



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

**SUBJECT: CALL FOR NEW AND CONTINUING ACADEMIC PROGRAM APPLICATIONS:
2009 UNDERGRADUATE STUDY PROGRAM (USP)
APPLICATIONS DUE: September 24, 2008**

Please note: The Academic Programs have been redesigned to support alignment with Center goals and objectives. Note the detailed changes below to: 1) the application process, 2) the amount of time-off for participants, and 3) the level of mission emphasis.

Applications are now being accepted for the Undergraduate Study Program (USP) to pursue coursework between January and December 2009. The objective of this program is to allow a limited number of eligible employees to pursue advanced academic studies relevant to Goddard's mission or objectives, aimed at cultivating employees toward mission success and attaining organizational performance goals.

Employees seeking participation in the USP must:

- a. be a civil service employee on a permanent, term, or NASA Excepted Employee (NEX) appointment (Employees on a temporary appointments are ineligible);
- b. have worked at NASA as a civil service employee for a minimum of one year by December 31, 2008 (co-op time acceptable);
- c. not be enrolled simultaneously in any other Center-funded academic or development program (excludes the Mentoring Program);
- d. be accepted into an accredited college or university;
- e. have completed 6 semester hours of college credit with a GPA of 2.5 on a 4.0 scale or 3.1 on a 5.0 scale;
- f. submit a completed online application; and
- g. submit sealed, official transcripts.

Changes to the application process: In an effort to increase fairness, inclusion, accountability and transparency, beginning this year, employees will apply to the USP directly through an online application located at: <http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/Academic.htm>. Once the application has received initial review, the Office of Human Capital Management (OHCM) will request supervisory endorsement, Directorate prioritization, and then submit the complete package to the Center-level panel for review and approval.

Interested applicants should visit the GSFC USP web-page for additional information at <http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/Academic.htm>. Submission of an application to the USP does *not* guarantee acceptance. Upon acceptance to the program, all USP participants will be required to complete the following: 1) an approved Individual Development Plan (IDP) in SATERN by December 31, 2008, 2) attend program

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*G1 (All GSFC Civil Service Only)

*G5 (Greenbelt Civil Service)

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*G3 (All Civil Service plus Onsite Contractors at Greenbelt and WFF)

*S1 (All GSFC Civil Service Supervisors)

*G4 (All Civil Service excluding WFF, plus Greenbelt Onsite Contractors)

*S2 (Civil Service Supervisors at Greenbelt, GISS, and IV&V)

orientation, and 3) sign a one-year Continued Service Agreement. The application must be completed online and received **no later than September 24, 2008.**

Following the Center-level panel approval process, applicants will be notified via e-mail of their acceptance or non-acceptance into the USP by the Academic Programs Manager by November 17, 2008. All accepted applicants are required to attend a two-hour orientation session on November 19th or 20th in the Building 1, Room E100D.

Changes regarding time-off: Beginning in 2009, the guideline allows participants up to 8 hours per week time-off to study or take classes subject to supervisory approval.

Further mission emphasis: In addition to increased scrutiny of courses for mission applicability, participants are encouraged to use work-related projects in academic studies.

NOTE: On behalf of GSFC students, the OHCM is negotiating with various universities for discounts/incentives in a variety of areas (tuition, books, application fees, as well as expanded consideration for “life experience” credit). Additional information is available on the Academic Programs website: <http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/Academic.htm>. As additional university negotiations are finalized, the website will be updated.

Applicants interested in enhancing the quality of their application package are encouraged to attend any one of the six workshops offered entitled “Strategies for a Successful Academic Program Application.” These workshops are scheduled for: September 2nd, 5th, 8th, 12th, 15th, and 17th at Greenbelt and September 10th at Wallops. Special arrangements will be made for Independent Verification & Validation (IV&V) and Goddard Institute for Space Studies (GISS) employees to participate.

If you have any questions please contact Renee McElrath at (301) 286-5393 or by email at: Renee.McElrath-1.nasa.gov or Michelle Dubose-Williams, Academic Programs Manager at (301) 286-5166 or by email at: Marsha.M.Dubose-Williams@nasa.gov.

I wish you much success in your academic endeavors!

Nichole Richmond Pinkney
Chief, Talent Cultivation Office