

National Aeronautics and Space Administration



# **NASA AUTOMATED AWARDS SYSTEM (NAAS) NOMINATING OFFICIAL'S USER GUIDE**

**Version 2**

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Basic  (Version 0)	June 15, 2006	Basic Release (Initial release based upon complete user guide NAAS-UG-20.)
Revision  (Version 2)	May 2013	<ol style="list-style-type: none"> <li>1. Applied for a new document number per new policy.</li> <li>2. Moved to Version 2 in this delivery to comply with standards and since using Version 1 would indicate no other version had been deployed.</li> <li>3. Original version was created at another Center. Native file was not available, so retyped applicable portions of the document.</li> <li>4. Updated format and style to conform to NASA and NSSC requirements.</li> <li>5. Updated content throughout to reflect new information.</li> <li>6. Moved Section 1, Introduction, to Section 3, System Information. Updated to reflect current information.</li> <li>7. Added Section 2, References, Section 4, Logging In and Other General Tips, and Appendix A, Acronyms and Abbreviations.</li> <li>8. Rewrote nomination procedures to reflect changes to the system, and included them in Section 5, Nominating Official Procedures.</li> </ol>

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## SECTION 1 – INTRODUCTION

This section provides an overview of the document content, as well as how the information is arranged.

### 1.1 Purpose

The purpose of this desk guide is to provide guidance to National Aeronautics and Space Administration (NASA) personnel who have a Nominating Official role in the NASA Automated Awards System (NAAS).

### 1.2 Background

NAAS Version 3.1 is designed to address immediate functional requirements, catch NAAS up to the annual software release cycle, and will primarily provide:

- Browser compatibility improvements to the Approver screen.
- Browser compatibility and functional improvements to the Nomination screen.
- Automated process for submission and review of NASA Honor Award Reclamas.
- Usability improvements to the Executive Secretariat NASA Honor Award review screen.
- Improved error checking when finalizing awards.

The NAAS Nominating Official role and Web screens have changed in NAAS Version 3.1.2. The changes enhance the user's ability to quickly and easily complete their roles and eliminate system issues. This release also addresses browser compatibility issues and provides Nominators with the following new capabilities within the Nomination screens:

- A Copy button that allows nominations to be copied and edited as new nominations.
- The nomination process is split into five steps to simplify user input, minimize vertical scrolling, and prevent unsaved data from being lost by system time outs.
- Data is saved to the database automatically between steps or on demand.
- The Add Recipients screen is improved to provide a single interface for searching for and adding all recipients (i.e., NASA Civil Service, NASA contractors, and external recipients).
- The Citation and Justification text entry is improved by adding a spell checking capability and providing a character count for each text entry area.
- All NASA-supported browsers function correctly.

### 1.3 Applicability

This desk guide is applicable to NASA Headquarters (HQ) and NASA Centers, including Component Facilities, the NASA Shared Services Center (NSSC), and the Office of the Inspector General (OIG). Unless otherwise stated, the use of the word Center(s) in the text of this document includes NASA HQ, the NSSC, and OIG, and any reference to Center Director(s) includes the Executive Director, Headquarters Operations and the Executive Director, NSSC. This desk guide is for use by personnel with NAAS Nominating Official access.

## 1.4 About This Document

This document contains information on regulations and processes relating to NAAS. The following appendix is included in this document:

- Appendix A, Acronyms and Abbreviations

## SECTION 2 – REFERENCES

This document contains references that, in some cases, are for specific subparagraphs; however, this section generally lists the primary document or code. In addition, when a Web link is available, it is provided here for your convenience. Since Web links may become invalid, the document names and numbers are provided as available. The following references were used in the preparation of this desk guide:

- a. NASA Procedural Requirements (NPR) 3451.1, NASA Awards and Recognition Program. Location: Visit the NASA Online Directives Information System (NODIS) Web page at <http://nodis3.gsfc.nasa.gov/>. Click the **3000-3999 Human Resources and Personnel** link, then click the document number.
- b. NASA Technical Standard (NASA-STD)-2804, Minimum Interoperability Software Suite. Location: Visit the Emerging Technology and Desktop Standards (ETADS) Web page at <https://etads.nasa.gov/dcs/current-standards>. Then click the document number.
- c. NASA-STD-2805, Minimum Hardware Configurations. Location: Visit the ETADS Web page at <https://etads.nasa.gov/dcs/current-standards>. Then click the document number.

## SECTION 3 – SYSTEM INFORMATION

### 3.1 System Description

NAAS provides supervisors and managers from all NASA organizations with the ability to nominate their high performing employees, check the status of their award submissions, and obtain reliable awards data – all online and all in one system. NAAS streamlines the awards nomination process and provides critical data to NASA managers regarding their awards program.

### 3.2 Operating Requirements

NAAS can be accessed via either of the following two methods:

- Through the Web on the Human Resources Portal. To access NAAS via the Human Resources Portal, please visit <https://hr.nasa.gov>. In the **Systems Launcher** on the right side of the screen, click the **Management** drop-down menu, then click the **NAAS** link.
- Directly at <https://naas.nasa.gov>.

### 3.3 Desktop Configuration

The workstation desktop configuration required for accessing NAAS is the NASA-approved desktop Personal Computers (PCs) or Macintosh computers, Web browser, and network connectivity. The application shall be available to NASA- authorized users on authorized equipment as outlined in NASA-STD-2804, Minimum Interoperability Software Suite and NASA-STD-2805, Minimum Hardware Configurations.

### 3.4 Training

The NSSC provides training to the Center Awards Officers and support staff. The Center Awards Officers and support staff will provide training to Center personnel as needed. Contact the NSSC at 1-877-677-2123 (1-877-NSSC123) or by e-mail at: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) with any training-related requests.

### 3.5 Technical Support

NAAS technical support for NASA users is provided by the NSSC. If you need technical support assistance, please contact the NSSC at 1-877-677-2123 (1-877-NSSC123) or by e-mail at: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

### 3.6 System Access

System access is granted by the Center Awards Officer or the NAAS Administrator with approval of the Center Awards Officer. After a role is assigned, access to NAAS is authenticated via Launchpad (eAuth). If you do not have NAAS access and believe you should have access, contact your Center Awards Office.

Note that this guide contains screen shots showing full system access. System functionality access is defined by role, so you may not see all options shown here.

### 3.7 System Roles

While this guide only identifies the procedures for the Nominating Official role, the following is a list of all roles in NAAS:

- Center Awards Officer
- Executive Secretariat
- HQ Coordinator
- NAAS Administrator
- NASA Administrator Recorder
- Nominating Official
- NSSC Awards Support
- Organizational Awards Officer
- Panel Recorder
- Reviewer/Approver

## SECTION 4 – LOGGING IN AND OTHER GENERAL TIPS

### 4.1 Logging Into NAAS

Use the following procedures to access NAAS:

1. Go to the NAAS home page at: <https://naas.nasa.gov>. (You should automatically be authenticated by the system and given access to the site. If you are having trouble accessing NAAS, please refer to paragraph 3.6, System Access.)
2. When the NAAS home page is displayed, you may click any of the tabs for which you have been given access. System functionality access is defined by role, so you may not see all options shown here. The following screen shows the NAAS home page with multiple roles available:



Figure 4-01. NAAS Main Screen

### 4.2 System Time-out Information Tips

When 15 minutes have lapsed without clicking the Previous, Next, Save, Cancel navigation buttons, a Session Status window is displayed as shown in the following figure:

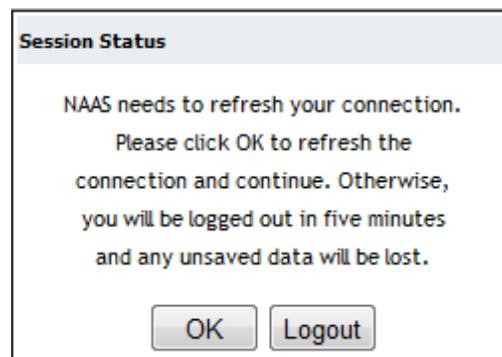


Figure 4-02. Session Status Window Showing Time-out Information

If you wish to remain connected to NAAS and continue working, click the **OK** button. If you do not click the OK button, after an additional 5 minutes, you are automatically logged out and all unsaved work is lost.

### 4.3 Nomination Drafts Screen Tips

After logging into NAAS, when you click the **NOMINATE** tab, the Nomination Drafts screen is displayed. Nominations may be created, drafted, edited, copied, deleted, or viewed from this screen. The Drafts screen lists any nominations you have started but have not yet submitted for review and approval.

#### 4.3.1 Identifying an Incomplete Award Recipient Name

If you cancel your work before identifying the award recipient, the **Drafts** screen indicates that the name field is incomplete, as shown in the following figure:

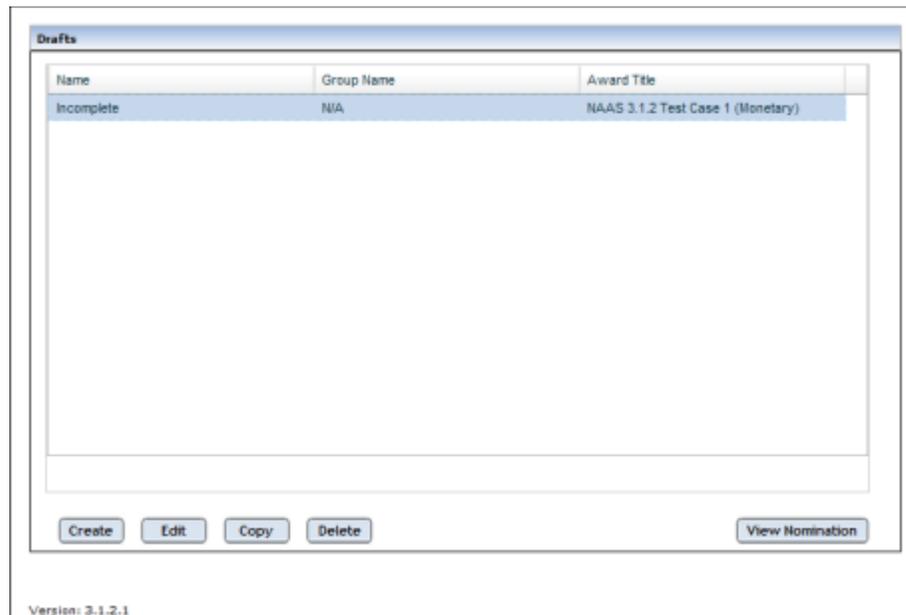


Figure 4-03. Nomination Drafts Screen

#### 4.3.2 Completing a Previously Started Nomination

Any time you have started entering a nomination but have not submitted it for review and approval, you may later continue working on it. Use the following procedure to continue working on a nomination previously started:

1. Access the **Drafts** screen. The Drafts screen is displayed each time you click the **NOMINATE** tab and each time you click the **Cancel** button in any of the five steps while working on a nomination.
2. From the Drafts screen, click to select the desired nomination, then click the **Edit** button. You are returned to Step 1.
3. You may make changes or click the **Next** button to continue with the nomination.

### 4.3.3 Copying a Nomination to Use for Other Similar Nominations

Use the **Copy** button at the bottom of the Drafts screen to copy nomination information (not including recipients) so that you may create another similar nomination. Note that the recipients, monetary amount, and time off amount are not copied when using this feature.

### 4.3.4 Deleting a Previously Started Nomination

If you wish to delete a nomination that was previously started, click the desired nomination, then click the **Delete** button.

## 4.4 Basic Navigation Tips

At the bottom of the Nomination screens, there are four buttons that enable navigation through the steps. The following screen shows the **Previous**, **Next**, **Save**, and **Cancel** buttons:



Figure 4-04. Navigation Buttons

NAAS has been enhanced to ensure your work is automatically saved at certain points in the nomination process. If you click the **Previous** or **Next** buttons, NAAS attempts to validate the information on that screen. If the information on the current screen cannot be validated, you receive an error message regarding the missing or invalid information. If you complete or correct the error, you may click the **Previous** or **Next** buttons and your work is saved before moving to the previous or next screen. If you cannot complete or correct the information and you click the **Cancel** button, your unsaved work is discarded, then you are returned to the **Drafts** screen.

If you click the **Save** button, your work will be saved. No other action or screen change will occur.

If you click the **Cancel** button, your unsaved work is discarded and you are returned to the **Drafts** screen.

## 4.5 Spell Check and Character Counts Tips

For your convenience, the Citation and Justification fields now include a Check Spelling button and a Character Count indicator. The button is located just above each text field and the count is located just below each text field.

The fields allow you to exceed the maximum allowed character count so that you may edit on the screen and see when you have removed enough content to meet the character limits. Note that when you have exceeded the limits, the Character Count text is displayed in red bold type.

The spell check feature is a new feature in this release of NAAS. However, since it is not customizable, it may not recognize technical or NASA-specific content. The following are tips for ensuring your citation and justification are spelled correctly:

- a. Since NAAS does not include a grammar check, you may wish to type your citation and justification into Microsoft Word, correct any grammar or spelling issues, and then copy and paste into the applicable NAAS field. Note that NAAS cannot accept bullets or numbering and will automatically remove them from your text.
- b. After typing or pasting the content into the Citation or Justification fields, click the **Save** button at the bottom of the screen, then click the **Check Spelling** button for the applicable field. (The spell checking feature works more reliably when you save your work before clicking the button.)

Words that are not recognized by the checker are underlined with a red zigzag line as shown in the following figure:

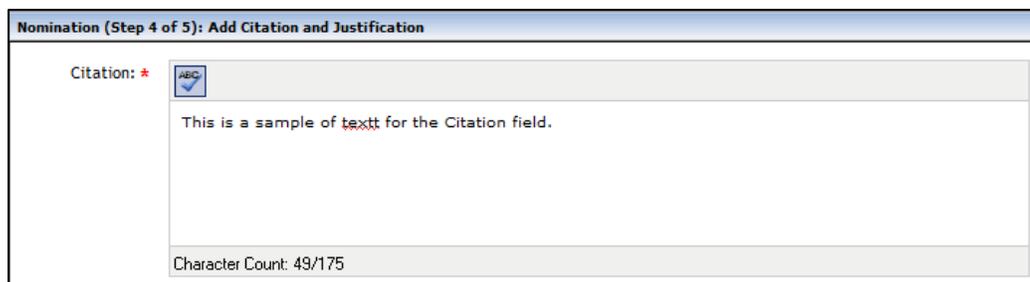


Figure 4-05. Check Spelling Button and Character Count Indicator

- c. To correct the misspelling, you may either retype the word or you may left-click the misspelled word and select from the suggestions. If you wish to ignore the spelling, left-click the misspelled word and select the applicable ignore option.

## 4.6 Nominator Status Screen Tips

After submitting a nomination, you may view the status of that nomination by hovering over the **STATUS** tab, then selecting the **Nominator** option. The Status screen is displayed. You may select the desired nomination to see the status of each reviewer and approver's actions. If you decide to edit the nomination, you remove it from the review/approve process and it returns to your Drafts screen.

## SECTION 5 – NOMINATING OFFICIAL PROCEDURES

An award nomination may be created and submitted in one session or you may begin working on a nomination and save it to complete at a later time. The nomination process is now separated into five logical steps to allow easier entry and navigation.

Use the following procedures to submit an award nomination:

1. Log into NAAS using the instructions in Section 4, Logging Into NAAS.
2. Click the **NOMINATE** tab. The **Drafts** screen is displayed.
3. Click the **Create** button on the lower left corner of the screen.
4. In the Nomination (Step 1 of 5): Select Basic Award Data screen, complete the following:
  - a. The **NASA Center** field should automatically populate with your Center.
  - b. In the **Choose Award** section, in the **Award Type** and **Award Title** fields, use the drop-down menus to select the appropriate options. Information about the award is automatically displayed just below the selections.
  - c. In the **Group Name** field, type the name of the group, if applicable. If this award is for an individual, the field will be disabled.
  - d. In the **Organization** and **Division** fields, use the drop-down menus to select the appropriate options. Notice that the Remaining Balance field automatically updates with the applicable balance based on the options selected.
  - e. The **Nominator Information** section should automatically populate with your information. This information is required, but can be changed as desired.



move that new person to the top of the group list. The data may be sorted by clicking the column headers.)

- d. In the **Time Off** field or the **Monetary Amount** field, type the value as applicable, then click the **Update** button in that section. (Note that time off and monetary amounts are not applicable for contractors or NASA-affiliated nominees, so those fields are disabled.) The following figure shows an example of the completed screen:

**Nomination (Step 2 of 5): Add Recipients**

Center:  Last Name:  First Name:

Last	First	Title	Org Code	Affiliation	Email
Testname	Mary	HUMAN RESOURCES...	XD020	NASA CS	marytestname@example.com

**Manually Add Nominees** \* Required for manual additions only

Last Name: \*  First Name: \*  Middle Initial:

Center:  Employer: \*  Title:

Email: \*  Phone:

**Added Nominees**

Last	First	Org/Company	Affiliation	Time Off	Amount
Testname	Mary	XD020	NASA CS	0	100

Select items above, enter values and press Update button.

Time Off (Hours):

Monetary Amount	Charge Code	Monetary Amount	Charge Code	Monetary Amount	Charge Code
1. <input type="text" value="100"/>	<input type="text" value="384161"/>	2. <input type="text"/>	<input type="text"/>	3. <input type="text" value="0"/>	<input type="text"/>

Version: 3.1.2.1

**Figure 5-02. Nomination (Step 2 of 5): Add Recipients Screen**

**Note:** If you fill in the first Monetary Amount, the Charge Code field automatically populates. If you fill out either of the other two Monetary Amount fields, the Charge Code fields must be manually added.

- e. Repeat Step 6 if needed for a group nomination.
7. If you are nominating someone who is not affiliated with NASA, in the Nomination (Step 2 of 5): Add Recipients screen, complete the following:
  - a. In the **Last Name** field, type the person's last name. Note that since the person is not affiliated with NASA, your e-mail address automatically populates the **Email** field so that you may be contacted with any questions. You may change this information as desired to reflect the appropriate Point of Contact (POC).
  - b. In the **First Name** field, type the person's first name.
  - c. In the **Employer** field, type the person's employer.
  - d. All other fields are optional. You may fill them in if you wish.
  - e. Click the **Add** button. That person's information is then displayed in the Added Nominees section. (Note that time off and monetary amounts are not applicable for external nominees, so those fields are disabled.)
  - f. Repeat Step 7 if needed for a group nomination.
8. If you are nominating a group, be sure all group members are listed and that the correct person is listed as the Group Representative. The Group Representative is indicated in the Added Nominees section by a check mark in the **GrpRep** column. If you wish to change the Group Representative, complete the following:
  - a. In the **Added Nominees** section, click to select the name of the person who is incorrectly identified as the Group Representative.
  - b. In the **Select items above, enter values and press Update button** section, deselect the **Group Rep** check box, then click the **Update** button.
  - c. In the **Added Nominees** section, click to select the name of the person who should be the Group Representative.
  - d. In the **Select items above, enter values and press Update button** section, select the **Group Rep** check box, then click the **Update** button.

- e. Verify that the correct Group Rep is selected. The following figure shows the group nominees added:

**Nomination (Step 2 of 5): Add Recipients**

Center: NASA Shared Services Center    Last Name: Testname    First Name: Mary   

<input type="checkbox"/>	Last	First	Title	Org Code	Affiliation	Email
<input type="checkbox"/>	Testname	Mary	HUMAN RESOURCE...	XD020	NASA CS	marytestname@example.com

**Manually Add Nominees \*** Required for manual additions only

Last Name: \*     First Name: \*     Middle Initial:

Center:     Employer: \*     Title:

Email: \*     Phone:    

**Added Nominees**

<input type="checkbox"/>	Grp Rep	Last	First	Org/Company	Affiliation	Time Off	Amount
<input checked="" type="checkbox"/>		TESTNAME	MARY	XD020	NASA CS	0	0
<input type="checkbox"/>		TESTNAME	DAVID	TESTEMPLOYER	EXTERNAL	0	0

Select items above, enter values and press Update button.

Time Off (Hours):     Group Rep:

Monetary Amount    Charge Code    Monetary Amount    Charge Code    Monetary Amount    Charge Code

1.         2.         3.        

Version: 3.1.2.2

**Figure 5-03. Nomination (Step 2 of 5): Add Recipients Screen Showing Group**

9. Click the **Next** button at the bottom of the screen.

10. In the Nomination (Step 3 of 5): Add Reviewers and Approvers screen, complete the following:
  - a. Use the drop-down menu to select the Reviewers in the order in which you want them to review the nomination.
  - b. Use the drop-down menu to select the Approver.

Note that the number of reviewers and approvers required for each nomination is indicated on the screen. The lists are dynamic, and the number and who is available in the lists change with the type of award. The following figure shows an example of the completed screen:

Nomination (Step 3 of 5): Add Reviewers and Approvers

Reviewer(s) (2 Required)

Reviewer 1 \* LASTNAME, R1FIRSTNAME

Reviewer 2 \* LASTNAME, R2FIRSTNAME

Approver (1 Required)

\* LASTNAME, A1FIRSTNAME

Previous Next Save Cancel

Version: 3.1.2.1

Figure 5-04. Nomination (Step 3 of 5): Add Reviewers and Approvers Screen

- c. Click the **Next** button at the bottom of the screen.
11. In the Nomination (Step 4 of 5): Add Citation and Justification screen, complete the following (refer to paragraph 4.5, Spell Check and Character Count Tips):
  - a. Click in the **Citation** field, and type the award citation (or paste from Microsoft Word). Notice the Character Count information at the bottom of the field.
  - b. Click the Citation field **Check Spelling** button. Any spelling errors are marked with a red zigzag line under the word. You may either retype the word or left-click on the word to view the suggestions or ignore options.
  - c. Click in the **Justification** field, and type the award justification (or paste from Microsoft Word). Notice the Character Count information at the bottom of the field.

- d. Click the Justification field **Check Spelling** button. Any spelling errors are marked with a red zigzag line under the word. You may either retype the word or left-click on the word to view the suggestions or ignore options. The following figure shows the completed screen:

The screenshot displays a software window titled "Nomination (Step 4 of 5): Add Citation and Justification". It features two main text input areas. The top area, labeled "Citation:", contains the text "This is a sample of text for the Citation field." and a "Character Count: 49/175" indicator. Below this is a "Justification:" field containing "This is a sample of text for the Justification field." with a "Character Count: 53/6250" indicator. At the bottom of the window, there are five buttons: "Previous", "Next", "Save", "Cancel", and "Clear". The version number "Version: 3.1.2.1" is visible in the bottom-left corner.

Figure 5-05. Nomination (Step 4 of 5): Add Citation and Justification Screen

- e. Click the **Next** button at the bottom of the screen. The Nomination (Step 5 of 5): Submit Award screen is displayed as shown in the following figure:

The screenshot shows a web-based form titled "Nomination (Step 5 of 5): Submit Award". The form is divided into several sections:

- Add Optional Emails (comma separated - for informational purposes only):** This section contains a single text input field labeled "Email List:".
- Award Amount Totals:** This section contains two input fields: "Time Off:" with the value "0" and "Award Amount:" with the value "\$100".
- Action Buttons:** Below the input fields are two buttons: "View Nomination" and "Submit Nomination".
- Navigation Buttons:** At the bottom of the form are four buttons: "Previous", "Next", "Save", and "Cancel".
- Version:** The text "Version: 3.1.2.1" is located at the bottom left corner of the form area.

Figure 5-06. Nomination (Step 5 of 5): Submit Award Screen

12. In the Nomination (Step 5 of 5): Submit Award screen, complete the following:
- a. In the **Email List** field, add e-mail addresses for additional individuals who you would like to notify when an award has received final approval or is rejected. (Note that the Award Amount Totals section displays the sum of all recipient's time off hours or sum of all recipient's monetary amounts as appropriate for the award type.)
  - b. It is recommended that you click the **Save** button before proceeding.
  - c. Click the **View Nomination** button to review and verify all information is correct. The following figure shows a sample of the nomination details:

Center Performance Award (Individual) Details			
Award Title: NAAS 2.1.2 Test Case 1 (Monetary)			
Name of Nominee: TESTNAME WXYZ		Nominee's Organization: HQ000	
Award Amount: \$100		Funding Organization: 312-TWO	
Charge Code Information: Amount: 100 WBS: 304161			
Citation: This is a sample of text for the Citation field.			
Justification: This is a sample of text for the Justification field.			
Comments:			
Initiator: PUBLIC JOHN	Nominator: PUBLIC JOHN	Approver: NOT APPROVED	Effective Date:
Date Created: 04/26/2013	Reviewer: NOT APPROVED	Approval Date:	Current Status: INITIATOR DRAFT

**Figure 5-07. Sample Nomination Details Screen**

- d. If your browser is set to open a new window, you may close the window showing the nomination details. If your browser is set to open a new tab, you may close the tab showing the nomination details.
- e. If while reviewing the nomination details you discover that anything needs modification, you may click the **Previous** button (on the Nomination (Step 5 of 5): Submit Award screen) to move backwards to the step that needs correcting.
- f. Click the **Submit Nomination** button to submit the nomination for review and approval.
- g. When you receive the screen indicating the submission was successful, click the **OK** button. You are returned to the Drafts screen and the first reviewer automatically receives notification of an award to review.

## **APPENDIX A – ACRONYMS AND ABBREVIATIONS**

Acronyms that are used in this desk guide are identified upon first use in this document. Thereafter, the acronym is used. In cases where the first or only instance of the use of an acronym is in a table or graphic, it may not be spelled out on first reference. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

<b>ACRONYM/ ABBREVIATION</b>	<b>MEANING</b>
ETADS	Emerging Technology and Desktop Standards
HQ	Headquarters
NAAS	NASA Automated Awards System
NASA	National Aeronautics and Space Administration
NASA-STD	NASA Technical Standard
NODIS	NASA Online Directives Information System
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
OIG	Office of the Inspector General
PC	Personal Computer
POC	Point of Contact

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