

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



January 14, 2011

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: Request for 2011 Agency Honor Awards' Nominations

Your organization is invited to submit nominations for the 2011 Agency Honor Awards. The Agency Honor Awards are NASA's most prestigious awards. These awards are approved by the Administrator and presented to a number of carefully selected individuals and groups of individuals, both Government and non-Government, who have distinguished themselves by making outstanding contributions to the Agency's mission. **Nominations are due February 14, 2011.**

Eligibility:

- All NASA employees and contractors, Jet Propulsion Laboratory employees, individuals working for NASA under the Intergovernmental Personnel Act (IPA), and employees of other Federal agencies are eligible.
- 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.
- Nominations must be for contributions made between September 2009 - December 2010.

Nomination Guidelines and Submission:

The award justification must be cogent, and cite specific facts, activities, and accomplishments in support of the nomination. The nomination must:

- Be succinct and should be well justified in accordance with the specific criteria as stated in the Description and Criteria of NASA Honor Awards. (Enclosure)
- Describe the significant IMPACT of the effort/achievement and include metrics to demonstrate impact statements.
- Be submitted through the NASA Automated Awards System (NAAS) to the Awards Officer, Headquarters Human Resources Management Division by the organization's Awards Point of Contact (POC).

- Fit within the allotted space within NAAS. The citation has a 175 character maximum and the justification has a 3,500 character maximum. Citations should identify the specific achievement.
- Ensure team lists for the Group Achievement Awards are complete and accurate. Additions are not permitted after submission in NAAS and will not be considered. When Headquarters is the lead Center in managing an Agency-wide effort, it is extremely important to coordinate Agency-wide to ensure concurrence by all appropriate organizations and to avoid duplicate nominations.
- Ensure all members of the group recommended for recognition have made justifiable contributions directly to the group accomplishment.
- Be approved by the Official-in-Charge of the Headquarter's organization.

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

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.

All nominations must be submitted through NAAS by the organization's Awards POC and forwarded to the Headquarters Awards Officer, Rhonda Taylor no later than **February 14, 2011**. If you have any questions regarding this matter, please contact Rhonda Taylor at 358-0444 or <rhonda.l.taylor@nasa.gov>.



Leah Hollander

Enclosure

Officials-in-Charge of Headquarters Offices

Administrator/Mr. Bolden
Deputy Administrator/Ms. Garver
Associate Administrator/Mr. Scolese
Chief of Staff/Mr. Radzanowski
Associate Deputy Administrator/Mr. Keegan
Associate Deputy Administrator for Policy Integration/Dr. Keiser
Assistant Associate Administrator/Mr. Maples (Acting)
Deputy Chief of Staff and White House Liaison/Mr. Noble
Chief Financial Officer/Dr. Robinson
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Chief Engineer/Dr. Ryschkewitsch
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Chief Scientist/Dr. Abdalati
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General Counsel/Mr. Wholley
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Associate Administrator for Small Business Programs/Mr. Delgado
Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin
Associate Administrator for Exploration Systems Mission Directorate/Mr. Cooke
Associate Administrator for Science Mission Directorate/Dr. Weiler
Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier
Associate Administrator for Mission Support Directorate/Dr. Whitlow

- Assistant Administrator for Human Capital Management/Mr. Henn (Acting)
- Assistant Administrator for Strategic Infrastructure/Ms. Dominguez
- Executive Director, Headquarters Operations/Mr. Jedrey
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- Assistant Administrator for Agency Operations/Mr. Luedtke
 - Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
 - Assistant Administrator for Procurement/Mr. McNally
 - Assistant Administrator for Protective Services/Mr. Forsythe
 - Director, NASA Management Office/Dr. Trinh

cc:

Deputy Chief Financial Officer/Mr. Bowie
Deputy AA for Public Outreach/Mr. Ladwig
Director, Budget Management and Systems Support/Mr. Bridge
Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Palacios
Office of the Administrator/Ms. Simms
Office of the Administrator/Ms. Sweeney
Office of the Administrator/Ms. Washington
Office of the Deputy Administrator/Ms. Holland
Office of the Deputy Administrator/Ms. Manuel
Office of the Deputy Administrator/Mr. McIntosh
Office of the Associate Administrator/Ms. Reynolds

Administrative Contacts

DESCRIPTION AND CRITERIA OF AGENCY HONOR AWARDS

Distinguished Service Medal (DSM) - Is awarded to any individual in the Federal service who, by distinguished service, ability, or courage has personally made a contribution representing substantial progress to the NASA mission in the interest of the United States. The contribution must have been so extraordinary that other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers.

Distinguished Public Service Medal (DPSM) - Is awarded to any individual who is not an employee of the Federal Government or was not a Government employee during the period in which the service was performed. The award is granted only to individuals whose distinguished accomplishments contributed substantially to the NASA mission. The contribution must have been so extraordinary that other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers on a non-Government individual.

Outstanding Leadership Medal (OLM) (Government employees only) - Is awarded for notably outstanding leadership that affects technical or administrative programs of NASA at an organizational, directorate, Agency, Government, or industry level. It is awarded for the sustained contributions of a leader's effectiveness in advancing the Agency's quality result and building the organization's capacity for future performance while exemplifying NASA values in the work environment. The criteria are as follows:

- Demonstrated excellence in leadership performance (Reference: ECPS/SES and supervisory performance plans).
- Consistent and exemplary behavior that models NASA's core values and promotes these values within the Agency.
- Complexity of effort in terms of projects, organizations, or a wide range of personnel.
- Innovative approaches used in the conception, design, or execution of projects, programs, initiatives, and activities.
- Impact and importance of work achievements to NASA's missions and image that are created by the individual's contributions and efforts.

Exceptional Achievement Medal (EAM) - Is awarded to any individual in the Federal service for a significant, specific accomplishment or substantial improvement in operations, efficiency, service, financial savings, science, or technology which contributes to the NASA mission. The criteria are as follows:

- Work-related achievements yielding high-quality results and/or substantial improvements that support NASA's mission or organizational accomplishment.

- Innovative approaches used in the conception, design, or execution of the individual's work.
- Impact and importance of the individual's achievement to the NASA Mission Directorate's, the Center's, or organizational component's goals and image.

Exceptional Service Medal (ESM) - Is awarded to any individual in the Federal service for significant, sustained performance characterized by unusual initiative or creative ability that clearly demonstrates a substantial improvement which contributes to NASA programs. The criteria are as follows:

- Excellence and recognition of achievement that have set a benchmark for which others may strive.
- An innovative approach used in the conception, design, or execution of the Agency's projects, programs, initiatives, and activities.
- Impact and importance of the individual's service to NASA's mission and image.

Exceptional Scientific Achievement Medal (ESAM) - Is awarded to both Government and non-Government individuals for an unusually significant scientific contribution toward achieving NASA's mission. This award may be given for individual efforts that have resulted in contributions of fundamental importance in this field or have significantly enhanced the understanding of this field. The criteria are as follows:

- Accomplishments are far above others in quality or excellence -- a rare, outstanding, clearly superior achievement.
- This is a prestigious scientific award for specific, concrete scientific achievement(s). (More credit will be given for recent contribution(s), except in unusual circumstances where a contribution was overlooked at the time it occurred).

Exceptional Engineering Achievement Medal (EEAM) - Is awarded to both Government and non-Government individuals for unusually significant engineering contributions toward achieving NASA's mission. This award may be given for individual efforts or application of engineering principles/methods that have resulted in contributions of fundamental importance in this field or have significantly enhanced the understanding of this field. The criteria are as follows:

- Accomplishments are far above others in quality, scope, and impact.
- Accomplishments are explicit, demonstrate results, and are perceived as outstanding or significant by peers and impacted target groups. (More credit will be given for recent contribution(s) except in unusual circumstances where a contribution was overlooked at the time it occurred).

Equal Employment Opportunity Medal (EEOM) - Is awarded to both Government and non-Government individuals for outstanding achievement and material contribution to the goals of NASA's Equal Employment Opportunity Programs either within the Government or within community organizations or groups. The criteria are as follows:

- Accomplishments are clearly superior in quality, scope, and impact.
- Accomplishments are explicit, demonstrate results, and are perceived as outstanding or significant by peers and impacted target groups. (More credit will be given for recent contribution(s) except in unusual circumstances where a contribution was overlooked at the time it occurred).

Exceptional Technology Achievement Medal (ETAM) - Is awarded to both Government and non-Government individuals for technology contributions achieved in one of the following areas:

- Early technology development significantly contributing to NASA's mission.
- Exemplary collaborative effort in achieving significant technology transfer.
- Exceptional utilization of a NASA-developed technology resulting in a significant commercial application.

Exceptional Administrative Achievement Medal (EAAM) - Is awarded to any individual in the Federal service (NASA Classification 500 Group clerical/assistant and related support positions only) for a significant, specific accomplishment or contribution characterized by unusual initiative or creativity that clearly demonstrates a substantial improvement in administrative support contributing to NASA's mission, such as:

- Exceptional initiative in carrying out office/program support activities that resulted in improved processes and operations.
- Development and improvement of administrative support methods and processes that resulted in substantial benefit to the office or program.
- Notable competence and resourcefulness in accomplishing and improving office/program processes and operations.

Exceptional Bravery Medal (EBM) - 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.

Exceptional Public Service Medal (EPSM) - Is awarded to any individual who was not a Government employee during the period in which the service was performed. This award is given for exceptional contributions to NASA's mission.

Group Achievement Award (GAA) - Is awarded to either a group of Government employees or a group comprised of both Government and non-Government personnel for an outstanding accomplishment through the coordination of many individual efforts which have contributed substantially to NASA's mission, with explicit consideration given to: (1) the quality of results and the level of impact on NASA programs or operations; (2) effective management of cost and schedule; (3) customer satisfaction; (4) team growth and capacity for future contribution; and (5) additional credit for development of innovative approaches, use of and contributions to lessons-learned data banks, and/or success in responding to unforeseen crises.

Public Service Group Achievement Award (PSGAA) - Is awarded to a group of non-Government personnel for an outstanding accomplishment while participating in a significant program or project that has contributed substantially to NASA's mission, with explicit consideration given to: (1) the quality of results and the level of impact on NASA programs or operations; (2) effective management of cost and schedule; (3) customer satisfaction; and (4) additional credit for development of innovative approaches and/or success in responding to unforeseen crises.

Certificate of Appreciation (COA) - Is awarded to both Government and non-Government individuals in recognition of an outstanding accomplishment which has contributed substantially to NASA's mission.

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