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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3511.1**

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Request Notification of Change (NASA Only)

**Subject: Position Management and Classification**

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

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## Chapter 2. NASA Supplemental Classification System (NSCS)

### 2.1 NASA Supplemental Classification System (NSCS)

2.1.1. NASA developed and implemented NSCS to distinguish aspects of NASA work situations to a greater degree than the more broadly defined categories of work and occupations defined within the Governmentwide position classification scheme.

2.1.2. NSCS is divided into 10 occupational groups based on the nature of work performed and knowledge required. The schematic and definitions are established and maintained by the Director, Workforce Management and Development Division, or designee.

2.1.3. The 700 Group covers professional scientific and engineering positions that accomplish and direct the NASA mission. The acronym "AST" for Aerospace Technology is used to denote these positions. The 700 Group is unique among the occupational groups in that the specialties within the subgroups have precise definitions.

2.1.4. The refinement of the 700 Group is intended to facilitate the recruitment of scientists and engineers. The NSCS title and specialty definition describes the specific nature of the work and defines the specific skills, knowledges, and qualification requirements for these positions. The qualification and rating requirements, constituting NASA's single agency qualification standards for AST positions, are found in the AST Rating Procedures.

### 2.2 NSCS Occupational Groups

The NSCS requires placing positions into occupational groupings as follows:

- a. 000 Group Reserved
- b. 100 Group Federal Wage System (FWS) (e.g., WG, WS, WL, XP, XS, XL, XD, and XN) jobs for which compensation is on the basis of prevailing locality wage rates.
- c. 200 Group Professional scientific and engineering positions performing work not directly related to NASA's aerospace and aeronautical research and development mission.
- d. 300 Group Technical or support positions engaged in nonprofessional technical and/or support work requiring primarily application of an intensive practical knowledge of the techniques and theories of a subject-matter area and/or the characteristics and

capabilities, and operation of a variety of specialized equipment associated with that area.

e. 400 Group Reserved

f. 500 Group Clerical/assistant and related support positions engaged in work requiring application of established clerical or administrative systems, procedures, and techniques of a subject-matter area or program.

g. 600 Group Professional administrative positions engaged in work requiring application of analytical ability, judgment, and knowledge of the principles, concepts, methodology, and objectives of a complex administrative or management subject-matter or program area.

h. 700 Group Professional engineering and scientific positions engaged in professional research, development, operations, and related work pertaining to the basic NASA mission.

i. 800 Group Reserved

j. 900 Group Life sciences positions engaged in scientific and/or health-oriented work not directly related to aerospace research and development, and requiring application of knowledges, skills, and techniques of health science, nursing, or biological science.

## **2.3 Revision and Addition of NASA Codes in NSCS Hundred Groups**

2.3.1. Positions Classified to Groups Except the 700 Group. The specializations and their corresponding codes, in the occupational groups other than 700, are changed as needed. In the case of OPM-influenced changes, the Director, Workforce Management and Development Division, will typically initiate the required action. A Center may initiate a change following the guidance contained in the NASA Desk guide on the NASA Supplemental Classification System.

2.3.2. Positions Classified to the 700 Group. The specialties and their corresponding codes in the 700 Group are changed as needed in response to emerging work or changing NASA programs and missions. The principal criteria for establishing a specialty are the existence of a significant amount of Agency work, normally representing at least 10 or more positions, and the expectation that the work will continue for a reasonable period. A Center may propose a change to the group following the guidance contained in the NASA Desk Guide on the NASA Supplemental Classification System.

## **2.4 NSCS Titles**

2.4.1. NSCS titles are assigned to positions based on the NSCS classification code. The titles and codes are established and maintained by the Director, Workforce Management and Development Division, or designee.

2.4.2. For positions classified to occupational groups of NSCS other than the 700 Group, the Civil Service classification is determined, and the tables and codes maintained by the Director, Workforce Management and Development Division, will indicate the appropriate NSCS classification code.

2.4.3. For positions in the 700 Group, the titling process involves determining which NSCS specialty definition best describes the work of the position. This determination dictates the NSCS title, code number, Civil Service series, and title for the position. For example, a position meeting the definition of specialty number 709-22 would be titled AST-Physiologist.

2.4.4. When a position in the 700 Group is classified to a series for which the matching OPM series has no prescribed title (e.g., 745-07, AST-Mission Specialist Astronaut, 709-33, AST-Solar System Analysis) the NSCS title is also used as the OPM title.

2.4.5. For purposes other than official personnel records, NASA Centers may use

organizational or functional titles in addition to the OPM and the NSCS titles.

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