

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



November 20, 2015

Reply to Attn of:

Human Exploration and Operations Mission Directorate

TO: Distribution

FROM: Associate Administrator for Human Exploration and Operations

SUBJECT: 2016 Annual Call for Space Flight Awareness (SFA) Program Awards

This is the annual call for nominations for SFA awards for FY 2016. This call includes nominations for the following: Silver Snoopy Award, Special Recognition Award, Trailblazer Award, SFA Team Award, Flight Safety Award, SFA Management Award and the Supplier Award. You are encouraged to use these various SFA awards throughout the year to recognize deserving employees and teams to the maximum extent possible. You are also encouraged to recognize the diversity of our workforce in your selections.

Please note NASA will also sponsor a limited number of Honoree Events. A separate call will be issued for these awards as appropriate. Honorees selected for these events will be afforded an opportunity to travel to a NASA Center or contractor facility, recognized by senior management officials during an award ceremony, provided a facility tour, and attendance at a special Agency event.

Employees selected for all SFA awards must be evaluated and meet the specified criteria. This criterion is available at the SFA Website, <http://www.nasa.gov/directorates/heo/sfa/awards.html>. A completed nomination form (enclosed, NASA Form 1738) with typed justification, (one page only) using appropriate criteria must accompany each nomination. Please make sure you select the appropriate award name for the individual or team you are nominating.

If you have any questions or comments, please do not hesitate to contact your SFA representative at your Center or contractor location. Dr. Alotta Taylor is the SFA Program Manager and can be reached via e-mail at alotta.e.taylor@nasa.gov or via phone at (202) 358-2534. Thank you in advance for your nominations.

A handwritten signature in black ink, appearing to read "W. Gerstenmaier".

William H. Gerstenmaier

Enclosure

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