



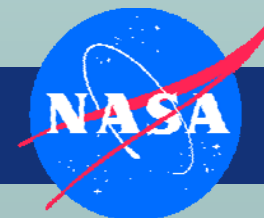
NASA Competency Management System

Tier Validation Process



CMS Update Initiative
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NASA Headquarters
(202) 358-3706

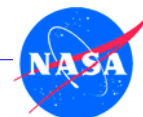
Sep 6, 2006





Briefing Topics

- URL:**
<https://cmstool.nasa.gov/>
- Background**
- Actions for Employees – September 15**
- Actions for Supervisors – October 20**
- Usage of CMS Data**
- Points of Contact for Available Help**



<https://cmstool.nasa.gov/>

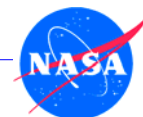
Q: What's my password?

A: Same as your WebTADs!



Background

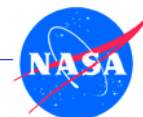
- The Agency is working to better align projected work and program demand with its workforce capacity.
- The CMS is the tool NASA is using to meet these workforce planning challenges and requires comprehensive and validated information.
- All Employees and Supervisors must take action to support this initiative, as directed in a memorandum from Shana Dale on July 21, 2006.
- The initiative was supported by Headquarters with a memorandum from Olga Dominguez on August 24, 2006.
- The update requires actions from Employees and Supervisors to be performed within the defined timeframe.





Employee Actions

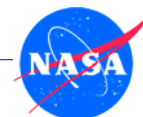
- Employees shall login to the CMS and select a proficiency level for each competency identified in the employee's portfolio.
- Employees shall review their portfolio to perform any updates to their competencies. This may include identifying new or removing competencies from the employee portfolio.
- The deadline to complete this action is September 15, 2006 for all Headquarters Employees.





Supervisor Actions

- Supervisors shall login to the CMS and review the portfolios for each of their assigned Employees.
- Supervisors shall verify they have access to the appropriate employee records.
- Supervisors shall validate all competencies in the Employee's portfolio with an employee selected proficiency level of Tier 3 or 4.
- Supervisors shall coordinate with their employees prior to reviewing the portfolio to explain the process and discuss any questions or concerns.
- The deadline to complete this action is October 20, 2006 for all Headquarters Supervisors.



Usage of CMS Data

- ❑ The CMS is used to enable the continuing success of the Vision of Space Exploration through the fulfillment of NASA's workforce planning needs.
- ❑ The data in the CMS is used to support the workforce planning process, including:
 - Responding to external expectations and requirements
 - Assessing center readiness for new activities
 - Locating expertise required to implement specific tasks
 - Developing our personnel
 - Improving the alignment of projected work and program demand



Quick Guides - <https://cmstool.nasa.gov/qguides.htm>

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Help & Contacts

- + HELP & CONTACTS
- + HOW TO LOGON
- QUICK GUIDES
- + HOW TO LOCATE EXPERTS
- + HOW TO REQUEST DATA
- + FREQUENTLY ASKED QUESTIONS
- + CENTER OPERATIONAL MANAGERS

NASA COMPETENCY MANAGEMENT SYSTEM

QUICK GUIDES

This section contains information and documents about using the Competency Management application.

Employee Quick Guide

A printable step-by-step reference to assist employees to:

- View, verify, add, and delete the competencies in your personal portfolio
- Provide your past experience and skills
- Provide recommendations for changes to the competency dictionary
- Find other experts, job positions, or projects

Manager Quick Guide

A printable step-by-step reference to assist managers to:

- Logon to the application
- View, add, and delete competencies for a job position
- Review and validate employee competencies
- Detailed validation option
- Provide recommendations for changes to the competency dictionary
- Find other experts, job postings, or projects


Tier Indicator Guide

A printable reference with tier levels and their definitions and the knowledge measurements for each tier.



Points of Contact for Help

Additional support is available to you. Please use the table below to identify the organization suited to your needs.

Support Need	Point of Contact
<ul style="list-style-type: none"> ✓ FAQs and Training Guides 	<ul style="list-style-type: none"> ✓ Links http://competency.hq.nasa.gov/index.htm https://cmstool.nasa.gov/qguides.htm https://cmstool.nasa.gov/faq.htm
<ul style="list-style-type: none"> ✓ Login support ✓ System Functionality 	 <p>BASO Support Desk (202) 358-4367 or baso@hq.nasa.gov Available 8:00am to 4:30pm, weekdays</p>
<ul style="list-style-type: none"> ✓ HR Policy ✓ General HR Guidance 	<p>Management Advisory Services</p> <ul style="list-style-type: none"> ▪ Donna Burgess, Ext. 2158 ▪ Cyndi Leonard, Ext. 0672 ▪ Charlene McCollum, Ext. 0488 ▪ Laurie Sykes, Ext. 3806 ▪ Derrick Washington, Ext. 5212 ▪ Walita Wilkins, Ext. 0945
<ul style="list-style-type: none"> ✓ Communication and Training Support ✓ Correction of Assigned Employees to Supervisors 	<p>CMS Team</p> <ul style="list-style-type: none"> ▪ Jody Williams, Ext. 3706 ▪ Luke Weaver, Ext. 1218



Information Sessions

Information sessions for Employees and Supervisors to learn more about the requirement are scheduled as follows:

Employee Information Sessions

Date	Time	Room
Thursday, September 7, 2006	10:00am – 11:00am	PRC (9H40)
Monday, September 11, 2006	10:00am – 11:00am	MIC 5A
Tuesday, September 12, 2006	10:30am – 11:30am	MIC5A
Thursday, September 14, 2006	8:00am – 9:00am	PRC (9H40)

Supervisor Information Sessions

Date	Time	Room
Tuesday, October 3, 2006	3:00pm – 4:00pm	PRC (9H40)
Thursday, October 5, 2006	9:00am – 10:00am	PRC (9H40)
Tuesday, October 10, 2006	9:00am – 10:00am	PRC (9H40)
Thursday, October 12, 2006	9:00am – 10:00am	PRC (9H40)
Tuesday, October 17, 2006	3:30pm – 4:30pm	PRC (9H40)

