

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001

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Reply to Attn of: Office of Diversity and Equal Opportunity

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

FROM: Assistant Administrator for Diversity and Equal Opportunity

SUBJECT: Agency Anti-Harassment Procedures Implementation Guide and
Frequently Asked Questions

The Office of Diversity and Equal Opportunity (ODEO) is pleased to provide the enclosed documents: "NASA Anti-Harassment Procedures: An Implementation Guide," and "Frequently Asked Questions (FAQs) on NASA Anti-Harassment Policy and Procedures."

ODEO provides these documents as part of its continuing efforts under NASA Procedural Requirements (NPR) 3713.3, Anti-Harassment Procedures (also enclosed), to provide guidance and technical assistance to the NASA Centers on Agency policy for handling allegations of harassing conduct. The Implementation Guide is specifically designed to provide guidance to Center Anti-Harassment Coordinators and others with roles and responsibilities under the NPR, such as designated Fact-Finders.

The FAQs is designed as a user-friendly resource for all managers, supervisors, and employees to learn more about the Agency's anti-harassment process, and will be posted on the ODEO web site. ODEO requests that Center Anti-Harassment Coordinators and their strategic partners, such as Human Resources, and Equal Opportunity Offices, work together to ensure wide dissemination of the FAQs among Center employees.

We also wish to inform you that ODEO will soon deploy both on-line and classroom-based education and awareness opportunities on the anti-harassment process. For example, ODEO is planning a two day, classroom-based training at NASA Headquarters to take place in the early to mid-May timeframe. This training is designed for Center Anti-Harassment Coordinators and designated Fact-Finders, and Center staff with advisory roles and responsibilities in the process, such as representatives from Equal Opportunity, Human Resources, and Chief Counsels' offices.

Any questions regarding the Implementation Guide or the FAQs should be directed to David Chambers, who is currently acting as the Agency Anti-Harassment Coordinator, or to Richard Torres-Estrada, acting as backup.

Mr. Chambers may be reached on 202-358-2128 or david.r.chambers@nasa.gov or
Mr. Torres-Estrada at 202-358-2294 or at richard.torres-estrada@nasa.gov.


Brenda R. Manuel

Enclosures

cc:

Center Anti-Harassment Coordinators

Chief Counsels

EO Directors and Diversity Managers

HR Directors

Officials-in-Charge of Headquarters Offices

Administrator/Mr. Bolden

Deputy Administrator/Ms. Garver

Associate Administrator/Mr. Scolese

Chief of Staff/Mr. Whitesides

Associate Deputy Administrator/Mr. Scales

Assistant Associate Administrator/Ms. Johnson

Deputy Chief of Staff and White House Liaison/Mr. Noble

Chief Financial Officer/Dr. Robinson

Chief Information Officer/Ms. Cureton

Chief Engineer/Dr. Ryschkewitsch

Chief Health and Medical Officer/Dr. Williams

Chief Safety and Mission Assurance/Mr. O'Connor

Chief Scientist/Vacant

Chief Technologist/Dr. Braun

- Director, Innovative Partnerships Program Office/Mr. Comstock

General Counsel/Mr. Wholley

Inspector General/Mr. Martin

Associate Administrator for Communications/Mr. Jacobs (Acting)

Associate Administrator for Diversity and Equal Opportunity/Ms. Manuel

Associate Administrator for Education/Dr. Winterton

Associate Administrator for Independent Program and Cost Evaluation/Dr. Hawes

Associate Administrator for International and Interagency Relations/Mr. O'Brien

Associate Administrator for Legislative and Intergovernmental Affairs/Mr. Statler

Associate Administrator for Small Business Programs/Mr. Delgado

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin

Associate Administrator for Exploration Systems Mission Directorate/Mr. Cooke

Associate Administrator for Science Mission Directorate/Dr. Weiler

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Associate Administrator for Mission Support Directorate/Dr. Whitlow

- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure/Ms. Dominguez
- Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
- Assistant Administrator for Procurement/Mr. McNally
- Assistant Administrator for Protective Services/Mr. Forsythe
- Director, Office of Program and Institutional Integration/Mr. Keegan
- Executive Director, Headquarters Operations/Mr. Jedrey
- Executive Director, NSSC/Mr. Arbuthnot

Directors, NASA Centers

Ames Research Center/Dr. Worden

Dryden Flight Research Center/Mr. McBride

Glenn Research Center/Mr. Lugo (Acting)

Goddard Space Flight Center/Mr. Strain
Jet Propulsion Laboratory/Dr. Elachi
Johnson Space Center/Mr. Coats
Kennedy Space Center/Mr. Cabana
Langley Research Center/Ms. Roe
Marshall Space Flight Center/Mr. Lightfoot
Stennis Space Center/Mr. Scheuermann

cc:

Center Anti-Harassment Coordinators

Ames Research Center/Ms. Blake
Dryden Flight Research Center/Ms. Eliason
Glenn Research Center/Ms. Arnold
Goddard Space Flight Center/Mr. Watson
Headquarters/Ms. Coles
Johnson Space Center/Ms. Saunders
Kennedy Space Center/Mr. Hattaway
Langley Research Center/Ms. Sellars
Marshall Space Flight Center/Dr. McConnaughey
Stennis Space Center/Ms/ Larson

Managers, Equal Opportunity and Diversity, NASA Centers

Ames Research Center/Ms. Blake
Dryden Flight Research Center/Ms. Eliason
Glenn Research Center/Ms. Batts
Goddard Space Flight Center/Ms. Hill
Headquarters/Ms. Phillips
Johnson Space Center/Ms. Urbanski
Kennedy Space Center/Ms. Gillam
Langley Research Center/Ms. Sellars
Marshall Space Flight Center/Ms. Robinson
Stennis Space Center/Ms. Larson

Goddard Space Flight Center/Diversity Manager/Ms. Wong

Chief Counsels, NASA Centers

Ames Research Center/Mr. Berndt
Dryden Flight Research Center/Mr. Samuels
Glenn Research Center/Mr. Sikora
Goddard Space Flight Center/Mr. Stephens
Headquarters/Mr. Falcon
Johnson Space Center/Mr. Roan

Kennedy Space Center/Mr. Stubbs
Langley Research Center/Mr. Madrid
Marshall Space Flight Center/Mr. Bierbower
Stennis Space Center/Mr. Grose

Directors, Human Resources, NASA Centers

Ames Research Center/Human Capital/Ms. Fried
Dryden Flight Research Center/Ms. Smith
Glenn Research Center/Ms. Wessel
Goddard Space Flight Center/Mr. Brade
Jet Propulsion Laboratory/Ms. Hart
Headquarters/Ms. Hollander
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NASA Shared Services Center/Ms. Harrell