

May 29, 2007

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Acting Director, Headquarters Human Resources Management Division

SUBJECT: 2007 Headquarters Honor Awards

The Headquarters Human Resources Management Division (HRMD) is pleased to announce the call for the 2007 Headquarters Honor Awards. The Headquarters Honors Awards is one of the most significant award and recognition events. HRMD is interested in receiving nominations for individual and/or group achievement(s) from all occupational groups, including secretarial/clerical, professional/administrative, and science/engineering categories at all grade levels, particularly those in lower grades.

Nominations are being accepted for the following awards:

- Civil Service/Contractor Team Award
- Cooperative External Achievement Award
- Creative Management Award
- Equal Opportunity Achievement Award
- Exceptional Performance Award
- Space Ship Earth Award
- Special Service Award

Nominations will be accepted through the close of business on Friday, June 22, 2007. Due to time constraints and panel meeting schedules, late submissions will not be accepted.

When submitting nominations, please consider accomplishments employees have made that have contributed to Headquarters mission success. Nominations will be reviewed by the Headquarters Honor Awards Voting Panel comprised of individuals from throughout Headquarters.

Enclosed are the definitions of the various award categories, the instructions for completion of the nomination form and the Headquarters Honor Awards Nomination NHQ Form 170. Form NHQ 170 and instructions are also available at https://extranet.hq.nasa.gov/nef/user/form_search.cfm. This form must be used for all nominations.

If you have any questions concerning the 2007 Headquarters Honor Awards, please contact Rhonda Taylor, Headquarters Awards Officer at 358-0444 or <rhonda.l.taylor@nasa.gov>.

Yvette Coles

Enclosures:

1. Definitions
2. Instructions/Guidelines on Headquarters Honor Awards Nominations
3. Headquarters Honor Awards Nominations Form (NHQ 170)

Officials-in-Charge of Headquarters Offices

Deputy Administrator/Ms. Dale

Associate Deputy Administrator/Mr. Scales

Associate Administrator/Mr. Geveden

Chief of Staff/Mr. Morrell

Deputy Chief of Staff and White House Liaison/Mr. Jeziarski

Assistant Administrator for External Relations/Mr. O'Brien

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Institutions and Management/Mr. Luedtke

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Internal Controls and Management Systems/Mr. Henn (Acting)
- Assistant Administrator for Procurement/Mr. Luedtke
- Assistant Administrator for Security and Program Protection/Mr. Saleeba
- Assistant Administrator for Small Business Programs/Mr. Delgado
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Associate Administrator for Science Mission Directorate/Dr. Stern

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Mr. Scolese

Chief Financial Officer/Mr. Bowie (Acting)

Chief Health and Medical Officer/Dr. Williams

Chief Information Officer/Dr. Pettus

Chief Safety and Mission Assurance/Mr. O'Connor

Chief of Strategic Communications/Mr. Hopkins (Acting)

- Assistant Administrator for Communications Planning/Mr. Hopkins
- Assistant Administrator for Education/Dr. Winterton
- Assistant Administrator for Legislative and Intergovernmental Affairs/Mr. Chase
- Assistant Administrator for Public Affairs/Mr. Mould

Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Integrated Enterprise Management Program/Mr. German

Director, Office of Program and Institutional Integration/Mr. Keegan

General Counsel/Mr. Wholley

Inspector General/Mr. Cobb

cc:

Assistant Associate Administrator/Ms. Johnson

Director, Strategic Investments/Mr. Shank

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Mays

Office of the Administrator/Ms. Sweeney
Office of the Deputy Administrator/Dr. Keiser
Office of the Deputy Administrator/Ms. Potter
Office of Human Capital Management/Ms. Agin
Office of Education/Ms. Alston
Office of Program Analysis and Evaluation/Ms. Anderson
Office of Chief and Health and Medical Officer/Ms. Barnes
Office of Institutions and Management/Ms. Brewer
Office of Space Operations and Mission Directorate/Ms. Brown
Office of Innovative Partnerships Programs/Ms. Butler
Office of Science Mission Directorate/Ms. Carson
Office of Security and Program Protection/Ms. Chambers
Office of Science Mission Directorate/Ms. Delo
Office of Program Institutional and Integration/Ms. Dunn
Office of Communications and Planning/Ms. Erickson
Office of Space Operations Mission Directorate/Ms. Farley
Office of External Relations/Ms. Geisz
Office of Integrated Enterprise Management Program/Mr. German
Office of Legislative Affairs and Intergovernmental Affairs/Ms. Graham
Office of General Counsel/Mr. Harris
Office of Program & Institutional Integration/Ms. Hoover
Office of Chief Financial Officer/Ms. Jefferson
Office of Diversity and Equal Opportunity/Ms. Jones
Office of Safety and Mission Assurance/Ms. Loewy
Office of Public Affairs/Ms. Lord
Office of Exploration System Mission Directorate/Ms. Mason
Office of Infrastructure and Administration/Ms. McIntosh
Office of Aeronautics and Research Mission Directorate/Ms. Miller
Office of Chief Financial Officer/Ms. O'Shaughnessey
Office of Strategic Communication/Ms. Peterson
Office of Procurement/Ms. Randolph
Office of Space Operations Mission Directorate/Ms. Robinson
Office of Information Officer/Ms. Shaeffer
Office of External Relations/Ms. Shephard
NASA Shared Service Center/Ms. Slade
Office of Diversity and Equal Opportunity/Ms. Spotts
Office of the Administrator/Ms. Sweeney
Office of Infrastructure and Administration/Ms. Team
Office of Small & Disadvantaged Business Utilization/Ms. Wilson

HEADQUARTERS AWARD CATEGORIES DEFINITIONS

CIVIL SERVICE/CONTRACTOR TEAM AWARD

To be given to a team composed of both Headquarters civil servants and contractors for outstanding performance in support of either the mission of Headquarters or the welfare of Headquarters employees.

COOPERATIVE EXTERNAL ACHIEVEMENT AWARD

To be given to Headquarters employees for outstanding creative, person-to-person relationships in administrative or technical activities between Headquarters and one or more of the following: NASA field installations, other Government agencies, industries, educational institutions, and the public. The award is designed specifically to recognize outstanding achievements in promoting cooperation with individuals outside Headquarters, which have resulted in cost savings, efficiencies, and/or better ways of doing business.

CREATIVE MANAGEMENT AWARD

To be given to no more than three Headquarters supervisors nominated by their immediate supervisors, peers, and/or subordinates. Specifically, this award is meant to recognize those unique supervisors who from the varying perspectives of those working with him/her, actively demonstrate an understanding of the art of working with people creatively, inspiring and motivating them to greater achievement while improving personnel

EQUAL OPPORTUNITY ACHIEVEMENT AWARD

To be given to Headquarters employees who have made efforts to improve the workforce environment through equal opportunity and support of the Headquarters affirmative action principles. Examples of such activities are reducing the under representation of non-minority women, African Americans, Hispanics, Native Americans, and Asians and ensuring that equal access and opportunities are accorded the disabled veteran and handicapped person. These activities may be measured by the result of recruitments, selection and promotions, creative assignments, coaching and assisting others in career development, balanced distribution of awards (monetary and others), working within the organization to create better race and gender harmony and sensitivity, and establishing practices that embrace EO/AA objectives – any activity that focuses on improving work relationships and ultimately results in enhanced quality and productivity Equal Opportunity Staff Members are ineligible for this award.

EXCEPTIONAL PERFORMANCE AWARD

To be given to Headquarters employees for outstanding individual performance in support of NASA's scientific, engineering, technical, or administrative activities at Headquarters. It may be awarded to any employee in any occupation at any grade level, who has demonstrated outstanding individual initiative, ability, and accomplishments in the performance of his or her duties in support of NASA activities at Headquarters.

SPACE SHIP EARTH AWARD

To be given to Headquarters employees in recognition of outstanding, off-the-job contributions, to the betterment of life on Space Ship Earth – especially those contributions undertaken in the local, regional, or state community.

SPECIAL SERVICE AWARD

To be given to an individual or group of non-Government employees who made significant contributions to either the mission of Headquarters or to the welfare of Headquarters employees.

INSTRUCTIONS

Headquarters Honor Awards Nominations

General Guidelines:

- Any permanent full-time or part-time Headquarters civil service employee can nominate.
- To be eligible for a civil service award, nominees must have held a permanent full- or part-time civil service position at NASA Headquarters for at least one year, and must be Headquarters employees at the time the nomination period closes. Temporary employees are not eligible (i.e., detailee, including detailees from another NASA center; Stay-in-School; etc.).
- To be eligible for a non-civil service award, nominees must have been a NASA Headquarters contractor for at least one year, and must be a Headquarters contractor at the time the nomination period closes.
- An individual/group may not receive a Headquarters Honor Award in the same category for two consecutive years. Nominations received for a previous year's recipient in the same award category are ineligible.
- An individual/group is ineligible for a Headquarters Honor Award if an Agency-level Honor Award was received by the nominee within the most recent Agency-level Honor Awards cycle.
- Nominations will be reviewed by the Headquarters Honor Awards Voting Panel Members. Members of the committee are ineligible for nomination.
- All grades are eligible.
- Nominees should be representative of the NASA Headquarters population including women, minorities, individuals with disabilities, and support staff.

How to Nominate:

- Complete the attached nomination form. Copies of forms may be reproduced. Form NHQ 170 is also available electronically at https://extranet.hq.nasa.gov/nef/user/form_search.cfm
- Stay within the boxed areas, and do not attach continuation sheets.
- **Answer all questions on both sides.**
- **Type the nomination forms. Handwritten forms are not acceptable and will be returned.**
- Please submit the name, title, and code of immediate supervisor and division director for each person nominated on cover memo.

- If the nomination is for a team please provide a typed list of the team members including name and code. Additionally, indicate whether the individual is a civil servant or contractor. If the individual is a contractor please provide the name of the company.
- Submit the **original** completed award nomination to Jacqueline Morgan of the Headquarters Human Resources Management Division, Room 4M28. Also submit an electronic copy to rhonda.l.taylor@nasa.gov.
- The nomination information is confidential; therefore, the Headquarters Committee Panel Members will not be aware of the office or individual who submitted the nomination.