



# HRMD

## Human Resources Management Division

# NEWSLETTER

**FIRST EDITION**

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"Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work."

—Vince Lombardi

## New Human Resources Director, Michelle Godfrey

The Human Resources Management Division is pleased to announce Michelle Godfrey as the Director of the Human Resources Management Division. With a distinguished career in human capital management and operations, Ms. Godfrey is responsible for leadership and management of human resources activities at NASA Headquarters. She will play a pivotal role in working with Headquarters leaders to build and maintain a stable, engaged, and productive workforce. Through specialties such as executive resources, staffing, organizational development, workforce planning, employee relations, and labor relations, Ms. Godfrey will lead a staff of professionals that provides the full complement of human capital services to Headquarters.

Ms. Godfrey comes to NASA after a distinguished 18-year career at the

U.S. Coast Guard where she served as the Chief of the Office of Civilian Human Resources. In this role, she was responsible for providing a full range of human resources policy and services to over 8,000 employees throughout the United States. She also has prior human resources experience with the Departments of Commerce and Agriculture.

**Michelle has over 31 years of Federal service serving in a variety of HR positions, most recently as the Chief of the Office of Civilian Human Resources at the U.S. Coast Guard.**

Please stop by the Human Resources Management Division (4E39) to meet Michelle and welcome her to NASA! ★

Human Resources Management Division  
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<https://hqhr.hq.nasa.gov>

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## About HRMD

**The Human Resources Management Division (HRMD)** manages and administers human resources activities at Headquarters. The Division works with Headquarters' managers to build and maintain a stable, engaged, and productive workforce. Through specialties such as organizational development, staffing, workforce planning, employee relations, and labor relations, HRMD provides a full complement of human capital services that support employees and managers. There are three branches within HRMD: Human Resources Consulting, Organizational Capability, and Development and Engagement. Additionally, there are two Human Resources Program Areas which reside in HRMD: Employee and Labor Relations and Executive Services. Visit us online at <https://hqhr.hq.nasa.gov>. ★

## Contact HRMD Staff

HRMD Staff  
Organization Chart  
[https://hqhr.hq.nasa.gov/docs/Org\\_Chart.ppt](https://hqhr.hq.nasa.gov/docs/Org_Chart.ppt)  
  
HR Specialist  
Office Assignments  
<https://www.hq.nasa.gov/office/hqhr/assignments.html>



## What Is Employee Relations?

Employee Relations is the body of work that helps to support and sustain a productive and positive work environment. This is accomplished through the consistent application of Agency policies and procedures, and Federal laws and regulations. Employee Relations Practitioners are available to provide advice and consultation on such areas as absence and leave, Performance Management, conduct issues and other employment-related matters that have an impact on the workplace. Employee Relations Practitioners also work to foster effective communications between employees and supervisors. All employees, whether supervisors or non-supervisors, have access to the Employee Relations Program.

For resources and information on Employee Relations at NASA HQ, please visit the HR Portal at <https://hr.nasa.gov/employee-relations>. ★

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202-358-2407

## EMPLOYEE RELATIONS FACT:

### Misconduct vs. Poor Performance

**Misconduct** is generally defined as a failure to follow a policy, rule, or regulation.

**Poor performance** is generally defined as a failure to fully and consistently meet the performance expectations expressed in the Performance Plan or otherwise communicated by the supervisor.



# HRMD Dates and Events

PROGRAM	DEADLINE	CONTACT
Training Allocations: Submit Training orders for training occurring January–April 28, 2017	April 28	David Wilhelm <a href="mailto:david.w.wilhelm@nasa.gov">david.w.wilhelm@nasa.gov</a> 202-358-0311
Performance Award Guidance Distribution	April 21	Fred Johnson <a href="mailto:fjohnson@nasa.gov">fjohnson@nasa.gov</a> 202-358-1581
Performance Management: End of the Performance Rating Cycle	April 30	Ronnie Farrell <a href="mailto:ronald.farell@nasa.gov">ronald.farell@nasa.gov</a> 202-358-1479
HQ Honor Awards Call Distribution	June 16	Fred Johnson <a href="mailto:fjohnson@nasa.gov">fjohnson@nasa.gov</a> 202-358-1581

## 2016 Federal Employee Viewpoint Survey

NASA Headquarters saw breakthrough results in the 2016 Federal Employee Viewpoint Survey (FEVS) administered by OPM, improving in every major category more than any other Center and helping raise NASA's overall scores to cement a fifth straight year as the best place to work in the Federal Government. Among the findings:

- NASA Headquarters saw the Agency's top increase in Employee Engagement and tied with JSC for the steepest growth in the Best Places to Work Index, rising 4 points to 77% favorable ratings in both areas and helping NASA approach 80% favorable.
- Headquarters rose 4 points, up to 76% favorable on the New IQ index, which reflects the degree to which a workplace is fair, open, cooperative, supportive, and empowering. The increase was double the next largest increase of any other Center.
- Innovation and Innovation Drivers indices rose nearly 5 points to 79% and 75%, respectively.

Far from resting on this exciting news, NASA Headquarters is continuing to create new ways to act on the invaluable employee input provided via the FEVS, including expanded partnership with OHCM and other Centers and innovations in analysis and communication of the results. Join Headquarters' FEVS March Madness Event on March 16, 2017, to learn more and celebrate our progress together. ★

## Are You Ready To Work From Anywhere?

Work From Anywhere (teleworking) can occur on a regular basis or episodically; it allows you to work on a special/complex project or continue working during storms and other events that affect your commute to work or restrict your access to the building.

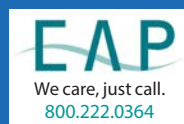
To ensure continuity of operations, we should all be telework-ready. Review the items below to assess your readiness.

- ✓ I identified tasks or assignments that are portable.
- ✓ I discussed teleworking with my supervisor.
- ✓ I completed a telework agreement in WebTADS.
- ✓ I completed the SATERN telework training.
- ✓ I have the connectivity to work remotely.

For additional information, visit the Work From Anywhere Web site, which may be accessed through the NASA human resources portal: <https://hr.nasa.gov/work-from-anywhere>. ★

**Ask Me How!** Telework Program Manager  
Inez Hunter  
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202-358-0658

### EMPLOYEE ASSISTANCE PROGRAM



The Employee Assistance Program (EAP) is a resource that offers free, confidential evaluation, short-term counseling, education, and referral services to Headquarters civil service employees and their families.

Professional counselors assist employees and their families with problems that can adversely affect work and personal life. EAP also offers legal and financial consultations as well as webinars, a library of articles, and other resources. EAP also offers legal and financial consultations as well as webinars, a library of articles, and other resources. An EAP counselor is available 24 hours a day, 7 days a week, and can be reached by calling 1-800-222-0364. Additionally, an EAP counselor is available on-site at Headquarters on Thursdays in the Health Unit, room CD70. ★

# Modern Mentoring

HRMD's Development and Engagement branch recently celebrated National Mentoring Month on Jan 31st with their Modern Mentoring Program Kickoff. Modern Mentoring is highlighted by an informal mentoring framework grounded in the relational program tenets of being open and egalitarian, diverse, flexible, and self-directed and personal. We are also offering selected special events to enrich the Headquarters mentoring discussion. Please join us for our first

Special Mentoring Event titled Group Mentoring: Leadership, on Tuesday, March 28, 2017 at 9:00 a.m. in Room CW31, where Deputy Associate Administrator, Science Mission Directorate, Dennis Andrucyk will be our guest speaker. For additional special events and mentoring information, please refer to the HRMD Development and Engagement website <https://eoeb.hq.nasa.gov/mentoring.html>. ★

## Performance Management

We are well underway with the 2016–2017 performance year for GS employees, which began on May 1, 2016, and will end on April 30, 2017. Supervisors of General Schedule (GS) employees should now have employees on a current performance plan and have completed mid-point progress reviews (both signed by the supervisor and the employee). For newly hired employees or for employees recently placed in a new position, supervisors should complete a performance plan for those employees within 30 days of placement in the position—keeping in mind these plans will be for the upcoming 2017–2018 performance year. While HRMD will be issuing specific performance management information notices in the upcoming months, the following highlights a few key dates:

- The 2016–2017 performance year ends on April 30, 2017.
- Performance ratings for the 2016–2017 performance year are due by June 30, 2017.
- Employees may begin compiling and preparing their self-assessments and are encouraged to submit these to their supervisor in early April (specific due dates for employees to submit input will be determined and communicated by each HQ Office).
- New performance plans for HQ GS employees for the upcoming 2017–2018 performance year are due by May 31, 2017.

A new change in the GS Performance Management area for the 2017–2018 impacts Supervisory GS positions. NASA values supervision as a discipline, and has therefore modified the performance management system (SPACE) to ensure supervisory and technical elements are rated equally by limiting the number of technical elements a supervisor may have to no more than two. Specific guidance regarding this change, 2016–2017 performance management closeout, and 2017–2018 performance plan development will be provided in the weeks and months ahead. ★

## Training and Development Corner

### Employee Development and Engagement Branch

#### MARCH 2017

##### March 20–24 (Monday–Friday)

8:30 a.m.–4:40 p.m.

FAC-COR Contracting Officer's Representative Basic Training

##### Tuesday, March 21

8:30 a.m.–4:00 p.m.

Breakthrough Ideas: How to Become a More Strategic Thinker (External Training)\*

\* Fee is \$425 of Organization Allocation

Vendor: Institute for Management Studies

#### Development and Engagement Branch

<https://hrdb.hq.nasa.gov/>

#### View the Training Calendar

<https://hrdbtc.hq.nasa.gov/hrdbTraining/calendar/action/DisplayCalendar>

#### Go to SATERN to Sign Up for Learning Opportunities

<http://satern.nasa.gov>

