OIRM Update
November 19, 2008

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National Science Foundation

Office of Information and Resource Management

Division of Administrative Services
Division of Human Resource Management
Division of Information Systems

Topics

- FY 08 Internal Management Goals

- Human Capital Initiatives

- Research.gov Update

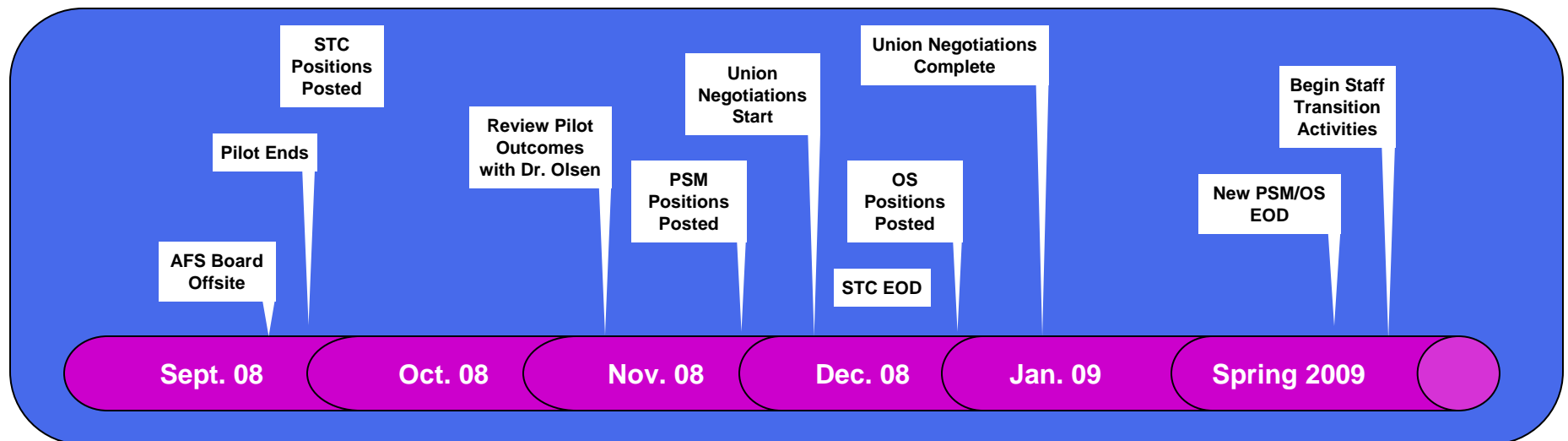- 2013 Lease Expiration

- Surveys

- NSF Outreach/New Initiatives

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FY 08 Internal Management Goals

	Mar	Apr	May	Jun	Jul	Aug	Sep
Human Capital Management							
Enhanced Merit Review Training							
➢ Deliver a pilot course no later than Q3 2008	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Administrative Functions Study Management Pilot							
➢ Complete by the end of FY 2008	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Fill Existing Vacancies							
➢ Develop two-year staffing plans for each Directorate/Office during FY 2008	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Information Technology							
Reviewer Management System							
➢ Initiate design and development based on priorities identified via Directorate meetings	🟢	🟢	🟢	🟢	🟢	🟢	🟢
E-Jacket- DD Concur							
➢ Initiate the design and development of Division Director concurrence functionality	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Research.gov							
➢ Make initial features available to the general public and all NSF grantee organizations	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Remote Access Service							
➢ Provide improved remote access to NSF systems	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Security and Privacy							
IT Security Awareness Training							
➢ Deliver training to 98% of NSF employees and Arlington-based contractors by end of FY 08	🟢	🟢	🟢	🟢	🟢	🟢	🟢
SSN Be Gone							
➢ Implement the use of a unique NSF ID instead of SSN in FastLane	🟢	🟢	🟢	🟢	🟢	🟢	🟢
HSPD-12							
➢ Issue a total of 800 new federal ID badges by the end of FY 2008	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Customer/Employee Satisfaction							
Measure NSF Customer/Employee Satisfaction							
➢ Administer satisfaction surveys to NSF staff and panelists; address areas for improvement	🟢	🟢	🟢	🟢	🟢	🟢	🟢
Initiatives with current budget constraints							
Physical Access System							
➢ Complete the technical requirements for the new physical access system by the end of FY 2008	🟢	🟡	🟢	🟢	🟢	🟢	🟢

Administrative Functions Study (AFS) Management Pilot

- Tested split of duties between two positions
  - Program Support Managers
  - Operations Specialists
- Year-long study concluded on Sept. 30th
- Now beginning AFS Transition – to last 1-2 years

	STC Positions Posted	Union Negotiations Start	Union Negotiations Complete		Begin Staff Transition Activities
Pilot Ends	Review Pilot Outcomes with Dr. Olsen	PSM Positions Posted	OS Positions Posted		New PSM/OS EOD
AFS Board Offsite			STC EOD		
Sept. 08	**Oct. 08**	**Nov. 08**	**Dec. 08**	**Jan. 09**	**Spring 2009**

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New Executive Transition (NExT) Program

- Currently developing content for an Executive Resource Management website covering executive responsibilities in the areas of:
  - NSF Leadership
  - Financial Management
  - People Management
  - Partnership Management
  - Program Management
  - Additional Support

- Content currently being vetted through executive groups for review and comment.

- Established partnership with BIO, ENG & SBE to draft and pilot knowledge management portal providing vital information to new executive prior to entry on duty specifically related to function s/he is assuming

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- New orientation video in production. Introductions from Director and Deputy Director and content from NSF employees.

- Finalizing content for New Hire Liaison Program with partner directorates to help new employees transition to new jobs.

- Communicating with employees prior to entry on duty to answer questions and provide assistance.

- Developing content of website providing tools to supervisors, liaisons and administrative specialists of new employees.

- Creating New Employee Welcome website to provide easy access to essential information for new staff.

Research.gov Update

- Expanded service for applicants to check status of applications submitted to NSF and USDA/CSREES from 30 to 100 institutions (June - November 2008)

- Added new service for public to search NSF and NASA award in one place, including award abstracts and publication citations (September 2008)

- Added new service for awardees to submit grant financial reports (October 2008)

- Planning new internal services to support the merit review process and to help NSF program and business staff manage their portfolios of proposals and awards (ongoing)

2013 Lease Expiration

- Impending expiring lease at Stafford I & II

- Federal law requires GSA to assess current location and compare to other options

- OIRM established Future NSF Project Office

- Primary objective: to remain in current space; narrow options as close to current location

- Vision Sessions to begin Nov. 21st

- Solicit input from B & O Committee Members

2008 Customer Satisfaction Survey

- 5th consecutive year OIRM soliciting input; Second year collaborating with BFA

- Typically 30%, or 1/3 of employees, complete survey

- To begin after Thanksgiving

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NSF Panelist Survey

- July 2008 – launch of survey; 1,200 responses
- Overall, 97% rated "excellent" or "good"

Highest rated services:

-- Use of FastLane

-- Proposal Access

-- Visitor & Reception Center

-- Conference Rooms

Issues raised for consideration:

-- Outdated/slow computers

-- Connectivity

-- Outdated Per Diem rates

-- Mandatory use of contract
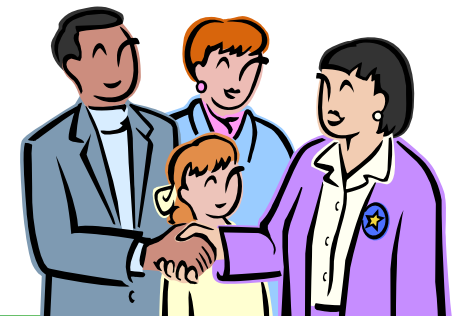
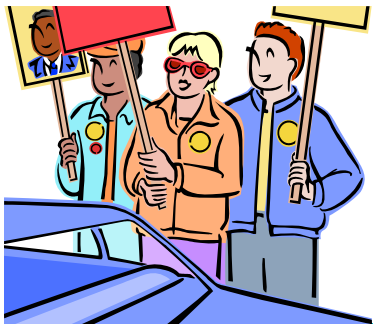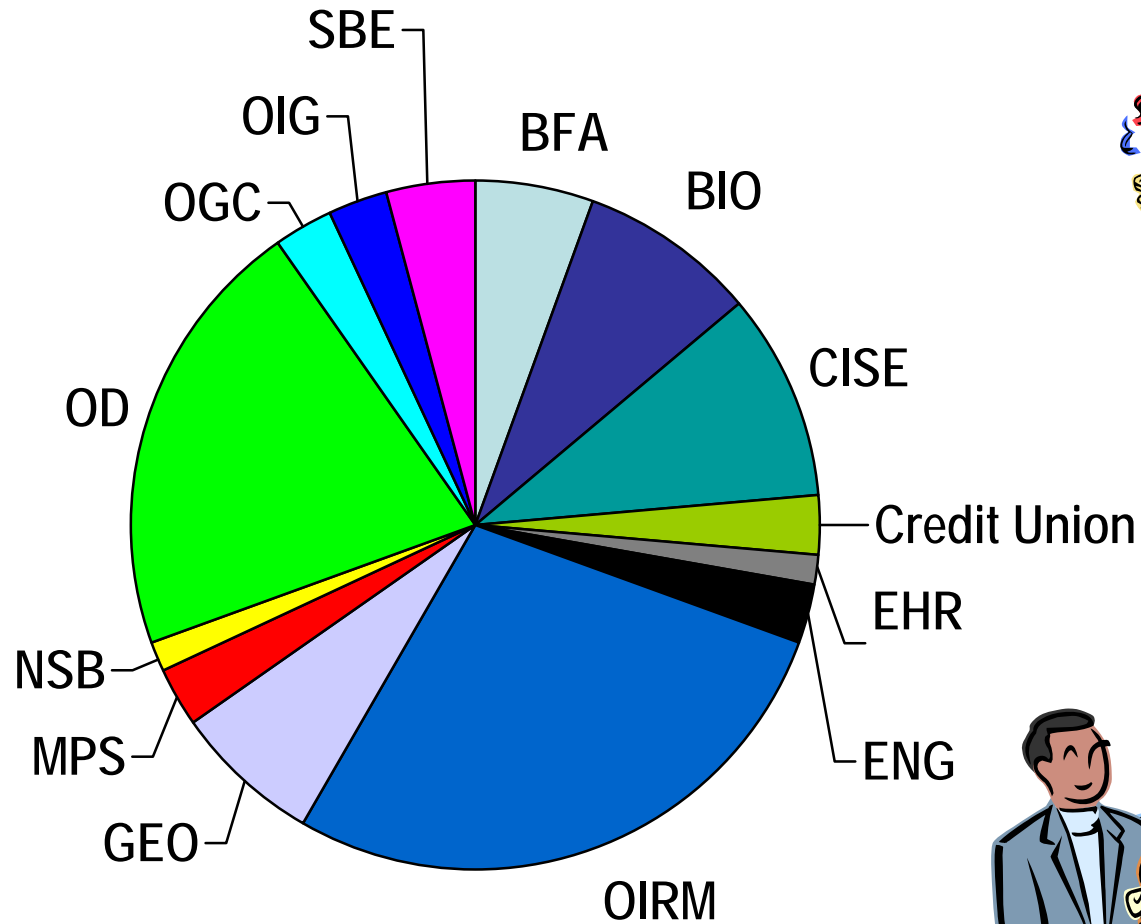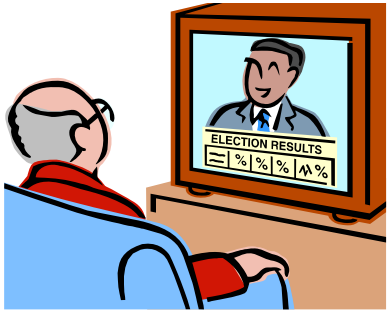air carriers

A successful campaign . . .

. . . to involve NSF staff voluntarily in making NSF a greener place to work . . . that has led to many improvements already and very significant changes for the long run!
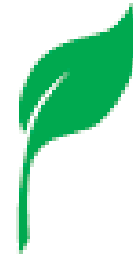
Got Green?

>75+ NSF Staff Involved

Pie chart labels: SBE, OIG, OGC, BFA, BIO, CISE, Credit Union, EHR, ENG, OIRM, GEO, MPS, NSB, OD

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Accomplishments since June

- Website built
- Secure Bike Parking ↑ 50%
- Bike to work promoted
- LEED buildings visited
- Bulbs out of vending machines ("Energy Star" ones coming soon)
- Energy saving projects and education
- "Purchase Green" guidance issued
- Recycling program improved: 18 categories now included and "single stream" coming in January

- "Reuse" concepts being evaluated
- Science Fare improvements started
- Green meetings/catering promoted
- Double-sided default printing piloted and being promoted
- Forest Stewardship Council certification for all printed products
- Education (Green & Earth Days, brown bags, signs, web, email)
- Sustainability pledge established
- Virtual panel technology promoted

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NSF's Green Day!

NSF's Green Day
October 29th, 2008
NSF Atrium
10 a.m. to 3 p.m.
Brought to you by OIRM

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Conservation Monkey