

NASA Agency-Wide PAVE Program

Project Announcement
Visibility Effort

Sponsored by

Career Management Division

Endorsed by

Equal Opportunity & Diversity Management Office

Office of Human Resources

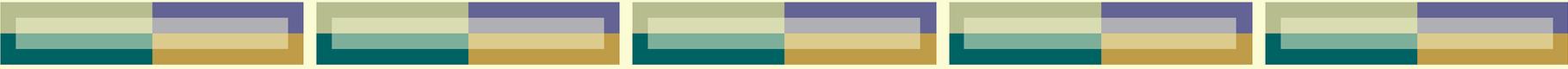
September 2005

Updated January 2007



Outline

- Purpose of PAVE
 - How Does PAVE Work
 - Benefits
 - Challenges
 - FAQs
- 



Purpose

PAVE is a Program that enables NASA Managers and Supervisors to advertise special project opportunities to all NASA employees. Projects are one time only efforts that have an objective, start date, end date. Specific employees can be targeted to receive announcements depending on the skills or experience needed (for example, engineers, SES, professional/administrative).

The PAVE system ensures that all employees have access to project opportunities and can apply on-line with minimal effort. The PAVE system works in a concerted effort using the work management system (WMS) and HQTS Web Services in order to target and email specific audiences.



The screenshot shows a Windows XP desktop environment. The desktop background is a brown pattern with a repeating design of a spring. The taskbar at the bottom displays the Start button, several application icons, and the system tray showing the time as 3:16 PM. The active window is Microsoft Internet Explorer, titled "PAVE - Microsoft Internet Explorer". The browser's address bar shows the URL "https://pollux.hq.nasa.gov/pave/index.cfm". The page content is as follows:

The Project Announcement Visibility Effort (PAVE)

The Career Management Office sponsors the PAVE program.

1. It is designed to openly solicit volunteers for high profile assignments which may lead to greater visibility and career enhancement for the volunteer.
2. It is not a part of the merit promotion and competitive placement plan.
3. To apply to any project you must have your supervisors' permission.
[Click here to Apply for a PAVE Project](#)

If you are a registered user please select how you would like to login.
You have a choice of using your:

- Secure Token ID [To login with the Token ID](#)
- User Password [To login without the Token ID](#)



Project Announcement Visibility Effort

[Home](#) [Projects](#) [Reports](#) [Create a New Announcement](#) [Profile](#) [Maintain PAVE](#) [Exit](#) [Help](#)

Project Announcement Visibility Effort

*Please select the NASA Center:

If the Announcement is at HQ please select an Office:

Please enter the NASA Office:

Please enter the NASA Office Name:

*Please enter the Sponsors Email Address:

*Brief Description:

*Objectives:

Create a PAVE Announcement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Failed to retrieve buttons from MyWebSearch. Retry

Address https://pollux.hq.nasa.gov/pave/main_pave_form.cfm

*Objectives:

*Contact:

*Phone Number:

*Project Starts: 2006

*Time Requirement:

*Project Ends: 2006

*Announcement Closes: (mm/dd/yyyy) 2006

Security Clearance Required? No

*Skill Mix:

*Detail Description:

Back

Save and go to next step

Save & Continue Later

Project Announcement Visibility Effort

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Closed Projects without a Selectee - (44) [View all](#)

Project ID	Brief Description	Targeted Group	No. Applicants
PAVE-06-MSFC--29	This is a test, do not respond	Pay Plan: GS Series: 0201,0235 , Grade(s): 12 - NASA Center (s):MSFC	0
PAVE-06-MSFC-HS10-27	NASA F.I.R.S.T (Foundations of Influence, Relationships, Success, and Teamwork) Development Program (pilot program) seeks MSFC Senior Advisor	Pay Plan: GS Series: All Series , Grade(s): 14,15 - NASA Center (s):MSFC	0
PAVE-06-HO-LD090-20	NASA First Development Program (pilot program) HQ Senior Advisor	Pay Plan: ES Series: All Series , Grade(s): All Grade levels - NASA Center(s):HQ	0

Open PAVE Opportunities - (1) [View all](#)

Project ID	Closing Date	Brief Description	Targeted Group	No. Applicants
PAVE-06-MSFC--28	11/18/2006	MSFC Employees only NASA F.I.R.S.T (Foundations of Influence, Relationships, Success, and Teamwork) Development Program (pilot program) seeks MSFC Senior Advisor	Pay Plan: GS Series: 0301,0334,0343,0344,0510,0801,0802,0803,0804,0806,0808,0819,0855,0861,0899,1101,1102,2210 , Grade(s): 14,15 - NASA Center(s):MSFC	0

Benefits of Using PAVE to Recruit Employees for High-Profile Projects

Managers get snap shots of employees during interviews.



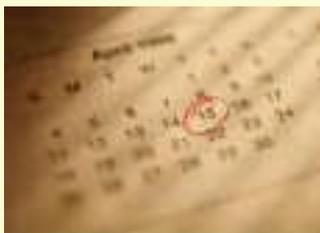
Managers get to experience employees' performance on project.



Increase number of Project Managers.



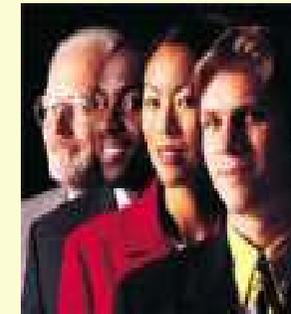
Short term assignments benefit both managers and employees.



Minimum paperwork.



Increased diversity in selections for high profile projects.





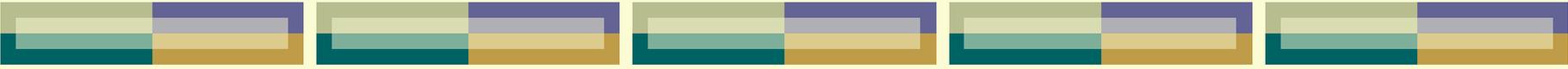
Benefits

- All employees have access to read and apply on-line
 - Promotes Diversity
 - Broadens opportunities available to all employees
 - Broadens pool of talented candidates
 - Expands opportunities to minorities and individuals who have less visibility
 - Occasionally will lead to opportunities for promotion (specialized experience, visibility)
 - Can communicate quickly across NASA Centers and HQ
- 



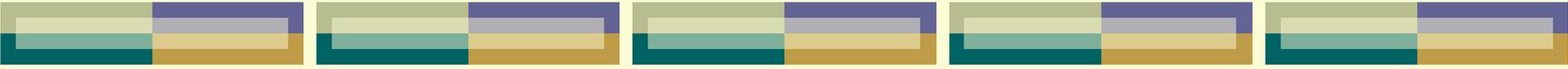
Benefits (Continues)

- Gives potential promotion candidates “dry run” at assuming more responsibility
 - Win-win for the volunteer and the project manager
 - Participants obtain new knowledge—return to organization invigorated and challenged
 - More job satisfaction
 - Provides central funding for relevant training for PAVE participants (for HQ employees only at this time)
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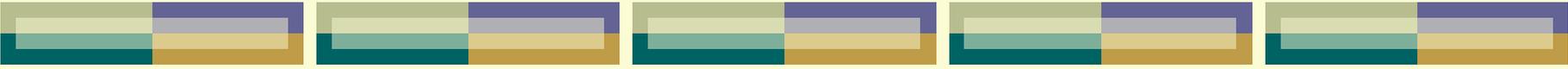
Challenges

- Managers willing to post opportunities / Management Buy In
 - Managers willing to release employees for temporary assignments
 - Fear employees won't want to return to their organization
 - Travel costs for temporary assignments – normally incurred by receiving organization
 - Full cost salary and benefits implication, if applicable
- 



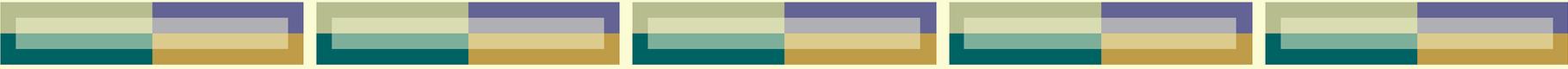
FAQs

1. How do you define “high visibility” projects? Any project that needs another set of hands, additional skills, and diverse ideas, one time-short term projects.
 2. Does this create a problem for the losing organization? It could, but there are options for the losing organization to backfill the individual, such as, co-lateral job sharing, term and temporary employment, and of course PAVE.
 3. If an individual from one Center is selected for a position at another Center, who pays the travel expenses? If travel is involved, travel orders are required; Agreements between the losing and gaining organization must be made in advance as to who will pay travel, or if required, salary costs.
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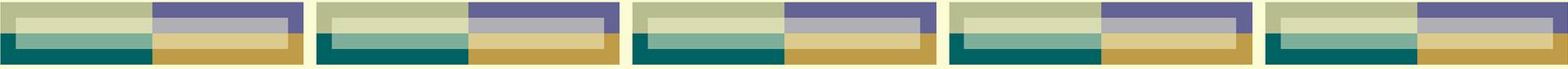
FAQs (Continues)

4. What benefit other than the exposure does the employee get out of these assignments? New skills, visibility, choice of involvement, motivation.
 5. How often can an employee apply and participate? No limit identified.
 6. 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.
- 



FAQs (Continues)

7. 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.
 8. What paperwork is involved (performance plans, description of work, etc.)? The Project Announcement form which describes the project and skills needed, 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
- 



FAQs (Continues)

8. (Continues)

dates, volunteer's name, title, phone number, supervisor's name and organization, experience, anticipated gain, and comments. The Special Project Manager may be asked to provide a performance summary as input to the individual's performance appraisal, if the detail is 90 days or more. A form 52 "Request for Personnel Action" may be required if the detail to another organization exceeds 30 days. Again, if travel is involved, orders are required. Agreements must be made in advance as to who will pay travel, or if required, salary costs.





Honors Instructions

An electronic NHQ 224 form is required by NASA HQ security *for HQ Supervisors/Managers and Administrative personnel* who will either initiate or approve PAVE announcements. ****Center Supervisors/Managers and Administrative personnel** will fax hardcopies of the NHQ 224 and NHQ 252 forms to Sherry McAllister on 202/358-3879.

The PAVE Volunteers do not need to obtain a PAVE account to access the system -- Volunteers can proceed to the PAVE welcome page to view existing announcements. **To apply to any project you must have your supervisors permission - <https://pollux.hq.nasa.gov/pave/index.cfm>**

HQ Supervisors/Managers and Administrative personnel, to obtain a PAVE account, log into HONURS at <https://polaris.hq.nasa.gov/honurs/logon.cfm> if you do not have an account in HONURS you can log on as an anonymous user to initiate your request. Select “Insert your NASA HQ User ID” into the box when it prompts you. This will pull up a new request form with your





Honurs Instructions (Continues)

information pre-populated, scroll down to the Existing Applications and select “PAVE” from the list. In the justification box below input the following justification:

"Access is being requested for PAVE." Also include in the justification box, User level requested, i.e., Supervisor (Director and/or Manager) or Administrative personnel. Include your manager's name and phone number and email address and phone number.

Once this is completed, save your request and submit.

After the HONURS electronic approvals have been completed you will receive an Email from HONURS with a PDF document that needs to be printed and signed by you. Then you will take this form and log it into the NHQ 224 log book in the Information Technology & Communication Division on the 4th Floor (4A35--see posted instructions). An account administrator will contact you shortly thereafter with your account information.

*** Center Project Supervisors/Administrative POCs have received separate instructions for completing NHQ Forms 224 and 252.*





How does PAVE work?

Process

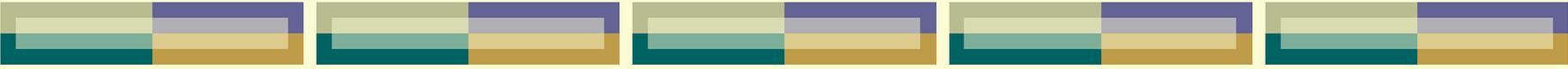
- Supervisor identifies a project and posts the announcement for dissemination. Project Assignments range from brief details of a few hours to full time slots lasting up to 1 year; The announcement includes:
 - Brief Description / Objectives
 - Period of time for applying / Contact Person
 - Estimated time demands/duration of project
 - Description of duties/skills needed
 - Supervisor identifies the target audiences (i.e. All employees at their respective Center, particular series, grades, pay plans, other Centers or HQ and forwards the announcement to the Career Management Office (CMO) for review and approval.
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How does PAVE work? (Continues)

Process

- Supervisors should notify manager of targeted organizations, if appropriate
 - Projects are posted on a web-based community site
 - Targeted employees at NASA HQ and/or Centers receive an email announcing the project(s)
 - Interested volunteers review PAVE announcements and may apply on-line after supervisor's verbal approval
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How does PAVE work? (Continues)

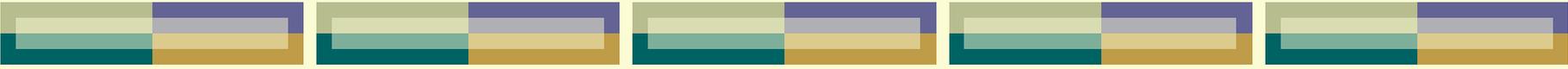
Process

- Volunteer application is sent directly to supervisor/project sponsor via email
 - Project sponsor reviews applications and selects the volunteer
 - The Volunteer and their supervisor, and all other applicants are notified of selection via an email notice. The selection is posted on the PAVE Bulletin Board and the project announcement is closed.
- 



FAQs (Continues)

8. Who does the employee's work in the 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, another PAVE assignee, e.g. job swapping.
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What are High Visibility Projects

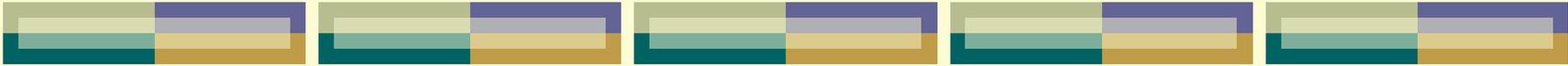
- Assignments that lead to greater visibility within the organization.
- Assignments that often lead to awards and other forms of recognition
- Assignments associated with career enhancements

Examples of Special Projects:

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

Time: January – March, 1-day per week





What are High Visibility Projects (Continues)

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 a month for 1 year





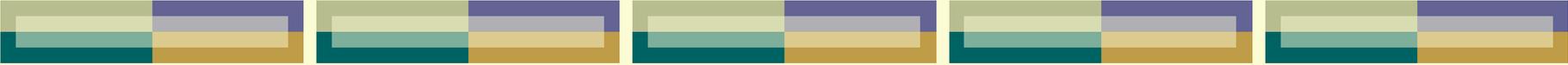
Supervisor's Role

- 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
 - Project Title / Brief Description
 - Skills required
 - Estimate of time requirement
 - Start and end date
- 



Supervisor's Role (Continues)

- Submit PAVE advertisement to the Career Management Office for posting. Contact Organization head if targeting a specific code or organization as a courtesy. At the Centers, one POC and backup POC will be identified to post announcements.
 - Interview and make a selection from applicants.
 - Check the selected person's name on the PAVE website.
 - Provide direction and oversight to Selectee for successful project completion.
 - Provide summary comments to Selectee's performance plan, if appropriate.
- 



Employee's Responsibility

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