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Space Administration

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NSPWI-3000-0015 Revision 0006

Effective Date: March 26, 2015

Expiration Date: March 26, 2016

SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM

- FOR NSSC INTERNAL USE ONLY -

Responsible Office: Human Resources

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1.0 Purpose:

- 1.1 The National Aeronautics and Space Administration (NASA) Senior Executive Service (SES) Candidate Development Program (CDP) is a competitive program designed to develop a cadre of highly qualified men and women with a high potential for assuming executive responsibilities. The program includes feedback-intensive and mentoring components to assist in candidate development. The experiences, normally completed over a period of 12 to 24 months include an Individual Development Plan (IDP), formal courses and seminars, developmental work assignments, and individual mentoring from current SES members.
- 1.2 Upon completion of the program training requirements, the candidate is ready to apply for Office of Personnel Management (OPM) certification through an ad hoc OPM Qualifications Review Board (QRB). The NASA Shared Services Center (NSSC) will develop an Executive Core Qualifications (ECQ) Presentation, a Mentor Verification, and an Evaluation Memo for review by the QRB for certification approval.

2.0 Authority:

- 2.1 None

3.0 Applicable Documents and References:

- 3.1 5 Code of Federal Regulations (CFR), Part 412 Section 104
- 3.2 NASA Procedural Requirement (NPR) 3317.1A, Senior Executive Service Career Appointee Merit Staffing in NASA.
- 3.3 NSSC Senior Executive Service Candidate Development Program Service Delivery Guide
- 3.4 Office of Personnel Management Guide to SES Qualifications

4.0 Procedure:

- 4.1 Receipt of CDP Package by NASA Center/Headquarters (HQ):
 - 4.1.1 The SES Coordinator/NASA Center Executive Resources Point of Contact (POC)/Headquarters Executive Resources POC performs the following steps:
 - Receives the certification package from the CDP Candidate

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- Forwards the candidate's résumé, IDP, and draft ECQs Presentation to the NSSC
- E-mails candidate package to nssc@nasa.gov (Include the Senior Executive Service Candidate Development Program (SESCDP) and the candidate's name in the subject line for proper identification) and sends copies to the NSSC SP SES Supervisor on the e-mail
- Completes Candidate Program in the Office of Personnel Management (OPM) Executive and Schedule C System (ESCS)

4.2 Receipt of CDP Package and Finalization of ECQ Presentation and Mentor Verification and Evaluation Memo:

4.2.1 The Document Imaging (DI) Team completes the following steps:

- a. Receives the CDP package from the POC/HQ HRO
- b. A Remedy NSSC Service Request (NSR) for the NSSC SP SES Team is automatically generated by DI's Auto NSR Service, under Human Resources (HR) SES Case Documentation-CDP PACKAGE RECEIVED (notification is automatically sent to the SP SES Level 2 (L2) Team)
- c. Places documents in the NSSC TechDoc (Log in using NASA Data Center (NDC) username and password) library in the HR_SP_SES

4.3 SES Supervisor Functions:

4.3.1 The NSSC Service Provider (SP)/SES Supervisor performs the following steps:

- a. Receives notification via e-mail of a new Remedy NSR assigned to the team
- b. Follows the DI link on the Remedy ticket to open the package files
- c. Verifies complete package was received (A complete package will contain the ECQs Presentation, Mentor Verification and Evaluation Memo, candidate's résumé, IDP, supplemental evaluations,(if available) and the class year candidate entered SESCO)

Note: To ensure steps taken for each case are documented thoroughly, the following symbol is used in the document:



The symbol (a red letter R in a circle) indicates the Remedy ticket should be updated with the steps taken, issues encountered; as well

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as, information not received. Updates may be entered as often as needed, not just when the special symbol is used. It is critical the Remedy ticket contains as much detail as possible to properly document appeal status and progress. Since many people in the organization have access to Remedy and tickets, it is extremely important to maintain a high quality of entries, maintaining professionalism and ensuring the ticket is free of errors.

- d. Follows the steps listed below, if package is complete:
 1. Determine the 30-day flag by using the SES calculator located on the N: Drive\SP Human Resources\SES\Due Date Calculators.
 2. Assign the Remedy NSR to an SES Writer, either a NSSC SP SES Writer or Subcontractor SES Writer, depending on the workload.
 3. ® Complete the following updates in Remedy:
 - In the *Main* screen, change the *Summary* and *Description* fields to **SESCDP – Candidate’s Last Name**.
 - In the *Main* screen, change the *Status* field to the **(Work in Progress) WIP** option.
 - In the *Main* screen, change the *Assignee* to select the **NSSC SP SES Writer’s name**.
 3. E-mail the writer notification of the assignment, the candidate’s name, the Remedy NSR number, and the due date if case is assigned to an NSSC SP SES Writer (Attach native case documents).
 4. ® Complete the following updates in Remedy:
 - In the *Functional Area* screen, fill in the following fields: **Candidate, Position Appointed To, Date Job Posted, Date Complete Pkg Rcvd, and Date Due to OHCM**.
- e. Follows the steps listed below, if package is incomplete:
 1. Send an e-mail message, if package is not complete, to the Executive Resources POC requesting the missing information
 2. ® Complete the following updates in Remedy:
 - In the *Main* screen, change the *Status* field to **Pending**.
 - In the *Main* screen, change the *Status Reason* field to **Requester Information**.

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- Make a notation in the *Work Info Log* indicating the package is incomplete and listing what documents are missing.
- Include a copy of the e-mail sent to the POC in the *Work Info Log*.
- Select **Save** and **Close**.

4.4 The SES Writer Functions:

4.4.1 The NSSC SP SES Writer performs the following steps:

- Receives the e-mail notification of assignment to a new SESCDP case
- Reviews the package documents by clicking on the **direct link** shown in the **Document Imaging Link** field of the NSR
- Creates electronic case file folder in TechDoc (Refer to Appendix D – NSSC (SP) SESCDP Case Documentation – Appointments TechDoc Job Aid for specific instructions)
 - Ⓡ Complete the following updates in Remedy:
 - On the *Functional Area* screen, provide the following fields:
 - *Change the SES Status* field to the **WIP** option.
 - Enter **Date and Time** the assignment was received in *Work Info Entry* log.
- Contacts the SES Executive Resource POC (ideally within 24 hours of receiving the complete package) either by phone or by e-mail to establish connection on the case and to request background information or candidate information he/she may want to share:
 - Ⓡ Complete the following updates in Remedy:
 - Open the NSR module in Remedy and open the case NSR.
 - Double-click the **SES Functional Area** link.
 - Update the *SES Coordinator Contacted* field with the **Date** and **Time of Contact**.
 - Select **Save**.
 - Update the *Work Info Notes* log by selecting the proper **Type** and entering **Notes and/or Copy of E-mails**.
 - Select **Save**.
 - Close the file.

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e. Creates a QRB Criterion B case in ESCS using the following steps:

1. Log into the ESCS located at https://apps3.opm.gov/portal/page/portal/ESCS_PORTAL. Use ESCS username and password.
2. Select **Criterion B QRB Case**.
3. Enter the **Last Name of the Candidate** and click on **Search** (Action automatically populates information created in the ESCS Individual file; as well as, lists several fields to complete).
4. Complete the *USA Jobs No* field with the **USA Jobs Announcement Number**.
5. Complete the *Adv Close Date* field with the **Date the USA Jobs Announcement Closed**.
6. Complete the *Area of Consideration (AOC)* field with the **Area of Consideration Information** obtained from the USA Jobs announcement.
7. For the following fields, choose the correct selection in the drop-down boxes based upon the Candidate's status: **Current Appt.** (career or career conditional); **Current Appt Location** (Same bureau, same agency).
8. Save the *Success* page in TechDoc in the *SES CDP* folder, in the correct candidate's folder.

Note: The QRB Success page will be forwarded to the Center SES Executive Resource POC along with the final Mentor Appraisal Memo. The Executive Resources POC forwards the page to OHCM when he/she sends the final document.

- f. Updates the SES Weekly Status Report (Located at N:\SP Human Resources\SES) by adding the new case information for the candidate (The status report is e-mailed every Monday to the OHCM POCs and the following NSSC personnel are copied: SP SES Supervisor, SP HR Functional Manager, Civil Servant (CS) HR Chief, CS HR Deputy Chief, CS Level 3 (L3) SES POC, Service Delivery Director, and NSSC Executive Director). Then, proceed as follows:
 1. ® Complete the following updates in Remedy:
 - Update the *Work Info* log to reflect the ESCS record and case have been created.

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- g. Contacts the candidate via telephone and/or e-mail (ideally within 24 hours of receiving the complete SESCDP Package) for introductions and request appointment to review the first iteration markup:
 1. ® Complete the following updates in Remedy:
 - Double-click the **SES Functional Area** link.
 - Update the *Selectee Contacted* field with the **Date** and **Time of Contact**.
 - Select **Save**.
 - Update the *Work Info Notes* log by selecting the proper **Type** and **entering notes** and/or **copy of e-mails**.
 - Select **Save**.
 - Close the file.
- h. Works on the first iterations of the ECQs Presentation and Mentor Verification and Evaluation Memo:
 1. Write/edit/revise the first iteration markup as needed.
 2. Send the first iteration markup to the candidate to discuss during the interview.
 3. Upload the first iteration documents to TechDoc and save in the candidate's electronic folder.
 4. Conduct a phone interview with the candidate at the appointment time previously arranged.
 5. ® Complete the following updates in Remedy:
 - Select the *Work Info Notes* and enter a **Summary of the Phone Interview** and **Important Notes**.
 - Select **Save**.
 - Close the file.
- i. Receives candidate rewrites:
 1. Receive candidate rewrites of first iterations via e-mail.
 2. ® Complete the following updates in Remedy:
 - Double-click the **Functional Area** link.
 - Change the *SES Status* field to **Pending**.
 - Enter the **Date** and **Time** the candidate's e-mail was received.

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- Select **Save**.
 - Update the *Work Info Notes* by copying the candidate's e-mail into the *Notes* field.
 - Upload the document(s) to TechDoc.
 - Save in the candidate's electronic folder in TechDoc.
- j. Repeats Steps e and f for additional iterations and rewrites until all ECQs Presentation and Mentor Verification and Evaluation Memo content is complete:
1. Copy the NSSC SP SES Supervisor and the Executive Resources POC on every e-mail when sending new iterations to the candidate.
 2. Updates the *Work Info Notes* in Remedy each time iteration is sent or a rewrite is received by copying correspondence between the writer and candidate and any other special notes needed into the Remedy notes.
- k. Finalizes format, font, correct pitch, margin adjustments, grammar, and punctuation
- l. Obtains written approval on the final content of the ECQs Presentation and the Mentor Verification and Evaluation Memo from the candidate (Not the final documents, just agreement the content is approved)
- m. Uploads final documents to TechDoc and saves in the candidate's electronic folder
- n. Forwards final ECQs Presentation and Mentor Verification and Evaluation Memo electronically to NSSC SP SES Supervisor for review and approval:
1. ® Complete the following updates in Remedy:
 - Update the *Work Info Notes* log by selecting the proper **Type** and entering **Notes and/or Copy of E-mail** indicating the final iterations were sent to the HR Supervisor for review.
 - The *Status* field of the NSR should remain as **WIP**. Do not change the *Status* field to the *Pending* option at this time.
 - Select **Save**.
 - Close the file.
- o. Uploads final documents to TechDoc
- p. Saves documents in the candidate's electronic folder

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4.5 The NSSC/Center Executive Resources - Submit and Approve ECQs Presentation and Mentor Verification and Evaluation Memo:

4.5.1 The NSSC SP SES Supervisor performs the following steps:

- a. Receives the SESCO DP ECQs Presentation and Mentor Verification and Evaluation Memo
- b. Sends both documents to another SES Writer for a content review:
 1. If changes or clarifications are needed, send the document(s) back to the original writer.
 2. Once the original writer sends the document back with clarifications/changes, proceed with the next step.
- c. Reviews both documents for grammar, content, and proper format:
 1. If disapproved, the document(s) is returned to the SES Writer for further revision.
 2. If approved, forward the ECQs Presentation and Mentor Verification and Evaluation Memo electronically to the Executive Resource POC for approval.
- d. Copies the e-mail message to the NSSC SP SES Writer assigned

4.5.2 The NSSC SP Writer performs the following steps:

- a. Updates Remedy after receiving e-mail from the SES Supervisor that the documents were accepted by the Executive Resource POC:
 1. ® Complete the following updates in Remedy:
 - Select the **Functional Area** screen and update the *Forward to Center* with **Date** and **Time on the E-mail** the NSSC SP Supervisor sent to the Executive Resource POC
 - Update the *Work Info Log* to indicate the ECQs Presentation and Mentor Verification and Evaluation Memo were accepted. The approval date should be updated in Remedy and on the 30-day Metric Report (Located on the NSSC HR Shared Services Drive in the SES folder). Includes a copy of the e-mail from the supervisor to the Center POC.
 - The main *Status* field should be changed to **Pending Package** and *Status Reason* should be changed to **Approval**.
 - Select **Save**.

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- Close the file.
- b. Updates the SES 30-day Metric Report to reflect the package has been sent to the Executive Resource POC for acceptance:
 1. In the *Functional Area*, update the *Work Log* notating the approval including a copy of the e-mail from the Center POC. In the main screen, change the *Status* field to **Closed**.
 2. Select **Closed** for the *Closure Reason*.
 3. Update the *Work Log* to notate the closure of the ticket.
 4. Leave the case on the SES Weekly Report for one week to assure it is noted.
 5. Apply the case to the CDP Approved Cases worksheet (Located at N:\SP Human Resources\SES).
 6. Monitor the ESCS for verification of QRB approval.
 7. Update the SES 30-day Metric Report accordingly.
- 4.6 The OHCM Receives Final ECQs Presentation and Mentor Verification and Evaluation Memo and ESCS Success Page:
 - 4.6.1 The Executive Resources POC perform the following steps:
 - a. Prints the approved Mentor Verification and Evaluation Memo onto letterhead stationery
 - b. Obtains the Mentor's signature
 - 4.6.2 The Mentor signs the Mentor Verification and Evaluation Memo.
 - 4.6.3 The NASA Center/HQ forwards the ECQs Presentation, the Mentor Verification and Evaluation, and corresponding ESCS Success page to OHCM for review and further processing after finalization and signature.
- 4.7 Review and Send CDP Certification Package to OPM:
 - 4.7.1 The OHCM performs the following steps:
 - a. Receives the CDP certification package
 - b. Prepares the CDP certification package for review by the QRB
 - c. Forwards certification package to OPM for QRB review and approval

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4.7.2 The OPM performs the following steps:

- a. Receives the package
- b. A QRB reviews the package and renders an approval decision

Notes: The CDP Certification package includes the ECQ Presentation and the Mentor Verification and Evaluation Memo, the ESCS Success page, and the remaining supporting documentation from the Center/HQ HRO.

The QRB certification does not guarantee placement in the SES.

5.0 Objective:

- 5.1 To assist NSSC SP HR employee through the processing of SES Case Documentation.

6.0 Roles and Responsibilities:

- 6.1 The Executive Resources POC is responsible for the following:

- a. Receiving the certification package from the CDP candidate
- b. E-mailing complete candidate package to NSSC
- d. Completing the Candidate Program in ESCS
- e. Receiving the final SESCDP ECQs Presentation and Mentor Verification and Evaluation Memo
- f. Reviewing the ECQs presentation and memo and obtaining mentor signature
- g. Forwarding the final package to OHCM

- 6.2 The DI Team is responsible for the following:

- a. Receiving the CDP package
- b. Creating a Remedy NSR
- c. Placing document in the NSSC TechDoc

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- 6.3 The NSSC SP/SES Supervisor is responsible for the following:
- Receiving notification of a new Remedy case
 - Viewing linked documents in Remedy
 - Verifying the package is complete
 - Performing specific steps if package is complete or incomplete
 - Updating Remedy
 - Assigning Remedy case to a SES Writer
 - Sending an e-mail to the SES Writer notifying of the assignment
 - Performing technical edits of the ESQs Presentation and Mentor Verification and Evaluation Memo
 - Forwarding the ESQs Presentation and Mentor Verification and Evaluation Memo to the Executive Resources POC
- 6.4 The SES Writer is responsible for the following:
- Receiving the e-mail notification of assignment and reviewing all package documents
 - Creating an electronic case file folder in TechDoc
 - Contacting the Executive Resources POC for connection on the case
 - Contacting the candidate
 - Working with the candidate to develop iterations and receiving candidate rewrites until the content is complete
 - Finalizing document
 - Obtaining concurrence from candidate
 - Uploading final documents into Techdoc, and saving candidate's electronic folder
 - Forwarding final ECQs Presentation and Mentor Verification and Evaluation Memo to the NSSC SP SES Supervisor
- 6.6 The Mentor is responsible for signing the verification and memo.
- 6.8 The OHCM is responsible for the following:
- Receiving the CDP certification package
 - Preparing the CDP certification package for review

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- c. Forwarding the CDP certification package to OPM for QRB review and approval

6.9 The OPM is responsible for receiving, reviewing, and approving the package.

7.0 Records:

7.1 The documents produced/delivered by the NSSC (SP) SES Team and submitted to the ER POC are done in support of NASA's final deliverable to OHCM for eventual distribution to OPM. The official NASA SESCDP case file is held by OHCM and the official SESCDP certification is held at OPM.

7.2 As defined in NPR 1441.1, the record retention schedules and definition of the records are included on the NSSC HR Master Records Index.

8.0 Cancellation/Supersession of Previous Documents

8.1 NSSWI-1280-0156 – Senior Executive Service (SES) Candidate Development Program – Revision 0005

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APPENDIX A – ACRONYMS

AOC	Area of Consideration
CBP	Center for Customs and Border Protection
CDP	Candidate Development Program
CFR	Code of Federal Regulations
CS	Civil Servant
C & T	Communications and Tracking
DES	Digital Encryption Standard
DI	Document Imaging
DOD	Department of Defense
ECF	Electronic Case Files
ECQs	Executive Core Qualifications
ESCS	Executive and Schedule C System
ESMD	Exploration Systems Missions Directorate
HQ	Headquarters
HR	Human Resources
HRO	Human Resources Office
IDP	Individual Development Plan
ISO	International Organization for Standardization
ISS	International Space Station
ITAR	International Traffic In Arms Regulations
JSC	Johnson Space Center
KAFB	Kessler Air Force Base
KSC	Kennedy Space Center
L3	Level 3
LOV	List of Values
MER	Mission Evaluation Room
NASA	National Aeronautics and Space Administration
NDC	NASA Data Center

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NIST National Institute of Standards and Technology
NOAA National Oceanic and Atmospheric Administration
NPR NASA Procedural Requirements
NSA National Security Agency
NSR NSSC Service Request
NSSC NASA Shared Services Center
OHCM Office of Human Capital Management
OLIA Office of Legislative and Intergovernmental Affairs
OPM Office of Personnel Management
OSTP Office of Science and Technology Policy
POC Point of Contact
QRB Qualifications Review Board
SES Senior Executive Service
SESCDP Senior Executive Service Candidate Development Program
SLSL Space and Life Science Lab
SOMD Space Operations Mission Directorate
SP Service Provider
SSC Stennis Space Center
TTOC Technical Training Operations Center
USA United States of America
WIP Work in Progress

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APPENDIX B – SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM EXECUTIVE CORE QUALIFICATIONS PRESENTATION

Formatting should be Times New Roman font, 1-inch margins on top, bottom, left and right sides, point size should be 12 point. This ECQs Presentation should not exceed 10 pages.

EXECUTIVE CORE QUALIFICATIONS (ECQs) PRESENTATION Senior Executive Service Candidate Development Program

Mr. X XX

Previous Work Experience:

Due to my leadership and technology expertise, I was selected as the Leader of the NASA Communication and Tracking (C&T) system development for the International Space Station (ISS) Program, where I set the strategic course for space station communication. The international nature of the program required me to initiate a shift in the implementation philosophy to integrate and test those communication systems, negotiate with the National Security Agency (NSA) to approve communication security algorithms, build cost-effective communication solutions to meet the needs of the user and science community and the crew, while accommodating the International Partners agreements and commitments. This took place in a turbulent environment, as NASA was undertaking the ambitious goal of leading nations in the building of a joint space station.

SAMPLE

My experience in building coalitions was strengthened as a member of the ISS Contract Negotiation team. Many of the problems experienced by the Space Station C&T system arose as potential users of the Station began to lobby for changes they perceived would better meet their needs, most after the initial design was completed. I led a series of meetings to give each stakeholder (the NSA, the NASA Public Affairs Office, NASA administration, the Russian partners, and members of the science community) the opportunity to propose their needs. I documented all of the proposed modifications, analyzed them for cost and schedule impact, and set out to find solutions that would not increase the cost of the C&T system. With my leadership, each issue was resolved without the additional cost of redesign through effective communication and negotiation during these meetings. Specifically, when the NSA was convinced that the Digital Encryption Standard (DES) being flown was insufficient, my ability to build teams and influence key people and entire organizations outside of NASA were proven. The NSA argued that the National Institute of Standards and Technology (NIST) would discontinue their certification of DES in a couple of years rendering the system invalid and that there was classified evidence that the space station security key could be broken. I convinced the program manager that NASA needed to perform its own analysis. I requested and was granted

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top secret clearance and worked with the NSA on the threat analysis. They determined that the security key could not be broken in the time that the station would be in view, and that there were enough keys to change every orbit and be secure over the life of the program. Next, I persuaded the Administrator of NASA to send a request to NIST's Administrator to extend their certification of DES to 2020, which would allow NASA to fly DES for the life of the station. NIST agreed to this request and DES is still flying on the station today with key changes in orbit and with no additional cost to the program. My project recommendations and the resulting decisions led to an unprecedented international partnership with Russia in building the joint ISS thus having further reaching consequences than ever in our history. The advanced communications system I developed is still flying today with all international promises fulfilled. **(ECQ 3: Results Driven; ECQ 4: Business Acumen; ECQ 5: Building Coalitions)**

As manager of the newly established Space Station Mission Evaluation Room (MER), I designed the organizational structure needed for this major redirection in mission control operations. I selected and led the project team in the analysis that would ensure the expected performance of the newly built space station; determine when a condition is potentially threatening to the crew, the Space Station, or the mission, and take appropriate corrective action. In this capacity I gained significant experience working across organizational boundaries to acquire the workforce with the skills and diversity to effectively implement mission success. I developed a completely new communication strategy that allowed the MER to operate around the clock with remote partners in five states and four countries. Previously, in the Space Shuttle program, the MER team all resided in Houston and was only required to be active during the 10- to 14-day shuttle missions. I convinced the Russian partners to implement a formal communication process and built a system for tracking the data exchange when problems arose. The new process also included a new paradigm for working with the Mission Control Center as NASA implemented a Duty Officer approach to monitoring the ISS as a 24/7 operating space laboratory. Under my leadership, 395 problems were identified resulting in successful resolution through collaboration with the International Partners, the Engineering Support Room teams, and the Mission Operations engineers in the Mission Control Centers in Houston and Moscow. Numerous issues were resolved, such as the Russian battery failures and the failed solar array deployment. These issues could have caused great expense and loss of the vehicle without proper attention and the resulting actions I implemented. I received the NASA Exceptional Achievement Medal for my effort. **(ECQ 1: Leading Change; ECQ 3: Results Driven; ECQ 5: Building Coalitions)**

After 18 years of service at Johnson Space Center (JSC), I was selected as the Business Services Division Chief at Stennis Space Center (SSC), supervising a very diverse set of individuals who had not previously functioned well as a team. My task was to apply my skills in teambuilding and program and financial management to influence change in the way SSC performed business functions such as Program Control, International Organization for Standardization (ISO) 9000 auditing and management, and work control. By implementing a cause and effect analysis tool to identify problems and potential solutions to those problems, I concentrated the team on specific issues rather than on abstract complaints about the system. My efforts resulted in an automated work control system that replaced the hard copy system in use since the 1960s, an

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ISO 9000 certification process that implemented a continuous improvement model in the Center's audit cycles, and program control methodologies previously not implemented at SSC. The results of my efforts were important to the improved efficiency and success of the Center, and equally as important was the change in the team's attitude and their accomplishments, creating a fresh culture of value and appreciation as contributors to the SSC mission. The successful reorganization of the entire Center that followed was influenced heavily by my innovation in the Business Services Division. **(ECQ 2: Leading People; ECQ 3: Results Driven; ECQ 4: Business Acumen)**

Following my success, I was named Chief of the Projects Management Office and then Chief of Operations of the Propulsion Test Facility. My duties included administration of a \$50 million annual budget covering over \$1 billion worth of capital equipment. In leading this facility and the associated rocket propulsion tests, I developed skills to instill public trust through the effective use of tax dollars to accomplish the objectives in the NASA strategic plan. I demonstrated my skill through the right sizing of the teams and purchasing the proper skills at the right time to achieve the required measure of austerity. I directed the effective spending on upgrades, repairs and preventive maintenance of seven test stands used in propulsion testing, and the management and upkeep of the associated support services including; the Cryo docks; the gas generation facility; and the water plant. Upgrades and modifications to the test stands are a constant focus as NASA changes its propulsion direction when new technology engines are tested. My expert management of technology was critical to maintain a financial balance and keep all of the engineers on the design team and the test team employed at a level load. I received my second NASA Exceptional Achievement Medal for excelling in these areas while in this position. **(ECQ 1: Leading Change; ECQ 4: Business Acumen)**

Training Activities:

I participated in comprehensive training in support of my development. The **SESCDP Orientation** training provided an extensive assessment of my leadership strengths and areas for improvement and counselors suggested specific courses and work assignments to increase my leadership effectiveness. The **NASA Human Element** course provided additional insight into building effective relationships as well as further developing self-awareness. The **Harvard University Leadership Training** satisfied the interagency training requirement across all ECQs while providing an opportunity to dialog on emerging executive challenges with colleagues from other agencies and countries. Additionally, in the **SESCDP Midterm Leadership Program**, I participated in leadership discussions with a wide spectrum of industry executives and gained key insight to world-class specialists on leading change and leading people more effectively through a series of activities aimed at strengthening influence. It also served as an assessment of my progress to influence remaining developmental needs between rotational assignments. **Technical Training 101**, an Air Force-sponsored training class for new commanders, provided me intensive discussions between General Officers and Colonels on the challenges of new command and the training of the Air Force recruits and officers and explained the enterprise

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architecture and management of the training process enhancing my business acumen. The **Congressional Operations** course rounded out my training by providing a foundational understanding of the Federal government and the budgetary and legislative processes.

Developmental Work Assignments:

1) Office of Legislative and Intergovernmental Affairs, NASA Headquarters

Leading Change

During my first assignment in the Office of Legislative and Intergovernmental Affairs (OLIA), I worked at the executive level to broaden my understanding of NASA programs, missions, values, and management issues in a new area of expertise as a legislative analyst.

Leading People

I gained understanding of strategic, technical, and political issues associated with Agency strategy as a new administration formed policy direction and appointed key individuals as leaders. I attended and summarized the confirmation hearings for Administrators of the Office of Science and Technology Policy (OSTP) and National Oceanic and Atmospheric Administration (NOAA). I also attended and summarized hearings regarding NASA cost performance, global climate change, and International Traffic in Arms Regulations (ITAR).

Results Driven

As a result, I developed new insights into effective strategies to address the challenges of motivating and guiding a matrix team to accomplish critical congressional interface objectives in a large, leading-edge space technology development program. Several memorandums of record that I developed were submitted and approved for the Administrator's use in forming NASA policy consistent with both formal and informal Congressional communication.

Building Coalitions

I also demonstrated my ability to understand issues outside my area of expertise, and I brought in experts to supply answers to congressional inquiries regarding NASA Green Policy and assembled a response to the tri-annual requirement from the Clean Air Act of 1990 for NASA to submit a report to Congress on the current average tropospheric concentration of chlorine, bromine and on the level of stratospheric ozone depletion. Assembling a list of Aeronautics activities at all NASA Aeronautics Centers for a report to Congress further demonstrated my ability to assimilate pertinent information at the appropriate level for the NASA Administrator and Congress.

I demonstrated my ability to quickly learn new areas of expertise, assess key issues affecting the organization, and proactively provide solutions to problems to ensure success. As an example, I became actively involved in developing strategies to ensure timely and cost-effective answers to Congressional inquiries. When I was tasked with crafting a response to a Florida senator who was questioning NASA's proposed cut back and contract change for the Space and Life Science Lab (SLSL), I positively impacted the organization by proactively recognizing potential areas of

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conflict. The SLSL is a biological and life sciences research joint venture between Kennedy Space Center (KSC) and the State of Florida, involving the University of Florida, the Florida Space Authority, and the Florida Space Research Institute supporting long duration human space missions. I took the initiative to address this politically-sensitive situation by exploring alternative solutions that served the needs of NASA and the offices of the two Florida senators who advocated the program. I worked with project managers in the Space Operations Mission Directorate (SOMD) and the Exploration Systems Mission Directorate (ESMD) and their staff to better understand the political and technical issues and subsequently authored a presentation identifying the problems and recommending potential solutions including extending the support contract until a re-competition could be executed, gaining consensus between the SOMD and ESMD that the SLSL was a valuable asset they needed to fully utilize, and preparing a letter to the Florida senators assuring them of NASA's continued support of the SLSL. I approached each issue with sensitivity and a clear perception of the organizational and political reality and gained approval for my recommendations. My "win-win" strategy resulted in an acceptable compromise among all of the stakeholders and funding for the continued operations of the SLSL and its ISS research. The Florida delegation reacted very favorably to my response and the positive outcome I had achieved. My ability to communicate across all levels, coupled with a high level of initiative and commitment to continually improve Agency performance and organizational effectiveness, demonstrates my ability to work at the senior executive level.

2) Air Force Training Enterprise, U. S. Air Force, Keesler Air Force Base, Biloxi, Mississippi

Leading Change

Because I was immersed in daily activities as a civilian executive in the Air Force, I was exposed to the strategies, alliances, stakeholders, business drivers, technology products, and core competencies across the U.S. military. I gained a unique perspective of Air Force strategic and tactical issues as well as insight into the challenges of balancing change and continuity having spent considerable time meeting with each affected team to capture their needs and then tailoring the tools specifically to them. I assured the teams that associated documentation reflected the position and work of the organization in a clear, convincing, and organized fashion, which further contributed to successful acceptance of my recommendations. I gained a better understanding of both the internal and external political and economic factors affecting the organization, and I was an active participant in collaboration across boundaries resulting in finding common ground with a wide range of stakeholders. I was positioned with a unique perspective of having led people in the military, and hence, will be prepared to take on the challenges of leading people in civilian government toward more accelerated acceptance of change.

Leading People

Additionally, I was challenged with providing guidance to the supervisor responsible for the Strategy, Planning, Analysis and Operations Divisions in the Technical Training Operations Center (TTOC), who expressed concern about the performance of my team and who was seeking

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advice on how to foster a more forward thinking and less reactionary culture. I suggested positive steps and structured templates for schedule and risk management that the supervisor could use to improve the team's performance and maximize their capabilities. The exchange provided him an opportunity to enhance my proficiency in assessing a team's unique skills and needs and to develop leadership in others through coaching to achieve organizational goals. My aptitude in oral and written communication and my ability to bring people together for collaboration were tested and improved during this time as was proven by the acceptance of the proposals I made.

Business Acumen

In my second developmental assignment, I worked with the Vice Commander at Keesler Air Force Base (KAFB), where I addressed critical policy, management, and reporting challenges in the Air Force Training Enterprise affecting 30,000 newly recruited airmen each year. I also gained a better understanding of budgetary issues from the overall Department of Defense (DOD) perspective and the similarity between DOD and future challenges facing NASA in maintaining a skilled workforce for the Agency's new mission of returning to the moon. By participating in the Program Guidance Letter Process, I increased my understanding of issues involved in managing the competency building process, justifying positions, and the associated adjustments to workforce plans and funding levels balanced with training facility constraints to accomplish objectives and meet the required career field graduation levels for the entire Air Force. My involvement in senior-level Air Force military and civilian staff meetings expanded my awareness of alliance development and formulation of effective strategies consistent with the business of the organization.

Building Coalitions

An important objective I handled was the development of briefing material regarding schedule tracking, graduate rate tracking, and risk management for the 81st Training Wing one star Commander and the Second Air Force two star Commander. The briefing charts I created were sent forward to the 4 star commander of the Air Education & Training Command at the Pentagon. I was instrumental in identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors, ensuring that a cross-functional team product delivered the appropriate message. The material was very politically sensitive, and, hence, it was important to provide key points that would convey the appropriate message to the Wing Commander and the Second Air Force Commander. I quickly gained an understanding of cross-functional areas that included Strategy, Planning, Operations and Analysis teams and established common ground with a range of team perspectives. I provided a leadership role by taking appropriate action to ensure an effective team product was completed on time. As a result, the Wing Commander accepted the briefing position I had recommended.

3) Customs and Border Protection, Marine Division, U. S. Department of Homeland Security, Jacksonville, Florida

Leading Change

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I had the unique opportunity of shadowing the Director of the National Marine Operations Center for Customs and Border Protection (CBP) in the Department of Homeland Security for a brief assignment. During this time I closely observed the daily activities of the Director whose responsibilities include the maintenance and outfitting of the 80 high-tech and high-speed patrol vessels and the training of CBP agents in their use for this very specialized maritime law enforcement organization. I was able to expand my knowledge of strategic planning, decision making, and implementation of an organizational vision. During this time, the Director was wrapping up an eight-year effort to standardize the fleet maintenance depot and save costs; this provided me with valuable insight into a successful project end state for change and leadership.

Results Driven

I saw that the Director of the National Marine Operations Center for CBP was able to build the depot 40 times bigger than it was in 2001 by standardizing the boats and engine configurations, instituting procedures to solve an annual \$1 million inventory tracking problem, and begin a process to involve the technicians in problem resolution. I studied how the Director involved himself in the operation of the business closely enough to understand the problems the employees encountered and how I solved problems by instituting pilot projects to test new ideas that the employees suggested. By instituting cost-effective, off-the-shelf technologies when outfitting the fleet, the Director increased the vessel readiness metric by 64 percent. Using a “measure what you care about most” philosophy, the Director plans to measure mission accomplishment once the new vessels are in service. I was greatly influenced by this and was able to apply this philosophy on my subsequent assignment at the Air Force on each project I participated in. I benefited highly from the experience of shadowing such a well-respected industry leader.

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APPENDIX C – SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM MENTOR VERIFICATION AND EVALUATION MEMO

Formatting should be Times New Roman font, 1-inch margins on top, bottom, and right sides, 1.2-inch margin on left, point size should be 12 point. This Mentor Verification and Evaluation Memo should be approximately 2-4 pages in length.

TO: NASA Headquarters
Attn: Office of Human Capital Management, Senior Executive Advisor

FROM: Director, Stennis Space Center

SUBJECT: Mentor Appraisal Verification and Evaluation: Mr. X XX, Senior Executive Service Candidate Development Program

Mr. XX has been a NASA employee for nearly 25 years where he has made significant contributions to Human Space Flight. As his mentor, I reviewed his career history for the Senior Executive Service Candidate Development Program (SESCDP), where I rated him against the five Executive Core Qualifications (ECQs). I rated him “Very High” in Leading Change and Results Driven, and “High” in Leading People, Business Acumen, and Building Coalitions. A few highlights of his career are described below to provide background on his development.

Training Activities:

Mr. XX participated in comprehensive training in support of his development. The **SESCDP Orientation** training provided an extensive assessment of his leadership strengths and areas for improvement and counselors suggested specific courses and work assignments to increase his leadership effectiveness. The **NASA Human Element** course provided additional insight into building effective relationships as well as further developing self-awareness. The **Harvard University Leadership Training** satisfied the interagency training requirement across all ECQs while providing an opportunity to dialog on emerging executive challenges with colleagues from other agencies and countries.

Additionally, in the **SESCDP Midterm Leadership Program**, he participated in leadership discussions with a wide spectrum of industry executives and gained key insight to world-class specialists on leading change and leading people more effectively through a series of activities aimed at strengthening influence. It also served as an assessment of his progress to influence remaining developmental needs between rotational assignments. **Technical Training 101**, an Air Force-sponsored training class for new commanders, provided Mr. XX two days of intensive discussion between General Officers and Colonels on the challenges of new command and the training of the Air Force recruits and officers and explained the enterprise architecture and management of the training process enhancing his business acumen. The **Congressional**

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Operations course rounded out Mr. XX's training by providing a foundational understanding of the Federal government and the budgetary and legislative processes. This extensive and diverse cadre of training programs has ensured that Mr. XX will be well prepared for the challenges he will face in the Senior Executive Service.

SAMPLE

Developmental Work Assignments:

- 1) **Office of Legislative and Intergovernmental Affairs, NASA Headquarters**
- 2) **Air Force Training Enterprise, U. S. Air Force, Keesler Air Force Base, Biloxi, Mississippi**
- 3) **Customs and Border Protection, Marine Division, U. S. Department of Homeland Security, Jacksonville, Florida**

Summary:

Mr. XX has demonstrated exceptional leadership skills in a variety of roles in his 25 years as a high-performing public servant. I continually maintained involvement and mentored the candidate throughout his SESCDP. The SESCDP provided an opportunity to enhance and further broaden his leadership talents. I believe his demonstrated experience and training fully satisfy the requirements of the Executive Core Qualifications. I recommend certification of his Managerial Qualification and completion of the SESCDP.

Patrick Scheuermann
 Director, Stennis Space Center
 Date
 Mentor

Include this statement or a similar statement that indicates the mentor's continued involvement throughout the program.

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APPENDIX D – NSSC (Service Provider) SESCDP Case Documentation – TechDoc Job Aid

1.0 How to Log Into TechDoc:

- a. To access TechDoc, click the following link located at <https://dm.nssc.nasa.gov/servlet/dm.web.HomePage>
- b. When the screen is displayed, as shown in Figure D-1, click **Log In**.

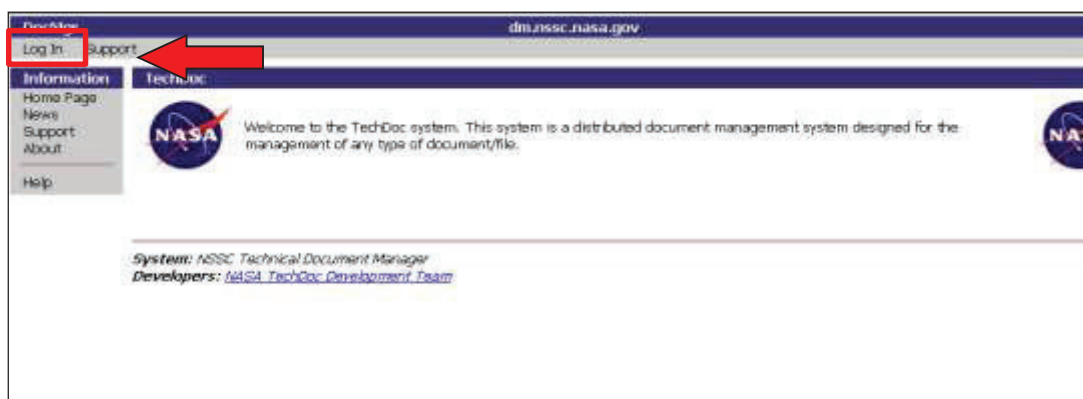


Figure D-1. TechDoc Access

- c. When the screen is displayed, as shown in Figure D-2, complete the following:
 1. Type **Username** and **Password** (1).
 2. Click **OK** (2).

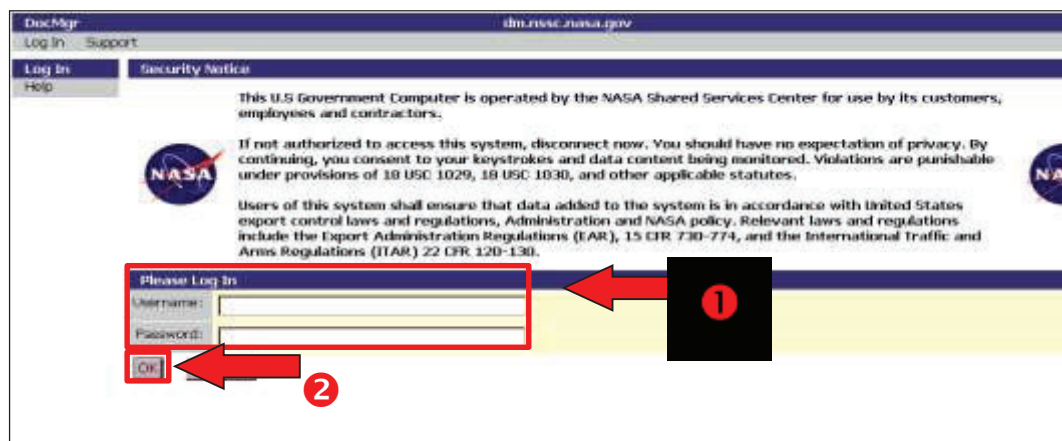


Figure D-2. Username/Password Screen

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2.0 How to Locate the SES Appointment Candidate Folders:

- a. When the *Root* screen is displayed as shown in Figure D-3, click the **HR Human Resources cabinet**.

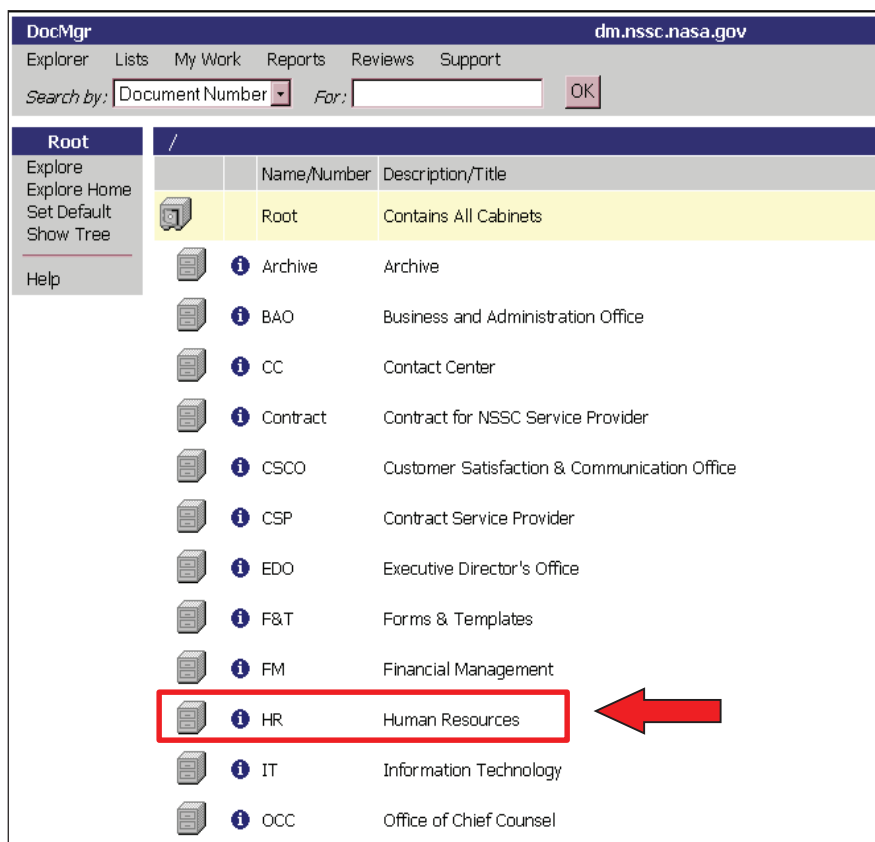


Figure D-3. HR Human Resources Cabinet

- b. When the *HR* cabinet screen is displayed as shown in Figure D-4, click the **SES Case Documentation** file folder.

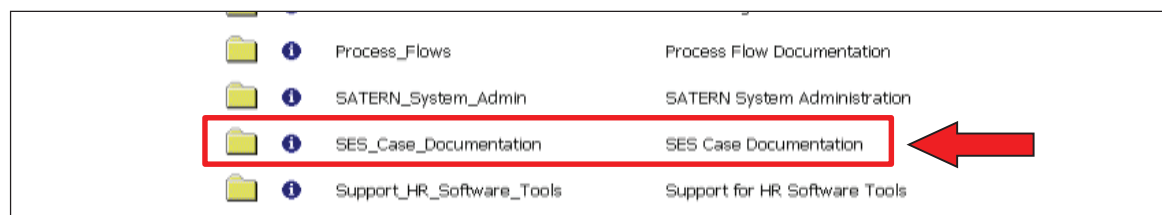


Figure D4. SES Case Documentation File Folder

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- c. When the *SES Case Documentation* screen is displayed, click the **Appointments** or **Candidate Development Program (CDP)** file folder (depending on the type of case being worked (Example is CDP as shown in Figure D-5).













/HR/SES_Case_Documentation		
	Name/Number	Description/Title
	 HR	Contains all NSSC Human Resources transactional documents
	 SES_Case_Documentation	SES Case Documentation
	 Appointments	SES Appointments
	 CDP	Candidate Development Program
	 MISC	Misc. SES Documents
	 Resources and Job Aids	Templates, reference materials, job aids

Figure D-5. Appointments/CDP Screen

3.0 How to Create a New Candidate Folder:

- a. With the *Appointment* or *CDP* folder selected, click the **Create Folder** link (1) as shown in Figure D-6.

Note: Figure D-6 shows candidate Electronic Case Files (ECF) previously created by an SES Specialist (2).

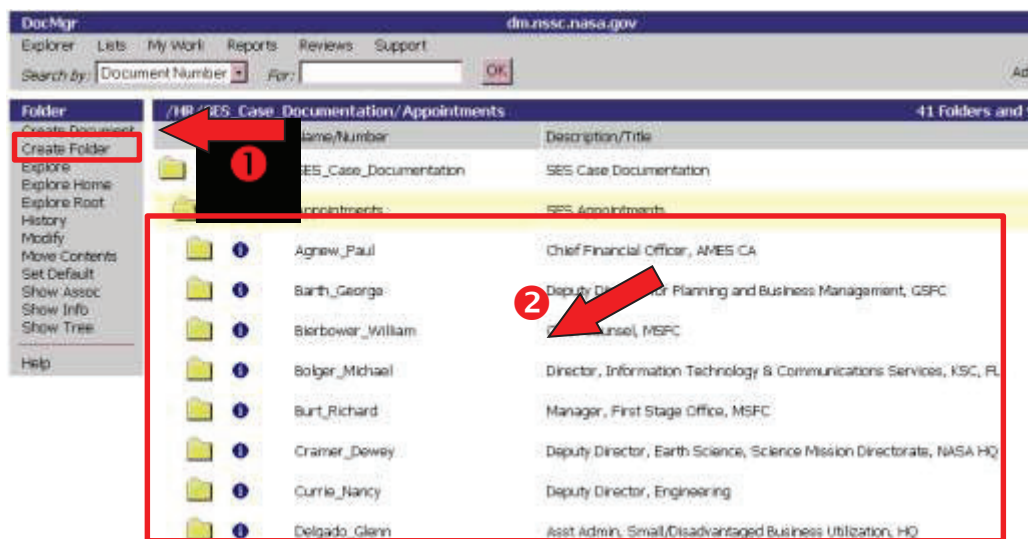


Figure D-6. Create Folder Link

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Note: Figure D-7 (second half of Figure D-6 page) shows documents placed in TechDoc by the Document Imaging Group when the Remedy case was created.



Figure D-7 Document Imaging Documents in TechDoc

- a. After clicking on the **Create Folder** link shown in Figure D-6, the screen as shown in Figure D-8 is displayed, complete the following steps:
 1. Type the **Candidate's Last Name-underscore-Candidate's First Name** (1).
 2. For Appointments type the **Title of the SES Vacancy** (2) to which the candidate is being appointed:
 - For CDPs: Type **SESCDP, Center Name**
 3. Uncheck the **box** (3) next to *Check to add myself to the Notification List*.
 4. Under Organization: **HR-HR Services Division** (4).
 5. Under Reason: type the reason-**To create an Electronic Casefile** (5).
 6. Click **OK** (6).

Figure D-8. Fields for Create a Folder

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- b. When the screen is displayed as shown in Figure D-9, click **Next** (Do not click OK).



Figure D-9. Next Button

- c. When the *Access Folder* screen is displayed as shown in Figure D-10, complete the following:
- Check the following boxes (1):
 - **Read**
 - **Modify**
 - **Create Folder**
 - **Create Document**
 - Under *Shared Lists*, scroll down the list to locate and select the **HR_SP_SES_Group** (2).
 - Click the **Add** button (3).

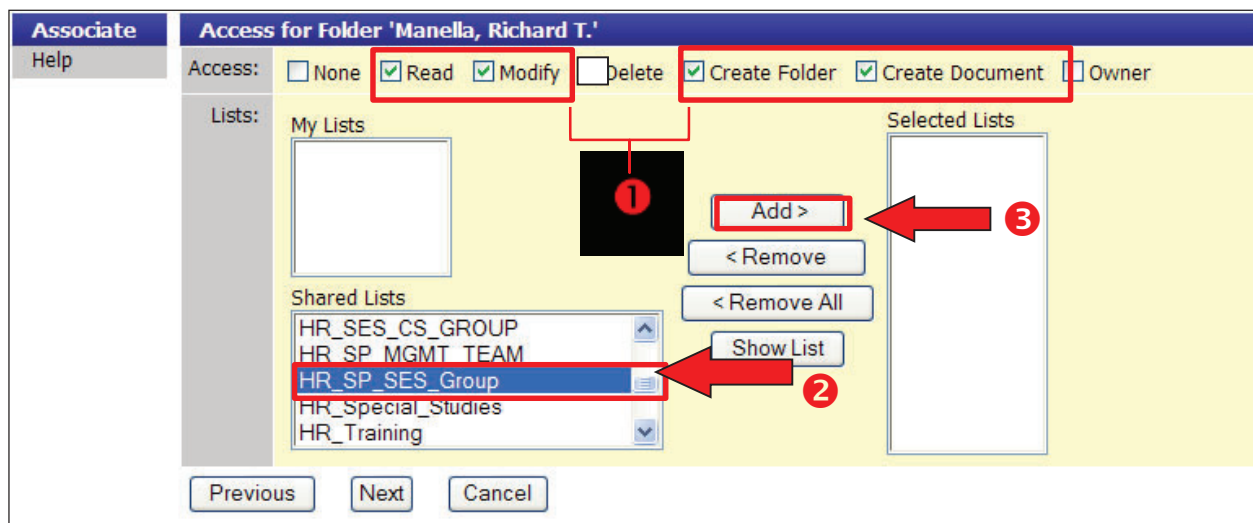


Figure D-10. Access Folder Screen

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- d. When the screen is displayed as shown in Figure D-11, the **selected group** from the previous step is displayed in the *Selected List*.

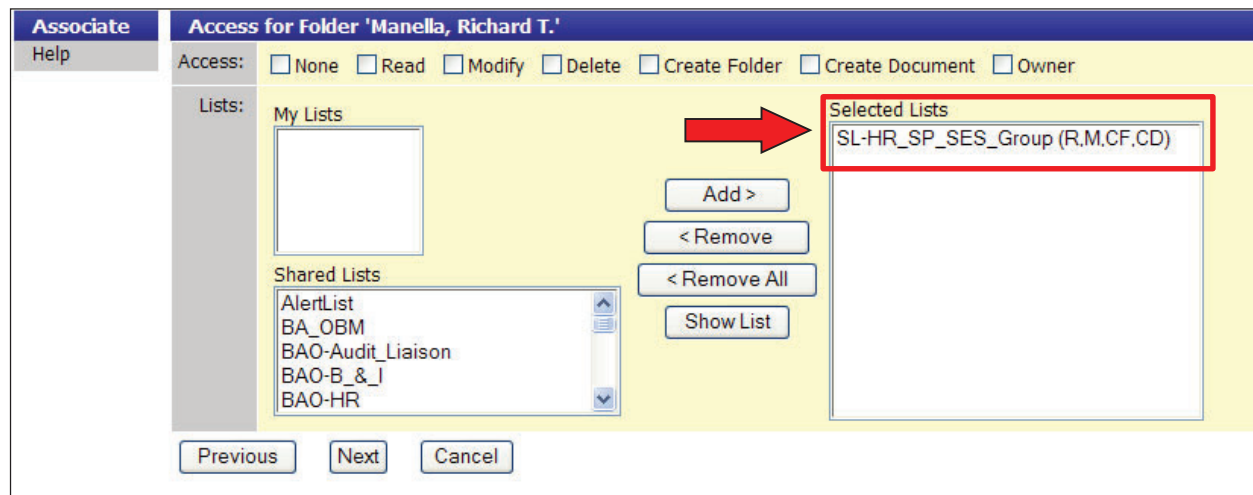


Figure D-11. HR_SP_SES_Group

- e. Still on the screen as shown in Figure D-11, complete the following as shown in Figure D-12:
1. Check the **Read** box (1) and under *Shared Lists*, scroll down the list to locate and select the **HR_SES_CS_Group** (2).
 2. Click the **Add** button (3).

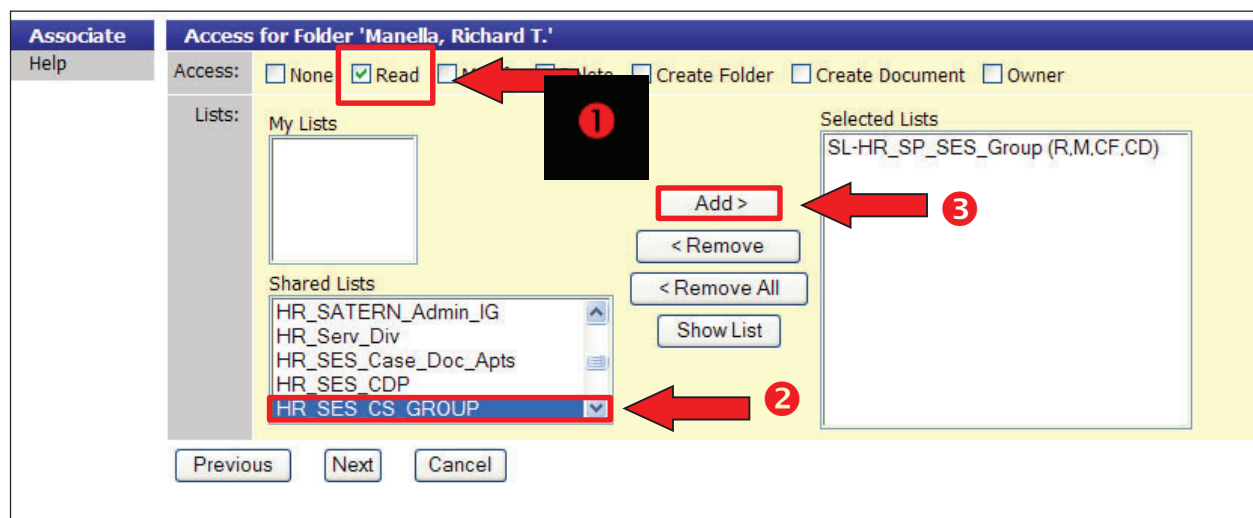


Figure D-12. HR_SES_CS_Group

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- f. When the screen is displayed as shown in Figure D-13, the **selected group** (1) from the previous step is displayed in the *Selected List*.
- g. Click the **Next** button (2).

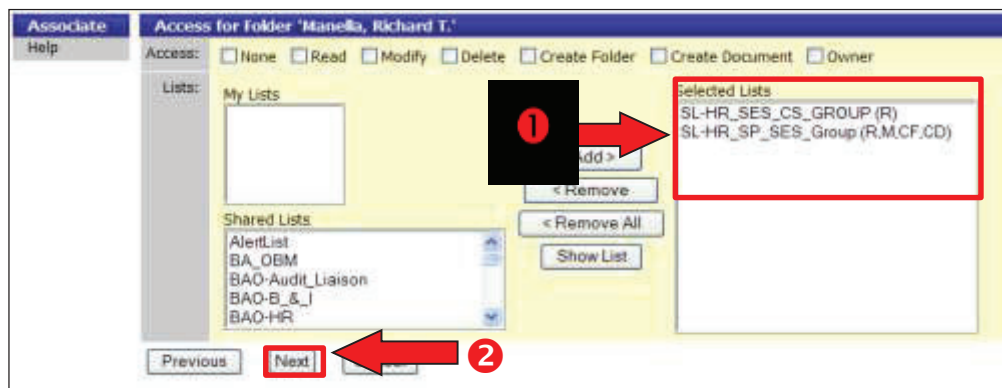


Figure D-13. Next Screen

- h. When the screen is displayed as shown in Figure D-14, complete the following:
 1. Click the **Owner** option (1)
 2. Select the **user's name** from the *Users* list (2)
 3. Select **Add** (3)
 4. Select **Local Users** under *Selected Users* and click **Remove** (4)
 5. Click **OK** (5).

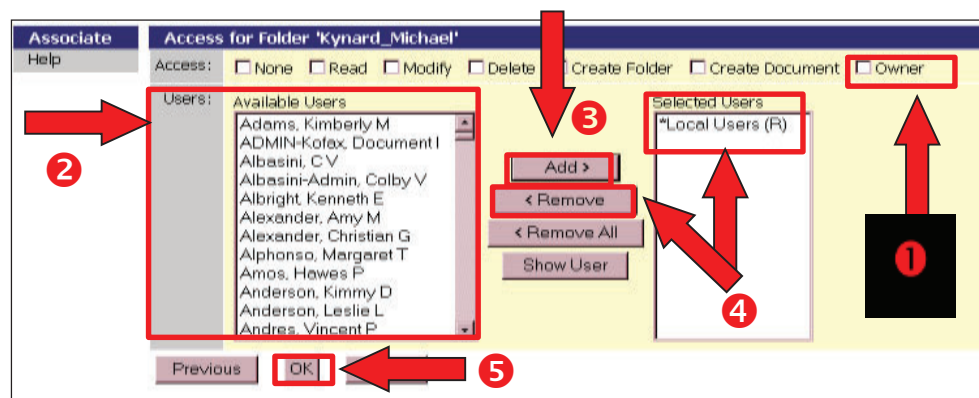


Figure D-14. Users/OK Screen

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- i. The new folder should now be displayed in the *Appointments* or CDP folder as shown in Figure D-15.

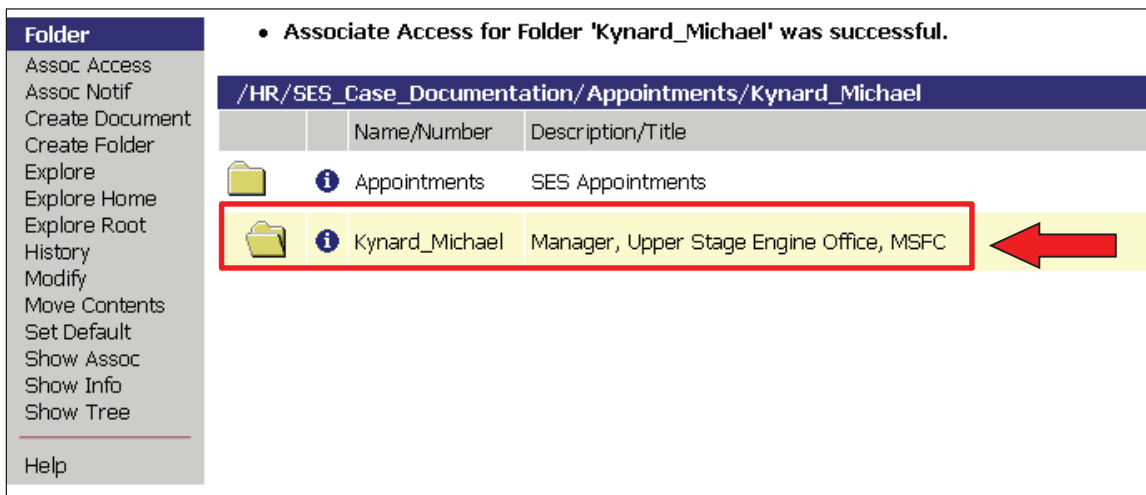


Figure D-15. New Folder

3.0 How to Move the Documents for the Candidate to His/Her New Folder:

- a. Navigate to the SES_Case_Documentation page and click the **Move Contents** link on the left-hand side of the screen as shown in Figure D-16.

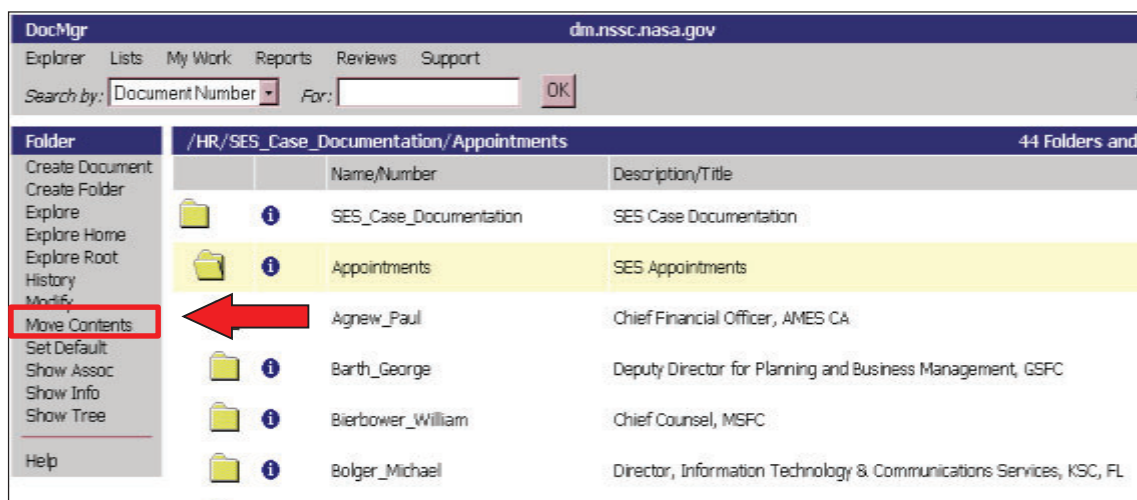


Figure D-16. Move Contents Link

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- b. When the screen is displayed as shown in Figure D-17, complete the following:
1. Under *Reason* type **Move to casefile** (1)
 2. Click the **Next** button (2).

DocMgr dm.nssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For: OK

Move Move Contents From Folder 'Appointments'

Reason: Move to casefile

Next

Figure D-17. Reason/Next Screen

- c. When the screen is displayed as shown in Figure D-18, complete the following:
1. Check the **box** next to all **files to be moved** (1).
 2. Click **Next** after checking all selections needed (2).

<input type="checkbox"/>	<input type="checkbox"/>	William_Jones	Manager, Payloads Office, ISS, JS
<input type="checkbox"/>	<input type="checkbox"/>	Winterton_Joyce	Assistant Administrator, Office of
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_09-12-2006_17.48.00	APT-Peterson, Frank E.
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_09-21-2006_15.56.00	APT-Hawley, Eileen
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_09-25-2006_12.19.12	APT-Pendleton, Yvonne
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_09-25-2006_12.23.00	APT-Pendleton, Yvonne
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR_SES_APT_09-28-2006_16.37.00	APT-Kynard, Michael H.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR_SES_APT_10-02-2006_11.15.00	APT-Kynard, Michael H.
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_10-04-2006_17.06.00	APT-Sumner, Michael F.
<input type="checkbox"/>	<input type="checkbox"/>	HR_SES_APT_11-02-2006_12.42.00	APT-Stringer, David L.

Previous Next Select All Unselect All Cancel

Figure D-18. Files to Be Moved Screen

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- d. When the screen is displayed as shown in Figure D-19, click the **destination file folder** to place the newly moved files in.

Move	Navigate to Destination Folder or Cabinet to Move Contents	
Help	Name	Description
	SES_Case_Documentation	SES Case Documentation
	Appointments	SES Appointments
	Agnew_Paul	Chief Financial Officer, AMES CA
	Irwin_Candace	Director, Workforce Systems & Accountability Division, OHCM, Office of Ins
	Klupar_Pete	Chief, Small Satellite Programs Office, ARC, Moffett Field, CA
	Komar_George	Deputy Associate Administrator for Technology, NASA HQ
	Kynard_Michael	Manager, Upper Stage Engine Office, MSFC
	McGee_Amanda	Director, Workforce Systems and Accountability Division, OHCM

Figure D-19. Destination File Folder

- e. Verify the **correct folder** (1) has been selected and click **OK** (2) as shown in Figure D-20.

Move	Navigate to Destination Folder or Cabinet to Move Contents	
Help	Name	Description
	Appointments	SES Appointments
	Kynard_Michael	Manager, Upper Stage Engine Office, MSFC
	Previous	OK

Figure D-20. OK Screen

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- f. The moved files should be displayed under the Candidate's case file as shown in Figure D-21.

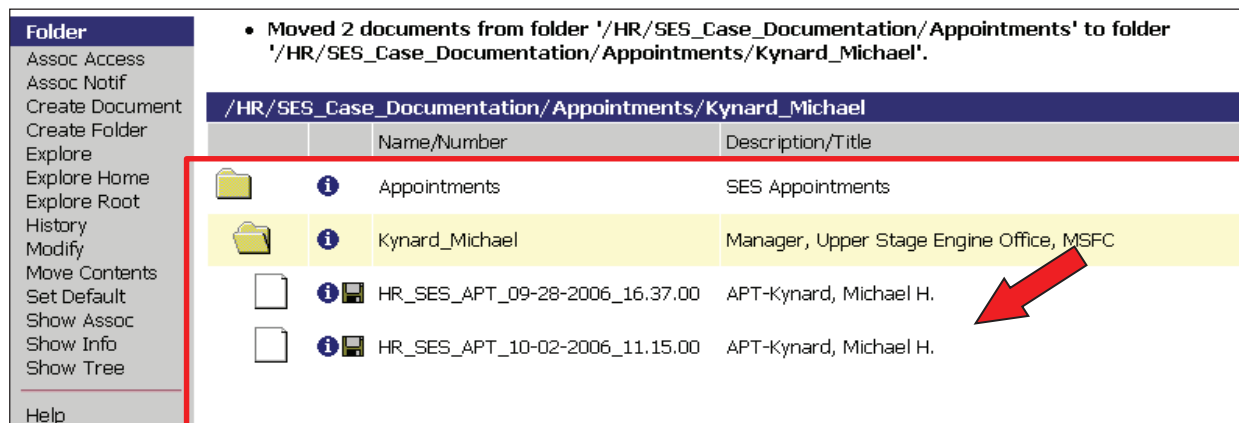


Figure D-21. Candidate Case File

4.0 How to Upload New Documents to a Candidate's Case File:

- Locate and click on the **Candidate's case file** folder (1) for uploading the documents.
- Click the **Create Document** link (2) on the left-hand side of the screen as shown in Figure D-22.

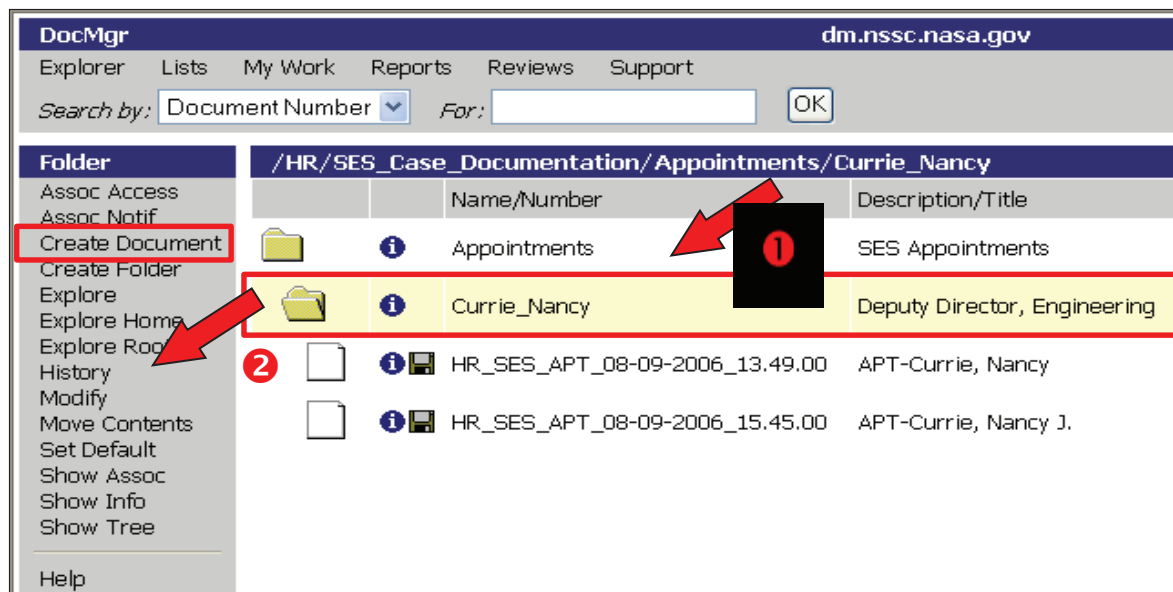


Figure D-22. Candidate's Case File Folder Screen

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- c. When the *Create Document* screen is displayed, complete the following as shown in Figure D-23:
1. In the *Number* field: Type **document number** (1) using the following **SES_31--_mm-dd-yyyy_hh.mm**. (Refer to *Notes* below for a detailed description of the number components).
 2. In the *Title* field: Type a **description of the document** (2). Be consistent (Refer to *Notes* below for a detailed description).
 3. In the *Doc Type* field: Select the following (3):
 - For Appointments: Click and select the **SES-SES Case Documentation**.
 - For CDP: Click and select **CDP-Candidate Development**.
 4. In the *Doc Category*: Select **PrivAct** (4) from the drop-down.
 5. In the Box: Check the box next to **Check to add myself to Notification List** (5).
 6. In Point of Contact: Type **user name** (6).
 7. In Organization: Choose **HR-HR Service Division** (7).
 8. Web Search: Choose **Campus** (8).
 9. In Reason: Type **Input in case file** (9).
 10. Click **Next** (10).

The screenshot shows the 'Create Document' screen with the following fields and callouts:

- 1**: Points to the *Number* field containing 'SES_3100_10-11-2006_17.31'.
- 2**: Points to the *Title* field containing 'ECQ-Currie-Final for Center Review'.
- 3**: Points to the *Doc Type* dropdown menu showing 'SES - SES Case Documentation'.
- 4**: Points to the *Doc Category* dropdown menu showing 'PrivAct - Privacy Act Information'.
- 5**: Points to the checkbox labeled 'Check to add myself to Notification List', which is checked.
- 6**: Points to the *Point of Contact* field containing 'Angela Gjertson'.
- 7**: Points to the *Organization* dropdown menu showing 'HR - HR Services Division'.
- 8**: Points to the *Web Search* dropdown menu showing 'Campus'.
- 9**: Points to the *Reason* field containing 'Input in case file'.
- 10**: Points to the **Next** button at the bottom left.

Figure D-23 Create Document Screen

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Notes: **Number description:**

SES= Document Type

3100= Special tracking number assigned to SES

Date= Date that ECQs version was sent or received

Time= Military time (24.00 hrs)

Examples for the Title field:

ECQ-Currie-Iteration 1

ECQ-Currie-Rewrite 1

ECQ-Currie-Final for Center Review

SESCDP-Currie-ECQs Presentation-Iteration 1

SESCDP-Currie-ECQs Presentation-Rewrite 1

SESCDP-Currie-Mentor Evaluation & Verification Memo-Final to Candidate

- d. When the screen is displayed as shown in Figure D-24, complete the following:
 - When uploading NSSC's final deliverable for submission to OHCM, select **Yes** (1) next to the *Official Record* option-skip the step for all other iterations.
 - Click the **Next** button (2).

The screenshot shows the 'DocMgr' interface with the URL 'dm.nssc.nasa.gov'. The main title is 'Create Document 'SES_3100_10-11-2006_17.31' in /HR/SES_Case_D'. The 'Official_Record' dropdown menu is highlighted with a red box, and a red arrow points to it from a black box containing a red '1'. The 'Next' button is highlighted with a red box, and a red arrow points to it from a black box containing a red '2'.

Figure D-24. Official Record Screen

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- a. When the screen is displayed as shown in Figure D-25, complete the following:
 1. Click the **Browse** button (1).
 2. Navigate and click on the **save document** to be uploaded.
 3. Click the **OK** button (2).

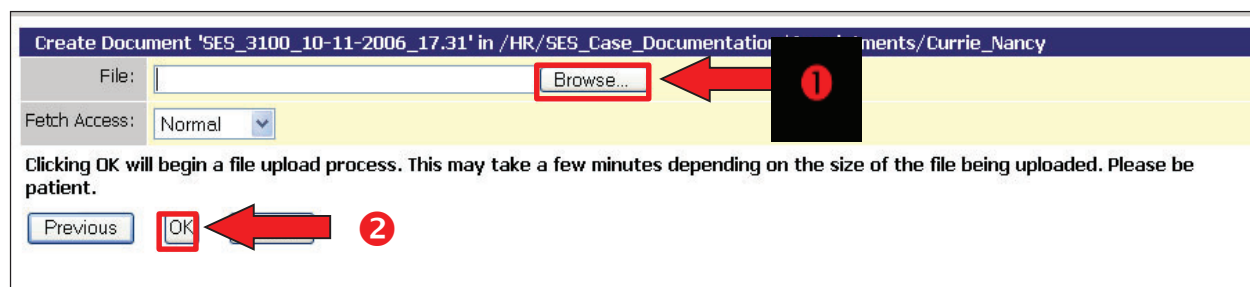


Figure D-25 Browse Screen

- b. When the screen is displayed as shown in Figure D-26, click the **Next** button (Do not click the OK butt at this point).

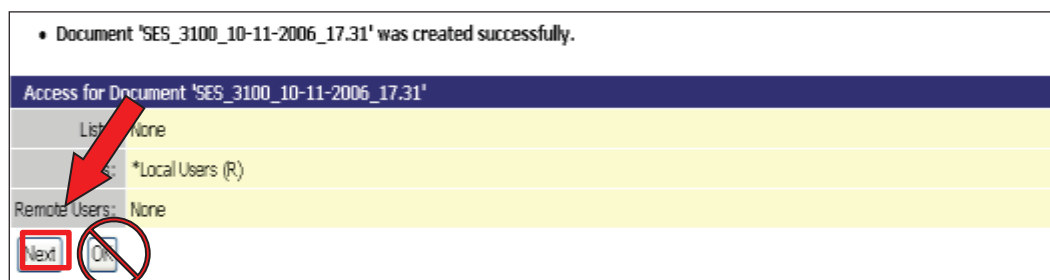


Figure D-26. Next Button Screen

- c. When the screen is displayed as shown in Figure D-27, complete the following:
 1. Click the **Read** box (1).
 2. Under the *Shared Lists*, scroll down to locate and select the **HR_SP_SES_Group** from the list (2).

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3. Click **Add** (3).

The screenshot shows the 'Access for Document' screen for document 'SES_3100_08-30-2010_10.58'. The 'Access' section has checkboxes for 'None', 'Read' (checked), 'Modify', 'Delete', 'Reserve/Replace', and 'Owner'. The 'Lists' section has 'My Lists' and 'Shared Lists'. The 'Shared Lists' list includes 'HR_SES_CDP', 'HR_SES_CS_GROUP', 'HR_SP_MGMT_TEAM', 'HR_SP_SES_Group' (highlighted with a red box and arrow 2), and 'HR_Special_Studies'. The 'Add >' button is highlighted with a red box and arrow 3. The 'Selected Lists' section is empty. The 'Previous', 'Next', and 'Cancel' buttons are at the bottom.

Figure D-27. Access Screen

- d. When the screen is displayed as shown in D-28, the **HR_SP_SES_Group** (1) should appear under *Selected Lists*.
- e. Click the **Next** button (2).

The screenshot shows the 'Selected Lists' screen for document 'SES_3100_08-30-2010_10.58'. The 'Access' section has checkboxes for 'None', 'Read', 'Modify', 'Delete', 'Reserve/Replace', and 'Owner'. The 'Lists' section has 'My Lists' and 'Shared Lists'. The 'Shared Lists' list includes 'AlertList', 'BA_OBM', 'BAO-Audit_Liaison', 'BAO-B_&I', and 'BAO-HR'. The 'Add >' button is highlighted with a red box and arrow 3. The 'Selected Lists' section now contains 'SL-HR_SP_SES_Group (R)' (highlighted with a red box and arrow 1). The 'Previous', 'Next' (highlighted with a red box and arrow 2), and 'Cancel' buttons are at the bottom.

Figure D-28. Selected Lists Screen

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- f. When the screen is displayed as shown in Figure D-29, complete the following:
1. Click the **Owner** option (1).
 2. Under *Available Users*, scroll and click to select **user name** from the list (2).
 3. Click the **Add** button (3).
 4. Under *Selected Users* select **Local User** and click **Remove** (4).
 5. Click the **Next** button (5).

DocMgr dm.nssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For: OK

Associate Help

Access for Document 'SES_3100_10-11-2006_17.31'

Access: ☐ None ☐ Read ☐ Modify ☐ Delete ☐ Reserve/Replace ☐ Owner

Users:

Available Users

- Adams, Kimberly M
- ADMIN-Kofax, Document I
- Albasini, C V
- Albasini-Admin, Colby V
- Albright, Kenneth E
- Alexander, Amy M
- Alexander, Christian G
- Alphonso, Margaret T
- Amos, Hawes P
- Anderson, Kimmy D
- Anderson, Leslie L
- Andres, Vincent P

Selected Users

- *Local Users (R)

Add >

< Remove

< Remove All

Show User

This Document's Doc Category places restrictions on the Read Access, so Global, Comm from the Available Users list.

Previous Next

Figure D-29. Associate Access

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g. When the screen is displayed as shown in Figure D-30, click **OK**.

The screenshot shows the DocMgr web interface. At the top, there's a navigation bar with 'DocMgr' and 'dm.nssc.nasa.gov'. Below it are tabs for 'Explorer', 'Lists', 'My Work', 'Reports', 'Reviews', and 'Support'. A search bar is present with 'Search by:' and a dropdown menu set to 'Document Number', followed by a 'For:' field and an 'OK' button. The main content area has a left sidebar with 'Associate' and 'Help' links. The main panel is titled 'Access for Document 'SES_3100_10-11-2006_17.31'' and shows 'Access: Read only for Fetching'. Below this is a 'New Remote User:' section with a 'Choose One' dropdown menu and an empty text field. At the bottom, there are three buttons: 'Previous', 'OK' (highlighted with a red box), and 'Cancel' (with a red arrow pointing to it).

Figure D-30. OK Screen