

National Aeronautics and Space Administration

Headquarters
Washington, DC 20546-0001



April 25, 2012

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: **Revised**--FY 2012-2013 Call for Nominations for NASA Headquarters Academic Programs

This is the annual call for nominations for NASA Headquarters Academic Programs, which includes the Continuing Education Program (CEP) and the Graduate Study Program (GSP). Selection for these programs is based on the extent to which applicants meet eligibility requirements, their ratings against the evaluation criteria, review panel recommendations, and available funding.

The nomination and application deadlines are as follows:

- New applications and requests for continued participation in the **CEP** for the FY 2012-2013 academic year are due by **close of business, Monday, June 11, 2012**.
- Nominations and applications for the **GSP** for the FY 2012-2013 academic year and recommendations for continued participation in the GSP for the FY 2012-2013 academic year are due by **close of business, Friday, June 15, 2012**.

Continuing Education Program (CEP)

The CEP provides full-time permanent career and career-conditional employees, interested in pursuing an undergraduate degree, with limited funding in order to help them gain competencies toward an identified career goal. The CEP allows eligible participants to take up to two approved college courses per semester. Each course taken under CEP must be related to the NASA mission, strategic goals and the individual's career goal, support individual or organizational performance, and be approved by the Headquarters Human Resources Management Division, Employee and Organizational Excellence Branch.

Participants in the CEP may attend academic classes during duty hours consistent with the current Headquarters standard operating procedure (<http://eoeb.hq.nasa.gov/training/HqPolicy/duty.htm>) and supervisory approval. Current participants who have maintained a 2.5 grade point average for all CEP-funded courses are eligible to apply for continuation in the program.

CEP information and application materials are available on the Employee and Organizational Excellence Branch website at (<http://eoeb.hq.nasa.gov/training/cep/index.htm>).

Graduate Study Program (GSP)

The GSP allows a limited number of qualified employees to pursue advanced academic study relevant to NASA's mission and strategic goals. In order to be in conformance with the requirements of the Government Employees Training Act (GETA) and justify the expense of labor-hours and tuition-related costs, supervisors and managers of the applicants must identify the long-range benefit(s) to their offices and endorse the proposed plan of study as appropriate for this purpose. The desire to fulfill degree requirements or the desire to acquire knowledge to fulfill personal objectives not germane to the NASA mission and strategic goals are not valid reasons for government-sponsored study. The Officials-in-Charge of Headquarters Offices must submit the final nominations for this program. Each Office may nominate up to three (3) applicants in priority order.

Current participants (those who participated during the FY 2010-2011 academic year) in the GSP must be recommended for continuation in the program by their supervisors. Recommendations must be sent through each upper level manager to the Officials-in-Charge of the participants' Offices.

Employees selected for the GSP participate in graduate study on a part-time basis. With supervisory approval, participants may be granted up to eight (8) hours per week of official duty time to devote to academic study. Participation for this year begins with the Fall FY 2012 semester. Applicants should be aware that programs with tuition rates that exceed available funding may be partially funded under the GSP.

Program information and the necessary application and endorsement materials are available on the Employee and Organizational Excellence Branch website at <http://eoeb.hq.nasa.gov/training/gsp/index.htm>.

Applications for both CEP and GSP should be sent to:

Tamara Bolden
NASA Headquarters
HRMD/Employee and Organizational Excellence Branch
Mail Suite 3Q53, Room 3P76
Washington, DC 20546

Information Briefings

Two information briefings will be held by the HRMD/Employee and Organizational Excellence Branch. Interested applicants will hear about the Academic Programs (CEP and GSP), the application process, and receive answers to any questions they may have regarding the process. The briefings are scheduled as follows:

Time: 8:00 a.m. – 2:00 p.m.
Date: Wednesday, May 9, 2012
Location: 3P50

Time: 8:00 a.m. – 2:00 p.m.
Date: Monday, May 14, 2012
Location: 3P50

Please refer to the enclosed document for more information on each program. If you have any questions concerning these programs, you may contact Mary Alice Diedrich at 358-1159, or Adib Sabree at 358-0922.



Leah Hollander

cc:
Administrative Contacts
Headquarters Training Contacts

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Office of General Counsel/Mr. Harris
NASA Management Office/Ms. Casarez

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