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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3319.1A**

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23, 2007

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## **Subject: Management of Senior Scientific and Technical (ST) and other Senior Level (SL) Positions**

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

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## **Chapter 2. Management Structure**

2.1 The Administrator is responsible directly and personally for the overall management of the ST and SL resources 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 memoranda 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 NASA ERB also functions as an advisory board to the Administrator for all executive resources (SES, ST, and SL) planning, utilization of executive resources, and executive development. 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. The NASA PRB also performs this function for ST and SL employees. 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 ST and SL resources system in the Mission Support Offices at Headquarters, chairs the SEC, and shares full authority with the Administrator for overall management of the ST and SL resources system at NASA.

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

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

and compensation.

2.7 Executive Position Managers (EPMs) are Officials-in-Charge (OICs) of Headquarters Offices and Center Directors, and they manage the NASA ST and SL resources system within their NASA organizational jurisdictions. The EPMs implement ST and SL management policy and processes in their organizations, including the following: performance management, Presidential Rank Award and bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates.

2.8 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, the PRB, and the SEC.

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