



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-3100-0001 Revision 3.0

Effective Date: **December 8, 2010**
Expiration Date: **December 8, 2015**

SENIOR EXECUTIVE SERVICE (SES) CANDIDATE DEVELOPMENT PROGRAM (CDP)

Responsible Office: Human Resources

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SUBJECT: Senior Executive Service (SES) Candidate Development Program (CDP)		

Approved by

/s/ Kenneth L. Newton

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December 27, 2010

Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	7/18/07	Basic Release
Revision	A	3/28/08	Updated document to show changes in process since Go Live: <ul style="list-style-type: none"> - Put in new NSSC template. - Added e-mail address in Tips section to send information to the NSSC. - Changed the responsibility of Step 4 to the SES Coordinator rather than the NSSC(SP). - Refined procedures for the ESCS Success Page.
Revision	3.0	12/8/2010	Refined procedures for the Candidate Development Program (CDP) Renumbered document from NSSC-HR-SDG-0033 to NSSDG-3100-0001. This is necessary to reflect newly adopted SDNS numbering scheme which will be implemented on all NSSC documents upon development or revision.

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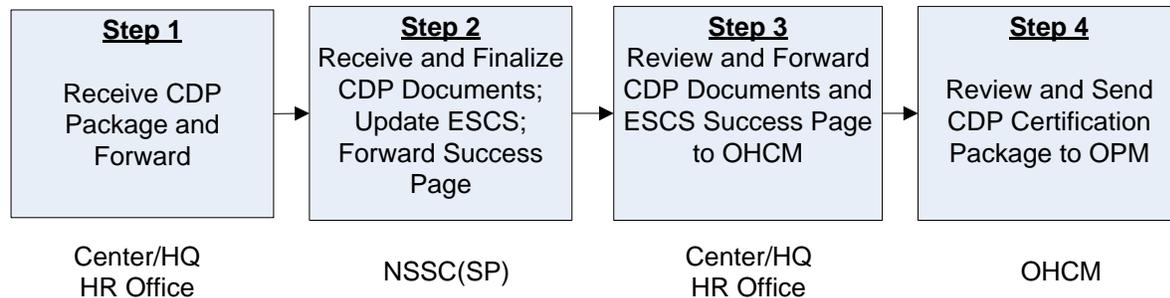
Senior Executive Service Candidate Development Program

Introduction

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. These experiences, normally to be 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. 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).

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PROCESS – Senior Executive Service Candidate Development Program



Roles & Responsibilities

Senior Executive Service Candidate Development Program		
Roles and Responsibilities	Action	Tips/Notes
Step 1 Center/HQ HR Office Receive CDP Package and Forward	The Center/Headquarters (HQ) Human Resources (HR) Office receives the certification package from the CDP Candidate and forwards the draft ECQ presentation, resume and Individual Development Plan (IDP) to the NSSC. Output: CDP documents	E-mail candidate package to nssc@nasa.gov with heather.j.wantland@nasa.gov in the cc line. Indicate "SESCDP Package" in the subject line. ESCS update required: <ul style="list-style-type: none"> - create the individual - assign the individual to the CDP program - complete the program for the individual
Step 2 NSSC(SP) Receive and Finalize CDP Documents; Update ESCS; Forward Success Page	The NSSC Service Provider (SP) receives the CDP documents package from the Center/HQ HR Office and verifies that the package is complete. The NSSC(SP) will work with the candidate to edit and revise the ECQ presentation and develop the Mentor Verification/Evaluation memo. The NSSC(SP) will update the Executive and Schedule C System (ESCS) to add information to the record. The final ECQ presentation and Mentor Verification/Evaluation memo and Success	A complete package includes: <ul style="list-style-type: none"> - ECQ presentation (Req.) - resume (Req.) - IDP (Req.) - Mentor Verification/Evaluation memo (Opt.) - supplemental evaluations (Opt.) - class year of

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Roles and Responsibilities	Action	Tips/Notes
	<p>page is submitted electronically to the Center/HQ HR Office for review.</p> <p>Output: Final CDP documents and ESCS Success page</p>	<p>SESCDP (Opt.)</p> <p>The ESCS update includes creating a Criterion B QRB Case. A copy of the QRB Case Success page will be saved electronically for submission to the Center.</p>
<p>Step 3</p> <p>Center/HQ HR Office</p> <p>Review and Forward CDP Documents and ESCS Success Page to OHCM</p>	<p>The Center/HQ HR Office receives and reviews the final CDP documents from the NSSC(SP). Upon approval of the documents, the Center/HQ HR Office will notify the NSSC(SP) of the concurrence.</p> <p>The SES Coordinator forwards the approved final CDP documents and the ESCS Success page electronically to OHCM.</p> <p>Output: Approved Final CDP documents and ESCS Success page forwarded to OHCM. Notification of concurrence to NSSC</p>	<p>The SES Coordinator is responsible for ensuring that substantive changes to the Mentor Verification/Evaluation memo are discussed with/reviewed by the mentor prior to Center/HQ HR Office concurrence. SES Coordinator obtains signatures.</p>
<p>Step 4</p> <p>OHCM</p> <p>Review and Send CDP Certification Package to OPM</p>	<p>OHCM receives the CDP certification package, reviews, and forwards to OPM for QRB approval. Following approval by the OPM QRB, the candidate will be officially certified for noncompetitive career appointment to any SES position for which he or she meets the professional/technical qualifications.</p> <p>Output: Package reviewed and sent to OPM</p>	<p>QRB certification does not guarantee placement in the SES.</p>

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC(SP)	Final ECQ Presentations and Mentor Verification/Evaluation Memos	Center	90% of finalized ECQ Presentations and Mentor Verification/Evaluation Memos for the SES CDP will be forwarded to the Center within 30 business days after receipt of a completed package (with a goal to complete and forward to the Center within 15 business days)
NSSC(SP)	ESCS Input	Center	Enter in ESCS and forward Success Page to the Center with the final CDP documents

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PRIVACY DATA

All participants involved must ensure protection of all data covered by the Privacy Act.

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SYSTEM COMPONENTS

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
N/A			

New Systems

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
ESCS (Executive and Schedule C System)	OPM system tracking SES, ST, SL and Schedule C Employees throughout the Federal Government.	Internal NSSC employees	None Identified

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CUSTOMER CONTACT CENTER STRATEGY

The NSSC Customer Contact Center Service Delivery Guide provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

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APPENDIX

Appendix A-SES Candidate Development Program Process Flow

