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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Senior Executive Service Career Appointee Merit Staffing in NASA

Responsible Office: Office of Human Capital Management

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Chapter 4. Recruitment Procedures

4.1 Recruitment within the Career SES

EPMs may identify viable candidates to fill an SES position from among current and former career SES appointees either within NASA or outside the Agency. Filling the position noncompetitively through reassignment, transfer, or reinstatement requires the same concurrences and approvals as a competitive SES selection.

4.2 Recruitment outside the Career SES

4.2.1 The minimum area for recruitment of candidates from outside the career SES is civil service-wide. Public notice shall be made through the posting of a vacancy announcement on OPM's official Internet job site, USAJOBS, for a minimum of 14 calendar days. In identifying candidates for recruitment within the Federal civil service, the ERPs should seek highly qualified candidates from all groups of qualified individuals within the executive, legislative, and judicial branches. Recruitment may not be limited to persons within NASA or to those with competitive status. In addition to qualified employees throughout NASA and other Government agencies, recruitment should include sources of minority and female candidates and candidates with disabilities and may include referrals from NASA managers.

4.2.2 In recruitment searches extended outside the Federal civil service, the ERPs will seek highly qualified candidates from the following sources in addition to those used within the Federal Government: private industry, the academic community, state or local government, and the uniformed services where highly qualified candidates reasonably can be expected to be found.

4.3 Recruitment of SES Candidate Development Program Graduates

A graduate of an SES Candidate Development Program (CDP) that was open to applicants at least civil service-wide, and whose Executive Core Qualifications have been certified by an OPM Qualifications Review Board, may be appointed to an SES position

without further competition under OPM regulations. Filling the position noncompetitively with a certified CDP graduate requires the same Agency concurrences and approvals as a competitive SES selection.

4.4 Applicant Evaluation Procedures

4.4.1 The ERP must evaluate applicants against the qualifications requirements in the vacancy announcement and group the candidates into Highly Qualified, Qualified, and Not Qualified groups. Brief narratives delineating the objective rationale for the panel's determinations will be recorded in the vacancy file.

4.4.2 Current career SES members or former career SES members with reinstatement eligibility will be forwarded by the ERP to the EPM for selection consideration without rating and ranking, provided the ERP determines they meet the minimum technical requirements for the position.

4.4.3 The ERP will provide the EPM with written recommendations and the panel's brief rationale for all Highly Qualified candidates who apply for a vacancy to be filled by a career appointee. Information on candidates not in the Highly Qualified group will be maintained in the vacancy file; however, that information need not be forwarded with the referred candidates, since only Highly Qualified candidates are eligible for further selection consideration.

4.4.4 The EPM shall provide the following for review by NASA management and for OPM approval of executive qualifications (as required by 5 U.S.C. S 3393(c)), normally within 30 work days of the closing date of the vacancy announcement:

4.4.4.1 A NASA Form 1669 describing and justifying the requested action, including the recommended pay.

4.4.4.2 Justification if requesting a recruitment, relocation, or retention incentive and/or a salary increase greater than six percent.

4.4.4.3 The vacancy announcement, the position description, and the ERP report.

4.4.4.4 For selections recommended for initial career SES appointment, a written statement demonstrating the candidate's ability in the five Executive Core Qualifications as defined in the vacancy announcement.

4.4.4.5 The candidate's application, including responses to technical qualifications requirements.

4.4.4.6 Required concurrences as described in Chapter 2 of this NPR.

4.4.4.7 Any other information which may be required by the Administrator, such as a summary of the results of the staffing process followed or the narrative personal endorsement of the recommended candidate as prepared by the EPM or other executive as appropriate.

4.5 Merit Staffing Documentation

4.5.1 The following records shall be maintained for a period of two years after the date of initial career appointment (or the closing date of the vacancy announcement if no selection is made) or until an OPM evaluation, whichever occurs first:

a. The USAJOBS vacancy control number and the vacancy announcement (including the qualification standard).

b. The position description.

c. A list of organizations and addresses to which the vacancy was distributed, if any, and the distribution rationale.

d. Originals of all applications received.

- e. The selection procedures (rating plan) applied.
 - f. The names and organization titles of ERP members.
 - g. The signed and dated written recommendations of the ERP concerning each candidate (a list of the groupings of all applicants and the supporting rationale or rating sheets).
 - h. Any references, concurrences, or qualifications questionnaires or inquiries obtained on applicants.
 - i. A record of which candidates were interviewed.
 - j. A copy of the NASA Form 1669 and any justifications submitted in support of the selection.
 - k. Documentation regarding any complaints or appeals to the ERP and any ERP findings.
- 4.5.2 To the extent practicable, required documentation will be maintained electronically through NASA's Staffing and Recruitment System (StARS).

4.5.3 The Headquarters Human Resources Management Division will serve as the repository for such records for the EPMs located at NASA Headquarters. For NASA Centers, the Center Human Resources Office should be the repository.

4.5.4 The EPM will retain all versions of a position's qualification standard for the life of the position.

4.5.5 A description of the procedures used by the Center for filling career SES vacancies by merit staffing will be available and open to review by anyone requesting the information. Applicants are also entitled, upon request, to know if they were eligible for the position and if they were referred to the selecting official for consideration for appointment. They may have access to qualifications questionnaires or reports of qualifications inquiries about themselves, except for information that would identify a confidential source.

4.6 Program Review and Quality Assurance

The Workforce Management and Development Division, Office of Human Capital Management, will monitor the operation of the executive resources management system and make recommendations for improvements or corrective actions to the Chair, ERB, and to the Administrator to ensure quality and consistent implementation.

4.7 Executive and Schedule C System (ESCS)

4.7.1 Installation Human Resources Offices will ensure that required data has been entered into the automated ESCS data base at the time proposed selections for initial SES appointments are forwarded for approval.

4.7.2 Installation Human Resources Offices will ensure that the automated ESCS data base is updated whenever a reported data element in the system changes or additional actions occur (including annual performance ratings and pay adjustments).

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