

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



September 9, 2004

NM 1800-9
SERVED ITS PURPOSE

TO: Officials-In-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Deputy Administrator

SUBJECT: Notification of Lost-Time Injuries, Illnesses, and Mishaps

NASA requires the continuing dedication, effort, and support of each member of the NASA family in order to carry out its mission to implement the Vision for Space Exploration. Our deep and abiding concern for the well-being of our entire family does not cease at the end of the workday, but instead extends to every facet of our lives. Although we clearly recognize the right of each person to his or her privacy, safety of our family members – even when not on duty – remains a concern.

We recognize that any lost-time injury or illness directly impacts the NASA mission and the well-being of us all. Safety is one of NASA's core values. Our culture of safety permeates our lives and leads us to support each other, especially in times of personal crisis and need. Our interest is in promoting safety both on and off duty and in offering assistance to members of the NASA family who may need help in times of personal crisis, and we take this obligation seriously.

Effective immediately, Center Directors will make telephonic reports on the following situations within 24 hours of their occurrence:

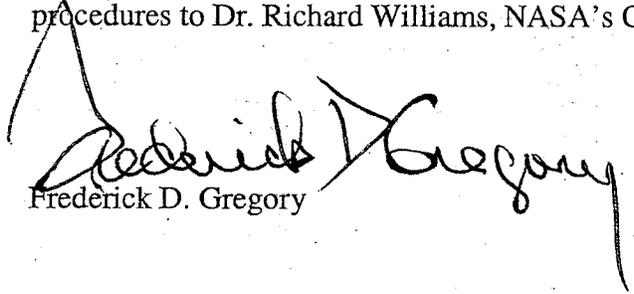
- All Type A, B, or C mishaps involving a NASA lost-time injury/illness (any nonfatal injury that causes loss of time from work beyond the day or shift during which it occurred; or a nonfatal illness or that causes disability at any time);
- Any non-occupationally-related fatality, such as sudden cardiac death, of a NASA civil servant employee or resident contractor employee that occurs onsite (resident contractor employees are those whose primary place of business is at a NASA facility of any type); and

Any fatality or serious injury/illness of a NASA civil servant employee or resident contractor that does not occur on a NASA facility when it becomes known. (In these instances, reporting is voluntary on the part of the Family member or next of kin and this fact should be made clear.)

Finally, Center Directors shall develop and implement local procedures for assisting NASA family members in crisis that include, but are not limited to, the following:

- Providing immediate notification of the next of kin for mishaps and onsite non-occupational fatalities;
- Providing timely and accurate information to the family concerning available employee benefits such as extended sick leave, disability, etc.;
- Ensuring the availability of a trained NASA civil servant employee designated to communicate with the next of kin in such cases.
- Acting at the request and on behalf of the Family member or next of kin to initiate the use of the NASA Family Assistance Fund (NFAF):
 - NFAF, in cooperation with the Federal Employees Education and Assistance Fund (FEEA), is available to help meet the unforeseen medical, financial, and educational needs of NASA employees. (NFAF and FEEA work closely in concert to support all members of the NASA family.)
 - Upon the request of a NASA employee or next of kin, the Center Assistance Counselor will contact the NFAF and FEEA's Washington Representative, Robyn Kehoe, to request assistance at 1-800-323-4140 or 202.708.4909.
 - FEEA can assist with immediate financial needs, such as funeral expenses, medical expenses, and short-term financial hardships. Gwendolyn Sykes, the current NFAF Chair, can be reached at 202-358-0978.

You are invited to address any questions and provide feedback on processes and procedures to Dr. Richard Williams, NASA's Chief Health and Medical Officer.



Frederick D. Gregory

Officials-in-Charge of Headquarters Offices

Deputy Administrator/Mr. Gregory

- Executive Officer, Integrated Financial Management Program/Mr. Ciganer

Associate Deputy Administrator for Systems Integration/Ms. Kicza

Chief of Staff/Mr. Schumacher

- White House Liaison/Mr. Jeziarski

Chief Scientist/Dr. Grunsfeld

Chief Health and Medical Officer/Dr. Williams

Director of Advanced Planning/Dr. Elachi

Chief of Safety and Mission Assurance/Mr. O'Connor

Chief Education Officer/Dr. Loston

Inspector General/Mr. Cobb

Associate Administrator for Exploration Systems Mission Directorate/Adm. Steidle

Associate Administrator for Space Operations Mission Directorate/Mr. Readdy

Associate Administrator for Science Mission Directorate/Mr. Diaz

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Lebacqz

Chief Financial Officer/Ms. Sykes

- Office of Procurement/Mr. Luedtke
- Office of Small and Disadvantaged Business Utilization/Mr. Thomas

Chief Information Officer/Ms. Dunnington

Chief Engineer/Mr. Bradley

Associate Administrator for Institutions and Management/Mr. Jennings

- Office of Human Capital Management/Ms. Novak
- Office of Infrastructure, Management, and Headquarters Operations/Mr. Sutton
- Office of Diversity and Equal Opportunity/Dr. Hayden-Watkins
- Office of Security and Program Protection/Mr. Saleeba

General Counsel/Mr. Wholley

Chief of Strategic Communications/Dr. Burns

- Office of Public Affairs/Mr. Mahone
- Office of Legislative Affairs/Mr. Forsgren
- Office of External Relations/Mr. O'Brien

Directors, NASA Centers

Ames Research Center/Mr. Hubbard

Dryden Flight Research Center/Mr. Petersen

Glenn Research Center/Dr. Earls

Goddard Space Flight Center/Dr. Weiler

Jet Propulsion Laboratory/Dr. Elachi

Johnson Space Center/Gen. Howell

Kennedy Space Center/Mr. Kennedy

Langley Research Center/Gen. Bridges

Marshall Space Flight Center/Mr. King

Stennis Space Center/Adm. Donaldson