



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 3315.1G

Effective Date: March 24, 2014

Expiration Date: February 28, 2019

Responsible Office: Human Resources Management Branch, Office of Human Capital Management

SUBJECT: Probationary Period for New Supervisors and Managers

1. POLICY

An individual selected for the first time to a supervisory position must serve a one-year probationary period. An employee who has successfully completed a supervisory probationary period is not required to serve an additional probationary period.

a. GENERAL PROVISIONS

1. All permanent general schedule employees who receive an initial appointment as a supervisor or manager are required to complete a probationary period of one year.
2. An employee who has successfully completed a probationary period for either supervisors or managers will not be required to serve any additional probationary period. However, when there is a break in federal service of more than 30 calendar days during the probationary period, a new probationary period is required.
3. Temporary service in a supervisory or managerial position in the federal service under temporary appointment, promotion, or reassignment prior to probation is creditable no matter when that temporary service took place.

b. STATEMENT OR ASSIGNMENT OF RESPONSIBILITIES

1. Employee

At the beginning of the probationary period, an employee will be required to acknowledge in writing that he/she understands the probationary status and requirements of the position. Failure to satisfactorily complete the probationary period is cause to return the employee to a nonsupervisory or nonmanagerial position.

2. Supervisor

(a) During the probationary period:

(1) Develop Performance Plan using the NASA Standard Performance Appraisal Communication Environment (SPACE).

(2) Compare the employee's performance with the requirements set forth in the Performance Plan.

(3) Determine the employee's potential to serve in the supervisory/managerial position.

(4) Make every effort to understand and provide the employee with guidance and advice.

(b) Quarterly Performance Progress Reviews

(1) At the conclusion of the third month, and each quarter thereafter, review each critical element of the position.

(2) Assess basic management factors, such as planning, organizing, human resource management, directing and controlling.

(3) Consider equal opportunity, health, and safety responsibilities in the overall performance appraisal.

(4) Certify, for each quarterly review, that performance is either satisfactory or unsatisfactory and make recommendation for retention in the position.

NOTE: Human Resources Staffing and Classification Branch (HRSCB), Office of Human Capital Management (OHCM) will send the required forms to the supervisor. The completed forms are returned, certifying the supervisor's/manager's completion of the probationary period. OHCM forwards the information to the NASA Shared Services Center.

(c) Failure to Satisfactorily Complete the Probationary Period—Removal

(1) Satisfactory completion of the probationary period is a prerequisite for continuation in the position. If an evaluation of the employee's performance reveals supervisory or managerial deficiencies, which make him or her unsuited for continued employment in the position, the supervisor is to contact HRSCB, OHCM.

(2) The employee will be returned to a nonsupervisory or non-managerial position if it is determined that the employee:

(i) Does not meet the requirements set forth in the employee's Performance Plan; and/or

(ii) Will not reach an acceptable level of competence to serve in the supervisory/managerial position; and/or

(iii) Is unsuited for continued employment in the supervisory/managerial position.

NOTE: An action to return an employee to a nonsupervisory or non-managerial position can be pursued through the NASA Grievance System set forth in NPR 3771.1.

3. Expiration of Probationary Period

If performance of supervisory and managerial functions is satisfactory or better in all respects, no further action is necessary beyond the requirements of the Performance Plan.

2. APPLICABILITY

This policy is applicable to new supervisors and managers at Langley Research Center, including Component Facilities and Technical and Service Support Centers.

3. AUTHORITY

a. 51 U.S.C. Sec. 20113, National Aeronautics and Space Act

b. NPR 3335.1, Internal Placement for NASA Employees.

4. APPLICABLE DOCUMENTS AND FORMS

a. Probation on Initial Appointment to a Supervisory or Managerial Position, 5 C.F.R. § 315.901- 315.909.

b. NPR 3771.1, Grievance System.

5. RESPONSIBILITY

The Office of Human Capital Management is responsible for implementing this policy directive.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 3315.1, dated April 6, 2005.

Original signed on file

Stephen G. Jurczyk
Acting Center Director

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