



ORGANIZATIONAL PROFILE

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

JOHNSON SPACE CENTER

Sample Organization

Report Prepared
August 29, 2002

The NASA Organizational Profile System (NOPS) is a web-based tool that describes and reports key human resources management indicators for Center organizations. It is intended to provide you with a concise, current report on organization and employee information needed to effectively manage your civil service workforce.

Key Features

1. The system is accessible by supervisors and key staff members using the same password as you use to access your online NASA Employee Benefits Statement (NEBS).
2. The information contained in your organization profile is extracted biweekly from the NASA Personnel & Payroll System (NPPS) and is current as of the date listed. The data is cumulative for the fiscal year. Previous year's reports (beginning with 2001) are accessible using the drop down selector.
3. The data in your report is divided by category (e.g. Strength, Gains and Losses, Diversity, etc.)
 - a. The left hand column contains the data or calculations for the organization.
 - b. The right hand column is the label for that data.
 - c. Selected data elements also include a drop down menu that allows you to "View Names" associated with that data.
 - d. To view an explanation/definition of each data element , you may click on each section header.
4. Chart your data: You may easily chart the data within a section by clicking on the "MS Excel" button on the section header, selecting the data to be charted, and creating an Excel chart.
5. Compare organizations: By selecting the "Compare" button in each section header, you may also open an additional organization(s) or the entire center in order to compare your data.

[If you need additional assistance . . .](#)

- If you have a question about the accuracy of the data---please contact us through the feedback button below.
- If you have a question on how to use the data in your human resources planning or management of your organization you may contact your [Human Resources Representative](#).

Please help us serve you better...

The NASA Organization Profile System (NOPS) will be continually improved based upon feedback from you. If you have any questions, comments, or suggestions please let us know.



ORGANIZATIONAL PROFILE

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

This is your NASA Organizational Profile System report. This web-based tool describes and reports key human resources management indicators for your organization. It is intended to provide you with a concise, current report on your organization and employee information to help you effectively manage your civil service workforce.

Profile for ... (Click here for help.)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

JOHNSON SPACE CENTER Installation
 D Organization Code

Sample Organization
 2002 Fiscal Year
 08/24/2002 As of Date
 08/29/2002 Run Date
 09/23/2001 Beginning Date
 92% Percent of Fiscal Year Completed (24 / 26 Pay Periods)

Strength (Click here for help.)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section includes all types of employees. All other sections are for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|---|
| 486 | | Onboard Headcount (Includes civil service workforce: Full Time Permanent, Other than Full Time and COOP's) |
| 447 | | Projected Headcount for Full Time, Part Time, Temp, and Term Employees (Data from Workforce Tracking System{WTS}) |
| 448 | | Authorized Strength for Full Time, Part Time, Temp, and Term Employees (Data from WTS) |
| 1 | | Potential Vacancies (Data from WTS) |
| 439 | 90 % | Full Time Permanent Employees (View Names) |
| 5 | 1 % | Part Time Permanent Employees (View Names) |
| 0 | 0 % | Temporary and Term Employees (View Names) |
| 19 | 4 % | COOPs onboard (View Names) |
| 22 | 5 % | COOPs on LWOP (View Names) |
| 1 | 0 % | Temporary Students (View Names) |
| 409 | 84 % | Professional Science and Engineering |
| 39 | 8 % | Technicians |
| 38 | 8 % | Professional Administrative and Secretary/Office Support |

Strength Continued (Click for help.)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| | | |
|---------|-----|--|
| 0 | 0 % | Employees on LWOP > 30 days - Non Coops (View Names) |
| 1 | 0 % | Employees on Military LWOP (View Names) |
| 784,511 | | Hours Actually Worked Fiscal Year to Date (FYTD) |
| 377 | | Full-Time Equivalents (FTE) worked FYTD |
| 12 | 2 % | Detailed To (View Names) |
| 5 | 1 % | Detailed From (View Names) |

Gains & Losses (Click for help.)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| | | |
|----|--|---|
| 10 | | Gains - Actual FYTD (View Names) |
| 3 | | Gains - Pending FYTD {WTS} (View Names) |
| 3 | | Reassignments from other JSC Organizations (View Names) |
| 22 | | Reassignments to other JSC Organizations (View Names) |
| 1 | | Reassignments Pending from other JSC Organizations {WTS} (View Names) |
| 2 | | Reassignments Pending to other JSC Organizations {WTS} (View Names) |
| 0 | | Gains Pending to Full Time workforce from Part Time {WTS} (View Names) |
| 0 | | Losses Pending from Full Time workforce to Part Time {WTS} (View Names) |
| 7 | | Losses - Actual FYTD (View Names) |
| 0 | | Losses - Pending FYTD {WTS} (View Names) |
| 6 | | Resignations this FY (View Names) |
| 0 | | Transfer to other Federal Agency (View Names) |
| 0 | | Transfer to other NASA Organizations (View Names) |
| 1 | | Retirement (View Names) |
| 0 | | Deaths (View Names) |
| 0 | | Other Separations (View Names) |

Supervisors (Click here for help.)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|--|
| 4 | 1 % | Senior Executive Services (SES) (View Names) |
| 0 | 0 % | SES Female or Minority (View Names) |
| 32 | 7 % | Supervisors (View Names) |
| 6 | 1 % | Female or Minority Supervisors (View Names) |
| 1 : 12.9 | | Supervisory Ratio |
| 52 | 12 % | Group Leaders (View Names) |
| 412 | 93 % | Non Supervisors |

Diversity *(Click here for help.)*

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|------------------------------------|
| 181 | 41 % | Total Female or Minority |
| 263 | 59 % | Non-Minority Male |
| 114 | 26 % | Non-Minority Female |
| 34 | 8 % | Minority Male |
| 33 | 7 % | Minority Female |
| 235 | 53 % | Employees Age 40 and Older |
| 12 | 3 % | Employees with Declared Disability |

Age Distribution *(Click here for help.)*

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|-------------|--------------|
| 0 | 0 % | 70 and Above |
| 4 | 1 % | 65 - 69 |
| 31 | 7 % | 60 - 64 |
| 44 | 10 % | 55 - 59 |
| 30 | 7 % | 50 - 54 |
| 126 | 28 % | 40 - 49 |
| 142 | 32 % | 30 - 39 |
| 48 | 11 % | 25 - 29 |
| 19 | 4 % | Less than 25 |
| | 44.1 | Average Age |

Service and Retirement

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#) ³

(Click here for help.)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|---|
| 68 | 15 % | Optional Retirement Eligible (View Names) |
| 8 | 2 % | Optional Reduced Retirement for FERS only. (View Names) |
| 33 | 7 % | Early and Discontinued Service Eligible (View Names) |
| 21 | 5 % | Employees within 5 years of Optional Retirement Eligible (View Names) |
| | 15.3 | Average Years of JSC Service |
| | 16.6 | Average Years of Federal Service |

JOHNSON SPACE CENTER

Organization: D Sample Organization

FY: 2002

Occupation Distribution[\(Click here for help.\)](#)[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|------------------------------------|
| 405 | 91 % | Professional Science & Engineering |
| 15 | 3 % | Professional Administrative |
| 1 | 0 % | Technicians |
| 23 | 5 % | Secretary / Office Support |
| 0 | 0 % | Wage Grade |

Education [\(Click here for help.\)](#)[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|---------|---|
| 8 | 2 % | Doctorates (View Names) |
| 110 | 25 % | Masters (View Names) |
| 294 | 66 % | Bachelors (View Names) |
| 5 | 1 % | Associates (View Names) |
| 27 | 6 % | No Degree (View Names) |

Grade Distribution[\(Click here for help.\)](#)[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| Headcount | Percent | |
|-----------|-------------|--|
| 4 | 1 % | SES (View Names) |
| 0 | 0 % | ST / NEX (View Names) |
| 60 | 14 % | Grade 15 (View Names) |
| 82 | 18 % | Grade 14 (View Names) |
| 184 | 41 % | Grade 13 (View Names) |
| 38 | 9 % | Grade 12 (View Names) |
| 27 | 6 % | Grade 11 (View Names) |
| 0 | 0 % | Grade 10 (View Names) |
| 20 | 5 % | Grade 9 (View Names) |
| 1 | 0 % | Grade 8 (View Names) |
| 16 | 4 % | Grade 7 (View Names) |
| 12 | 3 % | Grade 6 (View Names) |
| 0 | 0 % | Grade 5 (View Names) |
| 0 | 0 % | Grade 4 and below (View Names) |
| | 12.6 | Average Grade |

Promotions *(Click here for help.)*[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is for Permanent Full time and Part time employees only.

| | |
|-----|---|
| 2 | Senior Executive Service (View Names) |
| 6 | GS 15 (View Names) |
| 7 | GS 14 (View Names) |
| 6 | GS 13 (View Names) |
| 11 | GS 12 (View Names) |
| 15 | GS 11 (View Names) |
| 0 | GS 10 (View Names) |
| 14 | GS 9 (View Names) |
| 1 | GS 8 (View Names) |
| 9 | GS 7 (View Names) |
| 0 | GS 6 (View Names) |
| 0 | GS 5 (View Names) |
| 0 | GS 4 and Below (View Names) |
| 162 | Within Grade Increase Due Next 12 Months (View Names) |

Awards *(Click here for help.)*[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

The following figures reflect all permanent Full Time and Part Time employees in this organization for the fiscal year.

| | |
|----------|--|
| 31 | Monetary Awards (View Names) |
| \$30,850 | Award Cost FYTD |
| \$995 | Award Average FYTD |

The following figures reflect only current, permanent Full time and Part time employees in the organization.

| | |
|----------|--|
| 16 | Time Off Awards (View Names) |
| 280.00 | Time Off Hours |
| \$10,502 | Time Off Dollars |
| 17.50 | Avg Time Off Awd |

Costs *(Click here for help.)*[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

The following figures reflect only current, Permanent Full time and Part time employees in the organization.

| | |
|--------------|-------------------------------|
| \$37,349,490 | Total Annual Salary |
| \$33,265,171 | FYTD Gross Annual Salary Paid |
| \$84,120 | Average Salary |
| \$2,571,382 | Total Salary Increase FYTD |
| \$511,683 | Promotion Cost FYTD |
| \$10,014 | Time Off Used Cost FYTD |
| \$30,850 | Awards Paid FYTD |
| \$146,581 | Overtime Paid FYTD |

Time and Attendance[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)[\(Click here for help.\)](#)

The following figures reflect all permanent full time and Part time employees in this organization for the fiscal year.

| | |
|--------------|--|
| 860,078.50 | Hours paid |
| \$34,136,414 | FYTD Gross Annual Salary Paid |
| 18,311.00 | LWOP Hours (View Names) |
| 08.8 | LWOP FTE |
| 2,212.50 | Credit Hours Earned (View Names) |
| 75.50 | Credit Hours Forfeited (View Names) |
| 2,203.00 | Credit Hours Used (View Names) |
| 4,563.00 | Overtime Worked (View Names) |
| 21,060.50 | Compensatory Time Earned (View Names) |
| 24,811.50 | Hours of Night Differential worked (View Names) |
| 6,803.00 | Hours of Sunday Differential worked (View Names) |
| 1,077.50 | Hours of Holiday worked (View Names) |
| 0.00 | Hours of Hazard worked (View Names) |

The following figures reflect only current, permanent Full time and Part time employees in the organization.

| | |
|----------|--|
| 169.25 | Annual Leave Average Balance (View Names) |
| 82 | Employees with < 40 hrs of Annual Leave (View Names) |
| 931.77 | Sick Leave Average Balance (View Names) |
| 33 | Employees with < 40 hrs of Sick Leave (View Names) |
| 7,660.50 | Use or Lose Leave (View Names) |

Duty Station[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)[\(Click here for help.\)](#)

This section is for Permanent Full time and Part time employees only.

| | |
|-----|---|
| 442 | JSC |
| 0 | WSTF (View Names) |
| 1 | Other US Locations (View Names) |
| 1 | Overseas (View Names) |

Workforce Climate

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

Indicators

[\(Click here for help.\)](#)

| | |
|-------|------------------------------------|
| 1.58% | Turnover Rate |
| 2.19 | FTE: Overtime Hours Paid |
| 1.53 | FTE: Comp & Credit Hours Forfeited |
| 3.22 | FTE: Annual Leave Not Used |
| 12.0 | FTE: Sick Leave Used |
| 8.80 | FTE: LWOP |

Overtime Hours Worked

| | |
|----------|--------------------------|
| 4,563.00 | Overtime Hours Paid |
| 2.19 | FTE: Overtime Hours Paid |

Comp & Credit Hours Forfeited

| | |
|----------|--|
| 3,106.00 | Compensatory Time Hours Forfeited |
| 1.49 | FTE: Compensatory Time Hours Forfeited |
| 75.50 | Credit Hours Forfeited |
| 0.04 | FTE: Credit Hours Forfeited |

Unused Annual Leave, Sick Leave, & LWOP

| | |
|-----------|---------------------------------------|
| 2,432.00 | Annual Leave Forfeited |
| 2,531.50 | Annual Leave Donated |
| 1,736.50 | Annual Leave Restored |
| 3.22 | FTE: Annual Leave not used |
| 25,139.50 | Sick Leave Used |
| 931.77 | Sick Leave Average Balance |
| 33 | Employees with < 40 hrs of Sick Leave |
| 12.0 | FTE: Sick Leave used |
| 18,311.00 | Leave Without Pay |
| 8.80 | FTE: Leave Without Pay |

Employee Benefits

[\(Click here for help.\)](#)

[\[Compare \]](#) [\[Help \]](#) [\[MS Excel \]](#)

This section is available to Human Resources Representatives only.

This section is for Permanent Full time and Part time employees only.

| | |
|-----------|--|
| 258 | Enrolled in FEGLI Life Insurance |
| 152 | Enrolled in NEBA Life Insurance |
| 99 | Not Enrolled in Life Insurance (FEGLI or NEBA) (View Names) |
| 402 | Enrolled in Federal Health Benefits |
| 42 | Not Enrolled in Federal Health Benefits (View Names) |
| 408 | Enrolled in Thrift Savings Plan |
| 113 | TSP Contributing more than 10% FERS |
| 60 | TSP Contributing 10% FERS |
| 108 | TSP Contributing 5-9% FERS |
| 23 | TSP Contributing less than 5% FERS |
| 36 | TSP Not Contributing FERS (View Names) |
| 68 | TSP Contributing more than 5% CSRS |
| 24 | TSP Contributing 5% CSRS |
| 9 | TSP Contributing less than 5% CSRS |
| 24 | TSP Not Contributing CSRS (View Names) |
| 2 | TSP Contributing more than 5% CSRS offset |
| 1 | TSP Contributing 5% CSRS offset |
| 0 | TSP Contributing less than 5% CSRS offset |
| 1 | Not Contributing CSRS offset (View Names) |
| 7 | Employees within 5 years of Optional Retirement Eligible Not Enrolled in Life Insurance (FEGLI) (View Names) |
| 1 | Employees within 5 years of Optional Retirement Eligible Not Enrolled in FEHB (View Names) |
| 2,531.50 | Hours of Donated Leave Received FYTD (View Names) |
| 2,263.50 | Hours of Donated Leave Used FYTD (View Names) |
| 1,736.50 | Hours of Donated Leave Given FYTD (View Names) |
| Headcount | Percent |
| 315 | 71 % FERS Employees (View Names) |
| 125 | 28 % CSRS Employees (View Names) |
| 4 | 1 % CSRS Offset Employees (View Names) |