



NOV - 7 2005

TO: Officials-in-Charge of Headquarters Offices

FROM: Chief of Staff

SUBJECT: Ceiling Waivers and Hiring Exceptions

The Headquarters Institutional Requirements Review is complete, and new Total Organizational Ceilings (TOC) have been established for each organization. As indicated in the memorandum issued by the Associate Administrator entitled, "NASA Headquarters Institutional Requirements Review," dated October 17, 2005, each organization's progress toward new TOCs will be tracked closely. The hard freeze that I announced in my September 2, 2005, memorandum will be replaced by the following hiring limitations:

#### Ceiling Waivers

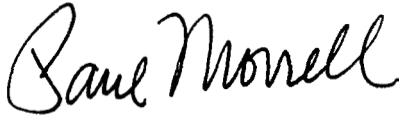
Although most offices are over their TOC, I recognize that you may have critical hiring needs. Enclosure 1 outlines the process that Headquarters organizations are to follow if they wish to request a ceiling waiver. All covered requests must be submitted to me through the Director, Headquarters Human Resources Management Division and the Assistant Administrator for Infrastructure and Administration for analysis and coordination. Enclosure 2 is a template containing the specific information needed to review these requests. Approval and consideration of waivers will be based on the continuing need of the position and a review of the position management implications, e.g., type of position, where it falls within the organizational structure, number of support positions within the organization, and supervisory ratios.

#### Hiring Exceptions

Offices granted a ceiling waiver, as well as offices that are under their assigned TOC, are required to first advertise positions to current, permanent Headquarters employees. If no highly qualified candidates apply, the next area of consideration will be NASA-wide. Requests to announce positions outside of NASA Headquarters and/or NASA may be submitted through the Director, Headquarters Human Resources Management Division to the Assistant Administrator for Infrastructure and Administration for analysis and coordination. Enclosure 3 outlines the process for obtaining a hiring exception. Enclosure 4 is a template containing the specific information needed to review these requests.

When a decision has been made, the Director, Headquarters Human Resources Management Division will advise you of the next steps including submission of the appropriate paperwork.

Your compliance with this policy and progress toward achieving new TOCs will be monitored and validated by the Director, Headquarters Human Resources Management Division before outside hires will be processed. Your support and cooperation are critical to reaching our new staffing goals.

A handwritten signature in black ink that reads "Paul Morrell". The signature is written in a cursive, flowing style.

Paul Morrell

4 Enclosures

## Officials-in-Charge of Headquarters Offices

Deputy Administrator/Mr. Gregory

- Assistant Deputy Administrator, Internal Operations/Ms. Hilding
- Senior Advisor to the Deputy Administrator/Mr. Ralsky

Associate Administrator/Mr. Geveden

- Assistant Associate Administrator/Ms. Johnson

Chief of Staff/Mr. Morrell

Deputy Chief of Staff and White House Liaison/Mr. Jezierski

Special Assistant/Mr. Shank

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Chief Safety and Mission Assurance Officer/Mr. O'Connor

Inspector General/Mr. Cobb

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Associate Administrator for Science Mission Directorate/Dr. Cleave

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Chief Financial Officer/Ms. Sykes

Chief Information Officer/Ms. Dunnington

Chief Engineer/Mr. Scolese

Associate Administrator for Institutions and Management/Mr. Sutton (Acting)

- Office of Human Capital Management/Ms. Dawsey (Acting)
- Office of Infrastructure and Administration/Mr. Sutton
- Office of Diversity and Equal Opportunity/Dr. Hayden-Watkins
- Office of Security and Program Protection/Mr. Saleeba
- Office of Procurement/Mr. Luedtke
- Office of Small and Disadvantaged Business Utilization/Mr. Thomas
- Chief Health and Medical Officer/Dr. Williams
- Executive Director, NSSC/Mr. Arbuthnot

General Counsel/Mr. Wholley

Chief of Strategic Communications/Mr. Davis

- Office of Education/Ms. Diaz
- Office of Public Affairs/Mr. Mould
- Office of Legislative Affairs/Mr. Chase
- Office of External Relations/Mr. O'Brien

cc:

Office of the Administrator/Ms. Mays

Office of the Administrator/Ms. Hutchinson

Office of the Administrator/Ms. Soper

Office of the Associate Administrator/Ms. Brookover

Executive Secretariat/Mr. Box

## **HEADQUARTERS POLICY FOR REQUESTING A CEILING WAIVER**

Organizations whose onboard employee totals are at or over their Total Organizational Ceiling (TOC) may not add to their onboard total.

### **Headquarters actions covered:**

1. All competitive actions (those requiring the posting of a vacancy announcement). This applies to all types of appointments including permanent, temporary, term, Senior Executive Service, and General Schedule.
2. New appointments, as well as reassignments and promotions that involve movement between organizations. This affects all positions including permanent, temporary, term, NASA Excepted Services, Intergovernmental Personnel Acts (IPAs), Senior Executive Services, and General Schedule.
3. Corporate Recruitment Program allocations, Student Career Enhancement, Presidential Management Fellows Program, Federal Career Intern Program, and conversions from these programs.

### **Headquarters actions not covered:**

1. Career ladder promotions.
2. Ceiling-neutral actions, e.g., reassignments within your organization.

### **Headquarters hiring – critical-need positions:**

1. Hiring exceptions may be granted only for critical needs. Requests for exceptions shall be advocated through the Director, Headquarters Human Resources Management Division and the Assistant Administrator for Infrastructure and Administration to the NASA Chief of Staff, who is the single point of approval.
2. The justification shall include:
  - a. Mission essential requirement – impact of position(s) not being filled.
  - b. How the position will be filled – will the position be filled through a permanent, temporary, term, or NASA Excepted Services appointment.
  - c. Indicate your current onboard staffing level, your authorized TOC, and describe how you will manage your onboard count and get to your new TOC. Include the timing/date you estimate that this will occur.
  - d. Address how filling the position(s) will be accommodated within your updated office space footprint.
  - e. Address whether a Justification for On-Site Housing is necessary for IPAs, detailees, and for increases in office space to accommodate all requirements.
3. The Headquarters Human Resources Management Division will review:
  - a. Workforce Management Information System data.
  - b. Competency Management System data.
  - c. Position Management implications.
  - d. Types of positions and appointments.
  - e. Turnover rates within your organization.
  - f. Number of retirement eligibles (both early and regular).

When a decision has been made the Director, Headquarters Human Resources Management Division will advise you of the next steps including submission of the appropriate paperwork.



## **Headquarters Policy for Requesting an Exception to the Area of Consideration**

### Posting Vacancy Announcements – Area of Consideration:

1. All vacancy announcements will be advertised **NASA Headquarters wide only**, unless an exception is granted.
2. If the announcement yields no highly qualified candidates, the next advertisement will be **NASA-wide**, unless an exception is granted.

### Exception to Area of Consideration:

1. If the organization wants to announce beyond the Headquarters or NASA workforce, they must submit a justification that demonstrates that restricting the applicant pool to Headquarters or NASA workforce is unlikely to yield an adequate pool of highly qualified candidates for consideration. The justification should include:
  - a. Discussion of previous efforts to recruit for similar positions (within 1 year).
  - b. Evidence from previous interview process(es) that documents that candidates referred are not highly qualified.
  - c. Documentation that the position is in a “hard to fill” category, e.g., the competency required is highly unique.
  - d. Evidence that the needed competencies are difficult to find in the NASA workforce and even may be difficult in the general labor market.
  - e. Description of the efforts the organization has made to date to recruit and hire candidates within the NASA workforce.
2. As part of the analysis Director, Headquarters Human Resource Management Division will review:
  - a. Recruitment activity for this position within the last year
  - b. Workforce Information Management System data.
  - c. Competency Management System data.
3. If no NASA candidate(s) appear on the referral certificate, you may proceed with hiring without further need for an exception. If a NASA candidate appears on the referral list, the organization must request and receive an exception to hire any non-NASA candidate.

## Headquarters Request for Approval Exception To Hire Outside NASA

### POSITION INFORMATION:

1. Requesting office:
2. Organization:
3. Title, pay plan, series, grade:
4. Proposed action:
5. [Identify category of exception being requested—e.g., permanent hire outside Center or NASA; conversion of nonpermanent NASA employee to permanent. If requesting conversion, indicate proposed NTE date.]

### KEY DUTIES:

[Describe key duties and competencies of the position. Indicate if position is newly established or previously encumbered. Use additional space as necessary.]

### JUSTIFICATION:

[Rationale must address factors such as: why position must be filled at this time; impact on mission if not filled; efforts to fill position from within the Agency. Use additional space as necessary.]

**POINT OF CONTACT** (name, telephone number, e-mail address):

**Requested by:** \_\_\_\_\_  
Hiring Official \_\_\_\_\_  
Date

**Approved by:** \_\_\_\_\_  
Official-in-Charge of Headquarters Office \_\_\_\_\_  
Date

**Concurred by:** \_\_\_\_\_  
Director, Headquarters Human Resources Management Division \_\_\_\_\_  
Date

**Approved by:** \_\_\_\_\_  
Assistant Administrator for Infrastructure and Administration \_\_\_\_\_  
Date

Enclosure 4