

| Status of BOAC Relocation Recommendations | | |
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| Meeting Date | Recommendation | Explanation/Status |
| Fall 2014 | Committee members stressed the importance of frequent communication with the staff and the need to engage the business community in the new neighborhood | The NSF Relocation Office continues to release regular status updates on the project. The topics of our communications have been limited due to ongoing union negotiations, however, we are poised to start producing communications that focus on the user experience and benefits of the new building. In particular, the NSF Relocation Office is developing a strategic communications plan that ties our outreach to key project milestones and leverages other communications resources throughout the Agency. This plan will set the communications schedule for the remainder of the project. The plan includes: (1) Weekly Wire Updates, (2) Monthly Tours to the Site (to increase in frequency as the relocation draws closer), (3) News Central/Digital Signage displays, (4) OIRM's Open House, (5) Monthly Directorate Liaison Meetings, (6) Quarterly Directorate Information Sessions/Town Halls (to increase in frequency as the relocation draws closer), and development and maintenance of a SharePoint site which provides an archive of Weekly Wire Updates, FAQ's and key information related to the relocation. As it relates to the Business Community, the NSF Relocation Office has developed a relationship with Alexandria Economic Development Partnership. Quarterly meetings have been established to coordinate NSF's efforts within future neighborhood. |
| Fall 2014 | Members of the committee also encouraged the agency to continue its focus on developing a succession planning strategy, but challenged them to couple it with efforts to retain those members of the staff who are important to the future of the agency. The upcoming move of the headquarters to Alexandria will make retention a bigger problem. That makes effective change management strategies that much more important. Suggestions included: | |
| | Focus on removing those things that are "dissatisfiers" for staff members; | Across NSF, there are efforts underway to streamline work processes and address employee workload concerns -- the #1 "dissatisfier" for most staff. We are also working toward more complete use of our FTE and IPA authorities so that we have the personnel we need on board to carry out the work. |
| | Look at creative ways to address the childcare issues that are presented by the fact that NSF will no longer have an onsite childcare facility. Work with the business community to address the issue. | Management and our union partners are exploring ways to mitigate the loss of an onsite child care center. Numerous solutions are under consideration and our hope is that the impact on the 25 NSF employees that utilize the on-site child care center will be negligible. The NSF Relocation Office continues to work with the City of Alexandria to identify suitable locations and operators for a child care center near the new building. According to the City, no less than five day care operators are searching for new child care center sites within walking distance of the new building. The City is well aware of NSF's desire for adequate daycare and continues to pursue opportunities for additional daycare within the development area. NSF is currently negotiating with the union on child care services; since this is an ongoing issue, we respectfully request the Committee to not further discuss the issue at this time due to sensitivity of the negotiation. |

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| | Look for ways to expand opportunities for alternative workplaces and arrangements. | Increasing flexibility and reducing long-term occupancy costs are design guidelines for NSF's future space. NSF is positioned to take advantage of workplace trends, which continue to evolve, with minimal effort. In addition to "future proofing" the physical environment, the information technology and audio-visual design are also designed to make mobile work (whether desk sharing, teleworking, etc.) easy for employees. |
| Fall 2014 | Recommendations related to the overall Change Management theme of the Fall 2014 meeting: | |
| | Focus communications on the quality of the employee's experience in the new facility; | Please see the response above. |
| | Learn from past experiences with disrupting merit panel review committees and avoid the same mistakes; | Minimizing the disruption to the merit panel review committees is one of the key factors for the NSF Relocation Office's analysis of move scenarios. The goal is to move the agency as efficiently as possible with the least impact on mission. |
| | Engage the leadership constantly in setting the tone for change; and, | We agree, and senior leadership is engaged and supportive in setting the tone for change. At the very highest level, the NSF Director has directly expressed her support and she and the Chief Operating Officer are actively engaged and ensuring that our NSF's senior leadership team is involved and committed as well. The Relocation Executive Advisory Group has representatives from across NSF and remains active in its support and leadership. We regular brief the leadership through meetings of SMaRT and the Deputy AD's, as well as Directorate all-staff meetings in which we share information and talk with employees about their concerns. As we develop the agency's Strategic Communications Plan we will further define roles through all levels of the organization to ensure that we not only set the tone, but have roles and responsibilities to help us manage the change in a transparent and engaged way with staff. Specifically to OIRM, because of the significant role we have in the relocation, the NSF Director has expressed her support to us as key drivers of the change. OIRM has established a senior management working group that is exploring ways we can set the example for the rest of the agency by setting the tone within OIRM to make the move a positive and visible element of the future for all employees. |
| | Routinely and religiously update the FAQs on the relocation and negotiations with the union. | The FAQs will be updated on a regular basis so the most accurate and up-to-date information is available to all NSF staff. |
| Spring 2015 | Recommendations from the Spring 2015 meeting related to the relocation: | |
| | Senior management must set the tone from the top and be visible and actively engaged. | See above response to related question from Fall 2014 |
| | Communications must be two-way, transparent and ongoing. | The NSF Relocation Office continues to engage employees with regular, in-person update sessions that offer staff an opportunity to ask questions and provide feedback. We expect more two-way engagement as the strategic communications plan is finalized and executed upon. |
| | Use GSA experience in project management. | GSA recently replaced the project manager with a seasoned project executive with years of experience managing high-profile projects for the federal government, including the renovation of the West Wing in the White House. |

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| | Consider hiring temporary runners/maintenance to mitigate the challenges of being in a new building where lack of familiarity is pervasive. | The company hired to manage the physical relocation to the new building will provide "help desks" on each floor in the new building during and after the move. The staff will serve as guides and troubleshooters for employees unaccustomed to working in a new environment. |
| | Solutions to the daycare and sparse food service options should be a priority. | While there are numerous food service options located within a 5 minute walk of the new building, NSF is constructing a full-service cafeteria on the 2nd floor of the new building. The cafeteria will serve breakfast and lunch as well as provide catering services to the panel conferences. NSF is partnering with the Alexandria Economic Development Partnership regarding other food options in the area. |