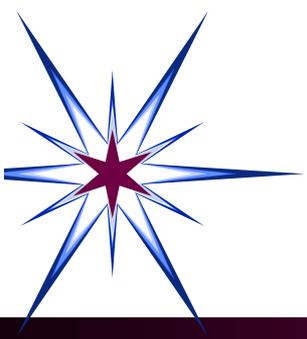


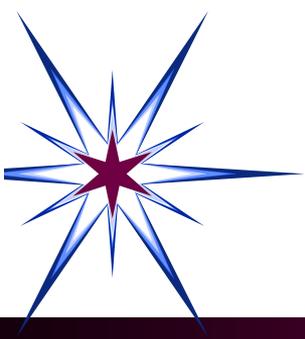
Langley Awards

- ❖ Administrative Professional of the Year
- ❖ Annual Performance Award
- ❖ Center Technical Excellence Recognition Award
- ❖ Director's Award
- ❖ Director's Honorary Recognition Award
- ❖ HJE Reid Award
- ❖ LaRC Diversity Achievement Award
- ❖ LaRC Peer Award
- ❖ LaRC Service Awards
- ❖ Letter/Certificate of Appreciation
- ❖ On-The Spot
- ❖ Outstanding Volunteer Award
- ❖ Qtr Environmental Stewardship Award
- ❖ Qtr Facility Coordinator Award
- ❖ Qtr Facility Safety Head Award
- ❖ Quality Step Increase
- ❖ Retirement Plaques
- ❖ Suggestion Program
- ❖ Superior Accomplishment Award
- ❖ Technician of the Year Award
- ❖ Time-Off Award



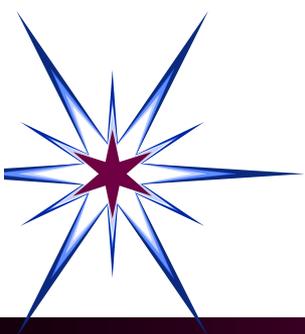
Center Technical Excellence Recognition Award

- ❖ **Purpose:** Established to recognize the achievement of an individual or group for an endeavor that has set technical standards of excellence at NASA.
- ❖ **Eligibility:** LaRC civil service employees and non-NASA individuals.
- ❖ **Award:** Framed certificate signed by the Center Director. Recipients are recognized at the Center's annual honor awards ceremony.
- ❖ **Managing Office:** Executive Resources, Awards and Recognition Council (ERARC)/Office of Director (OD)
- ❖ **Approval:** ERARC/OD
- ❖ **Timeline:** Discretion of ERARC/OD.



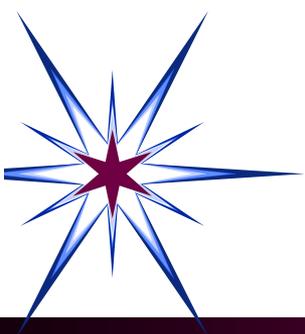
Annual Performance Award

- ❖ **Purpose:** A performance award is a lump-sum cash award that recognizes and rewards General Schedule employees whose performance, as a minimum, “Meets” performance expectations. It is based on the employee's most recent performance rating of record of Fully Successful or higher (i.e., Accomplished and Distinguished).
- ❖ **Eligibility:** GS employees
- ❖ **Award:** An employee may be rewarded with cash, time off, or a combination of both for performance-based (rating based) awards. Time-off performance awards must be calculated in the total monetary award amount being granted. Awards are calculated using percentage of salary. Only one performance award may be granted based on any one rating of record.
- ❖ **2011 Center guidelines:** Fully Successful – 0 - .5%; Accomplished - .6% - 1.5%; Distinguished – 1.6% - 3%.
- ❖ **Managing Office:** Managers/Supervisors
- ❖ **Approval:** Managers/Supervisors; Office of Human Capital Management (regulatory compliance). (Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** May - September



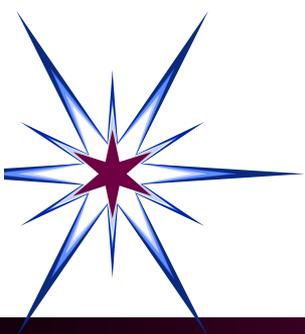
Quality Step Increase

- ❖ **Purpose:** This award is a step increase in addition to, and apart from, the regular within-grade increase for employees who receive a “Distinguished” performance rating.
- ❖ **Eligibility:** GS employees
- ❖ **Award:** Approximately 3% increase in pay.
- ❖ **Managing Office:** Managers/Supervisors; Office of Human Capital Management (regulatory compliance). (Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Executive Resources Awards and Recognition Council (ERARC)
- ❖ **Timeline:** A QSI is made effective within 120 calendar days following the end of the appraisal period (April 30).



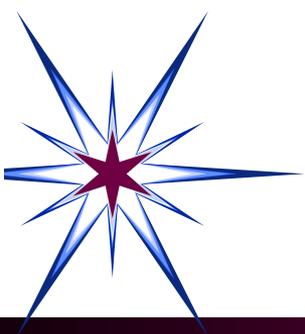
Superior Accomplishment Award (SAA)

- ❖ **Purpose:** Is a lump-sum cash award that recognizes a specific accomplishment achieved through an individual effort in the form of a one-time, non-recurring nature.
 - This type of recognition is appropriate when the contribution is in the public interest, connected with or related to official employment, and contributes to the efficiency, economy, or other involvement of government operations, or efforts that made important contributions to science or research, or courageous handling of an emergency situation related to official employment.
- ❖ **Eligibility:** GS employees (May include SES, ST, and SL with Center Director approval only)
- ❖ **Award:** Monetary - Award ranges up to \$25,000
- ❖ **Approval:** Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.
 - Managers/Supervisors – below \$7,500
 - Center Director must approve awards of \$7,500 - \$10,000
 - OPM – Individual employee award recommendations over \$10,000
 - President – Individual employee award recommendations over \$25,000
- ❖ **Managing Office:** Managers/Supervisors; Office of Human Capital Management (regulatory compliance)
- ❖ **Timeline:** Year round.



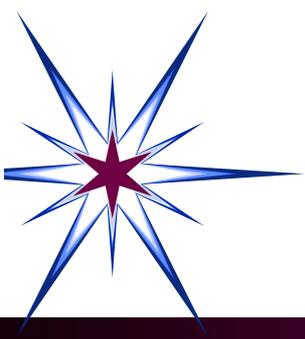
On-The-Spot (OTS) Award

- ❖ **Purpose:** OTS is given by the immediate supervisor to the employee without any further review/approval to quickly reward employees who perform a quality service/task.
- ❖ **Eligibility:** GS employees
- ❖ **Award:** The award is for a fixed amount of \$150. A maximum of 4 OTS may be presented to an employee in a 12-month period.
- ❖ **Managing Office:** Managers/Supervisors
- ❖ **Approval:** Managers/Supervisors; Office of Human Capital Management (regulatory compliance). (Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** Year round.



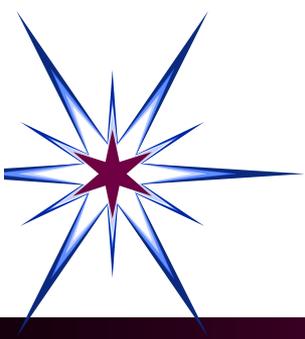
Time-Off Award (TOA)

- ❖ **Purpose:** A TOA is an award that takes the form of paid time off from work, without charge to leave, granted to an employee for performance as reflected in the most recent rating of record or for a specific accomplishment or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- ❖ **Eligibility:** GS employees
- ❖ **Award:** Granted in amounts of 8 to 80 hours for a single contribution; cannot exceed 80 hours of time off during a leave year.
- ❖ **Managing Office:** Managers/Supervisors
- ❖ **Approval:** Managers/Supervisors; Office of Human Capital Management (regulatory compliance). (Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** Year round – Contribution-based (not rating based) award; May – September – Performance-based (rating based) award.



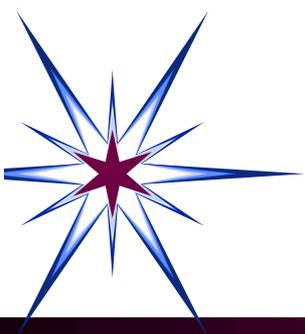
Director's Award

- ❖ **Purpose:** Honorary award presented to individuals or groups at the discretion of the Center Director for extraordinary achievement or excellence in one or more of the following areas: creativity, innovation, teamwork, safety, environment, health, or customer satisfaction.
- ❖ **Eligibility:** All Langley civil service employees (SES, ST, SL and GS) and contractors.
- ❖ **Award:** Certificate and Medal (non-cash award)
- ❖ **Managing Office:** Office of Director
- ❖ **Approval:** Center Director
- ❖ **Timeline:** Year round.



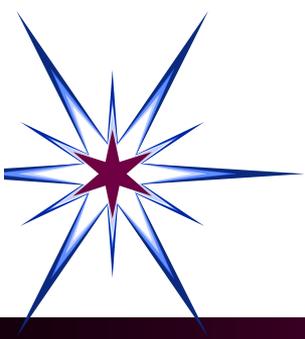
Director's Honorary Recognition Award

- ❖ **Purpose:** Honorary award presented to an employee of NASA or the Federal Government, at the discretion of the Center Director, for extraordinary accomplishments as a result of exceptional effort expended, leadership displayed, behavior exemplified, or results achieved.
- ❖ **Eligibility:** NASA employees/other Federal Government employees.
- ❖ **Award:** Acrylic trophy
- ❖ **Managing Office:** Office of Director
- ❖ **Approval:** Center Director
- ❖ **Timeline:** Year round.



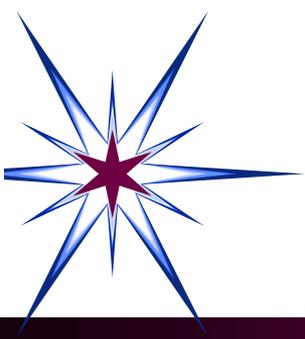
LaRC Diversity Achievement Award

- ❖ **Purpose:** This annual award is granted for significant achievements in providing equal employment opportunity (EEO) and diversity.
- ❖ **Eligibility:** GS employees and contractors
- ❖ **Award:**
 - Two Award Categories: Supervisor and Employee
 - Certificate, generally presented to the recipient by the Office of Director.
- ❖ **Managing Office:** Office of Equal Opportunity Programs/Office of Human Capital Management (regulatory compliance). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Office of Director
- ❖ **Timeline:** Annual - April/May



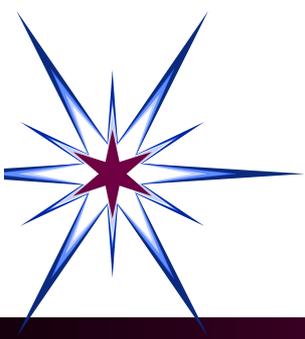
Quarterly Facility Coordinator Award

- ❖ **Purpose:** This quarterly non-monetary award recognizes individual initiative and/or creativity in promoting and/or improving the Center's safety program. Center Facility Coordinators support the Center in reaching its zero mishaps (injuries or property damage) goal.
- ❖ **Eligibility:** Facility Coordinator employees (GS employees and contractors).
- ❖ **Award:** Certificate, generally presented to the recipient at an Executive Safety Council Meeting.
- ❖ **Managing Office:** Safety and Mission Assurance Office; Office of Human Capital Management (regulatory compliance). (Refer LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Office of Director
- ❖ **Timeline:** Quarterly



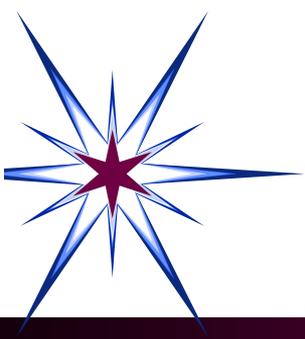
Quarterly Facility Safety Head Award

- ❖ **Purpose:** This quarterly non-monetary award recognizes individual initiative and/or creativity in promoting and/or improving the Center's safety program. Center Facility Safety Heads can support the Center in reaching its zero mishaps (injuries or property damage) goal.
- ❖ **Eligibility:** LaRC Facility Safety Head employees (GS employees and contractors) are eligible to receive the award.
- ❖ **Award:** Certificate, generally presented to the recipient at an Executive Safety Council meeting.
- ❖ **Managing Office:** Safety and Mission Assurance Office; Office of Human Capital Management (regulatory compliance). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Office of Director
- ❖ **Timeline:** Quarterly



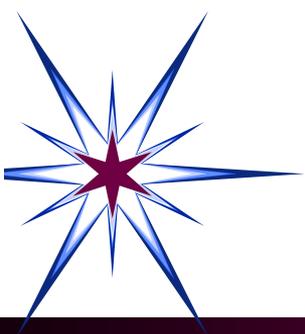
Quarterly Environmental Stewardship Award

- ❖ **Purpose:** This quarterly non-monetary award recognizes individual initiative and/or creativity in promoting and/or improving the Center's environmental programs. Center employees and contractors can support the Center in reaching and improving their environmental, energy, and water conservation goals.
- ❖ **Eligibility:** Center-wide GS employees and contractors
- ❖ **Award:** Certificate, generally presented to recipient at an Executive Safety Council meeting.
- ❖ **Managing Office:** Center Operations Directorate; Office of Human Capital Management (regulatory compliance). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Office of Director
- ❖ **Timeline:** Quarterly



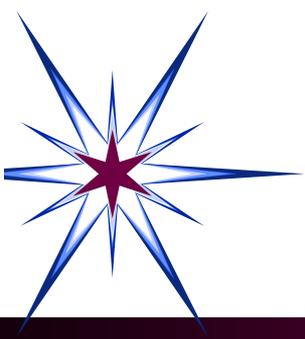
LaRC Outstanding Volunteer Award

- ❖ **Purpose:** This non-monetary award is granted for outstanding voluntary community efforts. Contributions of leadership, talent, and energy are made without pay or other compensation to civic or humanitarian organizations devoted to improving the quality of life of our citizens.
- ❖ **Eligibility:** GS, SES, ST, and SL employees
- ❖ **Award:** Certificate (11 x 14) signed by Center Director, presented by originating Directorate to employee.
- ❖ **Managing Office:** Supervisors and managers; Office of Human Capital Management (regulatory compliance). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Organization Unit Manager
- ❖ **Timeline:** Year round.



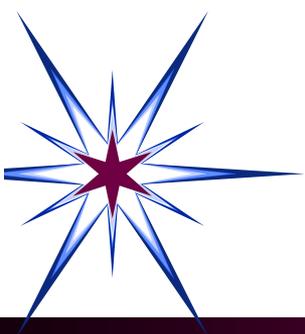
Langley Peer Award

- ❖ **Purpose:** “Thank you” to a co-worker or a colleague for a job well done or for going above and beyond in completing a project or important task. The intent of this award is to recognize peers.
- ❖ **Eligibility:** GS employees are eligible to both nominate and receive award. Contractors are eligible to receive the award, but may not nominate recipients. It is not a supervisor-to-employee or an employee-to-supervisor award.
- ❖ **Award:** Certificate signed by employee and presented by employee to peer.
- ❖ **Managing Office:** Office of Human Capital Management (OHCM)
- ❖ **Approval:** Employee; Employees are asked to submit a copy of the signed certificate to OHCM for review to ensure that award is meeting program requirements. (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** Year round.



LaRC Suggestion Award

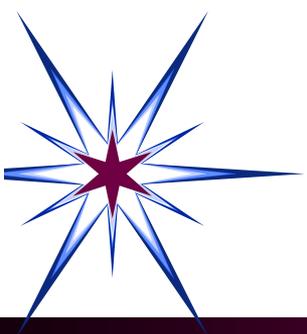
- ❖ **Purpose:** An award established to recognize a constructive proposal submitted by a LaRC civil service employee and adopted by management which contributes to the economy, efficiency, or effectiveness of Government operations.
- ❖ **Eligibility:** GS employees
- ❖ **Award:** Monetary award based on Intangible/Tangible benefits realized by the Government. Refer to LPR 3451.1, Appendices A and B.
- ❖ **Managing Office:** Office of Human Capital Management/Employee Suggestion Committee/Executive Resources, Awards and Recognition Council
- ❖ **Approval:**
 - Employee Suggestion Committee – awards up to \$1,000
 - OUM – awards over \$1,000 - \$2,999
 - ERARC – approves awards over \$3,000 - \$9,999
 - Center Director – approves awards of \$10,000
 - In excess of \$10,000 must be submitted to NASA HQ for approval.
 - In excess of \$25,000 must be submitted to the Office of Personnel Management for approval.
 - Refer to NPR 3451.1 and LPR 3451.1 for additional guidance.
- ❖ **Timeline:** Year round.



LaRC Length of Service Award

- ❖ **Purpose:** Award recognizes length of federal service at five-year intervals starting at five years of federal civilian service.
- ❖ **Eligibility:** All NASA civil service employees
- ❖ **Award:** NASA certificate/pin.
- ❖ **Managing Office:** NASA Shared Services Center (NSSC) and NASA Centers
- ❖ **Timeline:** Awards are submitted to NASA Centers on a quarterly basis by the NSSC. Office of Human Capital Management (OHCM) distributes the awards to the organizations, generally the month before the employee's milestone.

Refer to next slide for list of award items. . .

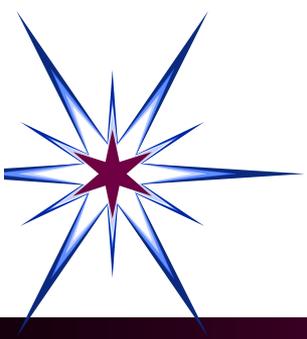


LaRC Length of Service Award (Con.)

Service Award items:

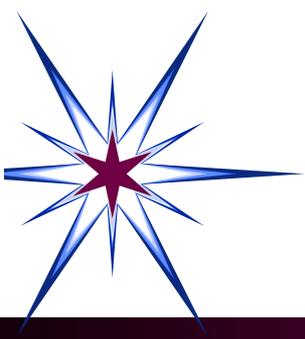
- 5 years – Service pin only.
- 10 years and above - Certificates and pins are presented for each 5-year interval thereafter. In addition, for 35 years and above the Agency provides the following special items:
 - 35 years – Plaque
 - 40 years – Crystal paperweight
 - 45 years – Pen set
 - 50 years – Personalized clock
 - 55 years – Personalized jacket
 - 60 years – Choice of personalized vase, decanter, crystal box and a letter from the President. The letter must be requested through the Agency Awards Program Officer.

Bi-annual Center ceremony is held for employees with 40 or more years of service to present NASA certificate signed by NASA Administrator by the Center Director.



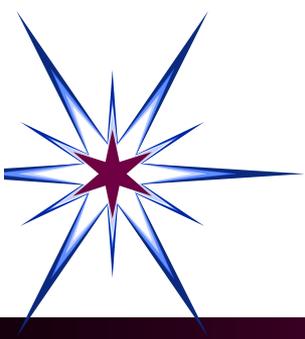
Retirement Plaque

- ❖ **Purpose:** Award given at the time of retirement for contributions to government service over the length of employee's career.
- ❖ Based on employee's contributions to efficiency, economy, or other personal effort and length of service.
- ❖ **Eligibility:** All NASA civil service employees who meet retirement eligibility requirements.
- ❖ **Award:** Employees are eligible to receive a commemorative plaque and album.
- ❖ **Managing Office:** LaRC organizations request plaque through LaRC Exchange. Cost of plaque is funded by the Center Awards Budget. (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** Year round.



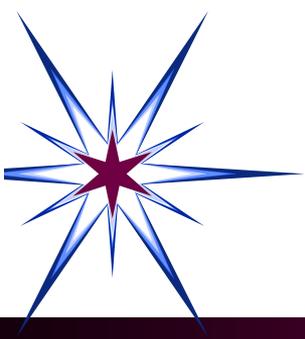
LaRC Letter of Appreciation/Certificate of Appreciation

- ❖ **Purpose:** This non-monetary recognition is given to NASA or non-NASA personnel for service or a specific contribution made to LaRC which warrants local recognition but does not meet criteria for other Center or NASA honorary awards.
- ❖ **Eligibility:** All LaRC employees and contractors.
- ❖ **Award:** Letter or Certificate
- ❖ **Managing Office:** Supervisors/Managers
- ❖ **Approval:** Supervisors and managers; Copy of letter submitted to Office of Human Capital Management; Nominations for Certificates of Appreciation are processed in the NASA Automated Awards System. (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** Year round.



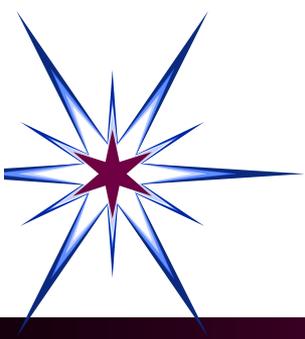
LaRC H.J.E. Reid Award

- ❖ **Purpose:** This Center award recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first authored by a LaRC Civil Service employee, an Army civilian, or an on/near site contractor based on research primarily performed at LaRC.
- ❖ **Eligibility:** GS employees/Army civilians/contractors/academia/other non-NASA individuals
- ❖ **Award:**
 - First, Second, and Third Place winners
 - All civil service employees and non-NASA employees receive a certificate.
 - Framed certificates are presented to the first place winner(s) only at the annual LaRC Honor Awards ceremony.
- ❖ **Managing Office:** Chief Senior Scientist, Strategic Relations Office; Office of Human Capital Management (regulatory compliance). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Approval:** Office of Director
- ❖ **Timeline:** January - March



LaRC Technician of the Year Award

- ❖ **Purpose:** Candidates for the award must have made current, specific contributions during the past FY that resulted in the successful completion of a major component of a NASA mission, program, or project.
- ❖ **Eligibility:** Technician of the Year Award covers the following occupations:
 - Engineering Technicians
 - Construction Representative
 - Electronics Technician
 - Equipment, Facilities, and Service
 - Production Controller
 - Equipment Specialist
 - Quality Assurance Specialist
 - Photographer
- ❖ **Award:** Framed certificate is presented to employee at the Center's annual honor awards ceremony.
- ❖ **Managing Office:** Office of Human Capital Management
- ❖ **Approval:** Executive Resources, Awards and Recognition Council (ERARC). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** January - March



LaRC Administrative Professional of the Year Award

- ❖ **Purpose:** Recognizes outstanding administrative contributions performed during the past year to the mission of the Center. The nominee must have made an exceptionally significant administrative improvement that resulted in a new process, operation, method or technique that is of substantial benefit to the office or program.
- ❖ **Eligibility:** Langley civil service employees in administrative professional, secretarial, administrative assistants, clerical support positions.
- ❖ **Award:** Framed certificate is presented to employee at the Center's annual honor awards ceremony.
- ❖ **Managing Office:** Office of Human Capital Management
- ❖ **Approval:** Executive Resources, Awards and Recognition Council (ERARC). (Refer to LPR 3451.1 for additional guidance.)
- ❖ **Timeline:** January - March