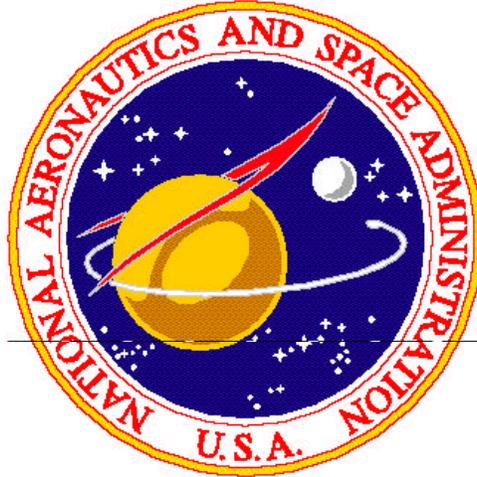


Responsible Office: Headquarters Human Resources Management Division  
Subject: Recruitment



Office of Headquarters Operations

Office Work Instruction

Recruitment

Approved by: (Original Signed By)  
Michael D. Christensen  
Associate Administrator for Office of Headquarters Operations



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**1. Purpose**

This Office of Headquarters Operations office work instruction (OWI) defines the process for recruitment of personnel at NASA Headquarters (except the Office of Inspector General).

**2. Scope and Applicability**

This OWI applies to recruitment processes for filling GS/GM civil service positions at NASA Headquarters. This function is the responsibility of the Office of Headquarters Operations, Headquarters Human Resources Management Division. The objective is to hire highly qualified candidates and maintain an excellent level of expertise at Headquarters in all areas. Recruitment is initiated when a vacancy is identified and a request is submitted by the Code to fill that vacancy.

**3. Definitions**

3.1 Area of Consideration. Geographical or other grouping from which selection will be made

3.2 Benefits. Health and life insurance, Thrift Savings Plan, retirement, annual and sick leave

3.3 CA. Clerical Assistant – Accepts applications; prepares acknowledgement forms

3.4 Certificate of Eligibles under NASA Headquarters Delegated Examining Authority. List of candidates referred using delegated examining procedures

3.5 Classify Position. Assign a series, title, and grade to a position

3.6 Competitive. Advertise for applicants to fill position

3.7 CPP. Competitive Placement Plan; One method used for filling GS/GM positions in the competitive service

3.8 Crediting Plan. Criteria used to rate and rank applicants

3.8 Delegated Examining Authority. – Process used to bring non-status candidates into the civil service

3.9 Final Delegated Examining Rating Sheet. Consolidation of panel scores to determine candidates to be referred under delegated examining authority

3.10 GM. General Management – Pay plan designation for managers/supervisors in grades 13 through 15 under Performance Management and Recognition System. This system has been terminated. However, employees in GM pay plans are not changed to the GS system unless they are reassigned or promoted to a different position. Therefore, although no new GM designations are being made, some employees are still listed in the GM pay plan.

3.11 GS. General Schedule – Pay plan designation for positions at grades 15 and below in the competitive service

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- 3.12 Guide to Processing Personnel Actions. Coding and legal authorities to effect official personnel actions
- 3.13 HR. Human Resources
- 3.14 Job Analysis. Process for identifying knowledges, skills, and abilities for use in evaluating candidates
- 3.15 NF. NASA Form - Designates form used throughout NASA
- 3.16 NHQ. NASA Headquarters - Designates form used only at Headquarters
- 3.17 NHQ-79. Headquarters Merit Promotion Announcement – Announcement used for civil service status candidates
- 3.18 NHQ-149. Headquarters Recruiting Bulletin – Announcement used for all sources vacancy announcements
- 3.19 NHQ-196. Merit Promotion Plan Certificate of Eligibles – List of candidates referred using competitive placement procedures
- 3.20 NHQ-197. Non-Competitive Certificate of Eligibles – List of qualified candidates eligible for non-competitive assignment
- 3.21 NHQ-766. Rating and Ranking Consensus Form – Consolidation of panel scores to determine best qualified
- 3.22 NHQ-767. Candidate Rating Sheet – Individual panel member's rating of candidates
- 3.23 NHQ-768. List of Applications Received – Listing of all applicants for vacancy.
- 3.24 NHQ-777. Applicant Acknowledgment – Form sent to applicants notifying them of status of application
- 3.25 Non-Competitive. No advertisement required; candidate identified and eligible for non-competitive assignment
- 3.25 Non-Status. – Candidates with no prior Federal service which would make them eligible for status announcements
- 3.26 NPPS. – NASA Personnel/Payroll System
- 3.26 PA. Personnel Assistant – Requests release date, processes PCS orders, enters personnel data into NPPS
- 3.27 PCS. Permanent Change of Station; process to reimburse employees for relocation expenses

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- 3.28 PMS. Personnel Management Specialist – Assigns series, title, and grade to position; prepares vacancy announcement; directs panel; prepares certificate of eligibles; makes employment offer
- 3.29 Position Change Action Worksheet. Form used to document candidate's basic qualifications for a position
- 3.30 Position Description. Official record of series, title, grade, and duties of position
- 3.31 Rate and Rank. Evaluation system used to determine candidates to be referred under competitive placement procedures
- 3.32 Selecting Official. Official selecting candidate to fill position.
- 3.33 SF. Standard Form – Designates form used throughout the Federal Government.
- 3.34 SF-52. Request for Personnel Action – Request sent to Human Resources to initiate personnel action.
- 3.35 SF-50. Notification of Personnel Action – Official action making candidate's selection effective
- 3.36 SOP. Standard Operating Procedure

#### **4. References**

- 4.1 NPD 3000.1 – Management of Human Resources
- 4.2 NPG 3300.1 – Appointment of Personnel To/From NASA
- 4.3 NPG 3335.1 – Internal Placement of NASA Employees
- 4.4 NPG 3510.1 – Position Classification
- 4.5 NPG 3530.1 – Pay and Allowances
- 4.6 Standard Operating Procedure for the NASA Competitive Placement Plan
- 4.7 Delegated Examining Handbook
- 4.8 CFR – Code of Federal Regulations
- 4.9 41 CFR – Code of Federal Regulations
- 4.10 Title 5 United States Code
- 4.11 Guide to Processing Personnel Actions
- 4.12 NPPS User and Operations Guide

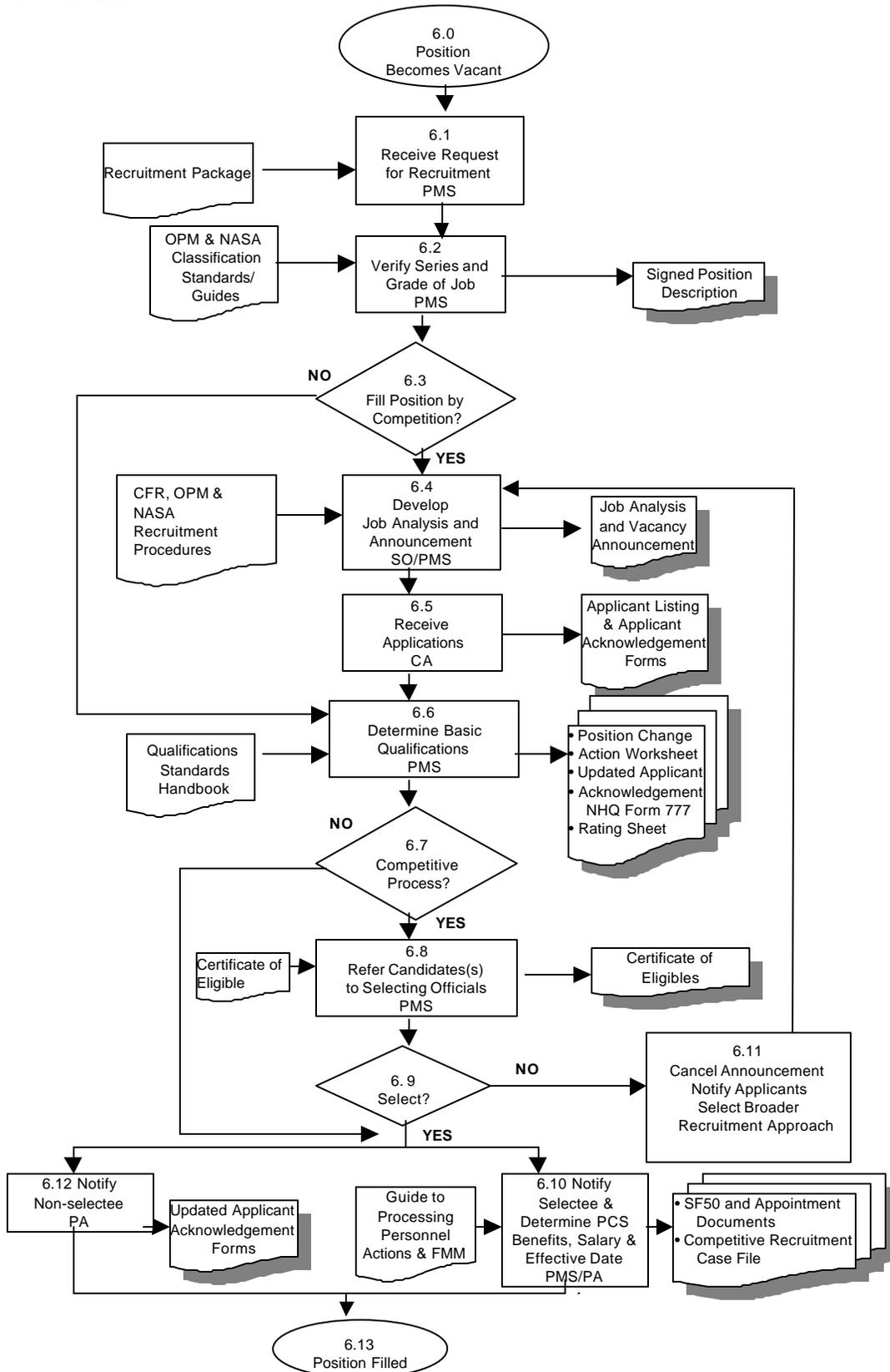
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- 4.13 Qualification Standards Operating Manual
- 4.14 OPM and NASA Position Classification Standards and Guides
- 4.15 FMM – Financial Management Manual
- 4.16 Federal Travel Regulations
- 4.17 SOP – NASA Supplement to Competitive Placement Plan

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**5. Flowchart**



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>  
 TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0		Position becomes vacant in Headquarters and SF-52 and position description to fill vacancy is prepared.
6.1	PMS	Receives request for recruitment to fill vacancy
6.2	PMS	Verifies series, title, and grade of position using OPM/NASA classification standards. Discusses and makes any necessary changes to the position description with supervisor before position description is signed.
6.3	PMS	Fill position by competition? A discussion with the Selecting Official may occur at this point. If yes and advertisement is required, in accordance with guidance in CPP, go to 6.4; if no, and therefore advertisement is not required, go to 6.6
6.4	PMS	Develops job analysis, identifying knowledges, skills, and abilities for use in evaluating; drafts vacancy announcement (NHQ-79 or NHQ-149, depending upon area of consideration). Discusses draft and recruitment approach/process with Selecting Official (i.e., area of consideration, grade levels, opening/closing dates, etc.). Finalizes job analysis and vacancy announcement and ensures that announcement is distributed.
6.5	CA	Receives applications, date stamps and maintains list of applicants (NHQ-768). Prepares acknowledgement form (NHQ-777) to inform applicants of the status of their application. Provides finalized list of applicants to the PMS upon the closing of the vacancy announcement.
6.6	PMS	Determines basic qualifications of applicants using OPM Qualification Standards Operating Manual. Updates acknowledgement form and provides to CA for mailing.
6.7	PMS	Is competitive process required? If YES, discusses with the Selecting Official the screening or rating/ranking processes; obtains necessary evaluation criteria/crediting plan. If YES, go to 6.8; if NO, go to 6.10.
6.8	PMS	Refers candidates to selecting Official after evaluating the degree to which the candidates possess the specified knowledges, skills, and abilities, and after all rating/ranking processes have been completed. (In consultation with selecting official and in accordance with CPP, we determine if a rating panel will be used to rate/rank (NHQ-766 and NHQ-767) the applications.) Develops the certificate(s) of eligible candidates (NHQ-196 and/or NHQ-197) and provides to the Selecting Official. Discusses the certificate(s) with the Selecting Official and provides guidance on interviews and completion of the certificate.
6.9		Will candidate be selected from list referred? If YES, interviews

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- candidates and determines whether to make a selection from the certificate(s) provided. Interviews may be conducted by designees and/or a panel. If yes and a selection is made, go to 6.10 and 6.12; if no selection is made, go to 6.11.
- 6.10 PMS Notifies selectee; obtains necessary personnel data in order to determine PCS benefits (as cited in FMM and Federal travel regulations), salary, health/life benefits, etc; determines effective date of appointment; provides necessary paperwork to the Security Office; inputs data into the NPPS system using the OPM Guide to Processing Personnel Actions and the NPPS User and Information Guide in order to produce an SF-50.
- 6.11 PMS Cancels announcement after discussion with selecting official and notifies applicants as to the status of the vacancy. Select a broader recruitment approach and return to 6.4 and complete steps for re-advertising the position.
- 6.12 PMS Notify non-selectees of decision and complete applicant acknowledgement form
- 6.13 Position filled

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**7. Quality Records**

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
SF-52 (Request for Personnel Action)	Code CP	Official Personnel Folder	Hard Copy	Schedule 3.2	Destroy upon separation or transfer of employee
Position Description	Code CP	Organization Position Description Book	Hard Copy	Schedule 3.41.A	Destroy 2 years after position is abolished or description superseded
Job Analysis & Vacancy Announcement	Code CP	CPP/Del Exam Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
Applicant List & Acknowledgement NHQ 777	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
Position Change Action Work-sheet	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
Rating Sheets	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
Certificate of Eligibles	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel office and destroy when 2 years old
Competitive Record Case File	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
SF-50 & Appointment Documents	Code CP	Official Personnel Folder	Hard Copy	Schedule 3.1.A&B	Retain on-site within the Personnel Office until employee is transferred or separated. A. Transferred employees – See 5 CFR, Part 293, Subpart C B. Separated employees – Transfer folder to National Personnel Records Center, St. Louis, Mo., 30 days after separation. NPRC will destroy 65 years after separation from Federal service

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