

SCIENCE MISSION DIRECTORATE POLICY

PLAN FOR SMD TO SUPPORT COMMUNITY SERVICE BY CIVIL SERVANT SCIENTISTS AT NASA CENTERS

SMD POLICY DOCUMENT SPD-15

Recommended by SMD Science Management Council, 6/19/08
Approved by E. Weiler, SMD AA, 7/11/08
Released to Centers, 7/14/08

Responsible SMD Official: SMD Chief Scientist

SMD will provide a fixed amount of funding to the participating Centers. This funding is to be used by the Centers only for the support of civil servant scientists while they are performing community science.

1. Participating Centers. The participating Centers are those with the preponderance of SMD supported civil servant scientists: ARC, GSFC, JSC, LaRC, and MSFC.
2. Definition of community service. Community service is service that is provided by the civil servant scientist for the benefit of the science community, the Agency, or the Nation – but not for the benefit of the Center. Community service includes the following and similar activities, and the funding can be used for salary (1 week prep time plus panel time) as well as travel expenses:
 - a. Serving on SMD peer reviews.
 - b. Serving on peer reviews for other agencies and organizations.
 - c. Serving on SMD strategic road mapping committees.
 - d. Serving on NRC boards and committees.
 - e. Serving on interagency working groups.
 - f. Serving on SMD advisory groups.
 - g. Serving on other reviews as requested by SMD.
3. Availability of Center scientists for community service. It is understood that Center scientists will participate in community service when requested by SMD, including SMD peer reviews and other reviews as requested by SMD, wherever the scientist is qualified and available. SMD requests for service should be given appropriate priority.
4. Total funding provided by SMD. SMD will provide a total fixed amount of \$7M [0.7% of \$1B total R&A (SR&T + DA) budget] for community service. This total will grow by 1% from year to year. This funding will come from taxing the Divisions in proportion to the size of their total R&A programs (snapshot from FY07 exercise). The tax for FY09 is:
 - a. Astrophysics: 17.4% [\$1.22M]
 - b. Earth Science: 46.2% [\$3.23M]

- c. Heliophysics: 13.3% [\$0.93M]
 - d. Planetary Science: 23.1% [\$1.62M]
5. Distribution of funding among Centers. SMD will distribute the funding to the Centers in proportion to the number of SMD-supported civil servant scientists (based on data collected by Yvonne Pendleton from the Centers during early 2008 reflecting 2007 actuals). This proportion will grow by 1% from year to year. The distribution for FY09 is:
- a. ARC: 14% [73 / 531] [\$962K]
 - b. GSFC: 58% [307 / 531] [\$4,047K]
 - c. JSC: 3% [17 / 531] [\$224K]
 - d. LaRC: 12% [64 / 531] [\$844K]
 - e. MSFC: 13% [70 / 531] [\$923K]
6. Distribution of funding to Centers. The funding will be made available to each Center under WBS XXX (TBD), an institutional project (tentatively) called “Science Planning and Research Support.” Scientists performing community service will charge their service time against this WBS.
7. Management of funding by Centers. Each Center will designate an official responsible for the management and distribution of the funding. That official will be in the Center Director’s office, and will be the person responsible for institutional operations (e.g. Associate Director for Management).
8. Reporting by Centers. Within 30 days of the end of each fiscal quarter, each Center will report on the use of this funding over the past quarter. The report will include the amount of the funding used in the previous quarter, the number of scientists supported, the number of scientists FTEs supported, and the distribution of the use among the categories of community science in Section 2 above. The report will be provided by email to the Deputy Associate Administrator for Management (Maizel) and the Chief Scientist (Hertz). After one year, the reporting frequency will be revisited.
9. FY08 Down Payment. A reduced amount of funding may be made available in FY08 to support NASA Center civil servants serving on SMD peer reviews through the remainder of the year. The details are still being discussed.
10. Points of Contact. The SMD POC for executing this policy is the SMD Chief Scientist (Hertz). In order to receive the funding, each participating Center must provide the name of its POC, commensurate with the requirements in Section 6, to the SMD POC.