

National Aeronautics and Space Administration



Guide to the NASA Organizational Profile System (NOPS)

www.nasa.gov

S
T
O
N

Contents

WHAT IS NOPS?	1
WHAT DOES NOPS GIVE ME?	1
HOW CAN I USE NOPS?	1
AVAILABLE NOPS REPORTS	2
HOW DO I LOG IN?	3
RETRIEVING AN ORGANIZATION REPORT	5
LOOKING AT MULTIPLE CENTERS	6
RETRIEVING AN AGENCY REPORT	6
RETRIEVING A CENTER REPORT	7
NAVIGATING THE REPORT	8
REPORT CONTENTS.....	10
USING THE COMPARE FUNCTION	11
USING THE EXCEL FUNCTION	12
WHERE DO I GO FOR HELP?	13

NOPS Guide

WHAT IS NOPS?

NOPS is a workforce management tool. As a supervisor or key staff, you need information about your organization and your employees, as well as the ability to compare your organization to other NASA organizations. NOPS, a web-based tool, provides at a glance more than a hundred data fields about your current and past workforce, and produces concise and current reports, updated weekly and available 24/7 on your desktop.

WHAT DOES NOPS GIVE ME?

NOPS gives you a global view of your workforce. For example, in just one report you can see: how your organization stands on **diversity**, how many of your employees are eligible for **retirement**, what your organization's total **salary** costs are, how much your organization has spent on **awards**, and much more.

NOPS provides the foundation for strategic workforce planning by giving you current information on **gains and losses**, **occupations**, number of **years of service**, and **retirement eligibility** data.

The Workforce Climate section of the NOPS report tracks the health of your organization by providing your workforce **turnover** rate as well as **overtime**, unused **annual leave**, **sick leave**, and **leave without pay**.

HOW CAN I USE NOPS?

Curious about how your organization compares to others in your Center? Use NOPS to look at other organizations and **compare** their data to yours. NASA Human Resource Specialists can also use NOPS as a tool when advising you on workforce planning and other issues.

Need to do a briefing to your immediate manager? You can easily export sections of a NOPS report into a Microsoft (MS) Excel spreadsheet and create **graphs and charts**.

When there is an emergency situation, NOPS is your source of information on your employees from the Employee Emergency Contact System (EECS). Additionally, this report will show you who has not entered their

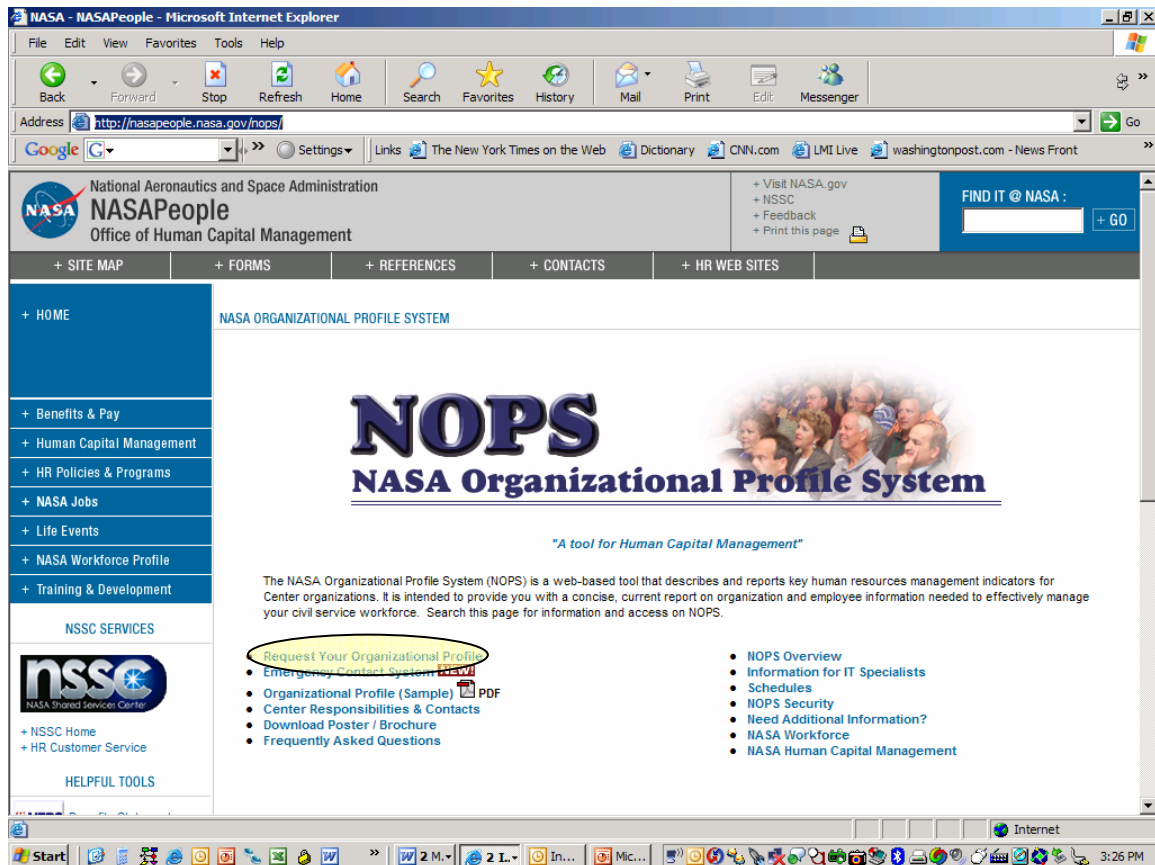
emergency contact information so you can encourage employees to update through NASA Employee Benefits System (NEBS).

AVAILABLE NOPS REPORTS

The following reports are available in NOPS:

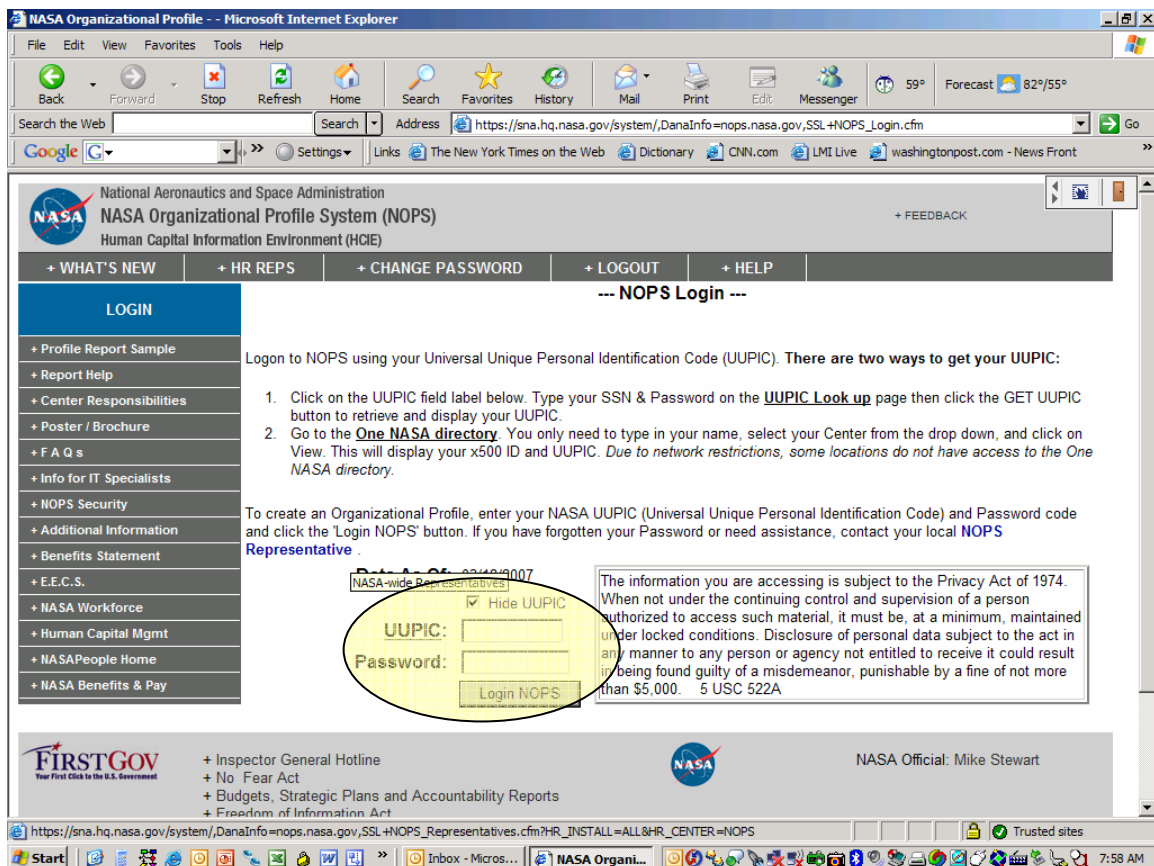
- ◆ Strength information on all civil service employees
- ◆ Gains and losses on permanent full-time, part-time, term and Federal Career Intern Program (FCIP)
- ◆ Supervisor ratios
- ◆ Promotions (including within-grade information)
- ◆ Diversity of your workforce
- ◆ Age distribution
- ◆ Service and retirement
- ◆ Occupation distribution
- ◆ Education
- ◆ Grade distribution
- ◆ Awards
- ◆ Costs (such as total annual salary costs, average salary, and overtime)
- ◆ Time and attendance
- ◆ Workforce climate indicators.

How Do I LOG IN?



The URL for NOPS is <http://nasapeople.nasa.gov/nops/>. This web page contains the login for NOPS and also an additional link to login to EECS. Employees access EECS through NEBS to complete their emergency information, as well as other information about NOPS. (When the Human Capital Information Environment Workforce Service Portal is implemented, you will login to NOPS from the portal.)

To enter NOPS, click on *Request Your Organization Profile*.



Login with your UUPIC and password. This is the same information you use to log into NEBS.

Across the top of the page you will see tabs for:

- ◆ *What's New.* Information on new features in NOPS.
- ◆ *HR Reps.* A list of NOPS representatives at each Center.
- ◆ *Change Password.* Allows the user to change the password.
- ◆ *Logout.* Used to logout of NOPS.
- ◆ *Help.* Provides specific assistance based on the page you are viewing.

RETRIEVING AN ORGANIZATION REPORT

NASA Organizational Profile - NOPS - Query - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://nops.nasa.gov/system/NOPS_Query.cfm Go Links

NASA National Aeronautics and Space Administration
NASA Organizational Profile System (NOPS)
Human Capital Information Environment (HCIE) + FEEDBACK

+ WHAT'S NEW + HR REPS + LOGOUT + HELP

--- Query Selection ---

Fiscal Year: 2007

☒ Directorate List ☐ Upper Division List ☐ Divisional List ☐ Branch List ☐ Agency Reports

Select an Organization: [Dropdown Menu]

Organization: [Text Field]

Organizational Profile:

FIRST GOV Your First Click to the U.S. Government

OPM HOME

- + Inspector General Hotline
- + No Fear Act
- + Budgets, Strategic Plans and Accountability Reports
- + Freedom of Information Act
- + The President's Management Agenda
- + NASA Privacy Statement, Disclaimer, and Accessibility Certification
- + JSC Accessibility and Policy Notices

NASA NASA Official: Mike Stewart

start [Taskbar Icons] Internet 9:09 AM

Once you log in you will see the *Query Selection* screen.

The *Fiscal Year* will default to the current year. If you want information from an earlier year, select a different *Fiscal Year*.

Select an *Organization* from the drop-down menu. Directors of organizations will only see a list of organizations reporting to them. Division and Branch supervisors will only see the organizations reporting to them.

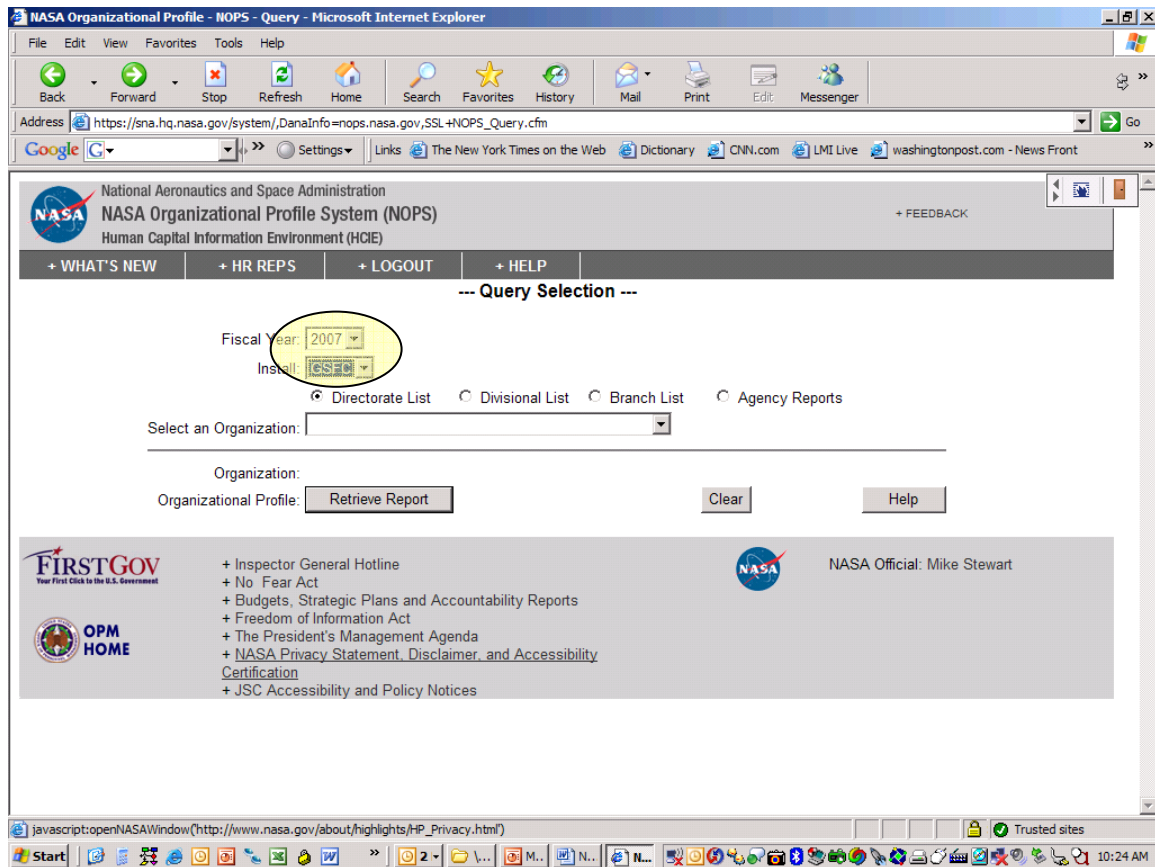
Select a radio button for the organizational level you wish to query. Levels differ depending on your Center. Normally they are Directorate, Divisional, or Branch, but may be different depending on the Center.

If you want to change your selection, you must click on the *Clear* button to clear out the previous information and start again.

Select *Retrieve Report* to view the organizational profile report.

The system will refresh each time you make a selection in order to refresh the information.

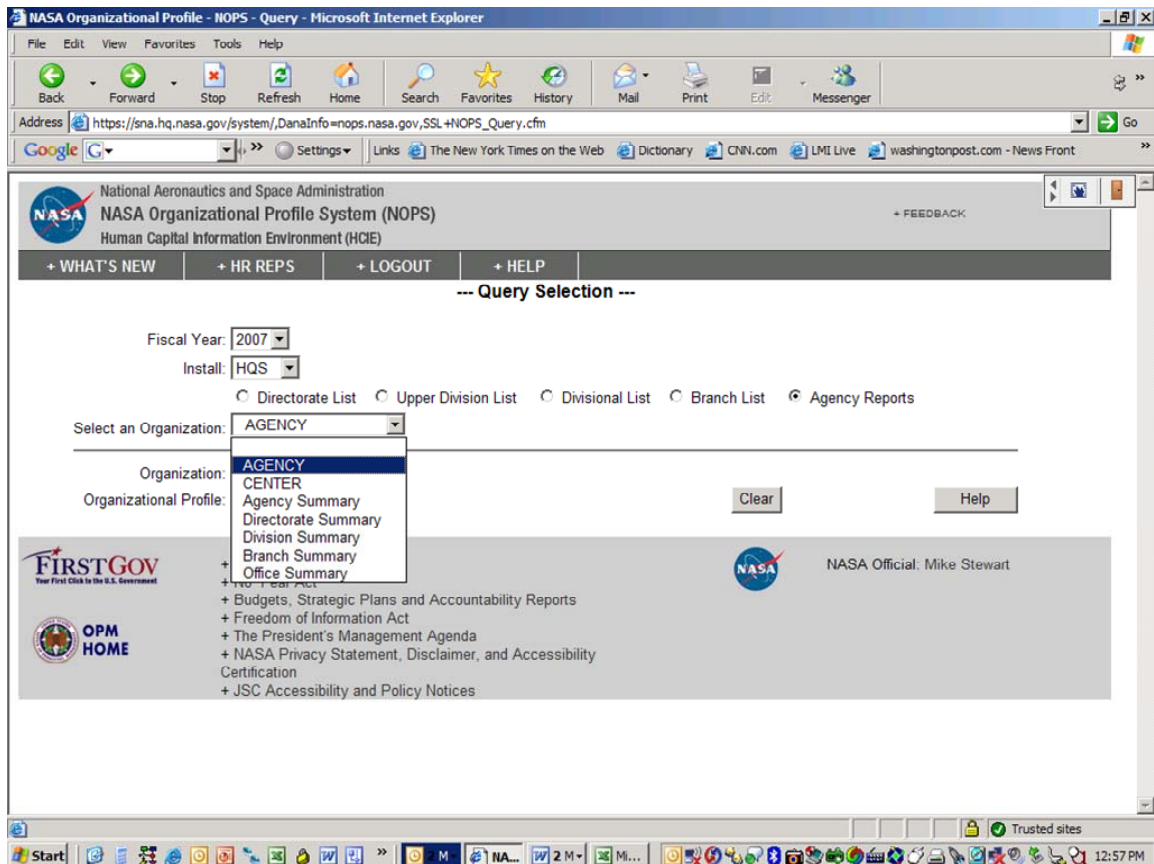
LOOKING AT MULTIPLE CENTERS



Most NOPS users can only see information about the organization in which they are employed. If you are a user with Center or Agency level rights, the *Install* drop down menu will appear. Select the installation (NASA Center) you wish to view.

RETRIEVING AN AGENCY REPORT

If any user requires a report at the Agency level, select *Agency Reports*. The reports at this level only provide numerical data with no names.

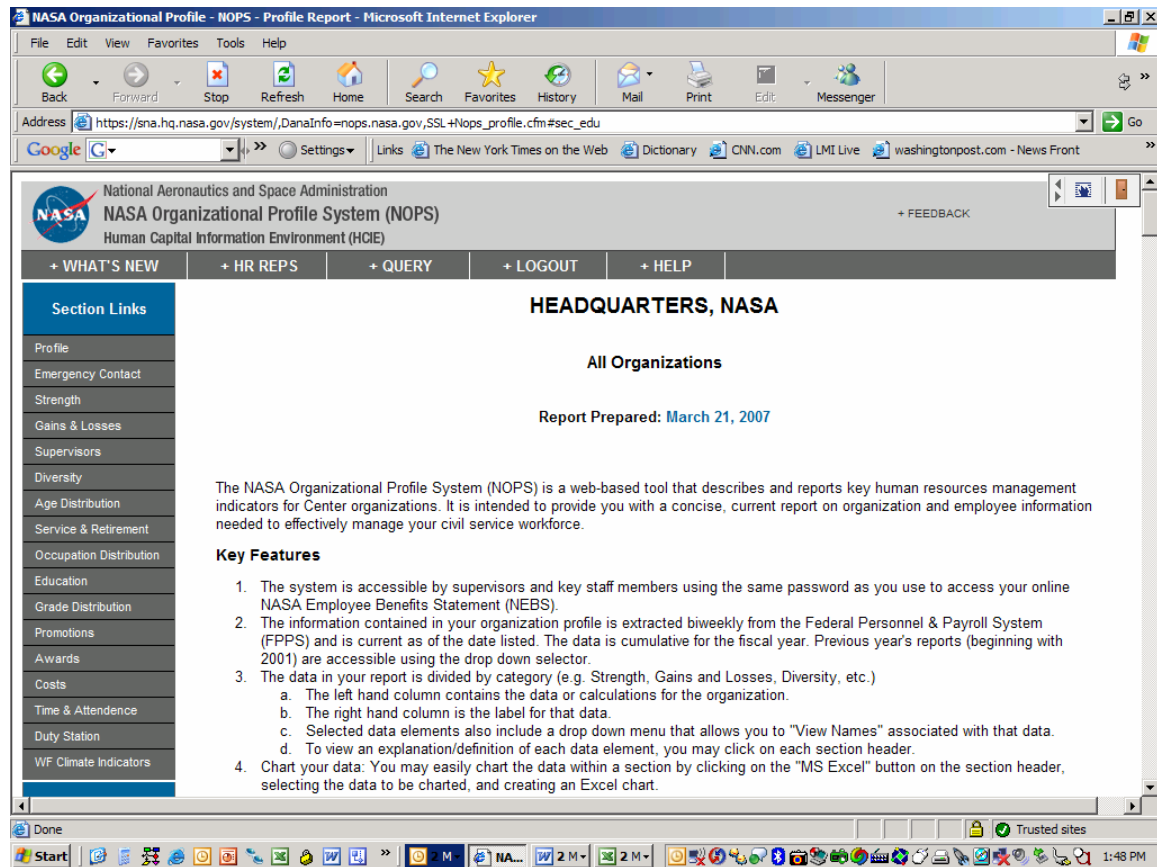


Select *AGENCY* from the *Organization* dropdown menu and click on *Retrieve Report*.

RETRIEVING A CENTER REPORT

Select *Agency Reports*. Select *CENTER* from the *Organization* dropdown menu, and click on *Retrieve Report*.

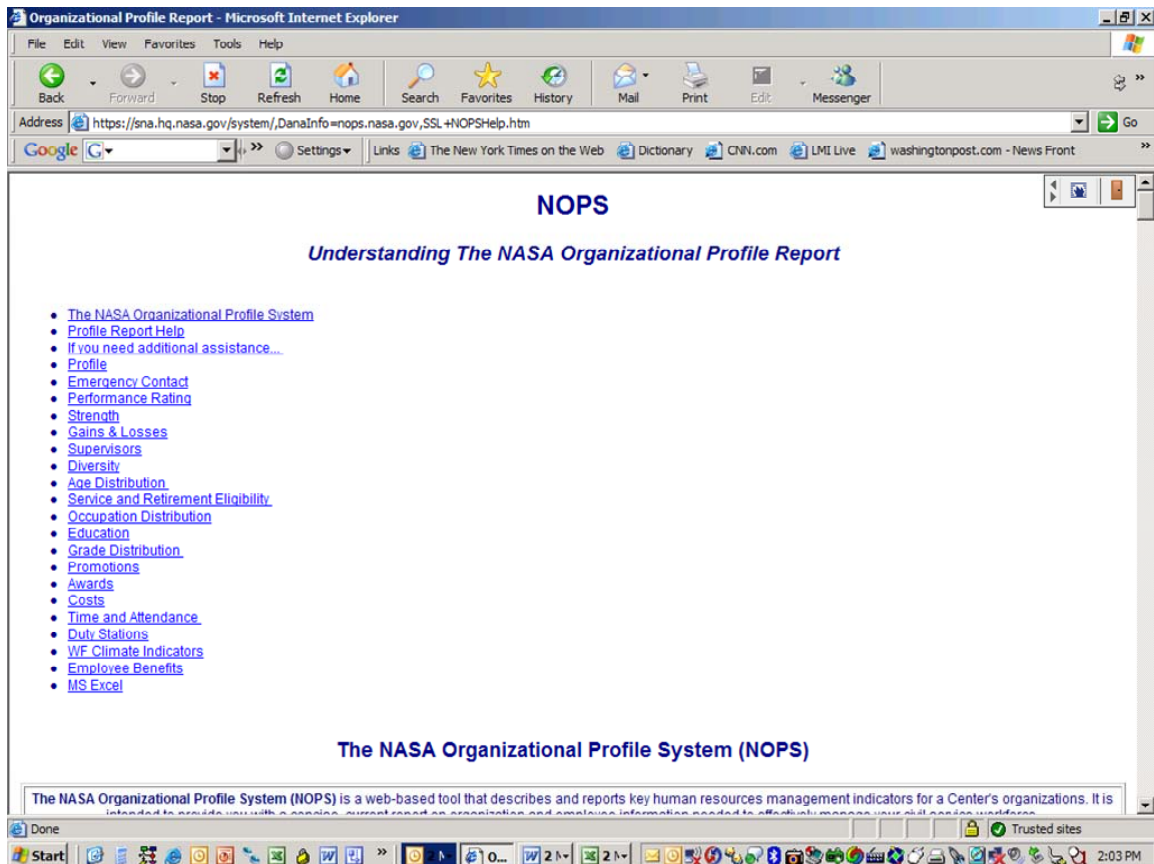
NAVIGATING THE REPORT



The left hand column lists the sections in the report. You can click on any one of these to go to that section of the report.

If you want to start a new search, click on the *Query* button on the top menu. You must click on the *Clear* button to clear out previous selections and return choices back to the default.

The *Logout* button enables you to end the session.



If you click on the *Help* button on the top menu, you will see a list of topics covering the system in general. It will also provide you with a description of each section of the report.

REPORT CONTENTS

Organization: I		FY: 2007
Service and Retirement		
(Click here for help.)		
This section is for Permanent Full time, Part time, Term, and FCIP employees only.		
Headcount	Percent	
8	22 %	Optional Retirement Eligible (View Names)
0	0 %	Optional Reduced Retirement for FERS only (View Names)
11	30 %	Early and Discontinued Service Eligible (View Names)
7	19 %	Employees within 5 years of Optional Retirement Eligible (View Names)
	12.9	Average Years of HQS Service
	23.3	Average Years of Federal Service
	23.8	Average Years HQS Service for retired employees
	37.5	Average Years of Federal Service for retired employees
Occupation Distribution		
(Click here for help.)		
This section is for Permanent Full time, Part time, Term, and FCIP employees only.		
Headcount	Percent	
0	0 %	Professional Science & Engineering
34	92 %	Professional Administrative
0	0 %	Technicians
3	8 %	Secretary / Office Support
0	0 %	Wage Grade
Education		
(Click here for help.)		
This section is for Permanent Full time, Part time, Term, and FCIP employees only.		

NOPS gives you a multi-page report covering key indicators for the selected organization. If you are a supervisor or key staff, you will be able to click on the *View Names* links to see data by individual employee. If you are looking at organizations outside of yours, *View Names* will not appear.

In the upper right hand corner of each section of the report you will see three buttons, *Compare*, *Help* and *MS Excel*.

- ◆ *Compare* allows you to create another report in a separate window so that you can compare one organization against another.
- ◆ *Help* brings up the help information for that section.
- ◆ *MS Excel* exports the information in that section into an Excel spreadsheet.

USING THE COMPARE FUNCTION

Strength (Click here for help.)		Compare Help MS Excel
This section includes all types of civil service employees, including coops, temps, experts & consultants. All other sections are for Permanent Full time, Part time, Term and FCIP employees only.		
Headcount	Percent	
282		Onboard Headcount (includes civil service workforce: Full Time Permanent, Other than Full Time and COOP's) (View Roster with Recent Employee Action History)
266	94 %	Full Time Permanent Employees (View Names)
2	1 %	Part Time Permanent Employees (View Names)
5	2 %	Temporary Employees (View Names)
1	0 %	Term Employees (View Names)
3	1 %	NEX Employees (View Names)
0	0 %	COOPs onboard (View Names)
0	0 %	COOPs on LWOP (View Names)
5	2 %	Federal Career Intern Program (View Names)

You can compare sections of your report to other organizations at your Center. Click on the *Compare* button in the section you wish to compare.

Comparison	
<input checked="" type="radio"/> Directorate List	<input type="radio"/> Upper Division List
<input type="radio"/> Divisional List	<input type="radio"/> Branch List
<input type="radio"/> Agency Reports	
Select an Organization:	<input type="text"/>
Organization:	
Organizational Profile:	<input type="button" value="Retrieve Report"/> <input type="button" value="Clear"/> <input type="button" value="Help"/>

Select the level and organization and click on *Retrieve Report*. The Compare report does not include time and attendance, cost, awards, workforce climate indicators, employee benefits, or allow you to view names.

USING THE EXCEL FUNCTION

Microsoft Excel - NOPS2XLS 3

Type a question for help

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

Reply with Changes... Egd Review...

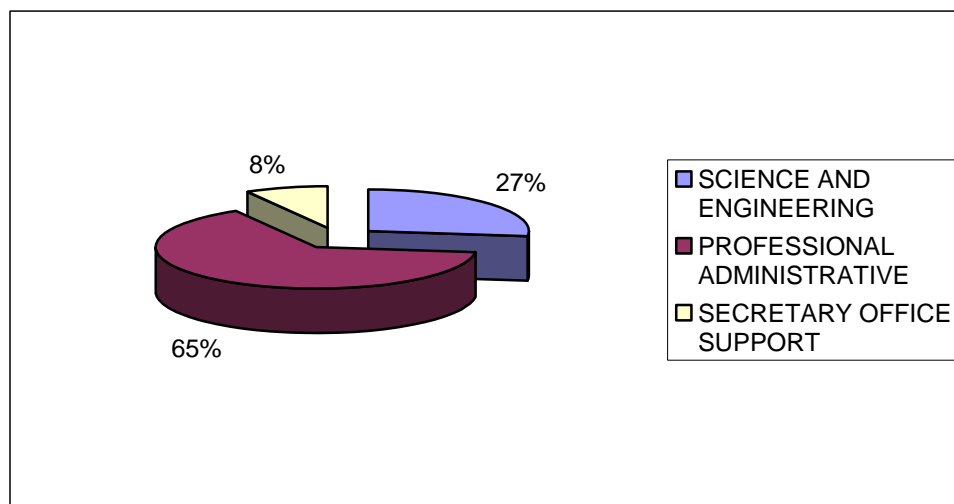
	A	B	C	D	E	F	G	H	I	J	K
1	ONBOARD COUNTS	FULL TIME PERMANENT	PART TIME	TEMPS	TERMS	NE X	COOPS	COOPS ON LWOP	PMI	FCIP	SCIENCE AND ENGINEERING
2	1271	1171	6	48	16	19	1		0	3	5
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

Ready

Start

1:09 PM

If you want to display any of the report data in charts, click on the *MS Excel* button on the desired section header to export information to an Excel spreadsheet. You can then use the data to create charts and graphs such as the chart depicted below.



WHERE DO I GO FOR HELP?

Each section of the on-line version of the report has a *Help* button where you can click on a link for help in that area. On the top line of the on-line version is another *Help* button that will bring you to a comprehensive listing of topics. If that does not answer your question, click on the *HR REPS* button on the top line for the name of the NOPS representative at your Center.