

Sample NASA Honor Award (Individual) Nomination

Award Title:

Exceptional Achievement Medal (EAM)

Medal Criteria: 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 Agency mission. **Focus on specific achievements which support the Agency**
- Innovative approaches used in the conception, design, or execution of the individual's work. **Novel approach**
- Impact and importance of the individual's achievement related to the Agency's goals and image. **Scope of accomplishments.**

Name of Nominee:

Ms. Nominee

Nominee's Organization/Mailing Address:

XYZ Center

Group Representative:

N/A

Group Name: (50 maximum characters)

N/A

Nominator's Name and E-mail Address:**Citation (to be printed on the certificate): (171 characters/spaces of 175 maximum)**

For outstanding leadership in specific roles in the EVA office, displaying both technical and programmatic skills and expertise to enable successful completion of the ISS.

Justification: (2,096 characters/spaces of 3,500 maximum)

(Opening) ← Explains position and gives view of overall career accomplishments

Ms. Nominee has exhibited outstanding and sustained leadership qualities through her time in the EVA Office, working as a Flight Manager, Lead Japan Aerospace Exploration Agency (JAXA) EVA Liaison, EVA Requirements Integration Panel (RIP) Chairperson, and most recently serving as the EVA Office representative and deputy on the Procurement Development Team for the Neutral Buoyancy Lab/Space Vehicle Mockup Facility (SVMF) Operations Contract (NSOC PDT). All of these activities required coordination and cooperation among various organizations, programs and partners, and required both technical and programmatic skills and expertise.

(Justification) ← Gives more detailed information on accomplishments with specific explanation of impact

In her time serving in the EVA Office, Ms. Nominee has taken on an increasingly important role within the EVA community. In her first assignments as an EVA Flight Manager, Ms. Nominee led the EVA teams for two space station assembly flights (STS-100/6A and STS-111/ULF2), enabling the successful completion of five ISS Assembly EVAs between the two flights. ←--**Specific accomplishments identified.** During this same timeframe, Ms. Nominee became the lead EVA liaison for all JAXA EVA activities. In this role, Ms. Nominee successfully led the development of all EVA interfaces and tasks on the Japanese modules, led the development testing for all of the JAXA hardware, and helped insure the correct planning for all of the JAXA EVA activities that were ultimately performed on three ISS assembly flights. Ms. Nominee has served as the EVA lead for the EVA RIP for the last several years. The EVA RIP has grown to be a critical panel that plans and allocates all of the EVA tasks that need to be performed on ISS. ←--**Explains the scope.** This panel ensures that all of the ISS requirements are met within the required timeframe, and tracks and ensures that all of the interdependencies are accounted for across the flights and stages.

(Closing remarks) ← Strong conclusion

Due to Ms. Nominee's exceptional efforts in lead roles within the EVA Office, it is unlikely that the EVA assembly of ISS would have been as successful as it has been with the outstanding accomplishments of Ms. Nominee.

Please note the following disclaimer: The nomination examples are for guidance and/or reference only. Use of any part of the documents is no guarantee of an approved honor award nomination.