

National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001

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*Olga*  
*John*  
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August 10, 2004

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NPR 3010.1  
NO LONGER IN EFFECT  
PER HRMD 5/21/08

Reply to Attn of:

OCP

TO: Officials-In-Charge of Headquarters Offices  
Administrative Contacts

FROM: Acting Director, Headquarters Human Resources Management Division

SUBJECT: Limitations to Hiring Activity at NASA Headquarters

As a result of a number of changing approaches to accomplishing our work, NASA's workforce will also experience some transformation. This will involve a strategic focus on competencies no longer needed, critical competencies necessary for the long term, any rebalancing between Centers and accommodating a reasonable influx of new talent. NASA Headquarters will examine our workforce needs and where we can create placement opportunities for other Centers.

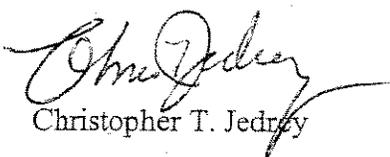
Recently the Associate Deputy Administrator for Institutions and Management, along with the Office of Human Capital Management, provided guidance to all NASA Centers regarding specific hiring capabilities. Effective immediately, the area of consideration for filling all permanent NASA positions (non-SES) will be restricted to current NASA employees serving under permanent appointments. Exceptions will be granted in rare cases. All exceptions need approval from the Associate Deputy Administrator for Institutions and Management. Further guidance for requesting exceptions will be forthcoming. In the case of SES positions, every effort should be made to fill such positions internally to help foster the Agency's mobility and leadership objectives.

Any commitments (job offers) made on or before August 4, 2004 may be honored. No new commitments may be made after August 4, 2004 unless by exception. Enclosed are two documents that provide further guidance for proceeding with hiring actions. The first is entitled, "Permitted Hiring Actions", and the second is a Questions and Answers sheet. Applicable restrictions for appointments made under the NASA Excepted Authority (NEX), are the same as those for hiring temporary or term employees, which are described in the Questions and Answers sheet. Your Human Resources Specialist is also available to assist you with this information.

With regard to current vacancy announcements in progress for permanent positions where an offer has not been made, our Human Resource Specialists will continue to work cases up to the point prior to extending any offers. In these situations, current NASA employees may be selected and extended a job offer by a Human Resource Specialist without further approval.

Any selections of candidates who are not currently NASA employees will be held without extending a job offer until further notice.

Should you have any questions about this process, we encourage you to contact your Human Resources Specialists in the Headquarters Human Resources Management Division.

  
Christopher T. Jedry

Enclosures

Officials-in-Charge of Headquarters Offices:

- AD/Mr. Gregory
- AD-2/Mr. Martin
- AA/Mr. Schumacher
- ADI/Mr. Jennings
- AG/Mr. Ciganer
- AL/Mr. Jezierski
- AS/Dr. Grunsfeld
- B/Ms. Sykes
- D/Mr. Bradley
- E/Dr. Hayden-Watkins
- F/Ms. Novak
- G/Gen. Wholley
- H/Mr. Luedtke
- I/Mr. O'Brien
- K/Mr. Thomas
- L/Mr. Forsgren
- M/Mr. Readdy
- N/Dr. Loston
- O/Mr. Sutton
- P/Mr. Mahone
- Q/Mr. O'Connor
- R/Dr. Lebacqz
- S/Dr. Weiler
- T/Adm. Steidle
- U/Dr. Ross
- V/Ms. Dunnington
- W/Mr. Cobb
- X/Mr. Saleeba
- Y/Dr. Asrar
- Z/Dr. Williams

Administrative Contacts:

- A/Ms. Soper
- B/Ms. Rivers-Council

- D/Ms. Johnson
- E/Ms. Jones
- F/Ms. Frederick
- G/Ms. Moore
- H/Ms. Brewer
- I/Ms. Geisz
- K/Ms. Washington
- L/Ms. Graham
- M/Ms. Edgington
- N/Ms. Cherry
- O/Ms. McIntosh
- OC/Mr. King
- P/Ms. Lord
- Q/Ms. Moore
- R/Ms. McClung
- S/Ms. Ballard
- T/Ms. Michael
- U/Ms. Anderson
- V/Ms. Shaeffer
- X/Ms. Moore
- Y/Ms. Delo
- Z/Ms. Barnes

Cc: OCP/HR Specialists

## Permitted Hiring Actions As of August 4, 2004

Category	Affected Centers (ARC, DFRC, GRC, LARC & MSFC)	Non-Affected Centers* (GSFC, JSC, KSC, SSC, and HQ)	
Hires	Permanent	<ul style="list-style-type: none"> <li>• Placements of perm Center employees</li> <li>• Perm hires from outside Center only with approved exception</li> <li>• Conversion of non-perm NASA employee to perm only with approved exception</li> </ul>	<ul style="list-style-type: none"> <li>• Placements of perm NASA employees</li> <li>• Perm hires from outside NASA only with approved exception</li> <li>• Conversion of non-perm NASA employee to perm only with approved exception</li> </ul>
	Term/Temp	<ul style="list-style-type: none"> <li>• Conversion of current Center non-perm to another non-perm appt, provided new NTE date not later than current NTE date (announcement may provide possibility of extension and/or conversion to perm)</li> <li>• Hires from outside Center only with approved exception</li> </ul>	<ul style="list-style-type: none"> <li>• Any non-perm appointment, conversion, or extension with NTE date of 9/30/06 or earlier (announcement may provide possibility of extension and/or conversion to perm)</li> </ul>
Promotions	Interns (e.g., FCIP, PMF, SCEP)	<ul style="list-style-type: none"> <li>• Conversions to non-perm appt</li> <li>• Conversions to perm appt (on limited basis)</li> <li>• New appointments into intern programs (on limited basis)</li> </ul>	<ul style="list-style-type: none"> <li>• Conversions to non-perm appt</li> <li>• Conversions to perm appt (on limited basis)</li> <li>• New appointments into intern programs</li> </ul>
	Permanent	<ul style="list-style-type: none"> <li>• Career promotions and accretions</li> <li>• NASA wide, limit selection to Center</li> <li>• Outside NASA, with approved exception</li> <li>• With approved exception</li> </ul>	<ul style="list-style-type: none"> <li>• Career promotions and accretions</li> <li>• NASA wide</li> <li>• Outside NASA, with approved exception</li> </ul>
Advertisements	Non-Permanent	<ul style="list-style-type: none"> <li>• With approved exception</li> </ul>	<ul style="list-style-type: none"> <li>• May advertise with NTE date of 9/30/06 or earlier (announcement may provide possibility of extension and/or conversion to perm)</li> </ul>

ONLY actions listed on this chart are permitted. Exceptions may be requested from the Associate Administrator for Institutions and Management. Job commitments made on or before August 4, 2004 may be honored.

\* Selection priority must be given to employees from affected NASA Centers.

## Uncovered Capacity Memorandum, dated July 29, 2004 Questions and Answers

### *Effective Date*

**Question:** What is the effective date of the agency's restriction on hiring new NASA employees?

**Answer:** The effective date of the policy was July 29, 2004, however, any commitments made on or before August 4, 2004 may be honored. No new commitments may be made after August 4, 2004, except as outlined in this set of "Questions and Answers". By close of business Monday, August 9, 2004, each Center with outstanding commitments must provide a list of all commitments to the Headquarters Office of Human Capital Management, Management Systems Division. The list shall contain the selectee's name, position title, series, grade, and reporting date.

### *Filling Permanent Positions*

**Question:** How does this policy affect filling positions using a permanent appointment?

**Answer:** Only a current permanent NASA employee may be selected for a permanent NASA position. For permanent positions at Ames Research Center, Dryden Flight Research Center, Glenn Research Center, Langley Research Center, and Marshall Space Flight Center, (hereafter referred to as the "affected centers") only permanent employees from that Center may be selected to fill a permanent position at that center. All exceptions must be approved by the Associate Administrator for Institutions and Management.

### *Corporate Recruitment Program*

**Question:** Is the Corporate Recruitment Program impacted by these restrictions?

**Answer:** No, at this time the Fall allocations for Corporate Recruitment are an exception to these hiring restrictions.

### *Special Intern Programs: Cooperative Education Program, Federal Career Intern Program and Presidential Management Fellows Program*

**Question:** Centers have aggressively used special programs to recruit individuals recently out of college. May Centers convert employees from these programs, Cooperative Education Program (COOP) (or other Student Career Employment Program positions), Federal Career Intern Program (FCIP), or Presidential Management Fellows Program (PMF), to permanent positions?

**Answer:** Centers may convert employees from any of these programs to permanent positions without prior approval by the Associate Administrator for Institutions and Management. Centers should effect these conversions on a limited basis, consistent with their long-term needs. Centers that are unable to convert these employees should pursue the potential for conversion opportunities for these employees at other centers.

**Question:** May Centers convert employees from the COOP Program (or other Student Career Employment Program positions), FCIP, or PMF Program to term positions?

**Answer:** All Centers may move employees from any of these programs to term appointments. In the case of the FCIP and PMF, the Center must advertise the term opportunity, as these programs do not provide for a non-competitive conversion opportunity to a term appointment.

**Question:** These special programs provide an important mechanism for Centers to bring new talent into the agency. The Centers have worked aggressively with colleges and universities over the past years to rebuild these recruitment programs. May Centers continue to hire under the COOP, FCIP, and PMF programs?

**Answer:** Non-affected Centers (Goddard Space Flight Center, Headquarters, Johnson Space Center, Kennedy Space Center, and Stennis Space Center) may continue to hire using the above authorities. Affected Centers may continue to hire using the above authorities, but should limit their use of these programs.

#### ***Internal Promotions and Accretions***

**Question:** Does the guidance in the July 29, 2004 memorandum impact internal career promotions or accretions?

**Answer:** No, these hiring restrictions do not impact career promotions or accretions.

#### ***Buyout Plans: Staggering the buyout programs***

**Question:** The guidance in the July 29, 2004 memorandum states that the affected centers submit buyout plans to HQ by August 13, 2004 (except that DFRC may submit their plans by September 1, 2004). Non-affected centers must submit buyout plans by September 1, 2004.

Can the non-affected centers submit buyout plans after the affected centers have conducted their buyout programs in order to facilitate creating vacancies for placement of the surplus employees?

**Answer:** No, the non-affected centers must submit their plans in September 2004. However, plans for non-affected centers may be delayed until no later than September 15, 2004.

#### *Hiring temporary/term employees*

**Question:** Can centers continue to hire temporary or term employees? Can they extend current temporary or term employees or convert them to new temporary or term appointments?

**Answer:** Affected centers cannot make any new term or temporary appointments. They cannot extend the appointments of current term or temporary employees. They cannot convert current term or temporary employees to new appointments of any kind. Affected centers may request exceptions on a case by case basis, using the defined exception process. Non-affected centers can make new temporary or term appointments as long as the not-to-exceed date is no later than September 30, 2006. Non-affected centers can extend or convert current temporary/term employees to new temporary/term appointments as long as the not-to-exceed date of the new appointment is no later than September 30, 2006.

#### *Use of Retention Bonuses/Allowances*

**Question:** Can retention allowances under the Federalwide authority or retention bonuses under the NASA Flexibility Act of 2004 be offered to permanent employees as an incentive to convert to term appointments?

**Answer:** No. Providing the bonus/allowance in order to better manage attrition, transition to a workforce of employees on time-limited appointments, or avoid adverse actions are not among the criteria for approving such bonuses. More importantly, one of the criteria that must be met as a condition of authorizing a retention allowance or bonus is that the employee would be likely to leave in the absence of the bonus/allowance. Since the objective is to incentivize the employee to vacate his/her permanent position, using a retention bonus in this circumstance is inappropriate.

D/Ms. Johnson  
E/Ms. Jones  
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I/Ms. Geisz  
K/Ms. Washington  
L/Ms. Graham  
M/Ms. Edgington  
N/Ms. Cherry  
O/Ms. McIntosh  
OC/Mr. King  
P/Ms. Lord  
Q/Ms. Moore  
R/Ms. McClung  
S/Ms. Ballard  
T/Ms. Michael  
U/Ms. Anderson  
V/Ms. Shaeffer  
X/Ms. Moore  
Y/Ms. Delo  
Z/Ms. Barnes

Cc: OCP/HR Specialists