

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



June 2, 2010

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Distribution

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: 2010 Call for Headquarters Honor Award Nominations

The Headquarters Human Resources Management Division is pleased to announce the call for the 2010 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:

Distinguished Achievement Award:

This award recognizes employees for significant, sustained achievements representing substantial contributions to the mission of Headquarters.

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.

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 (e.g., volunteer at a school to present information about NASA).

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.

- Individuals who received an Agency Group Achievement Award are eligible for Headquarters Honor Awards as an individual.
- An individual or group is ineligible to receive a Headquarters Honor Award if they received a Headquarters Honor Award in the previous year for the same or similar accomplishment or contribution.
- Individuals are ineligible to receive a Headquarters Honor Award if they receive an Agency Honor Award for the same or similar contribution or activity.
- Headquarters Award Committee members are ineligible.

AWARD PROCEDURES:

The nomination must specifically explain what the nominee accomplished, why it was important, and the result of the accomplishment. Additionally, nominations must:

- Be for achievements made in the previous 12 months (May - April).
- Be submitted by supervisors, subordinates, and peers to the organization's award Point of Contact (POC).
- Be submitted through the NASA Automated Awards System (NAAS) to the Awards Officer, POC, and Headquarters Human Resources Management Division by the organization's POC. The Administrative Award POC must also enter the nominating official's name within NAAS.
- Fit within the allotted space within NAAS. The citation has a 175 character maximum and the justification has a 3,500 character maximum.
- Ensure that **all** members of a team award are included in the original nomination. Additions are not permitted after submission to NAAS and will not be considered.
- Be approved by the nominee's supervisor. Supervisors and others may be contacted to ensure the validity of the nominees' contribution.

Nominations will be reviewed and evaluated by the Headquarters Honor Awards committee consisting of representatives from mission directorates and mission support offices. Committee discussions will be kept confidential. Recipients will be recognized at the Annual Headquarters Honor Awards 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 June 25, 2010. If you have any questions regarding this matter, please contact Rhonda Taylor at 358-0444 or <rhonda.l.taylor@nasa.gov> or Tara Hairston at 358-0192 or <tara.m.hairston@nasa.gov>.



Leah Hollander

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