



Goddard Policy Directive

DIRECTIVE NO.: GPD 3451.1C

EFFECTIVE DATE: Aug. 19, 1998

EXPIRATION DATE: Aug. 19, 2003

Responsible Office: 114/Employee and Organizational Development Office

Title: Incentive Awards and Recognition

1. POLICY

All Goddard cash and honor awards and recognition will be aligned with the Center's core values, its mission, strategies, and goals consistent with the Center's current Strategic Implementation Plan.

Awards are to recognize organizational and employee performance and accomplishments, as well as to enhance organizational climate and employee morale.

Awards will provide for individual and group recognition and will recognize civil servants, contractors, and others who, through partnerships, support NASA's mission at Goddard.

The actual awards and recognition are to be consistent with the purpose of the award itself and provide special acknowledgment of the accomplishments.

2. APPLICABILITY

The scope of this instruction encompasses all awards granted by the Goddard Space Flight Center and subordinate organizational components, to include Performance, Special Act, Quality Increase, Time-off, and Honor Awards.

Details of the award categories and criteria of supporting processes are identified in appendices to this GPD. They include:

- Appendix A: Matrix Summary of Awards and Nomination Processes
- Appendix B: Center Honor Awards
- Appendix C: Awards Review and Selection Processes
- Appendix D: Directorate Awards Activities
- Appendix E: Time-off Awards
- Appendix F: Performance Awards and Cash Awards for Special Act or Service

Note: Appendices may be updated more frequently than the GPD.

3. AUTHORITY

- a. 5 United States Code Chapters 45 (Incentive Awards), 53 (Pay Rates and Systems), and 54 (Performance Management and Recognition System).
- b. 5 Code of Federal Regulations Parts 451 (Awards), 531 (Pay Under the General Schedule), and 534 (Pay Under Other Systems).
- c. Omnibus Budget Reconciliation Act of 1981.
- d. Executive Order 11438 dated December 3, 1968.
- e. NASA Management Instruction 3451.1.
- f. 14 Code of Federal Regulations Part 1240 (Inventions and Contributions).

- g. Procedures granting monetary awards for reported scientific and technical contributions to NASA and contractor employees.

4. REFERENCES

- a. NASA Strategic Plan - most recent version.
- b. 1997 Goddard Space Flight Center: **Implementing NASA's Strategies for the 21st Century** (and subsequent Center plans).
- c. Union agreements.
- d. Directorate Awards Guidelines.
- e. Annual Awards Brochure.

5. RESPONSIBILITIES

- a. The Center Director, Directors of, supervisors, and review committees are responsible for maintaining the integrity of the Center Awards Program consistent with the stated awards policies and providing fair and equitable consideration to all employee and group accomplishments.
- b. All employees (both supervisor and non-supervisory), as well as contractors and partners, are responsible for identifying, nominating, and providing peer input on performance and accomplishments deserving recognition and award.
- c. The Office of Human Resources is responsible for awards budget formulation, administration of the Center Awards Program; review of awards for adherence to policy and regulations; and providing communications, training, and reference material on the awards and recognition program.
- d. Center review committees are responsible for assuring approved nominations are consistent with awards criteria, relevant information has been considered in reviews, and the integrity of the review process is maintained.

6. DELEGATION OF AUTHORITY

- a. Approval of Presidential Rank Awards, SES Bonuses, and other cash awards to members of the Senior Executive Service is reserved to the Administrator. No delegation is specified.
- b. The Center Director may approve cash awards up to \$7,500.00 for General Schedule and Federal Wage System Employees. The Center Director also has the authority to approve all other Goddard awards and external nominations. Any portion of these authorities may be delegated to subordinate management levels or authorized committees.
- c. The Institutional Associate Administrator (Code Y) has authority to approve bonuses of 5 percent of salary to employees in Senior Scientific and Technical positions (SST's) in SST pay levels 1-6 within allocations established by the Administrator. The Center Director has authority to approve bonuses of up to 5 percent to SST's in SST pay level C. Other cash awards are subject to the same limitations.
- d. Directors of and Staff Office heads are delegated authority to approve quality step increases and individual cash awards of \$4,000.00 and less. Directors of may redelegate any portion of these authorities down to any subordinate supervisory level or to an authorized peer review committee.
- e. Goddard Awards - Delegations as identified in Appendix C.
- f. Time-off Awards - Delegations as identified in Appendix E.
- g. Cash Awards - Delegations as indicated in this paragraph 6.

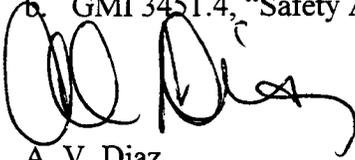
7. MEASUREMENT

Center awards and supporting processes will be periodically evaluated to determine if they are meeting policy and program objectives. Measures will include areas such as: analysis of distribution of awards, employee and management perceptions of effectiveness, and the efficiency of awards processes.

8. CANCELLATION

a. GMI 3451.1B, "Incentive Awards for the Goddard Space Flight Center", dated August 12, 1983.

b. GMI 3451.4, "Safety Awards Program", dated February 17, 1981.

A handwritten signature in black ink, appearing to read "A. V. Diaz". The signature is stylized with large loops and a long horizontal stroke at the end.

A. V. Diaz
Director



ANNUAL CENTER AWARDS CEREMONY

AWARD	TARGET POPULATION	SKILL GROUP	GRADE	# INDIV. OR GROUP**	STRATEGIC PLAN VALUES		GOALS	RECOGNITION*** ALL	PRESENTATION	FREQUENCY	CALL	NOMINATOR	REVIEW PROCESS	DECISION
					A, C, D, I, R, T	A, C, D, I, R, T								
1. National Resource	Civil Servants Contractors* Ext. Team Mem.	All	All	Both I = 6 - 12 G = 3 - 5	A, C, D, I, R, T	Nat'l. Resource	Certificate, Choice of Sabbatical or Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
2. Center of Excellence	Civil Servants Contractors* Ext. Team Mem.	All	All	Both I = 6 - 12 G = 3 - 5	A, C, D, I, R, T	Center of Excellence	Certificate, Choice of Sabbatical or Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
3. Excellence in Outreach	Civil Servants Contractors* Ext. Team Mem.	All	All	Both I = 5 - 10 G = 3 - 5	All	Outreach	Certificate, Choice of Sabbatical or Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
4. Outstanding Mentor	Civil Servants	All	All	Indiv. I = 2 - 4	All	Workforce	Certificate, Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
5. Diversity Enhancement	Civil Servants Contractors* Ext. Team Mem.	All	All	Both I = 2 - 4 G = 1 - 3	All	Workforce	Certificate, Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
6. Outstanding Leadership	Civil Servants	All	All	I = 5 - 8	All	All	Certificate, Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
7. Award of Merit	Civil Servants	All	All	I = 3 - 5	All	All	Certificate, unique desk top item	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
8. Civil Service Excellence	Civil Servants	All	All	I = 3 - 5	All	All	Certificate, Conf./Trng/Sem.	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
9. Contractor Excellence	Contractors	All	All	I = 3 - 5	All	All	Certificate	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
10. Emergency Response Award	Civil Servants Contractors* Ext. Team Mem.	All	All	Both 0 - 1	All	Outreach	Certificate	Center Ceremony	Annual	Annual	Open to All	Sub Committee SAC	SAC	
11. Outstanding Teamwork (Gold)	Civil Servants Contractors* Ext. Team Mem.	All	All	G = 2 - 3	A, C, D, I, R, T	All	Certificate	Center Ceremony	Annual "Best of Best"	N/A	Selection from Quarterly Award Recipients	Sub Committee SAC	SAC	
Institutional Support (Gold)	Civil Servants Contractors* Ext. Team Mem.	All	All	Both 1. I = 1-2 2. I = 1-2 1 En 1 Te	A, C, D, R, T	Center of Excellence Infra. Nat'l Resource	Certificate	Center Ceremony	Annual "Best of Best"	N/A	Selection from Quarterly Award Recipients	Sub Committee SAC	SAC	
12. Infrastructure	Civil Servants	Sec. and Clericals	All	Both I = 1 - 2	All	All	Certificate	Center Ceremony	Annual "Best of Best"	N/A	Selection from Quarterly Award Recipients	Sub Committee SAC	SAC	
13. Programmatic	Civil Servants	All	All	I = 1	All	Nat'l Resource Ctr Excellence	Plaque, Certificate	Annual Award Ceremony	Annual	Annual	Open to All	Special Comm.	Chr Dir	

* Includes contractors and external team members such as employees from other government agencies or educational institutions.
 ** Approximate number of awards annually.
 *** Contractors and external team members are only eligible for honorary recognition. Civil Servants are to receive the stated form of recognition. All sabbaticals (a period of travel and study), training, or conferences resulting from these awards must be work related and are to be taken within 1 year of the date of presentation or will be forfeited. Exceptions must be approved in advance by the Center Director or designee. Group members receive certificates only.

QUARTERLY CEREMONY

AWARD	TARGET POPULATION	SKILL GROUP	GRADE	# INDIV. OR GROUP**	STRATEGIC PLAN VALUES	GOALS	RECOGNITION ALL**	PRESENTATION	FREQUENCY	CALL	NOMINATOR	REVIEW PROCESS	DECISION
11. Outstanding Teamwork (Silver)	Civil Servants Contractors & Team Members	All	All	T=2-3	A, C, D, I, R, T	All	Certificate	Quarterly Ceremony	Quarterly & Annual "Best of Best"	Qtrly & Annual	Open to All	Sub Committee SAC	Sub Com
Institutional Support (Silver)	Civil Servants Contractors & Team Mem.	All	All	1. I=2-4 G=1-3 2. I=2-4 G=1-3	A, C, D, I, R, T	Center of Excellence Infrastructure National Resource	Certificate, cash	Quarterly Ceremony	Quarterly & Annual "Best of Best"	Qtrly & Annual	Open to All	Sub Committee SAC	Sub Com
14. Secretarial and Clerical Excellence Award (Silver)	Civil Servants	Sec. and Clericals	All	I/G=3-5	All	All	Certificate, cash	Quarterly Ceremony	Quarterly & Annual "Best of Best"	Qtrly & Annual	Open to All	Sub Committee SAC	Sub Com
15. Quality & Process Improvement (Silver)	Civil Servants Contractors & Team Mem.	All	All	I=4-6 G=2-4	A, C, D, I, R, T	Business Processes	Certificate, cash	Quarterly Ceremony	Quarterly & Annual "Best of Best"	Qtrly & Annual	Open to All	Sub Committee SAC	Sub Com
16. Customer Service Excellence (Silver)	Civil Servants Contractors & Team Mem.	All	All	I=4-6 G=2-4	A, C, D, I, R, T	All	Certificate, cash	Quarterly Ceremony	Quarterly & Annual "Best of Best"	Qtrly & Annual	Open to All	Sub Committee SAC	Sub Com
17. Safety Award of Honor (Gold Only)	Civil Servants Contractors & Team Mem.	All	All	I/G=1-2	All	Workforce	Certificate, cash	Quarterly Ceremony	Annual	Annual	Open to All	Sub Committee SAC	Sub Com

* Approximate number of awards per quarter.

** Contractors are only eligible for honorary recognition. Group members receive certificates only.

CENTER QUALITY SYMPOSIUM

AWARD	TARGET POPULATION	SKILL GROUP	GRADE	# INDIV. OR GROUP**	VALUES	GOALS	STRATEGIC PLAN	RECOGNITION ALL**	PRESENTATION	FREQUENCY	CALL	NOMINATOR	REVIEW PROCESS	DECISION
15. Quality & Process Improvement (Gold)	Civil Servants Contractors & Team Mem.	All	All	Both I=2-3 G=2-3	A, C, D, I R, T	Business Processes		Certificate	Center Ceremony	Annual "Best of Best"	N/A	Selection from Quarterly Recipients	Sub Committee SAC	SAC
16. Customer Service Excellence (Gold)	Civil Servants Contractors & Team Mem.	All	All	Both I=2-3 G=2-3	A, C, D, I R, T	All		Certificate	Center Ceremony	Annual "Best of Best"	N/A	Selection from Quarterly Recipients	Sub Committee SAC	SAC

* Approximate number of awards annually

** Contractors are only eligible for honorary recognition. Group members receive certificates only

MANAGEMENT COLLOQUIA

AWARD	TARGET POPULATION	SKILL GROUP	GRADE	# INDIV. OR GROUP*	STRATEGIC PLAN VALUES	GOALS	RECOGNITION ALL	PRESENTATION	FREQUENCY	CALL	NOMINATOR	REVIEW PROCESS	DECISION
Outstanding Management 18. Senior and Mid-level 19. 1st Line Supervisor and Team Leader	Civil Servants	All Sup. & Grp. Leaders	All	Indiv. 1 = 2 - 4 1 = 4 - 6	All	All Workforce	Certificate, choice of sabbatical or Conf./Trng/Sem.	Mgmt. Seminar	Annual	Annual	Open to All	Sub Committee SAC	SAC

* Approximate number of awards annually.

MEMORIAL AWARDS

AWARD	TARGET POPULATION	SKILL GROUP	GRADE	# INDIV. OR GROUP	STRATEGIC PLAN VALUES	GOALS	RECOGNITION ALL	PRESENTATION	FREQUENCY	CALL	NOMINATOR	REVIEW PROCESS	DECISION
20. Moe I. Schneebaum Memorial Award for Engineering	Civil Servants	All	All	1 = 1	All	Nat'l Resource Ctr Excell.	Plaque, Certificate	Engineering Colloquium	Annual	Annual	Open to All	Special Comm.	Ctr Dir
21. William Nordberg Memorial Award for Earth Science	Civil Servants	All	All	1 = 1	All	Nat'l Resource Ctr Excell.	Plaque, Certificate	Science Colloq.	Annual	Annual	Open to All	Special Comm.	Ctr Dir
22. John C. Lindsay Memorial Award for Space Science	Civil Servants	All	All	1 = 1	All	Nat'l Resource Ctr Excell.	Plaque, Certificate	Science Colloq.	Annual	Annual	Open to All	Special Comm.	Ctr Dir
23. Robert C. Baumann Memorial Award for Safety, Reliability & Quality Assurance	Civil Servants	All	All	1 = 1	All	Nat'l Resource Ctr Excell.	Plaque, Certificate	Annual Award Ceremony	Annual	Annual	Open to All	Special Comm.	Ctr Dir

GODDARD SPACE FLIGHT CENTER AWARDS

OVERALL EVALUATION CRITERIA

All nominations will be considered against these overall criteria, as well as the individual criteria for each award:

- Nominations should be made after the completion of a product, service, or action or when the values and behaviors represented in an award and its criteria are in evidence. A discrete part of an activity may be nominated when its performance may be judged independent of the larger effort.
- Nominations should be timely, which would normally include activities completed within the 24 months preceding evaluation. For career awards or those awards covering sustained performance, there are no time limits.
- Nominations should demonstrate the relationship of the nomination to the Center's mission, strategies, goals, or values on which each award is based.
- Nominations should be for outstanding performance and accomplishments that exemplify or model one or more specific criteria of each award.
- Different skill groups and employees at different grade levels contribute to the Center's mission in many different ways. Evaluations will consider the accomplishments relative to the scope of the nominee's job responsibilities.
- Regardless of the number of nominations, recognition will only be made each year for those awards for which accomplishments meet the criteria and warrant special Centerwide recognition.

Awards Summary

Quarterly Awards (Silver):

- These awards are selected and presented on a quarterly basis.
- The nomination process is open and periodic notices will be made when nominations will close for a specific quarter.
- These awards are honorary (a silver colored medallion mounted on a plaque with a certificate) and monetary; Civil Servants eligible to receive monetary awards will receive a \$1,000 Special Act Award.
- Presentation of these awards will be at a quarterly luncheon.
- Recipients of quarterly awards will be the nominations for Annual Awards in that same category.

GODDARD SPACE FLIGHT CENTER AWARDS

OVERALL EVALUATION CRITERIA

Awards Summary (Continued)

Annual Awards (Gold):

- These awards are presented annually.
- The nomination process is open and periodic notices will be made when nominations will close for a specific set of awards.
- Quarterly Awards recipients will be the only nominees considered for annual awards in that same category.
- These awards are honorary (a gold colored medallion mounted on a plaque with certificate). Additional recognition varies by award. None of these awards involve cash.
- Presentation is annual and ceremony varies by award.

Additional Information

Appendix A provides a matrix of awards by category and ceremony.

Appendix B defines each award and the criteria for selection.

GODDARD SPACE FLIGHT CENTER AWARDS: ANNUAL AWARDS

1. NATIONAL RESOURCE (ANNUAL)

To recognize individuals and groups whose significant achievements enable the Nation's scientific discovery or technology by sharing the Center's unique capabilities and providing customer-centered leadership.

CRITERIA: Outward focused or partnership activities that demonstrate Goddard's unique role as a federal laboratory which result in significant scientific discoveries and/or technological breakthroughs.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

2. CENTER OF EXCELLENCE (ANNUAL)

To recognize individuals and groups whose significant achievements contribute to the Center's performance of cutting-edge technology, space and Earth science research, and/or related program/project management.

CRITERIA: Demonstrated performance (e.g., of technology, tests of systems, or on-orbit performance); acceptance of risks required to develop and infuse cutting edge technology; or solutions that lead to new scientific and technological discoveries.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

3. EXCELLENCE IN OUTREACH (ANNUAL)

To recognize individuals and groups who provide innovative products and services to the education community and/or the public and thereby enhance the nation's technological and scientific literacy by sharing the information and knowledge that result from the performance of Goddard's mission.

CRITERIA: Achievements directly support Agency and Center education and public outreach goals. Quality of products, their relevance and impact on target audiences, size and scope of coverage of activities and products, the effective use of partnerships, or the ability to leverage the impact of an activity so that it reaches beyond the immediate audience to further share this information with others.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

GODDARD SPACE FLIGHT CENTER AWARDS: ANNUAL AWARDS

4. OUTSTANDING MENTOR (ANNUAL)

To recognize outstanding mentors who actively and effectively coach one or more protégés and contribute to the personal and professional development of Goddard employees or in support of Goddard programs.

CRITERIA: Accessibility to protégé; modeling and transmitting the Center's values and traditions; sponsoring and providing the employee new experiences; effectiveness in transferring personal knowledge, meaningful advice, insights and experiences; or demonstrated insight into the protégé's unique mentoring needs.

ELIGIBILITY: All civil servants supporting GSFC programs and activities.

5. DIVERSITY ENHANCEMENT (ANNUAL)

To recognize individuals and groups whose significant achievements: further the goals of equal opportunity and/or affirmative action; create an organizational culture that incorporates mutual respect, acceptance, teamwork, and productivity; broaden minority businesses and educational institutions participation in Goddard's missions and programs; or facilitate a broader inclusion of ideas and participation of Goddard's diverse workforce in all aspects of the Center's mission.

CRITERIA: Outstanding accomplishments whose scope and impact further the Center's equal opportunity, affirmative action, or multi-cultural goals or facilitate fuller utilization and participation of Goddard's diverse workforce. (Employees for whom these are primary duties are excluded from this award unless the nomination is for contributions outside the scope of normal job responsibilities).

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

GODDARD SPACE FLIGHT CENTER AWARDS: ANNUAL AWARDS

6. OUTSTANDING LEADERSHIP (ANNUAL)

To recognize individuals in all career fields whose vision and initiative motivate others to take action consistent with the Center's Goals, Strategies and Values which result in higher performance. The award is distinct from positions of supervision and management, although both are eligible for consideration.

CRITERIA: Consistency of vision with the Center's Goals and Values; evidence of commitment; ability to communicate with others; ability to influence peers, subordinates, or superiors; impact and scope of the actions which result from leadership. Scope and impact are to be determined relative to skill group and grade level.

ELIGIBILITY: All civil servants supporting GSFC programs and activities.

7. AWARD OF MERIT (ANNUAL)

To recognize individuals in all career fields whose careers and accomplishments demonstrate the highest qualities of achievement and professionalism in the employee's chosen field. Normally, this award is reserved for those with 20 or more years of federal service or work experience. This is the highest individual award that Goddard bestows.

CRITERIA: An employee's career exemplifies the Center's Values and Goals and the employee has made extensive, prolonged, and significant mission contributions within his/her career field.

ELIGIBILITY: All civil servants supporting GSFC programs and activities.

8. CIVIL SERVICE EXCELLENCE (ANNUAL)

To recognize individuals who exemplify the best qualities of civil service through superior contributions or services. All skill groups are equally eligible for this award. Normally, recipients must have demonstrated superior service over a minimum of 3 years at Goddard.

CRITERIA: Demonstrated superior contributions or services over a minimum of 3 years.

ELIGIBILITY: All civil servants supporting GSFC programs and activities.

GODDARD SPACE FLIGHT CENTER AWARDS: ANNUAL AWARDS

9. CONTRACTOR EXCELLENCE (ANNUAL)

To recognize individuals who exemplify the highest qualities of service to the Center through sustained, superior contributions to the Center's mission.

CRITERIA: Demonstrated performance and significance of contribution relative to both the requirements of their contract and the skill category of their position.

ELIGIBILITY: All contractor personnel supporting GSFC programs and activities.

10. EMERGENCY RESPONSE AWARD (ANNUAL)

To recognize individuals and groups whose actions in the event of an emergency protect employees from injury or life threatening situations or whose actions preserve life.

CRITERIA: Evidence of actions during an emergency that demonstrate selfless commitment to protecting and preserving human life while maintaining personal safety and safety of others.

ELIGIBILITY: All civil servants, contractor employees, or others whose contributions meet the criteria.

**GODDARD SPACE FLIGHT CENTER AWARDS:
QUARTERLY/ANNUAL AWARDS**

11. OUTSTANDING TEAMWORK - Group (QUARTERLY/ANNUAL)

To recognize groups whose teamwork, mutual accountability and responsibility, commitment, and consideration of diverse, innovative, and creative ideas result in superior performance by the team. These awards focus on the success of the team or group process (rather than the products of the team). Teams may be temporary, ad hoc, or permanent parts of an organizational structure.

CRITERIA: Evidence that the team used its full resources and capabilities, including team diversity, innovative and creative problem solving to achieve the group's goals.

ELIGIBILITY: All civil servants contractors and external team members supporting GSFC programs and activities.

**12. INSTITUTIONAL SUPPORT – Infrastructure
(QUARTERLY/ANNUAL)**

To recognize individuals and groups whose significant achievements maintain or upgrade the Center's institutional capabilities including enhancing reliability and performance of Center facilities or services, or enhancing the Center's work environment.

CRITERIA: Measurable improvements in productivity that provide cost, time, or resources savings; increased safety; or an improved work environment.

ELIGIBILITY: All civil servants and contractor personnel supporting GSFC programs and activities.

**13. INSTITUTIONAL SUPPORT – Programmatic
(QUARTERLY/ANNUAL)**

To recognize individuals and groups whose significant achievements, directly or through partnerships, further the development and use of the Center's physical resources to meet National Resource and Center of Excellence Goals.

CRITERIA: Significant contributions meeting Agency, Enterprise, and Center goals, using innovative practices and processes and "hands-on" capabilities which increase the Center's technical capabilities with measurable cost, time, or other resource savings.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

14. SECRETARIAL AND CLERICAL EXCELLENCE (QUARTERLY/ANNUAL)

To recognize secretaries and specialty clerks who provide superior performance and accomplishments which enhance their specific work products or functions.

CRITERIA: Exceptional performance of secretarial or clerical functions in such an extraordinary manner as to warrant special recognition.

ELIGIBILITY: Civil service secretaries and clerical employees.

15. QUALITY AND PROCESS IMPROVEMENT (QUARTERLY/ANNUAL)

To recognize individuals and groups whose contributions enhance the Center's business and work processes and improve the quality of products and services.

CRITERIA: Initiative, innovation, and scope of improvements on the quality of products and services provided or achievements that reduce waste or misuse of government resources. Scope and impact are relative to the process being improved.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

16. CUSTOMER SERVICE EXCELLENCE (QUARTERLY/ANNUAL)

To recognize individuals and groups that provide superior services or products to internal or external customers.

CRITERIA: Demonstrated performance and significance of contributions relative to the requirements of an individual's position or the group's charter. Evidence of exceeding customer expectations as evidenced by such characteristics as timely deliverables; reliable and quality products and services; economic use of Center resources; and customer relations that include effective communications and a flexible, proactive approach to problem solving.

ELIGIBILITY: All civil servants and contractors and external team members supporting GSFC programs and activities.

**GODDARD SPACE FLIGHT CENTER AWARDS:
ANNUAL AWARDS**

17. SAFETY AWARD OF HONOR (ANNUAL)*

To recognize individuals and groups whose contributions to safety significantly impact the Center's implementation of the NASA mission or mitigate and control risks to personnel, facilities, equipment, and operations.

CRITERIA: Demonstrated evidence of safety contributions that significantly impact the Center's implementation of the NASA mission or mitigate or control safety risks to personnel, facilities, equipment, and operations.

ELIGIBILITY: All civil servants, contractors and other team members, or others whose contributions meet the criteria.

*Presented at one of the quarterly award ceremonies and recognized at Annual Ceremony.

**GODDARD SPACE FLIGHT CENTER AWARDS:
MANAGEMENT COLLOQUIA**

18. OUTSTANDING MANAGEMENT - Senior/Mid-level (ANNUAL)

To recognize supervisors who, in addition to technical excellence, personally embody the Center's seven core values (agility, balance, creativity, dedication, integrity, respect, and teamwork), and who instill these values within the organization by creating a work environment that motivates employees to accomplish the Center's mission.

CRITERIA: Effectiveness in demonstrating the Center values through management practices which empower employees to fully utilize their abilities to perform Center work. Evidence of organizational environment, work accomplishments, and feedback from subordinates, peers, and supervisors will be considered in the evaluation.

ELIGIBILITY: All civil service supervisors supporting GSFC programs and activities.

**GODDARD SPACE FLIGHT CENTER AWARDS:
MANAGEMENT COLLOQUIA**

**19. OUTSTANDING MANAGEMENT - 1st level and Group/Team Leader
(ANNUAL)**

To recognize branch-level and below supervisors and organization team leaders who, in addition to technical excellence, personally embody the Center's seven core values and who instill these values within the organization or group by creating a work environment that motivates employees to accomplish the Center's mission.

CRITERIA: Effectiveness in demonstrating the Center values through practices which empower employees to fully utilize their abilities. Evidence of positive organizational environment, work accomplishments, and (in the case of supervisors) feedback from subordinates, peers, and supervisors, and (in the case of group/team leaders) feedback from team members, peers, and supervisors will be considered in the evaluation.

ELIGIBILITY: All branch-level and below supervisors and organizational group/team leaders supporting GSFC programs and activities.

**GODDARD SPACE FLIGHT CENTER AWARDS:
MEMORIAL AWARDS**

**20. MOE I. SCHNEEBAUM AWARD FOR ENGINEERING
(ESTABLISHED 1974)**

To recognize the Goddard employee who has made the most significant contributions toward advancing the technology of space flight during the previous year or for career achievements.

CRITERIA: Evidence of an outstanding contribution to advancing the technology of space flight and supporting ground systems. The contribution may be for a single or continuing significant engineering achievement or for a recent professional paper or research project.

ELIGIBILITY: Any civil servant who meets the criteria.

**21. WILLIAM NORDBERG MEMORIAL AWARD FOR
EARTH SCIENCE
(ESTABLISHED 1994)**

To recognize the Goddard employee who best exhibits the qualities of broad scientific accomplishments in the area of Earth Sciences which exemplified Dr. Nordberg's own career.

CRITERIA: Evidence of career accomplishments in the area of Earth sciences which exhibit the characteristics of Dr. Nordberg's career: broad scientific perspective, enthusiastic programmatic and technical leadership on the national and international levels, wide recognition by peers, and substantial research accomplishments in understanding Earth System processes.

ELIGIBILITY: Any civil servant who meets the criteria.

**22. JOHN C. LINDSAY MEMORIAL AWARD FOR SPACE SCIENCE
(ESTABLISHED 1966)**

To recognize the Goddard employee who best exhibits the qualities of broad scientific accomplishments in the area of Space Science. This award commemorates the launch of the first Orbiting Solar Observatory on March 7, 1962, which was a great accomplishment of Dr. Lindsay's and those who worked with him.

CRITERIA: Evidence of an outstanding contribution to space science or technology. The contribution may be a professional paper, a research project, or any other achievement in the Space Science area which reached maturity in the previous year or for career achievement.

ELIGIBILITY: Any civil servant who meets the criteria.

**23. ROBERT C. BAUMANN MEMORIAL AWARD FOR SAFETY,
RELIABILITY, AND QUALITY ASSURANCE
(ESTABLISHED 1997)**

To recognize the Goddard employee who has made the most significant contribution towards meeting the Center's goals for the success of a GSFC space flight mission or missions. This award may be for career achievement or a specific act of exceptional merit that was completed in the previous year and encompasses work in all disciplines including administration, procurement, engineering, science and management.

CRITERIA: Evidence of an outstanding contribution to the safety and reliability of Goddard's mission, projects, and activities.

ELIGIBILITY: Any civil servant who meets the criteria.

Appendix C
Awards Review and Selection Processes

Date Aug. 19, 1998

I. Center Annual and Quarterly Awards Review and Selection Process

A. Standing Awards Committee (SAC)

1. Organization and Responsibilities

The Center SAC serves as the Center's representative in selecting recipients for Center Annual Honor Awards. Additionally, the SAC has responsibility for assuring the processes for selection correspond to Center policies and values; making recommendations to maintain the currency and vitality of Centerwide award activities; consolidating and aligning subcommittee activities; and making selections for annual awards.

2. Membership of the Standing Awards Committee

Chair: Deputy Center Director

Each Directorate will have one representative. In addition, there will be the following members: Equal Employment Opportunity Office - 1; Equal Opportunity Advisory Committees - 2 total; Secretarial and Clerical employees - 1; Multi-Cultural Advisory Team (MCAT) - 1; American Federation of Government Employees - 1; Washington Area Metal Trades Council - 1; and Goddard Engineers Scientists and Technicians Association - 2 (1 technician and 1 professional). Each of the respective representative groups has responsibility for selecting its participant(s). Chair of SAC will elect a secretarial and clerical represented from nominations.

B. Subcommittees to the Center Standing Awards Committee

1. Organization and Responsibilities

Various subcommittees will review sets of nominations in-depth. For quarterly awards, these subcommittees make selections. For annual awards, they make recommendations to the Standing Awards Committee.

2. Membership of Subcommittees

Each subcommittee will be chaired by a Directorate representative from the SAC. In addition to the Chair, each subcommittee will consist of a minimum of four members (two peers, one union representative, and one advisory group or MCAT member) drawn from a pool of subcommittee members provided by the directorates (2 each); Unions (WAMTC - 1, AFGE -1, GESTA - 2); and EO Advisory Committees and MCAT (1 each). An annual Center call will solicit volunteers to notify their group, i.e., directorate, union, etc., of their interest in participating as a subcommittee member. Selection of actual members will be made by each respective group. To promote greater participation in the awards process, no pool member may serve for more than 3 consecutive years.

Appendix C

C. Awards Process

1. Nomination

- i. Nominations for all Center awards will be accepted on a continuous basis.
- ii. In addition to the continuous nomination process, a specific awards call which solicits nominations will be made in advance of each set of awards.
- iii. Any employee, contractor, or partner may submit nominations to the Center Awards Office.
- iv. Nominations will be forwarded to nominees to permit their review and to make comments or provide additional information to their nomination prior to review and selection. The name of the nominator will not be forwarded.

2. Review

The appropriate committee or subcommittee will solicit information from a variety of sources. At a minimum, (1) Directorates will review and prioritize their nominated employees; (2) matrixed employees nominated for their matrixed duties will be prioritized by both the matrixed and home organizations; and (3) recommendations of one or more of following sources - references, customers, peers, directorate partners, management, or other relevant sources - will be solicited to provide a 360° perspective on the nomination.

Directorate and other recommendations will assign each nomination to one of the following groupings with additional comments as appropriate:

- High - Unequivocal support for this nomination - "best of the best"
- Medium - An outstanding nomination - "worthy of consideration"
- Low - Not recommended at this time
- Unable to evaluate

Appendix C

3. Selection

In making selections, all nominees and all available information will be considered. Subcommittees will make selections for quarterly awards. For Annual Awards, subcommittees will make recommendations to the Standing Awards Committee which will consolidate subcommittee inputs for final annual awards selections.

II. Memorial Awards Review and Selection Process

A. Nominations

An annual Centerwide call will be made for each award.

B. Review and Selection

A committee (with diverse representation) comprised of members of the Standing Awards Committee and prior award recipients and chaired by the previous year's award recipient will review and recommend selection to the Center Director who makes final selection.

DIRECTORATE AWARDS ACTIVITIES

1. Directorate awards activities are subsets of the Center Awards Program. All monetary awards are to be processed through the established processes for each type of monetary award. Non-monetary awards may take many forms, but the use of appropriated funds should be limited to certificates and merchandise of nominal value.

Directorate awards activities should generate increased productivity and improved organizational climate and morale. They should provide recognition for individuals, groups, and individual contributions to team efforts. The directorate awards program shall be fair and equitable for all members of Goddard's diverse workforce. Five factors should be considered in developing a process for directorate awards and recognitions: (1) the type of accomplishments to be recognized; (2) the criteria that will be considered in the selection process(es); (3) the substance of the award; (4) the process by which employees are nominated and selected; and (5) the presentation or recognition process. These factors must be openly communicated to all covered employees.

Directorate award activities are to be submitted to the Office of Human Resources; the Labor Relations Officer for consideration of negotiation responsibilities and to the Awards Officer for consideration of compliance with law and regulation and to maintain a Center database on awards activities.

This section is not intended to cover Directorate sub-organizational levels when the activities are in-house, of nominal value, or simply involve a local recognition process using Center established monetary and non-monetary awards such as general Special Act or Performance Awards.

Award Category: Time-off Awards1. Eligibility

Any GSFC civil service employee is eligible for consideration for this award.

Time-off Award means an excused absence (minimum of 8 hours) granted to an employee without charge to leave or loss of basic pay.

2. Delegation of Authority

<u>Supervisory Level</u>	<u>Approval Range</u>
Immediate Supervisor	8
Branch Level or Equivalent (If second level of management, i.e., not the initiator)	8 - 16 hours
Division Chief or Equivalent and above (If second level of management, i.e., not the initiator)	8 - 40 hours

Other than awards initiated by the Center Director, any Time-off Award above 8 hours requires one level of review and concurrence.

Organizational Group/Team Leaders, Managers of co-located employees, Leads of other team activities may nominate individuals or teams for Time-off Awards to the employee(s) supervisor or manager with authority to approve the proposed level of award.

3. Criteria

a. A Time-off Award may be used to recognize a variety of employee contributions. Primarily it is intended to recognize employee(s) contributions that are of a one-time, nonrecurring nature. A scale for determining the amount of time-off to be granted is shown in paragraph 4. Examples of employee achievements which might be considered for Time-off Awards include, but are not limited to, the following:

- (1) Making a high-quality contribution involving a difficult or important project or assignment.

- (2) Displaying special initiative and skill in completing an assignment or project before the deadline or within budget.
- (3) Completing a difficult additional assignment while consistently maintaining the employee's workload.
- (4) Using initiative and creativity in making improvements in a product, activity, program, or service.

4. Time-off Awards Scale

VALUE TO THE ORGANIZATION NO. OF HOURS

MODERATE:

8

- (1) A contribution to a product, activity, program, or service to the public which is of sufficient value to merit formal recognition.
- (2) Beneficial change or modification of operating principles or procedures.

SUBSTANTIAL:

9 to 20

- (1) An important contribution to the value of a product, activity, program, or service to the public.
- (2) Significant change or modification of operating principles or procedures.

HIGH:

21 to 30

- (1) A highly significant contribution to the value of a product, activity, program or service to the public.
- (2) Complete revision of operating principles or procedures with considerable impact.

EXCEPTIONAL:

31 to 40

- (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure with significant impact.

5. Limitations to Time-off Awards

a. A full-time employee may be granted up to 80 hours of time-off under this program during a leave year. A part-time employee, or an employee with an uncommon tour of duty, may be granted up to the average number of hours of work in the employee's bi-weekly scheduled tour of duty (e.g., a part-time employee working 20 hours a week could be granted up to 40 hours during a leave year).

b. Time-off may be granted in amounts of up to 40 hours for a single contribution for full-time employees. Part-time employees may be recognized up to one-half the average number of hours of work in a biweekly tour of duty for a single contribution.

c. Time-off Awards are not intended to replace existing monetary or non-monetary awards. Time-off Awards may be used in combination with monetary and/or non-monetary awards based on the same contribution. For instance, due to budgetary constraints, Time-off Awards may be granted in addition to a cash award for either a Performance Award or a Special Act Award.

d. Time-off Awards are not to be a substitute form of compensation for overtime work that should be directly compensated through paid overtime or compensatory time-off.

6. Nomination and Approval Procedures

a. Individual Awards

(1) The nominator completes the GSFC Awards Nomination Form (GSFC 17-8). The nominator should use the Time-off Scale (section 4) to determine the number of hours appropriate for the employees contribution.

(2) When the form is complete, it should be processed through the appropriate approval level. If the award is for up to but less than 8 hours, the immediate supervisor may forward the nomination directly to the Awards Office. If the award is for more than 8 hours, the nomination must be forwarded to the next higher level for approval.

b. Group Awards

In the event that the contribution was performed by a group or team of employees, the nominator must complete the award form with the same signature requirements in effect. The nominator must list the names of the contributors and recommend the number of hours each member should receive.

7. Processing

Completed nominations should be forwarded in the same way as other awards. Time-off Awards shall not be scheduled until the originator and employee receive official notification of approval on an SF-50. Use of Time-off Awards will be noted on the time card.

8. Scheduling and Use of Awards

- a. Time-off Awards must be scheduled with the employee's supervisor. The scheduled time off must be taken within 1 year after the effective date on the SF-50. Any balance not taken within that time frame will be forfeited.
- b. Pay statements will indicate the number of hours accrued, used, and remaining balance.
- c. If physical incapacitation for duty occurs during a period of time-off awarded, sick leave may be granted for the period of incapacitation. The time-off may be rescheduled for another time subject to the limitations in paragraph 8a.
- d. A Time-off Award cannot be converted to a cash payment under any circumstances. Therefore, a Time-off Award, unlike accrued annual leave, cannot be converted to a cash payment upon separation from the Federal service.
- e. A Time-off Award cannot be transferred when an employee transfers to another Federal agency; however, within NASA, a Time-off Award will transfer when an employee transfers from one installation to another.
- f. Time-off Award balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer Program.

PERFORMANCE AWARDS AND CASH AWARDS FOR SPECIAL ACT OR SERVICES

1. General Schedule (GS) or Federal Wage System (FWS)

Cash awards may be granted to an employee, as an individual or as a member of a group.

- a. Special Act or Service: is for a superior accomplishment that exceeds job requirements.
- b. Performance Award: is for a high-level of performance of specific duties identified in an employees performance plan and reflected in the employee's most recent rating of record.
- c. Quality Step Increase (GS only): is for sustained, high quality performance that is significantly above that expected at the "meets" level. An employee must receive a "meets" i.e., fully successful rating, to be eligible.
- d. Goddard honor recipients receive recognition as determined appropriate by the Center. Additional monetary awards to a Center award recipient may not be based solely upon the receipt of a Goddard Honor Award.

2. Senior Executive Service (SES) Presidential Rank Awards and Bonuses

- a. Presidential Rank Awards are to recognize and reward exceptional performance over an extended period of time by SES career employees.

Criteria: Candidates for these awards must have completed a minimum of 3 years of career Federal civilian service in the SES or equivalent at the time the nomination is due to the Office of Personnel Management. A recipient of a Presidential Rank Award may not receive the same award again during the 4 fiscal years following the year in which an award was given.

Distinguished Rank is for sustained extraordinary accomplishments and is limited to 1 percent of career SES employees governmentwide.

Recognition is a \$20,000 lump sum cash payment, a gold pin, and a certificate signed by the President. Traditionally, these awards are presented by the President.

Meritorious Rank is for sustained accomplishments and is limited to 5 percent of career SES employees governmentwide.

Recognition is a \$10,000 lump sum cash payment, a silver pin, and a certificate signed by the President.

Appendix F

Nominations are made by the Center Director and forwarded to the NASA Performance Review Board and the NASA Senior Executive Committee which makes recommendations to the Administrator. The Administrator has final approval authority on the nominations to be forwarded to the Office of Personnel Management.

- b. SES Bonuses Performance Awards/Bonuses between 5 and 20% of basic pay may be given to SES career employees who have been in the SES for a minimum of 120 days at the end of the rating period and have a fully successful or higher rating. The total Agency awards may not exceed 3% of the Agency's total SES salary, as of the end of the previous fiscal year.

Nominations are made in response to a Headquarters call. Nominations are discussed by Directors of. The Center Director submits Center nominations to the Institutional Program Office (Code Y) which submits the final nominations to the Performance Review Board which makes recommendations to the Administrator who has final approval authority.

- c. SES Incentive Awards

SES career employees are eligible for incentive awards for suggestions, inventions, or special act or service. Nominations are made through the Center Director to the Administrator who has final approval authority.

3. Senior Scientific and Technical Positions (SST)

- a. Employees in Senior Scientific and Technical Positions are eligible for performance awards and special act or service awards consistent with Federal law and Office of Personnel Management guidelines.

The Center Director, as the Goddard Space Flight Center's Executive Position Manager, has overall responsibility for the administration of performance and special act awards to SST employees.

- b. The Administrator determines annually a fixed number of 5 percent bonuses which are delegated to the Institutional Associate Administrators (Code Y) for awards to SST positions at their Installations. The minimum bonus for employees in SST Levels 1-6 is 5 percent. Nominations for these awards are submitted by the Center Director.
- c. The Center Director has authority to approve performance awards of up to 5 percent of basic pay SST employees in Level C.

The total dollar value of all awards granted to SST's in any fiscal year may not exceed 3 percent of the aggregate salaries of the Center's Level C employees who were on board as of the end of the prior fiscal year.