



| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

NASA Procedural Requirements

NPR 3451.1B
Effective Date: June 04, 2009
Expiration Date: December 04,
2015

COMPLIANCE IS MANDATORY

NASA Awards and Recognition Program

Responsible Office: Office of Human Capital Management

Table of Contents

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents
- P.5 Measurement/Verification
- P.6 Cancellation

Chapter 1. Responsibilities

- 1.1 Administrator
- 1.2 Deputy Administrator
- 1.3 Officials-in-Charge of Headquarters Offices
- 1.4 Assistant Administrator for Human Capital Management
- 1.5 NASA Center Directors
- 1.6 Supervisors and Managers
- 1.7 Executive Director, NASA Shared Services Center (NSSC)
- 1.8 Center Incentive Awards Program Officers
- 1.9 Chair, Incentive Awards Board
- 1.10 NASA Incentive Awards Board

Chapter 2. Awards Based on Performance

- 2.1 Background
- 2.2 Performance Award
- 2.3 Quality Step Increase
- 2.4 Special Act or Service Award
- 2.5 On-the-Spot Award
- 2.6 Time-Off Award

Chapter 3. Employee Suggestion Program

Chapter 4. Non-monetary Awards

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Restrictions
- 4.4 Career Service Recognition
- 4.5 Refreshments at Awards Ceremony

Chapter 5. NASA Honor Awards Program

- 5.1 Background
- 5.2 Eligibility
- 5.3 Description of NASA Honor Awards
- 5.4 Annual Call for Nominations
- 5.5 Expert Panels and Evaluation of Nominees
- 5.6 Out-of-Cycle Agency Honor Awards

Chapter 6. External Awards

Appendix A. Special NASA Awards Programs

Appendix B. Incentive Awards Board Membership

Preface

P.1 Purpose

a. NASA is committed and strives to improve the effectiveness and efficiency of Government operations by recognizing and rewarding its employees for results-based performance and others who, through contracts and partnerships, support NASA's mission, while utilizing the full authorities available under the Government Employee's Incentive Awards Act. This NASA Procedural Requirements (NPR) establishes the responsibilities, procedures, and guidelines for the enactment and administration of the Agency's awards program, based on individual and group performance results, that directly support, enhance, and achieve the Agency's mission and strategic goals. It also emphasizes focus on recognizing cross-functional activities and teamwork across the Agency. In addition to recognizing its employees with the vast array of Agency and Center-level awards, NASA nominates its employees for many external awards sponsored by other Government agencies and private sector organizations.

b. This NPR provides the Agency's award program direction which should be followed in conjunction with the referenced statutory and regulatory requirements under P.3 Authority. Center Human Resources Offices should be consulted for further information and guidance.

c. Current Awards Vision states that all NASA Awards are given:

for the RIGHT CONTRIBUTION...advances the Agency's agenda to align values and performance expectations, provides organizational learning, and strengthens the relationship between employees and management.

to the RIGHT PERSON... when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized.

at the RIGHT TIME/EVENT... in an appropriate manner, without undue delay, and of sufficient value to be meaningful.

P.2 Applicability

a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. Unless otherwise indicated, use of the word Center(s) in the text of this NPR includes NASA Headquarters and the NASA Shared Services Center. Any reference to Center Director(s) includes the Executive Director, Office of Headquarters Operations and the Executive Director, NASA Shared Services Center. This language applies to the Jet Propulsion Laboratory (JPL), a Federally Funded Research and Development Center (FFRDC), and other contractors only to the extent specified or referenced in the appropriate contract.

b. The Office of the Inspector General has statutory independence and may create a separate award and recognition system that more effectively meets its mission requirements.

P.3 Authority

a. 5 U.S.C. Chapter. 43, Performance Appraisal.

- b. 5 U.S.C. Chapter. 45, Incentive Awards.
- c. 5 U.S.C. ° 5336, Additional Step Increases.
- d. 5 U.S.C. ° 5384, Performance Awards in the Senior Executive Service.
- e. 42 U.S.C. ° 2457, The National Aeronautics and Space Act of 1958, as amended.
- f. 42 U.S.C. ° 2458, The National Aeronautics and Space Act of 1958, as amended.
- g. 5 U.S.C. ° 9813, The NASA Flexibility Act of 2004.
- h. Executive Order No. 11438 (1968), Prescribing Procedures Governing Interdepartmental Cash Awards to the Members of the Armed Forces.
- i. 5 C.F.R. Part 430, Performance Management.
- j. 5 C.F.R. Part 451, Awards.
- k. 5 C.F.R. Part 531, Quality Step Increases.

P.4 Applicable Documents

- a. 14 C.F.R. Part 1240.1, Awards for Scientific and Technical Contributions.
- b. 65 Comp. Gen. 738 (1986), Refreshments at Awards Ceremony.
- c. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- d. NPR 1441.1, NASA Records Retention Schedules.
- e. NPD 3000.1, Management of Human Resources.
- f. NPR 3430.1, NASA Employee Performance Communication System (EPCS).
- g. NPD 3713.2, Federal Equal Opportunity Programs of NASA.
- h. NPD 5101.1, Requirements for Legal Review of Procurement Matters.
- i. IRS Publication 525 (2008), Taxable and Nontaxable Income.

P.5 Measurements/Verification

Centers shall periodically evaluate their awards process and assess trends to improve NASA's awards program. The Office of Human Capital Management will cooperate with periodic data gathering and other evaluation activities.

P.6 Cancellation

NPR 3451.1, dated May 7, 1999.

/S/

Thomas Luedtke
Associate Administrator for
Institutions and Management

Chapter 1. Responsibilities

1.1 Administrator

1.1.1 The Administrator retains the authority to:

1.1.1.1 Appoint the Chair of the NASA Incentive Awards Board (IAB).

1.1.1.2 Approve Senior Executive Service (SES), Senior Scientific and Technical (ST), and Senior Level (SL) employee performance bonuses.

1.1.1.3 Hold senior management officials accountable for ensuring that all covered employees receive timely and complete performance plans and appraisals in accordance with NPR 3430.1.

1.1.1.4 Submit the following to the Office of Personnel Management (OPM) for approval by the Director of OPM or by the President:

1.1.1.4.1 Individual employee award recommendations over \$10,000.

1.1.1.4.2 Recommendations for Presidential Awards.

1.1.1.4.3 Individual employee award recommendations over \$25,000 for approval by the President.

1.1.1.5 Submit NASA nominations for external awards when the Agency is asked to provide Agency-approved nominations or when there is an Agency nomination allocation.

1.2 Deputy Administrator

1.2.1 The Deputy Administrator shall:

1.2.1.1 Provide leadership to the NASA awards program to gain maximum benefit for the Government through high levels of performance and productivity from individuals and groups of employees.

1.2.1.2 Approve performance awards that exceed ten percent but not more than twenty percent of a General Schedule (GS) and Federal Wage System (FWS) employee's annual rate of basic pay limited to \$10,000.

1.3 Officials-in-Charge of Headquarters Offices

(OICs of Headquarters Offices are listed in NPD 1000.3, The NASA Organization.)

1.3.1 The OICs shall:

1.3.1.1 Establish and communicate the annual performance goals for/to their organization prior to the beginning of the appraisal period.

1.3.1.2 Prior to the end of the appraisal period, communicate their organization's performance in achieving the annual performance goals and provide guidance to subordinate managers and supervisors on how the organization's performance is to be considered when assessing the performance of individual employees.

1.3.1.3 Ensure fairness and consistency in the appraising and rewarding of employees.

1.3.1.4 Ensure that all covered employees receive timely and complete performance plans and appraisals.

1.3.1.5 Be responsible for the general policy, direction, operations, and evaluation of their special awards programs (e.g., Financial Management Award).

1.3.1.6 Ensure that the NASA Automated Awards System (NAAS) is used to capture all awards.

1.4 Assistant Administrator for Human Capital Management

1.4.1 The Assistant Administrator for Human Capital Management is responsible for:

1.4.1.1 The general policy, direction, and evaluation of the NASA awards program and for reviewing requests for new special NASA awards prior to submission to the IAB for review and to the IAB Chair for approval.

1.4.1.2 Serving as the Vice Chair of the IAB.

1.5 NASA Center Directors

1.5.1 NASA Center Directors shall:

1.5.1.1 Establish and communicate the annual performance goals for/to their organization prior to the beginning of the appraisal period.

1.5.1.2 Communicate their organization's performance in achieving the annual performance goals prior to the end of the appraisal period and provide guidance to subordinate managers and supervisors on how the organization's performance is to be considered when assessing the performance of individual employees.

1.5.1.3 Ensure fairness and consistency in the appraising and rewarding of employees.

1.5.1.4 Direct, support, implement, and maintain awards programs in accordance with this NPR, OPM regulations, and other NASA and Center procedures and guidelines.

1.5.1.5 Approve cash awards for a NASA employee's performance and superior accomplishments not to exceed \$10,000. (This does not apply to SES/ST/SL Rank Awards or SES bonuses.)

1.5.1.6 Ensure that the NAAS is used to capture the submission and approval of all awards.

1.5.1.7 Establish and ensure that the Center's recognition program is administered in accordance with Agency established policies and regulations.

1.5.1.8 Establish Center-specific procedures for local implementation.

1.6 Supervisors and Managers

1.6.1 Supervisors' and managers' responsibilities to the awards program are shown by their timely communication of planned goals and objectives to employees, observation of employees' performance, continuous two-way communication about performance, creating an accountability culture, and in ensuring fairness and consistency in the appraising and rewarding of their employees. Supervisors and managers are responsible for actively participating in and supporting NASA awards programs as follows:

- 1.6.1.1 Shall encourage subordinate employees to improve productivity, efficiency, economy, and effectiveness of Government operations.
- 1.6.1.2 Shall ensure that all individuals or groups of employees, regardless of grade or occupational area, are promptly considered for recognition when criteria for awards programs are met.
- 1.6.1.3 Shall have a general knowledge and understanding of the various awards available to employees in order to recognize and reward employees in a fair, equitable, and appropriate manner.
- 1.6.1.4 Shall give first-line supervisors authority to grant time-off awards (TOAs) without further review or approval for periods not to exceed one workday.
- 1.6.1.5 Shall ensure that all award nominations, including performance-based cash awards and TOAs, requiring supervisory/management approval, are linked to the employees contribution and that the amount and time off accurately reflect the value of the contribution.
- 1.6.1.6 Shall establish and maintain a work environment that is conducive to the development and free exchange of ideas. The supervisor is also responsible for reviewing employee ideas and providing suggesters with input and assistance in refining ideas, if requested, or refer to the appropriate evaluation authority for evaluation of suggestion.
- 1.6.1.7 Shall ensure that the NAAS is used to capture all awards.

1.7 Executive Director, NASA Shared Services Center

- 1.7.1 The Executive Director shall:
- 1.7.1.1 Administer the NAAS. This includes:
- 1.7.1.1.1 Working with the user community to:
- a. Identify new (or revisions to) system requirements.
 - b. Establish priorities and release dates.
 - c. Communicate and provide guidance prior to any new release.
- 1.7.2 Administer the NASA Honor Awards process.
- 1.7.3 Maintain a supply of all Agency awards materials (medals, length-of-service pins, standardized certificates, folders, frames, other memorabilia, and Center awards certificates) to be used for the Agency and Center Honor Award programs.
- 1.7.4 Ensure the timely submission of Center certificates and award items.
- 1.7.5 Maintain and update the Agency Awards Calendar.
- 1.7.6 Notify the Centers in advance, on a semiannual basis, of the upcoming call for external award nominations and provide the award criteria, nomination forms, and other pertinent information about the external awards, and when nominations are due to the sponsoring organization or to the NSSC.
- 1.7.7 Annually, by June 1, request Centers to provide the number of their on-site and near-site (within 20 miles) prime and support service contractor workforce employed as of May 30. This data will be used in determining contractor Agency Honor Award allocations. (Includes contractors located at Component Facilities and Technical and Service Support Centers.)

1.8 Center Incentive Awards Program Officers

1.8.1 Center Incentive Awards Program Officers shall:

1.8.1.1 Ensure that Center out-of-cycle requests meet Agency policy.

1.8.1.2 Disposition and approve award nominations submitted into the NAAS.

1.8.1.3 Notify their Center's organizations of upcoming External Awards and apprise organizations of any updates in a timely manner.

1.8.1.4 Process Center nominations for External Awards when the sponsor's instructions require Agency-approved nominations or when there is an Agency nomination allocation.

1.8.1.5 Conduct and/or facilitate training for NAAS users at the Centers.

1.8.1.6 Manage NAAS for the Center.

1.8.1.7 Participate in, implement, and manage award policies, procedures, and practices at the Center.

1.8.1.8 Provide guidance and strategic recommendations to managers on the appropriate use of incentives and Honor Awards.

1.8.1.9 Coordinate Center-level awards ceremonies.

1.9 Chair, IAB

1.9.1 The Chair is responsible for the following:

1.9.1.1 Shall appoint members of the NASA IAB (Also see 5.5, Expert Panels and Evaluation of Nominees, for selection of chairs of expert panels).

1.9.1.2 Shall appoint the Chair of the Outstanding Leadership Medal Panel.

1.9.1.3 Shall approve nominations for NASA Honor Awards.

1.9.1.4 Shall approve special NASA-wide awards and recognition programs (Appendix A).

1.10 NASA IAB

1.10.1 The NASA IAB is responsible for the following:

1.10.1.1 Shall provide advice and recommendations to the Chair, IAB, on broad policy issues and specific award cases for Agency-wide honorary recognition.

1.10.1.2 May appoint special technical advisors and/or panels comprised of NASA officials, employees, or non-Government subject experts to advise in the review of nominations for awards.

1.10.1.3 Does not review actions coming under the purview of the Inventions and Contributions Board (See 14 C.F.R. Part 1240.1, Awards for Scientific and Technical Contributions).

1.10.1.4 The IAB membership is shown in Appendix B.

Chapter 2. Awards Based on Performance

2.1 Background

2.1.1 In addition to an annual performance award, an employee may be rewarded with a Special Act or Service Award or a TOA in recognition of a specific achievement or contribution.

2.1.2 When an award is approved for an employee of another NASA Center, the nominating Center shall make arrangements to transfer funds to the employee's home Center to cover the award (including the employer's portion of the payroll taxes). If the administrative costs of transferring funds would exceed the amount of the award, the employee's home Center shall absorb the award cost and pay the award. Administrative costs must be clearly stated. This would also apply to another Federal agency giving a NASA employee an award.

2.1.3 When processing monetary or TOAs in NAAS, at least two individuals (one being the Center Awards Officer) must be included in the nomination/approval process to provide the necessary checks and balances.

2.2 Performance Award

2.2.1 Definition

A performance award is a lump-sum cash and/or TOA based on a rating of record of Fully Successful or higher. Refer to NPR 3430.1, Employees Performance Communication System, Chapter 5, subparagraph 5.8, Award Eligibility, for further requirements regarding performance awards.

2.2.2 Eligibility

2.2.2.1 An employee in a GS or FWS position with a rating of record of Fully Successful or higher on the last day of the appraisal period is eligible for a performance award.

2.2.2.2 An employee who serves less than the full appraisal period under a performance plan (i.e., a new employee or a current employee who was on extended sick leave or leave without pay) may receive a reduced, prorated award.

2.2.2.3 Members of the SES are eligible for performance awards in accordance with NPR 3435.1, NASA Performance Management Plan for the Senior Executive Service.

2.2.3 Requirements

2.2.3.1 The amount of the award must be linked to an employee's performance and be based upon the summary performance rating level.

2.2.3.2 An employee may be rewarded with cash, time off, or a combination of cash and time off. An employee with a higher performance summary rating level (e.g., Distinguished) must receive a greater monetary performance award (including combined monetary and time off), based on a percentage of salary, than an employee with a lower performance summary rating level (e.g., Accomplished).

2.2.3.3 The narrative summary that documents the overall performance of the employee shall serve as justification for a performance award.

2.2.3.4 When granting an award paid as a percentage of basic pay, the rate of basic pay used must include any applicable locality payment.

2.2.4 Restrictions

2.2.4.1 Only one performance award may be granted based on any one rating of record.

2.2.4.2 A maximum of ten percent of basic pay may be awarded under usual circumstances. In the case of unusual outstanding performance, awards over ten percent and up to 20 percent of basic pay must be approved by the Administrator (e.g., for outstanding leadership in a significant, high-visibility, project/program).

2.2.4.3 An award over \$10,000, regardless of the percentage, must be submitted through the Office of Human Capital Management to be forwarded to the Office of Personnel Management for approval.

2.2.4.4 Awards in excess of \$25,000, regardless of the percentage, require Presidential approval.

2.2.4.5 The Internal Revenue Service has ruled that a cash award is part of an employee's wages; therefore, taxes will be withheld from the award payment.

2.2.4.6 Any performance award must be submitted and approved through the NAAS.

2.3 Quality Step Increase (QSI)

2.3.1 Definition

2.3.1.1 A QSI is a faster-than-normal within-grade increase (WGI) to an employee's rate of basic pay given in recognition of and to reward an employee for sustained performance of high quality.

2.3.1.2 A QSI maybe granted to an employee who has received a rating of record of Distinguished.

2.3.1.3 A QSI produces higher, long-term costs to the Agency than other types of awards and shall be considered the highest monetary performance award an employee can receive.

2.3.2 Eligibility

2.3.2.1 A QSI is not required, but may be granted to a GS employee who receives a performance summary rating of Distinguished in accordance with 5 C.F.R. ° 531.504.

2.3.2.2. Career SES members and FWS employees are not eligible to receive a QSI.

2.3.3 Requirements

2.3.3.1 A QSI must be effected within 120 calendar days following the end of the appraisal period. No QSI may be effected more than 120 days after the end of the appraisal period on which the Distinguished rating was based.

2.3.3.2 A QSI does not affect the timing of an employee's next regular WGI unless the QSI places the employee in step 4 or step 7 of his or her grade. In these cases, the waiting period is extended an additional 52 weeks.

2.3.3.3 A QSI may be granted as long as the employee has not received a QSI during the past 52 weeks.

2.3.3.4 A QSI may be granted as long as the employee has not reached the maximum step of his/her

grade.

2.3.3.5 When a QSI is granted, no other award (monetary, i.e., lump-sum cash, and/or nonmonetary, i.e., time-off) shall be given in conjunction with a QSI.

2.3.3.6 QSI awards must be submitted and approved through the NAAS.

2.3.3.7 Unlike other awards, QSI awards must be processed as a personnel action in order to affect the award.

2.4 Special Act or Service Award

2.4.1 Definition

A Special Act or Service Award is a lump-sum cash award given in recognition of a specific accomplishment and to reward an employee's performance that has exceeded expectations as a one-time occurrence (e.g., significant contribution in support of a program and/or project).

2.4.2 Eligibility

2.4.2.1 All civil service employees, individually or as a group, are eligible to receive a Special Act or Service Award.

2.4.2.2 Special Act or Service Awards are not based upon an employee's performance rating of record or a particular appraisal period.

2.4.2.3 An individual or group, a former employee, an employee of another Government agency, or the estate of a deceased employee is eligible for a Special Act or Service Award, provided the achievement took place while the person was a Government employee.

2.4.2.4 A Special Act or Service Award may be granted to members of the Armed Forces, but only in accordance with regulations prescribed by the Department of Defense.

2.4.3 Requirements

2.4.3.1 A Special Act or Service Award must be supported by written justification other than what is documented in the employee's most recent rating of record.

2.4.3.2 Approval at a management level higher than the individual who recommended the award is required.

2.4.3.3 Approval is required for an SES employee by the Center Director for an award not exceeding \$10,000.

2.4.3.4 Approval is required for a GS and FWS employee by the Center Director for an award of \$7,500-\$10,000.

2.4.3.5 Special Act or Service Award nominations are to be submitted and approved through the NAAS.

2.5 On-the-Spot Award (OTS)

2.5.1 Definition

A kind of special act or service award that may be monetary or non-monetary involving minimal paperwork and approval time in order to provide immediate recognition for employees who perform

short-term quality acts or service in an exceptional manner that otherwise might go unrecognized. Examples include:

- a. Performing high-quality work under tight deadlines.
- b. Performing emergency tasks in addition to regular duties.
- c. Exercising extraordinary initiative or creativity in addressing a critical need or difficult problem.

2.5.2 Eligibility

2.5.2.1 An employee in a GS or FWS position is eligible to receive an OTS Award.

2.5.2.2 A customer, peer, or supervisor may recommend an employee for an OTS Award, but it is the responsibility of the supervisor or manager of the employee to approve the award (monetary or non-monetary).

2.5.2.3 Career and non-career SES members are not eligible to receive an OTS Award.

2.5.3 Requirements

2.5.3.1 An OTS Award must be supported by a written justification other than the employee's most recent rating of record.

2.5.3.2 OTS Award nominations shall be submitted and approved through the NAAS.

2.6 Time-Off Award (TOA)

2.6.1 Definition

A TOA is an award that takes the form of paid time off from work, without charge to leave, for performance as reflected in the most recent rating of record or for a specific accomplishment and to reward an employee's performance that has exceeded expectations as a one-time occurrence.

2.6.2 Eligibility

Any Federal civilian employee may receive a TOA, either as an individual or member of a group. Volunteers, contract employees, and members of the military services may not receive TOAs. See 2.6.4.6 for Presidential appointees and 2.6.5 for astronauts.

2.6.3 Requirements

2.6.3.1 A customer, peer, or supervisor may recommend an employee for a TOA, but only the immediate supervisor or manager of the employee may grant the TOA.

2.6.3.2 Supervisors and managers may recommend an award across organizational boundaries when an employee has made contributions outside his/her parent organization; however, only the employee's immediate supervisor can actually grant the award, since this action impacts salary dollars.

2.6.3.3 TOAs may be granted in amounts of eight to 80 hours for a single contribution and up to a total of 80 hours of time off during a leave year for a full-time employee.

2.6.3.4 TOAs shall be used to recognize a variety of employee contributions. Primarily, it is intended to recognize employee(s)' contribution(s) of a specific accomplishment or to reward an employee's performance that has exceeded expectations as a one-time, non-recurring nature. It may also be used to recognize a continuous improvement of a process, product, program, or service.

Types of contributions an employee must make in order to be eligible for a TOA:

- a. Making a high-quality contribution involving a difficult or important project or assignment.
- b. Producing an exceptionally high-quality product under a tight deadline.
- c. Displaying special initiative and skill in completing a quality assignment or project significantly ahead of the deadline while maintaining quality and other task requirements.
- d. Performing an added or emergency assignment in addition to regular duties.
- e. Using initiative and creativity in making improvements in a product, activity, program, or service.
- f. Providing outstanding customer service to clients or colleagues that is highly responsive, courteous, respectful, and exceeds expectations.
- g. Exercising initiative by taking action to plan, perform, and follow through with a task that benefits his/her office without prompting or direction from others.
- h. Independently taking action to promote a safe working environment.
- i. Sustaining a high level of performance for an extended period as reflected, for example, in a rating of record.

2.6.3.5 A TOA should be presented as soon as possible after the completion of the act or service for which the nomination is made.

2.6.3.6 TOA award nominations shall be submitted and approved through the NAAS.

2.6.4 Restrictions

2.6.4.1 If illness occurs during time-off leave, sick leave may be granted for the period of incapacitation.

2.6.4.2 The following are examples in which a TOA may not be an appropriate incentive: (Please consult with your Human Resources Office for guidance.)

- a. The employee has been awarded a total of 80 hours of time off within the current leave year.
- b. The employee has use-or-lose and/or restored leave, annually.
- c. The employee will not be able to use the TOA due to project commitments.
- d. There are problems with the employee's attendance and leave, i.e., leave abuse, failure to follow leave procedures, or unexcused or unauthorized absence.
- e. TOAs are not to be a substitute form of compensation for overtime work that should be directly compensated through paid overtime or compensatory time off.

2.6.4.3 Under no circumstances will a TOA be converted into a cash payment upon separation from Federal service.

2.6.4.4 A TOA will be available for use after the number of hours awarded appear on the Leave and Earnings Statement.

2.6.4.5 Presidential appointees with Senate confirmation, non-career appointees in SES positions, and Schedule C appointees may not receive a TOA during Presidential election periods, which is any period beginning June 1 in a calendar year in which the popular election of a President occurs and ending on January 20 following the date of such election. At all other times, these individuals

are not prohibited from receiving TOAs.

2.6.4.6 A TOA should be taken within a reasonable time period, usually 12 months of the date of the award. The employee should be encouraged and permitted to use the incentive in a timely manner.

2.6.4.7 TOAs are not transferable from one Federal Agency to another, but they shall be transferable from one NASA Center to another. To avoid the loss of a TOA, the employee should be encouraged and allowed to use the incentive before transferring to another Federal agency.

2.6.4.8 Since a TOA is not annual leave, TOA balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer Program.

2.6.4.9 While there is no specific restriction on the maximum value of combined time off and monetary awards for Special Act or Service Awards, Centers shall remain sensitive to the perceptions that could arise from combining large TOAs with substantial cash awards, particularly in the case of statutory limits, such as the \$10,000 limitation placed on individual awards. The combined cash value should be an amount appropriate for the accomplishment.

2.6.4.10 Centers shall establish the level of management approval for granting more than four workdays off.

2.6.4.11 All TOA nominations are to be submitted and approved through the NAAS.

2.6.5 The following pertains to TOAs for civilian astronauts:

2.6.5.1 The Director of Flight Crew Operations at the Johnson Space Center is delegated the authority to approve TOAs for civilian astronauts returning from spaceflight missions.

2.6.5.2 Up to eight hours time off may be granted for each weekend day and Federal holiday that the crewmember was in space, up to a maximum of 160 hours.

2.6.5.3 No more than one TOA may be granted within a 12-month period.

2.6.5.4 TOAs may not be converted to cash and must be taken within 12 months of the date of the award.

2.6.5.5 TOAs must be properly documented in advance.

2.6.5.6 All TOA nominations for civilian astronauts are to be submitted and approved through the NAAS.

Chapter 3. Employee Suggestion Program

3.1 Employees are eligible for awards and recognition in response to adopted suggestions made in accordance with the Government Employee's Incentive Awards Act, Title III of Public Law 763, enacted September 1, 1954.

3.2 The law established a Government-wide program encouraging all employees to improve the efficiency and economy of Government operations.

3.3 A suggestion is a constructive proposal that results in a saving or an improvement to the Federal Government and/or NASA. It poses a solution to a problem, a solution to a potential problem, or an opportunity to effect change.

3.4 Any Government employee or group of employees and contractors may submit a suggestion.

3.5 A former Government employee or the estate of a deceased employee may submit a suggestion, provided the suggestion was based on knowledge gained while the individual was a Government employee.

3.6 Contractor employees are ineligible for cash awards under the NASA Employee Suggestion Program; however, if a team contains a contractor employee, that team member shall receive a certificate and no cash award.

3.7 A cash award may be awarded to members of the Armed Forces but only in accordance with regulations prescribed by the Department of Defense.

3.8 A suggestion, whether adopted as submitted, or in part, that directly contributes to the economy or efficiency or directly increases effectiveness of Government operations, qualifies for a non-monetary recognition, time-off, or monetary recognition, depending on the potential savings or profitability of the idea.

3.9 The suggestion can be outside the suggester's job responsibilities or, if within their job responsibilities, so superior that it warrants special recognition.

3.10 The suggestion must be submitted in writing either before adoption or within a specified time thereafter to the Center's Suggestion Program.

3.11 The amount of the award must be in proportion to the benefits realized by the Government.

3.12 If a cash award is deemed appropriate, the amount can range from \$25 to \$25,000.

3.12.1 Award should not exceed recipient's annual salary.

Benefit	Award
Up to \$10,000	10 percent of the benefits
\$10,001 - \$100,000	\$1,000 for the first \$10,000 in benefits, plus three percent of benefits over \$10,000

\$100,001 or more	\$3,700 for the first \$100,000 in benefits plus .005 of benefits over \$100,000.
-------------------	---

3.13 A suggester is an employee who submits an idea for improvement, either individually or as a member of a group. All NASA employees are potential suggesters under this program.

3.14 Suggestion Program Coordinators are responsible for the administration and promotion of the NASA Suggestion Program within their Centers. Coordinators receive and process suggestions, monitor the evaluation process, facilitate award recommendations, promote the program, and educate employees on the Suggestion Program.

3.15 Suggestion Evaluators are responsible for reviewing and analyzing employees' ideas, determining the feasibility of adoption, and in some instances, making final decisions on adoption.

3.16 Evaluation procedures may include any or all of the following positions:

- a. Individual Evaluator--an individual assigned to review suggestions and determine the feasibility of implementation. This person is usually a supervisor or manager in the area(s) impacted by the suggestion or is responsible for implementation.
- b. Evaluation Team--a group of persons assigned by the Center to review suggestions, determine the feasibility of implementation, and/or make final decisions on adoption.
- c. Subject-Matter Expert--a person with a specific expertise related to the suggestion being evaluated. This person could be called upon by the evaluator or evaluation team to provide technical input and otherwise assist with the evaluation of the suggestion.

3.17 Comments made by the evaluator shall be thorough, understandable, and non-offensive because they form the basis for the reply to the suggester and are provided as an attachment to that reply.

3.18 Suggestions can result in tangible dollar savings, a higher-quality product, or make it easier to get work done. Implemented suggestions also result in process improvement that saves the Government time and/or money and may include:

- a. Reduction in the cost of operations or service.
- b. Elimination of unnecessary operation or service.
- c. Improvement in the quality of operations or service.
- d. Development of new tools, equipment, processes, or procedures to accomplish the preceding purposes.
- e. Improved employee morale.

3.19 The suggestion need not be new or original and shall result from the suggester's previous work, experience, research, or education.

3.20 The suggestion shall clearly define what is proposed, explain why the suggester feels the idea would improve effectiveness or efficiency of Government operations, outline how the suggester proposes that the idea be implemented, and include estimated savings (including the formula used to estimate the savings) to be realized.

3.21 Suggestions approved for adoption within the originating Center and determined to merit consideration at other NASA Centers, as well as other agencies or departments of the Federal

Government, are the responsibility of the originating Center.

3.21.1 The originating Center is responsible for identifying other organizations that may benefit from the suggestion and should coordinate directly with the appropriate NASA organizations or Centers or other Federal Government agencies to coordinate the efforts for implementation.

3.22 Suggestions approved for adoption with tangible benefits exceeding the amount authorized for payment within a Center should be forwarded to the NASA Headquarters Workforce Management and Development Division for appropriate coordination and approval.

Chapter 4. Non-monetary Awards

4.1 Definition

Non-monetary recognition can take on many forms including a letter of appreciation, letter of commendation, honorary medals and certificates, career service recognition awards, and TOAs.

4.2 Eligibility

4.2.1 Supervisors may grant these awards to employees for specific instances of contributions or achievements that warrant special recognition.

4.2.2 Contractors, academia, industry partners, and other stakeholders may be eligible for certain NASA Honor Awards and Center awards programs. Consideration must be given to avoid preempting the authority of Federal contracting officers and contractor management.

4.2.3 In general, appropriated funds may not be spent on awards for contractors or contractor employees. Exceptions to this general rule must be coordinated through the Office of Chief Counsel at the Centers or the Office of General Counsel at NASA Headquarters.

4.3 Restrictions

Non-monetary awards are permitted during a Presidential election period (any period beginning June 1 in a calendar year in which the popular election of a President occurs and ending on January 20 following the date of such election) provided that the form of the non-monetary award avoids the appearance of replacing a bonus. As non-monetary awards may take on a wide variety of forms with a wide variance, both in terms of direct costs and the appearance of such value, recognition by non-monetary awards should create the inherent impression of symbolic value (an honor being bestowed) rather than monetary worth (cash value).

4.4 Career Service Recognition

4.4.1 A career service recognition award and certificate are presented to all civil service employees as an emblem upon completion of each five years of service.

4.4.2 Certificates of service, appropriate emblems, and appropriate length of service mementoes for 35 years and above, are presented for each five-year interval thereafter.

4.4.3 Employees with 40 years or more of Federal service are eligible to receive certificates from the Administrator.

4.4.4 Employees with 60 years or more of Federal service are eligible to receive a letter from the President. This must be requested through the Center Incentive Awards Program Officer.

4.4.5 Eligibility for these awards is based on the total years of Federal service (including all honorable military service) to calculate the total service.

4.5 Awards Ceremony

The Government Employees Incentive Awards Act specifically authorizes agencies to “incur necessary expense(s) for the honorary recognition” of employees who meet the statutory criteria of Title 5 U.S.C. § 4503, Agency Awards. An agency head may expend funds for food at an awards ceremony if it is determined that light refreshments will “materially enhance” the effectiveness of the ceremony.

Chapter 5. NASA Honor Awards Program

5.1 Background

Agency Honor Awards are NASA's most prestigious honor awards. They are approved by the Chair of the IAB 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. Recognition should be extended to deserving candidates from NASA's total workforce. Incumbents of all occupational groups and all grade levels are eligible in accordance with the individual award criteria.

5.2 Eligibility

5.2.1 Jet Propulsion Laboratory employees are eligible for Government employee awards under the NASA Honor Awards Program.

5.2.2 Individuals working for NASA under the Intergovernmental Personnel Act (IPA) are treated as employees and are eligible for Agency Honor Awards.

5.2.3 NASA employees and employees of other Federal agencies may be nominated for the following awards:

- a. Distinguished Service Medal.
- b. Outstanding Leadership Medal.
- c. Exceptional Achievement Medal.
- d. Exceptional Service Medal.
- e. Exceptional Scientific Achievement Medal.
- f. Exceptional Engineering Achievement Medal.
- g. Equal Employment Opportunity Medal.
- h. Exceptional Bravery Medal.
- i. Exceptional Technology Achievement Medal.
- j. Exceptional Administrative Achievement Medal.
- k. Space Flight Medal.
- l. Group Achievement Award.
- m. Certificate of Appreciation.

5.2.4 Non-Government personnel may be nominated for the following awards:

- a. Distinguished Public Service Medal.
- b. Exceptional Scientific Achievement Medal.
- c. Exceptional Technology Achievement Medal.
- d. Exceptional Engineering Achievement Medal.
- e. Exceptional Public Service Medal.
- f. Equal Employment Opportunity Medal.
- g. Exceptional Bravery Medal.
- h. Public Service Group Achievement Award.
- i. Group Achievement Award.
- j. Certificate of Appreciation.

5.3 Description of NASA Honor Awards

5.3.1 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.

5.3.2 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.

5.3.3 Outstanding Leadership Medal (OLM)--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:

- a. Demonstrated excellence in leadership performance.
- b. Consistent and exemplary behavior that models NASA's core values and promotes these values within the Agency.
- c. Complexity of effort in terms of projects, organizations, or a wide range of personnel.
- d. Innovative approaches used in the conception, design, or execution of projects, programs, initiatives, and activities.
- e. Impact and importance of work achievements to NASA's missions and the image that is created by the individual's contributions and efforts.

5.3.4 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 NASA's mission. The criteria are as follows:

- a. Work-related achievements yielding high-quality results and/or substantial improvement that support NASA's mission or organizational accomplishment.
- b. Innovative approaches used in the conception, design, or execution of the individual's work.
- c. Impact and importance of the individual's achievement to the NASA Mission Directorate's, Center's, or organizational component's goals and image.

5.3.5 Exceptional Service Medal (ESM)--Is awarded for significant, sustained performance characterized by unusual initiative or creative ability that clearly demonstrates substantial improvements or contributions in engineering, aeronautics, spaceflight, administration, support, or space-related endeavors that contribute to NASA's mission. The criteria are as follows:

- a. Excellence and recognition of achievement that has set a benchmark for which others may strive.

b. An innovative approach used in the conception, design, or execution of the Agency's projects, programs, initiatives, and activities.

c. Impact and importance of the individual's service to NASA's mission and image.

5.3.6 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 a contribution of fundamental importance in this field or have significantly enhanced the understanding of this field. The criteria are as follows:

a. Accomplishments are far above others in quality or excellence--a rare, outstanding, clearly superior achievement.

b. 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.)

5.3.7 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:

a. Accomplishments are far above others in quality, scope, and impact.

b. Accomplishments are explicit, demonstrate results, and are perceived as outstanding or significant by peers and impacted targeted groups. (More credit will be given for recent contribution(s) except in unusual circumstances wherein a contribution was overlooked at the time it occurred.)

5.3.8 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:

a. Accomplishments are clearly superior in quality, scope, and impact.

b. 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 wherein a contribution was overlooked at the time it occurred.)

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

a. Early technology development significantly contributing to NASA's mission.

b. Exemplary collaborative effort in achieving significant technology transfer.

c. Exceptional utilization of a NASA-developed technology resulting in a significant commercial application.

5.3.10 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. The criteria are as follows:

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

5.3.11 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.

5.3.12 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. The award is given for exceptional contributions to NASA's mission.

5.3.13 Space Flight Medal (SFM)--Is awarded to Space Transportation System (STS) flight crewmembers (civil and military astronauts, mission specialists, payload specialists, and civilians) to recognize individual participation in an STS flight mission. The medal is granted for participation in initial flight. The NASA Space Flight Cluster is awarded for subsequent flight(s).

5.3.14 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's 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.

5.3.15 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's 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.

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

5.4 Annual Call for Nominations

5.4.1 An annual call for nominations will be released to all Center Directors and Officials-in-Charge of Headquarters Offices in July.

5.4.2 Nominations will be submitted to the NSSC through the NAAS during the period beginning October 1 through November 1 each year. All nominations must be received by the NSSC no later than November 1.

5.4.3 Numerical Allocations

- a. For determining allocations, Center Incentive Awards Officers will inform the NSSC by June 1 of the number of on-site and near-site contractor workforce as of May 30. For Centers where the contractor workforce baseline is less than 2,000, a maximum of two noncivil service medals are allocated.
- b. The civil service workforce is the number of on-duty employees (includes part-time and full-time permanent, terms, and interns; excludes employees on LWOP, student and temporary appointments).
- c. The contractor workforce is comprised of each Center's on-site and near-site prime and support service contractor workforce (within 20 miles). Contractor workforce located outside the 20-mile radius also includes the Wallops Flight Facility, the NASA Independent Verification & Validation Facility, and the Goddard Institute for Space Studies.
- d. A Center's numerical allocation will be downwardly adjusted to reflect any out-of-cycle medals awarded during the period October 1 through September 30 (see out-of-cycle Honor Awards process at 5.6).
- e. Using the workforce strength and contractor workforce data as of May 30, the NSSC will determine and inform the Centers of their numerical allocations for DSMs, DPSMs, ESMs, EAMs, and EPSMs by July 1.

5.4.4 Numerical guidelines will be determined as follows:

- a. For civil service nominations: 1.5 percent of the permanent and term civil service population.
- b. For contractor nominations: 0.1 percent of the full-time, on-site and near-site, prime and support service contractor workforce.
- c. All fractions are rounded to the nearest whole number.
- d. Centers have the discretion to use civil service allocations for non-civil service nominations and vice versa.
- e. Centers will not submit nominations in excess of their numerical allocations for covered medals.

5.5 Expert Panels and Evaluation of Nominees

5.5.1 Expert Panels and the evaluation of nominations for OLMs, ESAMs, EEAMs, ETAMs, EAAMs, and EEOMs apply to the Agency-level evaluation process. These nominations will be reviewed by a panel of experts in their category to determine which of the nominees' accomplishments are sufficiently significant to warrant receipt of the respective medal.

5.5.2 The NSSC will coordinate the selection of the Chairs of the Expert Panels and receive their proposed nominations through the NAAS.

5.5.2.1 The Chair of the IAB names the Chair of the OLM Panel.

5.5.2.2 The Associate Administrator for the Science Mission Directorate names the Chairs of the ESAM and ETAM Panels.

5.5.2.3 The Chief Engineer names the Chair of the EEAM Panel.

5.5.2.4 The Executive Director for the Office of Headquarters Operations names the Chair of the EAAM Panel.

5.5.2.5 The Assistant Administrator for Diversity and Equal Opportunity names the Chair of the

EEOM Panel.

5.5.3 Panel Membership

5.5.3.1 The Chairs of the Expert Panels will select their Panel's members from NASA and/or other Government employees. With the exception of the OLM Panel, the size of the panel is at the discretion of the Chair.

5.5.4 OLM Panel

5.5.4.1 The OLM Panel will include those Center Directors and Associate Administrators of Mission Directorates who are not members of the IAB.

5.5.4.2 The Chair of the OLM Panel is named by the Chair of the IAB.

**Center OLM Panel Representation - Center Director
(or designee)**

2009	2010	2011	2012
GRC	MSFC	HQ	ARC
JSC	JPL*	GSFC	KSC
MSFC	HQ	ARC	SSC
JPL*	GSFC	KSC	LaRC
HQ	ARC	SSC	DFRC

**Mission Directorate OLM Panel Representation - Associate Administrator
(or designee)**

SMD	SOMD	SOMD	SMD
ARMD	ESMD	ESMD	ARMD

5.5.5 Evaluation of Nominees

5.5.5.1 The criteria used to evaluate nominees is also used to describe the medals listed in paragraph 5.3. The Chairs of the Panels will direct their panel members on how to apply the medal criteria.

5.5.5.2 The Chair of the Panels will record the reasons why any nominee is not recommended for receipt of the medal. These reasons will be recorded in NAAS and shared with the nominating Center.

5.5.5.3 There is no reclama process for nominees rejected by an expert panel.

5.5.5.4 Centers may, at their discretion, nominate a nominee rejected by a panel for a medal covered by an allocation, provided their allocation ceiling is not exceeded or, if exceeded, they withdraw another nomination in order to stay within their allocation.

5.5.5.5 The NSSC will set the deadline for any adjustments to nominations covered by allocations.

5.5.5.6 Chairs of Expert Panels will not recommend nominees for other medals.

5.6 Out-Of-Cycle Agency Honor Awards

5.6.1 Requests for NASA Honor Awards outside the annual call for nominations will be rare and based on extraordinary circumstances that warrant an out-of-cycle review.

5.6.2 All requests must include a detailed explanation and justification of the reasons why the honor award must be presented outside the annual cycle. A situation created by an individual retiring, resigning, or otherwise not being available for the ceremony is not, under most circumstances, adequate justification for an out-of-cycle review.

5.6.3 All requests must be signed by the Center Director or Official-in-Charge of a Headquarters Office and be approved by the Chair of the IAB.

5.6.4 All Distinguished Service Medals, Distinguished Public Service Medals, Exceptional Service Medals, Exceptional Achievement Medals, and Exceptional Public Service Medals awarded out-of-cycle during the fiscal year will be deducted from the Center's or Headquarters' numerical allocation for that award year (see paragraph 5.4.3.d). Center and Headquarters Incentive Awards Officers will monitor and account for all approved out-of-cycle awards and reduce their annual Honor Awards submission by that number.

5.6.5 Requests for Outstanding Leadership Medals, Exceptional Scientific Achievement Medals, Exceptional Engineering Achievement Medals, Exceptional Technology Achievement Medals, Equal Employment Opportunity Medals, and Exceptional Administrative Achievement Medals will not be reviewed by an expert panel as they are during the annual Honor Awards process. Therefore, a request for one of these medals must be based on such clearly exceptional accomplishments related to the award criteria that a panel review is unnecessary.

5.6.6 Center Incentive Awards Program Officers will personally review all requests for out-of-cycle awards from their Center or Headquarters and certify that all of the requirements in this guidance have been met. This review and certification may not be redelegated.

5.6.7 The OHCM will review all requests for out-of-cycle awards for compliance with this guidance and then forward, with a recommendation, to the Chair of the IAB for decision and approval.

5.6.8 If approved, the Center Incentive Awards Program Officer will submit, when appropriate, and approve the nomination in the NAAS.

5.6.9 After successful completion of a Shuttle or Expedition flights mission, a written request from the Director of Human Resources of the Johnson Space Center may request out-of-cycle awards to the OHCM for the Shuttle and International Space Station crewmembers and Lead Flight Directors. A Decision Memorandum dated November 22, 2006, signed by the Deputy Administrator, preapproves this request. The Center Incentive Awards Program Officer will submit and approve the nomination in the NAAS.

*A Federally Funded Research and Development Center

Chapter 6. External Awards

6.1 Various governmental organizations, together with a number of professional societies and similar organizations, give honorary and monetary awards for outstanding achievement and professional excellence. Typical of the many organizations that give awards for accomplishments in space-related efforts are the American Institute of Aeronautics and Astronautics, the American Astronautical Society, the American Society of Mechanical Engineers, and the National Air and Space Museum Trophy.

6.2 NSSC maintains the calendar for external awards and notifies the Centers, on a semi annual basis, of the upcoming call for nominations, the criteria, and when they are due to the sponsoring organization or to the NSSC. It is not a requirement that such nominations be submitted through the Center Incentive Awards Program Officers or the NSSC; however a courtesy copy of such nominations should be provided to the Center Incentive Awards Program Officers for informational purposes to senior management.

6.3 Any NASA employee may nominate someone for an external award when the nominating procedures, established by the award sponsor, permit nominations from the general public. These nominations will be submitted directly from the nominating employee to the sponsoring organization.

6.4 When the award nominating criteria specifically request an Agency-approved nomination or otherwise restrict the number of Agency or organizational nominations, award nominations will be solicited at the Center level according to prevailing Center practices and forwarded through the NSSC to Headquarters for review and approval by the Administrator or designee.

6.5 The Standards of Ethical Conduct For Employees of the Executive Branch, 5 C.F.R. Part. 2635, apply to all NASA civil servants and must be considered prior to the acceptance of any award given by a non-Federal entity. A written approval from an ethics counselor in the NASA Office of General Counsel or in a Center's Chief Counsel's office is required prior to the acceptance of an honorary degree, non-monetary awards with a market value in excess of \$200, or any award of cash or an investment interest.

6.6 Agency employees who are required to file a financial disclosure must note the acceptance of any gift valued over the Office of Government Ethics' threshold on their annual financial disclosure form.

Appendix A. Special NASA Awards Programs

Award Program	Purpose	Applicability	Responsibilities	Administered	Form Of Recognition
NASA Financial Management Award	Recognizes innovative and effective financial management techniques, procedures, and policies that aid in the improvement of Government-wide financial management functions.	All NASA Centers, with the exception of HQ Office of the Chief Financial Officer employees.	Office of the Chief Financial Officer	Annual Call Letter	Monetary award
NASA Procurement Award Program	Recognizes outstanding procurement in ten categories?specific performance of individuals and Centers.	All NASA Centers	Office of Procurement	Annual Call Letter	Plaque or certificate
Acquisition Improvement Awards	Rewards NASA individuals and groups for creating and implementing improved results on individual contracts, or innovative changes in contracting processes that save resources and enhance mission attainment.	All NASA Centers	Office of Procurement	NPD 3451.5	Monetary or certificate
NASA Small Business Advocates Awards	Recognizes four categories of outstanding contributions to NASA's achievements in small business programs (one	All NASA Centers	Office of Small Business Programs	Annual Call Letter	Trophy and/or Certificate accompanied by a cash award

	award in each category).				
Space Flight Awareness (SFA) Employee Motivation and Recognition Program - SFA Honoree - SFA Team - SFA Silver Snoopy - SFA Flight Safety - SFA Leadership - SFA Supplier	Recognizes exemplary performance and significant achievements leading to safe, cost-effective program modifications that increase reliability, efficiency, and performance to ensure mission success and human safety.	All NASA Centers, supporting Government agencies, private industry, and international organizations supporting human spaceflight programs	Space Operations Mission Directorate	Call Letter (details are contained in SFA brochure and are available from SFA Program Manager)	Various awards and motivational materials
Military Awards and Decorations to Military Personnel Assigned to NASA	Recognizes individual military personnel, on detail to NASA, based on a heroic, meritorious, or extraordinary act, achievement, or service.	All NASA Centers	Office of External Relations, in coordination with the Department of Defense	NPD 3280.8	Military awards and decorations
Quality and Safety Achievement Recognition Award	Recognizes Government and contractor employees at NASA who have displayed or exhibited exemplary performance in contributing to quality products and services in safety and mission assurance-related activities.	All NASA Centers	Office of Safety and Mission Assurance	Annual Call Letter	Award Plaque Cash Award
George M. Low Award NASA's Quality and Excellence Award	Recognizes NASA's prime and subcontractors for outstanding performance in the categories of large and small	All NASA Mission Directorates and Centers nominate select contractors to	Office of Safety and Mission Assurance	Annual Call Letter	Trophy

	business, product, and service organizations.	be evaluated for the Award			
External Awards Program	Recognizes the exemplary accomplishments of NASA employees by participating in recognition programs sponsored by organizations external to NASA.	All NASA Centers	Office of Human Capital Management	Solicitations from external organizations issued through quarterly call e-mails from NSSC	Varies by sponsoring organizations
Congressional Space Medal of Honor	Authorizes the President to recognize, in the name of Congress, an astronaut who, in the performance of his/her duties, has distinguished himself/herself by exceptionally meritorious efforts and contributions to the welfare of the Nation and humanity.	Astronauts	Office of Human Capital Management	As occasion deems appropriate.	Congressional Space Medal of Honor
Blue Marble Award	Recognizes individuals and groups in three categories: - NASA Environmental Quality Award for programs, projects, or processes such as Greening the Government initiatives, environmental, management, sustainability, cultural resources, remediation, or environmental education.	All NASA Centers	Office of Institutions and Management, Environmental Management Division	Biannual Call Letter	Blue Marble Trophy

	<p>- The NASA Excellence in Energy and Water Management Award recognizes initiatives in energy efficiency, water conservation, or renewable energy use.</p> <p>- NASA's Director's Environmental & Energy Award recognizes exceptional leadership or professionalism in implementing NASA's mission and vision while understanding and protecting the home planet.</p>				
<p>Awards for Scientific and Technical Contributions- Inventor of the Year - Software of the Year - Board Awards</p>	<p>Provides monetary recognition for scientific and technical inventions and contributions to NASA that have significant value in the conduct of aeronautical and space activities (applies whether or not patentable).</p>	<p>All NASA Centers</p>	<p>NASA Inventions and Contributions Board</p>	<p>14 CFR 1240.1</p>	<p>Cash</p>

Appendix B. Incentive Awards Board Membership

The Chair.

The Vice Chair is the Assistant Administrator, Office of Human Capital Management.

Members include the following:

Six Center Directors (or designees)

2009	2010	2011	2012
GSFC	GRC	GRC	GRC
ARC	JSC	JSC	JSC
KSC	KSC	MSFC	MSFC
SSC	SSC	JPL*	JPL*
LaRC	LaRC	LaRC	GSFC
DFRC	DFRC	DFRC	HQ

Associate Administrators (or designee) of two Mission Directorates

SOMD	SMD	SMD	SOMD
ESMD	ARMD	ARMD	ESMD

Chief, Safety and Mission Assurance.

Assistant Administrator, Office of Diversity and Equal Opportunity.

Executive Secretary - Director, Workforce Management and Development Division, OHCM (non-voting).

Additional members may be appointed on an ad hoc basis at the Chair's discretion to augment the IAB composition.

*A Federally Funded Research and Development Center