December 19, 2008

Office of Human Capital Management

TO: Assistant Administrator for Internal Controls and Management System

FROM: Assistant Administrator for Human Capital Management

SUBJECT: Request a Waiver for NPR 3530.1C NASA Pay Policy and Allowances

Request a waiver from the requirement in NPR 1400.1D regarding the placement of references within chapters of a NPR for the Office of Human Capital Management’s (OHCM) NPR 3530.1C, NASA Pay Policy and Allowances. This NPR establishes policies, responsibilities, and procedural requirements for pay and allowances for NASA civil service employees. Accordingly, it contains numerous Federal law and regulatory references associated with pay and allowances. To assist the reader with understanding and implementing the policy requirements in accordance with applicable laws and regulations, OHCM recommends that in addition to citing the references up front in the Preface, that each chapter contain applicable references.

Thank you.

Toni Daussey

cc: OHCM/Mr. Henn
     WMDD/Ms. McGee
     WMDD/Ms. Riesco
     WMDD/Ms. Lessard
     WMDD/Ms. Cordova
     OIC&MS/Ms. Jennings
     OIC&MS/Ms. Parker
     OIC&MS/Ms. Bloxon