

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3317.1A**

Effective Date: March  
13, 2007

Expiration Date: March  
13, 2014

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

## **Subject: Senior Executive Service Career Appointee Merit Staffing in NASA**

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

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |  
[Chapter4](#) | [Chapter5](#) | [ALL](#) |

## **Chapter 5. SES Probationary Period**

5.1 NASA selects and retains the highest quality of exceptionally competent and dedicated individuals to be responsible and accountable for the direction and success of Agency programs.

5.2 An employee's initial appointment into the SES as a career appointee becomes final only after the individual successfully completes a one-year probationary period as a career appointee. Actual performance on the job during this period provides an indispensable test in determining whether the employee receives a final career appointment or is removed from the SES. A career appointee who was appointed from a civil service position held under a career or career conditional appointment (or an appointment of equivalent tenure), and who is removed during the one-year probationary period for unacceptable executive performance, shall be entitled to be placed in a civil service position other than an SES position under 5 C.F.R. Part 359, Subpart G.

5.3 NASA ensures that the senior executive has every opportunity to know what is expected, and performance progress reviews may be initiated at any time by the supervising official or the senior executive. At a minimum, one progress review must be conducted no later than mid-term during the probationary period. Progress reviews are used to identify and resolve problems that constitute obstacles to performance beyond the executive's control, revise the performance plan, provide feedback to the executive on the current level of performance, and explore ways to improve performance, as appropriate.

5.4 If it is determined that an SES employee's performance during the one-year probationary period has been acceptable, the EPM shall notify the Center Human Resources office at least 10 days prior to the end of the employee's probationary period.

5.5 If it is determined that the employee's performance is unacceptable, the EPM may remove the employee from the SES after consultation with the Center Human Resources Office, the Assistant Administrator for Human Capital Management, and the Deputy Administrator or Associate Administrator, as appropriate, and after delivering the required advance written notice of removal. A removal for performance need not be based on an official rating of record. The removal must be effective before the last day of the employee's probationary period and must be effective on a workday. When the removed employee is eligible for guaranteed placement under 5 CFR Part 359, Subpart G, the EPM

will place the individual in another civil service position.

5.6 Removal during the probationary period also may be based on conduct. If the employee was covered by the provisions of 5 U.S.C. S 7511 immediately prior to appointment to the SES, then the procedures in 5 C.F.R. Part 752 apply to a removal during probationary period for conduct (removal from the civil service). If not covered by 5 U.S.C. S 7511 immediately prior to appointment to the SES, then the procedures in

5 C.F.R. Part 359 and paragraph 5.5 of this NPR apply, including guaranteed placement into another civil service position.

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |  
[Chapter4](#) | [Chapter5](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) |  
[Search](#) |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---