



## News

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PPD Department Heads

3/13/24



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 and Low Tempo Periods
- Budget Briefing and FWP Planning
- Site Access Updates
- Email
- Training

# SSVSP and Low Tempo Periods

- Applications for SSVSP are due by this Friday, March 15
- Everyone who is eligible can apply
- Supervisors should be receiving mail when people in their groups submit an application
- Reminder of schedule
  - Employees notified of application determination April 1-8
  - All those approved must separate by May 31
- Low tempo periods
  - The goal is to encourage vacation usage to help with the budget situation
  - Following the example of the winter break, the lab has designated two "low tempo" periods
    - May 28-31 and July 1-5
  - Supervisors and managers are asked to prioritize work and reduce meetings and work obligations during these periods
  - Projects and operations should find the optimal solution that still provides everyone the opportunity to take vacation
  - Overall target is for people to use all the hours they accrue in FY24

# Looking ahead to the rest of FY24

- We will have to reassess the situation after the SSVSP
  - However, the impact of the voluntary separation will mostly come in FY25
  - Vacation usage will have an impact on FY24 but not FY25
- It is unlikely that either of these will solve all the budget issues, especially in research, so please continue with the additional scrutiny on M&S spending, including travel
- We also need you to keep an eye on your spending on overhead budgets
  - Overruns in OH will come back to us later as increased rates

# Budget Briefing and FWP Planning

- Our budget briefing to HEP is April 25-26
  - No guidance yet from HEP about what scenario we are planning for
  - Expect to speak to projections/impact for FY24
  - Only enough time for top-down approach to budgets in FY25
  - What are the significant changes w.r.t FY24
  - We will contact you as soon as we have more guidance
- Expect FWPs to be due at end of June as usual
  - Current plan is to write for an "optimal" budget, walk down to +3.5% and then down to +2%
  - For research B&Rs, propose to change the treatment of available resources for the FWP
    - Even with +3.5% we are just covering inflation, so likely to be similar to this year
    - Put all people in the budget first, before new hires and before M&S
    - As needed, new hires and M&S move to walkups

# Site Access Updates

- Several positive updates in the queue related to site access
  - Changing property protection areas
    - Reduce from covering most of site to more targeted areas
    - Introduction of "business" areas and restricted (safety and security)
  - FNAP evolving to focus on sensitive subjects
    - Allow non-US people to host for non-sensitive subjects
    - FNSPs not required for people from non-SST/CoR countries working on non-sensitive subjects
  - Expanding hours for users and affiliates
  - Simplifying event security plans
- SASC putting together an implementation plan. More news on timeline when available

# Email

- The lab no longer allows automatic forwarding of email
- This has brought to light that many people are not using the [FNAL.GOV](#) email
- While permitted in the past, the lab has implemented a new policy that requires use of your [FNAL.GOV](#) email for work-related email.
  - “Each employee will be provided with an [FNAL.GOV](#) account. FRA employees must use [name@fnal.gov](#) as their work-related email address. Employees must send and receive work-related email (including all email using the [name@fnal.gov](#) address) through the designated email servers.”
  - “All [FNAL.GOV](#) account holders with a mailbox are prohibited from auto-forwarding email from their [FNAL.GOV](#) mailbox to an external account.”
- Those people not using a [FNAL.GOV](#) email address for work-related email should start to transition to their [FNAL.GOV](#) account
- If there are technical issues, please raise them with the service desk
  
- One bit of potentially good news is that it sounds like a better solution may be in the works regarding reading email on personal devices than what we discussed last month. More to come on this topic.



# Training

- We are pushing for everyone to complete Harassment and Discrimination Prevention training
- This training is a condition of employment and Illinois law requires that it be done annually.
  - For most people it was due March 6. For a few people the due date is later in March or early April
- Thanks for your help with pushing your teams to complete the training last week
- As of yesterday, we have 68 people who have not completed it. 56 are past due.
- We will be contacting you about people in your teams that haven't completed the training. Please follow up with them and make sure they complete it.