



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 3315.1
Effective Date: April 6, 2005
Expiration Date: March 2, 2009**

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

SUBJECT: Probationary Period for New Supervisors and Managers

1. REFERENCES

- a. 5 Code of Federal Regulations, Chapter 315, Subpart 1, Probation on Initial Appointment to a Supervisory or Managerial Position.
- b. NPR 3771.1, "Grievance System."

2. SUMMARY

This directive sets forth policy and responsibilities in compliance with Office of Personnel Management (OPM), NASA regulations, and Federal Law for reviewing, assessing, and certifying completion of a probationary period for new supervisors and managers.

3. BACKGROUND

- a. The selection of new supervisors and managers can have a significant impact on the success and vitality of Langley Research Center's (LaRC's) programs. It is not always easy to assess the potential of an individual to serve in a position, especially when the individual's total experience has been in other kinds of positions.
- b. Supervisory and managerial position skills and abilities are difficult to develop, and require development on the job through formal training and on-the-job training and experience. The probationary period is used to determine whether newly selected supervisors and managers should be retained in a management position.

4. GENERAL PROVISIONS

Length of Probationary Period

- a. All permanent general schedule employees who receive an initial appointment as a supervisor or manager are required to complete a probationary period of 1 year.
- b. 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.

c. 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.

5. STATEMENT OR ASSIGNMENT OF RESPONSIBILITIES

a. 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.

b. Supervisor

(1) During the probationary period

(a) Develop Performance Plan (NASA Langley Form 87).

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

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

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

(2) Quarterly Performance Progress Reviews

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

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

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

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

NOTE: Personnel Management Branch (PMB), Office of Human Capital Management (OHCM) will send the required forms to the supervisor. The completed forms are reviewed and a letter is prepared by PMB, OHCM, certifying the supervisor's/manager's

completion of the probationary period. The letter will be retained in the employee's personnel folder.

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

(a) 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 PMB, OHCM.

(b) The employee will be returned to a nonsupervisory or nonmanagerial 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 nonmanagerial position can be grieved through the NASA Grievance System set forth in NPR 3771.1.

c. 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.

6. RECISION

LAPD 3315.1, dated July 22, 2004.

original signed on file

Jeremiah F. Creedon
Director