

CD10-OWI-014

REVISION A

EFFECTIVE DATE: July 12, 2000

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# ORGANIZATIONAL WORK INSTRUCTION

CD10

## SENIOR EXECUTIVE SERVICE STAFFING QUALIFICATIONS DETERMINATIONS

APPROVING  
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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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	09/30/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded
		06/16/03	Document Review
		09/9/03	Document Review

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**1. PURPOSE**

This Organizational Work Instruction (OWI) sets forth the process by which the Human Resources Department makes qualifications determinations for SES positions.

**2. APPLICABILITY**

This instruction is applicable to all SES vacancies at Marshall Space Flight Center.

**3. APPLICABLE DOCUMENTS**

NPG 3100.1 Management of the Senior Executive Service

NPG 3317.1 Senior Executive Service Career Appointee Merit Staffing in NASA

Office of Personnel Management, Senior Executive Service Desk Guide, Working Draft

5 C.F.R., Part 317

\*Title 5 United States Code 3131

5 C.F.R., Part 214, Subpart D

\*Title 5, United States Code (U.S.C.), 3392(a)

\*Title 5, U.S.C. 3393(b through e)

\*Title 5 U.S.C. 3132(b)

Executive and Schedule C System (ESCS) Web Manual

**4. DEFINITIONS**

Senior Executive Service (SES) - A personnel system separate from the competitive and excepted services. SES executives serve under the President's top appointed officials, such as heads of departments and agencies, who occupy Executive

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Levels I through V. At NASA, SES incumbents are appointed by the Administrator and are above GS/GM 15.

Executive Position Manager (EMP) - Officials-in-charge of Headquarters Offices (OIC's) and Center Directors and they manage the NASA executive resource system within their organizational jurisdiction. EPM's implement SES management policy and processes in their organization, including the following: SES performance appraisals, SES recertification, Presidential Rank and bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates. AT MSFC this authority rests with the Center Director.

Executive Resource Panel (ERP) - A Panel comprised of three or more career SES employees. ERP's identify qualified candidates for vacant SES career positions when recruiting outside the SES. ERP's may be appointed to serve a fixed term or to assist the EPM with a specific staffing action. The ERP may include or be composed of employees outside of the EPM's organization, including members from other agencies.

## **5. INSTRUCTIONS**

Qualification requirements for SES positions are established for each position by the Executive Position Manger in cooperation with the Human Resources Department. Guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to qualifications determinations of SES positions. Basic qualifications determinations are performed by the Human Resources Specialists.

Before an employee/applicant is referred for consideration to the ERP at the Marshall Space Flight Center, the Human Resources Department will first determine whether the employee/applicant meets the minimum qualifications established for the position. A narrative description of the employee/applicant's experience related to specific technical qualifications established for the position are recorded on a Qualifications Data Sheet. The Qualifications Data Sheet is

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attached to the employee/applicant's application and is maintained in the official announcement file.

**6. NOTES**

Official Records are maintained in CD10.

**7. SAFETY PRECAUTIONS AND WARNING NOTES**

None

**8. APPENDICES, DATA, REPORTS, AND FORMS**

None

**9. RECORDS**

Record Type: SES Announcement folders  
 Responsible Party: Personnel Management Specialist  
 Location: Human Resources Department  
           Building 4200  
           Room 314

Records Retention Schedule: Records are maintained within the Customer and Employee Relations Directorate and are established, maintained, and disposed of in accordance with SES records disposition schedules contained in NPG 3317.1.

**10. TOOLS, EQUIPMENT, AND MATERIALS**

None

**11. PERSONNEL TRAINING AND CERTIFICATION**

None

**12. FLOW DIAGRAM**

None