NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Strategic Workforce Management Process

Responsible Office: Office of Human Capital Management

| TOC | Preface | Chp1 | Chp2 | Chp3 | Chp4 | Chp5 | Chp6 | AppendixA | ALL |

CHAPTER 3: Continual Workforce Renewal

3.1 NASA's goal is to hire at a rate that successfully meets current requirements and proactively prepares the Agency for the future.Programmatic changes will require civil service FTE and intake changes.Throughout periods of programmatic adjustment, the Agency shall ensure a minimum number of new hires across the Centers, even while under pressure to reduce new hires.

3.2 The level (numbers), nature (e.g., occupations, competencies, and grade level), and type (e.g., permanent, term) of civil service hiring shall be based on workforce analysis that incorporates factors such as future program and project projections, workforce demographics, attrition patterns, competency assessments, and labor market trends.

3.3 Significant downward adjustments to Center FTEs and hiring can result from program and project termination and descoping.The project workforce transition process cushions sudden impacts on FTE levels, and Centers shall use this flexibility in combination with aggressive redeployment and other actions to enable continual hiring, albeit at a reduced level.

3.4 Hiring shall be based on a level determined through the Strategic Workforce Management Process, available funding, and FTP/FTE controls. Hiring plans that require significant deviation from the last guidance issued shall require approval by the Associate Deputy Administrator for Institutions and Asset Management.

3.5 When growth in the civil service workforce is necessary to meet program requirements, Centers, as part of the execution year budget submittal, shall provide competency management analysis and a forecast of upcoming vacancies with the cost phasing data for inclusion in the IPO budget submittal for Agency consideration.

3.6 Centers shall maintain cooperative education programs and intern programs.For some functional areas, Agencywide intern programs may be appropriate. Centers, in conjunction with the Offices of Human Resources, Education, and Equal Opportunity Programs, shall collaborate on college recruitment efforts to enable Centers to hire entry-level candidates in filling at least one-third of their FTP vacancies.

3.7 NASA education programs that provide work experiences at Centers and that support graduate study in disciplines specifically relevant to pipeline requirements shall be linked to feeder mechanisms designed for entry into the civil service workforce.

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