



National
Aeronautics and
Space
Administration

Executive Personnel Action Document

(Instructions on reverse)

SECTION 1: INITIATOR

TO: NASA ADMINISTRATOR
THRU: F/ASSOCIATE ADMINISTRATOR FOR HUMAN RESOURCES AND EDUCATION _____
 Signature and Date

FROM: _____
 EXECUTIVE POSITION MANAGER Signature and Date INSTALLATION PERSONNEL OFFICER Signature and Date

SECTION 2: HEADQUARTERS CONCURRENCES

CODE	INSTITUTIONAL ASSOCIATE ADMINISTRATOR Signature and Date
CODE	ASSOCIATE DEPUTY ADMINISTRATOR (INSTITUTIONS) Signature and Date
CODE	CHIEF OF STAFF AND WHITE HOUSE LIAISON Signature and Date
CODE	ASSOCIATE DEPUTY ADMINISTRATOR Signature and Date

SECTION 3: TYPE OF ACTION

- APPOINTMENT PAY LEVEL ADJUSTMENT
 REASSIGNMENT REQUEST NEW POSITION
 OTHER (Explain below in Section 6)

SECTION 4: TYPE OF POSITION

- SENIOR EXECUTIVE SERVICE (SES)
 NASA EXCEPTED (NEX) SENIOR LEVEL (SL)
 SENIOR SCIENTIFIC AND TECHNICAL (ST)

SECTION 5: INCUMBENT/SELECTEE

NAME

FROM

POSITION TITLE:	CURRENT ORG/LOCATION:	CURRENT GRADE LEVEL/SALARY:
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TO

POSITION TITLE:	PROPOSED ORG/LOCATION:	PROPOSED GRADE LEVEL/SALARY:
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SECTION 6: JUSTIFICATION

JUSTIFICATION FOR ACTION:

SECTION 7: INTERNAL USE ONLY

THIS SPACE RESERVED FOR HQ PERSONNEL DIVISION

DIRECTOR, PERSONNEL DIVISION (HQ)	DATE	CHIEF, AGENCY EXECUTIVE PERSONNEL	TELEPHONE
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