

Directive: DPD 3260.2

Dryden Policy Directive

Effective Date: July 1, 1997

Expiration Date: July 1, 1999

RESPONSIBLE OFFICE: H/Human Resources Management and Development Office

SUBJECT: Personnel and Position Management Review Boards

1. PURPOSE AND APPLICABILITY

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 are responsible for establishing the position structure.

B. DFRC uses two levels of personnel review boards to evaluate employees for consideration for possible promotion. These two levels are the Center Director's Board, which evaluates proposals for promotions to grades GS-14 and GS-15, and the Directorate Boards, which evaluate employees for promotion to the GS-13 level and review other actions as deemed necessary by each Directorate Board, and develop proposals for promotions to GS-14 and GS-15.

2. 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

3. RESPONSIBILITIES

A. 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 work may be involved, with the possibility of promotion.
- (3) Initiating appropriate personnel action requests based on the results of the consultation.

B. The Chief, 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 requests are made.

D. The Equal Opportunity Office ensures that Dryden equal opportunity goals are considered.

4. **PROCEDURES**

A. Center Director's Board

- (1) Members: Center Director (chairperson); Deputy Director; Associate Director; all Directorate Chiefs; Chief, Human Resources Management and Development Office; Personnel Officer; Equal Opportunity Officer; and other management officials invited by the Center Director.
- (2) Authority - approval of promotions to grades GS-14 and GS-15.
- (3) Schedule - at the discretion of the Center Director (usually quarterly).
- (4) Documentation - DFRC-52, new position description, and recommendation memorandum explaining the justification for the proposed action.
- (5) The organization proposing an action is responsible for preparing the necessary documentation. The Human Resources Management and Development Office staff collects and distributes the documentation to Board members before the Board meeting.

B. Directorate Boards

- (1) Members - Directorate Chief (chairperson), and typically all Branch and Office Chiefs who report to the Directorate Chief, along with other management officials invited by the Directorate Chief. Cognizant Personnel Management Specialists and Equal Opportunity Office representatives are invited as consultants.

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(2) Schedule - as required to prepare for the Center Director's Board or to consider actions proposed for GS-13 and other actions as deemed necessary by each Directorate Board.

5. DELEGATIONS 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. No final actions are taken by Directorate Boards on GS-14 and GS-15 actions. On these actions, each Directorate Board:

- (1) critiques documentation on actions to be submitted to the Center Director's board;
- (2) works with cognizant Personnel Management Specialists to resolve classification, staffing, and other personnel management issues before submission to the Center Director's Board; and
- (3) makes recommendations on those cases being submitted to the Center Director's Board.

C. The Center Director's Personnel and Position Management Review Board recommends all promotions to grades GS-14 and GS-15. The Center Director is the final approving official.

D. The Center Director or Deputy Director approves all extensions of details beyond 120 days.

Kenneth J. Szalai
Director