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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3100.1A**

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09, 2007

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Request Notification of Change (NASA Only)

## **Subject: Management of the Senior Executive Service (SES)**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 2 Management Structure**

2.1 The Administrator is directly and personally responsible for the overall management of the SES at NASA. Where not prohibited by law or regulation, any or all of the individual responsibilities may be delegated to an appropriate management level. Such delegations may be communicated by memorandum and are considered as incorporated into this NPR.

2.2 The Executive Resources Board (ERB) is a board required by law to conduct the SES merit staffing process. The ERB also functions as an advisory board to the Administrator in executive personnel planning, utilization of executive resources, diversity and equal opportunity, and executive development, including competitive recruitment and selection, SES appointments, performance appraisal and recognition, and compensation. Members and the chairperson are appointed by the Administrator or designee.

2.3 The Performance Review Board (PRB) is a board required by law to make recommendations to the Administrator on the performance of NASA executives. Members and the Chairperson are appointed by the Administrator or designee. The NASA Senior Executive Committee (SEC) serves as the PRB for NASA Center Directors, executives reporting to the Administrator and Deputy Administrator, and members of the PRB. Members are the chairperson of the ERB, the chairperson of the PRB and one or more other members appointed by the Administrator or designee. At a minimum, more than one-half of the members of each board must be SES career appointees.

2.4 The Deputy Administrator oversees the executive resources system in the Mission Support Offices at Headquarters, chairs the SEC, and shares full authority with the Administrator for overall management of the SES at NASA.

2.5 The Associate Administrator oversees the executive resources system in Mission Directorates, the Office of Safety and Mission Assurance, the Program Analysis & Evaluation Office, the Office of the Chief Engineer, the Office of Program and Institutional Integration, and NASA Centers.

2.6 The Assistant Administrator for Human Capital Management assists the Administrator in the overall management of the SES, chairs the ERB, serves on the PRB, directs activities that provide policy advice and management support to the Administrator, and oversees and coordinates SES systems dealing with recruitment, appointment, position allocation and management, executive development, performance management, and

compensation.

2.7 Executive Position Managers (EPMs) are Center Directors, Associate/Assistant Administrators, and other Officials-in-Charge (OICs) of Headquarters Offices. They manage the NASA executive resources system within their organizational jurisdictions. The EPMs implement SES management policy and processes in their organizations, including the following: SES performance management, nominations for bonuses and Presidential Rank Awards, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates.

2.8 Mission Directors are the Associate Administrators of the Mission Directorates who exercise line management authority over primary program managers (e.g., Space Shuttle, International Space Station, and Constellation program managers).

2.9 The Director, Workforce Management and Development Division, Office of Human Capital Management, serves as the Executive Secretary and provides direct staff support to the ERB, PRB, and the SEC.

2.10 The reporting relationships of the Administrator, the Deputy Administrator, the Associate Administrator, the SEC, the PRB, the ERB, and the EPMs are shown in Appendix A.

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