

National Aeronautics and Space Administration Headquarters Washington, DC 20546-0001	
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August 24, 2006

Reply to Attn of: Headquarters Human Resources Management Division

TO: Distribution

FROM: Assistant Administrator for Infrastructure and Administration

SUBJECT: Workforce Planning

In accordance with the Deputy Administrator's memorandum dated July 21, 2006, "Competency Management System (CMS)," (Enclosure 1) your support is needed to identify workforce planning requirements critical for mission success. The CMS and the Workforce Information Management System (WIMS) are the designated Agency workforce planning tools.

In order for Headquarters to meet Agency deadlines, we need to establish separate Headquarters dates in orders to review and finalize the consolidated Headquarters input. We are requesting that all Headquarters employees complete their CMS self-assessments by September 15, 2006. Supervisors are requested to validate the employee CMS self-assessments by October 20, 2006. (Note: Supervisor validation will only be necessary at the "Proficient, Level 3" and "Subject Matter Expert, Level 4.") The Headquarters Human Resources Management Division will be conducting several information sessions during the month of September to inform employees and supervisors about this requirement and how to accomplish it in CMS <https://cmstool.nasa.gov>. Headquarters Human Resources Management Division is also available to provide individual briefings to organizations. Please contact Greg Davis at 358-1275 to establish an information briefing. (Access to a wide-screen with IT support is desirable for an optimal learning opportunity).

The CMS proficiency identification by employees and subsequent validation by supervisors is paramount to understanding the capability of our workforce. The CMS will give management a baseline on our current capability and then the subsequent ability to forecast needed requirements for future Agency needs. The proficiency level data will also serve as a source for location of expertise as we strive to capitalize on in-house capabilities for NASA. From an employee's perspective, the proficiency validation may also facilitate identification of developmental opportunities.

2

The vehicle to capture and project workforce needs is WIMS. Data entry to WIMS must be accomplished

by September 7, 2006, in order to comply with the Agency due date of September 11, 2006. WIMS data entry will be completed by your organization's budget and human capital personnel. With your organization's most current Workforce Assessment (your plan to reach your TOC by September 30, 2007) as your starting point, you will need to translate and incorporate that information into WIMS.

The WIMS workforce plans must be projected through Fiscal Year 2011 to the best of your planning ability. The Headquarters WIMS Team is available to assist you with these projections. Your active support and focus on this initiative is appreciated. The WIMS Representatives for your organizations have already been contacted by Jody Williams of the Headquarters Human Resources Management Division to sign up for WIMS training workshops being offered August 29, 2006 and August 30, 2006.

Please contact Donna Burgess, Management and Advisory Services Team Lead at 358-2158 or your designated Headquarters Operations Management Advisor (Enclosure 2) if you have any questions. Thank you for your support of these important requirements, and we look forward to working with you in preparing your organization's input.

2 Enclosures

3

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