

## ***REVISION D***



# **Administer NASA Quality and Safety Achievement Recognition (QASAR) “Best of the Best” Award Program**

\_\_\_\_\_  
/s/  
Bryan O'Connor  
Chief Safety and Mission Assurance

\_\_\_\_\_  
January 17, 2006  
Date



## 1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process used to nominate and select the annual QASAR (Quality and Safety Achievement Recognition) “Best of Best” Award winners. The OSMA website contains an example of the annual QASAR brochure containing purpose selection, process, award criteria, nomination justifications and form, and QASAR board and representation make-up. This HOWI also specifies the Quality Records associated with the QASAR “Best of Best” Award process.

## 2. Scope and Applicability

This OSMA HOWI is applicable to all individuals involved in the nomination and selection process for annual winners of the QASAR “Best of Best” Award. Centers may locally award monthly and/or annual QASAR Awards. This HOWI deals with the Agency Level “Best of Best” award program.

## 3. Definitions

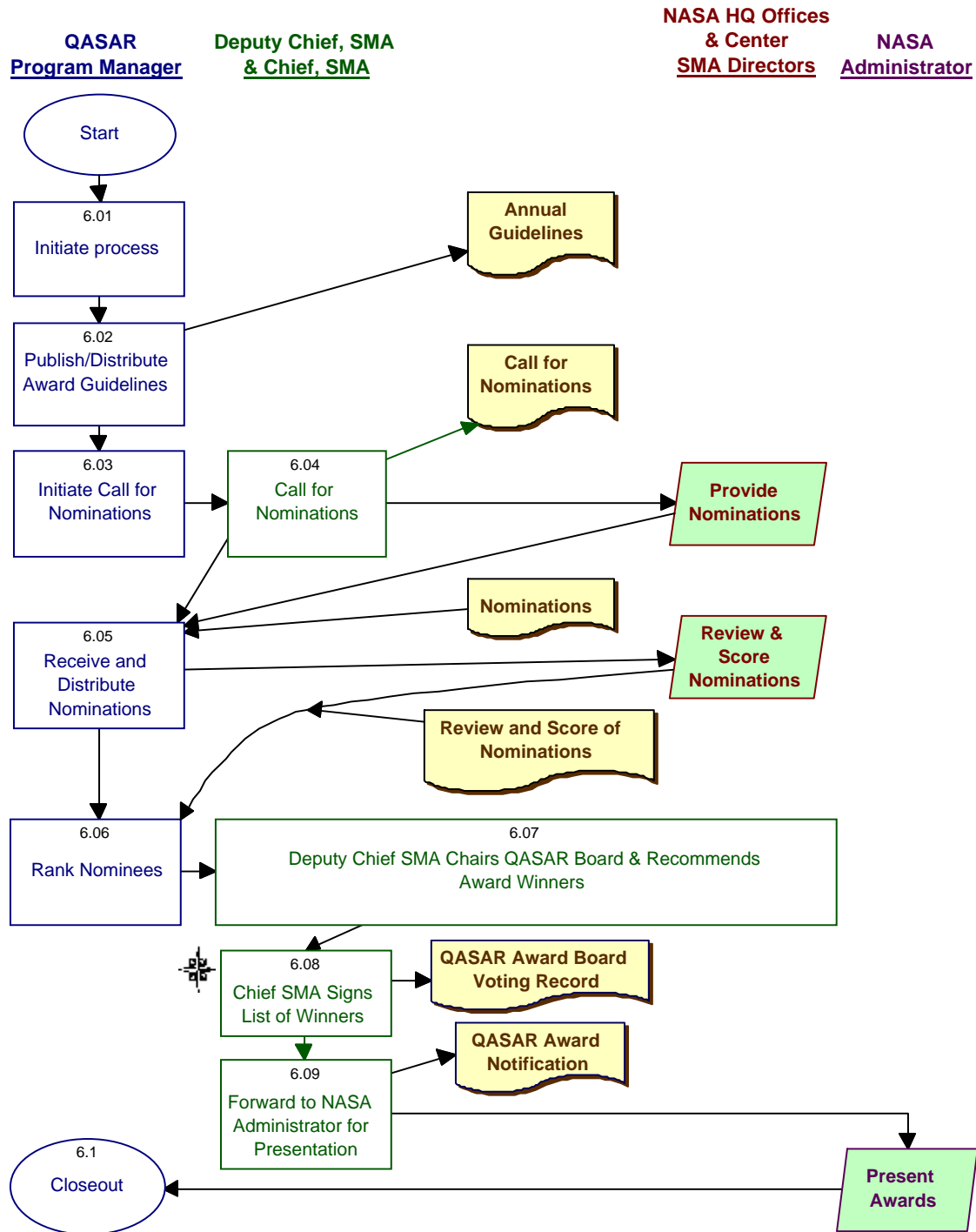
- 3.1. “Best of the Best:” Each year, the “Best of the Best” of the year’s local QASAR Award recipients are selected for Agency recognition. Each Center and Headquarters Office can submit one nomination of at least one individual in each category for consideration in the “Best of the Best.”
- 3.2. QASAR Award: The NASA Quality and Safety Achievement Recognition (QASAR) Award recognizes NASA, other Government, and prime/subcontractor employees for significant quality improvements to products or services for NASA and safety initiatives within products, programs, processes, and management activities when possible.
- 3.3. QASAR Award Board: The Deputy Chief Safety and Mission Assurance (Deputy Chief SMA) chairs the QASAR Award Board. The Board consists of the ten Center SMA Directors.

## 4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and Level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this section unless specifically referenced in this OSMA HOWI.

- 4.1. [NPR 3451.1: NASA Awards and Recognition Program](#)
- 4.2. The current QASAR Award Program Brochure at:  
<http://www.hq.nasa.gov/office/codeq/qasar/qasar.pdf>

## 5. Flowchart



## 6. Procedure

6.01 QASAR PM Initiate Process:  
 Begins the process to select winners in the 4<sup>th</sup> quarter of the calendar year.

- 6.02 QASAR PM Publish and Distribute Award Guidelines:  
The QASAR PM reviews the guidelines and information from the previous QASAR Award(s) and updates for current cycle.
- 6.03 QASAR PM Initiate Call for Nominations:  
Call for nominations is drafted and forwarded to Chief SMA for approval/signature.
- 6.04 Deputy Chief SMA Call for Nominations:  
Deputy Chief SMA reviews and signs the call for nominations. The call is sent to Center Directors and Headquarters Associate/Assistant Administrators.  
*Nominations for QASAR Awards are sent to QASAR PM.*
- 6.05 QASAR PM Receive & Distribute Nominations  
The QASAR PM receives QASAR nominations from the Center SMA Directors. The nominations are collated and then sent to the Center SMA Directors along with a scoring worksheet.  
*The Center SMA Directors will review and score the nominations.*
- 6.06 QASAR PM Rank Nominees  
The QASAR PM receives and collates the Center SMA Director scores and ranks the nominees according to the scores. The collated scores and ranking are provided to the Deputy Chief SMA and the Center SMA Directors.
- 6.07 Deputy Chief SMA Deputy Chief SMA Chairs the QASAR Award Board and Recommends Award Winners:  
The QASAR Award Board meets and reviews the nominations against the criteria specified in the published award guidelines. The Board is made up of the Center SMA Directors and the Deputy Chief SMA. The Board then identifies the best nominations and recommends winners to the Chief SMA.
- 6.08 Chief SMA Signs List of Winners  
The Chief SMA concurs on the QASAR Award Board's list of winners and signs the list. (Internal Customer Feedback).
- 6.09 Chief SMA Forward to NASA Administrator for Presentation:  
The Awards are forwarded to the NASA Administrator for presentation. If a monetary award is possible and is to be presented with the QASAR Award, then the OSMA Resources Office initiates the paperwork. The Chief SMA sends a memo to the Center Director notifying them that a QASAR award has been selected for a person at that Center.
- 6.10 QASAR PM Closeout:  
The QASAR PM ensures that all Quality Records and lessons learned from award cycle are filed and then closes out the process.

## 7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Annual Guidelines	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old
Call for Nominations	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old
Nominations	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
Review and Score of Nominees ** Sensitive File **	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
QASAR Award Board Voting Record ** Sensitive File **	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
QASAR Award Notification	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old

**Note:** Quality Records marked as \*\*Sensitive File \*\* are not available for general review.