

ISSUANCE TRANSMITTAL  
SHEET

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MM 3000.1B, Change 4      Date: June 17, 1993

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Material Transmitted:

1. Marshall Manual, MM 3000.1B, Change 4, subject: "MSFC Personnel Manual"
2. Change 1 to MM 3000.1A was inadvertently omitted when the MSFC Personnel Manual was reprinted as MM 3000.1B in September 1991. This change iterates the correct criteria for a quality step increase as required by statute and regulation.

Orig s/by

C. D. Bean  
Director  
Human Resources and Administrative Support

Enclosure

Distribution:  
SDL 4

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Filing Instructions:

Remove pages 5-11, 5-12, 5-13, and 5-14 and replace them with the new pages 5-11, 5-12, 5-13, and 5-14. Changes in Quality Step Increases Part 5, subpart 4, paragraph 5.403, 5.405, and 5.406 are marked with an asterisk.

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National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MM 3000.1B, Ch. 3      Date: June 23, 1993

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Material Transmitted:

1. Marshall Management Manual, MM 3000.1B, Change 3, subject: "MSFC Personnel Manual"
2. This Change has been issued to indicate changes in the Sick Leave requirements.

Orig s/by  
C. D. Bean  
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Human Resources and Administrative Support

Enclosure

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Filing Instructions:

Remove page 6-23 and 6-24 and insert the new page 6-23 and 6-24 for Sick Leave. Changes in Sick Leave Part 6, subpart 2, paragraph 6.204d are marked with an asterisk.

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George C. Marshall Space Flight Center  
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Issuance Number: MM 3000.1B, Ch. 3      Date: June 23, 1993

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Material Transmitted:

1. Marshall Management Manual, MM 3000.1B, Change 3, subject: "MSFC Personnel Manual"
2. This Change has been issued to indicate changes in the Sick Leave requirements.

Orig s/by  
C. D. Bean  
Director  
Human Resources and Administrative Support

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Remove page 6-23 and 6-24 and insert the new page 6-23 and 6-24 for Sick Leave. Changes in Sick Leave Part 6, subpart 2, paragraph 6.204d are marked with an asterisk.

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George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MM 3000.1B, Change 2      Date: August 14, 1992

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Material Transmitted:

1. Management Manual, MM 3000.1B, Change 2, Subject: "MSFC Personnel Manual"
2. This change has been issued to indicate changes in the Professional Intern Program's required training courses for both the Scientific and Engineering Interns and the Business Professional Interns.

(orig s/by)

C. D. Bean  
Director  
Human Resources and Administrative Support

Enclosure

Distribution:  
SDL 4

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Filing Instructions:

1. Remove pages 4-93 and 4-94 from MM 3000.1B and replace them with the new pages 4-93 and 4-94 for Business Professionals. Changes in Part 4, subpart 4, paragraph 4.411e are marked with an asterisk.
2. Remove pages 4-103 and 4-104 from MM 3000.1B and replace with the attached pages 4-103 and 4-104 for Scientific and Engineering Interns. Changes in Part 4, subpart 5, paragraph 4.511d are marked with an asterisk.

MSFC-Form 1376 (Rev. July 1979)

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Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MM 3000.1B, Change 1      Date: October 20, 1992

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Material Transmitted:

1. MM 3000.1B, Change 1, "MSFC Personnel Manual"
2. Add Attachments L, M, and N to Part 4, Subpart 1.
3. This change is required to incorporate a new method of recognition in the form of "On-the-Spot" awards to be titled "For a Special Task (FAST) Awards."

(Orig s/by)

C. D. Bean  
Director  
Human Resources & Administrative Support

Distribution  
SDL-4

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Filing Instructions:

Insert the attached in manual immediately following Attachment K.

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

MSFC PERSONNEL MANUAL

SEPTEMBER 1991

November 18, 1991

## **PREFACE**

Personnel management is an integral part of total management at all levels of organization, and the effective implementation of the personnel management program requires the cooperative effort of management officials and employees alike. It further requires knowledge and understanding of policies and procedures by which the objectives of the program are obtained. This manual is issued as an aid in achieving this understanding. Delegations of authority and other related policy material in the personnel management area are published separately as Marshall Management Instructions (MMI's).

The Personnel Office has been delegated the responsibility for the preparation, distribution, and maintenance of the MSFC Personnel Manual.

The manual provides major subject breakouts, and subparts provide further breakouts. Changes will be by page change and will be signed by the Center Director or the Director of the Administrative Operations Office. Note that additions are marked by an asterisk. This is the third edition of the manual and is a complete reprint. The second edition (MM 3000.1A) should be destroyed upon receipt of this edition.

N. Hochberger for

Frank W. Bynum  
Director, Personnel Office

Distribution:  
SDL-4

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MSFC PERSONNEL MANUAL  
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**PART I**  
**GENERAL PROVISIONS**

Subpart 1 - Personnel Policy

Subpart 2 - Personnel Directives

Subpart 3 - MSFC Personnel Manual

**PART 1  
GENERAL PROVISIONS**

**SUBPART 1 - PERSONNEL POLICY**

- 1.101. General
- 1.102. Policy
- 1.103. Supervisory Responsibilities
- 1.104. Employee Responsibilities

**PART 1  
GENERAL PROVISIONS**

**SUBPART 1 - PERSONNEL POLICY**

**1.101 GENERAL**

a. Personnel management, the management of human resources, is an integral part of total management at all levels of organization. It is a basic responsibility of any official who plans, directs, or supervises the work of Federal employees.

b. The Director, Marshall Space Flight Center, by the nature of his office and by virtue of the authority delegated to him, has ultimate responsibility for personnel management at this Center. As in any program of such broad scope, the authority and responsibility to conduct personnel matters is exercised through redelegations to lower levels of management. All elements of the Center share in the Director's responsibility to comply with the various regulations concerning Federal employment and to provide an environment in which employees will be stimulated to make maximum contribution in the service of the public.

c. The effective implementation of the personnel management program requires the cooperative effort of management officials and employees alike. It further requires knowledge and understanding of the policies and procedures by which the objectives of the program are attained. This manual is issued as an aid in achieving this understanding.

**1.102 POLICY**

Realizing that productive efficiency can be built only through the application of principles of human relations, the following specific policies are established as a basis for the personnel management program:

a. There will be no discrimination because of race, sex, color, religion, national origin, marital status, age, political affiliation, or handicapping condition.

b. In recognition of the fact that a well-informed work force is a productive work force, employees will be informed in advance, insofar as possible, of plans and policies affecting them and their work.

- c. Employees will be encouraged to express themselves concerning improvement of work methods and working conditions.
- d. Employees' skills will be utilized to the maximum; and where such is not possible, the respective employee will be made available for reassignment.
- e. Selection of employees will be on the basis of employee interest, proven performance, skills, aptitudes, and personal qualifications, in order to obtain the person best qualified for a specific vacancy.
- f. Appraisal of work performance will be made fairly and objectively on a continuing basis, and such appraisal will be discussed with the employee. This appraisal will be based on performance requirements established in the performance plan and how the employee's work meets those requirements.
- g. Within the framework of governing statutes and regulations, employees will be paid equitably. All positions will be established so that they form the most sound and economical organizational structure for the accomplishment of the mission and insure optimum utilization of manpower resources.
- h. An Incentive Awards Program will be operated and will provide for wide application and extensive use of incentive awards for deserving employees.
- i. Employees will have the right, without interference, coercion, restraint, or reprisal, to join or refrain from joining any lawful employee organization or association.
- j. Employees will be treated fairly in all respects and will have the right to discuss their problems freely and promptly with their supervisors. Failing a prompt and satisfactory adjustment of the problem or complaint, the employee will have the right of appeal under established grievance procedures. Further, employees will be unimpeded and free from restraint, interference, coercion, discrimination, or reprisal in making complaints or in filing grievances under prescribed procedures.

k. Needed employee services essential to assist in the recruitment and retention of employees, and within authorized limits, will be established and maintained.

l. Training, whether on-the-job or off-the-job, within authorized limits, will be recognized and utilized in acquiring maximum utilization to the end that missions will be accomplished with efficiency and economy.

m. All jobs will be analyzed and evaluated in conformance with approved job evaluation standards. A job analysis survey, whether accomplished by an individual job audit or unit survey, will be conducted not less frequently than once every 12 months.

### **1.103 SUPERVISORY RESPONSIBILITIES**

Vigorous and wise management of the personnel work force presents an outstanding opportunity and challenge to each supervisor to further public interest through increased efficiency and consequent reductions in operating costs. Sound supervisor-employee relations is the keystone of the personnel management program. This goal can be reached by:

a. Each supervisor providing constructive leadership in the efficient and economical utilization of the personnel resources for the accomplishment of the respective missions.

b. Both the supervisor and the employee understanding their respective obligations, rights, and privileges.

c. All persons who plan or direct the work of others through constructive leadership establishing a work environment in which employees will be able to contribute most effectively.

d. All levels of management giving special attention to the prevention of overstaffing and to bringing about maximum effectiveness and economy in the utilization of personnel.

e. All management officials assuring that the merit principle is followed, that true competition for employment is open and available to all qualified persons, and that selection is based on objective considerations of ability, training, and aptitude.

**1.104 EMPLOYEE RESPONSIBILITIES**

The obligation to provide a work environment that is pleasing and conducive to high worker morale has been recognized as evidenced by the foregoing policies. In return, the following reasonable and proper demands are made upon employees:

- a. Render a full day's work for a full day's pay.
- b. Perform at a level of qualitative efficiency which is commensurate with their aptitude, training, and experience.
- c. Conduct their public and private affairs according to ethical standards that will reflect favorably upon public service as a calling worthy of respect.
- d. Maintain an attitude of respect, but not of subservience, towards those vested with responsibility for direction of their work.
- e. Observe the spirit as well as the letter of the laws and regulations promulgated to govern their official conduct.

**PART 1  
GENERAL PROVISIONS**

**SUBPART 2 - PERSONNEL DIRECTIVES**

- 1.201. Purpose
- 1.202. Directives

## PART 1

### GENERAL PROVISIONS

#### SUBPART 2 - PERSONNEL DIRECTIVES

##### 1.201 PURPOSE

To prescribe the nature and type of personnel directives which govern personnel policies, actions, and procedures at the Marshall Space Flight Center.

##### 1.202 DIRECTIVES

The following list is not necessarily all-inclusive:

a. **Federal Personnel Manual.** The Federal Personnel Manual provides personnel policies at the national level. In addition, it provides detailed guidance applicable to most aspects of the Personnel Office's operations.

b. **NASA Supplement to the Federal Personnel Manual.** Whenever the subject matter correlates with the Federal Personnel Manual, NASA Headquarters will provide pertinent directives in the nature of supplements. These will receive the same distribution as the Federal Personnel Manual.

c. **NASA Management Instructions (NMI's) and NASA Program Directives (NPD'S).** Delegations of authority and other selected material in the area of personnel not amenable to treatment as supplements will be issued within the structure of the NASA Management Directive System, usually within the 3000 numbered series.

d. **MSFC Management Instructions (MMI's) and Management Announcements (MA's).** Delegations of authority and other significant policy material in the personnel area will continue to be published in MMI's.

e. **Agreements with Employee Organizations.** When there is a formal agreement between MSFC and an employee organization, the terms of that agreement take precedence for employees within the specific bargaining units.

f. **MSFC Personnel Manual.** The MSFC Personnel Manual will be the source for dissemination of personnel informational and directive material to the

supervisory level. Copies will be made available for employee reference. The manual will repeat or paraphrase pertinent parts of the Federal Personnel Manual and NASA supplements. In addition, it will cover areas peculiar to MSFC.

**PART 1  
GENERAL PROVISIONS**

**SUBPART 3 - MSFC PERSONNEL MANUAL**

- 1.301. Purpose
- 1.302. Description
- 1.303. Authority
- 1.304. Maintaining the Manual
- 1.305. Using the Manual

## **PART 1**

### **GENERAL PROVISIONS**

#### **SUBPART 3 - MSFC PERSONNEL MANUAL**

##### **1.301 PURPOSE**

To describe the MSFC Personnel Manual and to explain its use.

##### **1.302 DESCRIPTION**

The MSFC Personnel Manual is a loose-leaf manual which follows an open-type numbering system designed to facilitate changes and additions of parts and subparts. The manual is directed primarily to the supervisory levels; however, it is intended to serve the reference needs of employees. It includes most of the personnel material pertinent to MSFC supervisors and employees when it is used with the negotiated agreements with employee organizations.

##### **1.303 AUTHORITY (Only applicable parts of the most recent edition apply.)**

Authority for the development of the manual has been granted to the Personnel Office.

##### **1.304 MAINTAINING THE MANUAL**

The MSFC Personnel Manual should either be maintained at each supervisory level or else should be readily available for supervisory and employee use. It is imperative that the manual be maintained up-to-date. The Personnel Office will, from time to time, issue changes in the nature of changed pages, changed subparts, and pen-and-ink changes. New material will be introduced as needed and identified so as to fit within the numbering structure of the manual. The manual will be electronically distributed within the Center through the Management Information System (MIS) and will be made available from the public application entitled, "MSFC Directives."

##### **1.305 USING THE MANUAL**

The Personnel Manual is the one publication most useful to supervisors in guiding them in personnel operations. It should be consulted first whenever there is a need to determine personnel policy, to determine personnel methods and procedures, and in general, whenever a personnel question arises. It provides a quick reference guide for pertinent personnel directives issued by higher

headquarters on particular personnel matters covered in the manual. The MSFC Personnel Manual must be used in combination with the complementing material issued in the MSFC Management Directives System - instructions and announcements. When questions arise which cannot be answered by reference to these publications, the Personnel Office should be contacted. The Manual must also be used in combination with any negotiated agreements with an employee organization.

**PART 2**

**(RESERVED)**





**PART 3**

**EMPLOYMENT**

Subpart 1 - Equal Opportunity

Subpart 2 - Employment of Individuals with Disabilities and  
Disabled Veterans

Subpart 3 - The Federal Women's Program

Subpart 4 - NASA Competitive Placement Plan

Subpart 5 - 90-Day Placement Follow-Up

Subpart 6 - Detail of Civilian Personnel

Subpart 7 - Reduction-in-Force



**PART 3**

**EMPLOYMENT**

**SUBPART 1 - EQUAL OPPORTUNITY**

- 3.101. Purpose
- 3.102. Applicability
- 3.103. Policy
- 3.104. Responsibilities



**PART 3**

**EMPLOYMENT**

**SUBPART 1 - EQUAL OPPORTUNITY**

**3.101 PURPOSE**

To reaffirm the National Policy of Equal Opportunity in all matters relating to Federal employment at the Marshall Space Flight Center.

**3.102 APPLICABILITY**

This subpart is applicable to all Federal employees and applicants for Federal employment at MSFC, including employees paid from non-appropriated funds.

**3.103 POLICY**

a. It is a well-established policy of the Federal Government and of NASA to secure equal treatment and equal opportunity for all persons, regardless of race, religion, color, national origin, age, sex, physical or mental disability. Sexual harassment is a form of sex discrimination and thus is a prohibited personnel practice. This policy embraces the following program objectives:

(1) To provide opportunities for all qualified employees to participate fully and equally in the work of the Marshall Center in all occupations and in all organizational elements.

(2) To encourage persons, without regard to their race, religion, color, national origin, disability, age, or sex, to seek competency in the professional, sub-professional, and clerical areas where MSFC will have continuing employment needs.

(3) To provide increased opportunities for employment of persons with lesser skills, where feasible, through the redesign of job structures and the application of sound position management principles.

(4) To provide full opportunity for training and career development of all employees on an equal basis.

(5) To ensure that the positions occupied by all employees are commensurate with their qualifications and ability.

(6) To ensure that all employees who qualify under current regulations are given equal consideration for recognition under the Incentive Awards Program and/or for advancement to higher grade positions commensurate with their ability, education, and experience.

(7) To establish and maintain effective relationships with those educational and civic organizations in the community concerned with promoting equal opportunity for employment and training.

(8) To assist educational institutions in improving their curriculum, testing techniques, placement programs, etc.

(9) To lend support to the national policy of nondiscrimination in all official activities and in related areas, such as housing, public accommodation, and education, that indirectly affect MSFC's ability to attract and retain qualified employees.

(10) To provide prompt, fair, and impartial consideration of any complaints of discrimination.

(11) To establish specific action plans to support and promote the policy of Equal Opportunity.

b. No MSFC program or activity will be conducted in a manner which may imply support or official sanction of discriminatory practices. Specifically:

(1) Scheduled functions of MSFC will be held only in those commercial facilities that do not practice or condone discrimination.

(2) MSFC employees and resources shall not be involved in public information activities of any kind except those programs which are available to all persons on an equal basis.

(3) Employee graduate and undergraduate study, scholarship grants, and other formalized training or assistance programs utilizing MSFC funds will be restricted to those colleges and universities that do not practice discrimination.

(4) MSFC will not enter into arrangements with a business, secretarial, trade, or similar private (nonpublic) school, or any private employment agency or referral service that operates on a discriminatory basis.

(5) MSFC will recognize only those organized employee groups that do not limit or restrict membership or activities because of race, religion, color, national origin, age, sex, physical or mental disability.

(6) Bulletin boards, the Marshall Star, or any other facility of the Center will not be used for advertising items which are restricted to persons of a particular race, religion, color, national origin, age, sex, physical or mental disability.

### **3.104 RESPONSIBILITIES**

a. The Center Director has the overall responsibility for the MSFC Equal Opportunity Program.

b. The Director, Equal Opportunity Office, has been designated as the Equal Opportunity Officer for MSFC. The responsibilities of that position are:

(1) Assisting the Center Director in implementing the NASA program for equal employment.

(2) Reviewing and evaluating the MSFC equal opportunity activities.

(3) Reporting complaints and investigations of complaints to NASA's Assistant Administrator for Equal Opportunity Programs in accordance with rules and regulations of the Office of Personnel Management.

(4) Keeping the NASA Assistant Administrator for Equal Opportunity Programs currently informed concerning the designation of the Center's Equal Opportunity Officer.

MM 3000.1B

(5) Recommending appropriate action for correcting program deficiencies and strengthening the overall action programs.

(6) Assisting line management in implementing the action plans to ensure a continuing strong and responsible Equal Opportunity Program.

(7) Designating and assigning specific program responsibilities to the MSFC Equal Opportunity Staff, the MSFC Federal Women's Program Manager, the MSFC Hispanic Program Manager, and the MSFC Individuals with Disabilities Program and Disabled Veterans Program Coordinator, and assuring coordination of these efforts with ongoing personnel programs within the Center.

c. The Equal Opportunity (EO) Officer will assist the MSFC Director and management officials. This position is essential to communicate the policies and the program in such a manner as to foster full understanding, acceptance, and support among top-level managers, all supervisors, and all employees.

d. The EO Officer is responsible to the Center Director and the NASA Assistant Administrator for Equal Opportunity Programs for carrying out the plans and policies of this Center's Affirmative Employment Program.

e. Management officials and supervisors are responsible for:

(1) Lending positive support to accomplishing the objectives of the Equal Opportunity Program.

(2) Assuring that no policy, practice, or working condition in the organization results in unequal treatment of any employee because of race, religion, color, national origin, age, sex, physical or mental disability.

(3) Participating in special recruitment, training, job design, and other measures needed to ensure genuine equality of opportunity.

(4) Informing employees of the program for equal opportunity and ensuring that they carry out their responsibilities as stated below.

(5) Evaluating the performance of subordinates in carrying out the objectives of the Equal Opportunity Program.

f. Employees are responsible for:

(1) Lending positive support and cooperation in the implementation of this policy.

(2) Avoiding any action related to their Federal employment which would be contrary to the principles of equal opportunity.



**PART 3**

**EMPLOYMENT**

**SUBPART 2 - EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES  
AND DISABLED VETERANS**

- 3.201. Purpose
- 3.202. Applicability
- 3.203. Policy
- 3.204. General
- 3.205. Coordinator for Employment of Individuals with Disabilities and Disabled Veterans
- 3.206. Procedures



**PART 3  
EMPLOYMENT****SUBPART 2 - EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES  
AND DISABLED VETERANS****3.201 PURPOSE**

To reaffirm the national policy of employment of individuals with disabilities and disabled veterans in all placement matters relating to Federal employment at the Marshall Space Flight Center.

**3.202 APPLICABILITY**

This subpart is applicable to all Federal employees and applicants for Federal employment at MSFC.

**3.203 POLICY**

It is the policy of this Center that all individuals with disabilities who are qualified will receive full consideration in selection, placement, and utilization procedures. In carrying out this policy, the following principles will be observed:

- a. Physical standards will be fair, reasonable, and adapted to the realistic requirements of the jobs.
- b. An opportunity will be provided for a fair appraisal of pertinent qualifications of applicants and employees with disabilities.
- c. Physical abilities of individuals with disabilities being considered for examination, appointment, or reassignment will be appraised in relation to the essential physical requirements of the jobs.
- d. Employees who acquire disabilities as the result of work injuries, off-the-job accidents, or disease conditions will receive full consideration for reemployment or transfer to other suitable jobs.

**3.204 GENERAL**

a. In May 1957, an Executive Branch policy for employment of the handicapped was promulgated. In the White House policy statement of September 6, 1961, concerning employment and utilization of the handicapped in the Executive Branch of the Federal Government, the President specifically charged all levels of administration and supervision with responsibility for implementation of the policy.

b. The Office of Personnel Management (OPM) made a survey of the results of placements of how well individuals with disabilities performed on the job. The results of this study were thoroughly conclusive in establishing that:

- (1) Workers with disabilities perform as well as non-disabled workers in both quality and quantity of work produced.
- (2) Workers with disabilities have a much lower rate of turnover.
- (3) Workers with disabilities have fewer lost-time accidents although their accident frequency rate is slightly higher.
- (4) Workers with disabilities absentee records compare favorably with those of non-disabled.

**3.205 a. COORDINATOR FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES AND DISABLED VETERANS.** The MSFC Coordinator for Employment of Individuals with Disabilities and Disabled Veterans is responsible for:

- (1) Assuring that qualified individuals with disabilities, including disabled veterans and Federal employees who become disabled after appointment, have a full measure of opportunity in hiring, placement, and advancement in Federal employment.
- (2) Publicizing the program to develop a Center-wide awareness about workers with disabilities in order to dispel myths and misconceptions about their qualifications, capabilities, and needs.
- (3) Maintaining liaison with public and private organizations concerned with the training, rehabilitation, and employment of individuals with disabilities in order to assist applicants and employees in need of such services and to furnish the organization with information about the Center program and employment opportunities.
- (4) Maintaining contact with OPM area office selective placement specialists and other agency coordinators in the same geographical area for interchange of information relative to Center needs and specific job opportunities and to facilitate referral of applicants and employees with disabilities across agency lines.

(5) Providing information to all employees with disabilities, including those who become disabled after initial hire, on the services available to them.

(6) Assuring that all employees with disabilities, including those on Schedule A appointments, receive full consideration for vacancies in Center upward mobility programs and for merit promotion opportunities.

(7) Identifying architectural and transportation barriers and suggesting modifications to be made.

(8) Promoting training and orientation programs for managers and supervisors to improve their knowledge and understanding of the program.

(9) Assuring that all employees with disabilities receive full consideration for training opportunities and recommending training program modifications, if needed, to accommodate employees with disabilities in internal training efforts.

(10) Maintaining up-to-date knowledge of assistive devices that are available to aid employees with disabilities in the performance of duties.

(11) Reviewing accomplishment of action items in Center-wide affirmative employment plan to identify needs and make recommendations.

b. **SELECTIVE PLACEMENT COORDINATOR FOR THE INDIVIDUALS WITH DISABILITIES PROGRAM.**

A Personnel Management Specialist, Personnel Office, serves as the Selective Placement Coordinator for the Individuals with Disabilities Program and Disabled Veterans. The coordinator, in addition to other duties, is responsible for:

(1) Reviewing, with personnel specialists, positions and job descriptions to determine if tasks and physical requirements are unnecessarily restrictive to employment of individuals with disabilities.

(2) Working closely with supervisors and occupational specialists to analyze jobs to determine whether duties can be performed by individuals with disabilities or can be modified to accommodate them.

(3) Working with staffing specialists to provide opportunities for seasonal or part-time employment for persons with disabilities or unpaid work experience for clients of state vocational rehabilitation agencies and the Veterans Administration.

(4) Advising management on the proper appointment authorities for employment of individuals with disabilities and disabled veterans.

### **3.206 PROCEDURES**

a. There are several procedures through which a physically disabled or mentally restored person may be given placement consideration. (Authorities: Physical Handicapped, FPM 306, Subchapter 4; Mentally Restored, FPM 306, Subchapter 6.) If the person was a former career or career-conditional employee, he/she may be eligible for appointment by reinstatement to a position for which the minimum qualification standards are met. If so, the person could be reinstated with status or given a temporary appointment in lieu of reinstatement until such time as he/she was able to demonstrate ability to perform the duties of the job.

Individuals with a physical disability or a mentally restored person may qualify for consideration through regular competitive examining procedures the same as any non-disabled person. In many cases, these applicants could be employed by the Federal Government if they could point to a successful period of employment following treatment. Securing this initial employment is the most difficult phase of returning to an active career. In order to carry out the President's employment policy, agencies are urged to assist applicants with physical disabilities or mentally restored applicants by providing this initial or trial temporary employment. Agencies are, to accomplish this objective, authorized to make temporary limited appointments not to exceed 700 hours, even where the position filled is a continuing one. The medical criteria of the FPM must be met in such cases. It is not necessary that an applicant have Civil Service status or have eligibility on a register. However, applicants must meet the qualification standards for the position. Agencies should continue to employ individuals with physical disabilities or mentally restored persons available

and eligible for permanent employment and to convert the temporary appointments of those hired under this special authority to a permanent type of employment whenever possible.

b. The OPM has made available a special procedure through which continuing employment may be given to individuals with severe disabilities. A person who meets the minimum qualification standards may be given a temporary appointment to prove ability to do the work required. (The 700-hour or other temporary appointment authority, except 30-day emergency appointment, may be used in making this type of appointment.) If the person can perform satisfactorily, he/she may be recommended for appointment under Section 213.3102 (u) of Schedule A.

OPM also delegated agencies the authority to make Schedule A appointments without a prior trial appointment. The agency may accept a certification concerning the proposed appointee from either Veterans Administration or a State vocational rehabilitation agency in lieu of successful job performance under a temporary trial appointment. Procedures outlined in Subchapter 4, Chapter 306 of the Federal Personnel Manual should be followed in making appointments under this authority.

c. In 1964, a special program designed to direct our national efforts toward alleviating the problems of the mentally retarded was implemented in the Federal Government. In a memorandum to heads of executive departments and agencies on September 12, 1963, the President urged that we promote and insure full consideration of the mentally retarded for employment in positions where the performance requirements can be modified to take advantage of their abilities without detriment to the Federal service. Procedures for appointment of mentally retarded applicants under this authority are outlined in Subchapter 7, Chapter 306 of the Federal Personnel Manual.

d. Executive policy on employment of individuals with disabilities emphasizes the desirability of the continued utilization, through reassignments, of employees who because of illness or injury are unable to continue in their positions. This was specifically spelled out in the White House policy statement of September 6, 1961, and subsequent issuances. Agencies are urged to continue to make

every effort toward selective placement of these employees whenever it offers a feasible alternative to separation or disability retirement.

e. Under Section 403 of the Vietnam Era Veterans Assistance Act of 1974, as amended, the former Civil Service Commission was given the responsibility for affirmative action programs in the executive branch with respect to disabled veterans. Subsequently, Executive Order 12106 (1978) transferred various equal opportunity enforcement functions from the Civil Service Commission to the Equal Opportunity Commission (EOC), pursuant to Reorganization Plan No. 1 of 1978. In October 1980, Congress assigned OPM responsibility for planning, implementing and overseeing an affirmative action program for disabled veterans in the Federal Service. Each department, agency, and instrumentality in the Executive Branch is required to have a disabled veteran affirmative employment program which promotes the employment and job advancement of qualified disabled veterans. FPM guidelines for developing and implementing results-oriented affirmative employment programs for disabled veterans are: Chapter 211 on veterans' preference; Chapter 306 on the selective placement of handicapped individuals; Chapter 307 on veterans' readjustment appointments; Chapter 315 regarding the employment of veterans who are 30 percent or more disabled, and unpaid work experience for disabled veterans; Chapter 316 for special term and temporary appointments for Vietnam era veterans and handicapped individuals; and Attachment 1 to FPM Letter 720-7 on targeted affirmative recruitment techniques.

f. FPM 306, Subchapter 8 states the policy of the Federal Government to employ rehabilitated offenders who possess the knowledge, skills, and abilities needed to accomplish the work of the Federal Government. Prior OPM approval as to suitability is not required in cases where an agency has full understanding of and information on the rehabilitated offender. If additional information is desired or needed by appointing officers, OPM will assist agencies in obtaining it.

**PART 3  
EMPLOYMENT**

**SUBPART 3 - THE FEDERAL WOMEN'S PROGRAM**

- 3.301. Purpose
- 3.302. Policy
- 3.303. Authority
- 3.304. Principle Responsibilities
- 3.305. Federal Women's Program Manager Responsibilities



**PART 3****EMPLOYMENT****SUBPART 3 - THE FEDERAL WOMEN'S PROGRAM****3.301 PURPOSE**

a. These instructions establish this Center's policy for supporting and supplementing "The Federal Women's Program" as set forth in instructions from the Office of Personnel Management.

b. This is a distinct, specific program within the overall concept and intent of equal opportunities but functions as a separate program requiring specialized attention.

**3.302 POLICY**

a. It is the policy of this Center to provide equal opportunities for its women employees and women applicants. This policy will be supported at all levels of management in all phases of managing human resources.

b. Managers and supervisors are responsible for assuring that discrimination of any kind because of the sex of an employee or applicant is not practiced. In consonance with Federal and NASA policies, this Center's managers will clearly endorse and vigorously support the local and national policies in every aspect of equal opportunity through the program established to advance the employment status of women.

**3.303 AUTHORITY (Only applicable parts of the most recent edition apply)**

a. Executive Order 11375, October 13, 1967, which amends Executive Order 11247, September 24, 1965, relating to Equal Opportunity

b. FPM Chapter 713, Subchapter 2, January 25, 1968

c. NASA Affirmative Employment Plan for Equal Opportunity

d. MSFC Affirmative Employment Plan

**3.304 PRINCIPLE RESPONSIBILITIES**

a. Managers and supervisors at all levels will place special emphasis on the Federal Women's Program as a vital and integral part in managing their human resources.

b. In keeping with this Center's overall Employee Utilization Policy and the Federal Policy, managers and supervisors will provide full utilization of their women employees' knowledges and skills in creating and in maintaining an efficient and stable work force. Managers and supervisors and also employees should all understand these regulations, as well as their obligations and privileges, so that ignorance and uncertainty will not drain the vigor of the organization. These principles reinforce the primary objective of the Federal Women's Program which is to advance the employment status of women without exception or reservation.

c. The Federal Women's Program Manager emphasizes the specialized attention to be given to all activities involved in the whole range of personnel actions including the identification of potential and effective utilization of women employees in their jobs.

**3.305 FEDERAL WOMEN'S PROGRAM MANAGER (FWPM) RESPONSIBILITIES**

The FWPM furnishes the following types of staff guidance to assist all levels of management with their individual responsibilities in the program and advises them about the effectiveness of their individual self-evaluation system:

a. Initiates action to assure compliance with the requirements of the program within the scope of the Center's mission and job structures.

b. Implements the program and determines that long and short-range objectives of the action plan are met, that priorities and target dates are realistic for achieving progress and are adjusted when necessary.

c. Assures that the program is coordinated at all management levels with the on-going personnel program.

d. Assures that managers, supervisors, and employees in all locations understand the requirements of the program.

- e. Presents factual information on the status of the Center's program to employees and supervisors, to the Director and his staff, higher headquarters officials; through briefings, reports, news media, etc.
- f. Evaluates the adequacy of the total program and management's responsiveness in support of it.
- g. Initiates special studies, surveys, and reports to further evaluate the total program and identify the existence of problem areas.
- h. Evaluates management's "self-evaluation" system and follows up for corrective action on recommendations to improve it.
- i. Keeps management informed about inspection agenda requirements, focusing on areas which are to be emphasized or that are considered essential and substantive in preparation for coordinating the cycle audit of the program's progress.
- j. Maintains effective working relations with all staff and line elements in identifying areas that require attention, keeping them mutually informed about any progress and ascertaining that management is able to work in harmony toward the goals of the program.
- k. Counsels supervisors and women employees when problems from alleged discriminatory practices arise.
- l. Reviews any discrimination complaint from a woman employee informally and assists her before any formal action is taken.
- m. Reviews the complaint and appeal system to assure that they incorporate changes from higher headquarters officials and comply with the requirements of the EO concept.
- n. Represents the Center in consultation with the public, private groups, and individuals concerned with improving equal opportunities for women.

o. Attends meetings, conferences, and seminars in the interest of furthering the overall objectives and intent of the program; participates in panel discussions, on committees, task forces, and special study groups for the purpose of exploring and making known all possible sources for developing employable talent and expanding women's job opportunities in all possible occupational fields.

**PART 3**

**EMPLOYMENT**

**SUBPART 4 - NASA COMPETITIVE PLACEMENT PLAN**

**3.401** The NASA Competitive Placement Plan (NHB 3335.1) will be used for all positions not included in a bargaining unit. For all positions within bargaining units, the appropriate section of the specific negotiated agreement will be used. For more information contact the Staffing and Recruiting Branch in the Personnel Office.



**PART 3  
EMPLOYMENT**

**SUBPART 5 - 90-DAY PLACEMENT FOLLOW-UP**

- 3.501. General
- 3.502. Purpose
- 3.503. Procedures



**PART 3****EMPLOYMENT****SUBPART 5 - 90-DAY PLACEMENT FOLLOW-UP****3.501 GENERAL**

A placement follow-up evaluation will be made 90 days after an employee has been appointed to a permanent position at the Marshall Space Flight Center. This allows for early recognition of the employee's ability on the position and provides an opportunity for the supervisor to more fully advise the employee concerning his/her performance. Likewise, it provides the employee an opportunity to discuss the supervisor's efforts to assist him/her to fulfill the duties and responsibilities of the position.

**3.502 PURPOSE**

The specific purpose of the 90-day placement follow-up is to determine whether an employee who has been appointed to a position is capable of performing the duties and responsibilities of that position, and whether any further training is necessary.

**3.503 PROCEDURES**

a. The Personnel Office will notify the employee in writing at the time of his/her appointment to a permanent position of the date the 90-day placement follow-up will be due. The employee will be further advised of the factors considered in the evaluation.

b. The Personnel Office will notify the supervisor, using MSFC Form 1305 (90-Day Placement Follow-up) 30 days in advance of the evaluation due date.

c. Upon receipt of the form, the supervisor will evaluate the employee's performance in relation to the following factors:

- (1) Productivity and initiative.
- (2) Quality of work, i.e., accuracy, thoroughness, substance, etc.
- (3) Understanding and following directions.

(4) Resourcefulness in overcoming difficulties.

(5) Nature and degree of supervision required.

(6) Relationships with internal and external organizations involved in employee's work assignment.

(7) Newly appointed employees who are assigned as supervisors should also be evaluated on the following:

(a) Effective implementation of the Center Safety Program which is postured for the protection of personnel and property within the area of authority.

(b) Equal opportunity accomplishments as measured against the Affirmative Action Plan and factors such as fairness in making selections; encouragement and recognition of employee achievements; treatment of minority group employees; and sensitivity to the development needs of all employees, including minority groups and women, which assure the conduct of management responsibilities on a merit basis without regard to employee race, sex, age, color, religion, or national origin.

(c) Timekeeping policies and procedures, and in this regard must:

1. Assure that subordinate supervisors and employees are fully aware of MSFC policies and procedures pertaining to time and attendance reporting, labor coding, overtime approval and management, and related tracking and control mechanisms.

2. Periodically review practices employed within organization to assure compliance with prescribed policies and procedures.

d. The supervisor will rate each factor as either outstanding, satisfactory, or unsatisfactory. Each factor should be considered separately, guarding against the influence of general impressions and the appraisals for the other performance elements. If the supervisor determines that further training is necessary, the specific area should be identified and any appropriate recommendations made. After completing the evaluation, the supervisor will sign the form.

e. The supervisor will then contact the employee and discuss the employee's performance, any necessary adjustments to the work situation, and any further training that might be needed. The employee may identify areas where additional guidance or clarification is necessary. The employee's signature is required to verify that the discussion took place, but does not necessarily signify agreement with the evaluation results.

f. The supervisor will provide the employee with the original copy of the MSFC Form 1305 and will forward the duplicate to the Personnel Office. The appropriate personnel specialist will review the follow-up to assure that the placement is adequate and the employee is performing satisfactorily. The evaluation should be discussed with both the employee and the supervisor if there are any questionable points. The signature of the personnel specialist is required as verification of review.

g. Upon completion by the personnel specialist, the form will be placed on the temporary side of the employee's official personnel folder. A list of delinquent placement follow-ups will be used by the Personnel Office and major organizational elements to facilitate the control and follow-up of delinquent evaluations.



**PART 3  
EMPLOYMENT**

**SUBPART 6 - DETAIL OF CIVILIAN PERSONNEL**

- 3.601. General
- 3.602. Restrictions
- 3.603. Procedures
- 3.604. Supervision of Detailed Employees
- 3.605. Promotion of an Employee Detailed to a Higher Grade Position



## **PART 3**

### **EMPLOYMENT**

#### **SUBPART 6 - DETAIL OF CIVILIAN PERSONNEL**

##### **3.601 GENERAL**

A detail is the temporary assignment of an employee to a different position for a specified period, with the employee returning to his/her regular duties at the end of the detail. Details are intended only for meeting temporary needs of the Agency's work program when necessary services cannot be obtained by other desirable or practicable means. It is recognized that details may be made appropriately under circumstances such as the following:

a. **Emergency Details.** To meet emergencies occasioned by abnormal workload, change in mission or organization, or unanticipated absences.

b. **Other Details.** Pending official assignment, pending description and classification of new position, pending security clearance, and for training purposes, particularly where the training is a part of established promotional or developmental programs.

Detailing employees to other kinds of positions or to another examining jurisdiction immediately after competitive appointment tends to compromise the competitive principle, and is not permitted. Except for an emergency detail of 30 days or less, an employee may not be detailed for at least three months after appointment from a register.

Since extended details also conflict with the principles of job evaluation, details will generally be confined to a period of 120 days or less.

##### **3.602 RESTRICTIONS**

Details are usually made without formal personnel actions and therefore represent a potential abuse of the Civil Service Merit System. In view of this, certain restrictions have been imposed by the Office of Personnel Management (OPM) and George C. Marshall Space Flight Center, as follows:

a. Details will not be made for the purpose of evading the intent of any law, executive order, rule, or regulation of the OPM.

b. Except for an emergency detail of 30 days or less, an employee cannot be detailed during the 3-month period following his/her appointment.

c. A detail action may not be made initially for more than 120 days. In extreme circumstances, when additional time is needed, an extension may be processed following the procedures in paragraph 3.603.f. below.

### **3.603 PROCEDURES**

In order that personnel records may be kept current, to ensure that requirements of the OPM are not violated, and to give credit to detailed employees for length of time and type of experience gained in any future promotion or placement action, the following procedures will be followed:

a. If the detail is across division or office lines, the requesting official must secure approval of the person designated to approve requests for personnel action for the organization element to which the employee is normally assigned.

b. Details of employees for 30 calendar days or less may be on an informal basis between the supervisors concerned. Details may not be extended beyond 30 days in this manner. Where a detail of less than 30 days has been made and it is found that it must be continued beyond the 30-day limit, the procedures outlined in paragraph c. below will be followed. The effective date will be the original date of the detail.

c. Requests for details in excess of 30 days will be submitted on Standard Form 52 (Request for Personnel Action). The supervisor will prepare Standard Form 52 in triplicate.

d. If the detail is approved, the Personnel Office will retain the original Standard Form 52 in the personnel folder and forward the duplicate through the supervisor to the employee. The detail will be posted to the employee's record card in the same manner as any other personnel action.

e. When a detail is to be terminated prior to the date it was intended to expire, the supervisor will prepare Standard Form 52 in the usual manner showing under Part I, Block C "Termination of Detail" and the date the detail is to be terminated under Part I, Block D and forward two copies to the Personnel Office. The Personnel Office will file the original of the Standard Form 52 in the personnel folder and forward the duplicate to the employee. Standard Form 52 is not required if the detail is not terminated prior to original expiration date.

f. In no instance will a detail be extended without further action by the Personnel Office beyond the date specified on the original Standard Form 52 requesting the detail. When it is considered that justification may be sufficient to warrant extension of the original detail, Standard Form 52 will be prepared showing "Extension of Detail not to Exceed (fill in date)" and giving justification for the request in Part II, Block 37 "Remarks." If it is determined that extension is justifiable and the detail can be extended beyond 120 days from the original date, the detail will be approved and distribution of Standard Forms 52 made in accordance with paragraph d. above.

g. When an employee is detailed between cost center numbers, the supervisor requesting the detail will provide the Center Comptroller with the following information:

- (1) Payroll number
- (2) Old cost center number
- (3) New cost center number
- (4) Effective date

The same information will be furnished by the supervisor when the employee returns to regular position and cost center number.

### **3.604 SUPERVISION OF DETAILED EMPLOYEES**

The officially assigned supervisor remains responsible for all requests for personnel action, maintenance of pertinent employee records, and administration of performance ratings. The supervisor to whom employees are detailed is responsible for their day-to-day job conduct and performance.

**3.605 PROMOTION OF AN EMPLOYEE DETAILED TO A HIGHER GRADE POSITION**

Where a selection for detail was made in accordance with the appropriate promotion plan and the detail was made to evaluate or train the successor, the detailed employee may be promoted to the position without further selection process. If the detailed employee was not so selected, the successor to the position must be selected in accordance with the appropriate promotion plan.

**PART 3**

**EMPLOYMENT**

**SUBPART 7 - REDUCTION-IN-FORCE**

- 3.701. Competitive Area
- 3.702. General



**PART 3****EMPLOYMENT****SUBPART 7 - REDUCTION-IN-FORCE****3.701 COMPETITIVE AREA**

Huntsville, Alabama constitutes the competitive area for MSFC employees stationed at Huntsville. The competitive area for MSFC employees whose duty station is other than Huntsville is determined by the official duty station as follows:

- (1) Michoud/Slidell
- (2) NSTL
- (3) California
- (4) Connecticut
- (5) New York
- (6) Texas
- (7) Washington
- (8) Florida
- (9) Utah

(10) Any other location where stationed except that the parent organization will be the permanent duty station of those employees serving on extended TDY. The competitive area for those employees attending school will be the area where they were stationed before beginning school.

**3.702 GENERAL**

Chapter 351 of the Federal Personnel Manual, NASA Supplements thereto, and applicable articles of negotiated bargaining agreements should be referred to for all other regulations governing reduction-in-force.



**PART 4**

**EMPLOYEE PERFORMANCE AND UTILIZATION**

Subpart 1 - Incentive Awards

Subpart 2 - Performance Awards

Subpart 3 - Employee Training and Development

Subpart 4 - Professional Intern Program for Business  
Professionals (BP)

Subpart 5 - Professional Intern Program for Scientific and  
Engineering Positions (S&E)

Subpart 6 - Career Counseling

Subpart 7 - Probationary and Trial Period Appraisals



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 1 - INCENTIVE AWARDS**

- 4.101. Purpose
- 4.102. Applicability
- 4.103. Authority
- 4.104. Policy
- 4.105. Definitions
- 4.106. Delegations
- 4.107. Responsibilities
- 4.108. Payment of Awards
- 4.109. Type of Performance and other Recognition

- Attachment A - Amount/Category of Award and Approval of Authority
- Attachment B - Awards for the Disclosure of Waste, Fraud, and Mismanagement
- Attachment C - Cash Awards for Performance Management  
and Recognition System (PMRS) Employees
- Attachment D - Tangible Benefits Scale
- Attachment E - Intangible Benefits Scale
- Attachment F - Monetary Scale for Sustained Superior Performance (SSP) Award
- Attachment G - Honor Awards
- Attachment H - Employee Suggestion Program (ESP)
- Attachment I - Federal Career Service Awards
- Attachment J - Incentive Awards - Procedures
- Attachment K - Presentation Ceremonies
- Attachment L - For a Special Task (FAST) Award  
(On-the-Spot (OTS) Award)
- Attachment M - Disbursement of Certificates (FAST)(OTS)
- Attachment N - Guideline Summary (FAST) (OTS)



## **PART 4 EMPLOYEE PERFORMANCE AND UTILIZATION**

### **SUBPART 1 - INCENTIVE AWARDS**

#### **4.101 PURPOSE**

This subpart sets forth Center policy, delegations and responsibilities for the Incentive Awards Program.

#### **4.102 APPLICABILITY**

This instruction applies to all elements of the Marshall Space Flight Center.

#### **4.103 AUTHORITY (Only applicable parts of the most recent edition apply.)**

- a. 5 U.S.C. Chapter 45 and Chapter 54
- b. Federal Personnel Manual, Chapter 451
- c. Omnibus Budget Reconciliation Act of 1981
- d. Executive Order 11438 dated December 3, 1968
- e. 10 U.S.C. Section 1124
- f. NMI 3451.1
- g. NASA Federal Personnel Manual Supplements S-451 and S-540 (latest issuance)

#### **4.104 POLICY**

a. MSFC is committed to improving the effectiveness and efficiency of its own and Government-wide operations. It is Center policy to stimulate the participation of employees in this effort by utilizing to the fullest the authorities of the Incentive Awards Program.

b. When assigned duties are performed in a superior manner or when employees submit suggestions which are beyond job requirements and which directly improve efficiency, economy and effective execution of Government operations, those employees will be promptly and appropriately recognized and awarded for their efforts. Contributions toward National as well as Center goals and objectives will be considered when recognizing employees for superior accomplishments.

- c. Supervisors will be given due recognition for motivating their employees and effectively utilizing the awards program.
- d. Employee contributions will be sufficiently publicized to encourage similar efforts by other employees.
- e. Awards will be granted on the basis of merit without regard to race, color, religion, national origin, marital status, sex, age, politics, handicap, participation or nonparticipation in a labor organization.

#### **4.105 DEFINITIONS**

- a. "Incentive award" or "award" means either a cash award, an honorary award, or both, but does not include a quality increase in pay.
- b. "Contribution" means suggestion, invention, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations or a special act or service in the public interest, in connection with or related to official employment.
- c. "Interagency award" means an award granted by the head of an agency for an approved contribution from an employee or employees of another agency, or to a member of the Armed Forces under the provisions of Executive Order 11438.
- d. "Presidential award" means an award granted by the President under Sections 4504 and 4507 of Title 5, United States Code.
- e. "Honorary award" means a medal, certificate, plaque, or other item that can be worn or displayed. Items of utilitarian nature are not considered an honorary award simply because they can be displayed. "Other item," in this sense, should have an award or honor connotation and should not exceed the price range of a medal, certificate, or plaque normally used for honorary recognition.
- f. "External awards" may be granted by both private and Government organizations to selected NASA nominees.
- \* g. "Space Act Award" means a monetary award for a scientific or technical contribution granted by NASA pursuant to the authority of the National Aeronautics and Space Act of 1958 as amended, 42 U.S.C. 2458.

#### 4.106 DELEGATIONS

a. The Center Director has authority to approve all honor awards and all cash awards up to \$5,000.

\* b. Unit pay managers are redelegated the authority to approve all performance awards for PMRS employees in their unit.

\* c. (See Attachment A) Other cash awards and quality step increases.

d. Outstanding Performance Ratings will be recommended and approved in accordance with appropriate performance rating regulations.

\* e. All proposed awards to employees, with the exception of the PMRS awards, must have the endorsement of the director of the Administrative Operations Office with the concurrence of appropriate line management below the signature authorized.

f. High level honorary awards and cash awards in excess of \$5,000 will be forwarded to NASA Headquarters over the signature of the Center Director or his designated representative. Awards not to exceed \$10,000 may be made by the NASA Administrator. Awards in excess of that amount, but not to exceed \$25,000, may be granted with the approval of the Office of Personnel Management.

g. The NASA Inspector General may grant awards up to \$10,000 to an employee whose disclosure of fraud, waste or mismanagement has resulted in cost savings to NASA or other Federal agencies. (See Attachment B.)

#### 4.107 RESPONSIBILITIES

a. **The Director, Marshall Space Flight Center** is responsible for establishing and maintaining an incentive awards plan in accordance with Office of Personnel Management regulations and NASA policy. The Director is also responsible for tailoring the specifics of the incentive awards system to meet the unique needs of the Center.

b. **Supervisors and Managers** at all levels have the responsibility to actively participate in and support the MSFC Incentive Awards Plan through:

(1) Using incentive awards as an integral part of supervision and management.

(2) Assuring that all subordinate personnel, including other supervisors, are recommended promptly for recognition when any action by an individual or group of employees in connection with or related to their official employment meets the criteria established in this subpart.

(3) Assuring that due weight is given to recognition granted under the Incentive Awards Plan in qualifying and selecting employees for promotion.

(4) Encouraging subordinate employees to exercise their responsibility for improving productivity, efficiency, economy, and effectiveness of Government operations and assisting them in developing their ideas.

(5) Promptly evaluating, or referring for evaluation, any suggestion or recommendation forwarded to them.

(6) Identifying program or operational areas which are achieving superior results that may warrant recognition, identifying employees who have made a special contribution to these results, and considering them for appropriate recognition.

#### **4.108 PAYMENT OF AWARDS**

a. A cash award may be paid to an employee, a former employee, or to the estate of a deceased employee who by his or her suggestion, invention, superior accomplishment or other personal effort contributes to the efficiency, economy, or other improvement of Government operations, provided the contribution was made prior to the departure of the employee.

b. Awards are in addition to the regular pay of the recipient and are subject to the withholding of income taxes. The amount of the award may not be adjusted upward by a sum sufficient to cover the withholding taxes. (Award amounts should never be broken below \$5 increments--e.g. \$100, \$105, \$255, not \$73.16.)

c. Acceptance of a cash award constitutes an agreement that the use by the Government of an idea, method, or

device for which the award is made does not form the basis of a further claim of any nature against the Government.

d. To be awardable, a contribution must:

(1) Benefit the Government.

(2) Be made while the contributor was a NASA employee.

(3) Be described in writing.

(4) Be approved by the benefiting organization at a management level higher than the individual who recommended the award or use of the suggestion or invention, unless the recommendation is made by the Center Director.

e. In addition to any award granted initially upon local application of a contribution, a further award may be granted if there is wider application or greater benefits than originally determined.

#### **4.109 TYPES OF PERFORMANCE AWARDS AND OTHER RECOGNITION**

a. Presidential

(1) The President's Award for Distinguished Federal Civilian Service is the highest recognition which the Federal Government may bestow upon a career employee. This award recognizes exceptional achievements that are of unusual benefit to the Nation.

(2) Presidential Recognition Program includes:

(a) Presidential Letters of Commendation are personal letters signed by the President. They recognize individuals and/or groups whose contributions, recognized under the Incentive Awards Plan, produce savings of \$5,000 or more or represent significant management improvement in an area of high Presidential interest or concern.

(b) Presidential Management Improvement Awards. From those employees receiving Presidential letters during the fiscal year, the NASA Administrator nominates those who merit this award.

b. Members of the armed forces detailed to NASA may receive cash awards for outstanding suggestions, or inventions for scientific achievements that contribute to the efficiency, economy, or for other improvement of operations.

c. Special Achievement Awards are lump-sum cash awards based on past performance. The employee's current performance appraisal shall be considered in whether to grant a special achievement award. Whenever possible, the performance appraisal shall be used as documentation for the award. If the supporting documentation does not appear in the performance appraisal, it must be attached to the appraisal. Normally, the accomplishment(s) or job element(s) being recognized should have exceeded performance requirements. If the overall rating is above Successful, no further justification is necessary. When the overall rating is Successful, the accomplishment(s) being recognized must have exceeded performance requirements and a justification identifying the accomplishment(s) must be prepared. Merit Pay System employees are not eligible for Special Achievement Awards under this authority but are eligible for cash awards in accordance with NMI 3451.1 and NASA FPM Supplement S-540-1. For more information see Attachment C.

Special Achievement Awards recognize two types of contributions:

(1) **Special Act or Service**

(a) A one-time special act, service, or achievement of a nonrecurring nature, by an employee or group of employees, connected with or related to official employment. This type of recognition is appropriate when an employee or group of employees perform(s) substantially beyond expectations on an assignment or aspect of an assignment or job function, or for a scientific achievement, act of heroism or similar one-time special act, service, or achievement.

(b) The award shall be recommended and processed immediately following the contribution being recognized. The amount of award is in direct proportion to the benefits (either tangible, intangible, or a

combination of the two) derived by MSFC or the Government as a result of the contribution. (See Attachments D & E.) The basis on which the amount of the award was determined will be documented in writing.

(c) The amount of a group award shall be the same as that for an individual except that, in unusual cases, an exception can be made where individual shares of a group award would be too small to provide an incentive. Each individual, including supervisors, may share equally in the award or in proportion to his/her contribution to the group effect.

(2) **Sustained Superior Performance**

(a) This is a lump-sum cash award based on recognition of sustained superior performance of job responsibilities by an individual employee. Recommendations for sustained superior performance awards for supervisors and managers shall include consideration of effective use of incentive awards to motivate their employees and encouragement of suggestions to the extent they had opportunity to do so.

(b) The amount of sustained superior performance award will be as shown in Attachment F. A sustained superior performance award may only be granted once in any 52-week period.

\* (c) A sustained superior performance award must be accompanied by the employee's full performance appraisal and must be processed within 120 days of that appraisal.

d. NASA Honor Awards are used as official recognition of achievement.

e. **Suggestion Program.** A suggestion is a constructive proposal, submitted in writing by one or more employees, that directly contributes to economy, or efficiency, or directly increases effectiveness of Government operations. It need not be new or original to be awardable and may result from the employee's previous work experience, research, or education. Ideas that deal with employee services,

benefits, working conditions, housekeeping, routine safety practices or maintenance of buildings and grounds are not normally eligible for consideration as suggestions. When an idea, excluded for the above reasons, results in benefits to the Government, it may be accepted as a suggestion and an appropriate award may be granted. The amount of an award shall be in accordance with the tangible and/or intangible benefits scales. (See Attachments D & E.)

f. **Career Service Recognition.** NASA awards for career service shall be presented in recognition of prescribed periods of Federal service.

g. **External Awards Program.** Refer to "Honorary Awards Handbook" for complete information.

(1) Each year NASA is invited to submit candidates for various awards made by both private and Government organizations. Upon receipt of an invitation to submit nominations for an outside award, the Center is offered the opportunity to submit candidates for consideration. Normally information on the nominated candidates is reviewed by the NASA Incentive Awards Board and the recommended NASA candidates are submitted for approval by the NASA Administrator or other appropriate official. The candidates selected are then submitted to the sponsor.

(2) Numerous professional societies and organizations have developed honorary awards relating to their specific professional areas of interest. Generally, nominations are solicited from members of the professional society and recognized authorities in the field.

(3) Frequently, the Administrator, Deputy Administrator, and Center Director, as members of various professional associations and societies, are invited to submit candidates. When this occurs, it is Center practice to follow solicitation procedures as for outside awards.

\* h. **Scientific and Technical Contributions.** NASA grants monetary Space Act Awards in accordance with NMI 5700.1 for those contributions which have been (1) used in a NASA program or adopted or sponsored or

supported by NASA; and (2) found to have significant value in the conduct of aeronautic and space activities. Minimum awards are granted for those contributions that result in their approval as a NASA Tech Brief or as a Patent Application.

**ATTACHMENT A  
TYPE OF AWARD  
AND APPROVAL AUTHORITY**

**AMOUNT/CATEGORY OF AWARD**

Suggestions/All	Non- Other Cash Awards <u>Monetary</u>	Suggestion QSI <u>\$25-\$500</u> <u>GS/M-1-13</u>	Other GS/GM-14 <u>\$25-\$1,000</u> <u>\$25-\$2,500/QSI'S</u>		
<u>\$1,001-\$2,500</u>	<u>\$2,501-\$5,000</u>				
Honor Awards (NASA/MSFC	Director				
SSP	D		B		
SSA/GAA	D		B	C	E
QSI B	D				
Suggestions	D	A	B	C	E

**APPROVAL AUTHORITY CODE**

A	Chairman, MSFC Suggestion Awards Committee
B	Associate Director (Office of the Director-DA/DD/DE/DR/DS/DX) Staff Office Directors Laboratory /Office Directors (reporting to Directorate Head), S&E/PD/I&PS Project Managers (basic organizations)
C	Associate Director (Office of Director-DA/DD/DE/DR/DS/DX) Staff Office Directors Directors, S&E/PD/I&PS Project Managers (basic organizations)
D	Associate Director
E	The Center Director

**REPORTING:** The director of the Administrative Operations Office shall ensure that the Center Director and Associate Director are kept fully and currently informed of significant actions, problems, or other matters of substance related to the subject of this instruction.

**Legend:** SSP=Sustained Superior Performance Award; SSA=Special Service Award; GAA=Group Achievement Award; QSI=Quality Step Increase



**ATTACHMENT B  
PART 4, SUBPART 1**

**AWARDS FOR THE DISCLOSURE OF WASTE, FRAUD,  
AND MISMANAGEMENT**

**4.1.B.1** The Inspector General has independent authority to grant cash awards to employees whose disclosures of fraud, waste or mismanagement result in cost savings. Such awards may not exceed the lesser of \$10,000 or one percent of the savings attributable to the disclosures.

**4.1.B.2** In addition, the President may grant up to 50 awards of \$20,000 each fiscal year for such contributions.

**4.1.B.3** This authority should not be used to recognize a member of the Inspector General's staff, but such an employee could be recognized under the normal awards program.

**4.1.B.4** Where a group is involved, the award should be based on the benefits to the Government and may be granted in equal or unequal shares, depending on the nature of the individual contributions.

**4.1.B.5** Documentation of all such awards must be sent to the Comptroller General within 30 days of the date of approval.

**4.1.B.6** Normally, awards granted to employees for contributions benefiting the Government should be publicized to encourage other employees to perform in a similar manner. However, in instances of disclosure, an employee might wish to remain anonymous. Such a request should be honored. The nature and amount of the award can be publicized without identifying the contributor and still encourage other employees to disclose waste, fraud, and mismanagement.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 1 - INCENTIVE AWARDS**

**Attachment C - Cash Awards for Performance Management  
and Recognition System (PMRS) Employees**

- 4.1.C.1. Scope
- 4.1.C.2. References
- 4.1.C.3. Policy
- 4.1.C.4. Role of Managers and Supervisors
- 4.1.C.5. Delegation of Authority
- 4.1.C.6. Cash Awards for Sustained Superior Performance
- 4.1.C.7. Cash Awards for One-Time Act or Service



**ATTACHMENT C  
PART 4, SUBPART 1****CASH AWARDS FOR PERFORMANCE MANAGEMENT AND RECOGNITION  
SYSTEM (PMRS) EMPLOYEES****4.1.C.1 SCOPE**

This attachment contains the performance based portion of the NASA cash award program established under 5 U.S.C. Chapter 54 as it applies to PMRS employees. It states the basic policies and instructions for administering and controlling cash awards in conjunction with the NASA PMRS System.

**4.1.C.2 REFERENCES (Only applicable parts of the most recent  
edition apply.)**

- a. 5 U.S.C. Chapter 54
- b. 5 CFR Part 540
- c. 5 U.S.C. Chapter 45
- d. 5 CFR Part 451
- e. FPM Chapter 451
- f. NMI 3451.1
- g. NASA FPM Supplement S-540 (latest issuance)

**4.1.C.3 POLICY**

a. PMRS employees are eligible for cash awards for sustained superior performance and special acts or service (in addition to merit pay increases) under the provisions of this section. These awards will be documented as cash awards under 5 U.S.C. 5403. PMRS employees are not eligible for quality step increases.

Cash awards for special contributions, suggestions, inventions, honor, and other external awards not specifically related to pay-for-performance also may be granted to PMRS employees in accordance with the provisions of the MSFC Incentive Awards Program.

b. Superior performance cash awards together with the increase to base pay provided under the NASA PMRS constitute a total pay-for-performance system.

c. Funds for cash awards are separate from the merit increase funds. Cash awards do not become part of basic pay as do merit increases. Merit increase funds shall not be used to pay cash awards.

#### **4.1.C.4 ROLE OF MANAGERS AND SUPERVISORS**

Managers and supervisors are responsible for assuring that performance based cash awards for PMRS employees are administered in accordance with this attachment.

#### **4.1.C.5 DELEGATION OF AUTHORITY**

Authority to grant cash awards to PMRS employees is outlined in MM 3000.1, Part 4, Subpart 1, Paragraph 4.106 and in MMI 3451.2 (latest revision).

#### **4.1.C.6 CASH AWARDS FOR SUSTAINED SUPERIOR PERFORMANCE**

a. Under certain conditions cash awards may be granted for sustained superior performance to PMRS employees in addition to a merit increase in pay. This is a one-payment cash award granted to an individual employee for sustained superior performance of assigned duties.

b. This award shall be based on the annual performance appraisal period established for PMRS employees. Nominations will be based on the written performance appraisal. When the employee's overall rating is above Fully Successful, no other justification is necessary. When an employee's overall rating is Fully Successful, the accomplishment(s) being recognized must have exceeded performance requirements and a justification identifying the accomplishment(s) must be prepared.

c. The amount of award will be based on a range of award amounts at each performance level.

d. Sustained superior performance awards must be based upon significant contributions or superior accomplishments as reflected in the performance appraisal process. The accomplishment(s) being recognized should have exceeded performance requirements. The combination of events, however, which might influence a manager's decision to recommend or approve a cash award are varied. Some factors which need to be considered include:

- (1) The nature, frequency and level of accomplishments.
- (2) The importance of the accomplishments to the organization.
- (3) The supervisor or manager's length of time in the job and position in the pay range.
- (4) The availability of funds.
- (5) Pay compression.
- (6) A recent or pending promotion.
- (7) Past receipt of a cash award.
- (8) The extent to which the merit increase in pay recognizes the contribution.

An example where a cash award might be appropriate would be for performance warranting one-time recognition beyond what would be possible within the pay range because the individual is at or near the maximum of the pay range or has reached the congressional pay ceiling.

e. Effective application of equal employment opportunity, affirmative action, as well as effective use of incentive awards to motivate and recognize employees will be considered when a PMRS supervisor is nominated for a cash award for sustained superior performance.

#### **4.1.C.7 CASH AWARD FOR ONE-TIME ACT OR SERVICE**

a. This award may be granted to an individual or a group or a group of PMRS employees. Unlike the sustained superior performance award which is based on performance of a recurring nature evaluated over an entire performance appraisal period, this award is based on contributions of a one-time nature. It may be granted to PMRS employees for:

- (1) A special one-time act, service, or accomplishment on a short-term assignment which deserves monetary recognition.
- (2) Performance in a highly satisfactory manner when the employee has not been under the system for a full performance appraisal period.

- (3) Performance on a detail of short or long duration.
- (4) Overcoming unusual difficulties on a particular project, detail, or assignment.
- (5) Superior accomplishments which deserve immediate recognition instead of waiting until the following October's pay adjustment.

b. The award shall be recommended and processed immediately following the contribution being recognized. The amount of award is in direct proportion to the benefits (either tangible, intangible or a combination of the two) derived by NASA or the Government as a result of the contribution. (See Attachments D & E.)

c. The amount of a group award shall be the same as that for an individual except that, in unusual cases, an exception can be made where individual shares of a group award would be too small to provide an incentive. Each individual, including supervisors, may share equally in the award or in proportion to his/her contribution to the group effort.

**ATTACHMENT D**

**PART 4, SUBPART 1**

**TANGIBLE BENEFITS SCALE**

<b>Tangible Benefit</b>	<b>Award</b>
UP TO \$5,000	GIVE AWARD OF 10% OF TANGIBLE BENEFITS
\$5,001 to \$100,000	\$500 PLUS 3% OF THE EXCESS OVER \$5,000
\$100,001 OR MORE	\$3,350 PLUS 1% OF THE EXCESS OVER \$100,000



**PART 4, SUBPART 1**  
**INTANGIBLE BENEFITS SCALE**  
VALUE OF BENEFIT

EXTENT OF APPLICATION

	<u>Limited</u>	<u>Extended</u>
	Affects functions, missions, or personnel of office or major subdivision of installation or HQ; affects small area of science or technology.	Affects functions, missions, or personnel of entire installation or all of HQ; affects important area of science or technology.
<b>Moderate.</b> Modification of operating procedure which has value sufficient to meet the minimum standard for cash award. Idea or performance contribution of limited value to product, program or <u>service.</u>	Maximum Award: \$250	Maximum Award: \$350
<b>Substantial.</b> Important improvement of product, activity, program, or service. Idea or performance contribution providing substantial input to the success of NASA program, project, or <u>function.</u>	\$350	\$750
<b>High.</b> Highly significant improvement of product, activity program, or service. Idea or performance contribution providing high level input to the success of an important NASA program, project, or <u>function.</u>	\$750	\$1250
<b>Exceptional.</b> Superior improvement of a critical product, activity program, or	\$1250	\$2500

service. Idea or performance contribution initiating new principle or major procedure, or providing exceptional input to success of major NASA program, project, or function.

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**ATTACHMENT F**

**PART 4, SUBPART 1**

**MONETARY SCALE FOR SUSTAINED SUPERIOR  
PERFORMANCE (SSP) AWARD**

GS GRADE	SCALE
1	\$325
2	355
3	375
4	400
5	425
6	450
7	475
8	500
9	550
10	600
11	750
12	900
13	1000
14	1250
15	1500



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 1 - INCENTIVE AWARDS**

**Attachment G - Honor Awards**

- 4.1.G.1. General
- 4.1.G.2. NASA Medals
- 4.1.G.3. NASA Certificates
- 4.1.G.4. The Congressional Space Medal of Honor
- 4.1.G.5. MSFC Honor Awards



**ATTACHMENT G  
PART 4, SUBPART 1**

**HONOR AWARDS**

**4.1.G.1 General**

NASA awards are normally presented at an annual ceremony held in the fall of each year. Center awards will be presented as described in Attachment K.

**4.1.G.2 NASA Medals**

a. Description

The honorary awards listed below include a gold medal, gold lapel emblem, ribbon rosette on some medals, and a framed certificate bearing the official seal of NASA and signed by the NASA Administrator.

b. Medal and Criteria

(1) **Distinguished Service Medal (DSM)  
NASA Only**

Awarded to a person in the Federal Service who, by distinguished service, ability, or courage, has personally made a contribution representing substantial progress to the NASA mission in the interests of the United States. The contribution must be so extraordinary that the other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers.

(2) **NASA Distinguished Public Service Medal (DPSM)**

**Non-NASA Only**

\* Is awarded to any individual who is not an employee of the Federal Government or was not a Government employee during the period in which the service was performed. The award is granted only to individuals whose distinguished accomplishments contributed substantially to the NASA mission. The contribution must be so extraordinary that other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers to a non-Government individual.

(3) **NASA Outstanding Leadership Medal (OLM)**  
**NASA Only**

Awarded for notably outstanding leadership which has had a pronounced effect upon the technical or administrative programs of NASA. The leadership award may be given for an act of leadership or for sustained contributions based on an individual's effectiveness as a leader, the productivity of the individual's program, or demonstrated ability to develop the administrative or technical talents of other employees.

(4) **Exceptional Achievement Medal (EAM)**  
**NASA Only**

\* Is awarded for significant, specific accomplishment or contribution clearly characterized by a substantial and significant improvement in operations, efficiency, service, financial savings, science or technology which contribute to the mission of NASA.

(5) **Exceptional Scientific Achievement Medal (ESAM)**  
**NASA/Non-NASA**

Awarded for unusually significant scientific contribution toward achievement of NASA mission. This award may be given for individual efforts which have resulted in a contribution of fundamental importance in this field or have significantly enhanced understanding of this field.

(a) Accomplishments are far above others in quality or excellence, rare, outstanding, clearly superior achievement.

(b) This is a prestigious scientific award for specific/concrete scientific achievement(s).

(c) More credit will be given for recent contribution(s) (excepting unusual circumstances when a contribution was overlooked at the time it occurred).

**(6) Exceptional Engineering Achievement Medal (EEAM)**  
**NASA/Non-NASA**

Awarded for unusually significant engineering contributions toward achievement of the NASA mission. This award may be given for individual efforts or application of engineering principles/methods which have resulted in a contribution of fundamental importance in this field or have significantly enhanced understanding of this field.

(a) Accomplishments are far above others in quality or excellence, rare, outstanding, clearly superior achievement.

(b) This is a prestigious engineering award for specific/concrete engineering achievement(s).

(c) More credit will be given for recent contribution(s) (excepting unusual circumstances when a contribution was overlooked at the time it occurred).

**(7) Equal Employment Opportunity Medal (EEOM)**  
**NASA Only**

Awarded for outstanding achievement and material contribution to the goals of NASA's Equal Employment Opportunity (EEO) programs either within Government or within community organizations or groups.

(a) Accomplishments are clearly superior in quality, scope, and impact.

(b) Accomplishments are explicit, demonstrate results, perceived as outstanding, or significant by peers and impacted target groups.

(c) More credit will be given for recent contribution(s) (excepting unusual circumstances when a contribution was overlooked at the time it occurred).

\* (8) **Exceptional Service Medal (ESM)  
NASA Only**

Awarded for significant, sustained performance characterized by unusual initiative or creative ability that clearly demonstrates substantial improvements or contributions in engineering, aeronautics, spaceflight, administration, support, or space-related endeavors which contribute to the mission of NASA.

\* (9) **Public Service Medal (PSM) Non-NASA Only**

Awarded to any individual who was not an employee during the period in which the service was performed. The award is granted for exceptional contributions to the mission of NASA.

(10) **Exceptional Bravery Medal (EBM) NASA/Non-NASA**

Awarded for exemplary and courageous handling of an emergency in NASA activities by an individual who, independent of personal danger, has acted to prevent the loss of human life or Government property.

#### 4.1.G.3 NASA Certificates

a. Description

These awards consist of a framed certificate bearing the official seal of NASA and signed by the Administrator.

\* b. Awards and Criteria

(1) **Public Service Group Achievement Award  
(PSGAA) Non-NASA Only**

An award given to a group of non-Government employees in recognition of an outstanding accomplishment which has contributed substantially to the NASA mission.

(a) Groups should be identified and nominated at the lowest level possible to assure recognition of true working teams, homogenous performance, etc.

(b) Individuals who have made significant, noteworthy contributions should be included, and those whose contributions or associations are brief, peripheral, or limited should not be included.

(c) Groups should have participated in programs or projects that were particularly significant to NASA, not routine events.

(2) **Group Achievement Award (GAA)  
NASA/Non-NASA**

An award given in recognition of outstanding accomplishment which has been made through the coordination of many individual efforts and has contributed substantially to the accomplishment of the NASA mission. This award may be used to recognize the accomplishments of either a total Government employee group or as a team award to a group comprised of both Government and non-Government personnel.

(a) Groups should be identified and nominated at the lowest level possible to assure recognition of true working teams, homogenous performance, etc.

(b) Individuals who have made significant, noteworthy contributions should be included and those whose contributions or associations are brief, peripheral, or limited should not be included.

(c) Groups should have participated in programs or projects that were particularly significant to NASA, not routine events.

(3) **Certificate of Appreciation**

An award given to an employee in recognition of an outstanding accomplishment which has contributed substantially to the NASA mission.

c. **Nomination Procedures**

Except for occasions warranting immediate recognition, nominations for these top honor awards are solicited annually. Nominations are reviewed by the NASA Incentive Awards Board and approved by the Administrator.

**4.1.G.4 The Congressional Space Medal of Honor**

a. The President may award, and present in the name of Congress, a medal of appropriate design, which shall be known as the Congressional Space Medal of Honor, to any astronaut who in the performance of duties has distinguished himself/herself by exceptionally meritorious efforts and contributions to the welfare of the Nation.

b. All recommendations for nominations for award of the Congressional Space Medal of Honor on behalf of NASA will be submitted to the Administrator or made on the individual's own initiative and then referred to the NASA Incentive Awards Board for the purpose of investigating and making findings of fact and giving advice to the Administrator. The Administrator will forward to the President the recommendations as provided for in NMI 1020.4 "Nominating Astronauts for The Congressional Space Medal of Honor."

**4.1.G.5 MSFC Honor Awards**

a. **Letters of Appreciation and Commendation**

Letters of appreciation may be given in recognition of nonwork performance such as participation in bond drives, good attendance, and similar contributions. Letters of commendation may be given in recognition of specific instances of work performance such as performing any part of a job in a commendable manner, completing a special assignment in a particularly creditable manner, and for similar accomplishments.

b. **Director's Commendation Certificate**

The Director's Commendation Certificate may be granted to civil service and contractor employees whose job performance and/or special accomplishment merit recognition.

c. **Equal Employment Opportunity Award**

The Equal Employment Opportunity Award will be granted for outstanding results through unusually effective leadership, skill, imagination, and perseverance in extending equal opportunities to men and women in Government activities. The award will be an appropriately inscribed Director's Commendation Certificate.

d. **Outstanding Performance Rating**

An outstanding performance rating may be assigned an employee for outstanding performance of duties over a full twelve-month rating period. All aspects of an employee's duties must exceed performance requirements to an exceptional degree. An indicator of overall performance at this level would be when the performance requirements of all job elements are exceeded. An outstanding performance rating is a significant form of recognition. All OPR certificates are prepared as copies of performance appraisal summary sheets are received in CM22 from the Personnel Management Division on employees who have been rated as "outstanding." No cash award accompanies this certificate.

e. **Public Service Group Achievement Award**

An award given to a group of non-Government employees in recognition of outstanding accomplishment which has contributed substantially to the mission of MSFC.

f. **Group Achievement Award**

An award given in recognition of outstanding accomplishment which has been made through the coordination of many individual efforts and has contributed substantially to the accomplishment of the mission of MSFC.

g. **Certificate of Appreciation**

An award given to an individual in recognition of outstanding accomplishment which has contributed substantially to the mission of MSFC.

\*

**h. Sick Leave Conservation Awards**

In order to recognize employees for outstanding accomplishment in conservation of sick leave, membership certificates in 1000-hour, 1500-hour, 2000-hour, 2500-hour, 3000-hour, and 3500-hour Sick Leave Clubs will be awarded. This program should be vigorously supported by all managerial levels. Employees should be encouraged to conserve sick leave and use it only when absolutely necessary. However, sick leave should be granted on any occasion when the employee is truly incapacitated for work.

**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 1 - INCENTIVE AWARDS**

**Attachment H - Employee Suggestion Program**

- 4.1.H.1. Purpose
- 4.1.H.2. Eligibility
- 4.1.H.3. Responsibilities
- 4.1.H.4. Monetary Awards
- 4.1.H.5. Timeliness of Suggestions
- 4.1.H.6. Referral of Suggestions

Attachment 1 - Checklist of Determining Award Eligibility



**ATTACHMENT H  
PART 4, SUBPART 1****EMPLOYEE SUGGESTION PROGRAM****4.1.H.1 Purpose**

The Employee Suggestion Program (ESP) is intended to encourage employees to think about ways to improve MSFC and its operations. The ESP is a major part of the Center's total awards plan and is intended to recognize and reward employees, either individually or collectively, for idea-type contributions which directly contribute to productivity, economy, efficiency, or directly increase effectiveness in carrying out MSFC, NASA, or government programs. Since all employees are eligible for suggestion awards, higher grade employees and all levels and types of management personnel should be given the same encouragement to submit suggestions as that given to lower grade employees.

**4.1.H.2 Eligibility**

a. The following are eligible for awards under the NASA ESP:

(1) A government employee or group of government employees.

(2) A former government employee or the estate of a deceased government employee provided the suggestion was submitted while the individual was a government employee.

b. To be considered for an award, pursuant to FPM Chapter 451, Subchapter 3 and the latest issuance of NASA FPM Supplement S-451, a suggestion must be in writing and directly contribute to productivity, economy, and efficiency or increase effectiveness of government operations. For the purpose of this procedure, unless related to energy conservation, the definition of suggestion normally excludes:

(1) Services and benefits to employee such as vending machines, cafeteria services, rest room facilities, parking facilities, exercise facilities, and recycling of paper and cans/bottles.

(2) Proposals calling attention to the need for routine maintenance and repair in the work environment, buildings, grounds, parking lots, picnic facilities, etc.

(3) Proposals for minor improvements in working conditions which the employee or his immediate supervisor should correct through normal or customary action and normal or routine safety practices, and protective devices, e.g. actions which should be initiated by an employee or supervisor with appropriate form or memorandum.

(4) Proposals which do not state in specific terms a means for solving a current problem or a means for improving efficiency or economy.

c. Awards are made only for suggestions adopted by management either in whole or in part. In most cases the suggestion is to be outside an employee's job responsibilities. If within them, it must be so superior that it warrants special recognition. Suggestions adopted within two years after receipt or upon completion of tests or experiments are eligible for award consideration credited to the initial suggester.

Sound judgment to assure that criteria for determining award eligibility are neither too liberal nor too stringent is critical to maintaining employee and management confidence in the program. However, maximum use of the available flexibilities is encouraged. In making award eligibility determinations, careful consideration should be given to the employee's job description, assigned duties, the performance requirements or standards for the position, extent of application of the contribution, and its impact on the organization.

The employee's supervisor generally is in the best position to evaluate whether the contribution is within job responsibilities. However, the incentive awards coordinator, personnel management specialists, and others may provide valuable input to the decision. Guidance provided in FPM Chapter 451, Appendix D, (shown in 3000.1 on 4-47) should be consulted in making award eligibility determinations. For example, when a suggestion is determined to be partially within job responsibilities, considering the equities to the

employee and the organization, an award may be adjusted proportionately (by 25%, 50%, etc.) from what the award would have been had the suggestion been clearly beyond job responsibilities. Additionally, when a suggestion is contained within or partially within the employee's normal job requirements in the particular organization or work group but benefits other work groups within or outside the organization or other government organizations, the individual should receive recognition to the extent that the employee's assigned duties did not require such improvements or changes to be made in other organizations. In such cases, job responsibilities should not be a factor and the award should be based on the total benefits to the other organizations or agencies. In other cases, when a suggestion is within job responsibilities, it may be appropriate to consider granting a Special Achievement Award.

For further guidance see Annex 1, page 4-47, "Checklist for Determining Award Eligibility."

### 4.1.H.3 Responsibilities

a. Supervisors and managers are responsible for:

(1) Giving the Suggestion Program positive promotion and support.

(2) Assisting employees in submitting suggestions.

\* (3) Evaluating suggestions promptly, thoroughly, and objectively providing:

(a) First year savings,

(b) Implementation costs, and

(c) Implementation date, actual or proposed.

(4) Demonstrating their support by participating in suggestion award presentations.

(5) Encouraging the formal submission, after the fact, of an employee idea that has been informally communicated to management and adopted as described in paragraph five below.

b. The Director of MSFC is responsible for the development and operation of an ESP which meets the Center's needs and which follows the guidance and regulatory information contained in the FPM and NASA directives. Accordingly, the Center Director,

personally or through the Director of Personnel and others, assures:

- (1) Total management commitment and support.
- (2) Adequate resources for a dynamic, visible, and responsive program.
- (3) Ongoing publicity to encourage employee participation and recognize employee and organizational benefits of the program.
- (4) A systematic approach to assure timely evaluation (generally 4-5 weeks or less) of suggestions and recognition for evaluators.
- (5) A mechanism for employees to obtain reconsideration/reevaluation of management decisions on submitted suggestions.
- (6) A mechanism for evaluating program effectiveness and providing feedback reports to employees as well as to management at Center and Headquarters levels.

#### **4.1.H.4 Monetary Awards**

To be eligible for a cash award an employee suggestion must result in tangible benefits of at least \$250 or comparable intangible benefits. Awards will be based on the appropriate tangible or intangible benefits scales or a combination of the two. The minimum award amount is \$25; non-monetary awards may be given in addition to monetary awards or for suggestions which do not qualify for cash awards.

##### **a. Tangible Benefits**

The amount of award is normally based on a reasonable estimate of net monetary benefits for the first full year of operation following implementation of the suggestion and is to be determined in accordance with the Tangible Benefits Scale which is Attachment D to this Subpart.

##### **b. Intangible Benefits**

A cash award may be made when a contribution does not lend itself to appraisal on the basis of monetary benefits or results in combined monetary benefits and intangible benefits. The amount of the award should be determined on the basis of its value or benefit to government operations after

full consideration of such factors as extent and scope of application, significance of the contribution, and importance of programs affected. The amount of cash award is to be determined in accordance with the Intangible Benefits Scale which is Attachment E to this Subpart.

c. **Amount of Award**

Awards up to \$5,000 may be approved at the Center level. Awards in excess of \$5,000 must be forwarded to the Executive Secretary, NASA Incentive Awards Board, for review and approval by the appropriate official.

**4.1.H.5 Timeliness of Suggestions**

Employees are encouraged to submit written suggestions at any time. Additionally, an employee idea which is informally communicated to management and adopted may be documented after the fact by the employee and formally submitted for recognition under the Employee Suggestion Program. Generally these suggestions must be submitted in writing within six months of the application of the idea to be eligible for award consideration. This time limit will be extended for up to one year if:

- a. The six-month limit is clearly inequitable.
- b. It is established that the suggester was unaware of the adoption of the suggestion.
- c. The suggester was prevented from submitting the suggestion because of illness or other absence from duty.

In such cases, the file will be fully documented to indicate the reason for extending the period. The documentation will be kept on file and available for a period of two years.

Additionally, an employee is eligible for an award for a two-year time period if the same suggestion is adopted after originally being disapproved. If a suggester wishes to resubmit the suggestion with new information to support its benefits, they may be done and would extend the award entitlement period.

#### **4.1.H.6 Referral of Suggestions**

a. **NASA-wide or other Centers**

Contributions to be considered for adoption NASA-wide or at other Centers will be referred to the Executive Secretary, NASA Incentive Awards Board--may be referred by the MSFC Suggestion Coordinator only.

b. **Other Agencies or Government-wide**

Contributions having possible application at other government agencies will be forwarded to the Executive Secretary, NASA Incentive Awards Board. These referrals are to be submitted in triplicate and are to contain the local evaluation report and specific information to support the referral.

**ANNEX 1****ATTACHMENT H  
Part 4, Subpart 1****CHECKLIST FOR DETERMINING AWARD ELIGIBILITY**

The following are questions to ask when determining whether a contribution is within or outside the employee's normal job responsibilities:

	Yes	No
1. Is the subject of the contribution within the scope of the employee's work?	___	___
2. Does the employee's job description cover the subject of the contribution?	___	___
3. Is the employee expected or required to make contributions of the type under consideration?	___	___
4. Is the nature of the contribution such that the employee's performance would be judged less than satisfactory if this contribution had not been made?	___	___
5. Is the contribution one pertaining to the immediate work area which the employee can put into operation without consulting higher authority?	___	___
6. If the contribution pertains to the employee's immediate work area, as well as having application elsewhere in the organization, would the employee be expected to make contributions that have impact beyond his or her immediate area?	___	___

If the answers to all the preceding questions are "No," the contribution is outside of the employee's normal job responsibilities and should be considered for monetary and/or honorary recognition. If the answers to any of the questions are "Yes," the contribution is probably within job responsibilities and, in order to receive recognition, a determination must be made that it is superior enough to warrant an award.

The following questions should be asked when determining whether the contribution is superior enough that it warrants an award:

- |   | Yes | No  |
|---|-----|-----|
| 1. Is the contribution of particular importance or significance to the organization?                    | ___ | ___ |
| 2. Was there a great amount of independent thought or unusual insight, imagination, or effort involved? | ___ | ___ |
| 3. Will there be substantial impact or benefits derived from the contribution?                          | ___ | ___ |

If the answer to any of these questions is "Yes," consideration should be given to granting monetary and/or honorary recognition.

**ATTACHMENT I  
PART 4, SUBPART 1**

**FEDERAL CAREER SERVICE AWARDS**

**4.1.1.1 General**

NASA Awards for Federal Career Service are presented in honorary recognition of the completion of the prescribed periods of satisfactory service. A service emblem is awarded upon completion of five years of service. Certificates of service and appropriate emblems are presented for each five-year interval thereafter.

**4.1.1.2 Eligibility**

Eligibility for service emblems and certificates will be based on total years of Federal service to an employee's credit, both civilian and all honorable military service.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 1 - INCENTIVE AWARDS**

**Attachment J - Procedures**

- 4.1.J.1 Responsibilities
- 4.1.J.2 Definitions
- 4.1.J.3 General
- 4.1.J.4 NASA Honor Awards
- 4.1.J.5 MSFC Honor Awards
- 4.1.J.6 Scientific and Technical Contributions
- 4.1.J.7 Special Achievement Award
- 4.1.J.8 Suggestions



**ATTACHMENT J**  
**Part 4, Subpart 1**

**INCENTIVE AWARDS PROCEDURES**

**4.1.J.1 RESPONSIBILITIES**

a. **Management Officials.** Normal management review and control processes should be used to identify program or operational areas where superior work results warrant award consideration. When these areas have been identified, managers should request supervisors in those areas to identify the employees who have made a special contribution and to consider submitting award recommendations. This process should not prevent supervisors from submitting other award recommendations on their own initiative.

b. **Supervisors.** Supervisors are the key officials in the promotion of the Incentive Awards Program and will:

- (1) Use incentive awards as an integral part of supervision and management.
- (2) Motivate employees and groups of employees to improve performance and identify and award those employees whose superior accomplishments or contributions merit recognition and awards.
- (3) Act promptly and fairly on employee contributions and assist employees in the development of their contributions.
- (4) Forward copies of letters of appreciation and commendation to the Personnel Office for inclusion in the employee's official personnel folder.
- (5) Give due weight to awards earned when qualifying and selecting employees for promotion.

c. **Incentive Awards Representative.** Each major organizational element within MSFC will appoint an employee to serve as an incentive awards representative, routinely the Administrative Officer. A representative may be relieved of his/her duties at the written request of office chief or laboratory director. The request should be addressed to the Incentive Awards Officer, CM22,

and must contain the name of the representative to be relieved and the name, work location, and telephone number of the new representative. Each representative is responsible for:

- (1) Coordinating and administering the Incentive Awards Program within his/her assigned area.
- (2) Informing supervisory personnel of changes in policy and procedure concerning the program.
- (3) Maintaining a complete and up-to-date record of each suggestion received for evaluation to prevent lost or misplaced suggestions.
- (4) Assuring that the evaluation is complete, accurate, and contains sufficient information to determine whether the suggestion will or will not be adopted. If the evaluation cannot be completed within the allotted time, the Suggestion Coordinator is informed and, until the evaluation is completed, is provided interim progress reports.
- (5) Returning MSFC Form 427 (Suggestion Evaluation Form) to the Suggestion Coordinator upon completion of the evaluation. Suggestions which require coordination with other offices or laboratories within MSFC should not be forwarded to such offices or laboratories by representatives but should be returned to the Suggestion Coordinator with proper notation on MSFC Form 427. Coordination will be accomplished by the Suggestion Coordinator. Suggestions requiring review and evaluation by NASA Headquarters will be forwarded by the Suggestion Coordinator through functional channels to the appropriate Headquarters office for consideration.
- (6) Participating in promotional campaigns by distributing and posting literature and other pertinent incentive awards information.
- (7) Assuring that suggestion forms and containers are placed liberally and strategically throughout the area of responsibility and that suggestion forms are available at all times.

(8) Coordinating presentation of performance awards, service emblems and certificates, and other forms of employee recognition.

(9) Arranging appropriate publicity for incentive awards presentations conducted within the area of responsibility and forwarding copies of photographs of presentation ceremonies to the Incentive Awards Officer.

d. **Personnel Office.** The Personnel Office is responsible for:

(1) Assisting supervisors and incentive awards representatives in all matters connected with the Incentive Awards Program.

(2) Completing Part II, MSFC Form 507 (Incentive Award Nomination), on each award nomination forwarded through the Personnel Office.

(3) Returning nomination with inadequate documentation to nominating supervisors and providing guidance and assistance as necessary in resubmission of award nominations.

(4) Filing records of all incentive awards granted in appropriate official personnel folders.

(5) Providing the Incentive Awards Officer with the names of employees who attain eligibility for service emblems three months prior to anniversary date.

(6) Providing the Incentive Awards Officer, at the beginning of each month, with the names of employees who attained eligibility for sick leave conservation awards during the preceding month.

e. **Incentive Awards Officer.** The Incentive Awards Officer is responsible for the overall administration of the program to include:

(1) Participating actively in all phases of the Incentive Awards Program on a continuing basis by providing effective and dynamic leadership to assure full utilization of the program in recognizing and rewarding deserving employees for their suggestions, superior performance, special services, or other noteworthy accomplishments.

(2) Maintaining liaison with supervisors at all levels for the purpose of motivating and encouraging them to nominate employees for awards.

(3) Promoting and supporting the program vigorously to secure and maintain complete and positive participation by all Center organizational elements.

(4) Assuring that a careful, expeditious, and impartial analysis is made of suggestions, superior accomplishments, and other achievements in accordance with prescribed criteria, and following up on all referrals to assure prompt consideration.

(5) Assuring that the conditions of eligibility have been met for all submissions and that the basis for each award is clearly documented. When necessary, the suggester, the evaluator of the suggestion, or the originator of an award nomination may be requested to meet to clarify questions concerning the contribution under consideration.

(6) Reviewing all suggestions and award nominations and recommending to the appropriate official, the amount and/or type of award which is most appropriate for a particular contribution; returning to the originator, suggestions and award nominations not favorably considered with the reasons therefor.

\* (7) Preparing documentation, referred to in Item f. below, for review by the Suggestion Awards Committee and assuring actions recommended by the Committee are completed.

\* (8) Assuring that all adopted suggestions, with a monetary award recommended, are forwarded by the Suggestion Coordinator to the appropriate approving authority for signature in accordance with paragraph 4:106.

(9) Referring, when appropriate, suggestions or award nominations to NASA Incentive Awards Board for additional consideration.

\* f. Suggestion Awards Committee:

(1) The Suggestion Awards Committee is responsible for the following on all adopted suggestions with intangible benefits:

(a) Reviewing evaluations resulting in intangible benefits and recommending appropriate amount of cash award within the range identified.

(b) Returning any evaluations for reconsideration if the findings of the evaluator are incomplete or inappropriate.

When necessary, the committee may request an audience with the suggester or the evaluator.

(2) The Committee will be responsible for the following on all adopted suggestions with tangible/intangible benefits where the suggestion falls partially or totally within the suggester's job responsibility:

(a) Reviewing evaluations resulting in tangible/intangible benefits where the idea falls partially within the suggester's job responsibility to determine if the suggester should receive 25%/50%/75% of the total cash award.

(b) Reviewing evaluations resulting in tangible/intangible benefits where the idea falls totally within the suggester's job responsibility, but is significant enough to warrant a cash award, to establish an equitable amount based on the significance of the contribution.

(c) Consulting with the evaluator or supervisors of suggesters, if necessary, to make determination of appropriate cash award in either of above cases.

g. **Center Comptroller.** The Center Comptroller is responsible for:

(1) Processing approved awards for payment. The original of MSFC Form 507 and the Standard Form 50 signed by the appropriate approving

officials as authorized by this procedure will serve as authorization to make payment of cash awards.

(2) Delivering checks for payment of incentive awards to the Incentive Awards Officer.

#### 4.1.J.2 DEFINITIONS

a. **Outstanding Performance Rating.** A rating assigned for outstanding performance of duties for the employee's full 12 months rating period. All aspects of an employee's duties must exceed performance requirements to an exceptional degree. An indicator of overall performance at this level would be when the performance requirements of all job elements are exceeded.

b. **Incentive Awards Representative.** An individual appointed within each major organizational element of the Center to serve in a liaison capacity to promote and coordinate the Incentive Awards Program between operating officials and the Incentive Awards Officer.

c. **Tangible Savings.** Tangible savings (hard savings) are the result of actions which reduce the cost or projected level of expenditure for a workload, project, program, or activity. (See Attachment D.)

d. **Intangible Benefits.** Improvement in morale, working conditions, safety, or in other daily operations which cannot be reduced to specific monetary terms. (See Attachment E.)

e. **Cost Avoidance.** Cost avoidance results from preventive action taken to eliminate or diminish fund requirements through such measures as:

- (1) Planned consolidation effort.
- (2) Multiple use of facilities.
- (3) Avoidance of duplicative efforts.
- (4) Measures which significantly enhance program or mission results within

established costs.

f. **Cost Effectiveness.** Cost effectiveness results from the continual maximum utilization of personnel and resources made available for the accomplishment of an approved function. This includes those

evidenced traits of performance which characterize control of costs to ensure maximum benefits from each dollar expended; efforts to improve existing systems and procedures, even though accrued benefits are intangible in nature; successful efforts to motivate subordinates to contribute to various cost reduction activities; as well as efforts to improve specific costs.

#### 4.1.J.3 GENERAL

a. Employee contributions may be of the idea type in which employees suggest improvements in Government operations or of the performance type by which, through their meritorious achievements, employees merit special recognition. The contributions may be either outside the employee's job responsibilities or within the employee's job responsibilities, but so superior or meritorious as to warrant special recognition. Contributions are eligible for award consideration whether approved as submitted or approved in part. Because an idea is not new or original does not necessarily make it ineligible for an award. An employee idea that is informally handled as an employee-management communication item and accepted for use may be recommended for a Special Achievement Award if the

officials of the organization consider the benefits so significant that they warrant an award. Examples of the type of performance contributions which warrant award consideration are:

- (1) Performance which has involved overcoming unusual difficulties.
- (2) Creative efforts that make important contributions to science or research.
- (3) Performance of assigned duties, with special effort or special innovation that results in significant economies or highly desirable benefits.
- (4) Performance of assigned tasks so that the performance requirement of one or more critical job elements is significantly exceeded.
- (5) Exemplary or courageous handling of an emergency situation related to official employment.

(6) When a contribution has been made by more than one employee or by a group of employees, all employees contributing may share in the award. If a cash award is made, such grant may be in equal shares, or to each employee in proportion to his/her contribution. However, the total amount of the award generally should be the amount authorized for that type of award when made to one individual.

(7) A cash award may be made for an employee contribution that results in tangible benefits having a value of \$250 or more. The amount of the award will not be less than \$25 and is normally based on the estimated net monetary benefits for the first full year of operation following implementation. When there are substantial nonrecurring costs in adopting a contribution which will be useful for a number of years, and the amount of the award on the basis of the net first year benefits would be an inadequate reward, the award may be based on an average of the estimated net benefits over a period of years.

(8) A cash award may be made when a contribution does not lend itself to appraisal on the basis of monetary benefits, or results in combined monetary benefits and intangible benefits. The amount of the award is determined on the basis of its value or benefit to Government operations after full consideration of such factors as extent and scope of program affected. The minimum award for intangible benefits will not be granted unless the contribution compares favorably with those receiving the minimum cash award for intangible benefits. Attachment E shows the scale to be used in determining the amount of award for intangible benefits.

(9) In determining whether a suggestion or other contribution is outside job responsibility or if within normal job responsibility, so superior so as to warrant special recognition, the following diagnostic questions may prove helpful along with a review of the contributor's position description and the performance requirements of assigned duties:

- the employee?
- (a) Is the contribution or achievement unusual for the grade level of the employee?
  - (b) If job-related, does the contribution have scope or significant impact beyond the employee's responsibility?
  - (c) Does the contribution yield benefits beyond the results that were expected or planned?
  - (d) Does the contribution represent a new precedent or pattern, significantly change current practice, or improve operations?
  - (e) Is the employee expected or required to make contributions of the type under consideration? If so, is there anything special or unique about this particular one?
  - (f) Is the nature of the contribution such that the employee's performance would be judged less than satisfactory if he/she had not made the contribution?
  - (g) Is the contribution one pertaining to the contributor's immediate work area which he could place into operation without consulting higher authority and which affects his work only?
  - (h) Does the contribution exceed the employee's normal job requirements to such a significant degree as to be worthy of special recognition?

#### **4.1.J.4 NASA HONOR AWARDS**

a. Nominations for the NASA Honor Awards will be solicited annually. Generally, the nomination will originate with the immediate supervisor or with other persons who are familiar with the employee's duties or contribution. The nomination should be submitted on NASA Form 1644 with all appropriate information. Information cannot exceed the boundaries of space allocated. A separate page should be attached and include the nominee's name and grade, type of award, position title, organization, Social Security number, and previous NASA awards received.

For more information, refer to the "Honorary Awards Handbook."

\* b. Nominations should be forwarded with concurrence of the directors of PD, S&E, and I&PS; program/project managers and directors of MSFC staff offices, as appropriate, to the Director, Administrative Operations Office. After review by the MSFC Personnel Management Advisory Committee and approval by the Center Director, selected nominations will be forwarded to NASA Headquarters. With the approval of the NASA Incentive Awards Board, the NASA Administrator will make the final determination for granting the NASA Honor Awards.

#### 4.1.J.5 MSFC HONOR AWARDS

a. **Letters of Appreciation and Commendation.** Letters of appreciation and commendation should be prepared in accordance with applicable correspondence procedures. Although letters of appreciation and commendation normally originate with the immediate supervisor or other persons familiar with the basis for the letter, consideration should be given to the merit of the contribution when preparing the signature block since conditions may warrant signature at a higher level. A letter for an individual in another organization must be forwarded to the director, chief, or manager of the parent organizational.

b. **Director's Commendation Certificate.** MSFC Form 507 will be used when preparing a nomination for the Director's Commendation Certificate. The nominating supervisor should complete Part I of the form and attach a narrative justification indicating the specific accomplishment of the nominee. The justification should also include a proposed citation of twenty-five words or less. The original and three copies of the nomination should be forwarded through supervisory channels and through the Personnel Management Division, CM41, to the Incentive Awards Officer, CM22.

c. **Equal Employment Opportunity Award.** Nomination for this award may be submitted at any time using MSFC Form 507, Incentive Awards Nomination, accompanied by a brief statement of the nominee's contributions and including a proposed citation of twenty-five words or less. The nomination should be forwarded through the Equal Opportunity Office, CE01, to the

Incentive Awards Officer, CM22. Those eligible for this award include the following:

- (1) Persons at all levels of supervision and management who clearly excel in promoting equal employment opportunity within their organizations.
- (2) Persons whose work is not specifically equal employment opportunity but who through superior accomplishments in training, recruitment, or other activity advance equal opportunity in Government.
- (3) Persons with specific responsibilities for equal employment opportunity who have made significant contributions as EEO officers, EEO counselors, or Federal Women's Program Coordinators.
- (4) Employees whose excellence in fostering the Government's equal opportunity program through non-Federal activity merits recognition.
- (5) Organizational units for noteworthy contributions to the advancement of equal employment opportunity through the combined efforts of individual members.

d. **Sick Leave Conservation Awards.** At the beginning of each month, the Incentive Awards Office will prepare standardized certificates for eligible employees. The recipient's name will be printed in block letters and the signing official's name will be typed in capital letters. The Incentive Awards Office will distribute the certificates to the appropriate organizational elements for signature and/or presentation in accordance with the procedure outlined above.

#### **4.1.J.6 SCIENTIFIC AND TECHNICAL CONTRIBUTIONS**

\* a. Monetary awards are available for reported scientific and technical contributions, whether patentable or not, which are of a significant value in the conduct of aeronautical and space activities.

Procedures for consideration of contributions for these awards appear in NMI 5700.1B. Certain minimum awards are granted for those contributions that result in their approval as a NASA Tech Brief or as a Patent Application.

\* b. Disclosures of scientific and technical contributions should be reported to Patent Counsel or Director, Technology Utilization Office in accordance with established procedures.

#### **4.1.J.7 SPECIAL ACHIEVEMENT AWARD**

a. Any award granted for performance exceeding job requirements, either as a one time occurrence, or over a sustained period. It also covers awards for special acts or services in the public interest, connected with, or related to, official employment. The award may be granted to a group in recognition of outstanding teamwork and effort in which the contribution of each member, although highly significant, cannot be identified as having singularly achieved the end results of the accomplishment.

b. The nominee's immediate supervisor normally originates the nomination and will complete Part I, MSFC Form 507 (Incentive Award Nomination). In submitting nominations relating to sustained superior performance, the complete current performance appraisal will be used as documentation, attached to MSFC Form 507, and forwarded to CM41/51, as appropriate within 120 days of end of performance rating period. Superior performance must be clearly exhibited in major aspects of assigned duties. In submitting nominations relating to special services and group accomplishments, a narrative description of the contribution should be attached to MSFC Form 507. Nominations for group awards should also contain a list providing the information required to complete Part I of MSFC Form 507. The recommended cash award for special service and group awards will be based on the significance of the contribution and the amount established by using Attachment E. If tangible savings can be identified, the award amount will be established by applying the estimated first year's savings to the scale contained in Attachment D.

c. The original and three copies of the nomination should be forwarded through supervisory channels, and through the Personnel Management Divisions, Personnel Office, to the Incentive Awards Officer, CM22.

d. The nomination must be submitted in time to reach the Incentive Awards Officer within six months from

the end of the period covered. Nominations based on performance should be submitted within thirty days following the Official Performance Rating.

e. The nomination should be brief, but factual. If possible the written justification should be limited to no more than one typewritten page. See Section 4.109.c. for more information.

f. When submitting nominations for special service and/or group achievement awards, a written justification by the supervisor is required giving the basis or reason for granting the award. All that is needed is a brief, factual statement describing the results of the employee's contributions. The written justification should:

(1) Be written in a simple narrative format.

(2) Be brief.

(3) Be factual.

(4) Emphasize results achieved.

(5) Identify benefits which can be measured and then converted to dollars, e.g., direct cost reduction, manhours reduced, increased productivity, etc.

#### **4.1.J.8 SUGGESTIONS**

a. When received by the Suggestion Awards Coordinator, each suggestion is logged in, assigned a number to establish the official priority of the idea, coded according to subject matter, and a response is sent to the suggester. The suggestion is then forwarded for evaluation by the major organizational element having technical/administrative responsibility over the subject matter of the proposal. If the suggestion is adopted, the amount of the award is based on the estimated first year's savings and/or intangible benefits or a combination of the two. (See Attachments D & E.) If the suggestion is not adopted, the suggester will receive a letter explaining the reasons for non-adoption.

b. A suggestion, if disapproved, may be reopened for further consideration within two years of the rejection date if the suggester informs the Suggestion Awards Coordinator, in writing, of the reasons for requesting reevaluation.

c. If duplicate suggestions are received, the first suggester should receive award consideration.

However, if a suggestion is rejected and is later reconsidered and adopted as the result of a similar suggestion subsequently received, an award proportionate to the contribution of each may be made.

d. Suggestions may be forwarded directly to the Suggestion Awards Coordinator; however, suggesters are encouraged to discuss their suggestions with their supervisors prior to submission.

e. If a suggestion contains classified information, the suggester should discuss his idea with a representative from the Security Division, Management Operations Office, before submitting it through routine suggestion channels.

f. A suggestion, to be considered for adoption, must effect a change from that which is in existence. It should explain WHAT is being recommended and WHY, and offer a specific proposed solution to the problem. When developing a suggestion, gather all the facts (ask WHAT, WHERE, WHEN, WHO, and HOW), analyze the facts (ask WHY), think up a variety of possible improvements, and select the best way.

g. Prior to review by Center management, the following steps will be taken.

(1) Suggestions which would affect any program/project if implemented must be evaluated by the appropriate program/project office and have the concurrence of the manager or his designated representative.

(2) Suggestions to be implemented which are scientific and/or engineering in nature must be evaluated by the chief engineer or other appropriate engineering organizations and have the concurrence of the director of Science and Engineering or his designated representative.

(3) All other suggestions to be implemented will be evaluated by the appropriate organization and have the concurrence of the director of the first level organization or his designated representative.

(4) Staff office concurrences will be obtained as appropriate.

h. In order to assess the effectiveness of the evaluation process, follow-ups will be made one year after implementation for employee contributions resulting in awards of more than \$300. Follow-ups will be made for adopted suggestions and awards for inventions and contributions approved by the NASA Inventions and Contributions Board.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 1 - INCENTIVE AWARDS**

**Attachment K - Presentation Ceremonies**

- 4.1.K.1 General
- 4.1.K.2 NASA Honor Awards
- 4.1.K.3 Invention Disclosure Awards
- 4.1.K.4 Suggestions, Inventions, and Special Achievement Awards Other Than Those Granted for Sustained Superior Performance
- 4.1.K.5 Career Service Awards
- 4.1.K.6 Sick Leave Conservation Awards



**ATTACHMENT K  
Part 4, Subpart 1****PRESENTATION CEREMONIES****4.1.K.1 GENERAL**

The presentation of awards should be made at a suitable ceremony and in accordance with the guidelines listed below. It will be the responsibility of the individual who coordinates the presentations to arrange for photographers and appropriate newspaper publicity.

**4.1.K.2 NASA HONOR AWARDS**

NASA Honor Awards will be presented by the Administrator or his designated representative at least annually. The Incentive Awards Officer is responsible for arranging the ceremony.

**4.1.K.3 SPACE ACT AWARDS**

\* Employee awards for disclosure of scientific and technical contributions that are approved as a NASA Tech Brief or Patent Application will be forwarded to the appropriate level for presentation. Other Space Act Awards will be presented in accordance with paragraph 4 below.

**4.1.K.4 SUGGESTIONS, INVENTIONS, AND SPECIAL ACHIEVEMENT AWARDS OTHER THAN THOSE GRANTED FOR SUSTAINED SUPERIOR PERFORMANCE**

Awards of more than \$2,500 will be presented by the Center Director or his designated representative. Awards of \$1,501 to \$2,500 will be presented by the directors of PD, S&E, and I&PS; program/project managers; and directors of MSFC staff offices as appropriate, or their designated representatives. Awards of \$1,500 or less will be presented by the laboratory directors, program managers, or office directors, as appropriate, or their designated representatives.

**4.1.K.5 CAREER SERVICE AWARDS**

These awards will be presented as outlined below.

a. Branch or division chiefs will present the 5- and 10-year awards. Presentation will be coordinated by the appropriate incentive awards representative.

b. Laboratory directors, program managers, or office directors will present the 15- and 20-year awards. Presentation will be coordinated by the appropriate incentive awards representative.

c. The directors of PD, S&E, and I&PS; program/project managers; and directors of MSFC staff offices, as appropriate, or their designated representative will present the 25-year awards. Presentation will be coordinated by the appropriate incentive awards representative.

\* d. The Center Director or his designated representative will present the 30-, 35-, 40-, 45-, and 50-year awards. Employees eligible for 40/45/50-year awards will receive certificates and congratulatory letters signed by the Administrator, NASA. Presentation will be coordinated by the Incentive Awards Officer.

#### **4.1.K.6 SICK LEAVE CONSERVATION AWARDS**

\* a. The 2000-hour, 2500-hour, 3000-hour, and 3500-hour certificates will be signed by the Center Director and presented by the directors of PD, S&E, and I&PS; program/project managers; and directors of MSFC staff offices, as appropriate, or their designated representative.

b. The 1500-hour certificate will be signed by the directors of PD, S&E, and I&PS; program/project managers; and directors of MSFC staff offices, as appropriate. Presentation will be made by the appropriate laboratory director, program/project manager, or office director.

c. The 1000-hour certificate will be signed by the laboratory director, program/project manager, or office director, as appropriate, and presented by them or their designated representative.

PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION

SUBPART 1 - INCENTIVE AWARDS

Attachment L - For a Special Task (FAST) Award (On-the-Spot Award)

- 4.1.L.1 Purpose
- 4.1.L.2 Eligibility
- 4.1.L.3 Criteria
- 4.1.L.4 Nomination
- 4.1.L.5 Delegation of Authority for Approval
- 4.1.L.6 Presentation
- 4.1.L.7 Award Amount
- 4.1.L.8 Frequency
- 4.1.L.9 Timing

ATTACHMENT L  
Part 4, Subpart 1

"FOR A SPECIAL TASK (FAST) AWARD"  
On-the-Spot (OTS) Award

4.1.L.1 Purpose

The "For a Special Task (FAST) Award" is designed to encourage supervisors and managers to give immediate \$50-\$250 on-the-spot cash awards to employees who perform quality service of a special task in an exceptional manner. This award does not replace any existing incentive award and employees who receive a FAST Award can still be considered for other awards. This award can also be considered as a "mini" Special Service (Task/Project) Award. This award helps to highlight NASA's commitment to process improvement and quality service by allowing swift recognition of those who provide it.

4.1.L.2 Eligibility

All NASA employees, with the exception of SES employees, are eligible. Supervisors are encouraged to recognize exceptional group accomplishments by awarding individual members.

4.1.L.3 Criteria

The award is intended to quickly recognize one-time and short-term efforts by employees, particularly those related to process improvement, that result in service of exceptionally high quality. It is designed to appropriately reward employee efforts that might go unnoticed and to provide immediate recognition for a job well done. Examples include special tasks where employees: produce exceptionally high quality work under tight deadlines; produce added or emergency assignments in addition to their regular duties; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

4.1.L.4 Nomination

A supervisor may recognize any deserving employee by completing the "FAST AWARD CERTIFICATE". The supervisor fills out the nonrecurring event (clear, concise sentence of one-time task or project), date, employee's full name (as shown on payroll records), organizational code, social security number, job title, and grade in the appropriate blocks on the "Incentive Awards Office Copy" of the certificate. After receiving funding authorization and approval of the next level of supervision, the supervisor approves the award by signing the FAST Award Certificate. Two copies of the

"Incentive Awards Office Copy" of certificate are sent through the administrative officer to the Incentive Awards Officer for cash award processing. The supervisor may then present the FAST Award Certificate to the employee immediately. (See Item 7 on the attached Guideline Summary for more detailed information.)

Upon receipt of the completed FAST Award Certificate copy, the Incentive Awards Officer will process the FAST Award as a Special Service Award with no change to current operations in awards processing.

Managers outside the employee's chain of command may also recognize an employee through the employee's immediate supervisor and the nominating organization will bear the cost.

Organizations will issue OTS awards from the normal awards allocation and will be responsible for maintaining records to support amounts expended. It is suggested that the attached format (Attachment L) be adopted for record keeping purposes with copies of each certificate attached to support the list.

#### 4.1.L.5 Delegation of Authority for Approval

The Incentive Awards Officer will allocate a number of these award certificates directly to the basic organizational officials in charge (Directors of S&E/I&PS/PD, program managers, and office directors) based on the population of their respective organization.

The Delegation of Authority, MMI 3451.2I, dated July 9, 1990, authorizes approval of awards up to and including \$1,000 by laboratory directors, or equivalent, in the directorates/ program managers/staff office directors. Once this official has preapproved the certificates, the certificates will be put in the care of their respective administrative officer.

As supervisors have need of the FAST certificates, they will request them from their administrative officers. The administrative officer will determine availability of funds and obtain appropriate approval authority--for example, an award to be presented by a branch chief will need the approval of the next level of supervision (division chief) prior to presentation. (If a laboratory director wishes to recognize his/her secretary or an assistant, it will require the approval of the directorate head.)

Ideally, the distribution of the FAST Award Certificates should be accomplished by the lowest level of management possible, i.e. from the basic organizational official in charge to the laboratory/office directors or managers, division, branch, section, and unit chiefs.

#### 4.1.L.6 Presentation

The FAST Award Certificate should be presented to the employee by management (preferably by the employee's immediate supervisor) within 48 hours after the exceptional act (task or project). The certificate serves as immediate recognition and as advanced notice of a pending cash award between \$50-\$250. The actual cash award will be forwarded to the employee, through supervisory channels, at a later date by the Incentive Awards Officer, due to the processing time required for the issuance of checks.

#### 4.1.L.7 Award Amount

The employee receives a cash award amount of \$50-\$250-- withholding taxes will be deducted at the time the check is prepared based on the employee's current withholding status. Net cash to recipients may vary due to the variety of payroll tax withholding requirements.

#### 4.1.L.8 Frequency

A maximum of three FAST Awards may be presented to an employee in a 12-month period. Only one FAST Award may be presented to an employee at any given time for a specific non-recurring event (task or project). ONLY ONE FAST AWARD PER PERSON, PER EXCEPTIONAL COMPLETION OF TASK OR PROJECT.

#### 4.1.L.9 Timing

Supervisors may grant FAST Awards at any time during the performance year and FAST Awards DO NOT REQUIRE a performance rating.

MM 3000.1B, Ch 1

ATTACHMENT M  
Part 4, Subpart 1

FOR A SPECIAL TASK (FAST) AWARD  
On-the-Spot Award

**Disbursement of Certificates**

NAME	AMOUNT	DATE OF TASK	DATE ISSUED	SIGNED BY
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ATTACHMENT N  
Part 4, Subpart 1

FOR A SPECIAL TASK (FAST) AWARD  
On-the-Spot Awards

GUIDELINE SUMMARY

1. Nature of Award     Cash
2. Amount             \$50-\$250
3. Payment Method    Payroll award check with no change in existing processing procedures.
4. Type of Award     "Mini" Special Service Award.
5. Distribution        Certificates will be provided to basic organizational officials in charge for distribution to the administrative officer (AO) within their respective organizations.
6. Recommending Official    Immediate supervisor.
7. Approving/Disbursing    Basic organizational official in Official charge (based on MMI 3451.21 dated 7/9/90) PRIOR to an exceptional one-time task or project. Certificate will be signed by immediate supervisor.

FOR EXAMPLE:    The general flow of OTS certificates will be as follows:

-Incentive Awards Officer (IAO) provides allocation of certificates, based on population of organization, to officials in charge (OIC) (organization heads reporting to the Center Director).

-OIC distributes to next level as appropriate.

-Laboratory/office directors/program managers, as appropriate, will sign all FAST certificates and put in the care of AO's within their organization as follows:

- S&E   AO in each laboratory
- PD    AO at directorate level
- I&PS  AO at directorate level
- Prog  AO reporting to manager
- Staff AO reporting to director

- Supervisor will request FAST certificates from AO.
- AO will verify that justification for award is appropriate for recognition.
- AO checks availability of funding and gets approval from one level above supervisor requesting FAST certificate.
- AO issues to requesting supervisor entering in register of FAST awards.
- Supervisor presents to employee within 48 hours of task completion.
- Supervisor returns copy of FAST certificate to AO to record approval date in register and for copies to be forwarded to IAO for processing.
- IAO logs in register, signs, and enters data into automated system for generation of SF50.
- CM51 signs and completes electronic transfer to Payroll for generation of check.
- Payroll receives check in 2-3 weeks and handcarries to IAO.
- IAO distributes checks to AO for distribution to employee.

8.	Criteria	Based on a one-time special task/project, accomplishment, event, or effort.
9.	Eligibility	Same as the Special Service Award excluding SES employees.
10.	Documentation	FAST Award Certificate to the recipient with two copies of the IAO Copy to the Incentive Awards Officer for processing.
11.	Management Cost	\$50-\$250 each minus withholding taxes based on current withholding status of employee recognized.
12.	Frequency	Maximum of 3 times per year.
13.	Group Awards	Award to each member of team.
14.	Other Nominating Offices	Yes, at their cost.
15.	Award Certificate Presentation	IMMEDIATELY or not more than 48 hours after the completion of special task or project.

16. Check Award 4-5 weeks.  
Presentation

17. Personnel Action Special Service Award.

The FAST Award is processed in the same manner as a Special Service Award, except that the certificate is awarded immediately, before the award check.

WHAT TYPES OF CONTRIBUTION WARRANT RECOGNITION BY FAST AWARDS?

1. Exceptional accomplishments by continuous improvement teams.
2. Completion of a significant special task or project that is outside the normal job responsibility.
3. Handling an unusually heavy workload, such as when a co-worker is absent or when vacant positions are not filled immediately.
4. Development of a new or revised procedure or other contributions toward the improvement of office or program productivity.
5. Voluntary participation in support of efforts related to the missions of NASA; Headquarters initiatives; management improvement programs; occupational safety and health concerns; and energy conservation.
6. Planning special event that is particularly successful because of the employee's personal efforts.
7. A significant contribution that improves the customer or public awareness of NASA/MSFC programs.
8. Completion of a short-term or significant milestones in less time than expected or where there were unusual difficulties to overcome.
9. Helping out during an urgent project.

**PART 4**

**EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 2 - PERFORMANCE RATING SYSTEM**

The performance of all employees except those in the Senior Executive Service will be rated in accordance with either the "User's Guide to the NASA Performance Appraisal System for Managers and Supervisors" or the "User's Guide to the NASA Performance Appraisal System for Nonsupervisory Employees." In addition, for employees in a unit covered by a negotiated bargaining agreement, the terms of the negotiated agreement will prevail if in conflict with these guides. For more information contact the Personnel Management Specialist serving your organization.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 3 - EMPLOYEE TRAINING AND DEVELOPMENT**

- 4.301. Purpose
- 4.302. Applicability
- 4.303. Authority
- 4.304. Policy
- 4.305. Selecting Employees for Training
- 4.306. Procedures for Requesting Approval of Training
- 4.307. Training Through Government Facilities
- 4.308. Training Through Non-Government Facilities
- 4.309. Limitations on Training Through Non-Government Facilities
- 4.310. Agreements to Continue In Service-Obligated Service
- 4.311. Types of Training
- 4.312. Responsibilities
- 4.313. Budgeting for Training



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 3 - EMPLOYEE TRAINING AND DEVELOPMENT****4.301 PURPOSE**

To provide basic policy and procedural information concerning training available to Marshall Space Flight Center employees.

**4.302 APPLICABILITY**

The provisions are applicable to all MSFC employees without regard to race, color, religion, sex, national origin, employee organization affiliation, physical or mental handicap, or age.

**4.303 AUTHORITY (Only applicable parts of the most recent edition apply.)**

- a. Public Law 89-554, Title 5, U.S.C., Chapter 41
- b. Executive Order 11348, dated April 20, 1967
- c. Federal Personnel Manual, Chapters 308, 410, and 412
- d. Federal Personnel Manual, Supplement 990.1, Chapter 410
- e. NMI 3410.2B

**4.304 POLICY**

It is MSFC policy to provide necessary training to develop the skills, knowledge, and abilities that will best qualify employees for the performance of official duties. The basic objectives of this policy are to build and retain a permanent cadre of skilled and efficient Government employees who are well abreast of scientific, professional, technical, and managerial developments, both in and out of Government, and to raise to the maximum their level of proficiency.

**4.305 SELECTING EMPLOYEES FOR TRAINING**

Fair and equitable treatment will be applied in the selection and assignment of employees for training. The following factors will be considered when selecting any employee for training:

- a. Ensurance that there is no discrimination because of race, color, religion, sex, national origin, employee organization affiliation, physical or mental handicap, age, or other factors unrelated to the need for training.
- b. The relative degree of the employee's need for training.
- c. The relative potential of the employee for advancement.
- d. The relative extent to which the employee's knowledge, skills, attitudes, or performance is likely to be improved by training.
- e. The relative ability of the employee to pass the training on to others upon return to the job.
- f. Anticipated benefits versus cost.
- g. The relative length of time and degree to which the agency expects to benefit from the employee's improved knowledge, skill, attitudes, and performance regardless of the employee's age and length of Government service.
- h. Availability of the employee for training.
- i. Training opportunities previously afforded the employee by the Center.
- j. The employee's own interest in and efforts to improve job performance.
- k. The degree to which the training is related to duties the employee is currently performing or those which he could reasonably be expected to perform in the future.

#### **4.306 PROCEDURES FOR REQUESTING APPROVAL OF TRAINING**

a. Because of legal and fiscal obligations incurred in training contracts, all training including conference attendance covered under MMI 9710.2 for MSFC employees, regardless of type, duration, cost or location, must be coordinated from the beginning with the Training Branch, CM23, Personnel Office.

b. Request for Approval of Training, MSFC Form 59, will be used to request training. MSFC Form 1265 will be used to request conference attendance.

c. Before submission to the Training Branch for processing, it is mandatory that the training request, MSFC Form 59, have the employee's signature to cover the employee obligation agreement, the supervisor's signature to denote the requirement for training, and the directorate/office level concurrence and signature for organizational approval of the request.

d. All training requests are required to reach the Training Branch at least 15 working days (20 working days for university studies) prior to course starting dates, unless extenuating circumstances beyond the control of the submitting office have necessitated the late submission. If there are extenuating circumstances, they should be explained in a memorandum which should be forwarded with the training request. Requests received after the 15-day (20 working days for university studies) deadline, and without extenuating circumstances justifying the lateness, will be returned to the requesting office without action.

e. Requests involving training in non-Government facilities which exceed 120 days including full-time academic study and fellowships are approved by the Center Director following recommendation of the Personnel Management Advisory Committee.

f. Requests involving training in non-Government facilities under 120 days are approved by the Director, Personnel Office.

g. When travel is involved, MSFC Form 59 (Request for Approval of Training) must be approved by the Associate Director, DE01. Travel orders should not be prepared until such approval is obtained.

h. Requests for training must show the relationship between the course requested and the employee's current or anticipated duties.

#### **4.307 TRAINING THROUGH GOVERNMENT FACILITIES**

This pertains to training conducted by the Government with instruction primarily being provided by Government personnel acting in their official capacities. It includes all courses, lectures, and workshops conducted by MSFC personnel and the training programs of other Government agencies in which MSFC employees may participate.

**4.308 TRAINING THROUGH NON-GOVERNMENT FACILITIES**

When training is not reasonably available through Government facilities, the Government Employees Training Act authorizes agencies to use non-Government facilities to accomplish the needed training. Included is training provided at and by an educational (credit and non-credit type) institution, a manufacturer, an association, and other qualified non-Government instructors. It may be on-duty or off-duty, part-time or full-time, on-Center or off-Center.

**4.309 LIMITATIONS ON TRAINING THROUGH NON-GOVERNMENT FACILITIES**

a. Training through non-government facilities cannot exceed one year in the first ten year period of the employee's continuous and non-continuous civilian service in Government following the day of the employee's initial entrance into the civilian service and in each ten year period of service thereafter. The following are exempt from this provision:

(1) Training that does not exceed 40 hours within a single program.

(2) Training provided by manufacturers as a part of the normal service incident to initial purchase or lease of their products under procurement contract.

(3) Training through correspondence courses.

b. Training an employee through non-Government facilities for the purpose of filling a position by promotion is prohibited if there is available another employee of equal ability and suitability who is fully qualified and is available at or within a reasonable distance from the place or places where the duties of the position to be filled are to be performed.

c. Training is prohibited solely for the purpose of providing an employee the opportunity to obtain one or more academic degrees.

d. Training is prohibited for the purpose of providing opportunity to an employee to obtain an academic degree in order to qualify for appointment to a particular position for which the academic degree is a basic requirement.

e. One year of continuous service must be completed before an employee is normally eligible for training in non-Government facilities. This restriction may be waived if it is determined that postponement of the training would be contrary to the public interest.

f. An employee may not accept contributions, awards, or other payments incident to training in a non-Government facility without prior written approval of the Director, Personnel Office.

#### **4.310 AGREEMENTS TO CONTINUE IN SERVICE - OBLIGATED SERVICE**

a. Under the law, before an employee is assigned to training through a non-Government facility, he/she must agree in writing to continue in the employment of NASA for an appropriate period of time after completion of the training. When the employee's salary is paid, the minimum agreed upon period of time is three times the period of requested training, unless the employee is involuntarily separated by NASA. For periods of training for which the salary is not paid, the minimum period of time is a period equal to the number of hours actually spent in training or one month, whichever is greater, unless the employee is involuntarily separated by NASA. The following are exempt from this provision:

- (1) Training that does not exceed eighty hours in a single program.
- (2) Training through correspondence courses.
- (3) Training provided by manufacturers as a normal service under a procurement contract.
- (4) Training that involves no expense to the Government other than salary.

b. The period of time, which an employee is required to agree to continue in the service, begins on the first day after that training covered by the agreement ends.

c. If the employee voluntarily leaves NASA before the expiration of the period of obligated service, he/she will pay to the Government the amount of additional expenses incurred by the Government in connection with the training.

d. The obligation of an employee to pay the additional expenses incurred by the Government may be waived whenever it is found that payment would be against equity and good conscience or against the public interest.

e. The employee must give the Personnel Office a notice in writing at least ten workdays in advance of a planned transfer to another Government agency if the transfer is before the expiration of the agreed period of obligated service. Normally, the remainder of the employee's service obligation will be transferred to the gaining Government organization. If the employee fails to give the ten day notice, he/she is obligated to pay the amount of additional expenses incurred in connection with the training covered by the agreement.

#### **4.311 TYPES OF TRAINING**

a. Academic Study

(1) **Full-Time study** in excess of 120 days includes job-related university graduate and undergraduate courses taken for credit. Each year a special call is conducted to determine the Center's need and a very limited number of employees will be recommended by their organizational director for the approval of the Center Director, to attend full-time study. For those attending full-time study, salary, tuition and other related fees, and travel (one round trip) will be paid. No per diem or expenses other than tuition and related fees will be paid while the employee is located at the college or university. The employee is not required to return to duty between academic periods or to take annual leave if remaining on campus for study and/or research purposes. In the event the employee's organization needs to have the employee returned to duty during this period it is up to the management of the employee's organization to make the travel arrangements.

(2) **Part-time study** not to exceed 120 days in attendance per year includes job-related university graduate and undergraduate courses taken for credit. Normally, part-time study will be attended on the employee's own time. However, where a special need exists (such as the course only being available during the employee's tour of duty), management officials of the organizational segments may arrange for the employee to attend on duty hours. MSFC will pay tuition for approved university courses while other costs such as books and related fees will be paid by the employee.

b. **Non-Academic.** Short courses for periods of study not to exceed 120 days per year include job-related non-credit courses, seminars, workshops, etc. All reasonable costs will normally be paid for employees attending these courses. This includes salary and course tuition. When lodging and meals are furnished as a part of the tuition, the per diem rates will be adjusted in accordance with existing travel regulations.

c. **Fellowships.** Fellowships include a variety of long-term university and college study programs which are announced annually by NASA Headquarters. A call for nominations will be made by the Personnel Office for coordination and final approval by Center management. Such opportunities are competitive within the Marshall Space Flight Center and NASA. A positive plan for utilization of the employee after completion of the fellowship must accompany each nomination. Normally, NASA Headquarters will pay tuition, related fees, and per diem.

d. **Correspondence.** Correspondence courses, when related to the the employee's job, will be approved subject to timely submission and prior approval as required for any MSFC-sponsored training. After completing the course, an employee will be reimbursed by the Government for the course cost upon submission of satisfactory completion documentation to the Training Branch.

e. **Training Incident to Initial Purchase or Lease of Products Under Procurement Contracts.** Formalized training of one or more hours duration which is conducted as part of initial purchase or lease contracts, will be coordinated with the Training Branch prior to final arrangements. This is necessary for two reasons:

(1) To assure that training is properly coordinated.

(2) To assure that appropriate attendance and performance records are made for documentation in employee's official personnel folder.

#### **4.312 RESPONSIBILITIES**

a. The Training Branch (CM23), Personnel Office will:

(1) Plan, develop, and coordinate the Center's employee development and training program.

(2) Provide staff advice and assistance to management and employees in all areas of employee development and training.

(3) Conduct annual surveys of training requirements and prepare a training plan to meet identified needs.

(4) Make necessary arrangements for training, except travel.

(5) Administer an annual budget for training requirements.

(6) Maintain records on any training for one hour or more.

(7) Process all requests for training.

(8) Provide assistance with specialized training problems or formal courses needed to support mission-related activities.

(9) Issue Record of Training (MSFC Form 59-1) for training instances of one hour or more in duration to employee and to his/her Official Personnel Folder (OPF).

b. Supervisors will:

(1) Be alert to the development of employees and contribute to that development through the utilization of appropriate training opportunities.

(2) Initiate timely actions for training of employees on MSFC Form 59, Request for Approval of Training. Requests must be

received by the Training Branch at least 15 workdays (20 workdays for university studies) prior to the course starting date.

(3) Assure that employees will be excused from duty to attend scheduled training.

(4) Evaluate training through a comparison of the employee's pre-training and post-training performance and the benefits to the organization.

(5) Initiate a memorandum through channels to the Training Branch outlining specific and justifiable reasons for an employee's non-availability for scheduled training or for changing or dropping a course, etc.

(6) Follow-up on effectiveness of training and its application to organizational needs.

c. Employee will:

(1) Exercise initiative in personal development; discuss training needs with supervisor; apply to the job, knowledge gained through training; and fulfill all obligations incurred as a condition of receiving training.

(2) Personally secure admission to the college or university before requesting approval of graduate/undergraduate training.

(3) Provide evidence of satisfactory completion of all training for which enrolled within 30 days of course completion, or request immediate supervisor to notify the Training Branch within five workdays, by memorandum, through channels, of specific and justifiable reasons for not doing so. Where the employee fails to satisfactorily complete training for which he/she is enrolled, the employee will be required to repay the Government all irretrievable costs incurred except salary. Grades of "Incomplete" or "Audit" are not satisfactory completions under the Center's University Studies Program. A waiver may be granted in some instances by the Center Director based on extenuating or unavoidable circumstances.

(4) Officially drop a course at a university or college or other non-Government facility, if unable to attend, to prevent accrual of additional cost to the Government.

(5) Submit a revised Request for Approval of Training (MSFC Form 59) to the Training Branch within forty-eight hours after a course change at a college or university. The substitute course must meet the criteria of job relationship and need and should be submitted within the deadline established by the college or university.

(6) Be responsible for reporting to the Training Branch any degrees or other qualifying training achieved. It is also the employee's responsibility to see that this training is properly noted in his Official Personnel Folder (OPF).

#### **4.313 BUDGETING FOR TRAINING**

Funds to cover training costs are budgeted and administered by the Training Branch. This includes all training in both Government and non-Government facilities. The employee's organization will provide travel and per diem incurred in training at off-site locations.

**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 4 - PROFESSIONAL INTERN PROGRAM FOR BUSINESS  
PROFESSIONALS (BP)  
(NASA Classification Code 600)**

- 4.401. Purpose
- 4.402. Objectives
- 4.403. References and Authority
- 4.404. Responsibility
- 4.405. Scope
- 4.406. Eligibility
- 4.407. Promotion
- 4.408. Preliminary Development Plans
- 4.409. Advisory Committee
- 4.410. Performance Evaluation
- 4.411. Program Phases
- 4.412. Waiver of Formal Training
- 4.413. Oral Presentation
- 4.414. Final Assignment



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 4 - PROFESSIONAL INTERN PROGRAM FOR BUSINESS PROFESSIONALS (BP) (NASA CLASSIFICATION CODE 600)****4.401 PURPOSE**

The MSFC Business Professional Intern Program is a developmental program for recently appointed college graduates and other employees who have moved into entry or intermediate level BP occupations. The program offers a systematic approach to the development of such BP employees, thus providing a source of well-trained employees to fill journeyman level BP positions at the Marshall Space Flight Center.

**4.402 OBJECTIVES**

This program will:

- a. Help attract BP interns with excellent potential;
- b. Give BP interns general background knowledge in several job specialties and specific knowledge in one specialty;
- c. Assure BP interns of a systematic plan for their development and advancement; and
- d. Decrease the time required for BP interns to achieve full job effectiveness.

**4.403 REFERENCES AND AUTHORITY**

- a. Chapter 41, Title 5, U.S.C. Training
- b. Federal Personnel Manual, Chapters 300, 335, 337, 351, 361, and 410
- c. NASA Supplement to Federal Personnel Manual, No. S-351-4, Paragraph 6

**4.404 RESPONSIBILITY**

The Director, Personnel Office is responsible for overall program direction.

**4.405 SCOPE**

a. The program contains one, two, or three phases covering 12 to 54 months. Actual time in the program will be dependent upon the entry level of the BP intern and the maximum grade level of the target position. The first phase will contain a 12-to-18-month intensive development program.

b. Upon successful completion of the first phase, the BP intern, as required, will enter into additional phases of training, in 12-to-18-month increments, until he/she qualifies for the GS-11 level or the maximum grade level of the target position, whichever is less. Continuance in the program will be dependent upon satisfactory performance and promotion at the end of each increment.

**4.406 ELIGIBILITY**

Employees from the following sources who are entering BP developmental positions in NASA Classification Codes 600 are eligible:

a. Graduating MSFC cooperative students;

b. College graduates or other employees entering the Federal Service through competitive procedures; and

c. Other MSFC employees who have been selected competitively through promotion and internal placement procedures.

**4.407 PROMOTION**

a. Upon satisfactorily completing the intensive development program within the 12-to-18-month framework of each phase, BP interns will be promoted within 90 days unless constrained by events beyond MSFC management's control. Subsequent promotions will depend upon continued satisfactory performance, promotional opportunities, and priorities within the organization to which the BP intern is assigned.

b. Failure to satisfactorily meet the requirements of the BP intern program will result in removal from the program at the end of the 18-month limit for any of the phases. Special effort will be made to reassign the BP intern to a position compatible with performance; however, if a reassignment cannot be made, appropriate administrative action could be taken.

c. There are no provisions for reduction of time in grade for promotion or for waiver of placement qualifications. Therefore, no training agreement with the Office of Personnel Management is necessary.

#### **4.408 PRELIMINARY DEVELOPMENT PLANS**

The Center will establish preliminary development plans covering general training and work assignments for development of BP interns.

#### **4.409 ADVISORY COMMITTEE**

a. An Advisory Committee consisting of the following representatives will be established for each BP intern:

- (1) The laboratory/office director or deputy of the organization to which the BP intern is assigned;
- (2) The personnel management specialist who serves the organization to which the BP intern is assigned; and
- (3) The Professional Intern Program Coordinator.

b. The laboratory/office director or deputy will serve as committee chairman with the other two representatives acting as advisors. The committee will:

- (1) Assist the immediate supervisor who will prepare an individual development plan (IDP) to cover specific training and assignments for the BP intern for the required phase or phases of the program. MSFC Forms 3593 and 3593-1 will be used for this purpose. The completed plan should be submitted to the Personnel Office within 60 days after the BP intern's assignment, with the rotational assignment if required following within nine months after entry into the program.
- (2) Require the immediate supervisor to revise the BP intern's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the BP intern's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the BP intern's period of training;

(3) Conduct periodic conferences with the BP intern. Particular attention will be given to training or other means to strengthen the BP intern's competence and recommendations will be documented by memorandum and placed in the BP intern's progress folder maintained by the Personnel Office;

(4) Assure that well-qualified individuals at or above the journeyman level, are selected to conduct the on-the-job instructional phases; and

(5) Evaluate the BP intern's overall performance through the use of cumulative records and evidence of achievement.

#### **4.410 PERFORMANCE EVALUATION**

a. During the training period, BP interns are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to (1) the minimum standard required for comparable work at the grade level involved, and (2) the rate of acquisition of new knowledge and skills.

b. At appropriate intervals, reports may be required in the BP intern's IDP regarding specific assignments. At the end of each six months, the committee chairman will obtain an evaluation report from the BP intern's supervisor. MSFC Form 3622, Professional Intern Evaluation, will be used for this purpose. The chairman will also obtain a training report from the BP intern on his/her assignments for that period. MSFC Form 3623, Intern's Report of Training, will be used for this purpose. Copies of the BP intern's six-month report and the supervisor's evaluation report will be forwarded to the Director, Personnel Office.

c. Upon satisfactory completion of the program each BP intern will give an oral presentation of approximately one-half hour duration. The presentation will highlight what the BP intern has learned and accomplished during the program. It will be presented to the BP intern's directorate level head, all intervening supervisors between BP intern and directorate level, and other members of the advisory committee.

d. Performance evaluations under this plan do not relieve supervisors of the responsibility of rating BP interns under NASA's "Performance Appraisal for Non-Supervisors" and the separate ratings must be compatible.

#### 4.411 PROGRAM PHASES

a. The program will be structured as shown in the following chart and will depend on the BP intern's entry level and the grade potential of the target position. The developmental period for part-time employees will be prorated on the basis of 2,087 hours for 12 months' credit toward completion of each phase.

	Phase I Entry <u>Level</u>	Phase II 12 to 18 Months	Phase III 12 to 18 Months	<u>Total</u>	
GS-5		X	X	X	36 to 54 Months
GS-7		X	X		24 to 36 Months
GS-9 <sup>(1)</sup>	X				12 to 18 Months

b. Phase I will include a 12-to-18-month intensive developmental period consisting of job orientation and specialized (target position) assignments. These assignments will be supplemented by formalized training courses, reading assignments, and written reports as deemed beneficial to the BP intern's development. If the individual's program is a one or two phase program, the specialized assignments and higher responsibilities noted below will occur in Phase I or Phase II.

Note (1): It is not meant to imply that all BP intern's positions progress to the GS-11 level. If the potential of the target position is less than GS-11, the individual's program will be tailored accordingly.

c. Phases II and III may consist of job rotation assignments, and will include further specialized assignments involving increasingly higher levels of duties and responsibilities. Phases II and III will also be supplemented by selected training courses, reading assignments, and written reports as deemed beneficial to the BP intern's development.

d. Each BP intern, whether in the program 12 months or the full 54 months, will serve a rotational assignment in another laboratory or office, if possible and practical. This cross-training assignment should give the BP intern a broader view of the Center's missions as well as broaden his/her professional capabilities. These assignments may be as long as six months or as short as a few days, depending on the nature of the training desired during the period.

\* e. Each BP intern is required to successfully complete a series of courses in communication skills consisting of a 25-hour course in **DEVELOPING READING, COMPREHENSION, AND LISTENING SKILLS** or a 30-hour course in **CONDUCTING AND PARTICIPATING IN MEETINGS**; a 25-hour course in **CLEAR WRITING**; and a 30-hour course in **BRIEFING TECHNIQUES**. These courses will usually be offered on a quarterly basis over a 12-week period. The BP interns must have been employed a minimum of three months before being scheduled for these courses. The approximate dates of courses will be annotated in the BP intern's IDP.

Supervisors will not schedule TDY, leave, or projects for the BP intern during those weeks and will release him/her from duty for the training. BP interns also will not schedule leave during these periods and will make themselves available for the training.

#### **4.412 WAIVER OF FORMAL TRAINING**

Waiver requests will be considered on a case-by-case basis by the Personnel Office. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head. Waivers will be granted only in extremely unusual circumstances.

#### **4.413 ORAL PRESENTATION**

At the conclusion of the final phase, an oral presentation is required in accordance with paragraph 4.410.

**4.414 FINAL ASSIGNMENT**

At the completion of the program, the BP intern's final assignment will be determined by the directorate head based on: (1) the preference expressed by the BP intern; (2) the recommendation of the supervisor(s) from the target position or the area of expressed preference; and (3) the needs of the directorate.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 5 - PROFESSIONAL INTERN PROGRAM  
FOR SCIENTIFIC AND ENGINEERING POSITIONS  
(NASA CLASSIFICATIONS CODES 200 AND 700)**

- 4.501. Purpose
- 4.502. Objectives
- 4.503. References and Authority
- 4.504. Responsibility
- 4.505. Scope
- 4.506. Eligibility
- 4.507. Promotion
- 4.508. Preliminary Development Plans
- 4.509. Advisory Committee
- 4.510. Performance Evaluation
- 4.511. Program Phases
- 4.512. Waiver of Formal Training
- 4.513. Oral Presentation
- 4.514. Final Assignment



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 5 - PROFESSIONAL INTERN PROGRAM  
FOR SCIENTIFIC AND ENGINEERING POSITIONS  
(NASA CLASSIFICATION CODES 200 AND 700)****4.501 PURPOSE**

The MSFC (S&E) Professional Intern Program is a developmental program for recently appointed college graduates in entry level S&E professional occupations. The program offers a systematic approach to the development of such professional employees, thus providing a source of well-trained employees to fill journeyman level positions at the Marshall Space Flight Center.

**4.502 OBJECTIVES**

This program will:

- a. Help attract S&E interns with excellent potential;
- b. Give S&E interns the opportunity to obtain general background knowledge in several job specialties and specific knowledge in one specialty;
- c. Assure S&E interns of a systematic plan for their development and advancement;
- d. Decrease the time required for S&E professional interns to achieve full job effectiveness; and
- e. Decrease to six months the length of time required for a recent graduate with a bachelor's degree to attain the performance level required for GS-9 and for recent graduate with a master's degree to attain the performance level required for GS-11.

**4.503 REFERENCES AND AUTHORITY**

- a. Chapter 41, Title 5, U.S.C. Training
- b. Federal Personnel Manual, Chapters 271, 300, 335, 337, 351, 361, and 410
- c. NASA Supplement to Federal Personnel Manual, No. S-351-4, Paragraph 6
- d. MSFC Training Program for Aerospace Technologists

**4.504 RESPONSIBILITY**

The Director, Personnel Office is responsible for overall program direction.

**4.505 SCOPE**

a. The program contains one or two phases covering as little as 6 months or as much as 30 months. Actual time in the program will be dependent upon the entry level of the S&E intern. The first phase will contain an intensive development program of at least 6 months.

b. If the S&E intern entered the program at the GS-7 level a second phase will be required. It will begin upon successful completion of the first phase. This phase will be at least 12 months and could be as long as 18 months, at which time he/she will qualify for the GS-11 level. Continuance in the program will be dependent upon satisfactory performance and promotion at the end of each increment. One exception to the above is the newly appointed graduate with a doctorate degree in the field of engineering or physical science who may enter the program for one 12 month phase at the GS-11 level.

**4.506 ELIGIBILITY**

All employees who are entering developmental positions in NASA Classification Codes 200 or 700 are eligible, but are only eligible for the accelerated first phase if they received their degree within two year prior to the appointment.

**4.507 PROMOTION**

a. Upon satisfactory completion of the first 6 months of the planned development program, the S&E intern will be promoted to a GS-9 or GS-11, depending upon entry level. The promotion will be within 90 days unless constrained by events beyond MSFC management's control. An additional phase of 12 to 18 months will be required of those who enter at the GS-7 level, in order to attain their GS-11. All promotions must have the approval of the appropriate Laboratory Director, Office Chief, or Program Manager.

b. Failure to satisfactorily meet the requirements of the S&E intern program will result in removal from the program at the end of the 18 month limit for any of the phases. If this occurs, special effort will be made to reassign the S&E intern to a position compatible with performance; however, if a reassignment cannot be made, appropriate administrative action could be taken.

c. There are no provisions for reduction of time in grade for promotion except for the Accelerated Training Program for recent college graduates which was approved by NASA's Assistant Associate Administrator for Personnel and General Management on January 22, 1988.

#### **4.508 PRELIMINARY DEVELOPMENT PLANS**

The Center will establish preliminary plans covering general training and work assignments for development of S&E interns.

#### **4.509 ADVISORY COMMITTEE**

a. An Advisory Committee consisting of the following representatives will be established for each S&E intern:

(1) The laboratory/office director or deputy of the organization to which the S&E intern is assigned;

(2) The personnel management specialist who serves the organization to which the S&E intern is assigned; and

(3) The S&E Professional Intern Program coordinator.

b. The laboratory/office director or deputy will serve as committee chairman with the other two representatives acting as advisors. The committee will:

(1) Assist the immediate supervisor who will prepare an individual development plan (IDP) to cover specific training and assignments for the S&E intern for the required phase or phases of the program. MSFC Forms 3593 and 3593-1 will be used for this purpose. The completed plan should be submitted to the Personnel Office within 60 days after the S&E intern's assignment;

(2) Require the immediate supervisor to revise the S&E intern's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the S&E intern's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the S&E intern's period of training;

(3) Conduct periodic conferences with the S&E intern. Particular attention will be given to training or other means to strengthen the S&E intern's competence and recommendations will be documented by memorandum and placed in the S&E intern's progress folder maintained by the Personnel Office;

(4) Assure that well-qualified individuals at or above the journeyman level, are selected to conduct the on-the-job instructional phases; and

(5) Evaluate the S&E intern's overall performance through the use of cumulative records and evidence of achievement.

#### **4.510 PERFORMANCE EVALUATION**

a. During the training period, S&E interns are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to (1) the minimum standard required for comparable work at the grade level involved, and (2) the rate of acquisition of new knowledge and skills.

b. S&E Intern's Written Progress Reports. The S&E intern will be responsible for three progress reports: (1) at the end of the second month, (2) at the end of the fourth month, and (3) prior to the completion of the six-month program. If a second phase is required, an additional three progress reports are due at 4, 8, and 12 months after promotion to GS-9. Each of these reports will describe briefly the training sequence completed or in progress during the period covered. It will also include the S&E intern's comments concerning what has been learned and what progress has been made. MSFC Form 3623, Intern's Report of Training, will be used for this purpose.

c. Supervisor's Evaluation Reports. The S&E intern will be evaluated on job and developmental activity performance throughout the training program. Evaluation reports covering the S&E intern's performance will be prepared by the immediate supervisor, reviewed by the Advisory Committee, and forwarded to the Programs and Services Branch, CM22, at the same times when the S&E intern submits his/her progress reports. MSFC Form 3622, Professional Intern Evaluation, will be used for this purpose.

d. Upon satisfactory completion of the program each S&E intern will give an oral presentation of approximately one-half hour duration. The presentation will highlight what the S&E intern has learned and accomplished during the program. It will be presented to the S&E intern's directorate level head, all intervening supervisors between S&E intern and directorate level, and other members of the advisory committee. Final oral presentation is not to be given until all other program requirements have been completed.

e. Performance evaluations under this plan do not relieve supervisors of the responsibility of rating S&E interns under NASA's "Performance Appraisal for Non-Supervisors" and the separate ratings must be compatible.

#### 4.511 PROGRAM PHASES

a. The program will be structured as shown in the following chart and will depend on the S&E intern's entry level. The developmental period for part-time employees will be prorated on the basis of 2,087 hours for 12 months' credit toward completion of each phase.

Entry Level	Phase I	Phase II	<u>Total</u>
	6 to <u>12 Months</u>	12 to <u>18 Months</u>	
GS-7	X	X	18 to 30 months
GS-9	X		6 to 12 months
GS-11 <sup>(1)</sup>	X		12 to 18 months

(1) Ph.D. Level entry only

b. Phase I:

(1) Varied Work Assignments (2-3 months). This will consist of rotational job assignments to areas where the S&E intern can gain a familiarity with and a general knowledge of duties and responsibilities in areas related to his/her target position. This will serve as a cross-training method in broadening his or her professional capabilities and will serve as an orientation to related job specialities.

(2) Specialized Work Assignments (3-4 months). The S&E intern will be assigned to functional areas whereby he/she will be able to gain an indepth knowledge of the duties and responsibilities of the identified target position.

c. Phase II:

(12-18 months) During this phase the S&E intern will continue to gain an indepth knowledge of the duties and responsibilities of his/her target position and have opportunity for additional rotational assignments. At the supervisor's option, the S&E intern may be required to perform rotational assignments in the Safety, Maintainability, Reliability, and Quality Assurance Office.

\* d. Each S&E intern is required to successfully complete a series of courses in communication skills consisting of a 25-hour course in **DEVELOPING READING, COMPREHENSION, AND LISTENING SKILLS** or a 30-hour course in **CONDUCTING AND PARTICIPATING IN MEETINGS**; a 25-hour course in **CLEAR WRITING**; and a 30-hour course in **BRIEFING TECHNIQUES**. These courses will usually be offered on a quarterly basis over a 12-week period. The S&E interns must have been employed a minimum of three months before being scheduled for these courses. The approximate dates of courses will be annotated in the S&E intern's IDP. Supervisors will not schedule TDY, leave, or projects for the S&E intern during those weeks and will release him/her from duty for the training. S&E interns also will not schedule leave during these periods and will make themselves available for the training.

**4.512 WAIVER OF FORMAL TRAINING**

Waiver requests will be considered on a case-by-case basis by the Personnel Office. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head.

**4.513 ORAL PRESENTATION**

At the conclusion of the final phase, an oral presentation is required in accordance with paragraph 4.510.

**4.514 FINAL ASSIGNMENT**

At the completion of the program, the S&E intern's final assignment will be determined by the Directorate Head based on: (1)The preference expressed by the intern; (2)The recommendation of the supervisors from the target position and the area of expressed preference; and (3)The needs of the Directorate.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 6 - CAREER COUNSELING**

- 4.601. Purpose
- 4.602. Applicability
- 4.603. Authority
- 4.604. Responsibilities
- 4.605. Career Counseling Services
- 4.606. Participation
- 4.607. Exclusion



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 6 - CAREER COUNSELING****4.601 PURPOSE**

To establish the Center's requirements for career counseling assistance to employees and assign responsibilities for implementing those requirements.

**4.602 APPLICABILITY**

This instruction is applicable to all permanent MSFC civilian employees.

**4.603 AUTHORITY (Only Applicable Parts of Most Recent Edition Apply)**

Federal Personnel Manual Chapters 250, 337, and NMI 3250.4.

**4.604 RESPONSIBILITIES**

a. The Personnel Office is responsible for providing career counseling services which are consistent with the requirements of NASA Headquarters and this subpart.

b. Supervisors are responsible for helping employees develop their capabilities in their occupational area. They also are expected to encourage their employees to develop their full potential. Supervisor's responsibilities include:

- (1) Assisting employees in planning career development activities.
- (2) Training employees on-the-job.
- (3) Nominating employees for development and advancement when it is

appropriate.

c. Employees interested in career development are responsible for self development which includes:

- (1) Developing an Individual Development Plan (IDP).
- (2) Accomplishing the milestones.

Services provided by MSFC are supportive but do not ensure advancement or career changes.

#### **4.605 CAREER COUNSELING SERVICES**

To supplement supervisory counseling, career counseling services are provided which include assistance to employees in:

- a. Assessing their skills, abilities, interests and aptitudes on the basis of past education and training, supervisory evaluations, work accomplishments, and self-appraisals.
- b. Determining qualifications required for positions identified in the career pattern and their relationship to the individual's capabilities.
- c. Defining career goals and developing plans for reaching the goal.
- d. Identifying career ladders and programs that provide opportunities.
- e. Identifying and assessing education and training opportunities and enrollment procedures.
- f. Identifying factors which may impair career development.
- g. Learning about resources, inside or outside the agency, where additional assistance is available.

#### **4.606 PARTICIPATION**

Employee participation in career counseling is open to all MSFC employees and will be on a voluntary basis. However, employees should be encouraged to seek counseling when the need is indicated. Examples of situations which may give rise to a contact with an employee for this purpose are:

- a. When the employee is in a position with no promotion potential, but the employee has indicated abilities that could be developed.
- b. When selection is to be made for a program offering career development opportunities.
- c. When a work performance problem arises that raises a question about the proper utilization of the employee's skills, abilities, interests or aptitudes.

- d. When a formal performance appraisal indicates ability that may not be currently utilized.
- e. When need for counseling is suggested by a recognized labor organization, the supervisor, or other counselors.

**4.607 EXCLUSIONS**

Career counseling shall not include:

- a. Advice on legal or medical problems, deep-seated emotional problems or similar matters which require the services of individuals who are professionally trained in those disciplines.
- b. Advice on labor-management relations matters falling within the context of Title VII of the Civil Service Reform Act of 1978.
- c. Receiving or processing complaints of discrimination because of race, sex, color, religion, age, national origin, marital status, handicapping conditions or political affiliation.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 7 - PROBATIONARY AND TRIAL PERIOD APPRAISALS**

- 4.701. General
- 4.702. Purpose
- 4.703. Procedure



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 7 - PROBATIONARY AND TRIAL PERIOD APPRAISALS****4.701 GENERAL**

a. The Office of Personnel Management (OPM) recognizes that employment applications and pre-employment examinations under which employees are evaluated are not infallible, but are only indicators of the kind of work which can be expected. Actual job performance is the most reliable test of an employee's ability and willingness to meet the demands of the job under general standards for public service. For that reason, the majority of employees certified for employment at the George C. Marshall Space Flight Center are required to serve a probationary or trial period of one year. All career-conditioned appointments are subject to a probationary period and excepted appointments are subject to a trial period.

b. The probationary period is the supervisor's first and best opportunity to develop a strong work group. In this respect, the responsibility falls on the supervisor to observe the employee's conduct, general character traits and performance, recognize any problems, give proper guidance, evaluate capabilities, and determine suitability for continued Federal employment.

c. The probationary and trial period appraisals are separate and apart from the official annual performance rating and one cannot be substituted for the other.

**4.702 PURPOSE**

The specific purpose of the probationary and trial period appraisals is to assure that any person who, in spite of pre-employment certification of eligibility, does not measure up to the standards during the first year of employment is dealt with in an appropriate manner.

**4.703 PROCEDURE**

a. The supervisor is required to make a written appraisal of a probationer's performance no earlier than the beginning of the ninth month and no later than the end of the tenth month. The Personnel Office will provide the supervisor with MSFC Form 1172 (Probationary/Trial Period Appraisal) at least 30 days prior to the end of the ninth month.

b. Upon receipt of MSFC Form 1172, the supervisor will evaluate the employee in relation to the following factors:

(1) Performance:

- (a) Productivity and initiative.
- (b) Quality of work, i.e., accuracy, thoroughness, substance, etc.
- (c) Understanding and following directions.
- (d) Resourcefulness in overcoming difficulties.
- (e) Nature and degree of supervision required.
- (f) Relationships with internal and external organizations involved in the employee's work assignment.

(g) Assigned employees who are supervisors should also be evaluated on performance in:

1. The effective implementation of the Center's safety program which is postured for the protection of personnel and property within the area of authority.

2. Equal opportunity accomplishments as measured against the Affirmative Action Plan and factors such as fairness in making selections; encouragement and recognition of employee achievements; treatment of minority group employees; and sensitivity to the development needs of all employees, including minority groups and women, which assure the

conduct of management responsibilities on a merit basis without regard to employee race, sex, age, color, religion, national origin, marital status, political affiliation, or handicapping condition.

3. Compliance with timekeeping policies and procedures, and in this regard must:

a) Assure that subordinate supervisors and employees are fully aware of MSFC policies and procedures pertaining to time and attendance reporting, labor coding, overtime approval and management, and related manpower tracking and control mechanisms.

b) Periodically review practices employed within the organization to assure compliance with prescribed policies and procedures.

- (2) Conduct.
- (3) General character traits.
- (4) Potential for advancement.
- (5) Progress.

c. The supervisor will complete the form by checking either satisfactory or unsatisfactory and making a positive recommendation as to whether the employee should be retained or separated from the Federal service. This should be done within two weeks following the period ending date shown on the form.

(1) If the employee is rated satisfactory and recommended for retention, the supervisor will so indicate on the form, discuss the performance requirements and evaluation with the employee, have the employee sign the form, provide the employee with the original copy and forward the duplicate to the Personnel Office.

(2) If the employee's performance, conduct, and attitude are considered unsatisfactory and separation is recommended, the supervisor will contact the appropriate personnel specialist who will discuss the situation with both the employee and the supervisor. A representative of the cognizant employee organization may be present at the request of the employee. If, after this discussion, the supervisor's decision is still to recommend separation, he or she will sign the MSFC Form 1172, obtain the employee's signature in the space indicated and give the form to the personnel specialist. The employee's signature merely verifies that the discussion took place and does not signify agreement with the appraisal results. The personnel specialist will provide advice and assistance in preparing both Standard Form 52 (Request for Personnel Action), and a written appraisal in narrative form which will be attached and forwarded with the SF-52. The supervisor at the next highest level should also be contacted for assistance. The appraising supervisor will notify the employee verbally and in writing as to the reasons for separation. The supervisor may recommend separation, if warranted, at any time during the probationary period. Recommendation for separation may even be made prior to the receipt of notice from the Personnel Office that an appraisal is due; or between the time an appraisal, recommending the employee for retention, was submitted and the expiration of the probationary/trial period.

d. After receipt in the Personnel Office and appropriate processing, the forms will be placed on the temporary side of the employee's official personnel folder. A list identifying delinquent appraisals will be used by the Personnel Office and major organizational elements to facilitate control and follow-up.

**PART 4**

**EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 8**

**SUPERVISORY TRAINING PROGRAM**

- 4.801 Purpose
- 4.802 Applicability
- 4.803 Policy
- 4.804 References
- 4.805 Training Description
- 4.806 Responsibilities
- 4.807 Forms and Reports

ATTACHMENT Supervisory Training Modules 1-6



**PART 4**  
**EMPLOYEE PERFORMANCE AND UTILIZATION**  
**SUBPART 8**  
**SUPERVISORY TRAINING PROGRAM**

4.801. PURPOSE

To establish policy and procedures for mandatory and optional training of new supervisors/managers during the first twelve months following the initial appointment.

4.802. APPLICABILITY

This instruction applies to all employees moving into supervisory/manager positions who have not served previously in such positions, are serving a new probationary period, and/or have not had the mandatory training listed in paragraph 4.805 of this Instruction.

4.803. POLICY

An organization's success and failure can very often be traced to the question of how well the supervisor/manager brings out the energies and talents of his/her employees. It is imperative that supervisors and managers understand their employees and the differing levels of motivation in order to be a more effective leader. To this end, various courses in supervisory training are provided by the Personnel Office for both near and long term. For the near term, each new supervisor/manager is required to take specific training deemed necessary in improving their supervisory skills. The constant renewal of supervisory skills should receive the attention of all supervisors at all levels.

4.804. REFERENCES (Only applicable parts of most recent edition apply.)

- a. NMI 3410.7, "Employee Development: Supervisory Training"
- b. Federal Personnel Manual, Chapter 411

4.805. TRAINING DESCRIPTION

The attachment to this instruction outlines the 6 modules which make up the MSFC Supervisory Training Program. Modules 1 and 2 are mandatory and all new supervisors/managers must complete these modules of training within one year following their initial appointment as a supervisor or manager. No

substitutes are allowed for Module 1 except the two shown on MSFC Form 3303, "Supervisory Training Plan." Any substitutes requested for Module 2 will be handled on a case-by-case basis. Modules (3-6) outline the optional training courses recommended for new supervisors.

#### 4.806. RESPONSIBILITIES

a. Chief, Training Branch, Personnel Development Division, Personnel Office is responsible for:

- (1) Establishing and maintaining a file on each MSFC supervisor/manager;
- (2) Initiating a file on each new supervisor/manager and notifying his/her organization by memorandum that MSFC Form 3303, "Supervisory Training Plan," is required on the new supervisor/manager;
- (3) Entering data into the automated training program upon receipt of plan.
- (4) Scheduling required courses as necessary and notifying supervisors of dates, times, and location; and
- (5) Updating automated files, using class rosters, as courses are completed.

b. Chiefs, Personnel Management Divisions, Personnel Office are responsible for assuring that new supervisors serving a probationary period are not released from probation until mandatory training has been completed.

c. Supervisor of New Supervisor/Manager is responsible for completing MSFC Form 3303 in accordance with instructions and assuring that new supervisors/managers are available to attend training when scheduled.

d. New Supervisor/Manager is responsible for:

- (1) Providing information to superior to assist in the completion of MSFC Form 3303; and
- (2) Participating in training courses when scheduled to attend.

4.807. FORMS AND REPORTS

- a. This instruction prescribes the use of MSFC Form 3303, "Supervisory Training Plan" which is available on the Management Information System (MIS) in a public drawer titled, "Forms:"
- b. No reports are required by this instruction.



## ATTACHMENT

### SUPERVISORY TRAINING MODULES

#### Modules 1-6

#### Module 1 - Supervisory Orientation - 16 hours (mandatory)

- 1.1 Organization Mission, Interfaces (1 hour)
  - NASA Organization
  - MSFC Organization and Mission
  - Congressional Interfaces
  - Other Agency Interfaces
  
- 1.2 Employee Management (14 hours)
  - Staffing
  - Position and Pay Management
  - Employee Utilization
  - Other
  
- 1.3 Safety and Health (1 hour)
  - Health Services
  - Environmental Protection
  - Safety

#### Module 2 - General Management - 72 hours (mandatory)

- 2.1 Basic Supervision/Management (40 hours)
  - Techniques of Supervision
  - Concepts of Organization
  - Communication Processes in Management
  - Basic Human Relations
  - Learning Theory and Training Techniques
  
- 2.2 Problem Solving (24 hours)
  - Problem Analysis
  - Decision Making
  
- 2.3 Ethics and Standards of Conduct (8 hours)

#### Module 3 - Resources Management - 11 hours

- 3.1 Cost Management (4 hours)
  - National Budget Process
  - NASA Budget Cycle
  - MSFC Budget Submission
  - Funding Allocation and Control
  - Manpower

- Cost Reduction and Low Cost Programs
  - Energy Conservation
- 3.2 Management and Technical Support Services (3 hours)
- Issuances
  - Forms Control and Reports
  - Records Management
  - Correspondence Control
  - Reproduction Services
- 3.3 Information Systems (4 hours)
- Systems Available
  - Services Available
  - Applications and Cost Controls

#### **Module 4 - Procurement and Legal Review - 9 hours**

- 4.1 Procurement Seminar (3 hours)
- Legal Background
  - NASA Policies
  - Types of Procurements
  - Procurement Planning
  - Conducting the Solicitation
  - Selecting the Source
  - Negotiation and Award
  - Contract Management
- 4.2 Legal and Patent Matters (4 hours)
- Civil Service Law
  - Fiscal Law
  - Information and Privacy
  - Miscellaneous Agreements
  - Claims and Litigation
  - Invention Disclosures
  - Invention Rights
  - Data Rights
  - Infringements
  - Copyrights
  - Patent Searches
- 4.3 Technology Utilization (2 hours)
- Enabling Act and NASA Policy
  - Definition of New Technology
  - Identification of New Technology
  - Publications
  - Problem Statement Response
  - Cosmic
  - Industrial Application Centers

**Module 5 - Building Relationships -60 hours**

- 5.1 Labor Relations Under MSFC Agreements (8 hours)
  - MSFC Union Recognition
  - Exclusive Recognition Implications
  - Supervisors Responsibilities Under Agreements
  - Unfair Labor Practice Charges
  - Negotiated Grievance Procedures
  - Labor Relations Under the Federal Service Labor-Management Relations Statute
  
- 5.2 Human Relations at Work (24 hours)
  - Human Behavior
  - Motivation
  - Conflict Resolution
  
- 5.3 External Relations (4 hours)
  - Media Contacts
  - Press Releases
  - Star Editorial Policy
  - Film Library
  - Educational Programs
  - Tours
  - Speakers Bureau
  - Community Relations
  - Congressional and International Relations
  - Technical Information and Employee Publications
  
- 5.4 Multi-Cultural Education Program (16 hours)
  
- 5.5 AIDS in the Workplace (4 hours)
  
- 5.6 Drug-Free Workplace (4 hours)

**Module 6 - Plant Management - 10 hours**

- 6.1 Facilities and Equipment (2 hours)
  - Facilities and Installed Equipment Utilization and Care
  - Communications Equipment and Services
  - Property Management
  - Vehicle Management
  
- 6.2 Security (2 hours)
  - Plant Security
  - Personnel Security

6.3 Emergency Preparedness (2 hours)

- Natural Disaster
- Severe Local Storm
- Flood
- Fire
- Ice/Snow
- Accidents
- Bomb Threats
- Explosion
- Civil Disturbance
- Attack

6.4 Review of Environmental Laws and Regulations (4 hours)

## INSTRUCTIONS FOR COMPLETING INDIVIDUAL DEVELOPMENT PLAN

1. Meet with new supervisor.
2. Jointly complete MSFC Form 3303, "Supervisory Training Plan. The form, available in a Public Drawer (Forms) on the Management Information System, should be completed in duplicate as follows:
  - Complete top portion of form giving full payroll name of the new supervisor, grade, check appropriate NASA Class Code, give full organizational location and do not fail to include the organization code (for example: EB01), and social security number.
  - Using the employee's training history, note any applicable courses completed in Part I-A and date of completion.
  - Review the supervisor's academic background and identify other training completed which may, in your judgement, substitute for any course in Part I-A. Enter the substitute training in Part I-B with the module number for which substitute is intended, the course title and number, and the date completed.
  - In Part I-A, place an "X" in the "Need" column for training still required.
  - The MSFC Form 3303 requires the signature of the immediate supervisor and the date completed. Please forward one copy to CM23 and retain one copy for your records.



**PART 4  
EMPLOYEE PERFORMANCE AND UTILIZATION**

**SUBPART 9 - ENGINEERING TECHNICIAN (ET) APPRENTICE PROGRAM  
(NASA Classification Code 300)**

- 4.901. Purpose
- 4.902. Objectives
- 4.903. References and Authority
- 4.904. Responsibility
- 4.905. Scope
- 4.906. Eligibility
- 4.907. Promotion
- 4.908. Preliminary Development Plans
- 4.909. Advisory Committee
- 4.910. Performance Evaluation
- 4.911. Program Phases
- 4.912. Waiver of Program Requirements
- 4.913. Oral Presentation
- 4.914. Final Assignment



**PART 4****EMPLOYEE PERFORMANCE AND UTILIZATION****SUBPART 9 - ENGINEERING TECHNICIAN (ET) APPRENTICE PROGRAM  
(NASA CLASSIFICATION CODE 300)****4.901 PURPOSE**

The MSFC Engineering Technician Apprentice Program is a developmental program for MSFC Engineering Technician Cooperative Education Program graduates who have received their associate degrees, and who have moved into GS-5 entry level ET occupations, and other engineering technicians as defined in paragraph 4.906 below. The program offers a systematic approach to the development of such ET employees, thus providing a source of well-trained employees to fill journeyman level ET positions at the Marshall Space Flight Center.

**4.902 OBJECTIVES**

This program will:

- (1) Help attract ET apprentices with excellent potential;
- (2) Give ET apprentices general background knowledge in several job specialties and specific knowledge in one specialty;
- (3) Assure ET apprentices of a systematic plan for their development and advancement; and
- (4) Decrease the time required for ET apprentices to achieve full job effectiveness.

**4.903 REFERENCES AND AUTHORITY**

- a. Federal Personnel Manual, Chapters 300, 335, 351, 410, and 308 subchapter 2.
- b. NASA Supplement to Federal Personnel Manual, No. S-351-4, Paragraph 6

**4.904 RESPONSIBILITY**

The Director, Personnel Office is responsible for overall program direction.

**4.905 SCOPE**

a. The program contains two phases covering 24 to 36 months. The first phase will contain a 12-to-18-month intensive development program.

b. Upon successful completion of the first phase, the ET apprentice will enter into a second phase of training of 12-to-18-months, until he/she qualifies for the GS-09 level. Continuance in the program will be dependent upon satisfactory performance and promotion at the end of each phase.

**4.906 ELIGIBILITY**

Employees who are entering ET developmental positions in NASA Classification Code 300 and have graduated from the MSFC Engineering Technician Cooperative Education Program are eligible. In addition, other employees may be eligible if they were appointed through a special recruitment and/or placement program sanctioned by the Office of Personnel Management.

**4.907 PROMOTION**

a. Upon satisfactorily completing each phase, ET apprentices will be promoted within 90 days unless constrained by events beyond MSFC management's control. Subsequent promotions will depend upon continued satisfactory performance, promotional opportunities, and priorities within the organization to which the ET apprentice is assigned.

b. Failure to satisfactorily meet the requirements of the ET apprentice program will result in removal from the program at the end of the upper limit of each phase. Special effort will be made to reassign the ET apprentice to a position compatible with performance; however, if a reassignment cannot be made, appropriate administrative action could be taken.

c. There are no provisions for reduction of time in grade for promotion or for waiver of placement qualifications. Therefore, no training agreement with the Office of Personnel Management is necessary.

**4.908 PRELIMINARY DEVELOPMENT PLANS**

The Center will establish preliminary development plans covering general training and work assignments for development of ET apprentices.

**4.909 ADVISORY COMMITTEE**

a. An Advisory Committee consisting of the following representatives will be established for each ET apprentice:

(1) The laboratory/office director or deputy of the organization to which the ET apprentice is assigned;

(2) The personnel management specialist who serves the organization to which the ET apprentice is assigned; and

(3) The Engineering Technician Apprentice Program Coordinator.

b. The laboratory/office director or deputy will serve as committee chairperson with the other two representatives acting as advisors. The committee will:

(1) Assist the immediate supervisor who will prepare an Individual Development Plan (IDP) to cover specific training and assignments for the ET apprentice for the required phase or phases of the program. MSFC Forms 3593 and 3593-1 will be used for this purpose. The completed plan should be submitted to the Personnel Office within 60 days after the ET apprentice's assignment.

(2) Require the immediate supervisor to revise the ET apprentice's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the ET apprentice's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the ET apprentice's period of training;

(3) Conduct periodic conferences with the ET apprentice. Particular attention will be given to training or other means to strengthen the ET apprentice's competence and recommendations will be documented by memorandum and placed in the ET apprentice's progress folder maintained by the Personnel Office;

(4) Assure that well-qualified individuals at or above the journeyman level, are selected to act as mentor for the ET and conduct the on-the-job instructional phases; and

(5) Evaluate the ET apprentice's overall performance through the use of cumulative records and evidence of achievement.

#### **4.910 PERFORMANCE EVALUATION**

a. During the training period, ET apprentice's are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to (1) the minimum standard required for comparable work at the grade level involved, and (2) the rate of acquisition of new knowledge and skills.

b. At appropriate intervals, reports may be required in the ET apprentice's IDP regarding specific assignments. At the end of each six months, the committee chairperson will obtain an evaluation report from the ET apprentice's supervisor. MSFC Form 3622, Human Resources Development Programs Evaluation, will be used for this purpose. The chairperson will also obtain a training report from the ET apprentice on his/her assignments for that period. MSFC Form 3623, Human Resources Development Programs Report of Training, will be used for this purpose. Copies of the ET apprentice's six-month report and the supervisor's evaluation report will be forwarded to the Director, Personnel Office.

c. Upon satisfactory completion of the program each ET apprentice will give an oral presentation of approximately one-half hour duration. The presentation will highlight what the ET apprentice has learned and accomplished during the program.

It will be presented to the ET apprentice's laboratory director, all intervening supervisors between ET apprentice and laboratory director level, and other members of the advisory committee.

d. Performance evaluations under this plan do not relieve supervisors of the responsibility of rating ET apprentices under NASA's "Performance Appraisal for Non-Supervisors" and the separate ratings must be compatible.

#### 4.911 PROGRAM PHASES

a. The program will be structured as shown in the following chart.

<u>Grade Level</u>	<u>Phase I 12 to 18 Months</u>	<u>Phase II 12 to 18 Months</u>
GS-5	X	
GS-7		X

b. Phase I will include an intensive developmental period consisting of job orientation and specialized (target position) assignments. These assignments will be supplemented by formalized training courses, reading assignments, and written reports as deemed beneficial to the ET apprentice's development. Phase II of the individual's program will require specialized assignments and higher responsibilities noted below.

c. Phase II will consist of job rotation assignments, and will include further specialized assignments involving increasingly higher levels of duties and responsibilities. Phase II will also be supplemented by selected training courses, reading assignments, and written reports as deemed beneficial to the ET apprentice's development.

d. Each ET apprentice will serve a rotational assignment in another laboratory or office. This cross training assignment should give the ET apprentice a broader view of the Center's missions as well as broaden his/her professional capabilities. The assignments will typically be to organizations with whom the apprentice's home organization interfaces in day to day operations. These assignments may be as long as six months or as short as a few days, depending on the nature of the training desired during the period.

e. Each ET apprentice is required to successfully complete a minimum of 80-hours of specialized training which will be determined by his/her home organization. A 30-hour course in Briefing Techniques will be one of the required courses. The approximate dates of the courses will be annotated in the ET apprentice's IDP. Supervisors will not schedule TDY, leave, or projects for the ET apprentice during those weeks and will release him/her from duty for the training. ET apprentices will make themselves available for all scheduled training classes.

#### **4.912 WAIVER OF PROGRAM REQUIREMENTS**

Waiver requests for training courses or rotational job assignments will be considered on a case-by-case basis by the Personnel Office. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head. Waivers will be granted only in extremely unusual circumstances.

#### **4.913 ORAL PRESENTATION**

At the conclusion of the final phase, an oral presentation is required in accordance with paragraph 4.910.

#### **4.914 FINAL ASSIGNMENT**

At the completion of the program, the ET apprentice's final assignment will be determined by the directorate head based on: (1) the preference expressed by the ET apprentice; (2) the recommendation of the supervisor(s) from the target position or the area of expressed preference; and (3) the needs of the directorate.

**PART 5**

**POSITION CLASSIFICATION, PAY, AND ALLOWANCES**

SUBPART 1 - CLASSIFICATION UNDER THE GENERAL SCHEDULE AND PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)

SUBPART 2 - PAY ADMINISTRATION FOR WAGE EMPLOYEES

SUBPART 3 - GENERAL SCHEDULE WITHIN-GRADE INCREASES

SUBPART 4 - QUALITY STEP INCREASES

SUBPART 5 - HIGHEST PREVIOUS RATE RULE FOR GENERAL SCHEDULE AND FEDERAL WAGE EMPLOYEES



**PART 5**

**POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**SUBPART 1 - CLASSIFICATION UNDER THE GENERAL SCHEDULE  
AND PERFORMANCE MANAGEMENT AND  
RECOGNITION SYSTEM (PMRS)**

Title 5, C.F.R. Parts 511 and 540, and the current issue of NASA Supplement S-511 to the Federal Personnel Manual outline the policy and procedures of NASA and MSFC regarding classification under the General Schedule and Performance Management and Recognition System (PMRS). Questions concerning classification under these systems should be directed to the Personnel Office.



**PART 5**

**POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**SUBPART 2 - PAY ADMINISTRATION FOR WAGE EMPLOYEES**

Federal Personnel Manual Supplement 532-1 outlines the policy and procedures of NASA and MSFC regarding the Federal Wage System. Questions concerning the Federal Wage System should be directed to the Personnel Office.



**PART 5**

**POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**SUBPART 3 - GENERAL SCHEDULE WITHIN-GRADE INCREASES**

Title 5, C.F.R. Part 531 and the current issue of NASA Supplement 531 to the Federal Personnel Manual outline the policy and procedures of NASA and MSFC regarding the General Schedule Within-Grade Increases. Questions concerning General Schedule Within-Grade Increases should be directed to the Personnel Office.



**PART 5  
POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**SUBPART 4 - QUALITY STEP INCREASES**

- 5.401. Purpose
- 5.402. Scope
- 5.403. Authorities
- 5.404. Policy
- 5.405. Criteria
- 5.406. General Guidance
- 5.407. Funding Limit
- 5.408. Preparation and Processing of Recommendations
- 5.409. Effective Date of Quality Step Increase



## **PART 5**

### **POSITION CLASSIFICATION, PAY AND ALLOWANCES**

#### **SUBPART 4 - QUALITY STEP INCREASES**

##### **5.401 PURPOSE**

To provide instructions for recommending and granting additional within-grade increases, hereinafter called "Quality Step Increases (QSI)," in recognition of high quality performance.

##### **5.402 APPLICABILITY**

This subpart applies to MSFC employees, full-time and part-time, who are serving under permanent appointment in General Schedule positions and are compensated on a per annum basis. Employees who have already reached the maximum step rate of their grade are excluded as are employees with "GM" classification and those in the Senior Executive Service.

##### **5.403 AUTHORITIES (Only applicable parts of the most recent edition apply.)**

- a. 5 United States Code 5335 and 5338
- b. Federal Personnel Manual (FPM) Chapter 531 and FPM Letters or Bulletins pertaining thereto
- c. NASA Supplements to FPM Chapter 531
- d. MMI 3451.2, "Power and Authority - To Approve Incentive Awards and Quality Step Increases"
- e. NMI 3531.3, "Delegations of Authority concerning Within-grade Increases and Quality Step Increases"
- \* f. 5 CFR 531.504, "Level of Performance Required for Quality Step Increase"

##### **5.404 POLICY**

Quality step increases will be used on a highly selective basis to:

- a. Motivate employees to perform continuously at their full capacity.
- b. Make salaries relate more closely to the nature of assignments and the competence with which they are performed.

- c. Ensure full value for salary expenditures.

#### **5.405 CRITERIA**

\* This award is limited to GS (non-PMRS) employees only, and the purpose of a QSI is to recognize "Outstanding" performance by granting faster than normal step increases within the employee's grade level. (FWS/PMRS employees are not eligible to receive a QSI.)

\* a. A QSI will not be required but may be granted only to an employee who has received a rating of record of "Outstanding" (level 5).

\* b. A QSI may not be granted to an employee who has received a QSI within the preceding 52 consecutive calendar weeks.

\* c. A determination to grant a QSI should be made as soon as practicable after a rating of record is approved. The QSI should be made effective as soon as possible after approval.

\* d. Authority to grant a QSI will be made in accordance with NASA Delegations of Authority Concerning Step Increases and Quality Increases.

#### **5.406 FUNDING LIMIT**

\* An annual funding limit for quality step increases will be established for MSFC organizations at the beginning of the fiscal year.

#### **5.407 PREPARATION AND PROCESSING OF RECOMMENDATIONS**

##### **a. Immediate Supervisor will:**

(1) Initiate MSFC Form 1918 (Recommendation for Quality Step Increase) and attach a copy of the employee's most recent performance appraisal. If the appraisal is more than 60 days old, a statement that the employee's performance has continued at a high quality level that substantially exceeds an acceptable level of competence must also be included.

b. **Intermediate Supervisor will:**

- (1) Review recommendation and indicate concurrence or non-concurrence in Section I, MSFC Form 1918.
- (2) Forward recommendation to next higher level of supervision.

c. **Approving Official (Reference MMI 3451.2) will:**

- (1) Review recommendation.
- (2) Consider concurrence or non-concurrence of intermediate supervisor(s) contained in Section I of MSFC Form 1918.
- (3) Approve or disapprove the recommendation. Approval is contingent upon subsequent review and concurrence of the Personnel Office.
- (4) Return disapproved recommendation through official channels to the originating supervisor stating reasons for disapproval.

d. **Center Comptroller will:**

- (1) Review recommendation against authorized number of quality step increases approved for the submitting organization.
- (2) Determine that increase is within overall quality step increases funding limits of the Center.

e. **Personnel Office will:**

- (1) Review recommendation ensuring that all procedural requirements have been met.
- (2) Provide supervisory training relative to quality step increases.
- (3) Process the action.

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**5.408 EFFECTIVE DATE OF QUALITY STEP INCREASE**

A quality step increase shall be effective on the first day of the first pay period following the approval date.

**PART 5**

**POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**SUBPART 5 - HIGHEST PREVIOUS RATE RULE FOR GENERAL SCHEDULE  
AND FEDERAL WAGE EMPLOYEES**

Federal Personnel Manual Supplement 532-1; Federal Personnel Manual Supplement 990-2, Part 531 and NMI 3530.3 (latest revision) outlines the policy and procedures of NASA and MSFC regarding delegation of authority and NASA policy for application of highest previous rate rule.

Questions concerning the highest previous rate rule should be directed to the Personnel Office.



**PART 6**

**ATTENDANCE AND LEAVE**

SUBPART 1 - HOURS OF WORK

SUBPART 2 - LEAVE ADMINISTRATION



**PART 6  
ATTENDANCE AND LEAVE**

**SUBPART 1 - HOURS OF WORK**

- 6.101. Definitions
- 6.102. Standard MSFC Tour of Duty
- 6.103. First 40-Hour Tour of Duty
- 6.104. Deviations
- 6.105. Overtime Hours
- 6.106. Rest Periods
- 6.107. Lunch Periods
- 6.108. Closing of Installation
- 6.109. Flexitours



## PART 6

### ATTENDANCE AND LEAVE

#### SUBPART 1 - HOURS OF WORK

##### 6.101 DEFINITIONS

a. **Administrative Workweek.** The period of seven consecutive days beginning at 12:01 a.m. on Sunday and ending at midnight the following Saturday. Each pay period will consist of two administrative workweeks.

b. **Basic Workweek.** A 40-hour week consisting of five 8-hour days to be worked between 7:00 a.m. and 5:30 p.m. Monday through Friday.

c. **Tour of Duty.** The hours of the day and the days within an administrative workweek, fixed in advance, during which an employee is required to perform services on a regular repetitive basis. This includes any overtime work that is scheduled to be performed on a regular repetitive basis. It does not include irregular or occasional overtime or occasional overtime in excess of the regularly scheduled tour of duty.

d. **Standard MSFC Tour of Duty.** The regularly scheduled basic workweek with standardized opening and closing hours for general Center operations.

e. **Deviating Tour of Duty.** Any regularly scheduled basic workweek with opening and closing hours which deviate from the standard MSFC tour of duty and any first 40-hour tour of duty established under the provisions of this subpart.

f. **First 40-Hour Tour of Duty.** The period of duty prescribed for employees when it has been determined that it is impracticable to establish a regularly scheduled basic workweek, in which case the first 40 hours of duty will constitute the basic workweek.

g. **Part-Time Tour of Duty.** A scheduled tour of duty less than 40 hours which requires service on a regular repetitive basis on one or more days of each administrative workweek.

## **6.102 STANDARD MSFC TOUR OF DUTY**

The standard tour of duty established for the George C. Marshall Space Flight Center is a 40-hour week consisting of five 8-hour days, between the hours of 7:00 a.m. and 5:30 p.m., as outlined in paragraph 6.109.a.

## **6.103 FIRST 40-HOUR TOUR OF DUTY**

a. Assignment of employees to this tour is subject to approval requirements and procedures for deviation as prescribed in paragraph 6.104. Approval for a first 40-hour tour of duty is with the understanding that the irregular workweek is for the convenience of the Center and not a license for the employees to establish their working hours to meet their personal convenience. Therefore, employees assigned to this tour are generally expected to observe the regular working hours in accordance with paragraph 6.109.

b. The basic workweek for employees on a first 40-hour tour of duty will consist of the first 40 hours of duty time. The following factors will be considered in determining the first 40 hours of duty time:

- (1) Time actually worked, except time actually worked on a holiday. Time will not be accumulated in increments of less than 1/4 hours. If overtime hours, time will not be accumulated in increments of less than 1/2 hours.
- (2) Holiday time, a maximum of eight hours.
- (3) Leave Time:

If an employee on a first 40-hour tour of duty was scheduled to work a specific number of hours and is absent, leave may be charged to either annual or sick, as appropriate, for the number of hours scheduled to be worked on such day(s) not to exceed eight hours on any one day. In the absence of a specific schedule the normal duty hours, as assigned by the supervisor, will be considered to be the established schedule. In no instance will a supervisor retroactively establish or revise a work schedule to deprive employees of their right to take leave to which they are otherwise entitled.

(4) Employees assigned to a first 40-hour workweek are expected to comply with the provisions of Part 6, Subpart 2 of this Chapter regarding notification of the immediate supervisor of absences on annual or sick leave.

c. MSFC employees assigned first 40-hour tours of duty will observe the same holidays as regular "Monday through Friday" employees. Each employee will be given credit for eight hours holiday time toward the 40 hours whether or not actually worked and regardless of the number of hours actually worked on the designated holiday except that the hours worked in excess of eight may be counted toward the 40 hours. No employee will be charged leave for absence on a designated holiday.

d. If an employee is in a leave status for the entire workweek, he/she is considered as a regular employee and is charged with 40 hours to the appropriate leave.

e. A first 40-hour tour of duty employee will be deemed to be a regular employee while in an official travel status to or from a temporary duty station, but not while at the TDY station. Travel from one location to another performed outside the employee's established tour, or the tour he/she would have worked except for TDY, will not constitute a part of the first 40 hours of duty except when at least one of the following conditions is met.

- (1) Employee actually performs work while traveling.
- (2) Travel is carried out under arduous conditions.
- (3) Travel is a part of and inseparable from the employee's regular duties.
- (4) Travel results from an event which could not be scheduled or controlled administratively.

f. The supervisors will notify the Personnel Office of their employees who are taken off a first 40-hour tour of duty except those employees whose ending date is specified at time of approval.

## 6.104 DEVIATIONS

Deviations from the standard tour of duty will be held to a minimum and will be approved only when it is clearly shown that such change is necessary to meet mission requirements or facilitate Center operations. The Associate Director is redelegated authority to approve written requests for deviations from the standard tour of duty for all MSFC staff office employees. MSFC Directorate Directors and Program/Project Office Managers are redelegated authority to approve requests for deviations from the standard tour of duty for their employees. The Manager, Michoud Assembly Facility, and the Director, Slidell Computer Complex, are redelegated authority to approve requests for deviations from the standard tour of duty for MSFC employees under their supervision. All requests for deviation from the standard tour of duty will include a justification and must be endorsed by the Director of Personnel.

a. Request for deviation, other than first 40-hour tour of duty, will be made by memorandum and forwarded to the Director of Personnel for endorsement, then to the appropriate approving official. First 40-hour tour of duty requests will be made to the Personnel Office on MSFC Form 3478.

b. Specific hours of duty and days of the week should be indicated along with complete identification of the organizational segment involved and approximate number of employees affected.

Justification for each deviation requested should be furnished in detail.

c. Tours of duty shall be established or changed at least two weeks in advance and continued for at least two weeks; affected employees shall be given a two-week advance notice except as otherwise may be provided in a negotiated agreement. When such a change constitutes a shift change, it shall be made in accordance with provisions of the appropriate union agreement.

d. If the Personnel Director endorses a first 40-hour tour of duty, the MSFC Form 3478 will be returned to the requesting organization for distribution to the affected employee(s). In the event of non-endorsement, the request will be returned to the requesting organization.

e. A first 40-hour tour of duty is only valid as long as the employee is working in the same organization and performing activity. The authorization is automatically cancelled when the employee has a position change (detail, promotion, reassignment, change to lower grade) which results in an organizational and performing activity code change. When an employee is detailed, the supervisor of the organization to which he/she is detailed will request approval for a first 40-hour tour, if deemed necessary, for the period of the detail. Upon expiration of detail, the supervisor of the organization where the employee is assigned will determine if the first 40-hour tour is necessary and submit request for approval.

f. The assignment of employees to other than the basic workweek, excluding first 40-hour tours, may be made from among those employees volunteering or by any other acceptable reasonable method that will give all employees equal consideration for the changed workweek and does not violate provisions of the union agreements.

g. Technical advice and assistance concerning deviations from the MSFC standard tour of duty may be secured from the Personnel Office.

#### **6.105 OVERTIME HOURS**

Overtime services of employees, except as necessitated because of disaster or emergency, may be utilized only to meet essential deadlines or to maintain vital operations.

#### **6.106 REST PERIODS**

a. It is the Center's policy to permit rest periods during the daily tour of duty where it is determined they are required to produce one or more of the following results:

- (1) Protection of employee's health by relief from hazardous work or work which requires continual and/or considerable physical exertion.
- (2) Reduction of accident rate by removal of fatigue potential.
- (3) Working in confined spaces or in areas where normal personal activities are restricted.

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(4) Increase in or maintenance of high quality and/or quantity production traceable to the rest period.

b. The rest period may not exceed 15 minutes during each 4 hours of continuous work. If the period from the beginning of the daily tour to the luncheon period is less than 4 hours, a rest period should be granted only in unusual circumstances. The rest period may not be a continuation of the lunch period. A rest period may not be granted where none of the criteria in a. above is applicable.

**6.107 LUNCH PERIODS**

a. Lunch periods during which an employee is entirely free of duty may not be considered duty time and must be scheduled within the hours established for the daily tour of duty.

b. Normal lunch periods of 30 minutes duration are authorized. However, an employee may, with prior supervisory approval, elect to extend his/her lunch period to 60 minutes, provided the additional 30 minutes is worked either at the beginning or the end of the workday in which the lunch period is extended and during the period established in section 6.102 of this subpart.

c. All regular or overtime, or a combination of both, work periods of 8 hours or more must provide for normal lunch or dinner periods of at least 30 minutes duration. Exceptions to this policy are:

(1) Where three 8-hour shifts are in operation and an overlapping of shifts to permit time off for a lunch period is not possible. In such cases, a lunch period of not more than 20 minutes will be granted. The lunch period will be considered as time worked for which compensation is allowed and employees must spend the time at or near their work stations.

(2) Where an unusual situation precludes an employee from taking a lunch period.

d. Where either of the conditions listed in the above paragraph 6.107.b. exists, no lunch period will be indicated by the initials "NLP" on the MSFC Form 2099 opposite the "Time-In" and "Time-Out" column.

Whether the employee observes a lunch period during regular or overtime tours is not a matter of choice on the part of the employee. When no lunch is observed, one of the two conditions listed above must exist.

e. To determine when a lunch period should be observed during overtime the following rules will apply:

(1) Overtime on regular work days - A lunch period will be observed after the first four hours of overtime and each eight hours thereafter.

(2) Nonwork days - A lunch period will be observed after the first five hours of overtime and each eight hours thereafter.

#### **6.108 CLOSING OF INSTALLATION**

a. Under certain conditions (climatic and disaster, managerial, strikes in private plants, etc.) the Director and the heads of MSFC component installations (Michoud Assembly Facility and Slidell Computer Complex) may close part or all of their respective installations and excuse their employees from duty. All employees paid on a per annum basis irrespective of their tenure of appointment, and those hourly, per diem, and piecework employees (other than consultants and experts) who have appointments not limited to 90 days or less or who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service may be excused without charge to leave or loss of pay. All questions relative to whether or not employees will be excused under the conditions stated above will be addressed to the Personnel Director.

b. Severe weather conditions pose a serious and continued threat to our mission and therefore employees must be prepared to meet weather and other types of emergency contingencies. Accordingly, it is essential that all employees prepare their vehicles at the earliest possible date for safe driving under adverse winter weather conditions. Work activity in Center functions will continue during severe weather. Therefore, unless there is an announcement to the contrary, normal working hours will be observed. Any announcement will be made through supervisory channels, or, if outside duty hours, through the local media. Unless an announcement is made, there will be no

change to the work schedule. The granting of administrative leave and/or excused absence because of weather conditions is not anticipated except on very rare occasions. However, supervisors are authorized to observe a liberal annual leave policy during adverse weather conditions, particularly when an employee believes travel would entail personal danger.

### **6.109 FLEXITOURS**

a. The MSFC Flexitour program provides for a basic 40-hour workweek consisting of five 8-hour days to be worked between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, with a 30-minute lunch period.

b. All MSFC employees, regardless of position occupied, supervisory or nonsupervisory, are eligible to participate. Changes in flexitour options may be requested by completing MSFC Form 3643 indicating the desired option.

c. Employees may request any one of nine flexitour options beginning not earlier than 7:00 a.m. and not later than 9:00 a.m. The immediate supervisor will approve the requested flexitour except in situations where he/she believes that the schedule will adversely impact the employee's performance of assigned duties or the workload of the office. If approved, the employee will then work a normal eight-hour day, with a 30-minute lunch period, from the starting time requested. Approved flexitour options will be for two pay periods in duration from the effective date, automatically extending in increments of two pay periods until a new flexitour is arranged. The nine flexitour options are:

- (1) 7:00 a.m. to 3:30 p.m.
- (2) 7:15 a.m. to 3:45 p.m.
- (3) 7:30 a.m. to 4:00 p.m.
- (4) 7:45 a.m. to 4:15 p.m.
- (5) 8:00 a.m. to 4:30 p.m.
- (6) 8:15 a.m. to 4:45 p.m.
- (7) 8:30 a.m. to 5:00 p.m.
- (8) 8:45 a.m. to 5:15 p.m.
- (9) 9:00 a.m. to 5:30 p.m.

d. For emergency situations, the flexitour for that day may be changed by the employee with the consent of the supervisor. Supervisors may also direct a change in their flexitour to meet emergency

requirements on a given day or to attend special meetings, etc. For bargaining unit employees, the flexitour may be changed in accordance with the applicable collective bargaining agreement.

e. Each employee is encouraged to consult with his or her supervisor as well as co-workers and other individuals with whom he or she interfaces in the accomplishment of assigned work, prior to submitting a request. Supervisors will review each request against the requirements of the employee's job assignment. If, in the supervisor's judgment, the requested flexitour does not adversely impact the employee's job assignment, the tour shall be approved. Approved requests will be retained by the supervisor or timekeeper as long as they are in effect.

f. When a supervisor cannot approve the flexitour as requested, it will be discussed with the employee and the need for a different assignment explained. That assignment will then be noted in the appropriate place on the request. Supervisors shall not set schedules for the express purpose of circumventing the employees' use of flexitour.

g. Shift operations are not compatible with flexitours. The assignment of an employee to a shift operation will have priority over an approved flexitour for the duration of the shift requirement. Upon completion of the shift work, employees will return to their previous tour of duty unless a request is submitted and approved for an alternate choice.

h. This subchapter does not give an employee the right to refuse to perform assigned work, to refuse a direct management order, or to refuse to appear for work when ordered to do so in order to accomplish the Center's mission. An approved flexitour does not serve to alter the right of MSFC to determine a need for and to direct an employee to report at a given time on particular days in order to attend scheduled meetings or perform necessary work. Work schedules shall not be set for the express purpose of denying employees the use of flexitours.



**PART 6  
ATTENDANCE AND LEAVE**

**SUBPART 2 - LEAVE ADMINISTRATION**

- 6.201. General
- 6.202. Applicability
- 6.203. Annual Leave
- 6.204. Sick Leave
- 6.205. Absence for Maternity Reasons
- 6.206. Military Leave
- 6.207. Civil Defense Leave
- 6.208. Emergency Rescue or Protective Work
- 6.209. Court Leave
- 6.210. Excused Absences
- 6.211. Compensatory Time
- 6.212. Absence Without Pay
- 6.213. Absence Without Leave
- 6.214. Leave Accounting
- 6.215. Injury Compensation



## **PART 6**

### **ATTENDANCE AND LEAVE**

#### **SUBPART 2 - LEAVE ADMINISTRATION**

##### **6.201 GENERAL**

The administration of leave regulations at MSFC will be applied uniformly to all employees. Approval of leave for an individual employee normally rests entirely with the supervisor. Each director or chief of a division or office has the responsibility for ensuring that supervisors properly exercise leave approving authority. The demonstration of competent supervisory authority at any level entails the exercise of administrative discretion within the broad outline of general policy. No attempt should be made at division or office level to define the circumstances under which leave may be approved within such narrow limits as to eliminate the opportunity to exercise administrative discretion. Employees are responsible for cooperating with their supervisors in the administration of the leave program and arranging for leave far enough in advance so as not to seriously interfere with their work.

##### **6.202 APPLICABILITY**

The procedures contained in this subpart apply to all MSFC employees except those employees in a bargaining unit when a conflict exists between this subpart and the procedures in a MSFC collective bargaining agreement. In such instances where a conflict exists, the agreement will take precedence for bargaining unit employees.

##### **6.203 ANNUAL LEAVE**

a. **Crediting Annual Leave.** Leave credited to employees will be available for use during the leave year as follows:

(1) Temporary employees will be credited with annual leave as it is earned. However, an employee whose current employment is limited to less than 90 days is entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service.

(2) All other employees may be credited at the beginning of the leave year with the amount of annual leave accumulated. An employee may be advanced, at the beginning of the leave year or any time thereafter, such annual leave as he or she may accrue during the leave year. Leave year is defined as the period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year (reference FPM Letter 630-29, Paragraph 5, dated January 28, 1981).

**b. Scheduling Annual Leave**

**(1) Definition**

Annual leave is considered to be scheduled when:

- (a) It has been requested by the employee.
- (b) The request has been acted upon by the supervisor authorized to approve leave.
- (c) The request and action taken by the supervisor have been documented in writing. Standard Form 71, Application for Leave, or other appropriate form, should be used to document requests, approvals and disapprovals.

**(2) Procedures for Planning and Scheduling Annual Leave**

- (a) Vacations are considered to be beneficial to the well-being of employees and to their ability to work at a high level of efficiency. Therefore, employees should be encouraged to take a vacation each year, preferably of 10 consecutive workdays or more. Employees in the higher leave earning categories with maximum accumulations of annual leave should plan for longer vacations or for more than one vacation during the year.
- (b) Annual leave may be used for other than vacation purposes. Careful consideration will be given to the needs and desires of employees for leave throughout the year.

(c) Supervisors will give their employees an opportunity to plan and schedule their annual leave. This should be done early in the year. Employees will be notified of this opportunity and will be given a reasonable amount of time to consider the matter in advance of submitting their requests for leave.

(d) Supervisors and employees have a mutual obligation to plan and schedule leave including restored leave. Restored leave should be used as expeditiously as circumstances permit but not longer than the specified two-year limit.

(e) When annual leave is denied or approved leave cancelled, an alternative period of time should be scheduled. This should be done immediately.

(f) No employee should forfeit accrued annual leave because of any statutory limitation; therefore, special attention must be given to the scheduling of leave to avoid forfeiture. If an employee does not request leave or does not use leave that is approved, any resulting forfeiture will be considered to be by the employee's choice.

(3) **Procedure for Review.** As a method of managerial review, an MSFC Division Leave Report is prepared and distributed to administrative officers quarterly for the first three quarters of the leave year and biweekly during the last quarter of the leave year. This report reflects by individual within the performing activity, the annual and sick leave balances, amount used and balance of annual leave to be used or lost by the end of the leave year. Each supervisor will use this report for the purpose of assuring adherence to procedures and for avoiding unbalanced situations where employees approach the end of the leave year with significant amounts of leave that must be used or forfeited.

**c. Timeliness of Requests for Leave**

(1) Except in unforeseen circumstances, annual leave must be requested sufficiently in advance to permit careful scheduling of leave for all employees in the work unit and to enable efficient conduct of the work.

(2) In case of an emergency absence, the employee is expected to request approval as promptly as is reasonable.

(3) When a request for annual leave is denied or approved leave is cancelled, an alternative period of time should be scheduled. This should be done immediately.

(4) In the case of leave that is in excess of the maximum permissible carryover, the Office of Personnel Management (OPM) has set a fixed cutoff before which the scheduling decision must be made if leave eventually forfeited is to be considered for restoration. OPM regulations require the decision be made in writing before the start of the third biweekly pay period prior to the end of the leave year (reference 5 C.F.R. 630.308).

**d. Approval Consideration.** An employee's timely request for leave will be approved if it is reasonable in consideration of work and manpower requirements including consideration of other employees' leave plans and schedules. Leave that has been scheduled for use may be rescheduled on the same basis. Leave credited to a probationary or trial period employee that is in advance of the amount earned will be approved judiciously.

**e. Procedure for Denial of Leave that is in Excess of Maximum Carryover.** If an employee submits a timely request for leave and the work situation and timing preclude rescheduling to avoid forfeiture of leave at the end of the leave year, the leave may be denied only if the Associate Director determines that there is an exigency of the public business which is of major importance and that, therefore, annual leave may not be used by employees to avoid forfeiture. In making this judgment, the Associate Director must determine:

(1) That the exigency is of such importance employees cannot be excused from duty, including consideration of such factors as: cost, productivity, work schedules, safety, health, the availability of reasonable alternatives for doing the work and the effects of postponement or redefinition of the work requirements.

(2) That there is no reasonable alternative to the cancellation of scheduled leave or the reassignment of individual employees who will forfeit leave because of the work requirement generated by the exigency. This determination will include consideration of whether employees could be assigned to do the work other than those who would forfeit annual leave.

(3) The specific beginning and ending dates of the exigency.

f. **Restoration - Administrative Error.** When an administrative error caused the loss of annual leave that was otherwise accruable, the Associate Director must:

(1) Examine the reasons for the error in an effort to determine the cause.

(2) Identify the corrective actions, if any, that should be taken to prevent a recurrence of such errors.

(3) Assure that the record substantiates the amount of annual leave to be restored. If official records are not available, an estimate of the employee's leave account is acceptable when accompanied by official statements clearly reflecting the factors which form the basis for the estimate.

g. **Restoration - Exigency of the Public Business.** When an exigency of the public business causes forfeiture of annual leave at the end of a leave year, the leave may be restored by the Associate Director provided:

(1) The leave was scheduled in writing before the start of the third biweekly pay period prior

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to the end of the leave year. To establish this fact, the following information must be documented (an SF-71, Application for Leave, will suffice):

- (a) The calendar date the leave was scheduled.
  - (b) The date(s) during which the leave was scheduled for use and the amount of leave that was scheduled for use.
  - (c) The reasons for not approving the leave.
- (2) The procedure for denial of leave as stated in paragraph 6.203.e. above was followed.

**h. Restoration - Sickness.** When sickness, injury, or any other medical condition for which paid sick leave would be approved causes forfeiture of annual leave at the end of a leave year, the leave may be restored by the Associate Director provided:

- (1) The annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. To establish this fact the following information must be documented (an SF-71, Application of Leave, will suffice):
- (a) The calendar date the leave was scheduled.
  - (b) The date(s) during which the leave was scheduled for use and the amount of leave that was scheduled for use.
- (2) The sick leave was properly substantiated using the same criteria as for a sickness at any other time.
- (3) The employee was unable to use the annual leave after the sickness but before the end of the leave year. If an exigency of the public business prevented subsequent use of the annual leave, the procedure for denial of leave as stated in paragraph 6.203.e. above must have been followed.

i. **Separate Leave Account**

(1) **Establishment.** Annual leave restored to an employee that is in excess of the employee's maximum permissible carry-over must be credited to a leave account that is separate from the regular leave account. This account will be maintained by the payroll office.

(2) **Documentation.** The following information will be documented to support the separate leave account:

including:

(a) The Associate Director's approval of the restoration of annual leave

1. The date the leave was restored for use.

2. The amount restored.

3. The specific schedule for use of the leave in the account, i.e., the time period during which the leave must be used. This must be in accordance with time limits set by OPM Regulation 630.306. As a minimum, the schedule should identify the number of hours to be taken by month during the period of availability of the leave.

(b) The usage and balance.

**6.204 SICK LEAVE**

a. **Crediting Sick Leave.** Sick leave will be credited at the beginning of each pay period during which it will be earned.

b. **Granting Sick Leave.** Sick leave becomes available for use at the beginning of the pay period during which it will be earned.

c. **Notification of Absence.** An employee who is absent on account of sickness will notify his/her supervisor or other appropriate person as early as practicable on the first day of such absence, or as soon thereafter as possible.

\* **d. Doctor's Certification.** A doctor's certification will normally not be required for periods of absence on sick leave of three days or less. For absences in excess of three workdays, or for a lesser period when determined necessary by the supervisor, a medical certificate, or other administratively acceptable evidence as to the reason for the absence may be required.

When the supervisor determines it is necessary to require a medical certificate for periods of absence of less than three workdays, advance notice should be given to an employee from whom it is decided such certificates will be required so that if illness occurs he/she will be on notice that he/she must immediately obtain the services of a physician or other practitioner. A request requiring an employee to submit a doctor's certificate for absences of less than three days must be approved by a higher administrative level than the official who made the request, unless made by a division chief or equivalent.

**e. Advancing Sick Leave**

(1) Under certain conditions sick leave may be advanced to employees. These advances will be subject to the following limitations:

(a) All available accumulated sick leave to the employee's credit must be exhausted.

(b) Temporary employees will not be advanced sick leave which will exceed an amount which it is reasonably assured will be subsequently earned.

(c) Sick leave advanced to an employee may never exceed 30 days at any one time.

(d) There must be a reasonable assurance that the employee will return to duty.

(2) Application for advanced sick leave must be made by the employee in writing to his/her supervisor and must be accompanied by a supporting doctor's certificate. The application will state whether the sick leave will be used continuously or intermittently.

within a specified period of time. If approved by the supervisor, he/she will certify that he/she has personally investigated and found this to be a deserving case for the advancement of sick leave, that the employee's performance and conduct are satisfactory and that the amount of advanced sick leave will not exceed that amount that is reasonably expected the employee will later accrue. The supervisor will then forward the request and certification through supervisory channels to the Personnel Office. If the request is approved, the Payroll Office will be notified to that effect. If the request is disapproved, the supervisor will be notified.

#### **6.205 ABSENCE FOR MATERNITY REASONS**

a. **Definition.** Pregnancy is a condition which eventually requires the employee to be absent from the job because of incapacitation. As a means of accommodating this temporary incapacitation, appropriate leave is granted to the employee; however, it should be recognized there is not a separate "maternity Leave" as a type of leave.

To the extent available, sick leave may be used to cover the time required for physical examinations and to cover the period of incapacitation. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability.

b. **Granting Leave.** The granting of leave for maternity reasons is a combination of as many as three separate kinds of leave: sick leave, annual leave, and leave without pay.

#### **6.206 MILITARY LEAVE**

a. **Definition.** Military leave is absence from a civilian position without charge to leave or loss of basic pay for those employees who are members of reserve components of the Armed Forces as listed below:

- (1) The Army National Guard of the United States
- (2) The Army Reserve
- (3) The Naval Reserve
- (4) The Marine Corps Reserve

- (5) The Air National Guard of the United States
- (6) The Air Force Reserve
- (7) The Coast Guard Reserve

b. **Cooperation With Reserve Components.** Cooperation to all reserve components of the Armed Forces will be extended by granting leave of absence for military training purposes so far as practicable. Where authorization of military leave is not appropriate, annual leave or leave without pay, as necessary, should be authorized for this purpose.

c. **Eligibility**

- (1) An employee who is a member of a Reserve component or the National Guard (other than an intermittent employee appointed for less than one year) (54 Comptroller General 999) shall, upon request, be granted military leave to which he or she is entitled for performance of active duty or active duty for training (reference 5 U.S.C. 6323).
- (2) Employees must be on active military duty or be engaged in field or coast defense training under Sections 502-505 of Title 32, U.S. Code. For this purpose, "active military duty" includes duty on the active list, full-time training duty, annual training duty and attendance while in the military service at a school designated as a service school by law or by the secretary of the military department concerned.
- (3) In general, military leave may not be granted to an employee who is in a nonpay status when entering on military duty. If, however, the nonpay status occurs during the 90-day qualifying period for annual leave and is immediately prior to and/or required by the military duty, military leave may be granted. In other cases involving nonpay status, military leave may be granted, if but for the active military duty, the employee would otherwise be in a civilian pay status.
- (4) A reservist who resigns from a civilian position prior to entering on active military duty is not entitled to military leave for any portion of the period of military service,

irrespective of any right he/she may have to restoration or reemployment upon completion of military service.

**d. Procedure**

(1) The military order calling the employee to active military duty is sufficient evidence for the initial authorization of military leave. Orders will be attached to Standard Form 71 in making application for military leave. Upon return to civilian duty, each employee shall be required to furnish official evidence of performance of military duty.

(2) Military leave of absence with pay accrues at the rate of 15 days per fiscal year and any military leave (not to exceed 15 days) which is unused by the beginning of the succeeding fiscal year is carried forward for use in addition to the days which are credited at the beginning of a fiscal year. This gives a full-time employee the potential of 30 days military leave during a fiscal year.

**e. Types of Duties Not Covered**

- (1) Temporary Coast Guard Reserve.
- (2) Participation in parades by member of the State National Guard.
- (3) Active duty under military orders of the governor of a state.
- (4) Training with a state guard or other military organization which is not a part of the National Guard or which was created to take the place of the National Guard in an emergency.
- (5) Active duty for training purposes by Reserve Officers of the Public Health Service.
- (6) Periods of inactive duty training.
- (7) Members of Reserve Officers' Training Corps Units at colleges and universities.

**f. Granting of Annual Leave for Military Duty.** Where an employee exhausts the amount of military leave fixed and limited by statute, he/she may be granted

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any available annual leave to continue military duty without the imposition of any dual compensation statutes.

#### **6.207 CIVIL DEFENSE LEAVE**

a. Executive Order 10529 dated April 22, 1954, authorizes the head of each agency to grant leave with pay to employees in a full-time pay status not to exceed a total of 40 hours during a calendar year for civil defense training purpose.

b. In order for civil defense leave to be granted, the state or local civil defense authorities, where possible, will submit a letter to the Center Director requesting services of an employee be made available for participation in training programs. The request will be attached to Standard Form 71 in making application for leave. Upon return to duty, the employee will furnish evidence from state or local civil defense authorities that the employee served in such programs or exercises.

#### **6.208 EMERGENCY RESCUE OR PROTECTIVE WORK**

a. This paragraph applies to employees who have appointments not limited to 90 days or less, or who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service. When such employees are called to emergency duty in the National Guard or State Guard, or are called to participate in Civil Air Patrol searches, or are called to participate in the Civil Defense River Patrol, they will be excused for such duty for up to five working days.

b. The state or local authorities will submit a letter where possible to the Center Director requesting that the services of an employee be made available. The request will be attached to Standard Form 71 in making application for leave. Upon return to duty the employee will furnish evidence from state or local authorities that he/she served in such programs and service.

#### **6.209 COURT LEAVE**

a. **Definition.** An employee is entitled to court leave when he/she is summoned in connection with a judicial proceeding, by a court or authority responsible for the conduct of that proceeding, to

serve: (1) as a juror; or (2) as a witness on behalf of any part in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party (reference 5 U.S.C. Section 6322).

**b. Policy.** The Center Director considers it a civic responsibility of all MSFC employees to respond to calls for jury and other court services. Requests by employees to be excused from jury duty will be made through supervisory channels to the Chief Counsel in those instances where their services are required to meet essential work schedules and where public interests are better served by the employees remaining on duty. The final decision to request that any employee be excused will be made by the Associate Director. Once that decision has been made the request will be communicated by the Chief Counsel to the appropriate court.

**c. Duty Status and Court Leave**

(1) Court leave will be granted as follows:

(a) Service as Juror.

(b) Service as Witness on behalf of State or local government not in official capacity.

(c) Service as Witness on behalf of private party, not in official capacity, when a party is the United States, District of Columbia, or State or local government.

(2) Employees will be carried on official duty time when:

(a) Testifying or producing official records on behalf of the United States or District of Columbia.

(b) Testifying in an official capacity or producing official records on behalf of party other than the United States or District of Columbia.

(3) **Witness Under Other Circumstances.** Where a witness appears in court under any conditions other than those set forth above, whether in response to summons by a grand jury, summons

by the state in the case of a criminal trial, or at his/her own request and without summons or call to appear as a witness on behalf of the Government, he/she is not in duty status and is not entitled to court leave. Under appropriate circumstances, annual leave may be authorized.

d. **Eligibility.** Employees serving under temporary and permanent appointments are eligible for court leave both for attendance at court as witnesses on behalf of the United States or District of Columbia and for jury duty.

e. **Authorizing Court Leave**

(1) When an employee is in receipt of orders, a subpoena, or other summons to serve as juror or serve as witness on behalf of a party other than the United States, District of Columbia or private parties, court leave is to be granted for the day or days when service is rendered to the court. The use of court leave for such absence is mandatory in any case where an eligible employee would otherwise be in a duty or leave-with-pay status. An employee may not at his/her request be granted annual leave in lieu of court leave in order to retain court fees. Court leave is granted only for days within the employee's regularly scheduled tour of duty on which service is performed for the court or is held by the court pending the performance of specific services. Court leave is not granted for any period when an employee might be called for irregular or occasional overtime work.

(2) An employee scheduled to work at night may be granted court leave for that night duty when called for court service during the day on which the night tour begins or ends, but not both.

(3) When an employee who is eligible for court leave is on annual leave at the time he/she is called for court service, court leave will be substituted for annual leave previously granted.

(4) An employee on leave without pay may not be granted court leave when called to jury duty.

(5) If an employee is excused or released by the court for any day or substantial portion of a day, he/she is expected to return to duty, provided the return would not cause the employee hardship because of the distance from home, duty station, and the court. When only an hour or two remains in the daily tour, employees should not be expected to return to duty.

(6) In order to be granted court leave, the employee must present the court order, subpoena, or summons calling for court services, as far in advance as possible.

Standard Form 71 will be used to request court leave. Upon return to duty, written evidence of attendance at court is required, showing the dates and if possible, hours of attendance. Such evidence will normally be obtained from the clerk of the court. Upon return from court leave, employees will consult with the appropriate personnel specialist as to disposition of any fees received for duty in the court.

f. **Acceptance and Retention of Court Fees.** The term "fees" as used in connection with court service, covers all amounts payable by the court to a witness or juror, whether in the form of per diem for attendance or for per diem in lieu of subsistence. It does not cover actual and necessary expenses incident to the court service; when the employee is reimbursed for such travel expenses, they may be retained.

(1) **Witness Fees**

(a) When an employee is called to serve in an official capacity as a witness for the government, no court fees may be accepted.

(b) When an employee is called to serve in an official capacity as a witness in private litigation, authorized witness fees and allowances for travel and subsistence should be collected and turned over to the Center Comptroller.

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(c) When absence for court service is charged to court leave, the employee will accept the court fees and contact the Personnel Office for instructions as to their disposition. The Personnel Office will determine the amount to be collected from the employee and instruct him/her to turn the proper amount over to the Center Comptroller.

1. If the check received from the court covers the amount of time for which court leave is granted, the check received from the court or a personal check or money order in the same amount made out to the Treasurer of the United States will be forwarded to the Center Comptroller.

2. If the check received from the court is for an amount greater than that allowed for the time for which court leave is granted, the employee will retain the check. A personal check or money order covering the period of time for which court leave has been granted will be forwarded to the Center Comptroller.

(d) Court fees may be accepted and retained by the employee when an absence for court service is not properly chargeable to court leave and for this reason is charged to annual leave or leave without pay.

(2) **Jury Fees.** Fees for jury service are of two types, Federal courts and state or municipal courts.

(a) An employee may not receive fees for jury service on regular workdays in any Federal Court, except that a part-time employee whose hours of jury duty do not conflict with regularly scheduled hours of employment, may receive and retain the usual fee for jury service. If there is a partial conflict between regularly scheduled part-time hours of employment and the hours of jury service, the employee may not receive or retain the jury fee on a pro rata basis.

(b) Fees for jury service in state or municipal courts for which an employee's absence is charged to court leave will be disposed of in the same manner as witness fees described in paragraph 6.209.f.(1)(c). Fees received from state or municipal courts may be retained by the employee if the jury service was performed outside the scheduled tour of duty (regular or overtime) which required no absence from normal duties. As a result of a change in Alabama state law, juror fees are now termed "expense allowance" in lieu of "compensation," and therefore, Alabama juror fees may be retained by the employee.

(c) Fees for jury service on a holiday falling within the employee's basic tour of duty may be retained by the employee provided that except for the jury duty, he/she would have been excused from regular duties on the holiday. Fees may also be retained for jury service on non-workdays for which the employee received no compensation.

## **6.210 EXCUSED ABSENCES**

An "excused absence" is an absence administratively authorized or approved which does not result in a charge to any kind of leave with pay or in loss of basic salary. Excused absences will be approved only when the absence would clearly serve the best interest of the service. The personal interests of the employee will not be considered. Excused absences are authorized on an individual basis except where the Center or activity of the Center is closed or a group of employees on a specific project are excused from work. Supervisors will insure that absences are charged to appropriate type of leave. General provisions applying to those absences which need not be charged to leave are outlined below:

a. **Legal Holidays.** All employees including part-time employees (except experts and consultants) may be excused on officially observed holidays without charge to leave or loss of pay. These holidays are normally observed as follows:

- (1) New Year's Day - January 1
- (2) Martin Luther King's Birthday - Third Monday in January

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- (3) Washington's Birthday - Third Monday in February
- (4) Memorial Day - Last Monday in May
- (5) Independence Day - July 4
- (6) Labor Day - First Monday in September
- (7) Columbus Day - Second Monday in October
- (8) Veterans Day - November 11
- (9) Thanksgiving Day - Fourth Thursday in November
- (10) Christmas Day - December 25

b. **State or Local Holidays.** Employees may not be excused without charge to leave or loss of pay solely because of the occurrence of a state or local holiday.

c. **Absence for Religious Observance.** It is the policy of NASA to make possible the observance by its employees of the various established religious holidays of their faith such as Good Friday or Yom Kippur. Insofar as practicable, employees wishing to attend and participate in such observances will be permitted to be absent on annual leave for this purpose. An employee whose personal religious beliefs require that he/she abstain from work during certain periods of time may elect to earn compensatory time for the purpose of taking such time off without charge to leave. An employee may earn such compensatory time before or after the grant of compensatory time off. A grant of advanced compensatory time off should be repaid by the appropriate amount of earned compensatory time within a reasonable period (reference 5 C.F.R. 550.1001).

d. **Appeals.** An employee may be excused from work for the time required in appearing before any boards or committees at the installation.

e. **Brief Periods of Absence or Tardiness.** Unavoidable or necessary absence of less than one hour, or tardiness, may be excused or made up by working an equivalent length of time at the end of the same workday, or charged compensatory time, annual leave if available, or otherwise to leave without pay. If leave is charged and such leave exceeds the

period of absence or tardiness, the employee will not be required to work the additional time covered by the leave charged. The leave granting supervisor has the discretion of excusing the employee, charging leave, or permitting the employee to make the time up for such brief periods of absence or tardiness. Each supervisor is expected to exercise prudent judgment in administering the provisions of this paragraph. Habitual tardiness or brief periods of absence, even though excused by the leave granting supervisor, are subject to review by higher authority and may still be the basis for disciplinary action.

f. **Time for Taking Noncompetitive Civil Service Examinations.** Time for taking noncompetitive Civil Service examinations for promotion at the request of the Personnel Office and time spent in taking an examination for the employee's present job may be excused.

g. **Attendance at Conferences or Conventions.** An employee may be excused from work to attend a conference or convention whenever it is determined that such attendance will serve the best interest of the Government.

h. **Illness Resulting from Administratively Required Vaccinations or Immunizations.** An absence due to illness resulting from administratively required vaccinations or immunizations may be excused provided the medical officer administering the vaccinations or immunizations certifies to the necessity for the absence.

i. **Medical and X-Ray Examinations.** Time spent for medical and x-ray examinations conducted at the MSFC Medical Center will be excused.

j. **Services of Personnel Office.** Time spent utilizing the services of the Personnel Office will be excused.

k. **Blood Donors.** All employees who volunteer as blood donors without compensation to the American Red Cross, military hospitals, or other blood banks, or respond to emergency calls for needy individuals, will be authorized four hours of excused absence. The four-hour period is in addition to the time to travel to and from the blood center and to give blood. If donors are rejected, the four-hour

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period is not authorized and they must return to work. The excused absence is to be taken on the day the blood is donated. All donors are encouraged to take the full four hours of excused absence for this purpose. A longer period may be authorized only when required for recuperation purposes.

**l. Registering for Military Duty.** Time spent in registering for military duty in accordance with any general statute requiring such registration on a particular workday may be excused. If possible, employees should arrange to register on a non-work day. Excused absence for registering generally will not exceed four hours and will in no instance exceed one day including necessary travel time to and from place of registration.

**m. Armed Forces Medical Examination.** Time spent in reporting for and undergoing physical examination to determine an employee's eligibility for enlistment or induction into the Armed Forces may be excused. The request for absence must be supported by official notification from the appropriate military authority. If the absence extends beyond one workday, the employee will be required to submit a statement from the induction station showing the necessity for the additional absence.

**n. Military Funerals.** Veterans of any war, campaign or expedition (for which a campaign badge has been authorized), or members of honor or ceremonial groups or organizations of veterans may be excused from duty not in excess of four hours in any one day, to enable them to participate as active pallbearers, as members of firing squads, or as guards of honor in funeral ceremonies for members of the Armed Forces whose remains are returned to the United States from abroad for final interment in the United States.

**o. Voting, Registration and Working at Voting Polls**

(1) Insofar as practicable, without interfering seriously with operations, employees who are qualified and desire to register or vote in any election shall be excused from duty without charge to leave as follows:

(a) As a general rule, where polls are not open at least three hours either before or after an employee's regular hours of work, an amount of excused leave which will permit reporting to work three hours after the polls open or leaving work three hours before the polls close, whichever requires the lesser amount of time off may be granted. For example, if an employee's scheduled work hours are from 8 a.m. to 4:30 p.m. and the polls open at 8 a.m. and close at 6:30 p.m., voting leave may be granted commencing at 3:30 p.m. If an employee's scheduled tour was from 7 a.m. to 3:30 p.m., no excused absence for voting should be granted. (The polls in Huntsville, Madison County, Alabama open at 8 a.m. and close at 6:30 p.m.)

(b) Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for additional time as may be needed to vote depending upon the particular circumstances in the individual case but not to exceed one full day.

(c) Employees will not be excused to vote beyond normal commuting distance if voting by absentee ballot is permitted. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, sufficient time off to cast a ballot may be granted. Time off in excess of one day shall be charged to annual leave, or if annual leave is exhausted, to leave without pay.

(d) For employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis as for voting except that excused absence may not be granted if registration can be accomplished on a nonwork day and the place of registration is within reasonable one-day round-trip travel distance of the employee's place of residence.

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(e) Employees applying for leave to register or vote will request such leave verbally in advance.

(f) Except as provided above, if an employee is absent for the entire duty tour on the voting day, the absence will be charged to annual leave, sick leave, LWOP, or other appropriate leave. The granting of excused leave for voting (or registration) in combination with annual leave, sick leave, or other appropriate leave on the same day is permissible provided the employee works some portion of the regularly assigned tour of duty.

(2) Supervisors are responsible for determining the amount of voting leave to be granted each employee consistent with the foregoing.

(3) Employees may occasionally be officially summoned to be a worker at a voting poll. Upon presentation of the summons the employee may be granted excused absence by the supervisor. If the employee receives fees or wages for such work he/she must notify the Financial Management Office for advice as to the disposition of such fees or wages.

**p. Funeral of an Immediate Relative Killed in Line of Duty in the Armed Forces.**

An employee may be excused to attend the funeral of an immediate family member who was killed in line of duty in the Armed Forces.

**6.211 COMPENSATORY TIME**

Earned compensatory time must be used not later than the end of the seventh full pay period after the pay period in which it was earned. Supervisors are responsible for scheduling the time off for the individual concerned. Likewise, employees are responsible for taking time off. Compensatory time earned that is not used within the seven full pay periods will be dropped from the official records except when the Associate Director has approved a written request to the contrary.

## 6.212 ABSENCES WITHOUT PAY

a. **Approval of Extended Leave Without Pay.** As a basic condition to approval of extended leave without pay, there should be reasonable expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

- (1) Increased job ability.
- (2) Protection or improvement of employee's health.
- (3) Retention of a desirable employee.
- (4) Furtherance of a program of interest to the Government.

b. Ordinarily, leave without pay will not be granted if an employee has a credit of annual leave.

## 6.213 ABSENCE WITHOUT LEAVE

Absence without leave is an absence from duty which has not been authorized or approved by the supervisor. This type of absence may serve as a basis for disciplinary action in addition to denying pay for the entire period of absence.

## 6.214 LEAVE ACCOUNTING

Accounting for annual leave or sick leave taken will be in increments of one-half hour. Accounting for leave without pay (LWOP) or absence without leave (AWOL) will be in increments of one-quarter hour.

## 6.215 INJURY COMPENSATION

a. **Continuation of Pay - Traumatic Injury.** An employee who sustains a disabling job-related traumatic injury is entitled to a continuation of regular pay (COP) with no charge to sick or annual leave for a maximum of 45 calendar days. The 45-day period begins on the first full day or first full shift of disability following the injury. The employee continues in a regular pay status the day of the injury without counting towards the 45-day period. The 45 calendar days may be used intermittently if the employee is able to work part of the time. However, any portion of a day absent counts as a full day of COP.

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In order to be eligible for COP, an employee must file a claim, in writing, within 30 days of the date of injury.

b. **Definition.** A traumatic injury is a wound or other condition of the body caused by external force including stress or strain.

**PART 7  
PERSONNEL RELATIONS AND SERVICES**

Subpart 1 - NASA Federal Labor-Management Relations Program

Subpart 2 - Discrimination Complaint Procedure

Subpart 3 - Fitness for Duty Examination

Subpart 4 - Discipline

Subpart 5 - Adverse Action and Other Disciplinary Procedures

Subpart 6 - Grievance and Appeal Procedures

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Subpart 8 - Termination for Pre-Appointment and Post-Appointment  
Reasons of Probationary and Trial Period Employees

Subpart 9 - Clearance Procedures

Subpart 10 - Political Activity

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**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 1 - NASA FEDERAL LABOR-MANAGEMENT RELATIONS  
PROGRAM**

- 7.101. Purpose
- 7.102. Applicability
- 7.103. Authority
- 7.104. Policy
- 7.105. Responsibility
- 7.106. Procedures



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 1 - NASA FEDERAL LABOR-MANAGEMENT RELATIONS PROGRAM**

##### **7.101 PURPOSE**

This subpart implements the NASA Federal Labor-Management Relations Program in accordance with 5 USC Chapter 71.

##### **7.102 APPLICABILITY**

This subpart applies to all MSFC employees.

##### **7.103 AUTHORITY (Only Applicable Parts of the Most Recent Edition Apply)**

5 USC Chapter 71 and MMI 3711.1

##### **7.104 POLICY**

It is the policy of the National Aeronautics and Space Administration to afford employees the right to organize, bargain collectively, and participate through labor organizations of their own choosing in decisions affecting them to the extent required by law. Accordingly, to the extent consistent with appropriate law or regulation, employees of this Center have the right, freely and without fear of penalty or reprisal, to form, join, and assist a labor organization or to refrain from such activity, and each employee is protected in the exercise of this right. The Personnel Office will ensure that each employee is advised at least once a year of his or her rights under 5 USC Chapter 71.

##### **7.105 RESPONSIBILITY**

MSFC management representatives (including management officials and supervisors) are responsible for:

- a. Ensuring that the management rights necessary to efficiently perform the mission of NASA are preserved.
- b. Remaining neutral in matters concerning labor organization membership, organization campaigns, and representation elections.

MM 3000.1B

c. Implementing the requirements of 5 USC Chapter 71 when dealing with employees or any union elected as their representative.

d. Ensuring that procedures required by each applicable collective bargaining agreement are followed in all dealings with employees represented by a Federal employee union.

#### **7.106 PROCEDURES**

Prior to implementing a change in conditions of employment for the employees in a bargaining unit, the responsible official should ensure that the change does not violate any applicable collective bargaining agreement; establish a practice which effectively interprets the agreement in a manner detrimental to the interests of the Center; or violate any requirement of 5 USC Chapter 71.

Each supervisor or management official should check with the Labor Relations Office, when appropriate, to determine if these obligations have been met.

**PART 7**

**PERSONNEL RELATIONS & SERVICES**

**SUBPART 2 - DISCRIMINATION COMPLAINT PROCEDURE**

The policy and procedures of NASA and MSFC regarding discrimination complaint procedures are outlined in FPM Supplement 990-1, Part 713, NASA Supplement 130, dated August 9, 1978, or in the applicable MSFC negotiated bargaining agreement, as appropriate. For additional information contact the Personnel Office.



**PART 7  
PERSONNEL RELATIONS & SERVICES**

**SUBPART 3 - FITNESS FOR DUTY EXAMINATION**

- 7.301. Purpose
- 7.302. Scope
- 7.303. Authority
- 7.304. Policy
- 7.305. Responsibility and Procedures



**PART 7****PERSONNEL RELATIONS & SERVICES****SUBPART 3 - FITNESS FOR DUTY EXAMINATION****7.301 PURPOSE**

To establish the procedures to be followed in processing fitness for duty medical examinations.

**7.302 SCOPE**

This instruction is applicable to all Center elements concerned with this matter.

**7.303 AUTHORITY (Only Applicable Parts of the Most Recent Edition Apply)**

- a. Federal Personnel Manual, Chapter 339
- b. Federal Personnel Manual, Supplement 752-1
- c. Federal Personnel Manual, Chapter 792
- d. Federal Personnel Manual, Supplement 831-1

**7.304 POLICY**

Supervisors should be alert to apparent health-related conditions or behavior among their employees which affect work performance or possibly present a hazard to the employees themselves or to others. When such conditions or behavior are noted, it is the responsibility of the supervisor to utilize the procedures outlined below which may include requesting medical examinations as well as other assistance.

**7.305 RESPONSIBILITY AND PROCEDURES**

- a. Supervisors

(1) When it is determined by a supervisor that the work performance of an employee is affected for apparent health reasons, he/she should forward a memorandum to the Personnel Office requesting that a physical examination be administered to the employee. The supervisor must discuss with the employee the reasons for requesting the physical examination. This memorandum must include:

MM 3000.1B

(a) The reasons the deficiencies or problems in the employee's performance are believed to be caused by a possible health problem.

(b) A statement that a meeting was held with the employee to discuss the reasons for the medical examination.

(c) Evidence (concurrent signature) the first level supervisor is cognizant of the request, if the request is being made by a higher level supervisor.

(2) If a supervisor has reason to believe that an employee is a personal hazard or a hazard to others, the Medical Center and the Personnel Office should immediately be contacted for assistance. The area representative of the cognizant employee organization (AFGE or MESA) must also be immediately advised by the supervisor of the action to be taken.

b. Personnel Office

(1) The Personnel Office will review the matter and forward the request to the Medical Center.

(2) The date for the physical examination will be established by the Medical Center. The appointment clerk of the Medical Center will notify the appropriate personnel specialist who will then notify the supervisor.

(3) The Personnel Office, in conjunction with the Medical Center, will provide necessary assistance when emergency health problems occur, or where there is a possibility of an employee being a hazard personally or to others.

(4) In the event that an employee refuses to be examined at the Medical Center, the Personnel Office will prepare a letter directing the employee to submit to an examination, subject to the conditions specified in Paragraph 7.305.d.(2) of this subpart. The letter shall also inform the employee of the right to be represented by an employee organization.

(5) Upon receipt of the medical officer's determination, a personnel specialist will

consult with the employee and/or supervisory officials to determine the appropriate course of action. The employee has the right to be represented by an employee organization during any consultation.

c. Medical Center

(1) The medical officer will determine the scope of the examination to be conducted at the Medical Center.

(2) On the basis of all available evidence, the medical officer will determine whether or not the employee is capable of performing the duties of the position.

(3) The medical officer must also decide whether deficiencies in the employee's performance are caused by illness or injury, and describe any environmental factors that would limit the employee's assignment.

(4) When appropriate, the medical officer may recommend:

(a) Limiting the amount of walking, standing, lifting, or other physical activity.

(b) Assignment of special parking spaces or special equipment.

(c) Special treatment or periodic examination as a requirement for continued employment.

(d) Placing an employee on sick leave, annual leave, or leave without pay pending clinical tests and examinations for suspected contagious disease.

(5) Results of the medical examination will be provided to the appropriate personnel specialist who will notify the employee's supervisor and the employee.

d. Employees

(1) Employees are expected to report for physical examinations when scheduled.

MM 3000.1B

(2) If an employee does not wish to be examined at the Medical Center, he/she will be directed to submit to an examination by a doctor, certified by the appropriate medical specialty board, subject to the following conditions:

(a) The employee may submit the names of three to five physicians.

(b) The physicians must be located within a 200 mile radius unless unusual medical circumstances arise.

(c) The selected physician must be certified by a national medical board in the appropriate medical specialty for dealing with the particular health problem involved.

(d) The physician must agree to submit a complete report directly to the Medical Center. The report will provide recommendations, and will serve to establish interface by the Medical Center with the examining physician.

e. Marshall Space Flight Center

(1) MSFC will pay the expenses incurred in obtaining the physical examination by a physician other than the Medical Center personnel.

(2) Upon completion of the physical examination, appropriate action will be taken by MSFC.

f. If the employee objects to being examined, and is unwilling to select a different medical examiner, the employee will be directed in writing to report for the physical examination. The written directive will contain the reasons for directing the examination.

g. If an employee refuses to take an examination or to have the results reported, he/she may be separated for failure to comply with administrative regulations. The employee may designate a representative to advise and assist if he/she believes that the examination could result in disciplinary action.

h. If the employee meets the time-in-service requirements for disability retirement, the procedures outlined in FPM Supplement 831-1 will be followed.

i. Workers' Compensation cases: If the employee is on Workers' Compensation (LWOP) and has received a letter after one year of LWOP and refuses to voluntarily apply for retirement, disability proceedings will be initiated in accordance with FPM Supplement 831-1.



**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 4 - DISCIPLINE**

- 7.401. Purpose
- 7.402. Authority
- 7.403. Coverage
- 7.404. Policy
- 7.405. Standards



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 4 - DISCIPLINE**

##### **7.401 PURPOSE**

To establish the policies and standards for the administration of employee discipline.

##### **7.402 AUTHORITY (Only Applicable Parts of the Most Recent Edition Apply)**

- a. Executive Order 9830
- b. Federal Personnel Manual, Chapter 751

##### **7.403 COVERAGE**

This subpart applies to all employees who are not in a bargaining unit covered by a negotiated collective bargaining agreement.

##### **7.404 POLICY**

a. Disciplinary action shall be taken for the purpose of correcting offending employees and maintaining discipline and morale among other employees. Where this can be accomplished through informal oral admonishment, formal disciplinary action shall not be taken.

b. Disciplinary action shall be initiated promptly (not more than 90 days) after it has been determined that a prima facie case against an employee exists. A prima facie case is one established by sufficient evidence to justify a presumption of guilt.

##### **7.405 STANDARDS**

a. **Developing Evidence.** Disciplinary procedures shall be used by MSFC officials primarily to determine facts, not to provide a means for prosecuting an employee. In this respect, the employee must be confronted with any and all evidence that influences management's consideration of the case so that he or she may be properly defended.

MM 3000.1B

b. **Facts and Circumstances.** Facts and circumstances which form a basis of a charge against an employee shall be specific and detailed in order that the employee will be able to prepare a defense.

c. **Consideration of Facts.** It is management's responsibility to ascertain all pertinent facts prior to making a final decision and to uncover and attach due weight to facts supporting the employee's position whether or not offered in his/her own defense.

d. **Determining Penalty.** Any penalty imposed on an employee shall be the minimum which may reasonably be expected to correct the situation and maintain general discipline and morale. In order to provide a standard and uniform basis for the formal discipline of employees, the supervisor should consult with the Personnel Office prior to determining the action to be taken. The Table of Disciplinary Offenses and Penalties is in Chapter 751 of the Federal Personnel Manual and may be reviewed in the Personnel Office.

**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 5 - ADVERSE ACTIONS AND OTHER DISCIPLINARY  
PROCEDURES**

- 7.501. Purpose
- 7.502. Applicability
- 7.503. Authority
- 7.504. Policy
- 7.505. Definitions
- 7.506. Authority to Take Adverse and Other Disciplinary Actions
- 7.507. Removal, Suspension for More Than 14 Calendar Days, Furlough for 30 Days or Less and Reduction in Grade or Pay
- 7.508. Suspensions of 14 Calendar Days or Less
- 7.509. Written Reprimands



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 5 - ADVERSE ACTIONS AND OTHER DISCIPLINARY PROCEDURES**

##### **7.501 PURPOSE**

This subpart establishes the policies, regulations, and procedures for effecting adverse actions and other disciplinary procedures.

##### **7.502 APPLICABILITY**

a. This subpart covers all adverse and other disciplinary actions taken by MSFC management against employees of MSFC, except those identified in paragraph (b) below and employees in the bargaining unit represented by Local 3434 of the American Federation of Government Employees (AFGE) when there is a conflict between this instruction and the AFGE negotiated agreement. In such instances the AFGE agreement will take precedence over this instruction for employees in the AFGE bargaining unit.

b. Employees in the bargaining unit represented by the Marshall Engineers and Scientists Association, Local 24, IFPTE (MESA) are not covered by this subpart.

c. Any adverse action taken against a MESA unit employee will be taken in accordance with the provisions in the MSFC-MESA collective bargaining agreement, applicable regulations and statutory provisions, and established practice.

##### **7.503 AUTHORITY (Only Applicable Parts of the Most Recent Edition Apply)**

- a. Federal Personnel Manual (FPM) Chapters 751 and 752
- b. NASA Supplements No. S-751-2 and S-752-3 to Chapter 751 of FPM
- c. NASA Supplements No. 107 and 114 to Chapter 752 of FPM
- d. FPM Chapter 772
- e. Marshall Management Instruction 3752.1

## 7.504 POLICY

a. Adverse and/or other disciplinary actions may not be taken against an employee covered by this subpart except for such cause as will promote the efficiency of the service. A just cause is necessary as a basis for an adverse and/or other disciplinary action and the action must be determined on the merits of each individual case.

b. Adverse and/or other disciplinary action may not be taken against an employee covered by this subpart for political reasons, except when required by law.

c. Adverse and/or other disciplinary actions may not be based on discrimination because of age, marital status, religion, sex, race, color, national origin, political affiliation or handicapping conditions.

## 7.505 DEFINITIONS

For purposes of this subpart, the following definitions will apply:

a. **Adverse Action** means a written reprimand, a removal, a suspension, a furlough without pay for 30 days or less, or a reduction in grade or pay.

b. **Furlough Without Pay** means a temporary nonpay status and absence from duty required because of lack of work or funds, or other curtailment of activities for a period of 30 calendar days or less. Temporary nonpay status exceeding 30 calendar days is governed by reduction-in-force regulations.

c. **Written Reprimand** means a written admonishment (not an official letter of warning) of an employee which becomes a matter of written record in the employee's Official Personnel Folder, on the left side, for a stated period of time but not exceeding three years. It is the least severe formal disciplinary action.

## 7.506 AUTHORITY TO TAKE ADVERSE AND OTHER DISCIPLINARY ACTIONS

### a. **Redelegation**

- (1) Authority to furlough has been delegated to the Director, Personnel Office.

(2) Authority to suspend for more than 14 days; reduce in grade, or pay; and to remove or otherwise separate an employee for cause, has been delegated to officials in charge of basic organizational elements that report directly to the Center Director.

(3) Authority to suspend for 14 days or less has been delegated to supervisors that report to officials in charge of basic organizational elements.

(4) Authority to issue a written reprimand has been delegated to immediate supervisors.

**b. Conditions and Limitations**

(1) Before a written decision to take adverse action is issued to an employee, it must be endorsed by the Personnel Office.

(2) Suspensions for more than 14 days; furloughs (except when taken under reduction-in-force procedures); reduction in grade, or pay, and removals must be decided by officials at a higher organizational level than the official who proposed the action.

**7.507 REMOVAL, SUSPENSION FOR MORE THAN 14 CALENDAR DAYS, FURLOUGH FOR 30 DAYS OR LESS AND REDUCTION IN GRADE OR PAY**

a. This paragraph does not cover actions which are excluded by law. For additional information see Title 5, Code of Federal Regulations, Part 752.401(c).

**b. Adverse Action Covered.** This paragraph covers removal, suspension for more than 14 calendar days, furlough for 30 days or less, and reduction in grade or pay. However, reductions in grade or pay which entitle an employee to grade and pay retention under Title 5, Code of Federal Regulations, Part 536 are not covered.

**c. Employees Covered**

(1) Employees in the competitive service who are not serving a probationary or trial period under an initial appointment or who have completed one year of current continuous employment under other than a temporary appointment limited to one year or less.

MM 3000.1B

- (2) A preference eligible in the excepted service who has completed one year of current continuous service in the same or similar positions.
- (3) An employee with competitive status who occupies a position in Schedule B of Part 213 of Title 5 of the Code of Federal Regulations.
- (4) All other employees specifically covered under the Code of Federal Regulations, Title 5 Part 752.401(b).
- (5) Employees in the bargaining unit represented by the Marshall Engineers and Scientists Association (MESA) are not covered. Employees in the bargaining unit represented by the American Federation of Government Employees (AFGE) are not covered when there is a conflict between this instruction and the negotiated agreement. In such instances the agreement will take precedence for AFGE unit members.

**d. Notice of Proposed Adverse Action**

- (1) **Preparation of Notice.** Except for furlough without pay due to unforeseeable circumstances and where there is reasonable cause to believe an employee is guilty of a crime for which a sentence of imprisonment can be imposed, an employee against whom adverse action is proposed shall be given at least 30 full calendar days advance written and dated notice of such adverse action which will contain, at a minimum, the following information:
  - (a) The specific reasons for the proposed action including dates, statements of facts, other appropriate data, and disciplinary history (if any). (See subparagraph (2) below.)
  - (b) A statement that the employee is allowed a reasonable period of time in which to reply to the proposed adverse action. (See subparagraph (3) below.)
  - (c) A statement that the reply may be made orally and/or in writing (see subparagraph (5) below), submitting affidavits in support of the answer,

and/or showing why any of the reasons are inaccurate and any other reasons why the proposed adverse action should not be taken.

(d) A statement advising the employee as to the status in which he/she will be carried during the period of the notice. (See subparagraph (4) below.)

(e) A statement informing the employee where he/she may review any material on which the notice of proposed adverse action is based, and which is relied on to support the reasons in the notice, including any statements of witnesses, documents and investigative extracts.

(f) A statement that the action will promote the efficiency of the service.

(g) A statement informing the employee of his or her right to be represented by an attorney or other representative.

(2) **Specific and Detailed Reasons.** The notice must also include a detailed statement of any part of the employee's past record which management proposed to consider as contributing toward the severity of the proposed action. Not more than two years of the employee's past disciplinary record shall be considered in determining the severity of the proposed action. However, a series of offenses which form a pattern of behavior over a longer period may be considered.

(3) **Reasonable Time to Answer.** A reasonable time (not less than ten calendar days) shall be allowed the employee for making a reply. The reasonable time required shall depend on the facts and circumstances of each case and shall be sufficient to afford the employee ample opportunity to prepare answers and secure affidavits. (See subparagraph 1(c) above.) The employee, if otherwise in an active duty status, will be granted a reasonable amount of official time to review the material relied on to support the proposed action and to prepare an answer and to secure affidavits.

(4) **Status During Notice Period.** Normally, the employee will be retained in an active duty status during the notice period, unless there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed, or when circumstances are such that retention of the employee may be injurious to the employee, his fellow workers, or the general public; may result in damage to Government property; or because the nature of the employee's offense may reflect unfavorably on the public perception of the Federal service. In an emergency case the employee may be put in a nonduty status with pay for no longer than ten calendar days, or he/she may be suspended in accordance with provision of subparagraph f. below, because of any of the above reasons.

(5) **Employee Reply.** The employee has the right to reply in writing, orally, or both, and to submit affidavits in support of the answer, showing why any of the reasons are inaccurate and any other reasons why the proposed adverse action should not be taken.

**e. Exceptions to Notice Period and Opportunity to Prepare Reply**

(1) Advance written notice and opportunity to reply shall not be necessary in cases of furlough without pay due to unforeseeable circumstances, such as sudden breakdowns in equipment, acts of God, or emergencies requiring immediate curtailment of activities.

(2) When there is reasonable cause to believe the employee to be guilty of a crime for which a sentence of imprisonment can be imposed, the employee need not be given the full 30 calendar days advance written notice but must be given such period of time of advance notice and opportunity to reply as is reasonable and can be justified under the circumstances.

f. **Suspensions During Notice Period.** If it is determined that an employee must be suspended, in lieu of remaining in an active duty status during the notice period, such suspension becomes a separate adverse action. The employee may be administratively placed in a nonduty status with pay for such time, not to exceed ten

calendar days, as is necessary to effect the suspension. The reasons for not retaining the employee in an active duty status during the notice period shall be included in the notice of suspension and will become a matter of review by the OPM if the employee subsequently appeals from the final decision of the original adverse action or the suspension action itself.

**g. Consideration of Evidence and Reply.** Bona fide consideration must be given to the evidence of the case and any reply received from the employee or the employee's representative. Decision must be made with respect to the accuracy of each reason whether those reasons found valid will reasonably support the proposed action. When appropriate, the proposed action may be withdrawn or a less severe action may be substituted without making it necessary to initiate a new notice of proposed action. However, a decision may not be made which will substitute a more severe action than the one originally proposed, nor may the decision rely on reasons which were not stated in the initial notice. Such changes, if made, will require a new notice period.

**h. Notice of Adverse Decisions.** The employee shall be notified of the adverse decision at the earliest practicable date. The notice of decision shall be in writing, dated, and shall be delivered to the employee no later than 24 hours prior to the time the action will be made effective. The notice will contain the following information:

(1) **Future of Action and Effective Date.** The notice of decision shall state the specific nature of action and its effective date.

(2) **Specific and Detailed Reasons.** The notice of decision must state which of the reasons:

(a) Were found sustained.

(b) Were found not sustained.

This may be accomplished either by repeating the reasons originally stated in the notice and, with respect to each reason, stating whether each reason has been found to be sustained; or by identifying each reason to the specific reference number assigned in the advanced notice of proposed action and stating the finding with respect to each.

(3) **Rights to Appeal.** The notice of decision must inform the employee of the right to appeal the adverse action to the appropriate office of the Merit Systems Protection Board (MSPB) and other appeal procedures available to them. The notice must also advise the employee of time limits for making the appeal and where information on how to pursue an appeal may be obtained. Employees with rights to appeal to the MSPB must be provided a copy of the MSPB appeal form. Employees covered by a negotiated collective bargaining agreement must also be advised of the applicable grievance procedure available to them.

## **7.508 SUSPENSIONS OF 14 CALENDAR DAYS OR LESS**

### **a. Employees Covered**

(1) Employees in the competitive service who are not serving probationary or trial period under an initial appointment or who have completed one year of current continuous employment in the same or similar position under other than a temporary appointment limited to one year or less.

(2) An employee with competitive status who occupies a position in Schedule B of Part 213 of Title 5 of the Code of Federal Regulations.

(3) Employees in the bargaining unit represented by the Marshall Engineers and Scientists Association (MESA) are not covered. Employees in the bargaining unit represented by the American Federation of Government Employees (AFGE) are not covered when there is a conflict between this instruction and the negotiated agreement. In such instances the agreement will take precedence for AFGE unit members.

**b. Proposed Notice of Action.** An employee against whom an adverse action covering suspension of 14 calendar days or less shall be given at least 15 full calendar days advance written notice. The notice will contain, at a minimum, the following information.

(1) The specific reason(s) for the proposed action.

(2) A statement that the employee is allowed a reasonable period of time in which to reply to the proposed adverse action but should not be less than five work days.

(3) A statement that the reply may be made orally and/or in writing.

(4) A statement advising the employee as to the status in which he/she will be carried during the period of the notice.

(5) A statement informing the employee where he/she may review any material on which the notice of proposed adverse action is based, and which is relied on to support the reasons in the notice, including any statements of witnesses, documents and investigative extracts.

(6) A statement that the action will promote the efficiency of the service.

(7) A statement informing the employee of his or her right to be represented by an attorney or other representative.

**c. Exception to Notice Period and Opportunity to Prepare a Reply**

(1) In an emergency case, when an employee cannot be kept in an active duty status during the notice period, the employee may be required to answer the reasons and submit affidavits within such time as under the circumstances would be reasonable, but no less than 24 hours.

(2) When circumstances require immediate action the employee may be administratively placed in a nonduty status with pay for such time not to exceed five calendar days, as is necessary to effect the suspension.

**d. Employee's Answer.** Bona fide consideration must be given to any reply received. If the employee's reply raises doubts of the accuracy of the reasons, or the propriety of the action proposed, management should attempt to resolve such questions before reaching a decision on the proposed action. It is at this point in the proceedings that MSFC should determine whether the proposed action, under all

the circumstances is for such cause as will promote the efficiency of the service. When appropriate, the proposed action may be withdrawn or a less severe action than originally proposed may be substituted without issuing a new notice of proposed adverse action. The Center may not, however, substitute a more severe action than originally proposed, nor may it rely on reasons which were not stated in the initial notice. Such a change would require a new notice period.

e. **Notice of Adverse Decision.** The employee shall be notified of the adverse decision at the earliest date practical. The notice of decision shall be in writing, dated, and shall be delivered to the employee no later than 24 hours prior to the time the action will be made effective. The notice will contain the following information:

(1) **Nature of Action and Effective Date.** The notice of decision shall state the specific nature of action and the effective date.

(2) **Specific and Detailed Reasons.** The notice of decision must state which of the reasons:

(a) Were found sustained.

(b) Were not found sustained.

This may be accomplished either by repeating the reasons originally stated in the notice and with respect to each reason, stating whether each reason has been found to be sustained; or by identifying each reason to the specific reference number assigned in the advance notice of proposed action and stating the finding with respect to each.

(3) **Rights of Grievance.** For employees excluded from the bargaining units, the notice of decision must inform the employee of the right to file a grievance in accordance with NASA Grievance Procedures within 15 calendar days of the effective date. Bargaining unit employees may file a grievance in accordance with the appropriate negotiated grievance procedures.

## 7.509 WRITTEN REPRIMANDS

a. **Employees Covered.** Employees in the bargaining unit represented by the Marshall Engineers and Scientists Association (MESA) are not covered. Employees in the bargaining unit represented by the American Federation of Government Employees (AFGE) are not covered when there is a conflict between this instruction and the negotiated agreement. In such instances the agreement will take precedence for AFGE unit members.

b. **Discussion with Employee.** Before any action is taken against an employee, the management official having authority to issue a written reprimand shall make such inquiry or investigation as considered necessary to be reasonably sure of the facts in the case and shall hold an informal discussion with the employee. At the discussion the employee shall be advised of the reasons for considering disciplinary action and the employee shall be permitted to present his/her side of the case. The employee has the right to be represented by his/her union or other representative.

c. **Decision.** After full consideration of the facts, the management official will take one of the following actions:

(1) If the facts of the case do not support the allegation, the employee shall be notified orally of such decision and advised that the matter is considered closed.

(2) If the facts of the case support the allegation, but it is believed a written reprimand is not necessary to correct the situation, the matter may be concluded by a discussion with the employee. During the discussion the employee may be orally admonished and warned that in any future case stronger action may be required.

(3) If the facts of the case support the allegation, and a written reprimand is deemed sufficient to correct the situation, the employee shall be notified of the decision by a written reprimand.

(4) If the facts of the case support the allegation, but it is believed a letter of reprimand is not sufficient to correct the

situation, stronger formal disciplinary action may be proposed by an authorized management official.

d. **Content.** The letter of reprimand will contain, as a minimum, the following information:

- (1) References to the discussion held including the date, time and place.
- (2) Reasons for the reprimand, employee's explanation as given during the discussion, and conclusions.
- (3) The time limit for filing a grievance and where information can be obtained about grievance procedures.

**PART 7**

**PERSONNEL RELATIONS AND SERVICES**

**SUBPART 6 - GRIEVANCE AND APPEALS PROCEDURES**

The policy and procedures of NASA and MSFC regarding grievances are outlined in NASA Headquarters Handbook NHB 3771.2, NASA Grievance System Manual and applicable Negotiated Grievance Procedures. For additional information contact the Personnel Office.



**PART 7**  
**PERSONNEL RELATIONS AND SERVICES**

SUBPART 7 (RESERVED)



**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 8 - TERMINATION FOR PRE-APPOINTMENT AND  
POST-APPOINTMENT REASONS OF PROBATIONARY  
AND TRIAL PERIOD EMPLOYEES**

- 7.801. Purpose
- 7.802. Applicability
- 7.803. Authority
- 7.804. Termination for Pre-Appointment Reasons
- 7.805. Termination for Post-Appointment Reasons
- 7.806. Timing of Separation
- 7.807. Appeal Rights



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 8 - TERMINATION FOR PRE-APPOINTMENT AND POST-APPOINTMENT REASONS OF PROBATIONARY AND TRIAL PERIOD EMPLOYEES**

##### **7.801 PURPOSE**

This subpart establishes the policies, regulations and procedures for effecting termination of probationary and trial period employees.

##### **7.802 APPLICABILITY**

This subpart covers termination actions taken by MSFC management against probationary and trial period employees of MSFC.

##### **8.803 AUTHORITY (Only Applicable Parts of the Most Recent Edition Apply)**

Federal Personnel Manual, Chapter 315, Subchapter 8.

##### **7.804 TERMINATION FOR PRE-APPOINTMENT REASONS**

a. Termination action may be based in whole or in part on his/her conduct before employment (such as intentional falsification of application forms or other pre-appointment documents).

b. The employee is entitled to the following:

- (1) Advanced notice.
- (2) Specific and detailed statement of the reason(s) for the termination.
- (3) Right to reply in writing and submit affidavits in support of his/her reply.
- (4) Identity of the person or persons to receive reply.
- (5) A reasonable time to reply.
- (6) A decision.

(7) The specific basis upon which he/she can appeal to the Merit Systems Protection Board (MSPB).

### **7.805 TERMINATION FOR POST-APPOINTMENT REASONS**

a. Termination action may be based on deficiency in duty performance, lack of aptitude or cooperativeness, or undesirable suitability characteristics evidenced by his/her activities either during or outside official working hours.

b. The employee is entitled to the following:

(1) Notification in writing why he/she is being terminated and the effective date of the action.

(2) The specific basis upon which he/she can appeal to the MSPB.

### **7.806 TIMING OF SEPARATION**

The employee's separation must be effected before the employee has completed his/her probationary or trial period.

### **7.807 APPEAL RIGHTS**

An appeal of a termination for pre-appointment or post-appointment reasons must be filed with the MSPB no later than 20 calendar days after the separation has been effected.

**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 9 - CLEARANCE PROCEDURES**

- 7.901. General
- 7.902. Definition
- 7.903. Procedure - As Applicable



**PART 7****PERSONNEL RELATIONS AND SERVICES****SUBPART 9 - CLEARANCE PROCEDURES****7.901 GENERAL**

a. This subpart is applicable to employees involved in internal position changes (such as promotions, reassignments, change to lower grade, etc.) from one laboratory/office to another and employees leaving the Center by voluntary resignations, terminations, separations, transfers, LWOP, retirements, and details outside this Center. Failure to comply with clearance procedures prior to leaving the Center may delay the employee's final paycheck.

b. Voluntary resignations result from something which has motivated the employee to leave the Center. Often the reason is one for which there is no remedy, such as return to school, or acceptance of employment of a level or type not found at the installation. In many cases, however, it will be found that employees who represent a large investment in training and are urgently needed wish to leave because of disagreement with supervisor, lack of consideration for advancement, or failure to receive other expected rewards and opportunities. It is important that these reasons be thoroughly explored to prevent unnecessary and costly turnover.

**7.902 DEFINITION**

Controlled items are (1) keys, property, classified documents and other items which must be signed for by an individual; or (2) ADP programs, documentation, tapes, data in machine readable form, magnetic disks or diskettes, proprietary software, tape cassettes, and other ADP hardware or software used by specified individuals; and which if lost or allowed to be used by or made available to unauthorized personnel, could cause embarrassment to, or create a compromising situation with, a Government function or operation.

**7.903 PROCEDURE - AS APPLICABLE**

a. Upon receipt of notice from an employee of intention to voluntarily resign, the supervisor will thoroughly discuss the situation with the

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employee to determine whether the employee has carefully weighed the decision or whether some other action might be appropriate under the circumstances. When it is certain that resignation is unavoidable, the supervisor will contact the Personnel Office and arrangements will be made for the employee's exit interview.

b. Not less than one day prior to the last day of duty the administrative office will give the employee three copies of MSFC Form 383 after taking the following action:

(1) For internal changes, mark N/A in the "Cleared" column for Item 5 and Items 10 thru 17.

(2) Clear by telephone all items except Item 1 (Registered Documents and Classified Material), Item 2 (The Clearing Individual's Property Manager), Item 3 (Government Property), Item 16 (Financial Obligations), and Item 17 (Security) if applicable to the type action. Sign in the designated space for all cleared items.

(3) Have the employee who is leaving the Center complete one copy of MSFC Form 1754 (Disposition of Pay Check) or one copy of SF-1199A (Request by Employees for Payment of Salaries or Wages by Credit to Account at a Financial Institution) and take it to the Center Comptroller. One of the two forms is required.

(4) Instruct the employee to take all three copies of the completed MSFC Form 383 to the Personnel Office.

(5) To clear employees who are deceased, ill or located off-site, prepare and process the MSFC Form 383. (MSFC Form 1754 or SF-1199A will be completed for ill or off-site employees.) A memorandum explaining why the forms were not signed will be forwarded with the forms.

c. Clearance procedures with the various organizational elements are the responsibility of the respective elements; however, the following are provided for assistance and guidance:

(1) When an employee leaves the Center or is changed to a position not requiring property and he/she is charged with property, that property must be turned in, transferred to another person or appropriate adjustments made with the Management Operations Office and the organization property manager.

(2) If the employee has used MSFC controlled ADP hardware and/or software as defined above, clearance must be completed in person with the Computer Services Office, and a certification statement concerning disposition of such materials completed for that office.

(3) Clearance of travel advances, obligated service agreements and payroll must be evidenced by signature of a representative of the Center Comptroller. If there is an obligated service agreement as evidenced by appropriate checks in Items 13, 14, and 15 of MSFC Form 383, arrangements for repayment must be made at time of clearance by the Center Comptroller's representative.

(4) If the employee has authorized payroll deductions to purchase U.S. Savings Bonds and the remaining balance is less than the amount necessary to purchase the bond authorized, he/she may authorize additional deduction or make a cash payment to complete the purchase or request refund of the remaining balance.

(5) If the employee is covered by the NASA Employees' Benefit Association group life or travel accident insurance plan, the employee will be referred to the Secretary-Treasurer of the Association.

(6) Employees leaving the Center must turn in their badge-identification card and car decals to the Security Division and complete NASA Form 839 (Security Termination Statement). The Security Division will provide NASA Form 839 and retain it in the individual's security file. Employees must process through their assigned key custodian to return Center keys.

(7) After appropriate clearance is obtained from all offices listed on the MSFC Form 383, the employee will take both copies to the Personnel Office.

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(8) If an eligible employee desires to withdraw retirement deductions, the employee will sign a Standard Form 2802 (Application for Refund of Retirement Deductions) and the Personnel Office will complete the form.

(9) If an employee transfers to another Government agency, the Personnel Office will process the necessary documents for continuation of the employee's Federal Employees' Group Life Insurance (FEGLI) and Federal Employees' Health Benefits (FEHB) coverages, as applicable.

(10) The Personnel Office will forward one copy of the MSFC Form 383 to the Payroll Office, retain one copy for the employee's official personnel folder, and provide one copy to the employee.

**PART 7  
PERSONNEL RELATIONS AND SERVICES**

**SUBPART 10 - POLITICAL ACTIVITY**

- 7.1001. Purpose
- 7.1002. Prohibition Against Political Activity
- 7.1003. Coverage
- 7.1004. Penalty
- 7.1005. Individual Responsibility
- 7.1006. Activity Through Another Person
- 7.1007. Voting Leave
- 7.1008. Supervisory Responsibility



**PART 7****PERSONNEL RELATIONS AND SERVICES****SUBPART 10 - POLITICAL ACTIVITY****7.1001 PURPOSE**

To emphasize and implement Chapter 773 of the Federal Personnel Manual, as related to political activity of Federal employees.

**7.1002 PROHIBITION AGAINST POLITICAL ACTIVITY**

The Hatch Act and Civil Service Rule IV place certain restrictions on the political activities of Federal employees. These provisions prohibit the using of official authority or influence for the purpose of interfering with an election or affecting its results or taking an active part in political management or in political campaigns. Both the Hatch Act and Civil Service Rule IV specifically reserve to all persons affected the right to vote as they choose and to express their opinions on all political subjects and candidates and to exercise this right free from interference, solicitation, or dictation by a fellow employee or superior officer or any other person. The following subparagraphs contain ruling as to the legality of participation in some of the most common activities connected with political campaigns and elections. This listing is not all inclusive, and the fact that an activity is not discussed below does not necessarily mean that it is permitted.

a. **Conventions.** An employee may not be a candidate for or serve as a delegate, alternate, or proxy in any political convention or serve as an officer or employee thereof. He/she may, however, attend as a spectator; but must not take any part in the deliberation or proceedings of any committee, and must not make any public display of partisanship or obtrusive demonstration or interference.

b. **Primaries - Caucuses.** An employee may attend a primary meeting, mass convention, caucus, and the like, and may cast a vote on any question presented; but may not pass this point in participating in the deliberations. The employee may not act as an officer of the meeting,

convention, or caucus; nor address, make motions, prepare or assist in preparing resolutions, assume to represent others, or take any prominent part therein.

c. **Meetings or Rallies.** An employee may not render service in preparing for, organizing, or conducting a political meeting or rally, addressing such a meeting or taking any part therein except as a spectator.

d. **Committees.** An employee may not hold an office of precinct committeeperson, ward committeeperson, etc., or serve on or for any committee of a political party organization. An employee may attend as a spectator any meeting of a political committee to which the general public is invited but must refrain from activity as indicated in the preceding subparagraphs.

e. **Clubs and Organizations.**

(1) An employee may be a member of a political club and vote on questions presented but may not take an active part in its management or affairs, and may not represent other members or attempt to influence them by actions or utterances. An employee may not be active in organizing such a club, be an officer of the club or member or officer of any of its committees, or act as such, or address a political club.

(2) An employee may be a member of a labor union where the organization is nonpartisan in character and has as its primary object improvement in the conditions of labor of its members and other matters related to their individual welfare. An employee may render service on matters concerned solely with organization and management of a union of Federal employees. A Federal employee who engages in prohibited political activity under the direction or suggestion of a union local, however, will be held personally accountable irrespective of whether he/she is acting as an individual or as a member of a group, including a union local.

(3) An employee may not be a member of a party or organization advocating the overthrow of the

Government of the United States or asserting the right to strike against the Government of the United States.

(4) An employee may hold office in organizations established for social betterment. If, however, activities or the organizations take on a character of partisan political activity, employees who become members or officers must take the responsibility for seeing that the activities in which they engage do not become political in character.

f. **Civic Organizations and Citizens' Associations.** An employee may be active in organizations having for their primary objective the promotion of good government of the local civic welfare, providing such activities have no connection with the campaigns of particular candidates or parties.

g. **Contributions.** An employee may make voluntary contributions to a regularly constituted political organization for its general expenditures subject to the \$5,000 limitation on amount of contributions prescribed by section 13 of the Hatch Act, provided the contribution is not made in a Federal Building or to some other employee who is not prohibited by Federal law from accepting contributions. An employee may not solicit, collect, receive, disburse, or otherwise handle contributions made for political purposes. A Federal administrative official may not furnish a list of personnel and their addresses for the purpose of political solicitation.

h. **Petitions.** An employee may sign petitions, including nominating petitions, as an individual without reference to his/her connection with the Government, but may not initiate them or canvass for the signature of others if such petitions are identified with political management or political campaigns. An employee may exercise the right as an individual to sign a petition favoring a candidate for office, but may not do so as a Government employee or as a member of a group or association of Government employees.

i. **Expression of Opinions.** Although an employee has the right to express an opinion on all political subjects and candidates, he/she may not express the opinion in such a way as to constitute taking an active part in political management or in political campaigns.

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j. **Publishing or Writing for Newspapers.** An employee may not write for publication or publish any letter or article, signed or unsigned, in favor of or against any political party, candidate, or faction. An employee who writes such a letter or article is responsible for any use that may be made of it whether or not he/she gives consent to such use. An employee may not publish or be connected editorially or managerially with any newspaper generally known as partisan from a political standpoint.

k. **Badges, Buttons, Pictures and Stickers.** An employee may not distribute campaign literature, badges, or buttons. He/she may wear a political badge or button, or display political posters or pictures in the windows of his/her home or automobile (except where forbidden by local ordinance). It is regarded as inappropriate, however, for a public servant to make a partisan display of any kind while on duty conducting the public business.

l. **Parades.** An employee may not participate in or help organize a political parade. He/she may, however, take part in parades or rallies as a member of a band or orchestra if such band or orchestra is generally available for hire as a musical organization.

m. **Activity at the Polls and for Candidates.** An employee must avoid any official activity at primary and regular elections. He/she may not solicit votes, assist voters to mark ballots, help to get out the voters on registration and election days, act as the accredited checker, watcher, or challenger of any party or faction, or any other partisan political activities at the polls. He/she may not transport voters to the polls, other than members of his/her immediate family, or candidates on canvassing tours, whether for pay or gratuitously. The foregoing provisions do not apply if the election in question is covered by the exceptions described in subparagraph 7.1002.o. below.

n. **Election Officer.** An employee may serve as an election officer if appointed or paid by a state or political subdivision, provided the discharge of duties of the office is in an impartial manner. He/she may not become a candidate for the office in

a partisan election, nor while serving as an election officer, engage in, or become involved in activities on behalf of a political party or candidate.

**o. Candidacy for Public Elective Office.** An employee may not be a candidate for nomination or for election to a National, State, county or municipal office. This prohibition against political activity extends not merely to formal announcement of candidacy but also to the preliminaries leading to such announcement and to canvassing or soliciting support or doing or permitting to be done any act in furtherance of candidacy. An employee may not solicit others to become candidates for nomination or for election to such an office. For exceptions, see subparagraph 7.1002.p. below.

**p. Nonpartisan Political Activity.** An employee may take an active part in political management and political campaigns in connection with:

(1) Any election and the preceding campaign providing partisan politics does not enter the campaign or election.

(2) Any question which is not specifically identified with any National or State political party, including questions relating to constitutional amendments, referendums, approval of municipal ordinances, and others of a similar character.

An employee may not, however, use official authority or influence for the purpose of interfering with an election or affecting its results.

### **7.1003 COVERAGE**

Unless specifically exempted by statute, the restrictions on political activity apply to any person employed in the executive branch of the Federal Government, or any agency or department thereof.

a. Generally, an employee is subject to these restrictions while on leave with pay, leave without pay, or furlough if subject to them while on active duty. An employee is not covered, however, by political activity restrictions during the period covered by lump-sum payment of leave.

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b. A person who is employed by the Federal Government on a part-time and intermittent basis and whose Federal employment does not occupy a substantial portion of time and is not the principal means of livelihood is subject to the political activities restrictions only while in an active-duty status. That person may be a candidate for public elective office provided he/she does not engage in political activity on any day in which he/she works as a Federal employee.

#### **7.1004 PENALTY**

Generally, any employee who violates the restrictions imposed by Section 9a. of the Hatch Act and Section 4.1 of Civil Service Rule IV must be immediately removed from his/her position and cannot be reemployed in any position the salary or compensation of which is payable under the same appropriation as the position from which removed. If, however, the Office of Personnel Management (OPM) determined that the violation does not warrant removal, a lesser penalty of not less than a 30-day suspension may be imposed.

#### **7.1005 INDIVIDUAL RESPONSIBILITY**

a. Each employee is responsible for refraining from prohibited political activity. The employee is presumed to be acquainted with the legal provisions applicable, and ignorance of them will not excuse a violation. If in doubt as to whether any particular activity is prohibited, the employee should contact his/her Personnel Management Specialist or present the matter in writing to the Office of Personnel Management, Washington, D.C., 20415, before engaging in the activity.

b. It is the duty of any person having knowledge of a violation of any of the provisions prohibiting political activity to submit the facts to the Office of Personnel Management, Washington, D.C. 20415.

#### **7.1006 ACTIVITY THROUGH ANOTHER PERSON**

Any political activity that is prohibited in the case of an employee acting independently is also prohibited in the case of an employee action in open or secret cooperation with others. Whatever the employee may not do directly or personally, he/she may not do indirectly or through an agent, officer, or employee chosen by him/her or subject to his/her control. Employees are therefore accountable for political

activity by persons other than themselves, including wives or husbands if, in fact, the employees are thus accomplishing by collusion and indirection what they may not lawfully do directly and openly. Political activity, in fact, regardless of the methods or means used by the employee, constitutes the violation. This does not mean that an employee's husband or wife may not engage in politics independently, upon his or her own initiative, and in his or her own behalf.

**7.1007 VOTING LEAVE**

The attention of supervisors and employees is also directed to the provisions concerning voting leave. Supervisors will be responsible for approving time off for voting purposes in accordance with current MSFC Administrative Regulations and Procedures.

**7.1008 SUPERVISORY RESPONSIBILITY**

Each supervisor will insure that all individuals under his/her supervision have read this subpart. Additionally, each supervisor must insure that this subpart is brought to the attention of each employee at least once annually.



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 11 - OUTSIDE EMPLOYMENT**

The policy and procedures of NASA and MSFC regarding outside employment activities of employees are outlined in NASA Handbook, NHB 1900.1, Standards of Conduct for NASA Employees. Copies of this handbook are given to all employees and are permanently posted on all official bulletin boards.

Requests from MSFC key officials for administrative approval of outside employment activities will be submitted in accordance with NMI 1900.5.

Requests from other MSFC employees for administrative approval of outside employment activities will be submitted by memorandum through supervisory channels to the Director, Personnel Office, who will approve or disapprove the request.

It is the responsibility of supervisors to assure that the policy and procedures regarding outside employment are brought to the attention of those supervised.

The Personnel Office is responsible for bringing the provisions of NHB 1900.1 to the attention of new and prospective employees.



**PART 7**

**PERSONNEL RELATIONS AND SERVICES**

**SUBPART 12 - FINANCIAL INTERESTS AND INVESTMENTS**

The NASA policy regarding personal employment and financial interests as they relate to the discharge of official responsibilities is set forth in NASA Headquarters Handbook, NHB 1900.1, Standards of Conduct for NASA Employees. Copies of this handbook have been distributed to all employees and are permanently posted on all official bulletin boards.

It is the responsibility of supervisors to assure that this policy is brought to the attention of those they supervise.

The Personnel Office is responsible for bringing this policy to the attention of new and prospective employees.



## **PART 7**

### **PERSONNEL RELATIONS AND SERVICES**

#### **SUBPART 13 - FINANCIAL OBLIGATIONS**

All employees of the George C. Marshall Space Flight Center are required to conduct their personal financial business in such a way that no discredit will be reflected upon the Center. The Center will not determine the validity of contested debts. Creditors and collectors who make contact for the purpose of presenting or collecting claims will be denied access to employees during working hours. Although the Center will not permit itself to be used as a collection agency, it will not consider as a desirable employee one who contracts a debt and then without sufficient excuse fails to make and adhere to satisfactory arrangements for settlement of the debt. Such action on the part of an employee will constitute grounds for official reprimand, suspension, or removal.

A complaint of nonpayment must show the particular article purchased, efforts made to collect, the date purchase was made, the price charged, items of purchase and the date of payment, if any. Similarly, detailed information must be submitted regarding loans or other indebtedness.

Upon receipt of a complaint of nonpayment, the Personnel Office will request the employee to furnish a written statement relative to the justness of the complaint and his/her intention in regard to payment. If the indebtedness is acknowledged, the employee will be expected to pay as agreed within a reasonable length of time. In judging the merits of individual cases, priority should be given to the primary necessities of life, such as food, shelter, fuel, clothing, and medical attention. The Personnel Office will acknowledge the complainant's letter by giving the employee's reason for nonpayment and his/her intention regarding payment.

The complaint, together with the statement of the employee, will be filed in the employee's suitability file.

It is established policy of the Federal Government, as an employer, to cooperate to the fullest extent practical with the Federal, State, and local tax authorities in the administration of all tax laws. Taxes are a responsibility which every citizen should meet in accordance with the laws of the jurisdiction in which he/she resides or works. Therefore, the same standards which apply to commercial financial obligations of employees will be applicable to delinquent tax obligations.

The National Aeronautics and Space Administration cooperates with the Director of Internal Revenue in the administration of Federal tax laws. The salaries and wages of employees are subject to levy for delinquent Federal taxes.



**PART 7**

**PERSONNEL RELATIONS AND SERVICES**

**SUBPART 14 - NASA PROGRAM FOR A DRUG-FREE WORKPLACE**

- 7.1401. General
- 7.1402. Employee Assistance Program (EAP)
- 7.1403. Administrative Actions
- 7.1404. Testing Designated Positions (TDP'S)
- 7.1405. Reference



**PART 7****PERSONNEL RELATIONS AND SERVICES****SUBPART 14 - NASA PROGRAM FOR A DRUG-FREE WORKPLACE****7.1401 GENERAL**

On January 5, 1990, NASA implemented a comprehensive program to eliminate illegal drug use from the workplace, in support of Executive Order 12564, Drug-Free Federal Workplace. While the NASA program provides for some drug testing as a deterrent to illegal drug use, the Agency emphasizes education and training as the most effective means of ensuring a continuing drug-free workplace.

**7.1402 EMPLOYEE ASSISTANCE PROGRAM**

NASA recognizes that drug abuse is debilitating and prolonged drug abuse makes it progressively more difficult for the individual to refrain from drug use. NASA, therefore, will continue to extend a helping hand to any employee who may be experiencing a problem related to drug use by encouraging the employee to take advantage of the currently existing services provided by the NASA Employee Assistance Program (EAP). Our EAP provides counseling and referral services to help individuals overcome personal concerns such as emotional problems, drug use and alcoholism. Such self referrals to the EAP will remain strictly confidential.

**7.1403 ADMINISTRATIVE ACTIONS**

Under NASA's Drug-Free Workplace Program, no employee will be disciplined (e.g., reprimanded, suspended, removed) for illegal drug use if the employee voluntarily requests help (prior to having been determined to use illegal drugs by other means), successfully completes counseling or rehabilitation, and thereafter, refrains from future use of illegal drugs.

**7.1404 TESTING DESIGNATED POSITIONS (TDP's)**

Marshall Center employees who occupy "sensitive" positions as defined in the NASA Drug-Free Workplace Program and determined by NASA management will be subject to random testing. Employees who occupy testing designated positions will receive individual notice that they are subject to random testing at least thirty days prior to undergoing random testing. Accident and reasonable suspicion testing can occur without notice.

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In all cases, testing will be conducted in accordance with the mandatory guidelines for federal workplace drug testing programs issued by the U. S. Department of Health and Human Services. Voluntary testing is available for employees who wish to participate but whose positions have not been designated for random testing.

**7.1405 REFERENCE**

Additional information about the NASA Program for a Drug-Free Workplace is available in NMI 3792.3, "NASA Plan For A Drug-Free Workplace."

**PART 8**

**INSURANCE AND ANNUITIES**

- Subpart 1 - Federal Employees' Group Life Insurance (FEGLI)
- Subpart 2 - Civil Service Retirement System (CSRS)
- Subpart 3 - Federal Employees' Health Benefits Program
- Subpart 4 - NASA Employees' Benefit Association (NEBA)
- Subpart 5 - Federal Employees' Retirement System (FERS)
- Subpart 6 - Offset Retirement



**PART 8**

**INSURANCE ANNUITIES**

**SUBPART 1 - FEDERAL EMPLOYEES' GROUP LIFE INSURANCE**

8.101 The Federal Personnel Manual Supplement 870-1 outlines policy and procedures for the Federal Employees' Group Life Insurance Program. For specific information contact the Personnel Management Specialist serving your organization.



**PART 8**

**INSURANCE AND ANNUITIES**

**SUBPART 2 - CIVIL SERVICE RETIREMENT SYSTEM (CSRS)**

8.201 The Federal Personnel Manual Supplement 831-1 outlines policy and procedures for the Civil Service Retirement System. The following is a synopsis of the Civil Service Retirement System (CSRS).

a. Eligibility Requirements For Optional Retirement

- (1) 55 years of age with 30 years Federal Service.
- (2) 60 years of age with 20 years Federal Service.
- (3) 62 years of age with 5 years Federal Service.

b. Contributions - 7% of basic salary

c. Refunds - Separated employee may request refund of contributions to Retirement System (31 days after separation or transfer to non-covered employment).

d. Benefits - Derived from a percentage based on length of service and an average of highest three consecutive years of salary.



**PART 8**

**INSURANCE AND ANNUITIES**

**SUBPART 3 - FEDERAL EMPLOYEES' HEALTH BENEFITS PROGRAM**

8.301 The Federal Personal Manual Supplement 890-1 outlines policy and procedures for the Federal Employee's Health Benefits Program. For specific information contact the Personnel Management Specialist serving your organization.



**PART 8**

**INSURANCE AND ANNUITIES**

**SUBPART 4 - NASA EMPLOYEES' BENEFIT ASSOCIATION**



**PART 8****INSURANCE AND ANNUITIES****SUBPART 5 - FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS)**

The Federal Personnel Manual Supplement 842-1 outlines policy and procedures for the Federal Employees' Retirement System. The following is a synopsis of the Federal Employees' Retirement System.

## a. Eligibility Requirements

- (1) 62 years of age with 5 years Federal service
- (2) A minimum retirement age with 10 years Federal service

**Minimum Retirement Age Schedule (MRA)**

<u>Born in</u>	<u>MRA</u>
Before 1948	55 years
1948	55 yrs, 2 mos.
1949	55 yrs, 4 mos.
1950	55 yrs, 6 mos.
1951	55 yrs, 8 mos.
1952	55 yrs, 10 mos.
1953 to	
1964	56 years
1965	56 yrs, 2 mos.
1966	56 yrs, 4 mos.
1967	56 yrs, 6 mos.
1968	56 yrs, 8 mos.
1969	56 yrs, 10 mos.
AFTER 1969	57 years

b. Retirement with Social Security equivalent supplement until age 62.

c. Combination of FERS and Social Security benefits at age 62.

d. The Thrift Savings Plan provides an opportunity to save money on a tax deferred basis, supplementing annuity benefits from the basic FERS and Social Security. There is a 1% contribution from the Agency and additional matching contributions based on contributions from employee (optional).



## **PART 8**

### **INSURANCE AND ANNUITIES**

#### **SUBPART 6 - OFFSET RETIREMENT**

Offset retirement covers employees with 5 or more years of service under the Civil Service Retirement System (CSRS) performed prior to 01/01/87, a break in Federal service exceeding one year, and were rehired following that break in service after December 31, 1983.

a. Contributions amount to the current FICA tax rate (as of 01/01/91 7.65%) plus .8% retirement contribution. The percentage equal to the amount of FICA tax is transferred to the Social Security Administration and the Social Security Trust Fund.

b. The benefits are the same CSRS benefits as other CSRS employees reduced by the amount of any Social Security benefits attributable to Federal service that was covered by Social Security as result of Social Security Amendments of 1983.

c. Eligibility

- (1) 55 years of age with 30 years Federal service.
- (2) 60 years of age with 20 years Federal service.
- (3) 62 years of age with 5 years Federal service.
- (4) Social Security at 62.