

MPR 3451.1

REVISION B-2

EFFECTIVE DATE: November 30, 2017

EXPIRATION DATE: November 30, 2022

MARSHALL PROCEDURAL REQUIREMENTS

HS01

INCENTIVE AWARDS AND SUGGESTIONS

With Change 2 (2/11/21)

COMPLIANCE IS MANDATORY

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Change/ Revalidation/ Canceled) | Document Revision/ Change | Effective Date | Description |
|--|---------------------------------|-------------------|---|
| Baseline | | 7/07/2010 | |
| Change | 1 | 2/09/2012 | On 2/9/12, at the request of the OPRD, an administrative change was made at 5.7 to remove "(s)". |
| Revision | A | 4/13/2016 | Changed directive type to an MPR to retain responsibilities. Major Rewrite. Added 2 new sections based on evolved processes that needed to be formalized: 2.2.2.7, Out-of-Cycle Process and 2.3.2.9, Reprints and Additions. Added 2 new sections based on OHC management instruction to include them: 2.4.4, Technology Transfer Award and 2.4.5, Research and Technology Award. Significant deletions in other sections resulting from these 2 new sections. Added a new process for the Monetary Group Achievement Award process in 2.3.2.6. Added a new sub-section in the External and Special Sponsor Awards section based on updated information from HQ: 2.6.5, Level 4 [awards]. Added Appendix I: Monetary Group Achievement Award Scale. Completely changed Appendix J: Time-Off Scale (Non-TOPA) for a Single Contribution for Full-Time Employees. Significant rewording/edits/deletions for clarification/correction throughout the document. |
| Revision | B | 11/30/2017 | In addition to minor cosmetic/correcting/clarifying edits throughout, added 2 new sections: 2.4.6, Marshall Innovation Award (MIA), and 2.4.7, Letter of Appreciation (LOA). Corrected the maximum cash award dollar limit that can be approved by the Center Deputy Director and Associate Director at 1.3.3, 2.1.3.1, 2.3.2.1d, and Appendix F. Added a statement at 2.1.7 on requesting a new Center award. Deleted 2.2.1.2 due to HQ discontinuation. Added paragraph 2.3.1.8f for clarification on time-off awards. Updated paragraphs 2.5.3.1b and b(1) to reflect current practice with organization award ceremony funds. Updated the vendor information at paragraph 2.5.5.4a. Updated the table at 2.5.6.2. Updated the organization codes in the table at 2.5.7.6. Added 2 new definitions in Appendix A. Made corrections to Appendix F and Appendix J. |
| Change | 1 | 7/15/2020 | On 7/15/20, at the request of senior MSFC management, an administrative change was made at 1.1.3 and 1.3.3 to add an exception statement; at Appendix A, Definitions, to add "Rating-Based" (page 49); at Appendix B, Acronyms, to add "RB" (page 53); and at Appendix F, Delegation of Approval Authority (MPR 1200.3), to reflect the update. |
| Change | 2 | 2/11/2021 | On 2/11/21, at the request of the OPRD, administrative changes were made to change: Director of Human Capital to the Director of Human Resources; Manager, Training Office (HS40) to Manager, Talent Management Office (HS20); Manager of Human Resources Office to Manager of Consulting Services Office; MSFC Personal Information System to NASA Objects (BOBJ); Group SAM award to group silver achievement certificate. |

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P.1 PURPOSE

The purpose of this MPR is to establish Center-specific requirements and associated responsibilities for preparing and submitting incentive awards and suggestions, and requesting, preparing for, and conducting Organization Awards Ceremonies (OACs) in accordance with Federal regulations listed at P.3.

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to the Michoud Assembly Facility.
- c. This MPR applies to the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. This MPR applies to the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. Performance Appraisal, 5 U.S.C. Part III, Subpart C, Chapter 43, Subchapter I
- b. Incentive Awards, Subchapter I of the Government Employees’ Incentive Awards Act of 1954, 5 U.S.C. Part III, Subpart C, Chapter 45
- c. Prescribing Procedures Governing Interdepartmental Cash Awards to the Members of the Armed Forces, E.O. 11438, dated December 3, 1968
- d. Performance Management, 5 CFR Part 430
- e. Agency Awards, 5 CFR Part 451, Subpart A
- f. NPR 3451.1, NASA Awards and Recognition Program

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Quality Step Increases, 5 CFR Part 531, Subpart E
- b. Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635

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- c. Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009, OMB Memorandum M-09-15, section 6.1, paragraph (7), dated April 3, 2009
- d. U.S. Government Publishing Office (GPO) Style Manual, no document number, but located online at <https://www.gpo.gov/fdsys/search/pagedetails.action?st=U.S.+Government+Publishing+Office+Style+Manual&packageId=GPO-STYLEMANUAL-2016&fromState=>, issue date January 12, 2017
- e. Taxable and Nontaxable Income, Internal Revenue Service (IRS) Publication 525
- f. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style
- g. NPR 3430.1, NASA Employee Performance Communication System (EPCS)
- h. NPR 8530.1, NASA Sustainable Acquisition
- i. NRRS 1441.1, NASA Records Retention Schedule
- j. NASA Personnel Bulletin (PB) 2010-14-TNW, Length-of-Service Awards, dated September 1, 2010
- k. MPR 1440.2, Marshall Records Management Program
- l. MWI 8540.2, Green Purchasing Program
- m. MC-01, Personnel Management Advisory Committee (PMAC), dated September 18, 2012
- n. MSFC Form 426, Employee Suggestion Form
- o. MSFC Form 427, Suggestion Evaluation
- p. MSFC Form 427-1, Comparative Cost Analysis for Suggestion Evaluation
- q. MSFC Form 507, Incentive Award Nomination
- r. MSFC Form 507-1, Incentive Award Nomination Team Member Listing for Groups
- s. MSFC Form 1407, Concurrence Sheet
- t. MSFC Form 4377, MSFC Institutional Reserve Request
- u. MSFC Form 4412, Green Purchasing Request for Waiver
- v. MSFC Form 4547, Organization Awards Ceremony (OAC) Request and Planning Form

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- w. MSFC Form 4552, Annual Honor Awards Call For Nominations Worksheet
- x. MSFC Form 4552-1, Annual Honor Awards Call For Nominations Worksheet Continuation Team Member Listing for Group Awards
- y. MSFC Form 4586, Justification of Request for Late Performance Award

P.5 MEASUREMENT/VERIFICATION

None

P.6 CANCELLATION

MWI 3451.1B-1, Incentive Awards and Suggestions, dated November 30, 2017

Original signed by

Todd A. May
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 The Center Director, or designee (Center Deputy Director and/or Associate Director only, unless otherwise specified), in addition to responsibilities indicated in NPR 3451.1, including upholding the NASA Awards Vision (Appendix E):

1.1.1 Approves (or rejects as appropriate) all Agency- and Center-level honor award nominations submitted at MSFC during the annual call for honor award nominations that are first reviewed and recommended by the Personnel Management Advisory Committee (PMAC).

1.1.1.1 For these award nominations, the Center Director's approval is granted outside of the NASA Automated Awards System (NAAS). The administrative action of approving nominations in NAAS is performed by the Center Awards Team (CAT) as proxy once the Center Director has signed the nomination package cover letter addressed and transmitted to the NASA Shared Services Center (NSSC), noting the Center Director's approval in the override statement box in NAAS.

1.1.2 Approves (or rejects) all other Agency- and Center-level award nominations as appropriate.

1.1.2.1 For awards that require the Center Director's approval (non-delegable), approval may be granted outside of NAAS, but the administrative action of approving nominations in NAAS may be performed by an approved designee (Center Deputy Director, Associate Director, or the CAT as proxy with written authorization, or based on hardcopy signature).

1.1.3 Approves monetary award nominations of \$5,001 - \$10,000.

a. EXCEPTION: For monetary award nominations exceeding \$5,000 in accordance with the annual rating-based PA Scale, the second-level supervisor/manager of the nominee is delegated authority to grant final approval with no higher-level approvals required.

1.2 The Center Deputy Director, in addition to upholding the NASA Awards Vision (Appendix E), acts as a backup to approve or reject award nominations in or outside of NAAS if neither the Center Director nor Associate Director is able to do so.

1.3 The Associate Director, in addition to upholding the NASA Awards Vision (Appendix E):

1.3.1 Reviews and approves award nominations submitted by directors of directorates (e.g., ED01), staff offices (e.g., AS01), and program offices (e.g., XP01).

1.3.2 Reviews and approves the annually-established performance award (PA) process and/or scale in accordance with NPR 3451.1, as delegated by the Center Director.

1.3.3 Approves monetary award nominations of \$5,001 - \$7,500, as delegated by the Center Director.

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a. **EXCEPTION:** For monetary award nominations exceeding \$5,000 in accordance with the annual rating-based PA Scale, the second-level supervisor/manager of the nominee is delegated authority to grant final approval with no higher-level approvals required.

1.4 The **PMAC (MC-01)**, in support of the NASA Awards Vision (Appendix E):

1.4.1 Reviews all Agency- and Center-level honor award nominations submitted at MSFC in response to the annual call for nominations.

1.4.2 Determines which nominations best meet award criteria.

1.4.3 Makes recommendations for any necessary honor award category changes.

1.5 The **Chief Counsel**, or designee, in support of the NASA Awards Vision (Appendix E), provides legal guidance, opinion, and expertise as needed to the CAT regarding all aspects of the Incentive Awards Program.

1.6 The **Chief Financial Officer**, or designee, in support of the NASA Awards Vision (Appendix E):

1.6.1 Determines and establishes the annual awards and ceremony budgets for each top-level MSFC organization.

1.6.2 Provides guidance and assistance on funds transfer/availability for cross-Center/cross-agency cash awards (for example, initiated at NASA Headquarters (HQ), another NASA Center, or other federal agency for an MSFC government employee, or initiated at MSFC for a non-MSFC government employee).

1.7 The **Director, Office of Human Resources**, or designee, in addition to upholding the NASA Awards Vision (Appendix E):

1.7.1 Provides top-level oversight of the Incentive Awards Program.

1.7.2 Acts as Chair of the PMAC.

1.7.3 Communicates pertinent awards information to the Office of the Director, and to directors of other top-level MSFC organizations, as needed.

1.7.4 Acts as Chair of the Suggestion Committee.

1.8 The **Manager, Talent Management Office (HS20)**, or designee, in addition to upholding the NASA Awards Vision (Appendix E):

1.8.1 Provides supervisory oversight of the Incentive Awards Program.

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1.8.2 Provides guidance, advice, and expertise to the CAT as needed.

1.8.3 Communicates pertinent awards information to the Director of OHC, and to other OHC managers, as needed.

1.9 The **CAT**, in addition to responsibilities indicated in NPR 3451.1, including upholding the NASA Awards Vision (Appendix E):

1.9.1 Administers the various components of the incentive awards and employee suggestion programs at MSFC, ensuring compliance with all regulatory requirements, as well as high-quality award nominations. Components include but are not limited to:

- a. Administers the honor awards program at MSFC, to include the annual honor awards ceremonies, ensuring compliance with all regulatory requirements.
- b. Administers the rating- and non-rating-based PA program at MSFC, ensuring compliance with all regulatory requirements.
- c. Administers the OAC program at MSFC, ensuring compliance with all regulatory requirements, as well as fiscal prudence.

1.9.2 Administers NAAS at MSFC, providing oversight, assistance, guidance, corrections, any other troubleshooting, and training as necessary in use of the system.

- a. Reviews, dispositions (including returning nominations for changes and edits as needed), and approves/finalizes (or rejects when appropriate) award nominations in NAAS.
- b. Pulls and provides to authorized requesters individual and organizational award histories and various reports as appropriate from NAAS.
- c. Only the CAT is authorized to make administrative changes/updates in NAAS, including but not limited to, user profile information, organization profile information, and budget/ledger entries.
- d. Performs proxy approval of awards in NAAS upon written (email) authorization of the approver designated on the nomination in NAAS when necessary (for example, approver is unavailable to login to NAAS). This written authorization clearly indicates the proxy consent is from the approver him/herself, and shall be sent or forwarded to the CAT.

1.9.3 Administers the external and special sponsor awards program at MSFC, ensuring compliance for Levels 1 and 2 (see 2.6.2 and 2.6.3) with all requirements as stated by the award sponsor, as well as with NASA and MSFC policy.

1.9.4 Provides information including but not limited to, reports, metrics, and historical data, as needed, to authorized requesters.

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1.9.5 Provides appropriate contact information to inquiries regarding awards outside of the “regular” Incentive Awards Program (see Appendix N). For example, the Silver Snoopy Award, which is administered by the Office of Strategic Analysis and Communications.

1.10 The **Manager, Consulting Service Office (HS10)**, or designee, in support of the NASA Awards Vision (Appendix E):

1.10.1 Provides guidance on the performance management process to the CAT as needed.

1.10.2 Provides information regarding completed Quality Step Increase (QSI) actions to the CAT as required to ensure compliance with all regulatory requirements of the PA process. (NPR 3451.1.)

1.10.3 Ensures the CAT is notified as organizations’ performance appraisals are verified as complete, and that the administrative officer (AO) is allowed to submit PA nominations into NAAS.

1.11 The **MSFC Suggestion Committee** convenes as needed to review pending suggestions/evaluations and determine appropriate disposition and awards (if any).

1.12 **Directors/Managers/Supervisors of Basic Organizations**, in addition to responsibilities indicated in NPR 3451.1, including upholding the NASA Awards Vision (Appendix E):

1.12.1 Ensure compliance with all regulatory requirements of MSFC’s Incentive Awards Program.

1.12.2 Ensure their subordinates comply with all regulatory requirements of MSFC’s Incentive Awards Program.

1.12.3 Ensure that all awards deadlines are met.

1.13 **MSFC AOs**, in support of the NASA Awards Vision (Appendix E):

1.13.1 Comply with all regulatory requirements of MSFC’s Incentive Awards Program by reviewing all nominations from their respective organizations for completeness, accuracy, and substance (see especially 2.3.2.7 and 2.3.2.8).

1.13.2 Respond to all awards-related actions, whether issued formally via the Center-wide Action Item Tracking System (CAITS) or informally by other means, originating from the CAT, in a timely manner.

1.14 **All Personnel**, in harmony with the NASA Awards Vision (Appendix E), are responsible for complying with any and all requirements provided by the sponsor when submitting nominations for Level 3 external awards (see 2.6.4).

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CHAPTER 2. PROCEDURES

2.1 General Processing and Payment of Awards (5 USC Part III, Subpart C, Chapter 45; 5 U.S.C. Part III, Subpart D, Chapter 53; E.O. 11438; 5 CFR Part 451; 5 CFR Part 531; NPR 3451.1.)

2.1.1 A cash award may be paid to an employee who by his or her suggestion, invention, superior accomplishment, or other personal effort contributes to the effectiveness, efficiency, economy, or other improvement of Government operations.

2.1.1.1 Cash awards may also be paid to a former employee, or to the estate of a deceased employee, provided the contribution was made prior to the employee's departure.

2.1.1.2 Non-Government and Intergovernmental Personnel Act (commonly known as IPA) personnel are not eligible for cash awards, but may be given honorary recognition.

2.1.2 Members of the Armed Forces or Government employees from other Federal agencies, detailed to NASA/MSFC, may receive interagency cash awards for outstanding suggestions, inventions, or superior achievements that contribute to the effectiveness, efficiency, economy, or other improvement of operations.

2.1.3 Awards are in addition to the recipient's salary and are subject to the withholding of income taxes. Awards are in whole-dollar increments. (IRS Pub 525.)

2.1.3.1 All cash awards \$5,001 - \$10,000 shall be approved by the Center Director or designee (Center Deputy Director or Associate Director only, up to \$7,500).

2.1.3.2 The dollar amount for a Special Service Award (SSA) or a Monetary Group Achievement Award (\$GAA) is determined using either the Tangible Benefits Application (TBA) Scale or Intangible Benefits Application (IBA) Scale (see Appendices G and H) for SSAs, and the \$GAA Scale (see Appendix I) for \$GAAs.

2.1.3.3 The amount for an award based solely on an employee's most recent rating of record/performance appraisal shall be determined using the PA scale, which is annually established by the CAT and approved by the Associate Director, in accordance with NPR 3430.1.

2.1.3.4 The Suggestion Committee shall determine the amount (if any) of a Suggestion Award using information provided by the Suggestion Evaluator, the TBA and/or IBA Scales (see Appendices G and H, respectively), and any other pertinent data/documentation.

2.1.4 Acceptance of a cash award constitutes an agreement that Government use of an idea, method, process, or device for which the award is made precludes any further claim against the Government.

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2.1.5 To be awardable, a contribution or achievement shall:

2.1.5.1 Benefit the Government.

2.1.5.2 Be made while employed at NASA.

2.1.5.3 Be sufficiently described in writing (see 2.3.2.7 and 2.3.2.8).

2.1.5.4 Be approved by the benefiting organization at a management level higher than the Nominating Official (NO), unless recommendation is made by the Center Director. (See Appendix F for Delegation of Approval Authority.)

2.1.5.5 Be recognized within 6 months following completion of the task.

a. EXCEPTION: PAs based on an employee's rating of record shall be completed within 150 days of completion of the normal appraisal period ending on April 30 each year. Newly-hired employees will complete at least 90 days on a performance plan before an appraisal (and therefore a rating-based performance award) can be processed, and sometimes this can fall outside the normal timeframe. For example, if a new employee is hired and comes on board in mid-February, the required minimum of 90 days on the performance plan ends in mid-May, after the normal April 30 end-date of the rating/appraisal period. Therefore the 150-day award period ends in mid-October. (NPR 3430.1.)

(1) Occasionally a PA is delayed for one reason or another, and the 150-day window is missed. In these cases an MSFC Form 4586, Justification of Request for Late Performance Award, is completed and forwarded to the CAT. The PA nomination is then submitted into NAAS and processed as usual.

b. In addition to any award granted initially for a contribution or achievement, a further award may be granted if there is wider application or greater benefits than originally determined. This is a rare circumstance and shall be sufficiently justified to warrant the additional award.

2.1.6 General Processing

2.1.6.1 Most incentive, performance, and honor award nominations are submitted via NAAS, by the nominating organization's AO, reviewed and approved via the automated process, and finalized by the CAT.

a. For the annual honor awards, before nominations are submitted in NAAS, they are initially prepared on MSFC Form 4552, Annual Honor Awards Call for Nominations Worksheet, and MSFC Form 4552-1, Annual Honor Awards Call for Nominations Worksheet Continuation Team Member Listing for Group Awards, in preparation for the PMAC meeting. This is done because the text size on the NAAS printouts is too small.

2.1.6.2 In special circumstances, MSFC Form 507 is used. The form is completed, any and all supporting documentation is attached, and is cycled through the review/approval process. Upon

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receipt of the approved form (and electronic copy of MSFC Form 507 from the originating AO), the CAT processes the nomination in NAAS. Examples of special circumstances include but are not limited to:

- a. Unusual/special awards funded from the Center Awards Reserve;
- b. Technology Transfer Award;
- c. Research and Technology Award
- d. Marshall Innovation Award; and
- e. Suggestion Award, with all supporting documentation attached.

2.1.6.3 Certificates (where applicable) are prepared and shipped by NSSC as batches are completed.

2.1.6.4 When nominations are submitted for individuals who are not a direct report to the NO, the supervisors of these individuals are notified either by the NO or AO (NPR 3451.1).

a. For all versions of time-off awards (TOA) for non-direct report nominees, written agreement (email) shall be obtained from the nominee's "home" supervisor and forwarded to the CAT (see 2.3.1.8c, d, 2.3.2.3b, c, d, 2.3.2.4b, c, and d).

2.1.7 Occasionally an organization or group wants to create a new award for the Center, which may have broad or limited application. The recommending organization or group shall contact the CAT for the proper procedure and format for proposing a new award.

2.2 NASA and MSFC Honor Awards

ELIGIBILITY: All NASA and non-NASA employees are eligible for both Agency- and Center-level honor awards as defined by the individual award criteria. Non-NASA Government and non-Government contributors may also be recognized for outstanding contributions to NASA and/or MSFC.

2.2.1 The **Agency-Level Honor Awards** are described in NPR 3451.1. However, the procedure described herein for submitting honor award nominations applies to both Agency-level and Center-level honor awards at MSFC.

2.2.1.1 Requests for Out-of-Cycle Agency Honor Awards (except for the Silver Achievement Medal) shall be rare and based on extraordinary circumstances.

- a. The request shall be submitted on MSFC letterhead and coordinated through the CAT.
- b. If the request is approved in accordance with NPR 3451.1, the nominating organization's AO shall submit the nomination in NAAS.

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2.2.2 The following **Center-Level Honor Awards** are available at MSFC:

2.2.2.1 The **Director’s Commendation Certificate (DCC)** is the Center Director’s award, and therefore the highest award given at Marshall Space Flight Center. It is awarded to an individual whose job performance and/or special accomplishments merit recognition where other avenues of recognition simply are not sufficient. This award is non-monetary (strictly honorary in nature), and is given primarily to MSFC Government employees, but non-Government employees are eligible when there has been significant achievement.

a. Nominations for this award require the Center Director’s (or designee—Center Deputy Director or Associate Director only) approval, whether in or outside of NAAS. See 2.2.2.7b, c, c(1), c(2), and e for the DCC out-of-cycle process.

b. The DCC is an “out-of-cycle” award (outside of the annual honor awards cycle), and these nominations are not reviewed by the PMAC as they are during the annual honor awards process. Therefore, requests for this award should be rare, and shall be based on such clearly exceptional accomplishments related to the award criteria that a PMAC review is unnecessary.

c. NSSC prepares the 11x14 certificate, in a frame or presentation folder as appropriate, and ships it to MSFC. The Center Director presents the award to the recipient; if the Center Director is not available, then the Center Deputy Director or Associate Director presents the award.

2.2.2.2 The **Director’s Commendation Honor Award (DCHA)** is identical to the DCC, except that nominations for this award are submitted only during the annual call for honor award nominations, and are reviewed and selected by the PMAC before approval by the Center Director. Framed certificates (11x14) for this award are prepared and shipped by NSSC and presented at the MSFC annual honor awards ceremonies.

2.2.2.3 The **MSFC Certificate of Appreciation (COA or MCOA)** is awarded to an individual in recognition of an outstanding accomplishment which contributed substantially to the mission of MSFC. Both MSFC Government and non-Government employees are eligible. The COA is non-monetary (strictly honorary in nature), and nominations for this award are submitted via NAAS at any time.

a. The COA is an “out-of-cycle” award (outside of the annual honor awards cycle), and these nominations are not reviewed by the PMAC as they are during the annual honor awards process. Therefore, a request for this award shall be based on such clearly exceptional accomplishments related to the award criteria that a PMAC review is unnecessary. See 2.2.2.7b, d, and e for the COA out-of-cycle process.

b. NSSC prepares the 11x14 certificate, in a frame or presentation folder as appropriate (as determined by the CAT), and ships it to MSFC for presentation to the recipient.

2.2.2.4 The **Certificate of Appreciation Honor Award (CAHA)** is identical to the COA, except that nominations for this award are submitted only during the annual call for honor award

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nominations and are reviewed and selected by the PMAC before approval by the Center Director. Framed certificates (11x14) for this award are prepared and framed by NSSC and presented at the MSFC annual honor awards ceremonies.

2.2.2.5 The **MSEFC Group Achievement Honor Award (MGHA)** is awarded to a group of individuals in recognition of a one-time outstanding accomplishment which contributed substantially to the mission of MSFC.

- a. The MGHA is non-monetary (strictly honorary in nature), and nominations for this award are processed in NAAS only during the annual call for honor award nominations, which are reviewed and selected by the PMAC before approval by the Center Director.
- b. One 11x14 framed team certificate (with no individual person's name) is prepared and framed by NSSC for presentation to one team representative at the MSFC annual honor awards ceremonies.
- c. Certificates for individual team members (8.5x11 in a presentation folder) are also prepared by NSSC, and are forwarded to the nominating organization's AO after the annual honor awards ceremonies are completed.

2.2.2.6 **The Annual Honor Awards Process**

a. The Agency Call for Nominations letter comes from HQ usually in October/November. An official action is initiated in CAITS (sometimes before the call letter is issued, if its issuance is delayed) and sent to all organizations, and includes all requirements, criteria, parameters, samples, forms, and other information and documentation as appropriate.

(1) Prior to receiving the call letter from HQ, the CAT notifies Center AOs in an unofficial "heads up" email, usually about in July, reminding them that the call letter is coming soon, and advising them to go ahead and get their organizations' management started on the process, and not wait for the official action in CAITS. This is to give organizations as much time as possible to complete quality nominations for the honor awards.

b. All nominations are initially submitted using MSFC Form 4552, Annual Honor Awards Call For Nominations Worksheet (and MSFC Form 4552-1, Annual Honor Awards Call For Nominations Worksheet Continuation Team Member Listing for Group Awards), and reviewed by the CAT prior to the PMAC meeting.

c. The PMAC convenes at the appropriate time to review, discuss, and determine which nominations they recommend to go forward to the Center Director for approval (MC-01). Some nominations are recommended for award category change, and some are recommended for edits to strengthen the justification.

(1) The CAT communicates the PMAC results to the nominating organizations' AOs, and the edited and ready nominations are entered into NAAS at that time.

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d. Once approved by the Center Director, Agency-level nominations are sent to NSSC via NAAS for further review and/or approval by expert panels, the Incentive Awards Board (IAB), IAB Chair, and Administrator.

e. The PMAC-approved Center-level nominations are also changed/edited where required, entered into and finalized in NAAS. NSSC prints, frames, and ships the certificates to the CAT for presentation in the annual honor awards ceremonies.

f. Once approved at HQ, Agency-level nominations are communicated to the Center Awards Officers across the Agency, at which time the CAT notifies the AOs so they can in turn notify their management teams of the approvals.

g. NSSC prints, frames, and ships certificates and medals to the CAT for presentation in the annual honor awards ceremonies.

2.2.2.7 **The Out-of-Cycle Process**

a. The Silver Achievement Medal (SAM) (individual and the Silver Achievement Certificate (group) are an Agency-level award, but is approved by the Center Director (non-delegable), and may be submitted at any time “out-of- cycle” from the annual honor awards process. However, since these nominations are not reviewed by the PMAC, they shall be of such high quality they render a PMAC review unnecessary.

(1) Prior to submittal in NAAS, the Associate Director shall be notified via email (or other written communication) by the Direct Report or designee of the nominating organization of their intent to nominate an individual or team, and why, for pre-consideration/approval. (For nominations from within Engineering Directorate, the nominations come from/through ED01.) The Associate Director replies to the email that the request to submit the nomination is approved by the Center Director.

(2) The email (or other written communication) shall be forwarded to the CAT, and the nomination is submitted in NAAS by the organization’s AO. The CAT will not process the SAM nomination until the written communication has been received.

b. The DCC and COA can be submitted at any time, and are considered “out-of-cycle” from the annual honor awards process. However, since they are not reviewed by the PMAC, nominations for both the DCC and COA shall be of such high quality they render a PMAC review unnecessary.

c. As the highest award at MSFC, the DCC is the Center Director’s award to recognize an outstanding achievement, and is presented only by the Center Director (or designee—Center Deputy Director or Associate Director only). Therefore, requests for the DCC should be uncommon.

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(1) Prior to DCC submittal in NAAS, The Associate Director shall be notified via email (or other written communication) by the Direct Report or designee of the nominating organization of their intent to nominate an employee, and why, for pre-consideration/approval. (For nominations from within Engineering Directorate, the nominations come from/through ED01.) The Associate Director replies to the email that the request to submit the nomination is approved by the Center Director.

(2) The email (or other written communication) shall be forwarded to the CAT, and the nomination is submitted in NAAS by the organization’s AO. The CAT will not process the DCC nomination until the written communication has been received.

d. COA nominations are directly submitted and processed in NAAS. These awards do not require pre-consideration, approval, or presentation by the Center Director or designee.

e. For all three out-of-cycle awards, NSSC prints, frames, and ships 11x14 certificates to the CAT for presentation as appropriate for the award being given.

(1) For a SAM individual award, NSSC also ships an encased silver medal set.

(2) For a SAM group, NSSC prints and frames 11x14 team certificate, and includes an encased silver medal set; NSSC also prints and encloses 8.5x11 team member certificates into presentation folders, and includes a silver mini-medal with each certificate.

2.3 PA

2.3.1 Awards Based on Employee Rating of Record (5 U.S.C. Part III, Subpart C, Chapter 43; 5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 430; 5 CFR Part 451; NPR 3430.1; NPR 3451.1.)

ELIGIBILITY: All General Schedule (GS) employees whose most recent rating of record (commonly known as performance appraisal) is Fully Successful or higher are eligible for rating-based Monetary Performance Awards (\$PA), as well as Time-Off Performance Awards (TOPA).

2.3.1.1 The **QSI** is the highest \$PA that can be given to an employee, and is described in detail in NPR 3451.1. It is awarded only to employees with a “Distinguished” rating, and only once in any 52-week period. (5 U.S.C. Part III, Subpart D, Chapter 53, Subchapter III; 5 CFR Part 531, Subpart E; NPR 3430.1; NPR 3451.1.)

a. QSI nominations shall be submitted and approved in NAAS. (NPR 3451.1.)

b. HS50 processes QSIs in the Federal Personnel Payroll System once they have been approved and finalized in NAAS.

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c. Since the QSI is the highest \$PA, an employee who is given a QSI is not eligible to also receive either a Distinguished Performance Award (DPA), or Distinguished Performance Time-Off Award (DTOPA). See 2.3.1.2e and 2.3.1.3e. (NPR 3430.1, NPR 3451.1)

2.3.1.2 The **DPA** is a monetary award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

a. The employee’s performance shall have been rated at the “Distinguished” level for the current performance appraisal award period.

b. A DPA is granted only once in a performance appraisal period and shall fall within established parameters of the PA scale, prepared annually by the CAT and approved by the Associate Director.

c. Nominations for this award are submitted and approved in NAAS.

(1) Any DPA nomination over \$5,000, but not to exceed the maximum established amount in the PA scale, shall be approved by the Center Director or designee (Center Deputy Director or Associate Director only).

d. The DPA may also be given in conjunction with the DTOPA; however, the combined cash equivalent values of both the DPA and DTOPA shall remain within the established parameters of the PA scale for Distinguished ratings.

(1) These “combo” awards (combination DPA and DTOPA) are submitted in NAAS at the same time for more effective processing.

e. A QSI shall not be given in addition to a DPA and/or DTOPA (see 2.3.1.1c). (NPR 3451.1)

2.3.1.3 The **DTOPA** is a time-off award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

a. The employee’s performance shall be rated at the “Distinguished” level for the current performance appraisal award period.

b. The DTOPA is granted only once in a performance appraisal period and shall fall within the established parameters of the PA scale.

c. Nominations for this award are submitted and approved in NAAS.

d. The DTOPA may also be given in conjunction with the DPA; however, the combined cash equivalent values of both the DTOPA and DPA shall remain within the established parameters of the PA scale for Distinguished ratings.

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(1) These “combo” awards (DTOPA and DPA) are submitted in NAAS at the same time for more effective processing.

e. A QSI may not be given in addition to the DPA and/or DTOPA (see 2.3.1.1c). (NPR 3451.1)

2.3.1.4 The **Accomplished Performance Award (APA)** is a monetary award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

a. The employee’s performance shall be rated at the “Accomplished” level for the current performance appraisal award period.

b. An APA is granted only once in a performance appraisal period and shall fall within the established parameters of the PA scale.

c. Nominations for this award are submitted and approved in NAAS.

d. The APA may also be given in conjunction with the Accomplished Performance Time-Off Award (ATOPA); however, the combined cash equivalent values of both the APA and ATOPA shall remain within the established parameters of the PA scale for Accomplished ratings.

(1) These “combo” awards (APA and ATOPA) are submitted in NAAS at the same time for more effective processing.

2.3.1.5 The **ATOPA** is a time-off award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

a. The employee’s performance shall be rated at the “Accomplished” level for the current performance appraisal award period.

b. An ATOPA is granted only once in a performance appraisal period and shall fall within the established parameters of the PA scale.

c. Nominations for this award are submitted and approved in NAAS.

d. The ATOPA may also be given in conjunction with the APA; however, the combined cash equivalent values of both the ATOPA and APA shall remain within the established parameters of the PA scale for Accomplished ratings.

(1) These “combo” awards (ATOPA and APA) are submitted in NAAS at the same time for more effective processing.

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2.3.1.6 The **Successful Performance Award (SPA)** is a monetary award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

- a. The employee’s performance shall be rated at the “Fully Successful” level for the current performance appraisal award period.
- b. An SPA is granted only once in a performance appraisal period and shall fall within the established parameters of the PA scale.
- c. Nominations for this award are submitted via NAAS.
- d. The SPA may also be given in conjunction with the Successful Performance Time-Off Award (STOPA); however, the combined cash equivalent values of both the SPA and STOPA shall remain within the established parameters of the PA scale for Fully Successful ratings.
 - (1) These “combo” awards (SPA and STOPA) are submitted in NAAS at the same time for more effective processing.

2.3.1.7 The **STOPA** is a time-off award based on the most recent rating of record (commonly known as performance appraisal) and is processed within 150 days of the end of the appraisal period.

- a. The employee’s performance shall be rated at the “Fully Successful” level for the current performance appraisal award period.
- b. An STOPA is granted only once in a performance appraisal period and shall fall within the established parameters of the PA scale.
- c. Nominations for this award are submitted and approved in NAAS.
- d. The STOPA may also be given in conjunction with the SPA; however, the combined cash equivalent values of both the STOPA and SPA shall remain within the established parameters of the PA scale for Fully Successful ratings.
 - (1) These “combo” awards (STOPA and SPA) are submitted in NAAS at the same time for more effective processing.

2.3.1.8 **Additional General Information on TOPAs.**

- a. The minimum number of hours that shall be given for any TOPA is 8 hours, unless and only unless otherwise dictated by NASA HQ or other dictating authority due to budgetary, sequestration, or other restricting factors.

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b. For performance appraisal-based awards only, up to 80 hours can be awarded in time-off. However, the maximum number of all time-off hours (Individual Time-Off Award (ITOA/TOA), Group Time-Off Award (GTOA), and all three levels of TOPAs) that can be granted during a leave year is 80 hours. Therefore, if an employee has already received any version of TOA during the current leave year, those combined amounts are subtracted from 80, and the remaining number is the maximum that may be used for a TOPA. An example is illustrated in the next paragraph.

(1) EXAMPLE: If in the current leave year an employee has already received a GTOA for 8 hours, and an ITOA for 16 hours, the total number of those hours awarded (24) is subtracted from 80, and the difference (56) is the maximum number of hours the employee may receive for a TOPA, provided that number (56 hours) is within the appropriate range (alone or combined with a DPA/APA/SPA) of the current PA scale. If the number of hours still available to award (after this calculation) falls below the minimum for the employee’s rating and grade, then the difference shall be made up with a \$PA.

(2) For detailed information on ITOA and GTOA, see 2.3.2.3 and 2.3.2.4, respectively.

c. If a TOPA nomination is for an individual who is no longer the NO’s direct report, the NO shall obtain written agreement (email) from the nominee’s immediate supervisor for the proposed award, since the time-off hours represent a cost to the Agency. (NPR 3451.1.)

d. The written agreement indicated in 2.3.1.8c shall be specifically from the nominee’s supervisor, and not in the form of “Per Mr. Smith, he agrees with the proposed award,” or words to that effect from a Management Support Assistant (MSA), AO, or other surrogate.

(1) A copy of that written/email agreement shall be forwarded to the CAT for recordkeeping purposes.

e. Employees are strongly encouraged to use their TOPA hours within the timeframe established in NPR 3451.1 (usually 12 months from the effective date of the award).

f. No version of time-off award (ITOA/TOA, GTOA, or D/A/STOPA) can be converted to a cash payment under any circumstances, nor can it be transferred to another employee under the Voluntary Leave Transfer Program. It also cannot be transferred to another agency if the employee leaves NASA. However, if the employee transfers to another NASA Center, the time-off hours are retained for the employee’s use. (NPR 3451.1)

2.3.2 **Other Performance-Based Awards** (*Not Rating-Based*) (NPR 3451.1.)

ELIGIBILITY: All Government employees are eligible for SSAs and TOAs, which are not based on the rating/performance appraisal. All Government and non-Government employees are eligible for non-monetary Group Achievement Awards (MGAA). All General Schedule employees (commonly known as GS) are eligible for On-the-Spot (OTS) awards; Senior Executive Service (SES) are not eligible for OTS awards; however, Scientific and Technical and

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Senior Level employees (commonly known as ST and SL, respectively) are eligible for OTS awards.

2.3.2.1 The **SSA** is given for a one-time special act, service, or achievement of a non-recurring nature in the public interest, connected with or related to official employment. (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451.)

a. The SSA is submitted in NAAS as quickly as possible, but no more than 6 months following the contribution being recognized.

b. The amount of the award is in direct proportion to the benefits derived by MSFC or the Government as a result of the contribution or achievement. See Appendices G and H for the TBA and IBA Scales, respectively.

(1) The award range for the SSA is \$501 – \$10,000, and SSA nominations may be submitted anytime during the year provided the appropriate funding is available.

(2) If not using the TBA Scale (Appendix G), SSA nominations are submitted in NAAS with the IBA Scale (Appendix H) scope designation indicated in parentheses at the end of the justification. For example, “(Moderate/Limited)” or “(High/Extended).”

c. A certificate (8.5x11 in a presentation folder) is prepared by NSSC and shipped to MSFC for presentation to the recipient.

d. SSA nominations \$5,001 - \$10,000 are approved by the Center Director or designee (Center Deputy Director or Associate Director only, up to \$7,500).

2.3.2.2 The **OTS Award** is a type of special act award that is intended to quickly recognize one-time and short-term efforts by individual employees that result in service of exceptionally high quality, such as (but not limited to) performing high-quality work under tight deadlines; performing emergency tasks in addition to regular duties; or exercising extraordinary initiative or creativity in addressing a critical need or difficult problem. (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451; NPR 3451.1.)

a. The OTS is designed to encourage supervisors and managers to give immediate recognition for a job well done. The nomination should be submitted within 48 hours of completion of the task and approved in NAAS.

b. A certificate (8.5x11 in a presentation folder) is prepared by NSSC and shipped to MSFC for presentation to the recipient.

c. The award range for OTS is \$100 – \$500 (see Appendices G and H for the TBA and IBA Scales, respectively). The OTS may be submitted anytime during the year provided the appropriate funding is available.

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(1) If not using the TBA Scale (Appendix G), OTS nominations are submitted in NAAS with the IBA Scale (Appendix H) scope designation indicated in parentheses at the end of the justification. For example, “(Moderate/Limited)” or “(High/Extended).”

d. A maximum of three (3) OTS awards may be awarded to an employee within a 12-month period.

e. The OTS is an individual award only, and not for groups.

2.3.2.3 The **ITOA or TOA** is intended to quickly recognize one-time and short-term efforts by employees that result in service of exceptionally high quality. (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451.)

a. It is designed to encourage supervisors and managers to give immediate recognition for a job well done. The TOA should be submitted within 48 hours of completion of the task and approved in NAAS.

(1) A certificate (8.5x11 in a presentation folder) is prepared by NSSC for presentation to the recipient.

(2) The TOA may be submitted anytime. See Appendix J for the Time-Off Scale (Non-TOPA) for a Single Contribution for Full-Time Employees (hereafter referred to simply as “Time-Off Scale” or “TOA Scale”) to determine the appropriate number of hours to be awarded.

b. If the TOA nomination is for an individual who is not the NO’s direct report, the NO shall obtain written agreement (email) from the nominee’s immediate supervisor for the proposed award, since the time-off hours represent a cost to the Agency. (NPR 3451.1)

c. The written agreement indicated in 2.3.2.3b shall be specifically from the nominee’s supervisor, and not in the form of “Per Mr. Smith, he agrees with the proposed award,” or words to that effect from an MSA, AO, or other surrogate.

d. A copy of that written/email agreement shall be forwarded to the CAT for recordkeeping purposes.

2.3.2.4 The **GTOA** is intended to quickly recognize one-time and short-term efforts by a group of individuals that result in service of exceptionally high quality. (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451.)

a. It is designed to encourage supervisors and managers to give immediate recognition for a job well done.

(1) Certificates (8.5x11 in presentation folders) are prepared by NSSC and shipped to MSFC for presentation to each recipient.

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(2) The GTOA may be submitted at any time. See Appendix J for the Time-Off Scale to determine the appropriate number of hours to be awarded.

b. If a GTOA nomination is intended for employees in more than one organization, then before the GTOA is submitted in NAAS, the NO shall obtain written agreement (email) for the proposed time-off hours from the immediate supervisor of each nominee who is not the NO's direct report, since the time-off represents a cost to the Agency. (NPR 3451.1)

(1) The only exception to this rule is if the NO is a higher-level supervisor over all or most of the nominees. For example, a division chief of an engineering organization is the NO for a group consisting of members from each subordinate branch. In this case, the understanding is that the subordinate supervisors are in agreement with the nomination. However, for any nominees external to the division chief's organization (for example, a resources person from the Office of the Chief Financial Officer (OCFO)), written agreement (email) is still required as indicated in 2.3.2.4b.

c. The written agreement indicated in 2.3.2.4b and 2.3.2.4b(1) shall be specifically from the employee's supervisor, and not in the form of "Per Mr. Smith, he agrees with the proposed award," or words to that effect from an MSA, AO, or other surrogate.

d. A copy of that written/email agreement shall be forwarded to the CAT for recordkeeping purposes.

Note: NAAS does not prevent including non-NASA Government or non-Government personnel when creating a GTOA nomination. However, the certificates that are printed will read "Group Time-Off Award" for all names (Government and non-Government) included in the nomination. Therefore, the CAT strongly recommends that any non-NASA Government and non-Government team members be submitted separately in a non-monetary MGAA, or "twin" nomination (see 2.3.2.6), with the exact same team name, citation, and justification, so that their certificates will read "Group Achievement Award."

e. When submitting "twin" nominations, a cross-reference statement will be added to the end of the justification of both nominations, so that a complete listing of the team members may be obtained. The CAT will assist with appropriate wording of the cross-reference statement.

2.3.2.5 Additional General Information on TOAs: The following information applies to some or all versions of time-off awards (ITOA/TOA, GTOA, and the TOPAs).

a. Both the TOA and GTOA can be used for recognition of high-level performance for an extended period of time that is not the performance appraisal period. TOAs based on an employee's performance appraisal are covered in 2.3.1.3, 2.3.1.5, 2.3.1.7, and 2.3.1.8.

b. Both the TOA and GTOA may be given in conjunction with other performance-based (not rating-based) awards, provided the combined award amounts do not exceed the value of the

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contribution or achievement being rewarded (see Appendices G, H, and J). Contact the CAT for assistance with determining appropriate monetary and time-off amounts.

c. The minimum number of hours that shall be given to any individual for a TOA or GTOA is 8 hours, unless and only unless otherwise dictated by NASA HQ or other dictating authority due to budgetary, sequestration, or other restricting factors.

d. A full-time employee may be granted up to 40 hours of time off in one TOA or GTOA award, but not more than 80 hours of time off during a leave year. Part-time employees can be awarded up to 40 hours during a leave year.

(1) Up to 80 hours can be granted only in a TOPA based on the employee's most recent rating of record. However, the maximum number of time-off hours (TOA, GTOA, and the three levels of TOPAs) that can be granted during a leave year is still 80 hours. For fully detailed information, see also 2.3.1.8b and 2.3.1.8b (1).

e. No version of time-off award (ITOA/TOA, GTOA, or D/A/STOPA) can be converted to a cash payment under any circumstances, nor can it be transferred to another employee under the Voluntary Leave Transfer Program. It also cannot be transferred to another agency if the employee leaves NASA. However, if the employee transfers to another NASA Center, the time-off hours are retained for the employee's use. (NPR 3451.1)

f. Employees are strongly encouraged to use their TOA hours within the timeframe established in NPR 3451.1 (usually 12 months from the effective date of the award).

g. TOA and GTOA award amounts are determined using the Time-Off Scale (see Appendix J).

2.3.2.6 The **MSFC Group Achievement Award** recognizes a one-time achievement of a non-recurring nature for a group of individuals. (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451.)

a. The criteria for the MSFC Group Achievement Award are the same as for the SSA (see 2.3.2.1), but applied to a group. These awards can be monetary (\$GAA) or non-monetary (MGAA). In \$GAA nominations, Government and military team members may share equally in the monetary award or in proportion to their contribution to the team.

b. Certificates (8.5x11 in a presentation folder) are prepared by NSSC and shipped to MSFC for presentation to each recipient.

c. For Government employees, monetary and non-monetary nominees cannot be mixed together in the same group award nomination in NAAS. They are submitted separately as "twin" nominations since the two awards are assigned different nature-of-action (processing) codes, but are given the exact same team name, citation, and justification. A cross-reference statement is added to the end of the justification in both the monetary and non-monetary nominations. The CAT will assist with the appropriate wording of the cross-reference statements.

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(1) The \$GAA may be submitted anytime during the year provided the appropriate funding is available. During years of budget constraints, Centers are given an allocation separate from the allocation for rating-based and non-rating-based individual performance awards; this separate allocation includes \$GAA, and special instructions are provided to organizations at the appropriate time. See Appendix I for the \$GAA Scale.

(2) The MGAA may be submitted anytime during year.

d. Contractors and other non-Government team members may be included in both monetary and non-monetary group awards, but only receive certificates and no cash payment.

e. For all Marshall Center group awards (MGAA, \$GAA, GTOA, MGHA), certificate reprints may be requested to correct a spelling or other error(s), or a physical defect (for example, a crease or smeared ink).

(1) The reprint request is made in a timely manner—for example, within 6 months of the effective date of the award.

(2) Certificates are not reprinted to change a recipient’s name to a “nickname,” whether Government or non-Government employees.

f. For all Marshall Center group awards (MGAA, \$GAA, GTOA, MGHA), once the award has been finalized and archived in NAAS, additional names cannot be added to the group’s list of recipients.

(1) The appropriate parties in the nominating organization ensure to the best of their ability that all members of a team are included before the group award nomination is submitted into NAAS.

(2) If names are still discovered as left off the original finalized award, a supplemental identical nomination with the additional names is submitted in NAAS, and a supplemental statement added to the end of the justification. The CAT will assist with the appropriate wording of the supplemental statement.

2.3.2.7 **Requirements for Valid Award Citations**

The citation is a brief statement that describes the reason (or accomplishment) for which the recipient is receiving the award. Because it is printed on a certificate bearing either the NASA Administrator or Center Director’s signature, as well as either the official NASA seal or the NASA insignia, it is an official NASA document. Therefore, valid citations shall conform to the following specifications in accordance with NASA HQ Executive Secretariat rules, as well as NAAS system requirements:

a. Are no longer than 175 characters/spaces.

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- b. Do begin with “For outstanding...” or “For exceptional...” and not (for example) “In recognition of...”
- c. Do not contain personal pronouns. For example, “For your outstanding....”
- d. Do not refer to the recipient in the third person. For example, “For his/her exceptional...”
- e. Do end with a period (.).
- f. Do not contain an ampersand (&) in place of “and” except for one of two exceptions:
- (1) If it is part of an organization’s name, as in “Training & Incentives Office.”
 - (2) If the character/space limitation in NAAS forces the use of an ampersand. If this is the case, it is better to reword the citation so as to eliminate the need for the ampersand.
- g. Do contain a comma in the second-to-last of a series, before the “and,” as in “this, that, and the other.”
- h. Do have team names, project names, organization names, periodic chart elements, and all other such items, spelled out, without the use of acronyms or abbreviations. The only two exceptions are listed below:
- (1) If the character/space limitation in NAAS forces the use of the acronym or abbreviation.
 - (2) The only acronyms that may be freely used in the citation (and team names) without being spelled out in the justification (see 2.3.2.7i(1)) are NASA, MSFC, ISS, USA (for United States of America only), and U.S.
- i. Do not contain both a spelled-out name and its parenthesized acronym. Remember: either/or, but never both in the *citation*.
- (1) If there is no avoiding using an acronym or abbreviation in the citation (or team name) due to character/space limitations in NAAS, it shall be spelled out in the justification, excluding the exceptions indicated in 2.3.2.7h(2).
- Note: Paragraphs 2.3.2.7f, g, h, and i also apply to team names when submitting group award nominations. Also, team names include the word “Team” or “Group.”*
- j. See Appendix K for samples of valid citations.
- k. Nominations that do not comply with these requirements are returned for correction.

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2.3.2.8 **Requirements for Valid Award Nomination Justifications**

Because an award nomination can directly impact the use of appropriated funds or otherwise represent a cost to the Agency, and/or can result in a certificate bearing the NASA Administrator or Center Director's signature, as well as either the official NASA seal or NASA insignia, it is an official NASA document/record. As such, the justification supporting the nomination is extremely important. It is the NO's opportunity to justify his/her proposal that taxpayer dollars be used, in addition to a government employee's salary, to officially recognize a specific outstanding achievement, over and above the employee's normal job requirements. Listed below are the necessary elements for a valid and effective award justification.

a. Since this is an official NASA document/record, the rules in NPR 1450.10 do apply. If the NPR 1450.10 does not address or answer a particular question or item, then the rules in the U.S. GPO Style Manual apply (browse-able copy available at <https://www.gpo.gov/fdsys/search/pagedetails.action?st=U.S.+Government+Publishing+Office+Style+Manual&packageId=GPO-STYLEMANUAL-2016&fromState=>). In particular:

(1) Acronyms shall always be spelled out the first time they are used, and only if they are used again. The only exceptions are NASA, MSFC, ISS, USA (for United States of America only), and U.S.

(2) The justification is proofread for grammar/spelling/punctuation and content, as well as for literacy and cohesiveness, and edited accordingly before submission into NAAS.

b. The justification shall be specific in its description:

(1) Words and phrases such as (but not limited to) "contribution(s)," "effort(s)," "accomplishment(s)," "service(s)," "in support of..." and "provided assistance to..." used alone are not enough to justify an official award.

(2) The nature (details) of the contribution, support, assistance, and so forth, will be fully explained.

c. It is also helpful to include the following elements in the justification:

(1) Any significant challenges that were encountered and overcome, and how they were overcome.

(2) Any innovative or creative solutions the nominee provided in overcoming those challenges.

(3) Any significant results and/or impacts, and/or the complexity involved.

(4) What is unusual about the contribution or achievement that makes it award-worthy?

d. Any other specific criteria for the particular award in question shall also be adhered to.

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- e. The justification shall clearly demonstrate how the contribution or achievement being rewarded ties in to the employee’s job or official assignment, or to the organization’s mission, (“organization” can range from the lowest-level unit up to the Agency or even the Federal Government).
- f. When an organization forwards the nomination for processing by the Awards Office, it will have received the same level of review and proofreading to ensure a quality product as any other official NASA document. If it is of poor quality, it is returned to the organization for rework.
- g. See Appendix L for samples of valid and acceptable award nomination justifications.
- h. Nominations that do not comply with these requirements are returned for correction.

2.3.2.9 Reprints and Additions

a. Each year NSSC issues an action to all Centers to collect all requests for reprints of honor award certificates (Agency and Center-level), using the worksheet provided at <https://www.nssc.nasa.gov/awards> on the NSSC Awards website. This action is usually issued in late summer/early fall, depending on when all NASA Centers’ honor awards ceremonies have been completed for the year.

(1) Certificates with incorrect information, or physical defects such as smeared ink or a crease, may be reprinted for the recipient. The AO completes a reprint request worksheet and forwards it to the CAT, who collects all inputs into one worksheet from MSFC and forwards to NSSC to be worked. NSSC prints/prepares (as appropriate to the type of award—see 2.3.2.9a(2)) and ships the new certificates to MSFC for disposition.

(2) Reprints of any award certificates processed through the CAT (regardless of certificate size) may also be requested in conjunction with this annual action.

b. NSSC includes in their annual action a call/reminder for additional names inadvertently left off of group award nominations.

(1) The AO receives a list of the names left off the original group nomination, and submits a “supplemental” group nomination with the additional names in NAAS. A “supplemental” nomination has the exact same group award title, team name, citation, and justification as the original, with the following statement added to the end of the justification: “(Supplemental to the original group award of the same name, effective date *mm/dd/yyyy*, to include team members inadvertently left off the original award.)” The “twin” nomination is processed in NAAS, and NSSC prints/prepares (as appropriate to the type of group award) and ships the certificates to MSFC for disposition.

(2) “Supplemental” nominations for any group award with names to be added may be submitted in NAAS in conjunction with this annual action.

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2.4 Other Incentive Awards: The awards listed below are not based on performance or the employee rating of record.

2.4.1 **Suggestion Awards** (5 U.S.C. Part III, Subpart C, Chapter 45, Subchapter I; 5 CFR Part 451; NPR 3451.1.)

2.4.1.1 The Employee Suggestion Program is intended to encourage employees to think about ways to improve MSFC and its operations. A suggestion is a constructive proposal, submitted in writing by one or more employees, that directly contributes to economy or efficiency, or directly increases effectiveness, of Government operations. It need not be new or original to be awardable, and may result from the employee's previous work experience, research, or education. Ideas that deal with employee services, benefits, working conditions, housekeeping, routine safety practices, or maintenance of buildings and grounds, are not normally eligible for consideration as suggestions. When an idea, excluded for the above reasons, results in benefits to the Government, it may be accepted as a suggestion and an appropriate award may be granted. The amount (if any) of a monetary award shall be in accordance with the TBA and/or IBA Scales (see Appendices G and H). However, a certificate only may be given if appropriate.

2.4.1.2 Employees shall submit suggestions on MSFC Form 426 to the CAT.

2.4.1.3 The suggestion form, an evaluation form, a cost analysis form, a cover page and instructions, are all forwarded to the appropriate organization for evaluation with a 2-week suspense.

2.4.1.4 If the suggestion is determined to be feasible, projected to yield either tangible or intangible benefits, and adopted or partially adopted, the suggester is informed. It is the evaluator's responsibility to inform the CAT of implementation of the suggestion; however, the suggester may be asked to inform the CAT when the suggestion is implemented.

a. Funding for monetary Suggestion Awards is covered by the Center Award Reserve, and a certificate is provided. During years of budget constraints, Centers are given an allocation separate from the allocation for rating-based and non-rating-based individual performance awards; this separate allocation includes Suggestion Awards.

2.4.1.5 If the suggestion is not adopted, the suggester is notified with an explanation indicating why it was not adopted, and encouraged to continue supporting the Suggestion Program.

2.4.2 The **Travel Savings Incentive (TSI) Award** is given to encourage employees to collect and use their official Government frequent flyer points (FFP) toward the cost of airline tickets used for official travel (Temporary Duty (TDY)), in an effort to save Center travel dollars. Travelers can be awarded 50% (not to exceed \$500) of what it would have cost the Government to purchase the ticket. (For example, if the contract fare to Washington, D.C. is \$412, the traveler's award is \$206.) However, employees are not required to participate in this program.

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2.4.2.1 Employees enroll themselves in the FFP program with the airline(s). After enrollment is completed, the traveler's TDY preparer updates their profile in the official NASA online travel preparation and processing system. Travelers receive a monthly statement from the airline(s) indicating their accrued FFPs.

2.4.2.2 To redeem FFPs, the traveler contacts the airline for seat availability and issuance of a ticket for their official TDY.

2.4.2.3 To receive the award, the traveler notifies his or her supervisor when they have utilized the FFPs for TDY, and shall provide a copy of the ticket, e-ticket, or other airline-verified receipt or documentation (for example, printed from the official NASA online travel preparation and processing system) indicating in some manner the cost savings. The supervisor completes MSFC Form 507 for the TSI, attaches a copy of the FFP cost-savings document, and submits the package for approval. Upon receipt of the approved MSFC Form 507 with the attachment, the CAT processes the award in NAAS.

a. The CAT does not process TSI awards without the FFP cost-savings document attached to the MSFC Form 507.

2.4.2.4 Funding for TSI awards is covered by the Center Award Reserve, and no certificate is printed for this award. The TSI can be submitted anytime during the year, provided funding is available.

2.4.2.5 Government, military, and Foreign Service employees are allowed to use FFPs obtained on Government travel for personal use.

2.4.2.6 FFP accrued from official travel may be used by the employee for personal use.

2.4.3 **Length-of-Service (LOS) Awards**, also known as Career Service Recognition Awards, are presented in honorary recognition of completion of the prescribed periods of satisfactory Federal service (to include creditable military service, as well as years of service to another Federal agency). (NPR 3451.1; PB 2010-14-TNW.)

2.4.3.1 A service emblem and certificate is presented for each 5-year interval of service according to the presentation method indicated in Appendix M.

2.4.3.2 Beginning at 35 years of service, a memento is awarded in addition to the service emblem and certificate (see Appendix M).

2.4.3.3 LOS awards for 40 or more years are usually presented by the Center Director. The CAT coordinates with the Office of the Director and the award recipient's organization to schedule the presentation.

2.4.4 The **Technology Transfer Award (TTA)** recognizes employees and managers who have excelled in responding to technology transfer-related legislation and NASA directives to transfer

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Federal technology to the private sector to create new or improved commercial products, save lives, or create jobs.

2.4.4.1 Eligibility includes Government and non-Government, individuals and teams, employees and managers.

2.4.4.2 Technology Transfer Office (TTO) staff submit candidates annually, using MSFC Form 507, and MSFC Form 507-1 for teams.

2.4.4.3 A panel of selected TTO personnel vets the nominations and makes recommendations/decisions on candidates submitted, including distribution of TTA award funds using an established guide.

2.4.4.4 The final TTA nomination package is cycled through appropriate review and concurrences to the Center Chief Technologist for final endorsement. Approved/endorsed nominations are processed in NAAS.

2.4.4.5 An 11x14 framed certificate is prepared by NSSC and shipped to MSFC for presentation.

2.4.4.6 For TTA teams, an 11x14 framed team certificate, and 8.5x11 team member certificates in presentations folders are prepared by NSSC and shipped to MSFC for presentation.

2.4.5 The **Research and Technology Award (RTA or R&T)** recognizes notable achievements in research and technology development work at MSFC, directly relating to Agency and Center missions and science needs, and which includes hands-on contributions to the success of research and technology development. This award focuses on scientific or engineering research innovations and breakthroughs that have been developed and implemented to the extent that the underlying technical achievement has been demonstrated.

2.4.5.1 Eligibility includes Government and non-Government, individuals and teams.

2.4.5.2 A call for nominations is opened Center-wide each year, usually in conjunction with the annual honor awards call, and nominations are submitted using the format provided with the call.

2.4.5.3 The Engineering Directorate convenes a panel to review and select nominees recommended for approval, and determines distribution of RTA award funds using an established guide.

2.4.5.4 RTA nominations are included with Engineering Directorate's honor awards nomination package submitted to the CAT. The final RTA nomination package is cycled through appropriate review and concurrences to the Center Chief Technologist for final endorsement. Approved/endorsed nominations are processed in NAAS.

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2.4.5.5 An 11x14 framed certificate is prepared by NSSC and shipped to MSFC for presentation.

a. For RTA teams, an 11x14 framed team certificate, and 8.5x11 team member certificates in presentation folders, are prepared by NSSC and shipped to MSFC for presentation.

2.4.6 The **Marshall Innovation Award (MIA)** promotes and honors innovation and creativity in the MSFC workforce. It is open to all MSFC civil servants and contractors, in all Center organizations (both technical and non-technical), and provides recognition to employees who have best exemplified creative and innovative work accomplishments and behaviors during the year.

2.4.6.1 There are two categories for the MIA, Non-supervisory and Supervisory.

a. Eligibility includes individuals and teams in the Non-supervisory category.

2.4.6.2 A call for nominations is opened Center-wide each year, usually in conjunction with the annual honor awards call, and nominations are submitted on the MSFC Form 507.

2.4.6.3 The nominations are forwarded to the Center Chief Technologist's office, which convenes a cross-organizational panel to review and select the nominations for processing in NAAS.

2.4.6.4 An 11x14 framed certificate is prepared by NSSC and shipped to MSFC for presentation.

a. For MIA teams, an 11x14 framed team certificate, and 8.5x11 team member certificates in presentation folders, are prepared by NSSC and shipped to MSFC for presentation.

2.4.7 The **Letter of Appreciation (LOA)** is a formal letter, on official letterhead, addressed to the individual who made the contribution or achievement. It explains the nature of the contribution being recognized, and can include the following additional elements:

a. Tells the issue/problem/challenge that prompted the contribution/resolution.

b. Describes the complexity and/or scope of the problem and/or resolution.

c. Describes the creativity and/or innovation the individual displayed in developing the resolution.

d. Can include outstanding attributes that were integral to the situation (professionalism, dedication, persistence, optimism, calm under pressure, etc.).

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2.4.7.1 The LOA is a good option for giving to students, summer interns, and the like, and can also be given to Government and non-Government personnel. If applicable, supervisors (or instructors for students) receive a copy of the letter.

2.4.7.2 The LOA is non-monetary, non-time-off, and is not processed/recorded in NAAS.

2.4.7.3 The LOA should be reviewed by the CAT before signature and presentation.

2.5 OACs and Merchandise (5 U.S.C. Part III, Subpart C, Chapter 45; 5 CFR Part 2635; NPR 3451.1.)

2.5.1 Purpose

Recognizing that individual and team performance is an important ingredient in creating a winning culture, award ceremonies are an integral part of supporting all NASA values. The CAT in HS20 manages the Center’s awards program, including conducting various award ceremonies at different levels.

2.5.2 General Information

The CAT assists Center organizations in planning and conducting legitimate award ceremonies (see definition in Appendix A). Organizations adhere to the following requirements:

2.5.2.1 The awards ceremony is coordinated with the CAT at least 5 weeks prior to the event, using MSFC Form 4547 and other documents in the OAC request package (see 2.5.7).

2.5.2.2 The awards ceremony agenda and accompanying purchases shall be approved by the CAT by 3 weeks prior to the event.

a. All purchases shall be appropriate and within the intent of the ceremony.

2.5.2.3 OACs are separate employee recognition activities and shall not be used for the purpose of providing refreshments for other organizational events/meetings/training gatherings.

2.5.2.4 OACs shall not recognize only contractor/non-Government personnel.

2.5.2.5 OACs shall conclude by September 10 each fiscal year, no exceptions. Therefore, the latest date to submit a complete OAC request package is August 6 (which would be for an OAC scheduled on September 10), to meet the 5-weeks-prior deadline.

2.5.2.6 Multiple employees or teams shall be formally recognized and presented with official NASA or MSFC incentive awards and/or certificates.

a. Official NASA and MSFC awards are those awards that are processed or otherwise handled through the CAT.

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b. Organizations may also present internal ‘unofficial’ organizational awards in their OACs, but these shall not make up the majority of awards presented.

2.5.2.7 On an exceptional basis, it may be appropriate to recognize the accomplishments of all Government employees in the organization by presenting them with informal recognition awards. However, this shall not be done on a routine basis. See 2.5.5 for more details on informal recognition awards.

2.5.2.8 All aspects of OACs shall be conducted in good taste and in a fiscally responsible manner, recognizing that ceremony funds come from taxpayer dollars.

a. Organizations avoid even the appearance of impropriety when conducting their awards ceremonies.

2.5.3 **Funding OACs**

2.5.3.1 Each organization shall fund its own award ceremony with the allocation received from the OCFO specifically for that purpose.

a. Organizations shall plan appropriately to stay within their ceremony allocations.

(1) All ceremony expenses shall be funded from the organization’s ceremony allocation, to include any ceremony-related costs generated via the NASA Integrated Service Management (NISM) system.

(2) Organizations shall plan their ceremony expenses such that their ceremony allocation also covers the processing charge for the authorized HS20 contractor. The HS20 contractor/Training Logistics Planner (TLP) works with each Requesting Organization Point of Contact (ROPOC) to ensure the organization does not exceed its budget.

(3) Program and “regular” awards funds shall not be used to supplement ceremony expenses. No exceptions.

(4) Any requests for additional funds shall be submitted to RS40 (copy to the CAT) using MSFC Form 4377, for approval by the Associate Director.

b. The ceremony allocation is intended for ceremony expenses. However, during years when there are no budgetary constraints, organizations may be allowed to choose to forego an OAC and add their ceremony allocation to their “regular” awards allocation for cash awards.

(1) If an organization chooses to have their OAC and has ceremony funds remaining after all ceremony-related expenses have been paid, the remaining unused funds may be added to their “regular” awards funds for cash awards, except during years of budgetary constraints, in which the unused funds will be returned to the OCFO.

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c. Ceremony funds are transferred to the authorized HS20 contractor by the designated OCFO personnel for appropriate disposition toward payment of ceremony expenses by the HS20 TLP.

2.5.3.2 NASA funds shall not be used to purchase alcoholic beverages.

a. OACs that do offer alcoholic beverages (supplied through other legal means) shall be conducted after duty hours, and in accordance with 2.5.2.8 and 2.5.2.8a.

2.5.3.3 The organization’s awards money shall not be used to fund awards for non-Government personnel (whether as cash awards or informal recognition awards). However, where it is appropriate to invite non-Government personnel to an organization’s awards ceremony, they may be included in the refreshments (see 2.5.4).

a. Contractors/non-Government personnel may also receive certificates.

2.5.3.4 Ceremony funds shall be used to pay only for OACs processed through the CAT.

2.5.3.5 Only the HS20 TLP is authorized and responsible for payment of food, informal recognition awards, decorations, and basic purchases—all ceremony expenses outside of the NISM (see 2.5.3.1a(1)). These payments shall be funded from the requesting organization’s (RO) ceremony funds (see 2.5.3.1c).

2.5.4 **Caterer/Food Information**

2.5.4.1 Refreshments, up to and including a modest meal, may be provided to those in attendance at an awards ceremony. The cost of refreshments shall not exceed \$20 per person.

a. The cost for daytime meals is recommended to range approximately \$12-\$15 or less per person, including gratuities and tax.

b. The cost for evening meals shall not exceed \$20 per person.

c. Costs associated with food and catering (for example, tablecloth rental, gratuities, and so on) are included in the \$20-per-person limit.

2.5.4.2 The RO may contact a caterer for “information gathering” purposes only, and by speaking with a person of authority (for example, business owner or manager) makes it clear to the caterer/vendor that this is only for information.

2.5.4.3 The RO shall not establish reservations, obligate funds, establish or place an order, or guarantee payment for any service or goods with any restaurants, caterers, or other vendors, such as a grocery store.

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a. Only the authorized HS20 TLP shall establish reservations, obligate funds, establish or place an order, and guarantee payment, and then make all such applicable payments from the organization's ceremony funds using the payment method established by the contractor.

2.5.4.4 Only one caterer or food source is engaged to provide food for the main meal.

a. Dessert purchases and large-scale beverage purchases (beverages, ice, coolers, and all other paraphernalia) may be made from alternate vendors. However, the CAT strongly encourages organizations to utilize one caterer/food source to the maximum extent possible for the sake of simplicity as well as the possibility of minimizing costs.

2.5.4.5 When the price of service does not exceed \$3,000, the RO need only consider one caterer/vending source.

a. If the price of service is \$3,000 - \$25,000, the RO shall consider the maximum reasonable number of sources available (generally three), which are presented to the RO by the HS20 TLP.

b. If a vendor other than the lowest bidder is desired, the RO shall provide to the CAT documentation of the basis for the best value selection.

2.5.5 **Informal Recognition Awards** (OMB M-09-15; NPR 8530.1; MWI 8540.2; PIC 12-05.)

2.5.5.1 An awards ceremony may include the presentation of informal recognition awards (non-monetary items of nominal value), which shall in all cases not exceed \$100 in value per Government employee recipient.

a. Informal recognition awards are purchased only for Government employees. Federal law does not allow giving informal recognition awards purchased with appropriated funds to non-Government recipients.

(1) Informal recognition awards are still considered awards, and as such shall be awarded to Government employees in recognition of work accomplishments only, and not as simple giveaways or gifts. (NPR 3451.1.)

(2) Ceremony funds shall not be used to purchase items to be given as prizes for games, door prizes, or for any other non-merit purposes.

b. NASA funds shall not be used to purchase gift certificates, gift cards, or any other pre-paid card/certificate for use as informal recognition awards.

c. All purchases are appropriate and within the intent of the ceremony.

2.5.5.2 Frames for official certificates (for Government personnel only) processed through the CAT can be included on MSFC Form 4547, and purchased with the RO's ceremony funds.

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a. Ceremony funds, which are appropriated funds, cannot be used to purchase frames for non-Government personnel award certificates.

2.5.5.3 Non-official certificates/plaques/frames/presentation folders are purchased through the means established by each organization for purchasing other supplies (for example, government purchase credit card).

a. Certificate presentation folders may also be purchased for contractor/non-Government personnel certificates for the purpose of award presentation during the OAC.

2.5.5.4 Products from the Committee for Purchase from People Who are Blind or Severely Disabled (Javits-Wagner-O'Day [JWOD] Act Program), U.S. Environmental Protection Agency (EPA), and U.S. Department of Agriculture (USDA) are considered first by ROs for purchase of certificate frames, plaques, and other recognition awards, before other vendors.

a. Web addresses for all three are provided here:

- (1) For JWOD: <https://www.abilityone.com/>
- (2) For EPA: <https://www.epa.gov/greenerproducts>
- (3) For USDA: <https://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml>

b. Purchases are made from one of the three suppliers listed in 2.5.5.4, unless one of the following exceptions applies:

- (1) Inadequate competition
- (2) Unreasonable price
- (3) Lack of quality/performance specifications or standards
- (4) Unavailable within a reasonable timeframe

c. If one of the aforementioned exceptions applies to the purchase of non-JWOD/EPA/USDA products, the RO shall prepare a request for waiver (MSFC Form 4412), including any necessary accompanying documentation, and forward both the completed electronic and signed hardcopy document to the CAT for concurrence and approval. Leave items 6 and 6a blank on the form; the CAT and/or TLP will take care of that part.

(1) MSFC Form 4412 is used for non-food items purchased for the OAC, which may or may not include plates, utensils, cups, napkins, and so forth purchased from a grocery or supermarket. The **ONLY** exception is non-food items provided by a caterer as a package deal with the food.

(2) MSFC Form 4412 does not include JWOD-covered products; however, for purposes of OAC rules, this form is used for JWOD using the same waiver request process as for EPA and USDA products. The RO merely writes in "JWOD" on the form as appropriate.

2.5.5.5 Informal recognition awards may also be given (to Government personnel only) outside of the context of an OAC. In such cases, the plan for obtaining and giving such awards shall be

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approved in writing by the Manager of HS20 (or designee), and will be subject to any conditions and guidelines set forth by the Manager.

a. Ordinarily, the cost of such awards will be paid for out of the RO's OAC allocation, and use of appropriated funds other than the RO's OAC allocation shall be approved by the Associate Director.

2.5.6 **Logistical Information**

2.5.6.1 Site support is not provided by HS20 or the TLP on the day of the event. Where applicable, the RO is responsible for setup, breakdown, and cleanup of facilities for both onsite and offsite areas.

2.5.6.2 Since facility rental is paid from ceremony funds, use of onsite NASA- or Army-owned facilities on Redstone Arsenal (RSA) is strongly recommended (for examples, see table below) to maximize those funds. RO responsibilities include:

| Facility | RO Responsibilities |
|--|--|
| MSFC Activities Building (4316) | <ul style="list-style-type: none"> • Complete NISM for Center services. • Complete MSFC 4547 for catering/food and purchases. • General clean-up of facility at ceremony conclusion. |
| MSFC Picnic Area | <ul style="list-style-type: none"> • Complete NISM for Center services. • Complete MSFC 4547 for catering/food and purchases. • General clean-up of area at ceremony conclusion. |
| MSFC Morris Auditorium | <ul style="list-style-type: none"> • Complete NISM for Center services. • Complete MSFC 4547 for catering/food and purchases. • General clean-up of auditorium at ceremony conclusion. |
| RSA: The Cliffs at Redstone (formerly known as the Rustic Lodge) | <ul style="list-style-type: none"> • Complete NISM for Center services. • Complete MSFC 4547 for catering/food and purchases. • Complete all setup/breakdown activities per established guidelines. • General clean-up of facility at ceremony conclusion. |
| RSA: The Summit at Redstone (formerly known as the Officer's Club) | <ul style="list-style-type: none"> • Not applicable. However, there is a catering service offered by RSA. Complete MSFC 4547 for catering/food and purchases. |
| RSA: The Overlook at Redstone (formerly known as the Golf Club) | <ul style="list-style-type: none"> • Complete MSFC 4547 for catering/food and purchases. • General clean-up of facility at ceremony conclusion. |

a. Small organizations (approximately 20 or fewer people) are encouraged to have their OAC at a local restaurant, rather than a catered affair, to maximize their ceremony funds. If the organization does choose this option, the organization shall select a restaurant that accepts payment over the phone from the authorized HS20 TLP.

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2.5.6.3 Organizations are responsible for submitting their own NISM requests for applicable products and services. All NISM costs are communicated to the HS20 TLP to ensure against total OAC costs exceeding an organization's ceremony allocation.

2.5.6.4 Since pickup, delivery, and/or payment of services at the vendor site are not provided by HS20 or the TLP, it is strongly recommended that the vendor selected offer on-site delivery. For example, the HS20 TLP does not go to Walmart or any other local retailer, pick up items, make payment, or deliver to the ROPOC. Therefore, delivery by the vendor or a courier organization (for example, United Parcel Service (commonly known as UPS) or FedEx) is recommended. Otherwise, individuals from the RO go to the vendor and bring back the purchases with them. Either way, the organization shall select vendor(s) that accept payment from the HS20 TLP via one of the methods listed in 2.5.6.5.

2.5.6.5 All selected caterers, vendors, and facilities shall accept ordering/reservations and payment of services via Internet, phone, and/or fax, and accept payment by credit card or purchase order from the authorized HS20 TLP.

2.5.7 **The OAC Process**

2.5.7.1 The ROPOC shall forward to the CAT a completed OAC request package consisting of the documents listed in 2.5.7.1a-f at least 5 weeks prior to the ceremony. The CAT will not begin processing the OAC request until all required documentation has been submitted.

a. MSFC Form 4547 with original signature of the director or deputy of the top-level organization, as well as the electronic copy of the form.

(1) EXCEPTION: The Engineering Directorate departments/laboratories, which are allowed to hold their own ceremonies, shall submit their own MSFC Form 4547 with the department/laboratory manager's original signature, as well as the electronic copy of the form. However, ED and EE are still combined into one ceremony.

b. An Agenda.

c. Other supporting documents (for example, anything unique about the event; the waiver request mentioned in 2.5.5.4c and 2.5.5.4c(1) if applicable; price quotes; and so forth).

d. Detailed, written description and/or drawings/photographs of any recognition item(s); include product code, or item number, if known.

e. A complete list of official NASA and/or MSFC awards to be presented at the ceremony. This does not need to include every award recipient's name, but the approximate/projected number of each official award type to be presented is required.

f. Caterer and Vendor information.

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2.5.7.2 The CAT reviews the OAC request package for completeness and adherence to policy, contacting the ROPOC for any necessary additional information.

- a. If the request package is incomplete, it is returned to the ROPOC to be completed.
- b. If the completed request package does not adhere to policy, it is returned to the ROPOC for resolution.
- c. If the completed request package is questionable, the CAT consults with the ROPOC, the Office of Chief Counsel, and any other MSFC, NASA, or appropriate official entities necessary to achieve clarification/resolution.

2.5.7.3 Once approved, the CAT completes and forwards a Logistics Data Collection Sheet, the MSFC Form 4547, the Agenda, and all other documentation as appropriate to the authorized HS20 TLP.

- a. The HS20 TLP contacts the ROPOC to discuss choice of menu/caterer, recognition items/supplies/vendor(s), facilities, payment arrangements, and anything else that requires clarification, and makes all necessary/authorized arrangements for requested services.
- b. The HS20 TLP confirms all plans with vendor(s) the week prior to the event and notifies the ROPOC that everything is complete and ready.
- c. Organizations shall not request new or additional purchases within one (1) week of the ceremony date, unless it is unavoidable. For example, if the original caterer has to cancel for some reason and a new caterer swiftly found or other food arrangements quickly made.

2.5.7.4 The HS20 TLP notifies the CAT of the total ceremony cost after the OAC.

2.5.7.5 The appropriate OCFO designee transfers the amount of the final OAC cost (excluding any NISM costs) to the HS20 contractor to cover the OAC expenses.

2.5.7.6 Due to budgetary and workforce constraints, organizations are limited to one OAC using only their allocated ceremony funds per fiscal year, as indicated in the table below:

| | | | | | | | |
|----------|-----|----|-----|----|-----|----|-----|
| AS | = 1 | ER | = 1 | IS | = 1 | SF | = 1 |
| CS | = 1 | ES | = 1 | LS | = 1 | ST | = 1 |
| DA/DD/DE | = 1 | ET | = 1 | OS | = 1 | XP | = 1 |
| ED | = 1 | EV | = 1 | PS | = 1 | | |
| EE | = 1 | HP | = 1 | QD | = 1 | | |
| EM | = 1 | HS | = 1 | RS | = 1 | | |

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2.6 External and Special Sponsor Awards (5 CFR Part 2635; NPR 3451.1, MSFC Form 1407.)

2.6.1 Each year, the Center is invited to submit nominations for various award opportunities presented by private/external and Government (special sponsor) organizations and sponsors. Some of these awards are coordinated through NSSC; some are coordinated locally at MSFC—all are administered by the CAT. External awards are divided into three levels, according to nomination submission instructions, as indicated in 2.6.2, 2.6.3, and 2.6.4. Depending on the award level, some are announced Center-wide via CAITS, to include due dates, award criteria, and sponsor instructions/format for submitting nomination(s), but most are announced via ExplorNet.

2.6.2 **LEVEL 1:** External awards requiring NASA Administrator approval, or otherwise restricting Agency participation (for example, only one nomination per Agency), are announced via CAITS; nominations are collected, reviewed, and compiled by the CAT for Center Director endorsement. The approved package is forwarded to NSSC, which collects nomination packages from all the NASA Centers, compiles them into one package, and forwards that to NASA HQ for appropriate review and approval there. The final approved nomination package is then submitted to the award sponsor.

2.6.2.1 Organizations adhere to sponsor instructions, and submit quality nominations in harmony with 2.3.2.7 and 2.3.2.8 of this MPR.

2.6.2.2 Special sponsor awards may or may not be announced through the CAT, but when that does happen they are handled in the same way as in 2.6.2.

2.6.3 **LEVEL 2:** External awards requiring collection, review, and/or compilation by the CAT, and may or may not require Center Director approval, are submitted to the award sponsor by the CAT. These are also announced via CAITS.

2.6.3.1 Organizations adhere to sponsor instructions, and submit quality nominations in harmony with 2.3.2.7 and 2.3.2.8 of this MPR.

2.6.3.2 Special sponsor awards may or may not be announced through the CAT, but when that does happen they are handled in the same way as in 2.6.3.

2.6.4 **LEVEL 3:** These make up the majority of external awards, and are announced to all employees via ExplorNet, with links to sponsor websites containing their information and instructions for submitting nominations. Eligibility for many of these awards is open to both Government and non-Government employees, and usually any employee can submit a nomination directly to the award sponsor, with no involvement from their management or the CAT.

2.6.5 **LEVEL 4:** External and special sponsor award opportunities from local or regional sponsors and organizations; for example, the Federal Women’s Program (FWP) annual

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Outstanding Achievement Awards, sponsored by the MSFC Office of Diversity and Equal Opportunity (ODEO), or the Huntsville Area Committee for the Employment of People with Disabilities (HACEPD) Awards. The method of announcing the call for nominations is dependent upon the sponsor’s requirements, but most will be announced in the same manner as a Level 2 or Level 3.

2.6.5.1 Known external award winners can be included for recognition in the Center’s annual honor awards ceremonies. Therefore, employees are strongly encouraged to notify the CAT if they have submitted an MSFC employee (Government or non-Government) for any external award.

2.6.5.2 Employees adhere to sponsor instructions, and submit quality nominations in harmony with 2.3.2.7 and 2.3.2.8 of this MPR.

2.6.6 **Standards of Ethical Conduct:** NASA Government employees are reminded that the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635, be considered before accepting ANY award from a non-Federal entity. Do not make any assumptions based on the name of the organization issuing the award, or the name of the award itself; investigate thoroughly to avoid violation of this regulation.

2.6.6.1 A written approval from an ethics counselor in the Office of Chief Counsel is required prior to accepting (1) an honorary degree; (2) non-monetary awards with a market value exceeding \$200; or (3) any monetary or investment interest award.

2.6.7 Agency employees who are required to file a financial disclosure are reminded to note the acceptance of any gift valued over the Office of Government Ethics’ threshold (\$200) on their annual financial disclosure form.

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APPENDIX A. Definitions

Administrative Officer (AO): The primary liaison between the CAT and Center organizations/management. The AO also submits most award nominations into NAAS.

Adoption of a Suggestion: The evaluator believes it to be a good idea and steps are being taken to determine if the idea can be implemented.

Approving Official: The person who approves an award nomination, and is always a supervisor to the NO, unless the nomination is made by the Center Director.

Award, or Incentive Award, or Official Award: Something bestowed (monetary, non-monetary, or honorary) or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving efficiency, effectiveness, and economy of the Government, or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.

Basic Organization: For purposes of this document, each individual/immediate organizational unit, from the Center Director's office down to the lowest level branch office, with a clearly-defined supervisory position as its head.

Call for Nominations: Information distributed among organizations regarding the announcement of award opportunities, including nomination requirements and dates, and requesting the submission of nominations.

Center Awards Team (CAT): The subject matter experts who oversee and manage the MSFC Incentive Awards Program.

Center-wide Action Item Tracking System (CAITS): The internal electronic application used to initiate, assign, and track official action items at MSFC.

Citation: The summarized statement of an employee's accomplishment which is on the certificate (or other applicable document) that is presented to the recipient as a keepsake memento.

"Combo" Awards: Rating-based PAs that combine a \$PA with a TOPA, and their combined monetary-equivalent values fall within the appropriate range for the grade and rating level on the annual PA scale.

Contribution: An accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, or a special act or service in the public interest, connected with or related to official employment, which contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.

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Evaluator: The subject matter expert who evaluates a suggestion on MSFC Forms 427 and 427-1 (if applicable), determines if the suggestion is adoptable, and provides the evaluation, which is the basis for the response to the suggester.

External Awards: Awards sponsored by private sector organizations, called for on forms or using formats supplied by the sponsor, and may be granted to eligible NASA nominees, and sometimes includes NASA contractors and/or other non-Government personnel (depending on the sponsor/award).

Honor Awards: NASA's most prestigious awards at the Agency level, approved by the Administrator or designee, given to individuals and groups, both Government and non-Government employees, who have distinguished themselves by making outstanding contributions to the NASA mission. Also, MSFC's highest awards at the Center level, approved by the Center Director or designee, and awarded to Government/non-Government individuals and teams who have made outstanding contributions to MSFC goals and objectives.

Implementation of a Suggestion: Suggestion is in effect; the idea is in use.

Intangible Benefits: An improvement in morale, working conditions, safety, or in other daily operations that cannot be reduced to specific monetary terms or other quantifiable metrics (see Appendix H).

Interagency Cash Award: An award granted by the head of an agency for an approved contribution from one or more employees of another Federal agency, or to a member of the Armed Forces under the provisions of E.O. 11438.

Justification: A written description detailing the nominee's specific contribution(s) or achievement(s), over and above what is expected on the job, and that justifies and supports the proposed award.

NASA Automated Awards System (NAAS): Agency-wide electronic system used to submit, review, and approve NASA and MSFC award nominations. It is the Agency's official database for Agency and Center awards records.

NASA Integrated Service Management (NISM) System: Automated system that allows users to request various Center products and/or services for various reasons, including OACs.

NASA Shared Services Center (NSSC): The Agency's facility that performs functions and processes actions shared across all Centers, and which are therefore standardized and centralized.

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Nominating Official (NO): The person (always a supervisor) who submits an award nomination for approval; usually the immediate supervisor of the nominee, and always subordinate to the approving official, unless the nomination is made by the Center Director.

Nomination: A proposal for an award to recognize the significant contribution(s) or achievement(s) of individual or teams of employees, over and above what is expected, with a justification to support the proposed award. Until it is approved and finalized with an effective date, it is not yet an award.

Organization Awards Ceremony (OAC): A gathering of personnel in a given organization to formally recognize and celebrate individual and team achievements with official NASA and/or MSFC awards and certificates. It is a stand-alone event (not tacked onto or in conjunction with any other meetings, training, or other gatherings), wherein a proportional number of attendees is ceremonially recognized with official awards; this qualifies the event for approval to use award ceremony funds to purchase food/refreshments, and any other applicable/allowable purchases.

Out-of-Cycle: Designation (official or functional) for both Agency- and Center-level honor award nominations submitted, processed, and presented to the recipient outside of the annual honor awards cycle.

Performance Award (PA): An award given to a Government employee based on the employee's most recent rating of record, which may or may not increase basic pay. For example, a QSI increases basic pay, but a lump-sum \$PA and/or a TOPA do not.

PA Scale: The scale for calculating rating-based PAs (monetary and/or time-off), annually prepared by the CAT and approved by the Center Director or designee.

Personnel Management Advisory Committee (PMAC): The committee of MSFC senior-level managers that convenes to review Agency- and Center-level annual honor award nominations submitted at MSFC, and determines those nominations that best meet the award criteria, which are then forwarded to the Center Director for approval or further disposition. The Committee may also make recommendations for changes to honor award nominations based on the award criteria and the nomination write-up.

Rating-Based: Refers to a monetary and/or time-off award based on the most recent performance appraisal/rating of record.

Rating of Record: Any and all performance appraisals on record for each Government employee.

Special Act or Service: A contribution or accomplishment in the public interest that is of a non-recurring nature either within or outside of job responsibilities, is a major scientific achievement, or is an act of heroism.

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Special Sponsor: Any Federal Government organization that offers award opportunities that are not processed by the CAT. This can include awards offered by other NASA organizations—for example, the Quality and Safety Achievement Recognition Award (QASAR), administered by the Office of Safety and Mission Assurance. Special sponsor awards are not always announced through the CAT; the QASAR Award is one such that is not announced or handled by the CAT.

Suggester: The person or team who submits a Suggestion on MSFC Form 426.

Suggestion: A constructive proposal, submitted in writing on MSFC Form 426, by one or more employees, that directly contributes to economy or efficiency, or directly increases effectiveness of Government operations.

Suggestion Committee: A group consisting of representatives from various organizations across the Center, which convenes as needed to review suggestions completed by designated evaluators, and to determine appropriate awards, if warranted.

Supplemental Nomination: A group nomination submitted to include team members excluded from the original team award, which uses the exact same information as the original nomination (award title, team name, citation, and justification), and includes a cross-reference statement at the end of the justification (provided by the CAT to the appropriate AO when the supplemental nomination is submitted in NAAS).

Tangible Benefits: The result of actions or a suggestion that reduces the cost of projected level of expenditures for a workload, project, program, or activity (see Appendix G).

Time-Off Award: An award that takes the form of paid time off from work, without charge to leave, for performance as reflected in the most recent rating of record (see 2.3.1.3, 2.3.1.5, 2.3.1.7, and 2.3.1.8) or for a specific accomplishment and to reward an employee’s performance that has exceeded expectations as a one-time occurrence (see 2.3.2.3, 2.3.2.4, 2.3.2.5, and Appendix J).

Top-Level Organization: For purposes in this document, Center organizations headed by directors and managers who report directly to the Center Director.

Twin Nominations: Two separate group award nominations submitted under two specific scenarios. First, a team of civil servants is nominated, some for a \$GAA, and the others for a non-monetary MGAA; see 2.3.2.6c for more detailed information. Second scenario, a team of both civil servants and contractors is nominated, the civil servants for a GTOA, and the contractors for an MGAA; see the note under 2.3.2.4d for more detailed information.

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APPENDIX B. Acronyms

| | |
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| \$GAA | Monetary (MSFC) Group Achievement Award |
| \$PA | Monetary Performance Award (rating-based) |
| AO | Administrative Officer(s) |
| APA | Accomplished Performance Award |
| ATOPA | Accomplished Performance Time-Off Award |
| CAHA | (MSFC) Certificate of Appreciation Honor Award (annual honors) |
| CAITS | Center-wide Action Item Tracking System |
| CAT | Center Awards Team (HS20) |
| CFR | Code of Federal Regulations |
| COA | (MSFC) Certificate of Appreciation (also MCOA; non-annual honors/out-of-cycle) |
| COMBO | Combination Monetary and Time-Off Performance Award (rating-based) |
| DCC | Director's Commendation Certificate (non-annual honors/out-of-cycle) |
| DCHA | Director's Commendation Honor Award (annual honors) |
| DI | Discipline Integrator |
| DPA | Distinguished Performance Award |
| DTOPA | Distinguished Performance Time-Off Award |
| E.O. | Executive Order |
| EPA | Environmental Protection Agency |
| FedEx | FedEx Office (formerly known as Federal Express) |
| FFP | Frequent Flyer Points |
| FWP | Federal Women's Program |
| GPO | (United States) Government Publishing Office |

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| | |
|---------------|---|
| GS | General Schedule |
| GTOA | Group Time-Off Award |
| HACEPD | Huntsville Area Committee for the Employment of People with Disabilities |
| HQ | Headquarters (NASA) |
| HR | Human Resources |
| IAB | Incentive Awards Board |
| IBA | Intangible Benefits Application (Scale) |
| ICB | Inventions and Contributions Board (HQ) |
| IPA | Intergovernmental Personnel Act |
| IRS | Internal Revenue Service |
| ISS | International Space Station |
| ITOA | Individual Time-Off Award (also TOA) |
| JWOD | Javits-Wagner-O'Day Act Program |
| LOA | Letter of Appreciation |
| LOS | Length-of-Service (also known as Career Service Award) |
| MC | MSFC Charter |
| MCOA | MSFC Certificate of Appreciation (also COA; non-annual honors/out-of-cycle) |
| MGAA | MSFC Group Achievement Award (non-monetary; non-annual honor awards) |
| MGHA | MSFC Group Achievement Honor Award (annual honor awards) |
| MIA | Marshall Innovation Award |
| MSA | Management Support Assistant |
| NAAS | NASA Automated Awards System |

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|----------------|--|
| NISM | NASA Integrated Service Management (System) |
| NO | Nominating Official |
| NRRS | NASA Records Retention Schedules |
| NSSC | NASA Shared Services Center |
| OAC | Organization Awards Ceremony/Ceremonies |
| OCFO | Office of the Chief Financial Officer |
| ODEO | Office of Diversity and Equal Opportunity |
| OHC | Office of Human Capital |
| OMB | Office of Management and Budget |
| OPF | Official Personnel File |
| OPR | Office of Primary Responsibility |
| OTS | (Individual) On-the-Spot Award |
| PA | Performance Award (Scale) |
| PB | Personnel Bulletin |
| PIC | Procurement Information Circular |
| PMAC | Personnel Management Advisory Committee |
| QASAR | Quality and Safety Achievement Recognition Award |
| QSI | Quality Step Increase |
| R&T | Research and Technology Award (also RTA) |
| RB | Rating-Based |
| RO | Requesting Organization |
| ROPOC | Requesting Organization Point of Contact |
| RSA | Redstone Arsenal |

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|---------------|--|
| RTA | Research and Technology Award (also R&T) |
| SAM | Silver Achievement Medal |
| SES | Senior Executive Service |
| SL | Senior Level |
| SPA | (Fully) Successful Performance Award |
| SSA | Special Service Award |
| STOPA | (Fully) Successful Performance Time-Off Award |
| ST | Scientific and Technical |
| TBA | Tangible Benefits Application (Scale) |
| TDY | Temporary Duty (official Government travel) |
| TLP | [HS20] Training Logistics Planner |
| TOA | (Individual) Time-Off Award (also ITOA) |
| TOPA | Time-Off Performance Award (general/collective reference only) |
| TSI | Travel Savings Incentive (Award) |
| TTA | Technology Transfer Award |
| TTO | Technology Transfer Office |
| U.S. | United States |
| U.S.C. | United States Code |
| UPS | United Parcel Service |
| US | Upper Stage |
| USA | United States of America |
| USDA | U.S. Department of Agriculture |

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APPENDIX C. Reserved for Verification Matrix

None.

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APPENDIX D. Records

D.1 Records are maintained in accordance with NRRS 1441.1 and MPR 1440.2 as illustrated in the table below.

| RECORD | RESPONSIBILITY | PERIOD OF TIME |
|---|---|--|
| <p>LOS and Sick Leave* Award Files: Records including correspondence, memoranda reports, computations of service and sick leave, and list of awardees.</p> <p>(*Sick Leave Awards are no longer given by NASA.)</p> | <p>NSSC: Office of Primary Responsibility (OPR) (PB 2010-14-TNW)</p> <p>HS20 maintains convenience files of email correspondence regarding LOS awards and lists of awardees.</p> | <p>NRRS, 3/27</p> <p>Destroy when 1 year old.</p> |
| <p>Awards Publicity Files: Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the program and all other related papers.</p> | <p>HS20: OPR</p> <p>Maintains electronic and/or hardcopy files.</p> | <p>NRRS, 3/39</p> <p>Destroy when 3 years old.</p> |
| <p>Awards and Program Files – Employee: Award Case Files:</p> <p>1. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to Agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance awards.</p> | <p>1. HS20: OPR for all except the following:</p> <p>“approved nominations” (records maintained electronically in NAAS)</p> <p>“within grade merit increases”</p> <p>Maintains all other case file records in electronic and/or hardcopy files.</p> | <p>1. NRRS 3/40/A/1</p> <p>Temporary; destroy 2 years after approval or disapproval.</p> |

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|---|---|--|
| 2. Correspondence or memoranda pertaining to awards from other government agencies or private organizations. | 2. HS20: OPR Maintains records in electronic and/or hardcopy files. | 2. NRRS, 3/40/A/2 Destroy when 2 years old. |
| 3. Reports pertaining to the operation of the Incentive Awards Program. Including statistical data and other documentation pertaining to the program. | 3. HS20: OPR Maintains records in electronic and/or hardcopy files. | 3. NRRS, 3/40/A/3 Destroy when 3 years old. |
| Letters of Commendation and Appreciation: Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel File (OPF). | HS20: OPR Maintains records in electronic and/or hardcopy files. | NRRS, 3/40/C Destroy when 2 years old. |
| Agency Award Nominations: Records consist of lists or indexes of nominees and/or winners to Agency Award Nominations. | NSSC: OPR (records maintained electronically in NAAS) HS20 maintains convenience files in electronic and/or hardcopy format. | NRRS, 3/40/D Destroy when superseded or obsolete. |
| Beneficial Suggestions: Suggestions and reports made thereon and related to. | HS20: OPR Maintains records in electronic and/or hardcopy files. | NRRS, 3/40/F Destroy when 2 years old. |
| Employee Suggestions – General Records of suggestions by employees or visitors, regardless of format, for improvement of workplace or work operations. Records include the suggestion and the related documentation for suggestions administered through an established action process of review and approval/disapproval by individual or committee or through a less formal process of suggestions/questions addressed in real-time within a system or by an individual. | HS20: OPR Maintains records in electronic and/or hardcopy files. | NRRS, 3/40.5 Destroy or delete when 2 years old. |

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D.2 Employee award history records from September 2006 and later are maintained and available from NAAS. NSSC maintains the NAAS database, which is the official repository for all NASA awards since NAAS go-live in 2006.

D.2.1 In NAAS, Agency-level honor award information and histories are available only to the CAT.

D.2.2 AOs can only access Center-level awards generated by their organization when pulling award histories in NAAS. NAAS does not allow AOs to see any archived Agency-level awards data, nor can they see any Center-level awards for employees in their own organization that were generated by another MSFC organization (for example, HS/RS; EM/EV; and so forth). Therefore, authorized requesters should contact the CAT for complete award histories.

D.3 Employee award history information prior to September 2006 can be obtained via the BOBJ, a system that merely allows authorized users to sort and view information contained in other systems, when it is necessary in the performance of their jobs. BOBJ is not an official repository of records in and of itself.

D.4 Employees may access their own complete award history from the HR Portal application.

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APPENDIX E. NASA Awards Vision

All NASA awards are given...

- **for the RIGHT CONTRIBUTION...** advances the Agency's agenda to align values and performance expectations, provides organizational learning, and strengthens the relationship between employees and management;
- **to the RIGHT PERSON...** when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized;
- **at the RIGHT TIME/EVENT...** in an appropriate manner, without undue delay, and of sufficient value to be meaningful.

Note: Awards not administered by the CAT are listed in Appendix N of this MPR. This list may not be all-inclusive.

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APPENDIX F. Delegation of Approval Authority (MPD 1200.3)

| TYPE OF AWARD | CATEGORY & AMOUNT OF AWARD, AND APPROVAL AUTHORITY | | | |
|------------------------------------|---|--|------------------------|--------------------------|
| | Non-Monetary | Suggestions / Other Cash Awards | | |
| | | \$100- \$5,000 | \$5,001-\$7,500 | \$7,501 -\$10,000 |
| Honor Awards (NASA/MSFC) | C/D | | | |
| DPA/APA/SPA | | B | B***C/D | D |
| TOPA** | B** | | | |
| QSI | B | | | |
| MGAA/SSA/\$GAA | B | B | C/D | D |
| OTS* | | B* | | |
| TOA/GTOA** | B** | | | |
| Suggestions | | A | C/D | D |
| Informal Recognition Awards | E | | | |

*OTS range is \$100-\$500

** TOA/GTOA/TOPA (see 2.3.2.3, 2.3.2.4, 2.3.2.5, 2.3.1.3, 2.3.1.5, 2.3.1.7, and 2.3.1.8)

***For RB PA nominations exceeding \$5,000 in accordance with the annual RB PA Scale only

Note: Awards in excess of \$10,000, but not to exceed \$25,000, are granted with the approval of the Office of Personnel Management; greater than \$25,000 approved by the President of the United States. (NPD 3000.1)

APPROVAL AUTHORITY CODES

| | |
|----------|---|
| A | Chairperson, MSFC Suggestion Awards Committee <i>nominates</i> ; Director, Office of Human Capital <i>approves</i> |
| B | First-level supervisor <i>nominates</i> ; Second-level supervisor <i>approves</i> |
| C | Associate Director (Office of the Director – DA/DD/DE) |
| D | Center Director |
| E | HS20/Talent Management Office Manager (or designee: Assistant Manager, CAT) |

Note: Associate Director acts as second-level supervision on awards for all organizations as necessary.

LEGEND

| | |
|-------------------------------------|--|
| Honor Awards (NASA and MSFC) | Includes MSFC Director's Commendation Honor Award, Certificate of Appreciation Honor Award, MSFC Director's Commendation Certificate, and Certificate of Appreciation; also MSFC Group Achievement Honor Award |
| DPA/APA/SPA | Distinguished/Accomplished/Successful Performance Award |
| TOPA | Time-Off Performance Award |
| QSI | Quality Step Increase |
| SSA | Special Service Award |
| MGAA | MSFC Group Achievement Award |
| OTS | On-the-Spot Award |
| TOA/GTOA | (Individual) Time-Off Award/Group Time-Off Award |

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APPENDIX G. Tangible Benefits Application (TBA) Scale

| TANGIBLE BENEFITS | AWARD AMOUNT |
|--------------------------|---|
| Up to \$5,000 | Up to 10% of the Tangible Benefits (maximum award amount \$500) |
| \$5,001 - \$100,000 | \$500 plus 3% of the excess over \$5,000 (maximum award amount \$3,350) |
| \$100,001 or more | \$3,350 plus 1% of the excess over \$100,000 (maximum award amount \$25,000) |

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APPENDIX H. Intangible Benefits Application (IBA) Scale for Individual Monetary Awards

| VALUE OF BENEFIT | Affects functions, missions, or personnel of office or major subdivision of installation or HQ; affects small area of science and technology. | Affects functions, missions, or personnel of entire installation or all of HQ; affects important area of science or technology. | Affects functions, missions, or personnel of several installations or has NASA-wide impact; affects broad area of science or technology. | Affects functions, missions, or personnel of several regional areas or commands or is in the public interest throughout the Nation or beyond. |
|---|---|---|--|---|
| Modification of operating procedure which has value sufficient to meet the minimum standard for cash award. Idea or performance contribution of limited value to product, program, or service. SUBSTANTIAL | MINIMUM Award \$100 Maximum Award \$250 (OTS, Suggestions) | Maximum Award \$385 (OTS, Suggestions) | Maximum Award \$900 (OTS to \$500, SSA \$501 up, Suggestions) | Maximum Award \$1,625 (SSA, Suggestions) |
| Important improvement of product, activity, program, or service. Idea or performance contribution providing substantial input to success of NASA program, project, or function. HIGH | Maximum Award \$385 (OTS, Suggestions) | Maximum Award \$900 (OTS to \$500, SSA \$501 up, Suggestions) | Maximum Award \$1,625 (SSA, Suggestions) | Maximum Award \$3,500 (SSA, Suggestions) |
| Highly significant improvement of product, activity, program, or service. Idea or performance contribution providing high level input to the success of an important NASA program, project, or function. EXCEPTIONAL | Maximum Award \$900 (OTS to \$500, SSA \$501 up, Suggestions) | Maximum Award \$1,625 (SSA, Suggestions) | Maximum Award \$3,500 (SSA, Suggestions) | Maximum Award \$7,500 (SSA, Suggestions) |
| Superior improvement of a critical product, activity, program, or service. Idea or performance contribution initiating new principle of major procedure, or providing exceptional input to success of major NASA program, project, or function. | Maximum Award \$1,625 (SSA, Suggestions) | Maximum Award \$3,500 (SSA, Suggestions) | Maximum Award \$7,500 (SSA, Suggestions) | Maximum Award \$10,000 (SSA, Suggestions) |

Note: Applicable awards are indicated in the bottom of each award amount cell (in parentheses).

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APPENDIX I. Monetary Group Achievement Award (\$GAA) Scale

| Team Member's Level of Contribution | Dollar Amount (per person) |
|--|---|
| <p>Moderate:</p> <p>(1) A <i>contribution</i> to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.</p> <p>(2) A <i>beneficial</i> change or modification of operating principles or procedures.</p> | <p>Minimum \$100</p> <p>Maximum \$300</p> |
| <p>Substantial:</p> <p>(1) An <i>important contribution</i> to the value of a product, activity, program, or service to the public.</p> <p>(2) A <i>significant</i> change or modification of operating principles or procedures.</p> | <p>Maximum \$750</p> |
| <p>High:</p> <p>(1) A <i>highly significant contribution</i> to the value of a product, activity, program, or service to the public.</p> <p>(2) A <i>complete revision</i> of operating principles or procedures, with considerable impact.</p> | <p>Maximum \$1200</p> |
| <p>Exceptional:</p> <p>(1) A <i>superior contribution</i> to the quality of a critical product, activity, program, or service to the public.</p> <p>(2) <i>Initiation</i> of a new principle or major procedure, with significant impact.</p> | <p>Maximum \$1500</p> |

HOW TO USE: Determine where each team member's contribution to the team's task/project falls on the scale. The dollar amount indicated is the maximum that can be given to that individual team member. The maximum amounts in the highest tiers (substantial, high, exceptional) should be considered only for the team/project lead and key/top contributors, with smaller amounts to the other team members commensurate with the level of their contribution.

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APPENDIX J. Time-Off Scale (Non-TOPA) for a Single Contribution for Full-Time Employees

| Value to Organization | Number of Hours |
|--|------------------------|
| Moderate: | |
| (2) A <u>contribution</u> to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. | Minimum 8 |
| (2) A <u>beneficial</u> change or modification of operating principles or procedures. | Maximum 16 |
| Substantial: | |
| (3) An <u>important contribution</u> to the value of a product, activity, program, or service to the public. | Maximum 24 |
| (4) A <u>significant</u> change or modification of operating principles or procedures. | |
| High: | |
| (2) A <u>highly significant contribution</u> to the value of a product, activity, program, or service to the public. | Maximum 32 |
| (2) A <u>complete revision</u> of operating principles or procedures, with considerable impact. | |
| Exceptional: | |
| (2) A <u>superior contribution</u> to the quality of a critical product, activity, program, or service to the public. | Maximum 40 |
| (2) <u>Initiation</u> of a new principle or major procedure, with significant impact. | |

Note: The number of hours indicated above are the maximum that can be awarded in each category. An award can be given with fewer hours than is listed above, especially since TOAs can have an impact on the number of hours awarded in a TOPA. Also, TOAs with the largest amounts (e.g., 32-40 hours) do receive greater scrutiny.

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APPENDIX K. Sample Valid Citations

K.1 Valid citations are brief, to the point, but meaningful for the employee.

K.2 Due to size limitations on certificates (and in NAAS), the citation cannot exceed 175 characters/spaces in length. For illustration purposes, the number of characters/spaces in each sample citation is indicated below.

K.3 REMEMBER: Acronyms are not used in the citation unless and only unless there is not enough space to spell it out in the text field. But when using them is unavoidable, they are not also spelled out. This is an “either/or” situation.

| |
|---|
| SAMPLE CITATION #1 (144 characters/spaces) |
| For exceptional performance in researching, developing, and effectively presenting the monthly safety topic to the Training & Incentives Office. |
| SAMPLE CITATION #2 (169 characters/spaces) |
| For creating an innovative and effective communications program that significantly increased employee and public understanding of MSFC, its people, and their activities. |
| SAMPLE CITATION #3 (169 characters/spaces) |
| For exceptional leadership and professionalism in serving as the lead point-of-contact for MSFC’s support of the Crew Exploration Vehicle Phase II proposals to industry. |
| SAMPLE CITATION #4 (131 characters/spaces) |
| For developing, coordinating, and integrating the processes required to manage propellant inventory for the integrated Upper Stage (US). |

Note: The sample citations above correspond with the sample justifications of the same number in Appendix L.

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APPENDIX L. Sample Valid Justifications

L.1 Valid justifications include specific details of what the nominee actually did—this is what justifies (supports) the proposed award.

L.2 REMEMBER: All acronyms (except NASA, MSFC, ISS, USA [for United States of America only], and U.S.) are spelled out in the justification, especially any used in the citation. Nominations are returned for this correction.

L.3 The examples given here are not all inclusive of all award types. Depending on the proposed award, the justification may require more specific/detailed information (for example, Agency/Center/out-of-cycle honor awards; SSAs or TOAs for large amounts, such as \$1,000 or more, or 32-40 hours, respectively), because the criteria are so specific, and/or they receive greater scrutiny. More tips are available at <https://explornet.msfc.nasa.gov/docs/DOC-24385> and <http://nasapeople.nasa.gov/awards/toolkit.htm> (the information applies to and can be used for more than just honor awards).

SAMPLE JUSTIFICATION #1

As the Training and Incentives Office Safety Representative, Ms. Employee, on her own initiative, takes the monthly safety topic introduced in the MSFC Safety, Health, and Environmental meetings, enthusiastically researches for any additional pertinent information, compiles everything together in a logical sequence, and effectively presents the information to the HS20 staff. Ms. Employee also ensures that anyone not in attendance in the HS20 meeting still has access to the safety topic.

SAMPLE JUSTIFICATION #2

The Public Communications Team conducted a nationwide communications program that included more than 40 national media campaigns, which generated some 4,500 print, television, and Internet stories with an advertising value of more than \$3 million, as well as 102 exhibit events attended by some 600,000 people, plus exhibits in more than 117 museums with an attendance of over 17 million.

SAMPLE JUSTIFICATION #3

Mr. Employee provided leadership in the facilitation of requests from the respective bidders by responding to their specific requests regarding the available space and support personnel for the bid. He was also the focal point-of-contact for arranging tours at MSFC and Michoud Assembly Facility. He coordinated MSFC communications on this subject with Johnson Space Center Procurement, and was the Proposal Manager for MSFC's 'Risk Mitigation Tools/Management of Lightweight Structures and Materials' proposal submitted to NASA HQ. He was responsible for leading the proposal from concept development through reviews and finally coordinating with the production team to finalize the submission. Mr. Employee did an excellent job pulling the proposal together and that resulted in an excellent product delivered on time to NASA HQ.

SEE SAMPLE JUSTIFICATION #4 ON NEXT PAGE

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SAMPLE JUSTIFICATION #4

Mr. Worker serves as the Propulsion Discipline Integrator (DI) supporting Upper Stage (US) Systems Engineering team and has been key to the establishment and definition of the DI role. He has been instrumental in developing, coordinating, and integrating the processes required to manage propellant inventory for the integrated Upper Stage. He led a multi-discipline study team to investigate all aspects of propellant integration including tank volume requirements, ullage requirements, slosh damping, mixture ratios, fuel bias and propellant loading requirements. He served as a reliable point of contact for Vehicle Integration and has represented US for their data needs. Mr. Worker’s diligence and work ethic have provided for continued improvement in our requirements and design evolution to meet those requirements. His example has also helped define the importance of the DI role within the Systems Engineering organization. His work should be recognized and commended.

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APPENDIX M. Length-of-Service (LOS) Awards Distribution and Presentation

| NUMBER OF YEARS | PIN | CERTIFICATE | ADDITIONAL MEMENTO | PRESENTATION |
|--------------------------------|----------------------------|--------------------|---|---|
| 5 | Bronze | Yes | No | Presented by Team Lead or Group Level |
| 10 | Pewter | Yes | No | Presented by Team Lead or Group Level |
| 15 | Gold | Yes | No | Presented by Department, Project, or Office Lead |
| 20 | Ruby (red stone) | Yes | No | Presented by Department, Project, or Office Lead |
| 25 | Sapphire (blue stone) | Yes | No | Presented by Department, Project, or Office Lead |
| 30 | Emerald (green stone) | Yes | No | Presented by Directorate/Staff Office Lead |
| 35 | Amethyst (purple stone) | Yes | Plaque | Presented by Directorate/Staff Office Lead |
| 40 | Diamond (white stone) | Yes (framed) | Crystal Paperweight | Presented by Center Director or Designated Representative |
| 45 | Diamond (white stone) | Yes (framed) | Pen Set | Presented by Center Director or Designated Representative |
| 50 | Diamond (white stone) | Yes (framed) | Engraved Desk Clock | Presented by Center Director or Designated Representative |
| 55 | Diamond (white stone) | Yes (framed) | Jacket | Presented by Center Director or Designated Representative |
| 60 | Diamond (white stone) | Yes (framed) | Letter from President and Gift Option | Presented by Center Director or Designated Representative |

Note: The Center Director presents all service awards to his/her direct reports, regardless of the number of years of service.

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APPENDIX N. Awards NOT Administered by the Center Awards Team (CAT)

| AWARD | ADMINISTERED BY |
|---|---|
| Invention of the Year Award | Office of Chief Counsel (LS01) |
| Patents | Office of Chief Counsel (LS01) |
| Presidential Rank Award (for SES only) | NASA HQ and Human Resources Services Office (HS50) in the Office of Human Capital |
| Silver Snoopy Award | Protocol Office (CS30) in the Office of Strategic Analysis and Communications |
| Software of the Year Award | Technology Transfer Office (ST22) in the Science and Technology Office |
| Space Act Awards for Scientific and Technical Contributions | Technology Transfer Office (ST22) assists the HQ Inventions and Contributions Board (ICB) |
| Space Flight Awareness Launch Honoree Program | Protocol Office (CS30) in the Office of Strategic Analysis and Communications |

| | | |
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APPENDIX O. Reference Documents

- O.1 General Schedule Pay Rates, 5 U.S.C. Part III, Subpart D, Chapter 53, Subchapter III
- O.2 NPD 3000.1, Human Capital Management (Revalidated 12/14/2010)
- O.3 PIC 12-05, dated June 25, 2012
- O.4 MPD 1200.3, Power and Authority Directive for Marshall Space Flight Center (MSFC) Operations