

National Aeronautics and Space Administration



Headquarters
Washington, DC 20546-0001

October 26, 2023

Reply to Attn of: Aeronautics Research Mission Directorate

TO: Distribution

FROM: Associate Administrator, Aeronautics Research Mission Directorate

SUBJECT: 2023 Call for ARMD Associate Administrator Awards

I am pleased to announce the 13th annual ARMD Associate Administrator Awards. This letter opens the call for nominees for fiscal year 2023. Award submissions will be assessed based on contributions that occurred during FY23 (October 1, 2022- September 30, 2023).

The ARMD Associate Administrator awards include six distinct categories. Each award category is intended to recognize the essential contributions of one part of the ARMD team. The ARMD AA awards recognize individual and group contributions across NASA Centers that lead to the achievement of NASA's mission.

AWARD CATEGORIES:

- **Technology and Innovation** – Exemplary performance by an individual or group that results in significant, unique, or innovative technical research concepts and technologies that position ARMD, NASA, and the aeronautics community and industry for success in addressing national challenges. This category would also include test and evaluation contributions.
- **Leadership and Management Excellence** – Exemplary performance by an individual in leading and managing people in the formulation and accomplishment of disciplined research in the field of aeronautics, demonstrating leadership qualities that invite collaboration, and cultivate dedication to team excellence. Leaders of ARMD-related research activities take action that allows others to foster a sense of pride and accomplishment in achieving the mission of ARMD.
- **Program and Mission Support** – Exemplary performance by an individual or group to provide non-technical mission support to aeronautics research programs, projects, and related activities that significantly improves and streamlines their efficiency and effectiveness of operations. This could be in functions typically associated with the

NASA Mission Support Directorate (procurement, HR, policy/evaluation, etc.) or other support activities such as resources management, IT, legal counsel, communications, knowledge management, education, legislative affairs, administrative support, etc. These efforts enable the successful completion and advancement of significant program goals that otherwise may not have been achieved.

- **High Potentials** – Exemplary performance by an individual student, intern, or someone in the first five years of their federal service career that have made significant contributions to the advancement of aeronautics research, and that have clearly demonstrated high potential in their abilities and skills in the areas of Science, Technology, Engineering, and/or Math. They have actively and positively contributed to addressing technical challenges and to the overall the mission of NASA.
- **Strategic Partnerships** – Exemplary performance by an individual to establish or strengthen strategic partnerships with non-NASA entities that leverage emerging capabilities in the U.S. and abroad to significantly impact and advance the achievement of aeronautics research and development goals and objectives, generate robust and timely knowledge transfer, and strengthen trust and credibility with U.S. and foreign partners. For example, these efforts could result in significantly increased quality of NASA Research Announcements or other collaborative agreements.
- **Pushing the Envelope** – Exemplary performance by an individual or group in taking on an ambitious challenge, and although not meeting the technical objectives, positively applying the learning experience toward advancing the aeronautics community. This category emphasizes the positive impact that can result from broadly disseminating and applying the knowledge gained from a rigorous, objective evaluation.

Individual nominees will be accepted for all categories. Groups may be nominated for Technology and Innovation, Program and Mission Support, and the Pushing the Envelope categories only.

ELIGIBILITY:

For the Technology and Innovation, Leadership and Management Excellence, Program and Mission Support, and Strategic Partnerships categories, all NASA civil servants and contractors engaged with ARMD projects are eligible to apply or be nominated. The High Potentials category is limited per the award category description above. The Pushing the Envelope category is limited to NASA civil servants, or groups led by NASA employees. Nominations may be submitted by employees, supervisors, contractors, subordinates, and peers. All nominations must be cleared in writing by the nominee's immediate supervisor on the nomination form.

AWARD PROCEDURES:

To submit a nomination, fill out the form (Attachment A), ensure all signatures are made, and email a copy of the document in Word or PDF format to hq-armdaaawards@mail.nasa.gov no later than November 30, 2023.

The nomination requires a justification narrative that must clearly describe how an outstanding approach and resulting accomplishments during the past fiscal year makes the nominated individual or group deserving of an award in that specific category. Emphasis should be placed on how the actions taken by the individual or group resulted in an outcome that had or will have an impact on ARMD, its partners, and/or stakeholders. For the Pushing the Envelope award, describe the lessons learned from trying to overcome an ambitious challenge and how they were disseminated and/or used by ARMD, its partners, and/or stakeholders. The narrative is not to exceed 750 words on a single page.

For group awards, in addition to the standard nomination form, please submit via email the group member names using the attached Excel group member template.

Additional information is available in the Nomination, Evaluation and Selection Guidelines, which can be found at <https://www.nasa.gov/aeroresearch/aa-awards>. The ARMD AA Awards point of contact is Natasha McNeill, and she can be reached at natasha.mcneill-1@nasa.gov or (202) 358-2638.

I encourage you to take this opportunity to give recognition to your deserving colleagues and thank you in advance for your participation in our annual ARMD awards program.

Mr. Robert A. Pearce
ARMD Associate Administrator

Enclosures:
Nomination Evaluation and Selection Guidelines
Nomination Form (Attachment A)
Excel Group Nomination Template

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