



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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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. Responsibilities**

### **2.1 Administrator**

2.1.1 The Administrator, or designee, shall be responsible for the overall management of the SES program. Authorities include but are not limited to the following:

- a. Approval to establish, modify, abolish, and staff an SES position.
- b. Approval of SES appointments, pay setting and pay change determinations, recruitment, relocation and retention incentives, and awards and award nominations.
- c. Final decisions regarding adverse actions and approvals of details, Intergovernmental Personnel Act (IPA) assignments, or developmental assignments within the Washington, D.C., metropolitan area.
- d. Approval of all personnel actions affecting Executive Position Managers (EPMs) and their full deputies.

2.1.2 Where not prohibited by law or regulation, authorities may be delegated to an appropriate management level but not below the EPM level. Such delegations may be communicated by memorandum and are considered as incorporated into this directive.

### **2.2 Performance Review Board (PRB)**

2.2.1 The PRB is a board required by law, and in accordance with NC 1000.9, and shall be responsible for making recommendations to the Administrator on the performance of NASA executives. Members and the Chairperson are appointed by the Administrator or designee.

### **2.3 Executive Resources Board (ERB)**

2.3.1 The ERB, in accordance with NC 1000.7, shall be responsible for conducting the merit staffing process for entry into the SES. The ERB also functions as an advisor 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.

### **2.4 Executive Resources Panel (ERP)**

2.4.1 An ERP is responsible for identifying candidates for SES candidate development programs and identifying qualified candidates for vacant SES career positions when recruitment outside the SES is undertaken. The ERP also may be used to identify current SES candidates. The ERP may be appointed to serve a fixed term or to assist the EPM in connection with a specific recruitment action. A majority of the ERP shall be career employees in the SES. ERP members from outside NASA are permitted to serve on the ERP. Under the direction of the EPM, ERPs shall be responsible for the following:

- a. Establishing position qualification standards.
- b. Developing SES vacancy announcements [using the five OPM-approved Executive Core Qualifications (ECQs) as the managerial qualification requirement].
- c. Recruiting SES candidates from a wide range of sources, including those with potential for providing minority and female candidates and candidates with disabilities.
- d. Discussing possible conflict of interest issues with SES candidates.
- e. Investigating, recommending, or taking actions necessary to satisfy inquiries concerning SES staffing issues.
- f. Documenting merit staffing actions.

## **2.5 Assistant Administrator, Human Capital Management (AA, HCM)**

2.5.1 The AA, HCM, or designee, shall assist the Administrator in the overall management of the SES, as follows:

- a. Serves as the ERB Chairperson.
- b. Serves on the PRB.
- c. Directs activities that provide policy advice and management support to the Administrator.
- d. Oversees and coordinates the SES program dealing with recruitment, appointment, position allocation and management, executive development, performance management, and compensation.

## **2.6 Director, Workforce Culture Division, Office of Human Capital Management (WCD, OHCM)**

2.6.1 The Director, WCD, OHCM, shall serve as the Executive Secretary and provide direct staff support to the ERB and the PRB.

### 2.7 Reporting Relationships

2.7.1 The reporting relationships of Administrator, PRB, ERB, and EPMs are shown in Appendix C.

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