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**Subject: Delegation of Authority to Take Disciplinary and Adverse Actions**

**Responsible Office: Office of Human Capital Management**

**1. POLICY**

This directive delegates the authority to take disciplinary and adverse actions for cause or reduction in grade or removal actions for unacceptable performance.

**2. APPLICABILITY**

This directive is applicable to Langley Research Center civil servants.

**3. AUTHORITY**

- a. Performance Based Reduction in Grade and Removal Actions, 5 C.F.R. Part 432
- b. Adverse Actions, 5 C.F.R. Part 752

**4. APPLICABLE DOCUMENTS**

- a. NPR 3771.1, Grievance System
- b. LPR 3432.1, Performance-Based Actions
- c. LPR 3752.1, Discipline and Adverse Actions
- d. Collective Bargaining Unit Agreements with NASA Langley Research Center Unions

**5. RESPONSIBILITY**

The authorities delegated must be exercised in accordance with the following requirements:

- a. Officials at a higher organizational level than the official who proposed the action are responsible for deciding adverse actions
- b. Officials delegated authority to take disciplinary and adverse actions are responsible for seeking the advice and assistance of the Office of Human Capital Management (OHCM), before any formal action is taken. OHCM coordinates with the Office of Chief Counsel on all adverse actions.

- c. Officials in an "Acting" capacity may exercise the authority delegated to the position to which they are temporarily assigned.
  - (1) "Acting" authority may be withdrawn and redelegated at any time during the disciplinary process as deemed necessary.
  - (2) In order to correct an error of fact or judgment made by a subordinate official, a proposed action may be canceled or modified to propose another penalty as long as due process rights are afforded to the employee.

## **6. DELEGATION OF AUTHORITY**

The officials listed below are delegated authority to take disciplinary and adverse actions in accordance with the policies, standards, and procedures stated in the regulations listed in Paragraphs 3 and 4. Further redelegation is not authorized.

- a. First-Level Supervisors
  - (1) Orally counsel or admonish subordinate employees within their organization.
  - (2) Issue written reprimands to subordinate employees within their organization.
  - (3) Propose adverse actions such as suspensions, demotions, or removal of personnel within their organization.
- b. Branch Heads who are also second-level supervisors may exercise any authority delegated at a lower level and issue written decisions on suspensions of 3 days or less proposed at the next lower level.
- c. Directors/Deputy Directors of for Offices and Directorates may exercise any authority delegated at a lower level and issue written decisions on actions proposed at lower level (up to removal).
- d. Director, OHCM
  - (1) Effect disciplinary or adverse actions based on circumstances occurring at the time of or prior to an individual's employment at this Center.
  - (2) Coordinate and provide advice and assistance on all actions with appropriate management officials.

## **7. MEASUREMENT/VERIFICATION**

None

**8. CANCELLATION**

LAPD 1200.5 J, dated March 22, 2011.

**/s/ Cathy H. Mangum April 26, 2016**  
*Center Associate Director*

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