

NASA Headquarters PAVE


Project Announcement
Visibility Effort
Pilot Program

Sponsored by
Career Management Office

Endorsed by
Equal Opportunity & Diversity Management Office
Office of Human Resources



Outline

- Purpose of PAVE
 - Who's Affected
 - Premise
 - How Does PAVE Work
 - Challenge
 - Benefits
 - FAQ's
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Purpose

PAVE is a Pilot Program that will enable HQ managers and supervisors to advertise special project opportunities to NASA HQ employees. Specific employees can be targeted depending on the skills or experience needed (for example, engineers, SES, professional/administrative). Targeting a series may exclude other individuals who possess the skills and experience required.

The PAVE system ensures that all employees have access to project opportunities and can apply on-line with minimal effort.

*Project sponsors are obligated to comply with all existing rules and regulations that apply to filling and applying for projects.
(Personnel practices as defined in Title 5 USC Chapter 2302 (b))*





Persons Affected by PAVE

Project Sponsor – Manager/Supervisor who submits the Project Announcement.

Volunteer's Supervisor – Gives approval to Volunteer to participate

Volunteer – Individual who applies for the project

Career Management Office – Reviews project announcements for validity and compliance to rules and regulations.





Premise


National Aeronautics and Space Administration (NASA) managers are responsible for utilizing our human resources to accomplish the mission of each program. As such, the PAVE Program is a tool for identifying a diverse pool of individuals otherwise not tapped for special projects. Projects are for one time only efforts that have a start date, end date, budget and scope.





How does PAVE work?


Process

- Supervisor identifies a project and posts Project Announcement for Competitive Selection. The announcement includes:
 - Project Objective
 - Period of time for applying
 - Estimate time demands/duration of project
 - Description of duties/skills needed
 - Supervisor identifies the target audiences/recipients and forwards the announcement to the CMO for review and approval
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How does PAVE work? (Continues)

Process

- Target organization receives an email announcing the project(s)
 - Interested applicants review PAVE announcements and may apply on-line after supervisor's approval
 - Project sponsor reviews applications and selects the volunteer
 - Volunteer and their supervisor notified of selection via an email notice and the PAVE Bulletin Board posts the selection and closes the project announcement
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How does PAVE work? (Continues)

- Supervisors should notify manager of targeted organization(s) if appropriate
 - Assignments range from brief details of a few hours to full time slots lasting up to 1 year
 - Projects Posted on web-based community site – HRTS
 - All employees have access to read and apply on-line
 - Volunteer application is sent directly to supervisor/project sponsor
 - Selected applicant's name is posted in HRTS
 - All applicants and supervisors are notified by email of selection
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Challenges

- Managers willing to post opportunities
 - Managers willing to release employees for temporary assignments
 - Fear of PAVE process slowing down selecting a volunteer
 - Must get management buy in
 - Fear employees won't want to return to their organization
 - PAVE process may delay project getting started, e.g. current practice is to call a friend for a recommendation
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Benefits

- Diverse ideas
 - Broadens opportunities available to HQ employees
 - Broaden pool of talented candidates
 - Expansion of opportunities to minorities and individuals who have less visibility
 - Occasionally will lead to opportunities for promotion (specialized experience, visibility)
 - Gives potential promotion candidates “dry run” at assuming more responsibility
 - Win-win for the volunteer and the project manager
 - Choice is motivation
 - Participants obtain new knowledge—return to organization invigorated and challenged
 - More job satisfaction
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Benefits of Using PAVE to Recruit Employees for High-Profile Projects

Managers get snap shots of employees during interviews.



Managers get to experience Employees performance on project.



Increase number of Project Managers.



Short term assignments benefit both managers and employees.



Minimum paperwork.




Increased diversity in selections for high profile projects.






FAQs

1. How do you define “high visibility” projects? Any project that needs another set of hands and diverse ideas, one time-short term projects.
 2. Does this create a problem for the losing organization? Notification and agreement is gained first from the targeted organization prior to the advertisement, if appropriate. Supervisors must approve volunteer application prior to submittal.
 3. What benefit other than the exposure does the employee get out of these assignments? New skills, visibility, choice of involvement, motivation.
 4. How often can an employee apply and participate? No limit identified.
 5. I have a project in HR requiring the skills of a data systems analyst. What happens if support types (secretaries) apply who have skills making charts, however, there is no evidence of analytical skills. If I don't select anyone, what happens then? Manager’s identify skills needed. If someone doesn't have that skill, they are not selected.
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FAQs (Continues)

6. Our employees may expect/demand promotions, should there be an agreement? What would it entail? All HR rules and regulations apply. Therefore, if this is not a merit promotion action, there is no promotion. This is an opportunity to participate in a short term, one time project where new skills and knowledge can be gained and added to a person's resume.
 7. What paperwork is involved (performance plans, description of work, etc.)? There is a New Project Announcement form that describes the scope, start date, end date, closing date, number of work hours and targeted group for advertisement, and contact person. There is also the volunteer application form which includes the project name, start and end dates, volunteers name, title, phone number, supervisor's name and organization, experience, anticipated gain, and comments.
 8. Who does the employee's work in losing organization? Unless the project requires a full time support, employees are expected to manage their workload. If the project requires a full time commitment, the employee must work with the supervisor to find a creative replacement – cross training by someone in the organization, sharing of duties and responsibilities.
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What are High Visibility Projects

- Assignments that lead to great visibility within the organization.
- Assignments that often lead to awards and other forms of recognition
- Assignments associated with career enhancements

Examples of Special Projects:

Project: Plan special emphasis program for Women's History Month

Time: January – March, 1-day per week

Project: Provide administrative support to NASA Homeland Security Team

Time: April – June, 90 days


Project: Serve as NASA Representative on Interagency Task Team to study
Pay for Performance

Time: 2 hours monthly for 1 year





Supervisor's Role

- Identify an assignment that would be considered a “high profile” or “plum” assignment
 - Determine the skills needed to complete the requirement
 - Identify the targeted audience with the identified skills
 - Fill out a PAVE advertisement form in HRTS
 - Project Title
 - Skills required
 - Estimate of time requirement
 - Start and end date
 - Submit PAVE advertisement to CMO for posting
 - Interview and make a selection from applicants
 - Enter selected person's name in HRTS
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Employee's Responsibility

- Must get supervisor's approval to participate prior to applying to PAVE
- Must uphold their commitment to the project

