

REVISION D



Administer NASA George M. Low Award Program

_____/s/
Bryan O'Connor
Chief Safety and Mission Assurance

January 17, 2006
Date

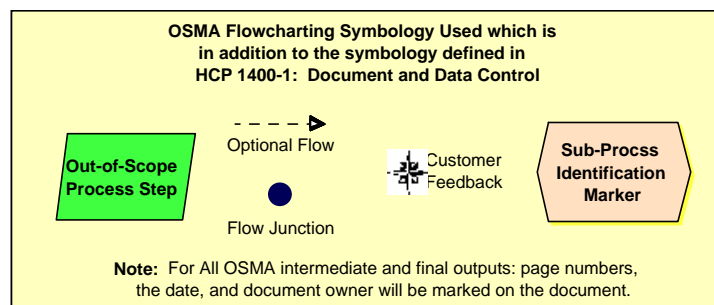
DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	September 14, 2000	Editorial corrections to Section 1, Definition 3.3, and reference 4.2; Added step 6.10 (new number) and 1 st Quality Record. Modified Section 5 flowchart and steps 6.04, and 6.07 through 6.11.
	B	February 1, 2002	Added customer list, customer feedback to sections 5 and steps 6.02 and 6.11& 6.08. Editorial correction to step 6.01.
	C	March 31, 2004	Editorial and organizational changes to all sections.
	D	January 17, 2006	Updated to new Organization Structure. Several steps modified in Sections 5 and 6 to reflect revised process.

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Customers for this HOWI: Internal: NASA Administrator
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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 George M. Low (GML) Award winners. The OSMA website contains an example of the annual GML Award Nomination Guidelines containing the nomination responsibilities, format requirements, categories and classifications, eligibility requirements, milestone schedule, process participants, and evaluation factors (criteria). This HOWI also specifies the Quality Records associated with the process.

2. Scope and Applicability

This OSMA HOWI addresses the OSMA actions with the GML Award. The HOWI is applicable to the GML Program Manager and the Chief SMA who participate in the nomination, evaluation, and selection process for annual GML Award winners.

3. Definitions

- 3.1. Center Quality Management Associates (QMA): Center personnel designated by Center Management to represent the Center in GML activities.
- 3.2. Chief SMA: Chief, Safety and Mission Assurance.
- 3.3. Evaluation Factors: The Evaluation Factors are the six criteria that are used to evaluate and score GML Award nominees. (See OSMA website for sample.)
- 3.4. GML: The George M. Low (GML) Award is NASA's premier quality and productivity award for excellence in the aerospace industry. The presentation of the award signifies NASA's recognition that the award recipient has demonstrated excellence and outstanding achievements in quality and performance. The award is presented to NASA prime and subcontractors in both the large and the small business classifications and in both the product and the service categories.
- 3.5. GML Panel of Judges: The GML Panel of Judges is composed of the Mission Directorate Associate Administrators and the Chief Safety and Mission Assurance. The Panel of Judges selects the annual GML winners and reports such to the Administrator for approval.
- 3.6. GML Program Manager: The GML Program Manager administers the program and acts as technical advisor to the GML Panel of Judges, the Validation Board, the Site Visit Team, and the Review Council.
- 3.7. GML Validation Board Site Visit Team: The Team is composed of 5 or more representatives from Centers and Mission Directorates that conduct on-site visits of the GML Finalists. The Board also recommends winners to the GML Panel of Judges.
- 3.8. Mission Directorate: As defined in NPD 1000.1: *NASA Strategic Plan*, there are four Mission Directorates within NASA: Space Operations, Science, Aeronautics Research, and Exploration Systems.

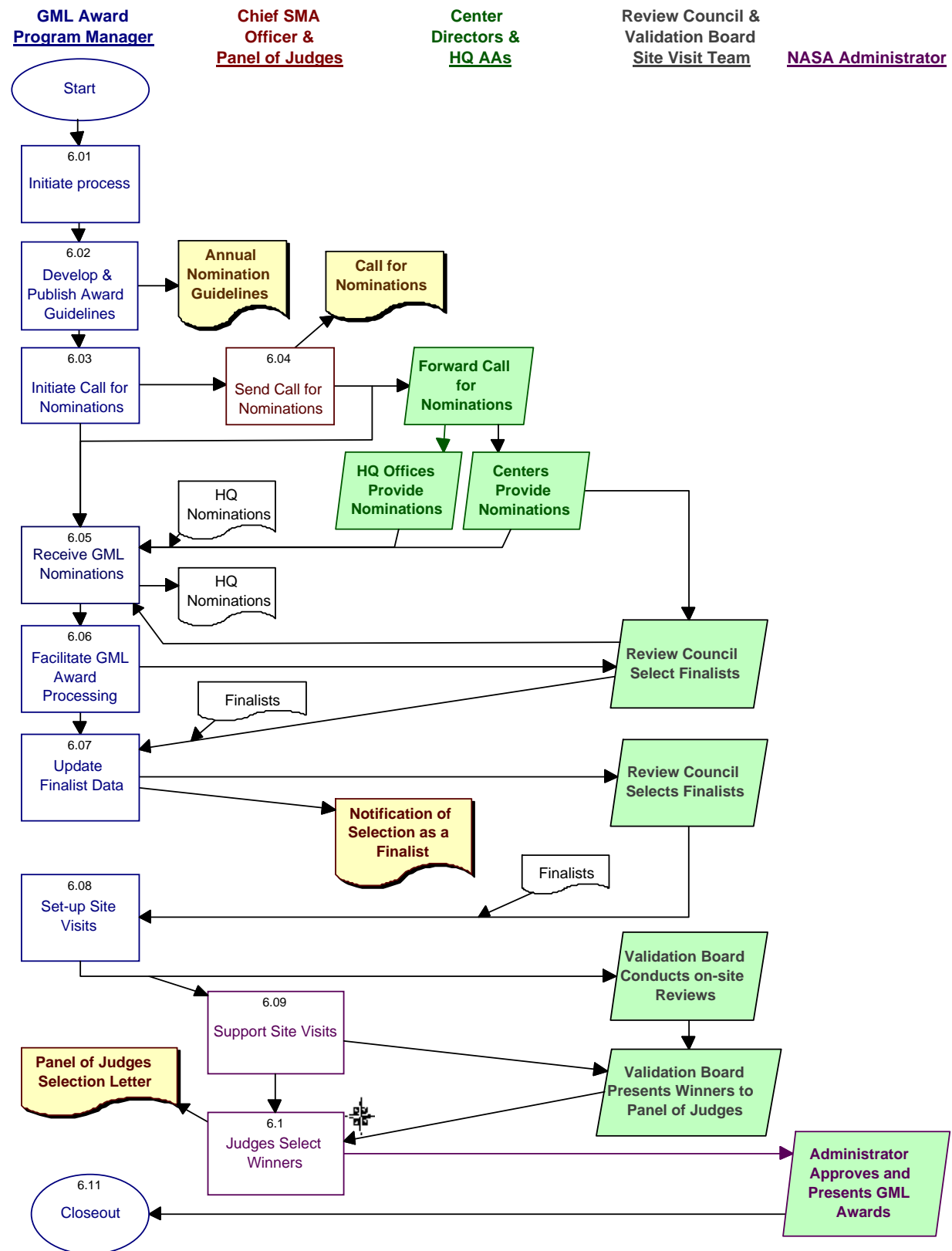
- 3.9. GML Review Council: Representatives from the Centers and the Mission Directorates who screen the Center GML Award nominees and selects up to 8 finalists. Finalists selected will receive a site visit.

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. [NPD 1000.1: NASA Strategic Plan](#)
- 4.2. [NPR 3451.1: NASA Awards and Recognition Program \(Appendix B\)](#)
- 4.3. The annual GML Nomination Guidelines (see: http://www.hq.nasa.gov/office/codeq/gml/2006_guidelines.pdf).

5. Flowchart



6. Procedure

6.01 GML PM Initiate Process:

After awarding the GML, the process for the next cycle is initiated.

6.02 GML PM Develop and Publish GML Nomination Guidelines:

The GML PM reviews the guidelines, updates for current cycle, and sends to printer. The OSMA website contains an example of the GML Nomination Guidelines.

6.03 GML PM Initiate Call for Nominations:

Call for nominations is drafted and forwarded to Chief SMA for approval and signature. The call also includes a request for Review Council members.

6.04 Chief SMA Send Call for Nominations:

Chief SMA sends the call for nominations to NASA. This call begins the nomination work through all NASA entities. The GML PM sends an advance of the Call for Nominations to the Center QMAs so that they may begin work.

The Mission Directorates will forward the call on to their Centers and Programs for action. Center nominations are forwarded directly to the Review Council.

The Mission Directorates and other Headquarters AAs and Chiefs obtain nominees that are returned to GML PM.

6.05 GML PM Receive GML Nominations

Receive nominations from various sources. The GML PM ensures that nominations are complete in accordance with the published award nomination guidelines and forwards them on to the GML Review Council for continued processing through a remote evaluation system.

6.06 GML PM Facilitate GML Award Processing

The GML PM works with each of the GML associated personnel (this includes the personnel listed in Section 3 above) to ensure that the GML Award processing remains on schedule and within guidelines.

GML Review Council evaluates and scores the nominations and selects up to 8 finalists who are referred to the GML Validation Board.

6.07 GML PM Update Finalist Data

The GML PM sends a letter to each Finalist informing them that they are a Finalist and entitled to a site visit.

6.08 GML PM Validation Board Site Visits

The GML PM arranges Validation Board Site Visit Team visits to the finalists. During the site visits, the GML PM participates as the technical consultant to the Validation Board.

The Validation Board Site Visit Team visits each of the finalists and prepares recommendations. Validation Board forwards the recommendations to the GML PM.

6.09 GML PM Support Site Visits

The GML PM collates the Validation Board findings for the Panel of Judges.

6.10 Chief SMA Judges Select Winners

Chief SMA, GML Chair, calls a meeting of the GML Panel of Judges to select the winners. The GML PM works with the GML Panel of Judges and the NASA Administrator to facilitate selection of winners. The GML PM drafts a letter for the Chair to request the NASA Administrator's concurrence on selected winners. The Chair forwards the panel's selections to the NASA Administrator for final approval.

The NASA Administrator reviews the selections by the Panel of Judges and approves the final selection of the GML Award winners. The NASA Administrator presents the GML Award trophies to the winners and plaques to the GML Finalists.

6.11 GML PM Closeout:

The GML PM ensures that Quality Records 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 Nomination 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
Notification of Selection as a Semi-Finalist	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep 2 years then retire to FRC, transfer to NARA when 20 years old
Panel of Judges Selection Letter	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