

**Smith, Martha L. (JSC-CA)**

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**From:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Sent:** Friday, July 01, 2005 2:26 PM  
**To:** OEFELEIN, WILLIAM A. (JSC-CB) (NASA)  
**Subject:** FW: brake isols

good info...

-----Original Message-----

**From:** BIGONESSE, LINDA G. (JSC-DT3) (USA)  
**Sent:** Friday, July 01, 2005 10:11 AM  
**To:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Cc:** ANDUJO, JOAQUIN (JSC-DT) (USA)  
**Subject:** RE: brake isols

Hi Lisa,

Here are the answers to your questions.

Does NWS (if reqd) mean abort or tire problems, but not a normal KSC/EDW entry?.

This is the flight rule for when NWS is required:

A10-141 NOSE WHEEL STEERING (NWS)

- A. NWS IS DEFINED AS "REQUIRED" IF IT IS NEEDED TO MAINTAIN DIRECTIONAL CONTROL DURING ROLLOUT:
1. FOR RTLS/TAL/AOA (KSC) LANDINGS
  2. AT ANY LANDING SITE IF THERE ARE KNOWN DIRECTIONAL CONTROL PROBLEMS (MLG OR NLG TIRE PREDICTED TO BE FAILED PRIOR TO WHEELSTOP, UNCOMMANDED BRAKE PRESSURE, OR PEAK CROSSWINDS ABOVE THE SURFACE WIND LIMITS)

The (KSC) is for AOA only, not every KSC landing. A normal KSC or EDW landing would not require NWS.

Is it full braking or full braking redundancy?

Full braking only.

If FA2 is down (and Hyd1 down), we still have full braking w/ Hyd 3, so for a normal entry we would not open Brake isol two early in this case?

You would open brake isol 2 early in this case only if NWS was required. If NWS wasn't required, then you would manual open it at WOW.

I confirmed all this with MMACS flight controller, Kevin McCluney.

Please feel free to let me know if you have any additional questions.

Linda

-----Original Message-----

**From:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Sent:** Friday, July 01, 2005 9:45 AM  
**To:** BIGONESSE, LINDA G. (JSC-DT3) (USA)

Subject: brake isols

Does NWS (if reqd) mean abort or tire problems, but not a normal KSC/EDW entry? Is it full braking or full braking redundancy? If FA2 is down (and Hyd1 down), we still have full braking w/ Hyd 3, so for a normal entry we would not open Brake isol two early in this case? Do manual at WOW?

-----  
Here is the flight rule:

A10-71 HYDRAULIC SYSTEMS CONFIGURATION [hc]

C. DURING ENTRY/ABORTS, IF AUTOMATIC CAPABILITY TO OPEN A BRAKE ISOLATION VALVE AT WOW IS LOST, THE VALVE WILL BE OPENED MANUALLY AFTER M=8 TO PROVIDE NWS (IF REQUIRED) OR FULL BRAKING. BRAKE ISOLATION VALVE 2 WILL BE OPENED BETWEEN M=8 AND LANDING GEAR DEPLOY IF REQUIRED TO PROVIDE REDUNDANT NLG DEPLOY.

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From: NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
Sent: Wednesday, June 29, 2005 6:24 PM  
To: BIGONESSE, LINDA G. (JSC-DT3) (USA)  
Subject: RE: question

Yes, FA2 was down on this run (it was our Entry skills32001 on 30 Nov).

Can you send that flight rule you showed me today?

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From: NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
Sent: Wednesday, June 29, 2005 10:51 AM  
To: BIGONESSE, LINDA G. (JSC-DT3) (USA)  
Subject: question

We open Brake Isol 2 early

(after checking that Brake Isol 2 and LG ext valve #2 work OK)

If:

No Hyd 1 and < 2 prox boxes or pyro paths

How about if

No Hyd 1 and directional control problems are foreseen (tire problem, abort landing?)...do we do the early open

to assure NWS? (I saw this in a sim, but don't remember hearing it as a general policy). Why wouldn't the normal open time of WOW be OK in this case?

## Smith, Martha L. (JSC-CA)

**From:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Sent:** Tuesday, September 06, 2005 12:41 PM  
**To:** OEFELEIN, WILLIAM A. (JSC-CB) (NASA)  
**Subject:** FW: LF1 ISS External Survey Quick-Look Report available online

**Attachments:** LF1\_quick\_look\_report.doc

This imagery report may interest you. It has embedded links to lots of photos, including the mosaics of the whole station like we have in our office.

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**From:** SCHARF, ROBERT (JSC-KX) (ESCG)  
**Sent:** Friday, August 26, 2005 5:08 PM  
**To:** COLLINS, EILEEN M. (JSC-CB) (NASA); KELLY, JAMES M., LTCOL. (JSC-CB) (NASA); THOMAS, ANDREW S. (JSC-CB) (NASA); NOGUCHI, SOICHI (JSC-CB) (JAXA); ROBINSON, STEPHEN K. (JSC-CB) (NASA); LAWRENCE, WENDY B., CAPT. (JSC-CB) (NASA); CAMARDA, CHARLES J., PHD (JSC-CB) (NASA); LINDSEY, STEVEN W. (JSC-CB) (NASA); KELLY, MARK E., CDR. (JSC-CB) (NASA); SELLERS, PIERS J. (JSC-CB) (NASA); FOSSUM, MICHAEL E. (JSC-CB) (NASA); NOWAK, LISA M., CDR. (JSC-CB) (NASA); WILSON, STEPHANIE D. (JSC-CB) (NASA); WILLIAMS, DAVID L. (JSC-DX3) (USA); KILGO, GARY W. (JSC-DX3) (USA); TIJERINA, RAUL (JSC-DX3) (USA); Ron 'Mikatarian' ('Mikatarian, Ron'); Carlos E Soares (Soares, Carlos E); William D Schmidl (william.d.schmidl@boeing.com); James C Shelby (James.Shelby@SW.Boeing.com); AMES, TIM (JSC-OB2) (NASA); DL IWG; 'Kim K. de Groh'; Bob Miley (robert.r.miley@boeing.com); JOHNSON, GARY L. (JSC-OC) (NASA); JONES, WILLIAM R. (ROD) (JSC-OC) (NASA); TODD, KENNETH O. (KENNY) (JSC-OC) (NASA)  
**Cc:** DL B36/ISAG; BYRNE, GREGORY J., PHD (JSC-KX) (NASA); KELLY, DON (JSC-KA) (ESCG)  
**Subject:** LF1 ISS External Survey Quick-Look Report available online

The Image Science and Analysis Group (IS&AG) Quick-Look Report for LF1, which provides an initial overview of the ISS External Survey video and still photography acquired on-orbit, has been posted on the following web page (click on **LF1 Quick Look Report**) and is also attached to this email:  
<http://sx-isaq.jsc.nasa.gov/stationweb/html/lf1/lf1.shtml>



LF1\_quick\_look\_rep  
ort.doc (175...

If you need further information, please contact Robert Scharf at 483-2756, or Greg Byrne at 483-0500.

*Robert A. Scharf*  
Image Science & Analysis Group  
ESCG / Engineering, Research, & Consulting (ERC)  
Johnson Space Center  
2101 NASA Parkway  
Mail Code KX  
Houston, TX 77058  
281-483-2756  
<http://sx-isaq.jsc.nasa.gov>



# **STS-114/LF1**

## **ISS External Survey**

### **Quick-Look Report**

Robert Scharf, Sean Keefe, Greg Byrne  
Image Science and Analysis Group  
KX/Office of Human Exploration Science

August 26, 2005

#### **Introduction**

This report provides a quick-look overview of the ISS External Survey video and photographic data acquired during the seventeenth Space Shuttle mission to the International Space Station (ISS), LF1. Approximately 10 hours of downlink and onboard video, 160 frames of 35mm film, and 600 Electronic Still Camera (ESC) images related to the ISS survey were obtained during the flight. The detailed review of all Survey imagery is underway. Further discussion of the ISS External Survey results from this mission, along with image analyses and select images, will be found on-line in the coming weeks at <http://sx-isag.jsc.nasa.gov>.

The objectives of the ISS External Survey in order of priority were to:

- Support anomaly investigations and problem solving for ISS assembly, maintenance, and operations through imagery interpretation and analysis.
- Inspect and assess the condition of the ISS docking mechanisms.
- Acquire imagery of the newly installed ESP2 to verify its on-orbit configuration.
- Inspect and assess the condition of the ISS external surfaces and components via high-resolution survey photography and video.
- Using video imagery, measure P6 starboard Solar Array Wing (SAW) motion during undocking for ongoing ISS structures and dynamics studies.
- Verify and document the overall on-orbit ISS configuration via overview imagery.
- Assess the imagery acquisition procedures and equipment for subsequent flights.

#### **Video Overview**

**Cameras** - Nine Shuttle video cameras were used to capture imagery for the STS-114/LF1 ISS External Survey. Seven of these were Color Television Cameras (CTVCs), and two were a black-and-white Intensified Television Camera (ITVC) for low light level imaging. Three of the CTVCs were located in the payload bay (PLB) positions A, C, and D. Two other CTVCs served as Orbiter Docking System (ODS) prime and backup

centerline cameras. The sixth CTVC was located in bay 10 of the Keel of the Shuttle and the seventh on the RMS Elbow. One ITVC was located in PLB position B. The other ITVC was mounted with the Laser Dynamic Range Imager (LDRI) on the OBSS. Cameras A, B, C, D, and RMS Elbow were all fitted with 180 white-LED illuminator rings. The Keel camera was fitted with a 156 white-LED illuminator ring.

Approach and Docking – Video recorded during approach and docking has not been reviewed yet.

Docked – An INCO-controlled video survey was conducted of the ISS at the end of Flight Days 8, 9 and 10. The ISS surfaces were surveyed with Shuttle PLB cameras A, C, D, RMS Elbow, and the ITVC mounted with the LDRI on the OBSS. On FN 8, the ITVC mounted with the LDRI was used for the survey the entire night. The parked position of the boom parallel to and along the port side of the main stack of the ISS provided unique views of the ISS not available on previous missions. Most of FN 9 was turned over to engineers so that they could run tests with the Pan Tilt Unit (PTU) that the LDRI/ITVC is mounted on. On FN10, PLB cameras A, C, & D were used for the survey. Cameras A and D provided views of the port and starboard sides of PMA-2, the forward end cone of the U.S. Lab, and some of the S0, S1, & P1 truss forward surfaces. Camera C was used to scan the nadir surfaces of all ISS modules and trusses. Due to extensive use of the boom mounted ITVC on FN 8 and the engineering test on FN 9, PLB camera B was not used during the survey. Unfortunately, much of the ku band signal coincided with orbital night; so much of the survey was conducted using only LED and LDRI illumination. Better quality video would have been acquired if more daylight ops had been possible.

Separation – During undocking, debris was observed in an RMS Elbow camera view exiting the ODS and traveling vertically into PMA-2. The debris was measured to be 0.8 inches, traveling at 9.6 inches/sec. Because of diffraction, a bright object's image size can appear larger than it should be. Therefore, this is an upper limit measurement of the debris' size. What may be the same piece of debris appears 21 seconds later from the same location on PMA-2 and drifts down across the starboard side of the crew cabin. It does not appear to hit the orbiter. One of the objectives of STS-114 was to measure P6 starboard SAW motion during undocking. However, the MPLM and the Orbiter Boom Sensor System (OBSS) blocked the view of the starboard SAW. The crew may have recorded video of the port SAW with PLB Camera B. However, this video has not been reviewed at this yet.

Fly-around – Video recorded during fly-around has not been reviewed yet.

### Still Photography Overview

Cameras - Two Shuttle still photography cameras were used to capture imagery for the STS-114/LF1 ISS External Survey. The primary cameras used during survey activities were the Digital Camera Still (DCS)-760 (with 50mm, 180 mm, and 400mm lenses) and the 35mm Nikon F5 (with 50mm, 180mm, and 400mm lenses).

Approach and Docking – Only 1 roll of 35 mm film contained imagery shot during approach, the rest were acquired with the DCS-760 (~90 frames). During distant approach, the 35mm Nikon F5 was used to acquire ~20 frames of the nadir side of the ISS. Good nadir side overviews and detailed shots of the U.S. ISS modules were acquired with the DCS-760 camera during closer approach. A sequence of 4 nadir ISS images was mosaiced to provide a high resolution image of the ISS nadir modules (S114E5372-S114E5375). The habitable modules of ISS were also mapped from the forward/nadir perspective with this camera. The forward sides of the Lab and Truss sections were mapped with the DCS-760. There were no photos taken of ISS during the final stages of approach and docking.

Docked – The crew photographed the limited ISS surfaces visible from the Shuttle flight deck windows during the docked phase, which included the forward end of the U.S. Lab and the S1, S0, P1, & P6 truss segments. Only 1 roll of 35 mm film contained ISS photographs taken while docked, the rest were acquired with the DCS-760 (~100 frames). The requested imagery of the forward end of the U.S. Lab, to look for evidence of plasma arcing on ISS anodized surfaces, was acquired with the DCS-760.

EVA – The two EVA astronauts used both the DCS-760 and the Nikon F5 cameras to document ISS assembly operations during their three spacewalks. Two rolls of 35 mm film contained EVA imagery, and there were a significant number of EVA photographs taken with the DCS-760 (~190 frames). The crew acquired imagery of the Floating Potential Probe (FPP) and the Beta Gimbal Assembly (BGA) shoulder bolts, both located on the zenith end of the P6 Truss. For information on the FPP, see the paragraph near the end of this report. Imagery of the BGA shoulder bolts, which connect the P6 Solar Array Wings (SAWs) to the P6 Truss, was requested due to a concern that these bolts may be backing out over time.

Separation – Only 1 roll of 35 mm film contained imagery shot during separation, the rest were acquired with the DCS-760 (~15 frames). Unfortunately, undocking occurred during orbital night and the initial separation imagery was blurred due to camera motion during long exposure times. However, later during separation, the ISS moved into orbital day and overview and detailed shots of the ISS forward surfaces were acquired. An excellent sequence of 5 forward truss (S1, S0, P1) images were mosaiced to provide a high resolution image of the entire truss (S114E7390-S114E7394).

Fly-around – Two rolls of 35 mm film contained imagery shot during fly-around, the rest were acquired with the DCS-760 (~170 frames). During the fly-around, in which the Shuttle completed one complete revolution around the ISS, good mapping photographs of the ISS forward, zenith (S114E7205), aft/zenith/port, and nadir (S114E7276) sides were taken with both the DCS-760 and the Nikon 35 mm film cameras.

### **Floating Potential Probe (FPP) Anomaly**

During the mission, the ISS MER requested that IS&AG annotate and post on a website the STS-114/LF1 EVA imagery of the Floating Potential Probe (FPP) mounted on the

zenith end of the P6 Truss. Anomalies have been identified in at least 3 of the 4 handles and a structural fastener. Imagery of the FPP taken with a film camera during the STS-114/LF1 fly-around and ground close-out imagery were added to the website.

The FPP was installed on P6 Zenith during AF4A and was originally planned to be removed on AF8A but is now planned for removal during AF12A. A re-inspection of imagery from AF5A revealed that hardware on the FPP was already beginning to fail at that time, but the EVA imagery from STS-114 showed that the condition has worsened.

### **Thermal Blanket Covering the FHRC (Flex Hose Rotary Coupler) on ESP-2**

During the mission, the ISS MER (Thermal Control Systems - STAR) was concerned about billowing of a thermal blanket covering the FHRC (Flex Hose Rotary Coupler) installed on ESP-2. STAR personnel observed the billowing of the thermal blanket in helmet cam video of EVA ops. There was a thermal concern with the transfer of the FHRC which occurred on EVA-3, since the blanket provides thermal protection for the ORU with the heater power removed. IS&AG performed a 3-D analysis of the billowing of the thermal blanket covering the FHRC.

### **Forward Work**

A detailed review of the mission video and still imagery is underway. A full STS-114/LF1 ISS External Survey Report with all findings and image analyses will be released at a later date. To date, the only observed anomaly from the Survey imagery is the FPP handle and fastener anomaly, and it is also the only newly observed change to the condition of the ISS exterior from previous Surveys.



**Smith, Martha L. (JSC-CA)**

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**From:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Sent:** Friday, November 18, 2005 2:09 PM  
**To:** OEFELEIN, WILLIAM A. (JSC-CB) (NASA)  
**Subject:** FW: FDF Sim Issue 2nd Fuel Cell Shutdown indentation error Submitted

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**From:** BIGONESSE, LINDA G. (JSC-DT3) (USA)  
**Sent:** Friday, November 18, 2005 1:16 PM  
**To:** ANDUJO, JOAQUIN (JSC-DT) (USA); FOSSUM, MICHAEL E. (JSC-CB) (NASA); KELLY, MARK E., CDR. (JSC-CB) (NASA); LINDSEY, STEVEN W. (JSC-CB) (NASA); NOWAK, LISA M., CDR. (JSC-CB) (NASA); SELLERS, PIERS J. (JSC-CB) (NASA); WILSON, STEPHANIE D. (JSC-CB) (NASA)  
**Subject:** FW: FDF Sim Issue 2nd Fuel Cell Shutdown indentation error Submitted

FYI...

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**From:** RHODES, JODIE L. (JSC-DO351) (USA)  
**Sent:** Friday, November 18, 2005 1:14 PM  
**To:** BIGONESSE, LINDA G. (JSC-DT3) (USA)  
**Cc:** FISHER, ANNA L. (JSC-CB) (NASA); MORROW, LAUREL A. (JSC-CB) (USA); STERLING, MICHAEL R. (JSC-DT3) (USA); HURT, MICHAEL T. (MIKE) (JSC-DO351) (USA); SIMON, CYNTHIA A. (CINDY) (JSC-DO354) (USA); MARTIGNETTI, LISA (JSC-DT3) (USA); DANIELS, MICHAEL C. (JSC-DO311) (USA); SEQUEIRA, MIGUEL A. (JSC-DT3) (USA)  
**Subject:** FDF Sim Issue 2nd Fuel Cell Shutdown indentation error Submitted

The following FDF Sim Issue has been submitted:

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**Name:** Linda Bigonesse  
**FDF PR ID:** 254

**Title:** 2nd Fuel Cell Shutdown indentation error  
**Description:** Steps 5 and 6 of the procedure should not be indented. In the case of a Main short followed by a fuel cell short, you could end up with two main buses unpowered. Steps 5 and 6 should not be under the "If aff FC/MN BUS is tied:" steps, since you will still need to shutdown an APU and bus tie to get regain the other main bus.

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*This is an automatically generated email, please do not reply.*

FDF Sim Issues

**Smith, Martha L. (JSC-CA)**

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**From:** NOWAK, LISA M., CDR. (JSC-CB) (NASA)  
**Sent:** Thursday, December 08, 2005 2:39 PM  
**To:** OEFELEIN, WILLIAM A. (JSC-CB) (NASA)  
**Subject:** Rndz links

<http://usa1.unitedspacealliance.com/usahou/orgs/47-40/mdz/>

In case this helps.

I can find some particular pics/diagrams if you know what you want.

**Lindsey, Steven W. (JSC-CB)**

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From: Coats, Michael {JSC-Center-Director}(JSC-AA)  
Sent: Tuesday, February 06, 2007 10:06 PM  
To: Lindsey, Steven W. (JSC-CB)  
Subject: Good job today

Steve

You are handling an incredibly difficult task extremely well. Let us know whatever you need.

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Thank you for a job well done.

Mike

**Lindsey, Steven W. (JSC-CB)**

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**From:** Lindsey, Steven W. (JSC-CB)  
**Sent:** Thursday, February 08, 2007 1:21 PM  
**To:** Walz, Carl (HQ-BF017)  
**Subject:** RE: A thought

Carl, we're working this through UCMJ channels (both AF and Navy). Unfortunately the situation is a lot more complex than that!

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**From:** Walz, Carl (HQ-BF017)  
**Sent:** Tuesday, February 06, 2007 12:24 PM  
**To:** Lindsey, Steven W. (JSC-CB)  
**Subject:** A thought

Steve,

I'm so sorry to hear about Lisa and the way the media/civil authorities are one upping themselves.

Do you think it would help to take this through the UCMJ channels? Sounds like all involved are military officers. Might get it out of the media circus.

Just a thought.

Our prayers are with you all on this. Carl

**Lindsey, Steven W. (JSC-CB)**

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**From:** Lindsey, Steven W. (JSC-CB)  
**Sent:** Tuesday, February 13, 2007 2:46 PM  
**To:** Roan, Bernard J. (JSC-AL)  
**Subject:** RE: ORANGE COUNTY

No one talked to me about any of that.

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**From:** Roan, Bernard J. (JSC-AL)  
**Sent:** Tuesday, February 13, 2007 7:56 AM  
**To:** Lindsey, Steven W. (JSC-CB)  
**Subject:** ORANGE COUNTY

Reviewing my 'to do' list: Did anyone in the police or DA's office speak with you about the substance of the case (including her background, duties, etc) while you were in orlando, or subsequently? If so, I'd like to get together and talk.

# CHAPTER 3. Administration of Absence and Leave

## 3.1 Annual Leave

### 3.1.1 Reference

5 CFR Part 630, Subparts A through C.

3.1.2 Crediting Annual Leave. Leave credited to employees will be available for use during the leave year, as follows:

3.1.2.1 Temporary employees will be credited with annual leave as it is earned.

3.1.2.2 Employees whose current employment is limited to less than 90 days are entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service.

3.1.2.3 All other employees will be credited at the beginning of the leave year or their tour of duty with the amount of annual leave accumulated and with the amount they are expected to accrue during the balance of the leave year.

3.1.2.4 Uncommon tours of duty are as follows:

a. Employees who work 24-hour shifts, or other uncommon tours of duty, will have their leave earnings and charges adjusted by the ratio of their workweek to the regular 40-hour workweek. For example, employees on a 72-hour workweek will accrue leave according to the following schedule:

Years of Service	Annual Leave		Sick Leave
	First 25 Pay Periods	Last Pay Period	Per Pay Period
Up to 3	7	12	7
3 to 15	11	13	7
15 and over	14	4	7

Leave used will be charged based on the same proportion as earned (e.g., an employee working a 72-hour tour will be charged 72 hours for a week's absence).

b. When the employee converts to a different basic workweek, the leave balance will be converted based on the proportion of hours in the new workweek compared to the base hours in the former workweek. Conversion formulas for a 72-hour workweek are established as follows:

(1) When change is from a 40-hour workweek to a 72-hour workweek, NUMBER OF HOURS IN LEAVE BALANCE X 72/40 = NEW LEAVE BALANCE.

(2) When change is from a 72-hour workweek to a 40-hour workweek, NUMBER OF HOURS IN LEAVE BALANCE X 40/72 = NEW LEAVE BALANCE.

c. Other approved uncommon tours of duty will have leave earnings and charges adjusted consistent with the formula outlined above.

d. Leave will be approved/charged in increments of .25 hour.

### 3.1.3 Scheduling Annual Leave

3.1.3.1 Annual leave is considered to be scheduled when it has been requested by the employee and the request has been approved by the supervisor.

3.1.3.2 Employees are responsible for requesting, scheduling, and using annual leave. If an employee does not request leave, or does not use leave that was approved, any resulting forfeiture will be considered to be by the employee's choice. The following is required for requests for annual leave:

a. Be requested in advance, except in unforeseen circumstances, to allow for the careful scheduling of leave and the efficient conduct of work by all employees in the work unit.

b. Be requested as promptly as is reasonable in the case of an unscheduled absence.

3.1.3.3 Supervisors will attempt to ensure the scheduling of leave, including that which an employee otherwise might forfeit, by assisting employees in planning the use of annual leave on a year-round basis.

a. Requests for annual leave shall be approved if it is reasonable in consideration of work and human resources requirements, including consideration of other employees' leave plans and schedules. Leave credited to a probationary (or trial period) employee, that is in advance of the amount earned, will be approved judiciously.

b. When a request for annual leave is denied or approved leave is canceled, an alternative period of time should be scheduled immediately.

## 3.2 Use or Lose Leave

3.2.1. A timely request to take Use or Lose leave will be approved if forfeiture is the only alternative unless the Center Director has determined that there is an exigency of the public business that precludes excusing the employee from duty.

3.2.2. Denial of Use or Lose leave due to an exigency of the public business must be made in writing and will include consideration of such factors as cost, productivity, schedules, safety, health, effect of postponement, and whether other employees, who would not forfeit annual leave, could be assigned to do the work.

3.2.3. Use or Lose leave will be restored for the following reasons:

a. It was forfeited due to an exigency of the public business, documented as described in paragraph 3.2.2, and provided that such leave was requested and approved or denied in writing within the time constraints specified by regulation.

b. Sickness (or injury or any other medical condition for which paid sick leave would be approved) causes the forfeiture of annual leave at the end of a leave year, provided the following conditions are met:

(1) The annual leave was requested and approved or denied in writing within the time constraints specified by regulation (i.e., before the start of the third pay period prior to the end of the leave year (5 CFR Part 630.308)).

(2) The sick leave was substantiated properly using the same criteria for sickness at any other time.

(3) The employee was unable to use the annual leave after the sickness but before the end of the leave year. If an exigency of the public business prevented the subsequent use of the annual leave, the procedure for denial of leave, as stated in paragraph 3.2.2, must have been followed.

3.2.3.1. An administrative error caused the forfeiture of the leave. An administrative error includes the commission or omission of an action that is in violation of law, regulations, or nondiscretionary Agency policy and includes failure to put into effect a decision that has been made properly. When annual leave is restored due to an administrative error, the reasons for the error and corrective actions, if any, that should be taken to prevent a recurrence, must be identified. The record must substantiate the amount of annual leave to be restored. If official records are not available, an estimate of the employee's leave account is acceptable when accompanied by official statements reflecting clearly the factors that form the basis for the estimate.

3.2.3.2. Documentation for the restoration of Use or Lose leave will include the following:

a. Management's approval of the restoration of the leave.

b. The date the leave was restored for use.

c. The amount of leave restored.

d. The specific schedule for use of the leave in the account; e.g., the time period during which the leave must be used in accordance with applicable laws and regulations. At a minimum, the schedule should identify the number of hours to be taken per month during the period of availability of the leave.

e. The usage and balance.

### **3.3 Sick Leave**

#### **3.3.1 Crediting and Granting Sick Leave**



3.3.1.1 All employees otherwise eligible to accrue leave as defined in 5 CFR 630.401, including temporary employees, will be credited with sick leave, which then becomes available for use at the beginning of each pay period during which it will be earned.

3.3.1.2 Employees who work 24-hour shifts or other uncommon tours of duty will have their sick leave earnings and charges adjusted in accordance with paragraph 3.1.2.3.

3.3.2 Notification of Absence. An employee who is absent due to sickness will notify his or her supervisor or other appropriate person as early as practicable on the first day of such absence, or as soon as possible thereafter.

3.3.3 Supporting Evidence. Notification of a requirement to provide additional supporting evidence beyond the employee's own certification should be given to the employee in advance.

3.3.4 Advance of Sick Leave. A proper request for an advance of sick leave will be approved without regard to the amount of annual leave an employee may have. This advance of sick leave may be used only for the illness or injury identified and for the time period approved.

3.3.5 Leave will be granted in increments of .25 hour.

## **3.4 Leave for Family Responsibilities**

3.4.1. In accordance with applicable laws and regulations, annual leave, sick leave, and/or leave without pay may be approved for various types of family responsibilities.

3.4.2. Approval of leave to care for children or attend to other family responsibilities will be equally flexible for male and female employees. Special effort should be made to accommodate requests for leave on compassionate grounds, depending upon the urgency of the employees' circumstances and as long as the absence does not interfere with mission accomplishment.

3.4.3. Leave requested by eligible employees under provisions of 5 U.S.C., Chapter 63, Subchapter V (Family and Medical Leave), must be granted as an entitlement, without regard to any other leave usage by the employee for the same or other circumstances.

## **3.5 Military Leave**

3.5.1 An eligible employee will be granted any military leave available whenever ordered to active duty. Military leave will be charged on an hourly basis. The minimum charge to military leave is one hour. Military leave will be charged only for the hours the employee would have worked and received pay.

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**3.5.1.2 Twenty-two Days Military Leave Entitlement.** P.L. 108-136, amended 5 U.S.C. 6323(b) and provides expanded application of this military entitlement for those employees who perform full-time military services as a result of a call or order to active duty in support of a contingency operation, to 22 days of military leave each calendar year. This time is in addition to the 15 days entitlement. There are two conditions under which employees are entitled to the additional 22 days:

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3.7.1 Travel after Midnight. Employees who are required to perform official travel and who arrive at their residences after midnight may be excused, in accordance with the Center's provisions, for a reasonable length of time before reporting for duty, but not in excess of eight hours. Where applicable, supervisors should consider authorizing use of compensatory time for travel.

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3.7.2.1 NASA Health Programs. When health examinations are conducted by NASA Centers, employees will be excused without charge to leave for the purposes of the examination. This provision is also applicable to sick calls and preventive medical programs at the NASA health clinics and initial referrals and subsequent visits allowed under the Center's Employee Assistance Program (EAP) policy to the NASA EAP.

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#### **3.7.2.3 Physical Examinations Related to Military Service**

a. An employee shall be excused without charge to leave or loss of pay for the time required for a physical examination before induction into or recall to active duty in the armed forces.

b. If the employee is required to be absent more than one workday, the employee must obtain a justifying statement from the examining station.

c. An employee required to report for periodic physical examinations for any Reserve component of the armed forces or in the National or State Guard organizations will be granted sick leave for the period of the physical examination. If the employee does not have sick leave, either annual leave or LWOP will be granted.

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- a. Communicate to employees the options that are available in regulations for excused absences for registration and voting.
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3.7.5 Other Excused Absences. Consistent with the decisions of the Comptroller General and the Office of Personnel Management, Center Directors or their designees may determine administratively other situations in which employees may be excused from duty without charge to leave.

## **3.8 Leave Without Pay**

3.8.1. As a basic condition to approval of extended LWOP, there should be reasonable expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

- a. Increased job ability.
- b. Protection or improvement of employee's health.
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- d. Furtherance of a program of interest to the Government.

3.8.2 Employees seeking advanced degrees or accepting full-time faculty and staff positions with institutions of higher learning may be granted LWOP for one year, renewable to a total of three years.

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### **3.9 Brief Periods of Absence or Tardiness**

Unavoidable or necessary absence of less than one hour, or tardiness, may be excused; time equal to time of absence may be worked at the end of the same day with supervisory approval; charged to available compensatory time or annual leave; or if leave is not available, charged to LWOP. If the leave charged exceeds the period of absence or tardiness, the employee will not be required to work for any part of the leave period charged against the employee's account.

### **3.10 Absence for Religious Observance**

It is NASA's policy to allow its employees to observe the various established religious holy days of their faith, for example, Good Friday or Yom Kippur. If an employee's religious beliefs require absence from work during certain periods of time, that employee shall have the option to work compensatory overtime for the purpose of taking time off without charge to leave (see 5 CFR 550.1001 et seq.).

### **3.11 Leave Accounting**

Accounting for leave taken will be in increments of .25 hour.

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# CHAPTER 3. Administration of Absence and Leave

## 3.1 Annual Leave

### 3.1.1 Reference

5 CFR Part 630, Subparts A through C.

3.1.2 Crediting Annual Leave. Leave credited to employees will be available for use during the leave year, as follows:

3.1.2.1 Temporary employees will be credited with annual leave as it is earned.

3.1.2.2 Employees whose current employment is limited to less than 90 days are entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service.

3.1.2.3 All other employees will be credited at the beginning of the leave year or their tour of duty with the amount of annual leave accumulated and with the amount they are expected to accrue during the balance of the leave year.

3.1.2.4 Uncommon tours of duty are as follows:

a. Employees who work 24-hour shifts, or other uncommon tours of duty, will have their leave earnings and charges adjusted by the ratio of their workweek to the regular 40-hour workweek. For example, employees on a 72-hour workweek will accrue leave according to the following schedule:

Years of Service	Annual Leave		Sick Leave
	First 25 Pay Periods	Last Pay Period	Per Pay Period
Up to 3	7	12	7
3 to 15	11	13	7
15 and over	14	4	7

Leave used will be charged based on the same proportion as earned (e.g., an employee working a 72-hour tour will be charged 72 hours for a week's absence).

b. When the employee converts to a different basic workweek, the leave balance will be converted based on the proportion of hours in the new workweek compared to the base hours in the former workweek. Conversion formulas for a 72-hour workweek are established as follows:

(1) When change is from a 40-hour workweek to a 72-hour workweek, NUMBER OF HOURS IN LEAVE BALANCE X 72/40 = NEW LEAVE BALANCE.

(2) When change is from a 72-hour workweek to a 40-hour workweek,  $\text{NUMBER OF HOURS IN LEAVE BALANCE} \times 40/72 = \text{NEW LEAVE BALANCE}$ .

c. Other approved uncommon tours of duty will have leave earnings and charges adjusted consistent with the formula outlined above.

d. Leave will be approved/charged in increments of .25 hour.

### 3.1.3 Scheduling Annual Leave

3.1.3.1 Annual leave is considered to be scheduled when it has been requested by the employee and the request has been approved by the supervisor.

3.1.3.2 Employees are responsible for requesting, scheduling, and using annual leave. If an employee does not request leave, or does not use leave that was approved, any resulting forfeiture will be considered to be by the employee's choice. The following is required for requests for annual leave:

a. Be requested in advance, except in unforeseen circumstances, to allow for the careful scheduling of leave and the efficient conduct of work by all employees in the work unit.

b. Be requested as promptly as is reasonable in the case of an unscheduled absence.

3.1.3.3 Supervisors will attempt to ensure the scheduling of leave, including that which an employee otherwise might forfeit, by assisting employees in planning the use of annual leave on a year-round basis.

a. Requests for annual leave shall be approved if it is reasonable in consideration of work and human resources requirements, including consideration of other employees' leave plans and schedules. Leave credited to a probationary (or trial period) employee, that is in advance of the amount earned, will be approved judiciously.

b. When a request for annual leave is denied or approved leave is canceled, an alternative period of time should be scheduled immediately.

## **3.2 Use or Lose Leave**

3.2.1. A timely request to take Use or Lose leave will be approved if forfeiture is the only alternative unless the Center Director has determined that there is an exigency of the public business that precludes excusing the employee from duty.

3.2.2. Denial of Use or Lose leave due to an exigency of the public business must be made in writing and will include consideration of such factors as cost, productivity, schedules, safety, health, effect of postponement, and whether other employees, who would not forfeit annual leave, could be assigned to do the work.

3.2.3. Use or Lose leave will be restored for the following reasons:

a. It was forfeited due to an exigency of the public business, documented as described in paragraph 3.2.2, and provided that such leave was requested and approved or denied in writing within the time constraints specified by regulation.

b. Sickness (or injury or any other medical condition for which paid sick leave would be approved) causes the forfeiture of annual leave at the end of a leave year, provided the following conditions are met:

(1) The annual leave was requested and approved or denied in writing within the time constraints specified by regulation (i.e., before the start of the third pay period prior to the end of the leave year (5 CFR Part 630.308)).

(2) The sick leave was substantiated properly using the same criteria for sickness at any other time.

(3) The employee was unable to use the annual leave after the sickness but before the end of the leave year. If an exigency of the public business prevented the subsequent use of the annual leave, the procedure for denial of leave, as stated in paragraph 3.2.2, must have been followed.

3.2.3.1. An administrative error caused the forfeiture of the leave. An administrative error includes the commission or omission of an action that is in violation of law, regulations, or nondiscretionary Agency policy and includes failure to put into effect a decision that has been made properly. When annual leave is restored due to an administrative error, the reasons for the error and corrective actions, if any, that should be taken to prevent a recurrence, must be identified. The record must substantiate the amount of annual leave to be restored. If official records are not available, an estimate of the employee's leave account is acceptable when accompanied by official statements reflecting clearly the factors that form the basis for the estimate.

3.2.3.2. Documentation for the restoration of Use or Lose leave will include the following:

a. Management's approval of the restoration of the leave.

b. The date the leave was restored for use.

c. The amount of leave restored.

d. The specific schedule for use of the leave in the account; e.g., the time period during which the leave must be used in accordance with applicable laws and regulations. At a minimum, the schedule should identify the number of hours to be taken per month during the period of availability of the leave.

e. The usage and balance.

### **3.3 Sick Leave**

#### **3.3.1 Crediting and Granting Sick Leave**



3.3.1.1 All employees otherwise eligible to accrue leave as defined in 5 CFR 630.401, including temporary employees, will be credited with sick leave, which then becomes available for use at the beginning of each pay period during which it will be earned.

3.3.1.2 Employees who work 24-hour shifts or other uncommon tours of duty will have their sick leave earnings and charges adjusted in accordance with paragraph 3.1.2.3.

3.3.2 Notification of Absence. An employee who is absent due to sickness will notify his or her supervisor or other appropriate person as early as practicable on the first day of such absence, or as soon as possible thereafter.

3.3.3 Supporting Evidence. Notification of a requirement to provide additional supporting evidence beyond the employee's own certification should be given to the employee in advance.

3.3.4 Advance of Sick Leave. A proper request for an advance of sick leave will be approved without regard to the amount of annual leave an employee may have. This advance of sick leave may be used only for the illness or injury identified and for the time period approved.

3.3.5 Leave will be granted in increments of .25 hour.

### **3.4 Leave for Family Responsibilities**

3.4.1. In accordance with applicable laws and regulations, annual leave, sick leave, and/or leave without pay may be approved for various types of family responsibilities.

3.4.2. Approval of leave to care for children or attend to other family responsibilities will be equally flexible for male and female employees. Special effort should be made to accommodate requests for leave on compassionate grounds, depending upon the urgency of the employees' circumstances and as long as the absence does not interfere with mission accomplishment.

3.4.3. Leave requested by eligible employees under provisions of 5 U.S.C., Chapter 63, Subchapter V (Family and Medical Leave), must be granted as an entitlement, without regard to any other leave usage by the employee for the same or other circumstances.

### **3.5 Military Leave**

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