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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3435.1B
Effective Date: March 05,
2008
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2013

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Performance Management System for the Senior Executive Service

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

The NASA Performance Management System for the Senior Executive Service (SES) encourages excellence in performance; facilitates the accurate evaluation of performance based on results; provides for the systematic appraisal of performance; and provides a basis for pay, awards, development, retention, removal, and other personnel decisions. The system enhances the achievement of Agency goals by expecting and encouraging managerial excellence in individual and organizational performance and holding executives accountable for results. The system focuses on improved communication and clarity of goals and provides for participative performance planning; setting and communicating individual and organizational goals and expectations that are linked to strategic planning initiatives and the results-oriented goals of the Government Performance and Results Act of 1993; continual performance monitoring to assess achievements; and annual appraisals of performance using measures that balance individual and organizational results with customer, employee, and stakeholder perspectives.

P.2 Applicability

This NASA Procedural Requirements (NPR) applies to NASA Headquarters and NASA Centers, including Component Facilities and the NASA Shared Services Center (NSSC). In consonance with the Inspector General Act of 1978, as amended (5 U.S.C. App. § 2), and the Chief Financial Officers Act of 1990 (31 U.S.C. § 901 et seq.), nothing herein shall be construed as limiting the Inspector General's or the Chief Financial Officer's authority regarding members of the SES or SES positions within those organizations.

P.3 Authority

- a. 5 U.S.C. § 3392, General Appointment Provisions.
- b. 5 U.S.C. § 3592, Removal from the Senior Executive Service.
- c. 5 U.S.C. §§ 4311-4315, Performance Appraisal in the Senior Executive Service.
- d. 5 C.F.R. Part 359, Subpart D, Removal of Career Appointees During Probation, and Subpart E, Removal of Career Appointees for Less Than Fully Successful Executive Performance.
- e. 5 C.F.R. Part 430, Subpart C, Managing Senior Executive Performance, and Subpart D, Performance Appraisal Certification for Pay Purposes.
- f. 5 C.F.R. Part 451, Awards.

P.4 Applicable Documents

- a. 5 U.S.C. § 3132, Definitions and Exclusions.
- b. 5 C.F.R. 293.404(b), Retention Schedule.
- c. NPD 3000.1, Management of Human Resources.
- d. NPR 3100.1, Management of the Senior Executive Service.
- e. NPR 3451.1, NASA Awards and Recognition Program.
- f. NASA Form 1701, Senior Executive Service Performance Planning and Appraisal.

P.5 Measurement/Verification

a. The Performance Review Board (PRB) shall evaluate the effectiveness of the Performance Management System to ensure that:

(1) The results of the appraisal process take into account the Agency's assessment of its performance against program performance measures.

(2) The appraisal process makes meaningful distinctions based on relative performance.

(3) Salary rate adjustments, cash awards, and levels of pay based on the results of the appraisal process are commensurate with the level of individual performance and/or contribution to the Agency's performance.

(4) The PRB shall report the findings of the evaluation and make any appropriate recommendations for process improvement to the Executive Position Managers (EPMs) and appropriate policy changes to the Assistant Administrator for Human Capital Management.

b. Appropriate training on the system will be made available to NASA executives.

P.6 Cancellation

NPR 3435.1A, dated March 11, 2002.

/S/ Thomas S. Luedtke
Associate Administrator for
Institutions and Management

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