

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



May 1, 2009

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Distribution

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: 2009 Call for Headquarters Honor Award Nominations

The Headquarters Human Resources Management Division is pleased to announce the call for the 2009 Headquarters Honor Award nominations. The Headquarters Honor Awards program was created to recognize Headquarters civil service and contractor employees and teams who have made exemplary contributions to the Headquarters mission or to the welfare of Headquarters employees.

AWARD CATEGORIES FOR CIVIL SERVANTS:

Exceptional Performance Award:

This award recognizes employees for individual performance in support of Headquarters, who have demonstrated exceptional individual accomplishments in the performance of their duties.

Creative Management Award:

This award recognizes supervisors who make a unique contribution to their offices or missions by working creatively with people, inspiring and motivating them to greater achievement. They may be nominated by their peers and/or subordinates. They may not be nominated by their supervisors. Because of the prestige of this award the number of recipients is limited to 1.5 % (which this year is three) of the supervisory population at Headquarters as of March 31 of the award year.

Cooperative External Achievement Award:

This award recognizes employees for outstanding creative, person-to-person relationships with personnel outside of Headquarters including, but not limited to: NASA Centers; other government agencies; industries; educational institutions; and the public. The award is designed specifically to recognize outstanding achievements in promoting cooperation with individuals outside of Headquarters, which have resulted in benefits to NASA in the areas of cost savings, efficiencies, and/or better ways of doing business.

Equal Opportunity Achievement Award:

This award recognizes employees (excluding Equal Opportunity staff members) for outstanding achievements in support of Headquarters' commitment to foster an environment which provides equal opportunity for all and incorporates mutual respect, acceptance, teamwork and productivity.

Civil Service Team Award:

This award recognizes a team of Headquarters civil service employees who have made significant contributions to the mission of Headquarters or to the welfare of Headquarters employees.

Public Service Award:

This award recognizes employees for their outstanding off-the-job contributions that support the mission of Headquarters.

AWARD CATEGORIES FOR CONTRACTORS AND CIVIL SERVANTS:

Special Service Award:

This award recognizes Headquarters contractors (individuals or teams) who have made significant contributions to the mission of Headquarters or to the welfare of Headquarters employees.

Civil Service/Contractor Team Award:

This award recognizes teams composed of both Headquarters civil service employees and contractors who have made significant contributions to the mission of Headquarters or to the welfare of Headquarters employees.

ELIGIBILITY:

All full-time or part-time civil service employees who have worked for Headquarters for at least one year are eligible. Additionally, they must be Headquarters employees when the nomination closes. All grades are eligible. All Headquarters contractors who have worked for Headquarters for at least one year are eligible. Additionally, they must be Headquarters contractors when the nomination closes.

Temporary employees are ineligible (i.e., students and detailees from other NASA Centers or from other Federal agencies).

Nominations may be submitted by civil servant supervisors, subordinates, and peers (except the Creative Management Award, which excludes nominations from supervisors). Self nominations will not be accepted.

An individual/group may not receive a Headquarters Honor Award in the same category for two consecutive years.

Individuals and team nominees are eligible for the upcoming Agency Honor Awards. However, recipients from the previous Agency Honor Award Cycle are not eligible for a Headquarters Honor Award this cycle.

Headquarters Award Committee members are ineligible.

Each nomination must clearly show which areas of the criteria are being covered and provide detailed descriptions of the exemplary accomplishments. The nomination must specifically explain what the nominee accomplished, why it was important to the organization, and the result of the accomplishment. Additionally nominations must:

Be for achievements made in the previous 12 months (May 08 - April 09).

Be submitted by supervisors, subordinates, and peers. Self-nominations will not be accepted.

Fit within the allotted space within NAAS. The citation has a 175 character maximum. The justification has a 3,500 character maximum.

Nominations must be approved by the employee's supervisor. Nominations will be reviewed and evaluated by a committee consisting of representatives from the mission directorates and mission support offices. Committee discussions will be kept confidential. Recipients will be recognized at the Annual Headquarters Honor Award Ceremony.

All nominations must be submitted in the NAAS by the organization's Awards Point of Contact and forwarded to the Headquarters Awards Officer, Rhonda Taylor no later than May 27, 2009. If you have any questions regarding this matter, please contact Rhonda Taylor at 358-0444 or < rhonda.l.taylor@nasa.gov >.



Leah Hollander

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