

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



October 14, 2015

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Deputy Director, Headquarters Human Resources Management Division

SUBJECT: Request for 2016 Agency Honor Awards Nominations

The Headquarters Human Resources Management Division is pleased to announce the 2016 Agency Honor Awards. These awards are NASA's most prestigious awards. The awards are approved by the Administrator and presented to selected individuals and teams (both government and non-Government), who have distinguished themselves by making outstanding contributions to the Agency's mission. **Nominations must be submitted through the NASA Automated Awards System (NAAS), no later than November 20, 2015.**

Eligibility

- All NASA employees and contractors, including Jet Propulsion Laboratory employees, individuals working for NASA under the Intergovernmental Personnel Act (IPA), and government and non-government employees.
- An individual or group may not receive an Agency Honor Award if they received an Agency Honor Award in the previous award cycle for the same accomplishment.

Nomination Guidelines and Submission:

The award justification must be clear; and cite specific facts, activities, and accomplishments in support of the nomination. The Organization's Award POC and nominator should ensure the following before submitting nominations within the NASA Automated Award System (NAAS):

- Achievements are made during the timeframe of December 2014 – November 2015, unless specified in the criteria.
- Nominations are well justified in accordance with the specific criteria as stated in the award description.

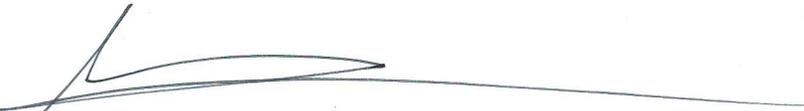
Additionally nominations must:

- Ensure team lists for the Group Achievement Awards (GAA) are complete and accurate. Additions are not permitted after submission in NAAS.
- Ensure GAA nominations are concurred with the appropriate organizations or centers to avoid duplicate nominations.
- Ensure all members of the group recommended for recognition have made significant and justifiable contributions directly to the group accomplishment.
- Be approved by the Official-in-Charge of the Headquarters' organization.

Additional references and guidance for writing quality nominations are provided in the Agency Honor Awards Nominator's Toolkit on the NASA People Website at <http://nasapeople.nasa.gov/awards/toolkit.htm>.

All nominations must be submitted in NAAS by the Awards POC no later than **November 20, 2015**. If you have any questions regarding this matter, please contact Linda Perozo at linda.perozo@nasa.gov or 358-1324 or Rhonda Taylor at rhonda.l.taylor@nasa.gov or 358-0444.

The Administrator, the Incentive Award Board Chair, and I are personally dedicated to recognizing and rewarding excellence throughout the Agency without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, grade, or occupation. Nominations should represent a diverse population of civil service employees and contractor partners who are most deserving within your organization.



Susan Boggs

Enclosure

Enclosure

DESCRIPTION AND CRITERIA OF ALL NASA HONOR AWARDS

Leadership/Service

- Distinguished Service Medal/Distinguished Public Service Medal
- Outstanding Leadership Medal/Outstanding Public Leadership Medal
- Exceptional Service Medal/Exceptional Public Service Medal
- Exceptional Achievement Medal/Exceptional Public Achievement Medal
- Exceptional Engineering Achievement Medal, Exceptional Scientific Achievement Medal, and Exceptional Technology Achievement Medal
- Equal Employment Opportunity Medal
- Exceptional Administrative Achievement Medal
- Early Career Achievement Medal/Early Career Public Achievement Medal
- Group Achievement Award

Specialty (outside of annual call)

- Space Flight Medal
- Exceptional Bravery Medal
- Silver Achievement Medal

Distinguished Service Medal

This is NASA's highest form of recognition that is awarded to a Government employee who, by distinguished service, ability, or vision has personally contributed to NASA's advancement of United States' interests. The individual's achievement or contribution must demonstrate a level of excellence that has made a profound or indelible impact on NASA mission success, and therefore, the contribution is so extraordinary that other forms of recognition by NASA would be inadequate.

Distinguished Public Service Medal

This is NASA's highest form of recognition that is awarded to any non-Government individual or to an individual who was not a Government employee during the period in which the service was performed, whose distinguished service, ability, or vision has personally contributed to NASA's advancement of United States' interests. The individual's achievement or contribution must demonstrate a level of excellence that has made a profound or indelible impact to NASA mission success, therefore, the contribution is so extraordinary that other forms of recognition by NASA would be inadequate.

Outstanding Leadership Medal

This prestigious NASA medal is awarded to Government employees for notable leadership accomplishments that have significantly influenced the NASA Mission. Sustained leadership and exceptionally high-impact leadership achievements should demonstrate the individual's effectiveness in advancing the Agency's goals and image

in present and future terms. As one of NASA's most prestigious medals, the leadership excellence must be demonstrated in all of the following areas:

- Achieving Results--Highly effective in achieving positive results/change. Impact and importance of work achievements toward NASA's missions and image are a direct result of the individual's contributions and efforts.
- Role Model--Consistent and exemplary behavior that models NASA's core values and promotes these values within the Agency.
- Leading People--Cooperative collaboration and teamwork across the organizational, directorate, Agency, Government or industry level to accomplish expected results.
- Influencing Change--Innovative approaches used in the conception, design, or execution of projects, programs, initiatives, and activities (work represents a high degree of creativity or fundamental meet the criteria may be considered.

Outstanding Public Leadership Medal

This prestigious NASA medal is awarded to non-Government employees for notable leadership accomplishments that have significantly influenced the NASA Mission. Sustained leadership and exceptionally high-impact leadership achievements should demonstrate the individual's effectiveness in advancing the Agency's goals and image in present and future terms. As one of NASA's most prestigious medals, the leadership excellence must be demonstrated in all of the following areas:

- Achieving Results--Highly effective in achieving positive results/change. Impact and importance of work achievements toward NASA's missions and image are a direct result of the individual's contributions and efforts.
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- Leading People--Cooperative collaboration and teamwork across the organizational, directorate, Agency, Government or industry level to accomplish expected results.
- Influencing Change--Innovative approaches used in the conception, design, or execution of projects, programs, initiatives, and activities (work represents a high degree of creativity or fundamental departure from usual practice).

Exceptional Service Medal

This prestigious NASA medal is awarded to a Government employee for sustained performance that embodies multiple contributions which contribute to NASA projects, programs, or initiatives. The criteria must include all of the following:

- sustained performance has made a significant improvement to NASA deliverables, operations, or image;
- employee's record of achievements sets a benchmark for others to follow;

- substantial improvement to a NASA program that yielded high quality results or improvements.
- impact and importance of the employee's services have been instrumental to the past and ongoing success of NASA.

Exceptional Public Service Medal

This prestigious NASA medal is awarded to any non-Government individual or to an individual who was not a Government employee during the period in which the service was performed for sustained performance that embodies multiple contributions on NASA projects, programs, or initiatives. The criteria must include all of the following:

- sustained performance has made a significant improvement to NASA deliverables, operations, or image;
- employee 's record of achievements sets a benchmark for other non-Government contributors to follow; substantial improvement to a NASA program that yielded high quality results or improvements; importance of the employee's services have made a lasting impact on the success of the

Exceptional Achievement Medal

This prestigious NASA medal is awarded to any Government employee for a significant specific achievement or substantial improvement in operations, efficiency, service, financial savings, science, or technology which contributes to the mission of NASA. The criteria are as follows:

- Work-related achievements yielding high-quality results and/or substantial improvement that support the Agency mission.
- Innovative approaches used in the conception, design, or execution of the individual's work.
- Impact and importance of the achievement related to the Agency's goals and image.

Exceptional Public Achievement Medal

This prestigious NASA medal is awarded to any non-Government individual or to any individual who was not a Government employee during the period in which the achievement was accomplished. The award is for a significant specific achievement or substantial improvement in operations, efficiency, service, financial savings, science, or technology which contributes to the mission of NASA. The criteria are as follows:

- Work-related achievements yielding high-quality results and/or substantial improvement that support the Agency mission.
- Innovative approaches used in the conception, design, or execution of the individual's work.

- Impact and importance of the individual's achievement that made a significant contribution that enables NASA to accomplish its mission.

Exceptional Engineering Achievement Medal

This prestigious NASA medal is awarded to both Government and non-Government individuals for exceptional engineering contributions toward achievement of the NASA Mission. This award is given for individual efforts for applications of engineering principles or methods that have resulted in a contribution of fundamental importance in this field or have significantly enhanced understanding of this field or have significantly advanced the state of the practice as demonstrated by an application to aerospace systems. The criteria also include the following:

- Accomplishments are far above others in quality, scope, and impact.
- Accomplishments are explicit, significant, and demonstrate results.

Engineering contributions are typically characterized as being the design, development, and application of tools and systems, or significant process improvements. (A contribution that was overlooked at the time it occurred will also be considered).

Exceptional Scientific Achievement Medal

This prestigious NASA medal is awarded to both Government and non-Government individuals for exceptional scientific contributions (specific, concrete scientific achievements) toward achievement of the NASA Mission. The award is given for individual efforts that have resulted in a key scientific discovery or resulted in contribution(s) of fundamental importance in this field or significantly enhanced understanding of the field. Scientific contributions typically result from reasoned investigations or studies of phenomena using collected data and observations, current scientific theories and formulae, and the scientific method and/or other formal techniques, to attain enduring principles. (A contribution that was overlooked at the time it occurred will also be considered).

Exceptional Technology Achievement Medal

This prestigious NASA medal is awarded to Government or non-Government individuals for exceptional technology contributions achieved in one or more of the following: 1) Technology development significantly contributing toward achievement of the NASA Mission; 2) Development of a broadly applicable, disruptive technology for advancing future research capabilities or commercial applications; 3) Development of key conceptual or theoretical advances to technology that significantly accelerate the achievement of NASA's Mission; 4) Exemplary collaborative effort in achieving significant technology transfer or technology infusion; 5) Exceptional utilization of a NASA-developed technology resulting in a significant commercial application. (A contribution that was overlooked at the time it occurred will also be considered).

Equal Employment Opportunity Medal

This prestigious NASA medal is awarded to both Government and non-Government individuals for outstanding achievement and material contribution to the principles and goals of NASA's Equal Employment Opportunity, Diversity, and Inclusion Programs, either within the Government or within community organizations or groups. Diversity is the similarities and differences in the individual and organizational characteristics that shape our workplace. Inclusion is the means by which we optimize the benefits to mission inherent in our diversity, for example, the policies, procedures, and practices that an organization puts in place to create more inclusive work environments.

The criteria in the areas of Equal Employment Opportunity, Diversity, and Inclusion are as follows: a) achievements are clearly superior in quality, scope, and impact and b) achievements are explicit and demonstrate significant results. (A contribution that was overlooked at the time it occurred will also be considered).

- Outstanding achievement and material contributions to EEO can be demonstrated in a number of ways, such as:
 - Creating or promoting a work environment that is accessible and welcoming to employees with disabilities (e.g., initiated a transportation network that assists employees with disabilities commute to work).
 - Leading recruitment efforts to nontraditional sources to expand the demographic diversity of the applicant pool (e.g., established a relationship with a Historically Black College or Tribal College that resulted in more diverse Co-op students).
 - Consistently participating in programs that help ensure mentoring or coaching for members of underrepresented groups in the organization.
 - Leading cultural awareness or educational events for employees.
 - Initiating outreach events for underrepresented groups in the community.
 - Volunteering to speak or conducting workshops at national conferences such as Black Engineer of the Year Award, Society of Women Engineers, Society of Hispanic Professional Engineers, etc.
 - Consistently utilizing summer interns from diverse cultures, including interns with disabilities.
- Outstanding achievement and material contributions to diversity and inclusion can be demonstrated in a number of ways, such as:
 - Creating an inclusive work environment where employees are engaged, valued, and respected and their talents are fully utilized, for example, by championing the Agency's Diversity and Inclusion Policy within the organization and considering and including goals of diversity and inclusion in all organizational planning.

- Leading diversity and inclusion dialogues, and educational opportunities and encouraging employees to participate in diversity and inclusion dialogues, surveys, and training and educational opportunities.
- Recognizing and rewarding employees for commitment to diversity and inclusion, for example, as part of their performance planning and evaluation, and in nominations for leadership programs and awards.
- Actively assuring conflicts within the organization are resolved in a positive and constructive manner, for example, by taking a leadership role in the NASA Conflict Management Program training.

Exceptional Administrative Achievement Medal

This prestigious NASA medal is awarded to any civil service employee in the NASA Classification 500 Group* or non-Government equivalent for a significant, specific achievement or contribution that clearly demonstrates a substantial improvement in administrative support contributing to NASA's mission. The criteria should also include exceptional initiative in developing and implementing processes, methods, or operations that resulted in improvements to the office or program activities and/or operations.

*Clerical/Assistant and related support positions including positions engaged in routine one-grade interval clerical and support work requiring application of a practical knowledge of the established clerical or administrative systems, procedures, and techniques of a subject-matter area or program.

Early Career Achievement Medal

This prestigious NASA medal is awarded to any Government employee for unusual and significant performance during the first 10 years of an individual's career (i.e., entry-level professional in a scientific, engineering, administrative professional, or technical position) in support of the Agency. Performance is characterized by unusual initiative or a creative achievement that clearly demonstrates a significant contribution in the individual's discipline area that directly contributes to NASA's mission and goals. The contribution is significant, in that, for an employee who is at such an early phase of career, the contribution has substantially improved the discipline area. The criteria also include the following:

- The achievement yields high-quality results and/or substantial improvements to the discipline.
- Impact of the employee's achievement has significant importance relative to the discipline area.
- The achievement is perceived as outstanding or significant by peers and/or impacted target groups.

Justification must describe the nominee's career history sufficiently to show that he/she meets the definition of "early career" as defined herein.

Early Career Public Achievement Medal

This prestigious NASA medal is awarded to any non-Government employee for unusual and significant performance during the first 10 years of an individual's career in support of the NASA Mission. Performance is characterized by unusual initiative or a creative achievement that clearly demonstrates a significant contribution in the individual's discipline area that directly contributes to NASA's mission and goals. The contribution is significant, in that, for an employee who is at such an early phase of career, the contribution has substantially improved the discipline area. The criteria also include the following:

- The achievement yields high-quality results and/or substantial improvements to the discipline.
- Impact of the employee's achievement has significant importance relative to the discipline area.
- The achievement is perceived as outstanding or significant by peers and/or impacted target groups.

Justification must describe the nominee's career history sufficiently to show that he/she is in the first 10 years of their career field.

Group Achievement Award

This prestigious NASA certificate is awarded to any combination of Government and/or non-Government individuals for an outstanding group accomplishment that has contributed substantially to NASA's mission. The nomination must meet three of the following six criteria to be considered for this award: (1) the quality of results and the Agency or multi-Center level of impact on programs or operations; (2) effective management of cost and schedule; (3) customer satisfaction; (4) team growth and capacity for future contribution (Government personnel only); and (5) additional credit for development of innovative approaches, use of and contributions to lessons-learned data banks, and/or (6) success in responding to unforeseen crises.

Space Flight Medal

This prestigious NASA medal is awarded to space flight crewmembers (i.e., civil and military astronauts, mission specialists, payload specialists, and civilians) to recognize individual participation in an initial human space flight mission.

Exceptional Bravery Medal

This prestigious NASA medal is awarded to both Government and non-Government individuals for exemplary and courageous handling of an emergency by an individual who, independent of personal danger, has acted to prevent the loss of human life and/or Government property.

Silver Achievement Medal

This prestigious NASA silver medal is awarded to Government and non-Government individuals or teams by NASA Center Directors for a stellar achievement that supports one or more of NASA's Core Values, when it is deemed to be extraordinarily important and appropriate to recognize such achievement in a timely and personalized manner.

Officials-in-Charge of Headquarters Office

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Deputy Administrator/Dr. Newman
Associate Administrator/Mr. Lightfoot
Chief of Staff/Mr. French
Deputy Associate Administrator/Ms. Roe
White House Liaison/Ms. Kornell
Senior Advisor to the Administrator for Policy and Strategy Implementation/Mr. Cremins
Chief Financial Officer/Mr. Radzanowski
Chief Information Officer/Ms. Wynn
Chief Engineer/Mr. Roe
Chief Health and Medical Officer/Dr. Williams
Chief Safety and Mission Assurance/Mr. Wilcutt
Chief Scientist/Dr. Stofan
Chief Technologist/Dr. Miller
General Counsel/Ms. Thompson-King
Associate Administrator for Communications/Mr. Weaver
Associate Administrator for Diversity and Equal Opportunity/Ms. Manuel
Associate Administrator for Education/Mr. James
Associate Administrator for International and Interagency Relations/Mr. O'Brien
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cc:

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Manuel

Office of the Administrator/Ms. McNair

Office of the Administrator/Ms. McCannon

Office of the Administrator/Ms. Ross

Office of the Deputy Administrator/Dr. Wood

Office of the Deputy Administrator/Ms. Simms

Office of the Associate Administrator/Ms. Williams

Office of Evaluation/Ms. Grant

Office of Agency Council Staff/Ms. Southwell

Administrative Contacts