

TO: Directors, NASA Centers
Assistant Administrator for Infrastructure and Administration
Executive Director, NASA Shared Services Center

FROM: Chair, Incentive Awards Board

SUBJECT: Request for 2008 Agency Honor Awards Nominations

On behalf of the Incentive Awards Board (IAB), I invite you to submit your nominations for the 2008 NASA Agency Honor Awards by November 1, 2007. An instruction package is enclosed.

The cornerstones of this year's honor awards are:

- The Agency's mission, values, strategic goals, and the contributions of both individuals and groups toward their achievement.
- The Agency's awards vision--awards are given for the right contribution, to the right person, and at the right time and place.
- The focus on recognizing teamwork and collaboration across the Agency.

This year marks the second year we will be using the NASA Automated Awards System to submit and process Agency awards nominations, as well as having the NASA Shared Services Center coordinating the Agency Honor Awards Program.

Finally, the Administrator 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. Your nominations should represent the diverse population and the most deserving individuals within your organization.

If you have any questions or need additional information, please contact Gaile Eastman, Technical Coordinator, at (202) 358-1504.

Shana Dale

Enclosure

PART 1: Agency Honor Awards Nomination Instructions

Numerical Allocation Guidelines Each Center will use the following numerical allocation to nominate qualified employees in their workforce:

- 1.5 percent of the permanent and term civil service population.
- 0.1 percent of the full-time, onsite, near-site (within 20 miles), prime, and support contractor workforce.

Centers have the discretion to use civil service allocations for non-civil service nominations and vice versa.

Centers may not submit nominations in excess of their numerical allocations.

The calculation table for each Center is in Part 2: Numerical Guidelines for 2008 Agency Honor Awards. Please note that the sum for each Center does not take into account approved out-of-cycle awards for the fiscal year.

Nominations for the following awards do not count against these numerical allocations:

- Group Achievement Award (GAA), Public Service Group Achievement Award (PSGAA), Exceptional Technology Achievement Medal (ETAM), Exceptional Administrative Achievement Medal (EAAM), Exceptional Engineering Achievement Medal (EEAM), Exceptional Scientific Achievement Medal (ESAM), Equal Employment Opportunity Medal (EEOM), Exceptional Bravery Medal (EBM), and Outstanding Leadership Medal (OLM).
- Medals to astronauts for participation in space flight missions (such as Distinguished Service Medal (DSM), Outstanding Leadership Medal (OLM), and Exceptional Service Medal (ESM)) that require written justification, identifying specific contributions for which the astronaut/nominee is being recognized.

Nomination Documentation Guidelines Submit all nominations through the NASA Automated Awards System (NAAS) to the NASA Shared Services Center.

Nominations must be succinct (not exceeding 3,500 characters in NAAS) and justified in accordance with the awards' criteria as stated in Part 3: Description and Criteria of All NASA Honor Awards. Additional reference and guidelines are provided in Part 4: Demonstrated Relevancy to NASA's Mission, Strategic Goals, and Core Values, As Well As NASA's Awards Vision.

Enclosure

PART 2: NUMERICAL GUIDELINES FOR 2008 AGENCY HONOR AWARDS

(The sum does not include deductions for approved out-of-cycle medals)

CENTER	CIVIL SERVICE WORKFORCE ¹	CONTRACTOR WORKFORCE	CIVIL SERVICE MEDALS (1.5%)	NONCIVIL SERVICE MEDALS ² (0.1%)	SUM ³
ARC	1,256	1,121	19	2	21
DFRC	559	591	9	2	10
GRC	1,657	1,450	25	2	27
GSFC	3,224	8,594	49	9	58
HQ	1,455	1,086	22	2	24
JPL	5,337	641	80	2	82
JSC	3,416	12,644	52	13	65
KSC	2,190	11,652	33	12	45
LaRC	1,912	1,310	29	2	31
MSFC	2,570	4,688	39	7	46
NSSC	104	223	2	2	4
SSC	279	1,830	5	2	7
Total	23,950	45,830	364	57	420

NOTES:

¹ Civil service workforce is the number of on-duty employees (including part-time and full-time permanent, terms, and interns; excludes employees on Leave Without Pay (LWOP), students, and temporary appointments). The contractor workforce is comprised of each Center's onsite and near-site prime and support service contractors. This data is current as of May 31, 2007, and all fractions have been rounded to the nearest whole number.

² For Centers where the contractor workforce baseline is less than 2,000, a maximum of two non-civil service medals are allocated.

³ Nominations for EAAM, ETAM, EEAM, ESAM, EEOM, EBM, OLM, group achievement certificates, and for participation on space flight missions by astronauts are exempt from these allocations.

PART 3: DESCRIPTION AND CRITERIA OF ALL AGENCY HONOR AWARDS

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.

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.

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).

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 (Ref: EPCS/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 improvement 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, Center's, or organizational component's goals and image.

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 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.)

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 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 has 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 missions and image.

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.

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.

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.

Part 4: DEMONSTRATED RELEVANCY TO NASA’S MISSION, STRATEGIC GOALS, AND CORE VALUES, AS WELL AS NASA’S AWARDS VISION

NASA’s Mission

To pioneer the future in space exploration, scientific discovery, and aeronautics research.

NASA's Strategic Goals

- Fly the Shuttle as safely as possible until its retirement, not later than 2010.
- Complete the International Space Station in a manner consistent with NASA’s International Partner commitments and the needs of human exploration.
- Develop a balanced overall program of science, exploration, and aeronautics consistent with the redirection of the human space flight program to focus on exploration.
- Bring a new Crew Exploration Vehicle into service as soon as possible after Shuttle retirement.
- Encourage the pursuit of appropriate partnerships with the emerging commercial space sector.
- Establish a lunar return program having the maximum possible utility for later missions to Mars and other destinations.

NASA's Core Values

Safety – NASA’s constant attention to safety is the cornerstone upon which we build mission success. We are committed, individually and as a team, to protecting the safety and health of the public, our team members, and those assets that the Nation entrusts to us.

Teamwork – NASA’s most powerful tool for achieving mission success is a multidisciplinary team of competent people. The Agency will build high-performing teams that are committed to continuous learning, trust, and openness to innovation and new ideas.

Integrity – NASA is committed to an environment of trust built upon honesty, ethical behavior, respect, and candor. Building trust through ethical conduct as individuals and as an organization is a necessary component of mission success.

Mission Success – NASA’s reason for being is to conduct successful space missions on behalf of this Nation. We undertake missions to explore, discover, and learn. And we believe that mission success is the natural outcome of an uncompromising commitment to technical excellence, safety, teamwork, and integrity.

NASA's Awards Vision

At NASA, awards are given...
 for the right contribution...
 to the right people...
 in the right way...