

CD10-OWI-015
REVISION A
EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION

CD10

SENIOR LEVEL AND SCIENTIFIC POSITIONS

APPROVING
AUTHORITY

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: Senior Level and Scientific Positions	CD10-OWI-015	Revision A
	Date: 7/12/00	Page 2 of 5

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
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Marshall Space Flight Center Organizational Work Instruction CD10		
Title: Senior Level and Scientific Positions	CD10-OWI-015	Revision A
	Date: 7/12/00	Page 3 of 5

1. PURPOSE

This Organizational Work Instruction (OWI) sets forth the process by which the Human Resources Department staff's Scientific and Professional (ST) and Senior Level (SL) positions.

2. APPLICABILITY

This instruction is applicable to all ST and SL vacancies at Marshall Space Flight Center.

3. APPLICABLE DOCUMENTS

NPG 3317.1 Senior Executive Service Career Appointee Merit Staffing in NASA

NPG 3319.1 Management of Senior Scientific and Technical and Senior Level Positions

NPD 3000.1 Management of Human Resources

Office of Personnel Management, Senior Executive Service Desk Guide.

Title 5 United States Code 3104

Title 5, United States Code (U.S.C.), 5108

Title 5 Code of Federal Regulations, Parts 319 and 534, Subpart E.

Executive and Schedule C System (ESCS) Web Manual

4. DEFINITIONS AND ACRONYMS

Scientific and Professional Positions (ST) - Positions that are classified above GS/GM-15 pursuant to 5 U.S.C. 3104, to carry out research and development functions in the physical, biological, medical, or engineering

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: Senior Level and Scientific Positions	CD10-OWI-015	Revision A
	Date: 7/12/00	Page 4 of 5

sciences, or a closely-related field, that require the services of specially qualified personnel and is not covered by any other pay system.

Senior Level Positions (SL) - Positions that are classified above GS/GM-15 pursuant to 5 U.S.C. 5108, that are not covered by other pay systems.

Executive Position Managers (EPM's) - Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors, and they manage the NASA ST and SL resources system within their NASA organizational jurisdictions. The EPM's implements ST and SL management policy and processes in their organizations.

Executive Resources Panel (ERP) - A panel comprised of three or more career executives. ERP's identify qualified candidates for vacant 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

Guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to merit staffing of ST/SL positions. The Human Resources Department is responsible for assuring that NASA and civil service policies and regulations are adhered to in filling ST/SL positions; advising Center Director on status of ST/SL positions; preparing applicable documents to - establish, and ST/SL positions; preparing applicable documents to reassign or make other changes affecting existing positions or incumbents; determining basic eligibility of ST/SL applicants; and maintaining and disposing of records.

Upon notification from the EPM, the Human Resources Department prepares appropriate documents in accordance with applicable instructions and forwarded through the Manager, Human Resources Department; Director, Customer and Employee Relations Directorate; and the Center

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: Senior Level and Scientific Positions	CD10-OWI-015	Revision A
	Date: 7/12/00	Page 5 of 5

Director before forwarding to NASA Headquarters for approval.

Actions are processed in accordance with OPM Handbook for Processing Personnel Actions.

Enters data into OPM's Executive and Schedule C System in accordance with ESCS Web Manual.

6. NOTES

Official Records are maintained in CD10.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

NASA Form 1669, Executive Personnel Action Document

9. RECORDS

Records Type: Vacancy Announcement Folders
 Responsible Party: Human Resources Specialist
 Location: Human Resources Department
 Building 4200
 Room 312

Records Retention Schedule: Records are established, maintained and disposed of in accordance with applicable 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