

**NASA 2014 Agency Honor Awards  
Event Information for Distinguished Honorees**

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**Date:**

Thursday, August 14, 2014

**Location:**

NASA Headquarters (HQ)

**Time:**

Recommended Arrival Time – 12:00 p.m.

Event Check-In – 12:00-12:45 p.m.

Ceremony – 1:00 p.m.

Reception – 2:15 p.m.

Smithsonian National Air and Space Museum Tour – 3:30 p.m.– 4:30 p.m.

**Audiences:**

- NASA
- NASA Families
- STEM Students, Guardians, and NASA STEM Ambassadors (Student outreach initiative)
- General Public (This is a nationally televised event via NASA TV.)

**Ceremony Attendees:**

- NASA Officers in Charge (OICs)
- Distinguished Service Medal and Distinguished Public Service Medal recipients from across the Agency and their guests
- STEM students and guardians from the DC Area
- NASA STEM Ambassadors
- Smithsonian National Air and Space Museum representatives

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**Event Information for Distinguished Honorees**

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**Purpose:**

The Awards Ceremony is an opportunity for the NASA Administrator to recognize the BEST of the BEST at NASA by awarding them NASA's highest honors: the Distinguished Service Medal and the Distinguished Public Service Medal. The intent of the event is to provide the Distinguished Honorees with a meaningful and thoughtful recognition of their accomplishment, highlight the distinguished contributions of the honorees, and inspire and engage the audience.

**Order of Events:**

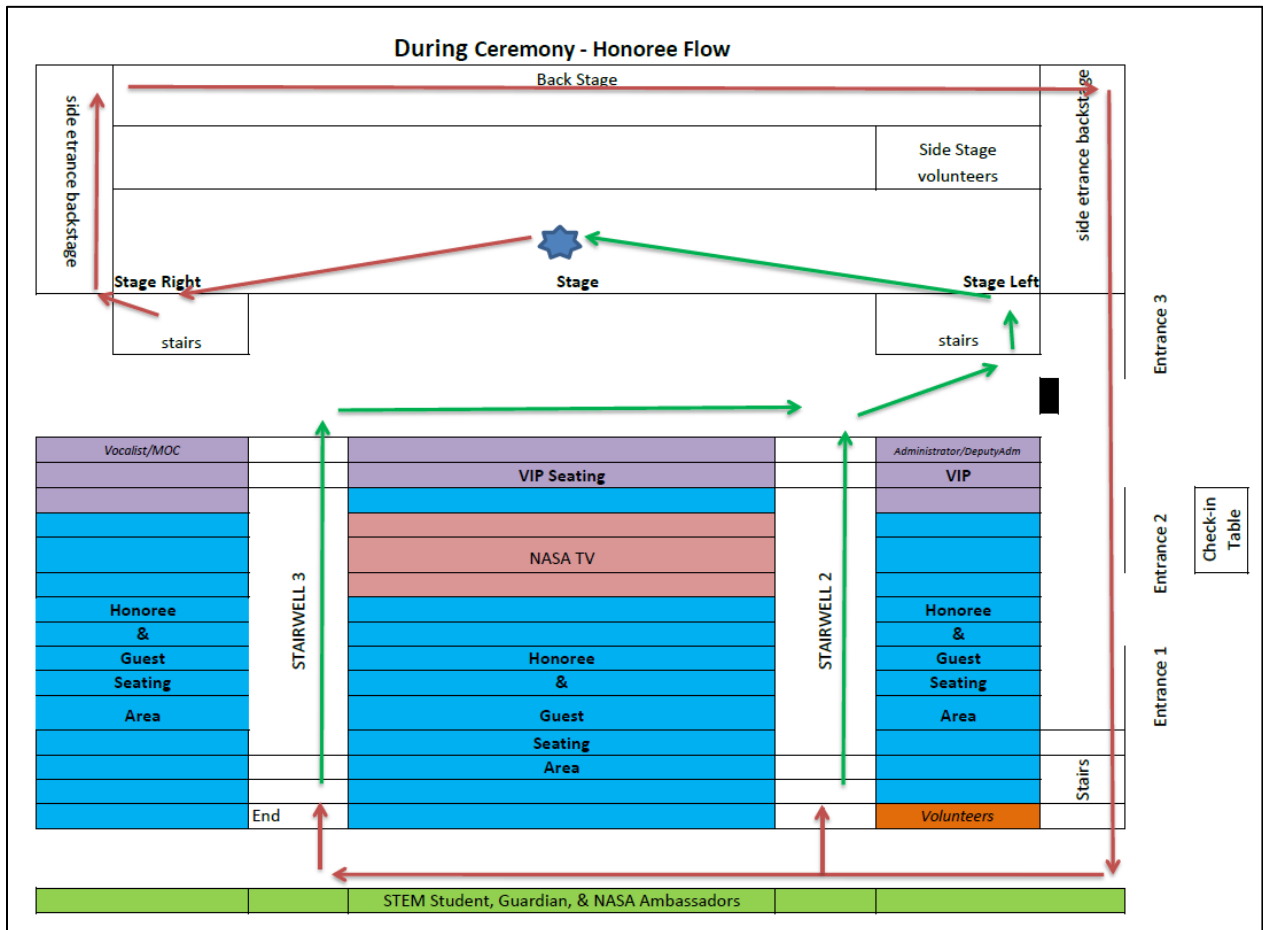
12:00 – 12:45 p.m.	Ceremony Check-In – Lobby of James E. Webb Memorial Auditorium
1:00 – 2:15 p.m.	Ceremony – Section will be marked as “Reserved” for Honorees and Honoree Guests.
2:15 – 3:15 p.m.	Reception
3:15 p.m.	Load shuttles for Smithsonian National Air and Space Museum tour. Transportation from HQ to Museum will be provided to and from NASA HQ. NASA and Museum Leadership; medal honorees and guests; and STEM students, guardians, and Ambassadors are invited to participate in the tour. Tour participation will be by advanced reservation <u>only</u> . The tour should last approximately 1 to 1.5 hrs.
3:30 p.m.	Arrive at the Museum for VIP Guided Tour of the Smithsonian National Air and Space Museum, allowing NASA's honorees to mentor and inspire their family and the STEM students and Ambassadors.
4:30 p.m.	Tour concludes
4:45 p.m.	Shuttle returns tour participants to NASA HQ

**Ceremony Protocol:**

- Report to check-in table located in front of the James E. Webb Memorial Auditorium, in the WEST Lobby of NASA HQ, on Thursday, August 14, **no later than 12:30 p.m.**
- Dress code is business attire for Honorees and business casual for guests.
- **Check-in is ESSENTIAL.**
- There will be a special section for Honorees and Honoree Guests. At the check-in table, you will receive a ticket. You will also receive tickets for the number of guests that you identified in your RSVP. Guests must have a ticket to sit in the auditorium.

## NASA 2014 Agency Honor Awards Event Information for Distinguished Honorees

- Once check-in is complete, an usher will escort you and your guest(s) to the designated seating area.
- Please remove your NASA badge and turn off your cell phone.
- You will need to listen for your name to be called to know when to proceed up to the stage for the presentation of your medal and certificate.
- Climb stairs from stage left. Mr. Bolden will present and place the medal around your neck and will then shake your hand. Turn to Mr. Lightfoot (or designee) and shake his hand. Mr. Lightfoot (or designee) will present you with your certificate.
- Step in between Mr. Bolden and Mr. Lightfoot (or designee) on stage for photograph. Dark, solid color clothing photographs well.
- After photo (camera flash), remain standing in place until the reading of your citation and bio have been completed.
- Exit stage right (behind master of ceremonies podium) and proceed down the steps through the side exit and behind the stage. An usher is available backstage to collect your plaque and package it with your medal case for your pick up after the ceremony, allowing you to return to your seat unencumbered. Then, proceed up the side stairwell and ushers will assist you in returning to your seat in the auditorium.



**NASA 2014 Agency Honor Awards  
Event Information for Distinguished Honorees**

---

- Ushers will be located throughout the auditorium, side stage, and backstage to assist you.
- Your award items will be available for pick up in the backstage area of the auditorium immediately following the ceremony. For your convenience, award items can be held backstage until the end of the reception. If you would prefer, items can also be shipped to your home or office. Please provide shipping information to the NSSC Awards Department via [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

**Smithsonian National Air and Space Museum Tour Protocol:**

- Anyone attending the Tour will need to confirm attendance in advance of the ceremony, preferably at the same time the Honoree RSVPs for the ceremony, by July 25, 2014.
- Transportation to and from the tour will be provided via charter bus.
- Based on the final number of guests, each person will be assigned to a tour group, 20 per group. NASA Senior Leadership will be floating between tour groups to allow everyone time to interact.
- We ask that all tour guests follow the instructions provided by the NASA Volunteers and the Tour Docents guiding the tour.
- If you do not wish to return to NASA HQ after the tour, please provide that information in advance to Colleen Canary at 1-228-813-6265 or [Colleen.W.Canary@nasa.gov](mailto:Colleen.W.Canary@nasa.gov), or you can notify the event volunteer upon check-in at the ceremony.

**Travel and Parking Information:**

**NASA HQ Address and Phone Number:**

300 E Street Southwest, Washington, DC 20024-3210  
1-202-358-0000

Useful link - <http://www.nasa.gov/centers/hq/about/map.html>

**Smithsonian National Air and Space Museum Address and Web Site:**

Independence Ave at 6th Street, SW  
Washington, DC 20560  
<http://airandspace.si.edu/>

**Event Point of Contact (POC) Info:**

Angela McDaniel:	1-202-358-0107 office; 1-301-928-7991 cell
Colleen Canary:	1-504-610-8355 cell
Tiffany Mitchell:	1-985-774-5703 cell
Elizabeth Edwards:	1-985-788-7341 cell

**NASA 2014 Agency Honor Awards  
Event Information for Distinguished Honorees**

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**Taxicabs:**

Yellow Cab: 1-202-544-1212  
Red Top Cab: 1-202-328-3333  
District Cab: 1-202-398-0500 / 1-202-398-0505

**Airport Shuttles:**

Supershuttle: 1-800-BLUEVAN / 1-800-258-3826  
Airport Connection: 1-877-772-5466 / 1-202-393-2110

**Parking:**

Your parking options include street parking (\$2 per hour) and a variety of private parking lots close to NASA HQ (\$8 to \$16 per day).

- *Street Parking:* There is limited free residential parking on the West side of the building on 4th Street with a 2-hour limit, and you must be careful to read the signs. Look for signs with green lettering. (Signs with red lettering are for DC zone permit holding residents only.) Two-hour metered parking is available in front of the building along E Street and along 3rd Street at a rate of 25 cents per 8 minutes (approximately \$2 per hour). The two-hour limit is strictly enforced regardless of whether or not time remains on the meter.
- *Parking Lot Closest to HQ:* The following private parking lot is close to NASA HQ: Standard Parking, Patriots Plaza, across from the NASA HQ Building at 355 E Street SW (\$15 per day; fees are subject to change.). Hours of Operation are from 6 a.m. to 7 p.m.

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Event Information for Distinguished Honorees

**Metro Transit:**

Fed Center SW – Blue & Orange Line  
L'Enfant Plaza Station – Green & Yellow Line

Useful link - <http://www.wmata.com/rail/maps/map.cfm>

