

CD10-OWI-003

REVISION A

EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION (OWI)

CD10

STAFFING AND PLACEMENT

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Danny R. Hightower	Manager	CD10	07/12/00

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	10/29/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded.
		05/28/03	Document Review
		09/9/03	Document Review

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1. PURPOSE

The purpose of this Organizational Work Instruction is to document the procedures used by the Human Resources Department in filling positions at the Marshall Space Flight Center (MSFC).

2. APPLICABILITY

This OWI applies to all MSFC positions in grades GS-1 through GS/GM-15 including MSFC positions located at duty stations other than MSFC. It does not apply to "NASA Excepted" positions, Senior Executive Service positions or any position at a grade level above GS/GM-15.

3. APPLICABLE DOCUMENTS

The Guide to Personnel Recordkeeping (U.S.O.P.M.)
The Guide to Processing Personnel Actions (U.S.O.P.M.)
NPG 3300.1 Appointment of Personnel To/From NASA
NPG 3330.1 NASA Career Transition Assistance Program
NPG 3335.1 Internal Placement of NASA Employees

4. DEFINITIONS

OPF - Official Personnel Folder

USOPM - United States Office of Personnel Management

5. INSTRUCTIONS

The procedures contained in the "APPLICABLE DOCUMENTS" listed above will be adhered to at all times when filling GS-1 through GS-15 level vacancies at MSFC and at Marshall resident offices in other locations.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

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None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

Record Type: Competitive Placement Plan record folders

Responsible Party: Human Resources Specialists

Location: Human Resources Department

Building 4200

Room 334

Records Retention Schedule: Folders will be retained in accordance with the schedule contained in Part I, Appendix A of NPG 3335.1.

Record Type: Official Personnel Folders

Responsible Party: Human Resources Department Team Leader

Location: Human Resources Department

Building 4200

Room 334

Records Retention Schedule: Official Personnel Folders (OPFs) will be maintained in accordance with the OPM Guide to Personnel Recordkeeping.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None