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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3335.1G**

Effective Date: July 18, 2005  
Expiration Date: July 18,  
2010

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## **Subject: Internal Placement of NASA Employees**

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

| [TOC](#) | [Preface](#) | [ChapterI\\_1](#) | [ChapterI\\_2](#) | [ChapterI\\_3](#) | [ChapterI\\_4](#) | [ChapterI\\_5](#) | [AppendixI\\_A](#)  
| [AppendixI\\_B](#) | [ChapterII\\_1](#) | [ChapterII\\_2](#) | [ChapterII\\_3](#) | [ChapterII\\_4](#) | [ChapterII\\_5](#) |  
[ChapterII\\_6](#) | [ChapterII\\_7](#) | [ChapterII\\_8](#) | [ChapterII\\_9](#) | [ChapterII\\_10](#) | [ChapterII\\_11](#) | [ALL](#) |

## **PART I. Chapter 5. Responsibility for Implementation**

### **5.1 Human Resources Officers**

5.1.1 Each NASA Center's Human Resources Officer and his or her staff are responsible for implementing and administering this Competitive Placement Plan. Unless expressly prohibited, all authorities and responsibilities vested by this Plan in the Human Resources Officer may be re-delegated.

5.1.2 Specific responsibilities include, but are not limited to, the following:

- a. Determining the minimum area of consideration, approving job analysis (including selective factors), participating in the development of rating criteria, and publicizing vacancies within the area of consideration.
- b. Screening applicants and evaluating their qualifications in accordance with this Plan.
- c. Ensuring that selections are made in accordance with this Plan and documented as required. This includes information necessary to manage and monitor staffing and recruitment metrics.
- d. Ensuring that necessary files and records are maintained, controlled, and protected in accordance with NPR 1441.1, NASA Records Retention Schedules, and any other appropriate laws and regulations.
- e. Ensuring that applicants are notified promptly of the outcome of the consideration accorded them.
- f. Ensuring that repromotion and special placement eligibles are properly considered.
- g. Ensuring that any employee not afforded proper consideration in a competitive action is given priority consideration for the next appropriate vacancy.
- h. Keeping employees informed of the provisions of this Plan and providing specific information on these provisions at least annually.

### **5.2 Supervisors**

Supervisors are responsible for the following:

- a. Anticipating personnel needs and, if the position is to be filled through competitive procedures, initiating action in sufficient time to allow for proper selection in accordance with this Plan.
- b. Serving as subject-matter experts in supporting the job-analysis process.
- c. Releasing subordinates to serve as subject-matter experts in the job-analysis process or when using interview panels.
- d. Identifying and providing documented justification for the use and importance of selective factors (and other KSAs) in the evaluation process.
- e. Making timely selections from certificates.

f. Ensuring that subordinates are considered for advancement opportunities arising during their temporary absences for leave, travel, detail, or training, when such assistance is properly requested in writing by the subordinate.

g. Ensuring that employees temporarily absent for military service, service with public international organizations, on worker's compensation, or on Intergovernmental Personnel Act assignments are properly accorded advancement consideration.

## 5.3 Employees

Employees are responsible for the following:

- a. Being aware of the provisions of this Plan and complying with its requirements.
- b. Properly presenting their qualifications for positions for which the employee chooses to apply.
- c. Advising their supervisor in writing (hard copy or e-mail), if they want to be considered for appropriate vacancies that may occur during their temporary absence for leave, travel, detail, or training. In such situations employees must have completed and submitted a résumé of record in the NASA STARS system.
- d. Serving as subject-matter experts when called upon.

| [TOC](#) | [Preface](#) | [ChapterI\\_1](#) | [ChapterI\\_2](#) | [ChapterI\\_3](#) | [ChapterI\\_4](#) | [ChapterI\\_5](#) |  
[AppendixI\\_A](#) | [AppendixI\\_B](#) | [ChapterII\\_1](#) | [ChapterII\\_2](#) | [ChapterII\\_3](#) | [ChapterII\\_4](#) |  
[ChapterII\\_5](#) | [ChapterII\\_6](#) | [ChapterII\\_7](#) | [ChapterII\\_8](#) | [ChapterII\\_9](#) | [ChapterII\\_10](#) |  
[ChapterII\\_11](#) | [ALL](#) |

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