a goal of disposing of 500,000 pounds of materials before we move to the new building. We are doing this by scanning and retiring documents (as mentioned above), as well as recycling, excessing equipment/furniture and disposing of trash. As of November 1st, we had disposed of 105,543 pounds!