

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

Thank you for the opportunity to update you on a few of the significant projects going on in OIRM. Each time we meet, I feel privileged to be able to provide you with some sense of OIRM's portfolio, and how much progress we've made since our last meeting.

Personnel updates

- It is with great pleasure that I announce that Mr. Wonzie Gardner, formerly Deputy Division Director in Administrative Services, has recently been appointed as the Division Director, DAS. Wonzie has been with us since November 2014, and with this new appointment, we look forward to Wonzie's experience and steady hand to move DAS forward as an organization.
- I'd also like to recognize Dr. Judy Sunley. Judy, as you all know, has made a significant contribution over her career at NSF, and most recently here in OIRM, serving as the Division Director for HRM. Judy will be retiring this summer, and I'd like to take a minute to say thank you to Judy for her loyal service.
- So as we wish Judy goodbye, I'd also like to inform you that I have selected Dianne Campbell of the US Patent and Trademark Office as the new HRM Division Director. Dianne will be joining us on May 29th.
- Also, I'd like to introduce you all to Mr. Dave Verardo, the new President of AFGE Local 3403. Dave is a Program Director in GEO, and very familiar with the Foundation and the needs of our employees. I look forward to a very collaborative and productive partnership with Dave.

Relocation update

- The project remains on schedule. The external construction is virtually complete! From this point forward, the primary construction is geared towards the build-out of NSF's interior space. Interior space construction began in April 2016, and is expected to be complete in August 2017.
- Our focus for the remainder of the year will shift to procuring the necessary furniture, equipment and services to make the building useable, and integrating the associated installation activities with the interior construction. These procurements and services include audiovisual equipment, our security systems, and integration of our IT services and equipment, such as our data center.
- In March 2016, we also awarded a \$14.5M contract to Kimball Furniture for office and systems furniture. Kimball Furniture is a major manufacturer of office furniture and has a track record of completing projects on time and within budget.
- The workspace selection process will also commence this month. Employees have the opportunity select the location of their workspace and options for the layout of the furniture inside their respective workspaces. This effort will provide an opportunity for employees to make a personal connection with the new building and contribute to its design. We expect the process to be completed in November 2016.

- Additionally, we will be leasing the balance of the 6th floor to move contractors from leased space in Rosslyn, VA. The current lease in Rosslyn expires in December 2017, and after consulting with OMB, GSA was able to satisfy our need for space by expanding the lease to include a block of space that was not part of our original lease (as you may recall, at the time that GSA awarded the lease to Hoffman Development Inc., NSF was not intended to be the sole tenant). By acquiring the 6th floor, we reduce our real estate footprint and annual rent expenditure, improve our operational efficiency, and improve the security posture for our staff and guests.
- We expect to be in the building before the end of the fiscal year 2017 (September 30, 2017).
- Lastly, we completed Phase 2 of our negotiations with the Union, and through a collaborative process, resolved several outstanding issues, including selection of space, which allowed us to begin the workspace selection. We are now preparing for our third and final phase of negotiations, which will focus on significant topics of interest to both NSF employees and managers, including the physical move as well as parking at the new building. With the transition in our Union leadership, we are working with our new Union President on a variety of issues, and anticipate negotiations to start in mid-to-late summer, in parallel with remaining interior construction.

FEVS 2016 and Employee Engagement Action Planning

- Last week, the Office of Personnel Management (OPM) launched the 2016 Federal Employee Viewpoint Survey (FEVS) for NSF. The results from the FEVS continue to provide critical information needed to improve the workplace at NSF.
- In 2015, 78% of NSF employees participated in the survey, the highest response rate ever for NSF. NSF FEVS scores have continually improved over the past several years. This is particularly significant considering government-wide FEVS scores have stagnated or decreased over the same time period.
- The survey will remain open until early June.

Other OIRM Highlights:

Public Service Recognition Week (May 2 – 6)

- NSF celebrated its employees through last week's Public Service Recognition Week. The week-long event kicked off with a publicly-broadcast thank you from Dr. Córdova to all staff.
- Two NSF-wide events during the week included an Employee Recognition and Citizen Science Event and an Ice Cream Social (with major participation for senior leadership) to thank all NSF staff for all the hard work going on throughout the Foundation. Several offices and directorates recorded thank-you messages for staff, and sponsored events as well. Both OIRM and BFA sponsored events for our staffs.

Conference Room Reservation Optimization Program

- OIRM has successfully completed implementation of the first cycle of conference room optimization NSF-wide. The program utilizes the science of optimization via an algorithm that equitably distributes conference room assignments to all the Directorates for Merit Review panels.
- In the first cycle we were able to achieve a 90% fulfillment rate via the algorithm, with the remaining 10% of requests fulfilled by the Meeting and Events Management reservation team. We are proceeding with preparation for the second cycle of conference room requirements, and, will be testing the algorithm for use in our new Conference Panel Center in our new building in Alexandria.
- Thus far, our program has reduced administrative burden for staff, and we've received positive customer feedback.

Records Management Approach on Reducing Paper

- At our last meeting, we briefed you on NSF's Records Management Program, including an update on a pilot activity on records, and solicited your advice on how to improve our records management program, and help us better prepare for the reduced space at our new location.
- OIRM continues to work hard at meeting federally-mandated records requirements for 2016 (email management) and 2019 (electronic permanent records):
 - We have briefed senior leadership of the records management activities taking place in their divisions to gain their support in our efforts.
 - We are working with our Records Liaisons in each Program Office to conduct assessments to aid the records management team in determining the volume of records and the various record types being stored in their area. A key aspect of this will be educating division records custodians and key personnel on their existing records schedule and assist with creating office file plans. Once this is done we will begin reducing paper volume within the agency by destroying expired records and non-record material, transferring eligible official records to the Federal Record Center (FRC) or digitizing records to store in an electronic system.
- The end objective is to build a culture of reducing paper volume both for the move and operating in Alexandria. Also, we recently hosted staff from NARA, who visited us to hear more about our plans and offer suggestions and recommendations (including reaching out to similar agencies) as we move forward.

Highlights from IT

- We are focused on IT modernization efforts that 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.
- We have been fully focused on resourcing the move to the NSF headquarters relocation, 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.
- Lastly, I'd like to mention a very noteworthy accomplishment – our NSF IT Help Central recently won an award! NSF's IT Help Central team was recently named winner of the Government Customer Service Community of Practice (Cgov)'s Government Customer Service Excellence Award for Customer Focus. The award recognizes teamwork, technical excellence, and customer focus that produces exemplary services and high customer satisfaction. NSF's IT Help Central team will be recognized on the Cgov's Facebook page, featured in their electronic newsletter, and honored as an award recipient at the 2016 Government Customer Experience Conference this August.