



Headquarters

Washington, DC 20546-0001

September 20, 2013

Reply to Attn of:

Aeronautics Research Mission Directorate

TO: Distribution

FROM: Associate Administrator, Aeronautics Research Mission Directorate

SUBJECT: 2013 Call for ARMD Associate Administrator Awards

I am pleased to announce the fourth annual ARMD Associate Administrator Awards. This letter opens the call for nominees for fiscal year 2013. The ARMD Associate Administrator awards are across five distinct categories, each intended to recognize the essential contributions of one part of the ARMD team. This award recognizes the individual and group contributions across NASA Centers that lead to achievement of NASA's mission.

AWARD CATEGORIES:

- **Technology and Innovation** – Exemplary performance by an individual or group that results in significant unique or innovative technical research concepts and technologies that position ARMD, NASA, and the aeronautics community and industry for success in addressing national challenges. This category would also include test and evaluation contributions.
- **Leadership and Management Excellence** - Exemplary performance by an individual in leading and managing people in the formulation and accomplishment of disciplined research in the field of aeronautics, demonstrating leadership qualities that invite collaboration and foster dedication to team excellence. Leaders of ARMD-related research activities take action to allow others to grow and foster a sense of pride and accomplishment in achieving the mission of ARMD.
- **Program and Mission Support** - Exemplary performance by an individual or group to provide non-technical mission support to aeronautics research programs, projects, and related activities that significantly improves and streamlines the efficiency and effectiveness of operations. This could be in functions typically associated with the NASA Mission Support Directorate (procurement, HR, policy/evaluation, etc), or other support activities such as resources management, IT, legal counsel, communications, education, legislative affairs, administrative support, etc. These efforts enable the successful completion and advancement of significant program goals that otherwise may not have been achieved without such support.
- **High Potentials Award** - Exemplary performance by an individual student, intern, or someone in the first 5 years of their federal service career that have made significant contributions to the advancement of aeronautics research and that have clearly demonstrated high potential in their abilities and skills in the areas of Science, Technology, Engineering, and/or Math. They have actively and positively contributed to addressing technical challenges and to the overall mission of NASA.

- **Strategic Partnerships** - Exemplary performance by an individual to establish or strengthen strategic partnerships with non-NASA entities which leverage emerging capabilities within the U.S. and abroad to significantly impact and advance the achievement of aeronautics research and development goals and objectives, generate robust and timely knowledge transfer, and strengthen trust and credibility with U.S. and foreign partners. For example, these efforts could result in significantly increased quality of NASA Research Announcements or other collaborative agreements.

Individual nominees will be accepted for all categories. Groups may be nominated for Technical and Innovation and the Program and Mission Support categories only.

ELIGIBILITY:

All NASA civil servants and contractors engaged with ARMD projects are eligible to apply or be nominated for all award categories, except the High Potentials category, which is limited per the award category description above.

Nominations may be submitted by employees, supervisors, contractors, subordinates, and peers. All nominations must be cleared in writing by the nominee's immediate supervisor on the nomination form.

AWARD PROCEDURES:

The nomination must be submitted electronically with a signature (signed, scanned, faxed or e-mailed) using the attached nomination form and within the formatting guidelines. Each nomination should include an overview which will serve as a citation if the applicant is selected as an award winner (not exceeding 100 words) and a justification not exceeding 750 words that should address the following elements:

- Award Category
 - Describe the accomplishment within the given category (Technology and Innovation; Leadership and Management Excellence; Program and Mission Support; High Potentials; and Strategic Partnerships)
- Impact Statements
 - Describe how the performance/actions taken by the individual or group has resulted in a profound positive impact and benefit to ARMD, its partners, and/or stakeholders.
 - Describe how the performance/actions taken by the individual or group has resulted in an outcome that will have an ongoing long-term impact on ARMD, its partners and/or stakeholders.

Each nomination must be for accomplishments during the previous fiscal year with the write-up clearly identifying the approach, accomplishments and impact for which the FY13 nomination is being made. Additionally, each nomination should address how the performance/actions taken by the individual or group have resulted in an outcome that will have an ongoing long-term impact on ARMD, its partners and/or stakeholders.

Additional information is available, in the Nomination, Evaluation and Selection Guidelines, which can be found at http://www.aeronautics.nasa.gov/aa_awards.htm.

All nominations must be submitted no later than December 13, 2013 to Kimberly Miller at Kimberly.s.miller@nasa.gov.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Dr. Jaiwon Shin

Attachments: Nomination Evaluation and Selection Guidelines
Nomination Form (Attachment A)

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