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NASA
Procedural
Requirements

NPR 3752.1
Effective Date: May 07, 1999
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COMPLIANCE IS MANDATORY

Disciplinary and Adverse Actions (Revalidated w/Change 1 05/05/2006)

Responsible Office: Office of Human Capital Management

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Change Log

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Change #	Date	Description
1	05/05/2006	Revalidated with administrative changes made to correct office titles, officials' names, authorities, and references.

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Effective Date: May 7, 1999

Preface

P.1. Purpose

Each NASA employee has an opportunity and responsibility to contribute to the development of NASA, the achievement of our mission and goals, and the satisfaction of our customers. Officials-in-Charge of Headquarters Offices and NASA Center Directors have the authority, subject to applicable law and regulations, to reprimand, suspend, reduce in grade or pay, remove, or otherwise separate an employee under their supervision for cause and to furlough for 30 days or less.

This NPR provides Agency direction, which should be used in conjunction with the referenced statutory and regulatory requirements. Center Personnel Offices should be consulted for further information and guidance.

P.2. Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

P.3. Authority

- a. 5 U.S.C. Part III, Subpart F, Chapter 75, Adverse Actions.
- b. 5 CFR 752, Adverse Actions.

P.4. References

NPD 3000.1, Management of Human Resources.

P.5. Cancellation

None.

Revalidated May 5, 2006, original signed by

/s/ Vicki A. Novak
Associate Administrator for
Human Capital Management

Distribution:

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Chapter 1. Responsibility

1.1. Officials-in-Charge of Headquarters Offices and NASA Center Directors are responsible for determining and initiating appropriate disciplinary or corrective action in individual cases for employees under their supervision. This authority may be redelegated as follows:

- a. Warnings, reprimands, and removal of probationary employees -- to the first-level supervisor.
- b. Proposals for suspension, reduction in grade or pay, removal, or other separations for cause -- to the first-level supervisor.
- c. Decisions for suspension, reduction in grade or pay, removal, or other separations for cause -- one level above those with authority to propose.
- d. Decision for furloughs of 30 days or less (for all NASA employees, including members of the Senior Executive Service, NASA Excepted, and those at GS-16 and above) -- one official at each Center and the Head of a Component Facility.

1.2. Exception to the above -- The Administrator and Center Directors may both propose and make decision on actions listed in paragraph 1.1.

Chapter 2. Requirement

Written proposals and decisions must be coordinated with the Center's Human Resources Office before being issued to an employee.