



News

K. Burkett

PPD Department Heads

2/14/24



Everyone is worthy of respect
Encourage discussion



Genuinely listen
Collaborate



Respect the messenger
Have courage



Own your voice
Be kind



Fresh perspectives lead to
innovation



Encourage others to speak
Share the air

Outline

- Voluntary Separation
- Other Budget News
- Upcoming Cybersecurity Changes
- SPIN Nominations
- QA Assessment Reminder
- Reorg

Voluntary Separation – Background

- FY24 Budget
 - Total HEP budget went up in FY24, but growth in projects was larger than the overall growth, so research and operations were squeezed to compensate
 - At the same time, OH rates have increased to address issues in mission support
 - While we are able to move some effort on operations to projects, it is much more of a challenge for individuals funded on research
- We expect that FY25 will be another challenging budget year
 - Project budgets will remain high, while we need to grow operations for DUNE and Mu2e
 - Unlikely to see significant increases in research budgets next year.

Voluntary Separation – PPD Plan

- Tight budgets in FY24 have impacted all organizations across the lab
- In our directorate those impacts are concentrated in research
 - We have work on projects and operations, and we need support from our finance and admin teams
 - Voluntary separation from members of these groups doesn't solve research budget problems
 - It also risks our projects because we can't directly replace those who take the voluntary separation
- For these reasons, we chose to offer the voluntary separation only to the scientific staff

Voluntary Separation – PPD Plan

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Sum of FY24 unallocated FTEs	Column Labels									
PPDir Unallocated FTEs	Research	Operations	Burden	NonBase	Projects	Available	Pending	External	Grand Total	
Administrative	-	-	-	-	-	-	-	0.1	-	0.1
Other Administration	-	-	-	-	-	-	-	0.1	-	0.1
Engineering	0.1	0.1	1.5	0.7	0.7	-	-	2.1	-	5.1
Electrical Engineer	0.0	0.0	0.7	0.0	0.7	-	-	0.6	-	2.1
Mechanical Engineer	0.1	0.0	0.7	0.7	-	-	-	1.5	-	3.1
Information Technology	-	-	-	-	-	-	-	0.3	-	0.3
Scientific	9.6	-	1.8	-	-	-	0.7	4.3	-	16.3
Postdoctoral Res Assoc	0.8	-	-	-	-	-	-	1.3	-	2.1
Scientist	8.8	-	1.8	-	-	-	0.7	2.9	-	14.2
Technical	0.4	-	0.9	0.7	0.1	-	-	2.2	-	6.3
Alignment	-	-	0.1	0.1	-	-	0.6	0.0	-	0.9
Design	-	-	-	0.1	-	-	-	0.3	-	0.4
Electrical Technician	-	-	-	0.2	0.1	-	-	0.4	-	0.7
Mechanical Technician	0.3	-	0.8	0.2	-	-	0.9	1.3	-	3.5
Operations	-	-	-	-	-	-	0.3	-	-	0.3
Other Technical	0.0	-	-	0.1	-	-	0.3	0.1	-	0.5
Grand Total	10.0	0.1	4.2	1.5	0.8	-	2.6	8.9	-	28.1

Snapshot
from
December

- 28 FTEs available as of mid-December.
- We expect to receive funding for approximately 9 of the 28, leaving 19 available



Voluntary Separation – Details

- HR has posted a webpage: <https://hr.fnal.gov/ssvsp/>
- Continue to send questions to Chauncey. They will be added to the FAQ

Self-Select Voluntary Separation Program (SSVSP)

Program Overview and Resources

- This voluntary separation program is available to active, regular, and full- and part-time (regularly scheduled for >50%) FRA employees.
- **The voluntary separation application period is Feb. 26 through March 15, and employees will be notified of application determination by April 8.**
- Applying for voluntary separation does not ensure acceptance. Applications will be reviewed by management to determine feasibility. All those who are accepted will receive a severance package
- All those approved will be leaving the lab by May 31, 2024.

Employee Informational Meeting Schedule

Date & Time	Location
Monday, Feb. 19 at 1:00 p.m.	WH1W – One West – Hybrid
Thursday, Feb. 22 at 11:00 a.m.	WH2SW – Curia II – Hybrid
Friday, Feb. 23 at 10:00 a.m.	Virtual only
Monday, Feb. 26 at 11:00 a.m.	WH2SW – Curia II – Hybrid

Resources

[SSVSP Summary Plan Description](#)

[Voluntary Separation Program Information](#)

[FAQ](#)

[SSVSP Employee Application](#)

[Retirement planning](#)

Voluntary Separation – Next Steps

- Applications for voluntary separation are due by 3/15, with decisions announced by 4/8
 - Within ~1.5 months we should know what the impact from the voluntary separation will be
- At the same time, the lab is rolling out other steps to mitigate the budget shortfall
 - Squeezing budgets, especially overhead (more on this later)
 - Encouraging people to use their vacation
 - Exact strategy is still under discussion. Just encourage vacation use or lower the amount that can be carried over to the next year?
 - Continuing discussions with HEP. It appears that they understand our issues and are trying to help. We will provide details that they request, and the April budget briefing will give us another opportunity to present the FY24 status

Squeezing OH Budget

- Making an effort across the lab to ensure we don't overrun the OH budgets, which could further increase rates at the end of the year
 - Suspend all discretionary travel on OH
 - We will limit the number of in-person attendees at events, reviews, etc.
 - Members of your groups should ask you for approval before accepting to serve on reviews
 - Limit discretionary spending on M&S purchases on OH.
 - For example, if you're on a program to refresh laptops, pause and only replace those that fail
 - We have lowered the approval limit on M&S purchases. Purchases over \$5k on OH will come through the directorate office. (More from Kate)
 - Only critical hiring on indirects, including replacements
 - Pay attention to charges on PS by your teams. Are effort levels on PS appropriate? Should effort be charged to projects? Be sure to look at monthly finance reports

Squeezing All Budgets

- Across the lab there will be a slowdown in hiring
 - All job reqs, whether on direct or indirect funding, will have to be approved by Marc Clay or Bonnie Fleming
 - You will have to fill out a form to describe the critical nature of the position
 - Current openings that we are not actively seeking to fill will be closed as soon as February 21
 - We will be following up on open reqs to have hiring managers fill out the justifications
- You should already be limiting M&S spending, including travel

Upcoming Cybersecurity Changes - Intro

- DOE, agency wide, is falling behind a government wide cybersecurity initiative of EO14028, Improving the Nation's Cybersecurity (Focus on MFA, Encryption in transit/rest, and protection of CUI).
 - Around Jan. 15 a letter was sent from Office of Management and Budget (OMB) to the President of the United States on the concerning rates at which DOE was implementing EO14028. DOE is reporting ~60% compliance rates while the majority of the other government agencies are reporting ~90%.
 - This has caused extra pressure from agencies (DHS, CISA, OMB) and soon likely the Executive Office to accelerate EO14028 adoption within all DOE elements to include DOE-SC.
 - DOE-SC AO's, including our Fermi Site Office, has already begun issuing directives to implement and present plans for implementation of cyber technology (MFA, encryption, etc.) to meet EO14028 objectives.
- FSO sent directive to Lia on implementation
 - “To protect the integrity of email containing federal data and the potential for CUI and/or sensitive information, FRA is directed to...:”

Upcoming Cybersecurity Changes - 1

Stop automatic forwarding of emails by individuals with mailboxes

- Expect to be implemented February 26 (Required by FSO by 3/1)
- Approximately 200 people are currently doing this, including many in our directorate
- Technical solution is straightforward but need to communicate with impacted people. IT working on communication. Supervisors will be included.

Upcoming Cybersecurity Changes - 2

Migration to a managed Bring Your Own Device (BYOD) environment using Mobile Device Management (MDM) on personal devices in addition to the already deployed MDM on Fermi phones.

- This means that you will not be able to read email on personal phones and laptops unless you have installed MDM
- We will have to make decisions about whether to buy FNAL phones for people who don't want to install MDM. Same is true for those using personal laptops.
 - **Everyone needs to be able to read email somehow**
- This is potentially very expensive for the lab -- cost of devices plus ongoing license costs
- Nominal deadline from FSO is June 1, but lab is pushing back due to high costs and time needed to properly implement.

Upcoming Cybersecurity Changes - 3

Delete ~3500 FNAL email addresses that do not have a mailbox and are relay-only

- Example: Mail sent to these addresses are “relayed” to external addresses. For example, kevin@fnal.gov is forwarded automatically to kevin@chicago.edu and nothing is stored in our exchange system.
- This is most of our user community. General reaction from lab leadership is that we can’t do this. Need to find new solution, but that takes time
- In the interim the change has to be delayed. Deleting these email addresses would disable the corresponding SERVICES account, which would prevent remote logical access to scientific systems.

Upcoming Cybersecurity Changes - 4

Multifactor authentication (MFA), full-disk encryption, and encryption in transit on all accredited systems in operation.

- Plan submitted to FSO, no response yet
- Exemptions requests: All science systems, Accelerator controls, special "one off" cases (ipads in fire trucks).
 - MFA would not be required for login to analysis clusters. Kerberized ssh considered sufficient
- Already encrypting laptops, though some are too old to be encrypted and will have to be replaced.
- Working through business data virtual machines and servers, as well as business data arrays

SPIN Nominations

- The lab is taking nominations for the SPIN program, Strategic Program for Innovation at National Laboratories
 - Collaborative effort between Fermilab, Argonne, and the University of Chicago Polsky Center for Entrepreneurship, providing participants with an opportunity to explore the connections between entrepreneurship, innovation, and research in the context of work at a national laboratory.
 - SPIN is a non-degree program in innovation leadership designed to provide laboratory staff and researchers with new tools to approach, conceptualize, and solve problems by using an entrepreneurial framework.
 - This year's program runs April 3, 2024 through June 27, 2024
 - More details at: <https://polsky.uchicago.edu/programs-events/spin/>
- If you have members of your groups that you want to nominate, please send me their name by COB tomorrow, Thursday 2/15



The banner features a background image of a group of people in a meeting. At the top left is the Chicago Booth logo with the text 'CHICAGO BOOTH' and 'The University of Chicago Booth School of Business'. At the top right is the Polsky Center logo with the text 'POLSKY Center for Entrepreneurship and Innovation THE UNIVERSITY OF CHICAGO'. The main text reads 'SPIN: Strategic Program for Innovation at National Labs' and 'Impactful Innovation Program for Lab Scientists and Emerging Leaders'. A red bar at the bottom contains the text 'NOW Recruiting for the upcoming cohort in Spring 2024!'.

CHICAGO BOOTH
The University of Chicago Booth School of Business

POLSKY Center for Entrepreneurship and Innovation
THE UNIVERSITY OF CHICAGO

SPIN:
**Strategic Program for Innovation
at National Labs**
Impactful Innovation Program for Lab Scientists and Emerging Leaders

NOW Recruiting for the upcoming cohort in Spring 2024!

QA Assessment - Reminder

QA Assessment

- Lab is doing an assessment of how we flow QA procedures/requirements throughout our organizations
- Each organization is asked to respond to a series of questions. For example:
 - What tools are used to plan and schedule work? Are there any organizational requirements documented to provide guidance on how to plan/schedule/perform work? Ex. Standard Operating Procedures
 - Has the organization established training/mentoring programs?
 - Are there any checks performed to catch quality issues before they occur?
 - Is measuring and test equipment appropriately calibrated and maintained?
- We have good answers to these questions.
- Our response is due back to the QA team on 1/31. We will be assigning someone to collect this information from you.
 - Please respond promptly
 - Short answers are OK. No need to provide paragraphs of description.

14

1/17/24

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- I sent several of you a request to fill out a short survey to collect this info. Few responses.
- I will send a reminder after this meeting. Please take a few minutes to fill it out.

17

2/14/24

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PPD Re-org : one Admin team for the directorate

- As discussed last week, we are merging our admins into one team. In this way, the admins will best be able to support each other, share best practices, and coordinate to support all our activities. No changes in admin assignments.
- Team will be led by Connie Hillgard.
- Luz's responsibilities are being shared between Connie and Leslie Garcia. Please email both of them for things you would have previously contacted Luz.

PPD Re-org: More coming soon

- We will be rolling out the full reorganization of the directorate in the coming weeks
- We have been speaking with individual leaders as we finalize the new organization. These conversations will continue. If we haven't met with you yet, we haven't forgotten you.

