

SECTION 5 – NASA TABLE OF DISCIPLINARY OFFENSES AND PENALTIES

NASA TABLE OF DISCIPLINARY OFFENSES AND PENALTIES				
#	Category/Offense	Penalties		
		First Offense	Second Offense	Third Offense
Attendance and Leave				
1	Failure to follow established leave procedures.	Written reprimand to 14-day suspension	3-30 day suspension	Removal
2	Failure to follow established work schedule.	Written reprimand to 14-day suspension	3-30 day suspension	Removal
3	Unexcused or unauthorized absence from the job during working hours or any scheduled day of work (AWOL), including tardiness.	Written reprimand to 14-day suspension	3-30 day suspension	Removal
Conduct on the Job				
4	Borrowing money from, obtaining co-signature of, or coercing subordinates to lend money or co-sign for financial obligations.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
5	Discourteous conduct to the public.	Written reprimand	1-7 day suspension to removal	7-day suspension to removal
6	Disrespectful conduct; creating a disturbance; use of abusive or obscene language to or about others; or making slanderous, defamatory, disparaging or knowingly false statements to or about others.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
7	Engaging in dangerous horseplay; threatening or attempting to inflict bodily injury to another; fighting; negligent or intentional injury to person or property of others.	3-day suspension to removal	7-day suspension to removal	Removal
8	Failure or delay(s) in carrying out official assignments or orders.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
9	Gambling or unlawful betting or promotion of gambling or lotteries on Government premises or while on duty [5 CFR 735.201].	Written reprimand to 3-day suspension	3-day suspension to removal	7-day suspension to removal
10	Prohibited gifts for official superiors. This includes soliciting contributions for a gift or present to someone in a official superior position; accepting a prohibited gift or present from a Government employee receiving a lower salary, or making a prohibited donation as a gift or presents to an official supervisor [5 USC 7351].	Written reprimand to 14-day suspension	7-day suspension to removal	Removal
11	Insubordination/disobedience to authorities or refusal to carry out any proper order.	Written reprimand to removal	3-day suspension to removal	Removal
12	Loitering, willful idleness, wasting time, or sleeping on duty when safety of persons or property not endangered. See #35.	Written reprimand to 5-day suspension	3-day suspension to removal	7-day suspension to removal

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Yijin Wang



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