



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



News

K. Burkett

8/14/24

Outline

- News
- LOMO
- User agreements for logical access
- Promotions, Merit Increases
- Climate Survey
- Reorganization
- Moment of Excellence Initiative
- AOB

News

- Scott Dodelson will soon be returning to FNAL and serving as my deputy
 - Scott has been at Fermilab for many years as a Distinguished Scientist in the Theoretical Astrophysics group
 - Most recently he has been serving as Chair of the Physics Department at Carnegie-Mellon, and was a member of the Fermilab PAC for the last 3 years
 - He will return starting on 9/9, so you will see him starting to join meetings and on some emails



LOMO = Limited Operations and Maintenance Outage

- Limited Operations and Maintenance Outage period, 8/26-30
 - Only individuals approved to work should do so, along with H1-B visa holders
 - All others must take vacation or LWOP
 - If someone doesn't have five days' vacation, FRA will cover them during the LOMO week
 - Procedure not defined yet. We will share when we have it
 - Those approved to work can still take vacation. No one is required to work
- OK to check email while on vacation, if you choose to do so
 - Absolutely zero expectation that you will check email -- you're on vacation.
 - Don't do anything you expect to be paid for

How did a two-week closure turn into one-week LOMO?

- “The previous two-week limited operations period was modified to one-week because of the active engagement of the Office of Science and Department of Energy leadership and Fermi Research Alliance and identified funding.”
 - <https://semd-atwork.fnal.gov/maintenance-and-repair-activities/>
 - Concern that “closure” sounds permanent
 - Identified funding mitigates shortfall on indirects, but no help on direct
 - We still need to realize cost reductions, especially in research, to finish FY24 in the black and prepare for FY25
- “Following the needed maintenance and repair at the site, the lab will return to normal operations after the Labor Day holiday on September 3”
 - Lab is open for business on September 3, but especially for those funded on research, vacation is highly encouraged, though not required
 - FRA will not cover those without sufficient vacation days to cover the second week. Going negative will be allowed, with the requirement that the individual is back to zero by 12/31/24.

Research budgets as we approach the end of FY24

- Reminder that we are supposed to carry 60-days' reserve in case of government shutdown

All Orgs, Base only	FY24 est reserve at year end (base)	Reserve needed (2mo based on Jun monthly SWF spend)
KA 21 01 02 ENERGY RESEARCH - NATIONAL LABORATORIES	32,048	2,636,350
KA 22 01 02 INTENSITY RESEARCH - NATIONAL LABORATORIES	(582,539)	3,293,507
KA 23 01 02 COSMIC RESEARCH - NATIONAL LABORATORIES	383,863	965,762
KA 24 01 012 THEORETICAL - NATIONAL LABORATORIES	1,317,352	1,267,286
KA 25 01 032 ADVANCED TECHNOLOGY - DETECTOR R&D	387,712	370,029
KA 25 01 036 - MICROELECTRONICS (ME) DETECTOR	(422,093)	394,782
KA 25 02 02 TEST FACILITIES - DETECTOR	967,469	480,968

- With the exception of theory, most other B&Rs are not projected to even be close to the required level of reserve, and we expect core research to be down 6% in FY25
- The above projection includes 9-days of vacation. If scientists and RAs funded by research do not take vacation in the second week, the picture will be worse

Contract Transition

- Current timeline has the decision on the new contract announced around 9/1, with a 90-day transition period 10/1-12/31
- There will be an FAQ and/or talking points for managers to answer questions about the transition
- All-managers meeting announced for next Tuesday, which will include a discussion of this, along with more guidance on LOMO
- One thing we have to address within PPDdir is to collect policies/procedures that we maintain
 - Getting more guidance on exactly what is covered
 - Leslie will be reaching out to collect information

User agreements for Logical Computing Access

- Previously, all users/affiliates requiring logical (remote) computing access went through the full site access process but were not required to have a site access agreement nor receive a badge.
- Following an audit, all logical only Users/Affiliates now required to have site access agreement (NPUA or ARA) in place. If no agreement is in place by later this year, logical access will be turned off
- This applies to ~365 individuals, of which 330 are associated with our directorate
 - Largest single experiments are CMS (99) and Dark Energy Survey (124)
- Stephany Unruh is coordinating the lab effort to get agreements in place for everyone
 - Each of these users/affiliates will receive an email describing what is required
 - Connie H. will be coordinating for PPD. Need support from admins to contact all 330 people needing agreements
 - Experiment spokespersons will be made aware in case they are asked by the individuals

Promotions, Merit Increases

- Promotions
 - All PPD promotions have been on hold in response to the budget situation
 - Other organizations, including AD, are in the same position
 - We have been advocating strongly for the submitted promotions to go through
 - Proposals have been under discussion about promotions without raises (for now) or notifications that promotions would be processed as soon as allowed
 - Late last week Bonnie and Greg Stephens collected the list of all pending promotions. They believe they can push them through
 - Positive signs, but until we see them processed in Workday, please do not say anything to the individuals proposed for promotion
- No official announcement yet, but likely no merit increase in October
 - Later increases may be up to the new contract holder, so wait and see

Reorganization

- At the June meeting, we discussed launching the new organization
 - ✓ The new organization has been implemented in Workday. (Thank you Leslie)
 - ✓ The paper org chart was circulated and signed. Now posted on ppd.fnal.gov

- Yes, we should be working through the new organization
 - I am trying to overcommunicate and include everyone
 - Need to revisit meetings and refresh invitee lists
 - We should be following the new org chart as we do performance reviews and plan for FY25

Climate Survey

- Climate survey responses collected ~11 months ago
- Within PPDDir, 278 people responded → roughly 75% participation

- The results in the following slides are a summary for the whole organization
- There isn't enough time today for the discussion that is needed, but I wanted to share with you this picture of PPD from around this time last year

Climate Survey – PPD Results (1)

Highest Scoring Items

Each of the highest scoring items for your organization are displayed below.

Question	Distribution	Global Benchmark	Lab Overall
I feel safe while I am at work.	94%	+10	93%
I have the resources (e.g., personal protective equipment, tools, training and technology, etc.)...	92% 5%	+7	93%
My manager treats me with respect.	91% 8%	+3	90%
My manager's actions show a commitment to safety.	89% 9%	+3	91%
I trust my manager.	88% 9%	+7	<89%

Climate Survey – PPD Results (2)















Lowest Scoring Items

Each of the lowest scoring items for your organization are displayed below.







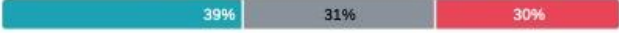





Question	Distribution	Global Benchmark	Lab Overall
Senior leadership responds to feedback from employees.		-29	41%
I have confidence in senior leadership to make the right decisions for Fermilab.		-45	44%
I believe that positive change will happen as a result of this survey.		-33	34%
The work processes at Fermilab allow employees to be as productive as possible.		-41	35%
Fermilab does a good job of communicating the reasons behind important changes.		-45	34%



Climate Survey – PPD Scorecard (1)

Name	Responses	Distribution	Fermi Overall (Employees)	Global Benchmark	Higher Education (Non Profit) Benchmark
Engagement			67%	73%	-
Intent to Stay			73%	68%	-
EX Gaps			34%	37%	-
Well-Being			69%	76%	-
Inclusion			67%	77%	-
Authority & Empowerment			69%	80%	-
Collaboration			70%	75%	-
Communication			57%	69%	-
Corporate Social Responsibility			52%	-	-
Ethics			74%	75%	-
Innovation			48%	64%	-
Managing Change			34%	64%	-
Performance & Accountability			70%	80%	-
Psychological Safety			75%	-	-

Climate Survey – PPD Scorecard (2)

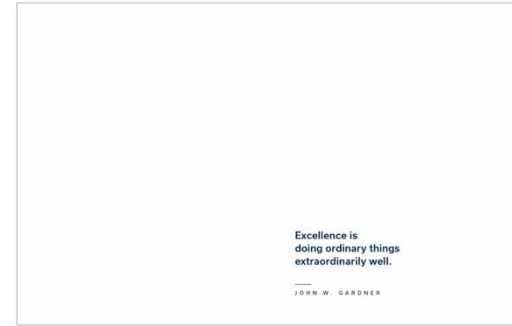
Name	Responses	Distribution	Fermi Overall (Employees)	Global Benchmark	Higher Education (Non Profit) Benchmark
Recognition		53% 27% 20%	62%	69%	57%
Resources		64% 17% 19%	74%	76%	-
Respect		86% 11% 3%	86%	86%	-
Role Fit		72% 20% 8%	75%	79%	73%
Safety		87% 8% 4%	88%	-	-
Survey Follow-Up		23% 39% 38%	34%	56%	42%
Strategic Alignment		39% 31% 30%	59%	76%	-
Training		81% 15% 4%	83%	78%	73%
Trust in Leadership		26% 39% 36%	44%	71%	-
Trust in Manager		86% 11% 3%	85%	81%	-
Work Process		33% 22% 45%	45%	66%	-
Work-Life Balance		67% 20% 13%	73%	72%	-

Recognizing outstanding contributions to the Fermilab mission

- An informal, impromptu initiative designed to recognize employees who have gone above and beyond their normally assigned duties to add value to the Fermilab mission.
- Moment of Excellence (MoE) initiative is owned and managed by the Deputy Director/COO of Operations.

Recognition elements:

- Moment of Excellence Thank you card
- Moment of Excellence lapel pin



MoE process

- **MoE recommendation:** The immediate manager of the employee to be recognized, recommends to the highest level of their organizational leadership (ALD / Sr. Director) that the employee is deserving of a Moment of Excellence (MoE) recognition.
 - Immediate Manager sends the ALD / Sr. Director an email message summarizing what the employee did to deserve MoE recognition.
 - The cognizant ADL / Sr. Director concurs with the recommendation and notifies the recommending manager.
- **Drafting note:** ALD / Sr. Director drafts a personal note of thanks to the employee to be recognized (by her/his name) using the MoE thank you card and date/signs the card.
- **Confirming:** ALD / Sr. Director confers with the recommending manager as to whether the employee to be recognized would prefer a more private one-on-one recognition or one that would occur in front of peers.
- **Delivering by hand:** ALD / Sr. Director schedules time to travel to the employee's work location (e.g., office, shop floor, outdoor project area, etc.) to personally deliver the thank you card and award the Fermi MoE lapel pin.



MoE process

- **MoE recommendation:** The immediate manager of the employee to be recognized, offers the lapel pin by transferring the pin through a handshake with the employee.
- The receiving employee is encouraged to wear the pin on their badge lanyard and/or shirt lapel.
- As an added feature, the ALD / Sr. Director is encouraged to have their picture taken with the employee and the picture provided to employee soon after.



Other News

- Director's highlights submissions
 - If an experiment has a new result, you host an important meeting, achieve an R&D milestone, etc., please send me a couple sentences (and maybe a photo) and I'll include it in the next week's highlights
 - Note that the projects provide their own set of bullets, so no need to cover project milestones
 - This is a great chance to tell the rest of the lab about what you've accomplished

Transitions

- Anadi Canepa is starting her term as Deputy Spokeperson for CMS
- Don Mitchell will be leaving Fermilab at the end of next week for an exciting new opportunity
- We are in the process of identifying new leaders of their respective organizations

- Thanks to both of them for their outstanding leadership of their groups. We wish them all the best in their new endeavors!