ADDENDUM TO THE MARCH 30, 2012, MoA
ON THE NEW 'SPACE' SOFTWARE SYSTEM
IN SUPPORT OF THE EPCS PROCESS

On March 30, 2012, Labor and Management agreed on the initial implementation of a proposed new software package "Standard Performance Appraisal Communication Environment" (SPACE) used to support the Employee Performance Communication System (EPCS). At that time, implementation was limited to pilot centers and Labor and Management agreed to review SPACE prior to the 2013-2014 performance cycle and full Agency rollout of the system.

Since that initial interim MoA, Labor and Management have worked together on the development of the system and Labor has been invited to participate on SPACE Full Team meetings where input and ideas were welcomed.

At this time, Labor and Management agree that the 'Performance Plan' functionality of the system has the desired level of robustness and flexibility, such that it is ready to roll-out across the Agency for the beginning of the 2013-14 performance cycle, consistent with local bargaining agreements.

A particular area of concern for Labor was the functionality of the 'Administrative Officer' and 'Proxy Official' roles. As a result of Labor/Management consultation, it is agreed that:

- The Administrative Officer role will be to manage employee information, maintain Rating and Reviewing Official relationships, and pull reports (e.g., Reviewing Official reports, performance plan status reports). The Administrative Officer role can only be assigned by a Center SPACE Administrator.

- The Proxy Official's only role will be to assist in the initial drafting of a performance plan. The Proxy Official will not be able to send a draft performance plan to an employee, nor view employee comments on a draft performance plan, nor sign a performance plan, nor perform any actions relating to later stages of the performance lifecycle (such as, but not limited to, assisting with or performing progress reviews or ratings, or creating supervisor notes). Rating Officials will appropriately designate employees to serve in the Proxy Official role; but the role can only be formally assigned by a Center SPACE Administrator.

Nothing in this Agreement is intended to conflict with current law or regulation. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect. Lastly, we anticipate agreements on future releases of SPACE, including the capability to allow employees to create an initial draft of their performance plan. Any agreements on future SPACE releases resulting from Labor-Management discussions will be documented in additional addendum MoAs.

4/17/13

Lori Garver
NASA Deputy Administrator
Co-Chair, Labor-Management Forum

Date

4/17/13

Lee Stone
Chair, Labor Caucus
Co-Chair, Labor-Management Forum

Date

Concurrence:

4.18.2013

Jeri Buchholz
Assistant Administrator for
Human Capital Management

Date