

CD10-OWI-017

REVISION E

EFFECTIVE DATE: October 1, 2001

ORGANIZATIONAL WORK INSTRUCTION

CD10

QUALIFICATIONS DETERMINATIONS

APPROVING
AUTHORITY

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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	11/21/99	Baseline
Revision	A	06/30/99	1. Updated organizational names and mail codes 2. Deleted reference to NHB 3335.1C (NASA Competitive Placement Plan) 3. Added reference to NPG 3335.1D Internal Placement of NASA employees.
Revision	B	11/12/99	Issuance number changed from CD10-005 to CD10-OWI-005 in order to conform to requirements of CD01-OWI-005 Document Control System.
Revision	C	07/12/00	1. Revised format. 2. Records paragraph revised and expanded.
Revision	D	08/29/00	The name of the U.S. Office of Personnel Management's Qualifications Handbook for General Schedule Positions has been changed to: Operating Manual Qualification Standards for General Schedule Positions
Revision	E	10/01/01	Revised text to reflect the implementation of NASA STARS.
		5/28/03	Document Review
		09/9/03	Document Review

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1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the process by which the Human Resources Department determines whether employees or applicants for positions up to and including the GS-15 level meet the minimum qualification standards established by Office of Personnel Management (OPM) and/or NASA for the positions to which they are to be assigned.

2. Applicability

This OWI establishes instructions for ensuring that personnel vacancies at the Marshall Space Flight Center (MSFC) are filled by individuals who meet the minimum qualification standards established by OPM and/or NASA for the position that they are to occupy. This OWI does not apply to qualifications determinations for Senior Executive Service positions or NASA Excepted positions.

3. APPLICABLE DOCUMENTS

NPG 3335.1 Internal Placement of NASA Employees

National Aeronautics and Space Administration Announcement Number NN-100

NPG 3300.1 Appointment of Personnel To/From NASA

USOPM, The Guide to Personnel Record Keeping

USOPM Operating Manual Qualification Standards for General Schedule Positions

4. DEFINITIONS

AST - Aerospace Technology

5. INSTRUCTIONS

The guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to qualifications determinations.

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Qualifications determinations are performed by Human Resources Specialists and higher graded (GS-8) Human Resources Assistants.

Before an employee/applicant is assigned to a Non-AST position at MSFC, the Human Resources Department will first determine whether the employee/applicant meets the minimum qualifications established by OPM for such positions. This qualification determination will be documented on the reverse side, page 2, of the SF-52, Request for Personnel Action, indicating the qualification standard used for the determination. The Human Resources Specialist will sign page 1 of the SF-52 in Part C indicating that the employee/applicant meets the minimum qualifications for the position and certifying that the action is in compliance with statutory and regulatory requirements.

Before an employee/applicant is assigned to an AST position, HRD will first determine whether the employee/applicant meets the minimum qualification requirements set forth in National Aeronautics and Space Administration (NASA) Announcement Number NN-100 and NPG 3300.1. The qualifications of outside applicants for AST positions will be documented using MSFC Form 375-1. The qualifications for MSFC employees who are applying for AST positions who have never before held an AST position will be documented using SF-52. All other qualifications determinations for AST positions will be documented using SF-52, except in cases where an employee moves to a position with the same title, series, and grade as their current position, in which case, a new qualifications determination is unnecessary.

In addition to the basic minimum qualifications established by OPM and/or NASA, a few positions MSFC may require that an employee receive specialized training and/or certification before being allowed to perform any duties of the position. (Example: An applicant for a photographer position may need to be a certified SCUBA diver if the primary function of the position is to perform underwater photography). Only in such rare cases, will a training/certification check be a part of the qualification determination performed by HRD prior to

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filling the position. Documentation of such certification will be made on page 2 of the SF-52.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

MSFC Form 375.1 Qualifications for Outside Applicants on
AST Positions
SF-52 Request for Personnel Action

9. RECORDS

Record Type: SF-52
Record Type: MSFC Form 375-1
Responsible Party: File Clerk
Location: Human Resources Department
Building 4200
Room 334

Records Retention Schedule: SF-52 will be filed on the left side in the Official Personnel Folder (OPF) and will be retained in the OPF for as long as the employee is assigned to MSFC, except as described as follows:

When a position is filled through selection from a Competitive Placement Plan (CPP) announcement the SF-52 that is completed for each applicant will be filed in the OPF. The CPP electronic file is maintained in the NASA Staffing and Recruiting System (STARS) for a period of two years. If the contents of the electronic file are needed as evidence in an Equal Employment Opportunity complaint, grievance, lawsuit or other litigation, it will be retained as long as required.

Qualification records for eligible applicants on external job announcements will be retained for the life of the resulting register (except applications that may be brought forward to a new register). When an outside applicant is determined to be unqualified, their

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application is returned and no qualification record is maintained. When an outside applicant is selected for a position at MSFC their qualification record, either SF-52 or MSFC Form 375-1, will be filed in their OPF and will be retained there for as long as they are employed by MSFC.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None