



SPACE FLIGHT AWARENESS PROGRAM AWARD RECOMMENDATION

(Please refer to instructions on page 2)

EMPLOYEE NAME:	ORGANIZATION/CONTRACTING COMPANY:	OFFICE AND E-MAIL ADDRESSES:
	<input type="checkbox"/> Civil Servant <input type="checkbox"/> Contractor: Department/Project:	

<input type="checkbox"/> HONOREE AWARD	<input type="checkbox"/> SILVER SNOOPY AWARD
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DATE NOMINATED:

JOB TITLE: Is this person a member of management?	YEARS WITH COMPANY:
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SCOPE OF JOB/TASK:

TIME PERIOD FOR ACHIEVEMENT: From _____ to _____

ACHIEVEMENT (describe the employee's work that meets the SFA award criteria, using additional sheet, if necessary):

RECOMMENDING ORGANIZATION APPROVALS

At least 2 levels of management must sign the form before it is submitted.

Nominated By:	Management:	Middle Management:	Executive Management:

E-mail award recommendations to Amy.E.Pruett@nasa.gov and deliver original, signed forms to Building 8, Room N150, Attn: Amy Pruet.

AWARD RECOMMENDATION FORM INSTRUCTIONS

This nomination form is to be completed for any individual who has earned recognition for outstanding contributions toward achieving organizational objectives in support of the Space Flight Awareness (SFA) Program. The entire form should be completed. The information provided should be brief and concise, but in sufficient detail so that a person not familiar with the individual's/team's accomplishments can understand the basis for the recommendation. Additional information can be attached to this form when needed. It is important that these forms are error free and reflect the achievements of the nominee. At least 2 levels of management must sign the form before it is submitted. NOTE: After the award is presented, the original of this form is to be given to the employee; a copy is to be put into the employee's personnel folder; and a copy is kept on file in the SFA Office.

Amy Pruett, Code 130, is the NASA Goddard Space Flight Center Space Flight Awareness Program Administrator. Direct all SFA related queries to her.

ENTRY DESCRIPTION

EMPLOYEE NAME: Last name followed by first name and middle initial.

ORGANIZATION/CONTRACTING COMPANY: Employee's functional organization or contracting company and department/project name.

OFFICE ADDRESS AND E-MAIL ADDRESS: Employee's office address and e-mail address.

RECOMMENDED AWARD: Check the appropriate block to indicate the award being recommended. See pages 3 and 4 for award criteria.

DATE NOMINATED: The date the form is filled out.

JOB TITLE: Employee's job title (not classification). If nominee is a member of management, include management level.

YEARS WITH THE COMPANY: Total number of years of continuing service with this employer.

SCOPE OF JOB/TASK: Description of employee's job or assigned task for which he/she is being recognized.

ACHIEVEMENT: Describe the individual's accomplishments, based upon the specific award criteria. There is no limit on the number of words or pages that can be used. Give specific details and pertinent facts and figures (the method or formula used to objectively measure performance against an optimum goal should be described). Include a description of the employee's interest and effort in other aspects, such as general attitude, judgment, performance, cycle time reduction, quality, mission or flight safety, etc. Add any additional factors not covered previously that are considered important to the recommendation.

TIME PERIOD FOR ACHIEVEMENT: The period of time for which the employee is being recognized.

RECOMMENDING ORGANIZATION APPROVALS: Dated signature approvals of appropriate members of management. At least 2 levels of management must sign the form before it is submitted.

SPACE FLIGHT AWARENESS PROGRAM AWARD INFORMATION

	SFA HONOREE	SFA SILVER SNOOPY
AWARD	TRIP TO A NASA FACILITY, CERTIFICATE, HONOREE PIN	FLOWN PIN, CERTIFICATE, COMMENDATION LETTER
CRITERIA	<p>Must meet at least one of the following Award criteria.</p> <ul style="list-style-type: none"> • Significantly contributed beyond his or her normal work requirements to the development and implementation of human spaceflight programs while ensuring quality and safety. • Performing a single specific goal that contributed towards attaining a particular program goal. • Contributed to one or more major cost saving/cost avoidance. • Has been instrumental in developing hardware, software, materials, process or operational improvements that increase reliability, efficiency, or performance. 	<p>Must meet at least two of the following Award criteria.</p> <ul style="list-style-type: none"> • Significantly contributed beyond his/her normal work requirements. • Performed a single specific achievement that contributed towards attaining a particular program goal. • Contributed to one or more major cost saving/cost avoidance. • Instrumental in developing program modifications that increase quality, reliability, safety, efficiency, or performance. • Developed or assisted an operational improvement that increases efficiency and performance. • Developed a process improvement of significant magnitude.
ELIGIBILITY	<p>Full-time employee.</p> <p>Has not received award previously.</p> <p>Job performance must be oriented directly or indirectly to human flight safety or mission success.</p> <p>No one above K-level management can be considered.</p>	<p>Has not received award previously.</p> <p>Job performance must be oriented directly or indirectly to human flight safety or mission success.</p> <p>No one above K-level management can be considered.</p> <p>NOTE: A maximum of 1% of the workforce may receive a Silver Snoopy Award in any given year.</p>
FOCUS	Single/Sustained Achievements	Single Achievement
FINAL APPROVAL BY	Company/Center Executive	Company/Center Executive
PRESENTED BY	Astronaut / Company Executive	Astronaut
FREQUENCY	2-3 events per year	Dependent upon astronaut availability