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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3511.1**

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Request Notification of Change (NASA Only)

## **Subject: Position Management and Classification**

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

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## **Chapter 1. Responsibility**

### **1.1 Administrator**

The Administrator retains the authority to classify positions above grade General Schedule (GS) 15.

### **1.2 Center Directors**

Each Center Director is responsible for:

1.2.1. Developing and implementing a sound position management and classification program consistent with applicable law and regulations and conditions or limitations imposed by the Administrator or designee.

1.2.2. Ensuring position management is utilized as a tool in planning, budgeting, and review activities for development of sound organizational structures and proper inter-relationships of positions so that organizational missions are accomplished in an effective and efficient manner.

1.2.3. Ensuring organizational structures provide for the efficient distribution of staff resources, proper design of jobs and work methods, and appropriate spans of control with clear position-to-position relationships and lines of authority.

1.2.4. Exercising position classification authority and re-delegating it to the lowest practical level; delegation to other than qualified Human Resources officials must be approved by the Director of the Workforce Management and Development Division of the Office of Human Capital Management.

### **1.3 Director, Workforce Management and Development Division**

The Director, Workforce Management and Development Division, is delegated the following authorities:

1.3.1. Monitor actions taken as a result of OPM decisions. Review proposals, comments, and recommendations submitted in connection with NASA or OPM-generated actions.

1.3.2. Review and approve human resources information system and/or automated system materials for conducting classification processes and actions and/or for developing

organizational structures.

1.3.3. Review and/or reclassify Federal Wage System (FWS) and GS positions at grades 15 and below. This authority may be redelegated.

1.3.4. Review and determine the final Agency decision on classification and job-grading appeals submitted by employees in FWS and GS positions at grades 15 and below.

1.3.5. Conduct occupational studies and define the basic code structure of NASA occupational specializations, i.e., NSCS, and the requirements for NASA's single agency qualification standards for AST positions.

1.3.6. Review the position management and classification programs of each Center, conduct onsite program reviews and evaluations, and recommend or direct changes as appropriate after consultation with the Center Director.

1.3.7. Recommend to the Administrator, after consultation with the Center Director, revocation or restoration of all or part of the delegation of authority to a Center, should this action be deemed necessary.

1.3.8. Recommend classification of positions above grade GS-15 to the Administrator or designee.

1.3.9. Classify Center Human Resources Director positions at grade GS-15 or below.

1.3.10. Review and approve Center requests to delegate classification authority to other than qualified human resources specialists.

## **1.4 Assistant Administrator for Human Capital Management**

The Assistant Administrator for Human Capital Management is delegated the authority to make decisions on job grading appeals from FWS employees when no decision has been made within 60 days after the employee's application is filed, if so requested by the employee.

## **1.5 Senior Management Officials and Supervisors**

All Senior Management Officials and Supervisors have a continuing responsibility for the following:

1.5.1. Determining the need for positions and organizing work in an efficient, effective manner to include estimating future work requirements so that employees have opportunities to utilize their skills and training and can develop along career lines.

1.5.2. Clearly establishing and delineating functional and supervisory responsibilities to ensure no overlap of responsibilities or conflict of duties among positions.

1.5.3. Appropriately assigning duties and responsibilities and ensuring that position descriptions are prepared and maintained in a current and accurate state, to include certifying as to the accuracy of the position description.

1.5.4. Adding, removing, or changing assignments at any time but ensuring that major changes in duties and responsibilities are documented and assessed for effect on pay, FLSA determination, risk designation, position sensitivity, etc., and any necessary corrective action is initiated promptly when warranted.

1.5.5. Informing employees concerning their assigned duties and responsibilities and ensuring that employees have access to their position descriptions.

## **1.6 Center Human Resources Directors**

Center Human Resources Directors must ensure the provision of staff support, guidance for management, and a capability for providing position management and classification advice and service. The following operations are necessary:

1.6.1. Periodic position classification surveys of all positions (normally every 3 years).

1.6.2. An internal system for adjudication of position classification appeals.

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