

April 29, 2009

Office of Human Capital Management

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Director, Training and Leadership Development,
Workforce Management and Development Division

SUBJECT: Annual Request for Nominations for NASA's Development Programs

This is the annual request for nominations for NASA's Development Programs includes:

- NASA Fellowship Program
- NASA Foundations of Influence, Relationship, Success, and Teamwork (FIRST)
- NASA Congressional Fellowship Program

The call for these programs has been combined to provide a strategic approach to announcing NASA's development opportunities and to provide greater support for Center succession planning efforts. As always, candidate selection for these programs is based on the demonstrated potential of the nominee and match to the Agency's needs and priorities including available funding. Our goal is to ensure that participants in these programs support NASA's need to identify, develop and retain talent for future leadership positions.

Each development program has different application dates. They are as follows:

Applications for the Fellowship Program for the 2009-2010 year are due by Tuesday, September 15, 2009.

Applications for the NASA FIRST Program are due Tuesday, September 15, 2009.

Applications for the NASA Congressional Fellowship Program for the 2010 year are due by Friday, July 17, 2009.

Please refer to the enclosed program information for detailed information on each program.

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Melissa K. Riesco

Officials-in-Charge of Headquarters Offices:

Deputy Administrator/

Associate Administrator/Mr. Scolese

Chief of Staff/

Associate Deputy Administrator/Mr. Scales

Assistant Associate Administrator/Ms. Johnson

White House Liaison/Mr. Noble

Assistant Administrator for External Relations/Mr. O'Brien

Assistant Administrator for Security and Program Protection/Mr. Forsythe

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin

Associate Administrator for Exploration Systems Mission Directorate/Mr. Cooke

Associate Administrator for Institutions and Management/Mr. Luedtke

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure/Ms. Dominguez
- Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
- Assistant Administrator for Procurement/Mr. McNally
- Assistant Administrator for Small Business Programs/Mr. Delgado
- Executive Director, Headquarters Operations/Mr. Jedrey
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Hawes

Associate Administrator for Science Mission Directorate/Dr. Weiler

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Dr. Ryschkewitsch

Chief Financial Officer/Mr. Spoehel

Chief Health and Medical Officer/Dr. Williams

Chief Information Officer/Mr. German (Acting)

Chief Safety and Mission Assurance/Mr. O'Connor

Chief of Strategic Communications/Ms. Kerwin (Acting)

- Assistant Administrator for Education/Dr. Winterton
- Assistant Administrator for Legislative and Intergovernmental Affairs/Ms. Kerwin (Acting)
- Assistant Administrator for Public Affairs/Mr. Jacobs (Acting)

Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Office of Program and Institutional Integration/Mr. Keegan

General Counsel/Mr. Wholley

Inspector General/Mr. Howard (Acting)

Directors, NASA Centers:

Ames Research Center/Dr. Worden

Dryden Flight Research Center/Mr. McBride (Acting)

Glenn Research Center/Dr. Whitlow

Goddard Space Flight Center/Mr. Strain

Jet Propulsion Laboratory/Dr. Elachi

Johnson Space Center/Mr. Coats

Kennedy Space Center/Mr. Cabana

Langley Research Center/Ms. Roe
Marshall Space Flight Center/Mr. Lightfoot (Acting)
Stennis Space Center/Mr. Goldman

cc:

Senior Advisor to the Administrator/Mr. Ladwig
Senior Advisor to the Administrator/Mr. Whitesides

Deputy Chief Financial Officer/Mr. Bowie
Director, Budget Management and Systems Support/Mr. Bridge
Executive Secretariat/Mr. Box
Office of the Administrator/Ms. Palacios
Office of the Administrator/Ms. Stewart
Office of the Administrator/Ms. Sweeney
Office of the Associate Administrator/Ms. Reynolds
Office of the Deputy Administrator/Ms. Holland
Office of the Deputy Administrator/Ms. Manuel

NASA Fellowship Program

The NASA Fellowship Program provides high potential employees with the opportunity to attend world-class academic programs as a means of enhancing their management and leadership capabilities. These programs provide an excellent opportunity for participants to study and work with individuals Government-wide, nationally with industry participants, and globally with international students.

All documents, information and forms related to this call are electronically available through the NASA Fellowship Program page located at <http://fellowship.nasa.gov/>.

The eligibility criteria and requirements for Fellowship programs can be found on Page 7 of the NASA Fellowship Program Guide. The Panel will not accept more than one nomination, per program from each Center. As part of the selection process, nominees must have demonstrated prior commitment to internal training and development experiences. Applicants should include Center and Agency training taken to date, including course title and date in their applications. Applications not containing this information will be returned to the Centers and not forwarded to the Panel for further consideration.

Centers are requested to send the following paperwork for each nominee directly to the Office of Human Capital Management, Workforce Management and Development Division, Attn: Jessica Frincke, 300 E Street, SW, Suite 4042, Washington, DC 20546. All forms are available on the Fellowship Web site noted above:

1. Center Director's cover memo.
2. NASA Development Programs Application (NASA Form 1591, March 2007) for each applicant. Previous editions of the 1591 Form should not be used. In Block #27, Center Director's written comments may be hand written or typed.
3. Supplemental Attachment: Fellowship Assessment and Cost (NASA Form 1591C, May 2003). Only applies to nominees for the Local Executive Program Option.

If you have questions or need additional information on the Fellowship Program, please contact Ms. Lauren Leo, Acting NASA Fellowship Program Manager, (202) 358-1333.

NASA FIRST Program

The NASA FIRST program aims to develop a community of prospective future leaders who will have a full understanding of the Agency's vision and mission areas. It is designed to provide GS-11 through GS-12 employees in science, engineering, and the professional administrative field with the foundational skills necessary for their future success within the Agency. NASA FIRST will inspire, motivate and enlighten NASA's next generation of Agency leaders.

Applications for the 2010 program are due on Tuesday, September 15, 2009. All documents, information and forms related to this call are electronically available through at the NASA FIRST page at http://www.leadership.nasa.gov/nasa_first/home.htm.

Centers are requested to send the following paperwork for each selected participant directly to the Office of Human Capital Management, Workforce Management and Development Division, Attn: Erica Bovaird, 300 E Street, SW, Suite 4042, Washington, DC 20546.

1. Center Director's approval for all selected candidates.
2. Selected candidate applications.
3. Non-selected candidate applications.

If you have questions or need additional information on the NASA FIRST Program, please contact the NASA FIRST Program Manager, Patsy Campbell at (757) 864-3291.

NASA Congressional Fellowship Program

The purpose of the NASA Congressional Fellowship Program is to provide promising NASA employees a first-hand understanding of the role of the legislative branch in the funding and oversight of the Government's programs and apply that knowledge to future assignments at NASA, furthering NASA's ability to be responsive to the Congress. This program serves as an Agency-wide approach to Congressional Fellowship assignments to ensure that high-potential candidates acquire this professional development experience and training in a consistent manner across the Agency. Through completing year-long development assignments on Capitol Hill, past participants have proven successful in deriving benefits for NASA and Congressional offices while engaging in their professional development. Each Center Director, Headquarters Mission Directorate, and Headquarters Functional Office Official-in-Charge (OIC) is requested to nominate one employee from his or her organization for a potential assignment on a Congressional staff. The assignment will begin in January 2010 and extend throughout the calendar year.

The nominee should be a GS-13 or GS-14 whom the Center Director or Official-in-charge considers to have great potential for further advancement, although exceptions will be considered based on senior management's recommendation. The Office of Legislative and Intergovernmental Affairs, in consultation with the Office of Human Capital Management, will oversee the selection of finalists as well as placement in Congressional offices. The nomination package must include a letter of recommendation from the Center Director or OIC which personally endorses the nominee and an Individual Development Plan that includes a reentry strategy that is fully supported by Center or OIC management and includes work assignments that the individual will perform when she or he returns from the fellowship program. Additional information on the nomination process, milestones, and candidate qualifications is provided through the NASA Congressional Fellowship Program page located at <http://nasapeople.nasa.gov/training/congfellow>.

Nominations packages are due by July 17, 2009 to the Office of Human Capital Management, Workforce Management & Development Division, Attn: Jessica Frincke, 300 E Street, SW, Suite 4042, Washington, DC 20546.

The Panel will not accept more than one nomination from each Center or Headquarters Office.

If you have questions or need additional information on the NASA Congressional Fellowship Program, please contact Karl Stehmer at (202) 358-1925.