



National Aeronautics and  
Space Administration  
Washington, DC 20546

TO: Memorandum for NASA Acquisition Workforce

FROM: Deputy Assistant Administrator Office of Procurement

SUBJECT: "Initial Guidance Regarding President Trump's Executive Order Defending Women"

On January 20, 2025, the President of the United States of America signed an Executive Order titled, ["Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government"](#). The U.S. Office of Personnel Management issued a memorandum, dated January 29, 2025, titled, "Initial Guidance Regarding President Trump's Executive Order Defending Women" to federal agencies.

This guidance directed agencies to take immediate action to identify and terminate gender ideology initiatives and programs and remove final or pending documents, directives, orders, materials, and such plans issued by agencies that conflict with the signed Executive Order.

Effective immediately, the procurement, grant, cooperative agreement, and advertisement of gender ideological activities is prohibited. Therefore, Contracting Officers and Grant Officers shall proceed as follows:

- 1) Review all agency programs, contracts, and grants, and terminate any that promote or inculcate gender ideology.
- 2) Remove gender ideology-related requirements from all NASA requests for information (RFIs), solicitations, notices of funding opportunities (NOFO), contracts, grants, and orders (i.e., task, delivery, purchase orders).
- 3) Amend all new and existing solicitations/NOFOs and modify contracts, grants, and orders to remove gender ideology requirements.
- 4) Suspend use of agency-wide templates and Data Requirement Description (DRD) referencing gender identity. Review all agency forms that require entry of an individual's sex and ensure that all list male or female only. Please be sure that the templates have been terminated and **removed** from the website. Older versions saved on hard drives are now obsolete and shall not be utilized.
- 5) Withdraw any final or pending documents, directives, orders, regulations, materials, forms, communications, statements, and plans that inculcate or promote gender ideology.
- 6) Terminate use of all local or center specific Office of Procurement policies related to gender identity.

7) Cancel any trainings that inculcate or promote gender ideology or have done so in the past.

Center Procurement Officers must provide notification of completion of the actions above, in a single document via email by COB on Friday, January 31, 2025, to [julia.b.wise@nasa.gov](mailto:julia.b.wise@nasa.gov) with copies to [karla.s.jackson@nasa.gov](mailto:karla.s.jackson@nasa.gov) and [marvin.l.horne@nasa.gov](mailto:marvin.l.horne@nasa.gov). POs are also responsible for ensuring that all local OP gender ideology-related training is cancelled. Mission identified POCs have already been provided instructions for the reporting of grant activity completion.

Additional policy guidance may be issued to further implement the executive order requirements, such as updating the NASA FAR Supplement, Grant and Cooperative Agreement Manual, Grant and Cooperative Agreement Procedures, and the Grant and Cooperative Agreement Terms and Conditions when approval is granted.

Please contact Erica Jones at [erica.d.jones@nasa.gov](mailto:erica.d.jones@nasa.gov) (contracts) and Lucy Barnes-Moten at [Lucy.d.barnes-molten@nasa.gov](mailto:Lucy.d.barnes-molten@nasa.gov) (grants) if you have any questions regarding this memorandum.

I appreciate your cooperation and continued commitment to supporting NASA's mission.

Marvin L. Horne

Cc: Procurement Officers  
Deputy Procurement Officers  
Office of General Counsel  
Marvin Horne  
Julia Wise  
Kameke Mitchell  
Geoffrey Sage  
Tabisa Kalisa