

National Aeronautics and Space Administration



# **NASA AUTOMATED AWARDS SYSTEM (NAAS) REVIEWER/APPROVER USER GUIDE**

**Version 2**

**Office of Human Capital Management  
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## Document History Log

Status (Basic/Revision /Cancelled)	Revision Date	Description of Change
Basic  (Version 0)	June 15, 2006	Basic Release (Initial release based upon complete user guide NAAS-UG-20.)
Revision  (Version 2)	January 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. Rewrote and consolidated the Reviewer and Approver instructions into Section 4, Reviewer/Approver Procedures.</li> <li>8. Added Section 2, References, and Appendix A, Acronyms and Abbreviations.</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 Reviewer/Approver roles in the NASA Automated Awards System (NAAS).

### **1.2 Background**

The NAAS Reviewer/Approver roles and Web screens have changed in NAAS Version 3.1.0. The changes enhance the user's ability to quickly and easily complete their roles and eliminate system issues.

### **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 Reviewer/Approver 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 Reviewer/Approver 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 – REVIEWER/APPROVER PROCEDURES

Use the following procedures to review award nominees assigned to you:

1. When a nomination is pending your approval, you will receive an e-mail notification similar to the following:



Figure 4-01. Award Approval Notice Message

**Note:** Please be sure your Junk E-mail box is not filtering these messages, preventing you from receiving them. Additionally, if a Nominator edits or deletes a nomination or if a Center Awards Officer overrides approval after the e-mail notification has been sent, the nomination can be deleted from your approval screen without e-mail notification to you. You may access NAAS directly at any time to check for pending approvals.

2. 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 have trouble accessing NAAS, please refer to paragraph 3.6, System Access.)

3. Click the **APPROVER** tab as shown in the following figure:



Figure 4-02. NAAS Approver Tab

4. To view the nomination and confirm that the award meets the applicable criteria, click the nomination's **View** button as shown in the following figure:

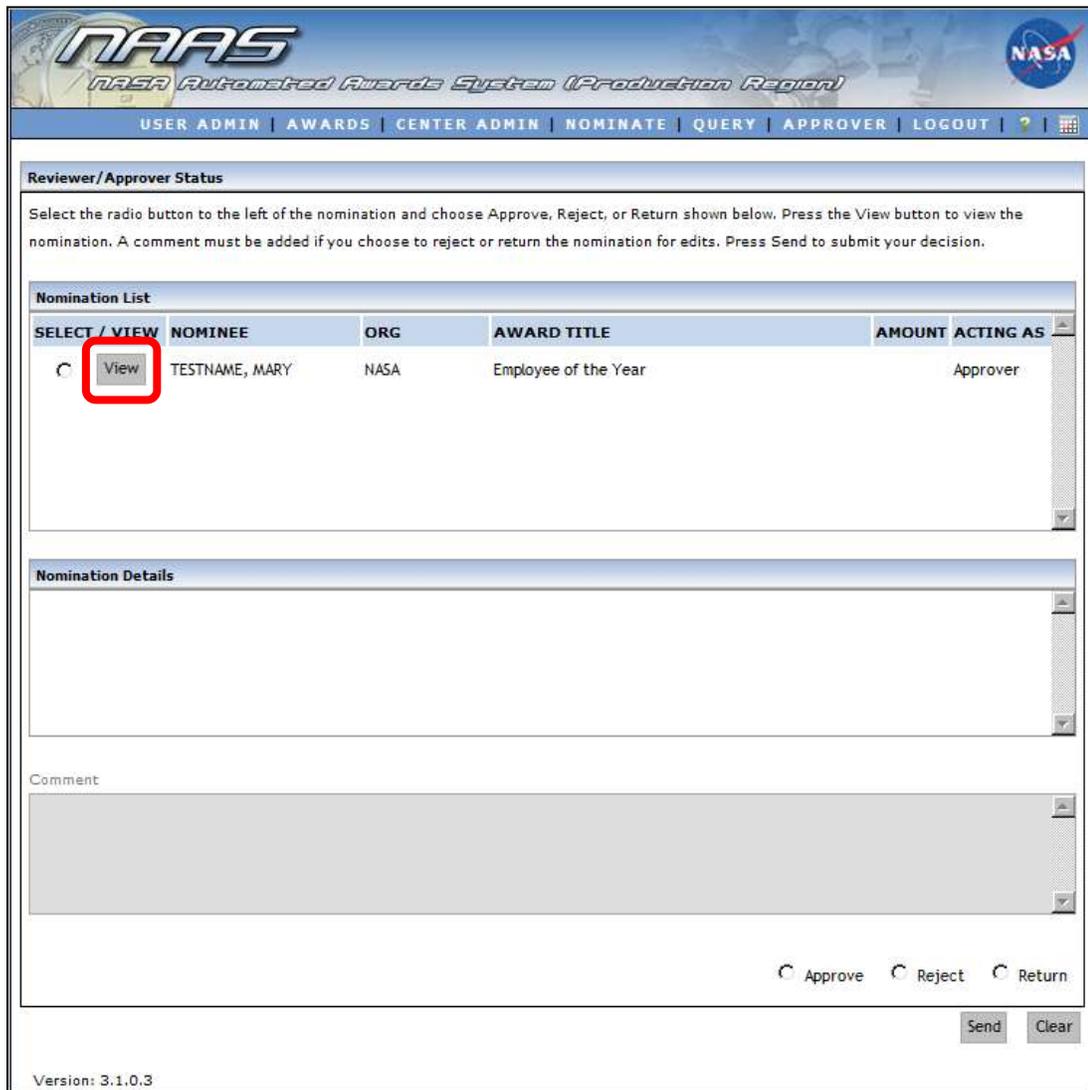


Figure 4-03. Nomination View Button

The Nomination Details screen is displayed as shown in the following figure:

<b>Center Other Incentive Award (Individual) Details</b>			
Award Title: Employee of the Year			
Name of Nominee: TESTNAME, MARY	Nominee's Organization: NASA		
Award Amount:	Funding Organization: NASA Shared Services Center		
Charge Code Information:			
Citation: This award recognizes an employee who performs an act or service that exemplifies and reinforces the NSSC vision and mission.			
Justification: Mary Testname has provided unparalleled service, customer focus, and cost savings to the NSSC.			
Comments:			
Initiator: PUBLIC, JOHN Q.	Nominator: PUBLIC, JOHN Q.	Approver: NOT APPROVED	Effective Date:
Date Created: 01/15/2013	Reviewer: NONE REQUIRED	Approval Date:	Current Status: TESTPERSON, AMY X.

**Figure 4-04. Nomination Details Screen**

5. Close the Nomination Details screen.
6. Click the nomination radio button and then select appropriate action at the bottom of the screen.
  - a. **Approve:** You agree with the nomination and are approving it to proceed. Proceed to Step 8.
  - b. **Reject:** You do not agree that the nomination meets the applicable criteria. Proceed to Step 7.
  - c. **Return:** You would like something about the nomination modified (e.g., typo, award amount, clarification, etc.). Proceed to Step 7.
7. If you selected Reject or Return for a nomination, the **Comment** field becomes active and you must type a comment before proceeding. Please note that there is a limit of 250 characters for this field.

8. Click the **Send** button to send your selection.
  - a. If you selected Approve, the nomination proceeds to the next level of approval as outlined by that specific award definition.
  - b. If you selected Reject, the nomination is recorded in NAAS as being rejected and the Initiator and/or Nominator receives an e-mail notification of the rejection, including your comments.
  - c. If you selected Return, the nomination is returned to the Initiator's status screen and an e-mail notification is sent to the Initiator and/or Nominator, including your comments. After the correction is made by the Initiator/Nominator, a new approval notification is sent to the Approver identified on the award.
9. If you have additional nominations to review, continue with this same procedure. After you have completed taking action on all nominations, the following screen is displayed:



Figure 4-05. No Pending Approvals Screen

## 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:

ACRONYM/ ABBREVIATION	MEANING
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

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