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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3711.1A

Effective Date: July 02,
2012

Expiration Date: July
02, 2017

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Federal Employee Labor Management Relations Program

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [ALL](#) |

Preface

P.1 Purpose

This NASA Procedural Requirements (NPR) provides Agency direction regarding Labor-Management Relations. The NPR will be used in conjunction with the referenced statutory and regulatory requirements and any local Collective Bargaining Agreements (CBA). This NPR recognizes that:

- a. Fair, equitable, and respectful treatment of employees is a means to achieving NASA's mission.
- b. Collaboration between management and labor is effective and efficient in identifying, resolving, and communicating questions, concerns, issues, and solutions affecting employee working conditions.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. Any reference to Center Director(s) includes the Executive Director for Headquarters Operations and the Executive Director of the NASA Shared Services Center.
- c. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

P.3. Authority

- a. Federal Service Labor-Management Relations Act, 5 U.S.C. § 7101, et seq.
- b. Creating Labor-Management Forums to Improve Delivery of Government Services (December 2009), Exec. Order No. 13522.

c. NPD 3000.1, Human Capital Management.

P.4 Applicable Documents and Forms

- a. NPR 1441.1, NASA Records Retention Schedules.
- b. NASA's Labor-Management Forum Implementation Plan.

P.5 Measurement/Verification

- a. The Agency Labor Relations Officer (ALRO) shall annually review the Agency Labor Relations Program, to include the Agency Labor-Management Forum (LMF) metrics, and recommend significant changes to the Director, Workforce Management and Development Division, Office of Human Capital Management.
- b. Centers shall periodically review their Labor Relations Program to include the operations of their LMF and make adjustments, as necessary.

P.6 Cancellation

NPR 3711.1, Federal Employee Labor-Management Relations Program, dated May 7, 1999.

/S/
Dr. Woodrow Whitlow, Jr.
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| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) |
[ALL](#) |

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