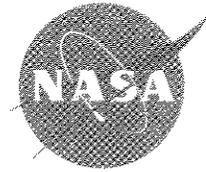


National Aeronautics and Space Administration  
Goddard Space Flight Center  
Greenbelt, MD 20771



March 1, 2012

1c COPY

Reply to Attn of: 114

TO: 113/Chief of Talent Acquisition Office

FROM: 110/Director, Office of Human Capital Management  
210/ Associate Director for Acquisition

SUBJECT: Professional Intern Program Waiver of 1102 Series employees

The purpose of this memo is to grant approval for 1102 series employees to be waived from participating in the Goddard Professional Intern Program (PIP). The Office of Human Capital Management (OHCM), in collaboration with Code 210 staff, has compiled a document that outlines the requirements established by Code 210 that successfully meets the requirements of the PIP.

This approval is based on the expectation that the Code 210 requirements will continue to be comparable to the PIP requirements listed below and that they remain in place.

- **Quarterly Reviews** of every employee's developmental progress within the Division by the Procurement Officer and Management Officials. The purpose of the reviews are to ensure that every employee is afforded visibility and career growth opportunities.
- **IDPs** are completed with the support of the employee's supervisor and mentors at the beginning of the Performance Year as well as at the Midterm.
- **Training Coordinator** monitors and meets with employees on an as needed basis to discuss certification requirements and career progression.
- **Procurement Documents** that reflect the work of the employee are reviewed by Procurement Management officials on a regular basis.
- **CON Courses** employees are required to work projects/assignments individually and in teams. Products, findings, recommendations are presented to the class.
- **Learning Group with the Procurement Officer** discussion(s) occur with employees and the Procurement Officer each month aimed at improving procurement operations. Completed projects are led by new employees (PIP Participants).
- **Master's Forum** employees review past procurement events with the Senior Division Change Management Lead and Associate Division Chief. Lesson learned events provide valuable exchange of perspectives

- **Procurement Documents** that reflect the findings, analysis, and determinations of the employee are well documented and reviewed by Procurement Management officials, often at the Division level. The length of documentation varies depending on the complexity and the regulatory areas that need to be covered.

To ensure these Code 210 requirements continue, OHCM will conduct an annual review with Code 210. This review of Code 210 requirements will ensure their GS-5, 7, and GS-9 PIP positions are receiving visibility from Senior-Leadership and have received developmental opportunities.

For further information, please contact the PIP Coordinator, Jose Maldonado at (301) 286-1928 or at [jose.a.maldonado@nasa.gov](mailto:jose.a.maldonado@nasa.gov).



Verron M. Brade  
Director,  
Office of Human Capital Management



Valorie A. Burr  
Associate Director for Acquisitions  
Office of Procurement

cc:

114/Jose Maldonado  
114/Nichole Pinkney  
114/Joe Winiarz  
200/Tom Paprocki  
210/Olivia Gunter