

# ARMD Associate Administrator Awards Fiscal Year 2025

## Attachment A ARMD AA Awards Nomination Form

**DEADLINE:** Nominations for this past fiscal year 2025 awards must be submitted electronically by **January 9, 2026** to [hq-armdaaawards@mail.nasa.gov](mailto:hq-armdaaawards@mail.nasa.gov). Natasha McNeill is the point of contact for the ARMD AA Awards and can be reached at [Natasha.McNeill-1@nasa.gov](mailto:Natasha.McNeill-1@nasa.gov) or 202-358-2638.

### NOMINEE'S DATA

Which category are you making a nomination for? (Select one)

	INDIVIDUAL	GROUP
Technology and Innovation	<input type="checkbox"/>	<input type="checkbox"/>
Leadership and Management Excellence	<input type="checkbox"/>	
Program and Mission Support	<input type="checkbox"/>	<input type="checkbox"/>
High Potentials	<input type="checkbox"/>	
Strategic Partnerships	<input type="checkbox"/>	
Pushing the Envelope	<input type="checkbox"/>	<input type="checkbox"/>

If you are nominating someone for an individual award, what is that person's name?

\_\_\_\_\_

If you are making a nomination for a group award, please designate a title for the group:

\_\_\_\_\_

If you are making a nomination for a group award, provide the name/s of the group leader/s:

\_\_\_\_\_

Please provide contact information for your nominee (individual or group leader/s):

Location/Office/Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### NOMINATOR'S DATA

Your Name: \_\_\_\_\_

Your Location/Office/Company Name: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Signature of Nominator:

\_\_\_\_\_  
(All submissions must include a signature of the Nominator.)

Date: \_\_\_\_\_

Signature of Nominee's Supervisor:

\_\_\_\_\_  
(Signature of supervisor is necessary for all nominations.)

Date: \_\_\_\_\_

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### **WRITTEN JUSTIFICATION**

All nominations require a justification narrative that must clearly describe how an outstanding approach or performance and resulting accomplishments during the past fiscal year makes the nominated individual or group deserving of an award in that specific category. Emphasis should be placed on how the actions taken by the individual or group resulted in an outcome that had or will have an impact on ARMD, its partners, and/or stakeholders. Narratives may include supporting comments from appropriate individuals, as well as links to online resources that offer additional information about – or examples of – the work performed.

**NOTE:** Nominations only will be considered for significant accomplishments or milestones/goals completed during the previous fiscal year. Activities may be ongoing, but the accomplishment at the time should be significant and worthy of being recognized.

The narrative is not to exceed 750 words. It may be included by using the space provided on the form, or as a separate page with a 1-inch margin on the top and ½-inch margins on the sides and bottom. In all cases, an 11-point, Times New Roman font must be used. Including graphics with the nomination as separate attachments is discouraged unless critical for providing clarity.

**Nominations not conforming to these guidelines will not be considered.**

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**JUSTIFICATION NARRATIVE MUST FIT WITHIN THIS BOX – NO MORE THAN 750 WORDS**