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NASA Procedural Requirements

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Request Notification of Change (NASA Only)

Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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Chapter 7. Key Roles and Responsibilities

7.1 Human Resources Directors

7.1.1 The Center's Human Resources Director is responsible for implementing, administering, and evaluating the Upward Mobility Program. Specific responsibilities include, but are not limited to, the following:

- a. Designating an Upward Mobility Program Coordinator who has a working knowledge of staffing, employee development, and equal employment opportunity principles.
- b. Allocating sufficient additional personnel resources, as necessary, to implement, administer, and evaluate the program.
- c. Ensuring that the Center's Upward Mobility Program objectives are consistent with the Center's staffing needs, the Federal Equal Opportunity Recruitment Program (FEORP) Plan, and the Model EEO Center Plan.
- d. Providing workforce data as needed.
- e. Ensuring necessary files and records are maintained, in accordance with NPR 1441.1, NASA Records Retention Schedules, to permit the reconstruction of actions at a later date and to respond to inquiries.

7.2 Upward Mobility Coordinators

7.2.1 As with other special emphasis program managers, the Upward Mobility Program Coordinator has the lead role in planning, implementing, coordinating, monitoring, and evaluating the program. Specific responsibilities include, but are not limited to, the following:

- a. Developing clearly defined Center Upward Mobility Program objectives.
- b. Maintaining liaison and ensuring cooperation among staffing, training, and EEO officials, and other interested people, as appropriate.

- c. Ensuring full and effective publicity for the program.
- d. Providing information to and enlisting the support of management and supervisors.
- e. Coordinating and ensuring that the selection process operates smoothly and effectively according to merit-based principles.
- f. Ensuring that all Upward Mobility Program participants are periodically evaluated and advised of their progress.
- g. Developing any special forms or orientation or instructional pamphlets necessary for the overall operation of the program.
- h. Annually evaluating the Upward Mobility Program and monitoring its progress.
- i. Advising the OHCM of problems and suggesting program improvements.
- j. Providing reports, as needed, on program status and effectiveness.

7.3 Equal Opportunity and Diversity Management Program Directors

7.3.1 The Upward Mobility Program is a part of each Model EEO Center plan. As such, the specific responsibilities of the Equal Opportunity Program and Diversity Management Directors include, but are not limited to, the following:

- a. Assisting in the overall planning, implementation, and evaluation of the program.
- b. Ensuring that overall program objectives are consistent with Model EEO Center plans and FEORP goals.
- c. Assisting in workforce data analysis and in identifying target occupations.
- d. Assisting in publicizing the program to eligible employees and in soliciting the support of management and supervisors.

7.4 Training Officers

7.4.1 Specific responsibilities of the Training Officers include, but are not limited to, the following:

- a. Assisting in the preparation of training agreements and individual development plans (IDPs).
- b. Ensuring that training records of participating employees are maintained and include IDPs, employee evaluations, and other pertinent documentation.
- c. Ensuring that career-counseling services are made available to all interested employees.
- d. Providing information regarding training courses and developmental assignments appropriate to upward mobility target positions.

7.5 Managers and Supervisors

7.5.1 Specific responsibilities of managers and supervisors include, but are not limited to, the following:

- a. Periodically reviewing their organizational structure and staffing patterns to assess and improve upward mobility opportunities within their organization.
- b. Assisting in the selection and training process by identifying skills or competencies, serving on selection panels, and establishing performance standards.
- c. Approving IDPs for Upward Mobility Program participants under their supervision.

- d. Evaluating participants' progress and providing feedback to participants and the Upward Mobility Program Coordinator at regular intervals.
- e. Assisting in publicizing the program and encouraging other managers and supervisors to participate.
- f. Assisting in attaining equal opportunity and diversity management goals.

7.6 Interested and Participating Employees

7.6.1 Specific responsibilities of employees include, but are not limited to, the following:

- a. Participating in career counseling activities.
- b. Keeping informed regarding the eligibility requirements, selection process, and limitations of the Upward Mobility Program.
- c. If selected, assisting in the preparation of the IDP and actively participating in the evaluation process.
- d. Assisting in publicizing the program and encouraging others to participate.
- e. Assisting in the overall evaluation of the program.

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