



**DRYDEN
POLICY
DIRECTIVE**

Directive: DPD-3335.1A
Effective Date: July 1, 1999
Expiration Date: March 25, 2006

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RESPONSIBLE OFFICE: H/Human Resources Management and Development Office

SUBJECT: Position Management (Revalidated Mar 25, 2005)

1. POLICY

- a. The policy of the Dryden Flight Research Center is to organize and assign work so as to ensure the most efficient and economical use of its employees, and to ensure top managers establish position structure.
- b. The Center Director's Personnel and Position Management Review Board (see DOM-Center Promotion Board) recommends all promotions to grades GS-14 and GS-15. The Center Director is the final approving official.
- c. The Center Director or Deputy Director approves all extensions of details beyond 120 days.
- d. Directorate, Associate Director, Subsidiary Boards, Personnel, and Position Management Review Boards approve all promotions to GS-13, and concur in actions proposed for presentation to the Center Director's Board.

2. SCOPE AND APPLICABILITY

Policy applies to all Dryden Civil Servant personnel.

3. AUTHORITY

- a. Title 5, U.S. Code, Chapter 51.
- b. Title 5, CFR, Part 511.
- c. Title 5, CFR, Part 330, section 330.101.
- d. Title 5, CFR, Part 335
- e. Internal Placement of NASA Employees w/Change 1 (3/29/04)

4. REFERENCES

- a. Dryden Organizational Manual
- b. Center Promotion Board Process

5. RESPONSIBILITY

- a. The Center Director is responsible for approving promotions based on Directorate Boards recommendations, and for sending a list of approved candidates to the Chief Human Resources Management and Development Office.
- b. The Human Resources Management and Development Office is responsible for providing advice and assistance in the evaluation of promotions, qualifications, and position classification.
- c. Personnel Management Specialists in the Human Resources Management and Development Office are responsible for working with supervisors to identify and resolve all classification, staffing, and other personnel management issues before promotion request are made.
- d. Supervisors are responsible for:
 - (1) Reviewing the position structure of their organizations as well as the performance level of their subordinate employees.
 - (2) Consulting with staff of the Human Resources Management and Development Office when review of work and performance indicates that higher level of work may be involved, with the possibility of promotion.
 - (3) Initiating appropriate personnel action request based on the results of the consultation.
- e. The Equal Opportunity Office is responsible for reviewing personnel actions to ensure that Dryden equal opportunity goals are considered.
- f. The Directorate Board, on actions for GS-14 and Gs-15 are responsible for:
 - (1) Providing critiques on documentation for actions to be submitted to the Center Director's board.
 - (2) Working with the Human Resources to solve classification, staffing, and other personnel management issues in preparation for the Center Director's Board
 - (3) Making recommendations on cases being submitted to the Center Director's Board.

6. DELEGATION OF AUTHORITY

- a. Heads of Directorates and Offices approve:
 - (1) All promotions up to the GS-12 or WG-12 level;
 - (2) Reassignments up to the GS-12 or WG-12 level; and
 - (3) Details for 120 days or less.
- b. Directorate Personnel and Position Management Review Boards approve all promotions to GS-13 and concur in actions proposed for presentation to the Center Director's Board.

7. MEASUREMENTS

The Human Resources Management and Development Office will measure completeness of each performance period.

8. CANCELLATION

DPD-3260.2 dated July 1997

/S/ Kevin L. Petersen or Delegated Official

DISTRIBUTION:

- On-line documentation system
- DM3

Document History Log

This page is for informational purposes and does not have to be retained with the document.

| Status Change | Document Revision | Effective Date | Page | Description of Change |
|---------------|-------------------|----------------|------|---|
| Revalidated | A | 3/25/05 | All | <ul style="list-style-type: none"> • Changed number to DPD-3335.1 because old NPR no longer exists • Reformatted to new template • Added Scope statement • Added Center Director Responsibilities • Removed procedure section and added info to Policy section • Cancelled old DPD-3260.2 |
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