

M-2

TO: Distribution

FROM: M/Associate Administrator for Space Flight

SUBJECT STS-114 Space Flight Awareness (SFA) Honoree Event

The SFA panel will host an honoree event at the Kennedy Space Center (KSC) for the STS-114 launch currently scheduled no earlier than March 1, 2002. As part of this employee motivation program, NASA will honor, through the SFA program, employees who have performed exemplary work in support of the Space Shuttle/Space Station programs and other space flight-related assignments. Selected honorees will have the opportunity to tour the KSC facilities, attend a reception in their honor, and view the launch of STS-114. Travel funds for civil service and contractor honorees will be provided by their respective organizations. Each honoree may bring a guest; however, the travel expenses must be borne by the honoree. The honoree activities will last approximately 3 days.

The SFA honoree award is one of the highest and most prestigious awards available to employees of the NASA/industry, Shuttle/ISS/payloads team. The Office of Space Flight and the Space Flight Awareness Program sponsor the award and honoree activities. This NASA-wide program will include 250 honorees from all the NASA installations, including civil service, contractor, and military personnel. The Headquarters SFA Council will make selection of the NASA Headquarters honorees during the week of January 20, 2003.

NASA Headquarters has been allocated 8 nonsupervisory (below branch level) slots for this event. You are invited to submit nominees from your organization to M-2/Joyce Proctor, by close of business January 6, 2003. A completed resume form (enclosed) with typewritten justification (one page only) using the enclosed criteria must accompany each nomination. If you have any questions, please call Joyce Proctor on 358-2542.



William F. Readdy

2 Enclosures

Prep: M-2/Jproctor/11/04/02
DOC: CALL-LTR-114.doc

Concurrence:

M-2/Mr. Hedin

M-2/Ms. Diaz

Distribution:

AD/Mr. Gregory
AI/Dr. Mulville
AA/Mr. Stadd
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AC/Gen. Armstrong
AE/Mr. Bradley
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AM/Dr. Williams
AO/Mr. Strassmann (Acting)
AS/Dr. Lucid
B/Vacant
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F/Ms. Novak
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H/Mr. Luedtke
I/Mr. Schumacher
J/Mr. Sutton
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Q/Mr. O'Connor
R/Dr. Creedon
S/Dr. Weiler
U/Ms. Kicza
W/Mr. Cobb
X/Mr. Saleeba
Y/Dr. Asrar

cc:

SFA Council Members

BF/Ms. Cermak
C/Ms. Cleary
EU/Mr. Jones
F/Ms. Robinson
HK/Ms. Guenther
JM/Ms. McIntosh
P/Mr. Posey
QS/Ms. Moore
R/Ms. Honesty
S/Ms. Trotta
U/Ms. Lyons
Y/Ms. Delo

Space Flight Awareness Honoree
Selection Criteria

EMPLOYEES TO BE CONSIDERED ARE THOSE WHO HAVE:

- A. SIGNIFICANTLY CONTRIBUTED BEYOND THEIR NORMAL WORK OUTPUT TO THE SHUTTLE/PAYLOAD OR SPACE STATION PROGRAMS
- B. ACCOMPLISHED SINGLE SPECIFIC ACHIEVEMENTS THAT HAVE HAD SIGNIFICANT IMPACT ON ATTAINMENT OF A PARTICULAR SHUTTLE/PAYLOAD OR SPACE STATION GOAL
- C. CONTRIBUTED TO A MAJOR COST SAVINGS OR A SERIES OF LESSER COST SAVINGS PERTAINING DIRECTLY TO THE SHUTTLE/PAYLOAD OR SPACE STATION SYSTEMS OR MISSION
- D. BEEN INSTRUMENTAL IN DEVELOPING MODIFICATIONS TO THE SHUTTLE/PAYLOAD OR STATION SYSTEMS OR EQUIPMENT THAT INCREASE RELIABILITY, EFFICIENCY, SAFETY, OR PERFORMANCE
- E. ASSISTED IN OPERATIONAL IMPROVEMENTS THAT INCREASE EFFICIENCY OR PERFORMANCE
- F. BEEN KEY PLAYER IN DEVELOPING A BENEFICIAL PROCESS IMPROVEMENT OF SIGNIFICANT MAGNITUDE
- G. SUSTAINED QUALITY PERFORMANCE OVER AN EXTENDED PERIOD OF TIME IN SUPPORT OF SHUTTLE/PAYLOADS PROGRAM. PLEASE INDICATE LENGTH OF SERVICE.

RESUME OF SPACE FLIGHT AWARENESS HONOREE
NASA HEADQUARTERS

NAME	JOB TITLE/GS GRADE/SERIES
ORGANIZATION/COMPANY NAME	DIVISION/BRANCH/MAIL CODE
PLACE OF EMPLOYMENT [CITY, STATE AND ZIP CODE]	LENGTH OF SERVICE WITH NASA/TIME IN CURRENT POSITION
BRIEF DESCRIPTION OF HONOREE'S DUTIES	
HOME ADDRESS [INCLUDE CITY, STATE, & ZIP CODE]	WORK PHONE: HOME PHONE:
	HAS HONOREE ATTENDED SHUTTLE LAUNCH?)
JUSTIFICATION (ADDITIONAL SHEETS WILL NOT BE ACCEPTED)	
RECOMMENDING ORGANIZATION APPROVALS	
SUPERVISOR'S NAME/TITLE/SIGNATURE/TELEPHONE #	ENDORSEMENT OF ASSOCIATE ADMINISTRATOR OR EQUIVALENT
SFA CHAIRMAN/COUNCIL DISPOSITION/APPROVAL	