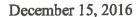National Aeronautics and Space Administration

Headquarters
Washington, DC 20546-001

December 15, 2016

Reply to Attn of: Office of Diversity and Equal Opportunity

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Associate Administrator for Diversity and Equal Opportunity

SUBJECT: Agency Anti-Harassment Program Implementation Guide, Second Edition

The Office of Diversity and Equal Opportunity (ODEO) is pleased to provide the second edition of its Anti-Harassment Program Implementation Guide (enclosed). ODEO provides this document as part of its continuing efforts under NASA Procedural Requirements (NPR) 3713.3, Anti-Harassment Procedures (also enclosed), to offer guidance and technical assistance to the NASA Centers on Agency policy for handling allegations of harassing conduct.

This second edition of the Guide includes all of the information contained in the first edition as well as a wealth of new material reflecting lessons learned from the first seven years of the Anti-Harassment Program (AHP). The overall intent of the new guide is to address the many issues that have emerged since the inception of the AHP. We seek for this new edition of the Guide to be a key reference tool for AHP practitioners, such as the Center Anti-Harassment Coordinators (CAHCs) and Fact-Finders (FFs), as well as for subject matter experts tasked with advising CAHCs and FFs, such as legal and labor relations staff. In keeping with these purposes, we ask that the new Guide be disseminated by CAHCs to their Center AHP Team members and to currently designated FFs. We anticipate using the Guide as a learning tool for newly appointed practitioners.

Any questions regarding the Implementation Guide should be directed to David Chambers, Director, Program Planning and Evaluation Division, ODEO. Mr. Chambers may be reached on 202-358-2128 or david.r.chambers@nasa.gov.

Brenda R. Manuel

Enclosures

cc:
Center Anti-Harassment Coordinators

EO Directors and Diversity Managers
Chief Counsels
HR Directors