

CHAPTER 24. EMPLOYMENT SUMMARY, SCHEDULE Q

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CHAPTER 24. EMPLOYMENT SUMMARY, SCHEDULE Q24.1 PURPOSE.

24.1.1 This report identifies the human capital management and development objectives, activities, and resources needed to support NASA's accomplishment of programmatic goals and describes how the Agency plans to meet the standards for success under the Human Capital initiative of the President's Management Agenda, as described in Office of Management and Budget (OMB) Circular No. A-11, Section 85.

24.2 AUTHORITIES AND REFERENCES.

24.2.1 OMB Circular No. A-11, Preparation, Submission, and Execution of the Budget, Section 85. This Circular provides annual guidance on budget preparation, including specific guidance on this report.

24.2.2 Office of Personnel Management (OPM) Operating Manual for SF-113 Reports. Provides reporting guidance for the Monthly Report of Federal Civilian Employment and the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment.

24.3 ROLES AND RESPONSIBILITIES.

24.3.1 Control Account Managers and Center Chief Financial Officers. Shall respond to data calls by providing the information in the manner and time frame specified in the call.

24.3.2 Director, Budget Division, Office of the Chief Financial Officer. Shall prepare and submit the report as required by OMB Circular No. A-11.

24.4 REPORT REQUIREMENTS.

24.4.1 Major Components. Schedule Q includes organizational changes; training, development, leadership development, and staffing actions; associated resources; the expected outcomes; and how performance will be measured. The Monthly Report of Federal Civilian Employment is submitted on SF-113A and the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment is submitted on SF-113G.

24.4.2 To Whom the Report Is Submitted. With the exception of some national security functions, agencies with Federal civilian employees are required to report both monthly personnel data and full-time equivalent data to OPM, who then provides the information to OMB.

24.4.3 When the Report is Due. The SF-113A and SF-113G are due to OPM not later than the 15th of the month following the report month.