

Responsible Office: Code R/Office of Aero-Space Technology  
Subject: NASA Software of the Year Competition Operations and Procedures



**Office of Aero-Space Technology**

**Office Work Instruction**

**NASA SOFTWARE OF THE YEAR COMPETITION  
OPERATIONS AND PROCEDURES**

Approved by: \_\_\_\_\_  
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Associate Administrator for  
External Relations



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## 1. Purpose

The purpose of this HQOWI is to document the process performed by the Inventions and Contributions Board (ICB) staff for the NASA Software of the Year competition.

## 2. Scope and Applicability

- 2.1 This HQOWI covers NASA Software of the Year (SOY) competition operations and procedures performed by the ICB staff.
- 2.2 The NASA SOY competition is co-sponsored by the Office of the NASA Chief Information Officer (CIO) and the ICB under the auspices of the NASA Chief Engineer, who chairs the ICB. This competition is a process that is supported by the ICB staff and selects one or more software packages that have been developed by NASA for a special Space Act award. All Centers and JPL are eligible to participate in this competition. These procedures outline the NASA SOY competition's operations, process, and guidelines. In addition, these procedures provide the event timeline, including responsible organization and a description of the activities (see Appendix A).

## 3. Definitions

- 3.1 ALO. Awards Liaison Officer; the ALO at the Center/JPL processes all Space Act Awards.
- 3.2 Center Review Panel. A team of software developers selected by the Chief Information Officer at each Center and JPL review and select software to be submitted as nominees for the Software of the Year competition.
- 3.3 CIO. Chief Information Officer
- 3.4 ICB Staff. Inventions and Contributions Board staff supports the Inventions and Contributions Board, chaired by the Chief Engineer. The Staff also supports the CIO for NASA Software of the Year competition.
- 3.5 NASA Software Advisory Panel. The panel is a team of software experts with representation from each Center and JPL who are assembled to select the winner of the Software of the Year competition.
- 3.6 NASA Software of the Year Evaluation Sheet. A form used by the NASA Software Advisory Panel to select the winner(s) of the SOY competition.

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- 3.7 NF 1329. Space Act Award Application
- 3.8 Nomination Summary Spreadsheet. This is a spreadsheet created for NASA SOY competition which includes the NASA case number, case title, a listing of the contributors for the case, their employers, a concise summary describing the case features, and a summary of case attributes relating to each of the primary categories of evaluation: Impact, Innovation, and Usability, for each of the of NASA SOY nominations.
- 3.9 OER. Office of External Relations
- 3.10 SOY. Software of the Year competition

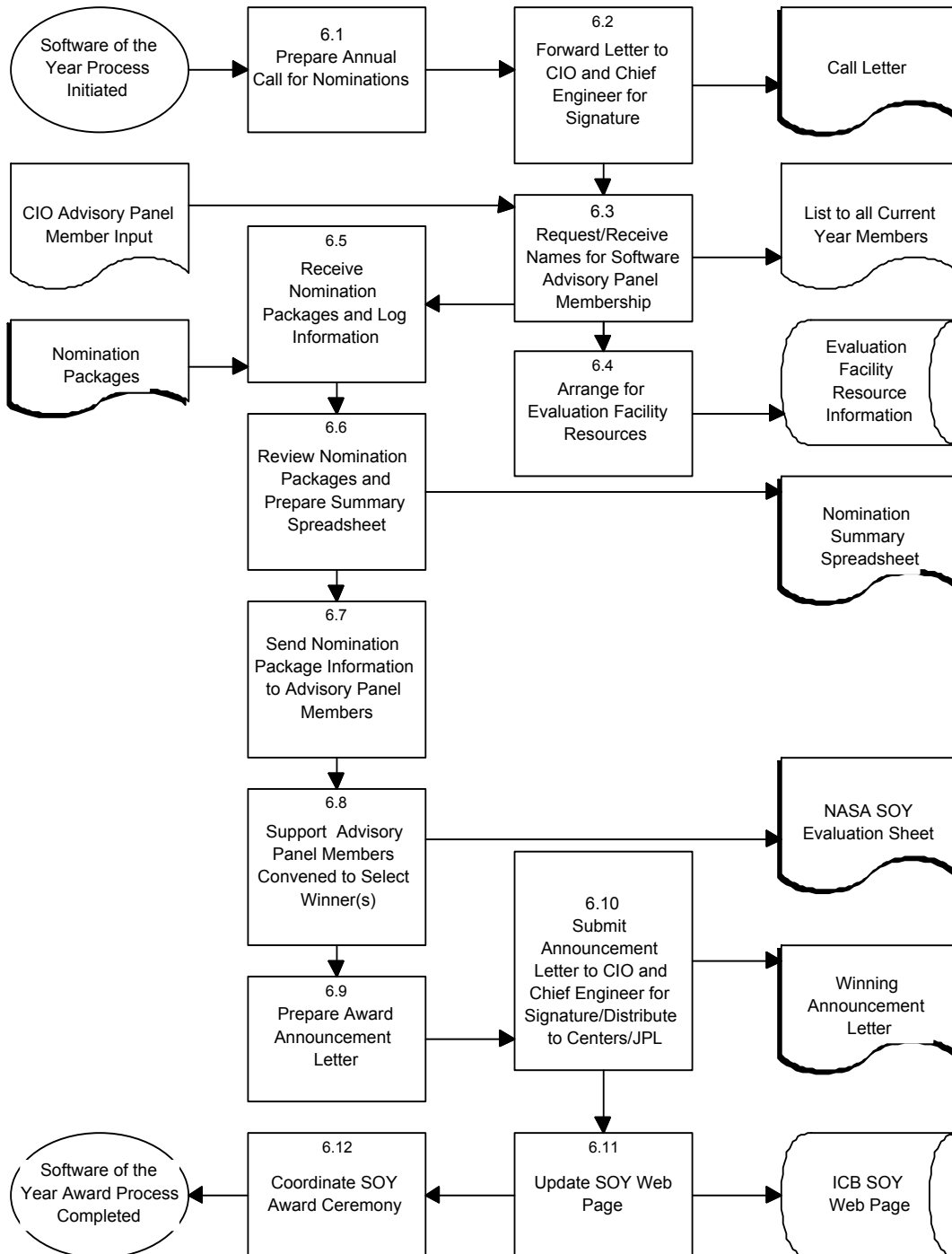
#### **4. References**

- 4.1 NPD-2210.1 External Release of NASA Software
- 4.2 NPD-2820.1 NASA Software Policies
- 4.3 NPG- 2210.1 External Release of NASA Software

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## 5. Flowcharts

### SOFTWARE OF THE YEAR COMPETITION



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## 6. Procedure

The selection process for the Software of the Year competition is a highly structured process and is outlined below:

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Inventions and Contributions Board Staff Director	The Director will draft a NASA SOY competition call letter for the NASA CIO (Code AO) and NASA Chief Engineer's (Code AE) signatures. The letters will be sent to the Center Directors and the Director for JPL. The call letter will have enclosures identifying criteria, guidelines, procedures, and Competition Timeline and Roles/Responsibilities (Appendix A). The basic criteria will consist of four basic items: (a) the software submitted shall be software owned by NASA, (b) the software is supported, adopted, or used by NASA, (c) the software is significant to the NASA mission, and (d) the software experimental phases must have been completed.
6.2	ICB Staff Secretary	The SOY competition call letter will be forwarded to both the NASA Chief Engineer and NASA CIO for signatures, copied, and signed letter distributed to Center Directors and JPL Director.
6.3	ICB Senior Technologist	The Senior Technologist will contact the Center CIO's and compile a current year listing of the members of the NASA Advisory Panel. The Senior Technologist will distribute the list to all current year members.
6.4	ICB Staff Director	The Director will contact the Evaluation Facility Director to coordinate activities relative to dates and facility resource information requirements. The resources requirements will be forwarded to the Advisory Panel members via e-mail.
6.5	ICB Staff Secretary	The ALO's will forward all nomination packages to the ICB Staff Office consisting of a completed NF 1329 Space Act Award Application and supporting documentation as required. All nomination packages received will be logged.
6.6	ICB Senior Technologist	The Senior Technologist will review all nomination packages submitted to ensure they meet the requirements specified in the call letter and prepare a nomination summary spreadsheet.

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6.7	ICB Staff Secretary	The ICB Staff Secretary will distribute all software nominations to the NASA Software Advisory Panel. The package will also contain the nomination summary spreadsheet.
6.8	ICB Technical Staff	The NASA Software Advisory Panel will meet at the Evaluation Facility in late June to select the winner(s) for the NASA SOY competition. The CIO or designee will chair the NASA Software Advisory Panel deliberation and the ICB Technical Staff will facilitate and support the selection process. The NASA Software Advisory Panel members or the inventor will be required to demonstrate the software from their respective centers. During the first two days at the Evaluation Facility, each NASA Software Advisory Panel member will analyze and rank order each case in three tiers or groups: (a) innovation - 40%, (b) impact - 40%, and (c) usability -20%. Panel members will rank the cases or groups as I, II, or III, with I as the highest group. They will try to cull down Groups I, II, and III to approximately five in each category. Next the panel members will complete a NASA SOY evaluation sheet for each case. The NASA SOY evaluation sheet documents the winner(s) of the NASA SOY competition.
6.9	ICB Staff Director	Based upon the NASA Software Advisory Panel decision, the Director will draft letters to be signed by both the CIO and Chief Engineer to be sent to all Center Directors and JPL Director thanking everyone for their participation and also announcing the winner(s) of the competition. The nominations from the NASA SOY competition will be scheduled for the next ICB meeting.
6.10	ICB Staff Secretary	Letters announcing the winner(s) of the NASA SOY competition will be forwarded to the Chief Engineer and CIO for signatures. The signed letters will be copied and sent to the Center Directors and JPL Director.
6.11	ICB Senior Technologist	The ICB Web Page will be updated to reflect the current year's winner(s) of the SOY competition.
6.12	ICB Staff Director	The presentation ceremony will be coordinated with the Chief Engineer, CIO, and Center/JPL relative to date and place of ceremony for the presentation of the award to winner(s) of the competition.

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Call Letter	ICB Director	ICB	Hard Copy	Schedule 10, Item 4A	Destroy when one year old
Nomination Packages	ICB Director	ICB	Hard Copy	Schedule 1, Item 16D	Retire to the Federal Records Center when 3 years old. Destroy when 22 years old.
Nomination Summary Spreadsheet	ICB Director	ICB	Hard Copy	Schedule 1, Item 16D	Retire to the Federal Records Center when 3 years old. Destroy when 22 years old.
NASA SOY Evaluation Sheet	ICB Director	ICB	Hard Copy	Schedule 1, Item 16D	Retire to the Federal Records Center when 3 years old. Destroy when 22 years old.
Winning Announcement Letter	ICB Director	ICB	Hard Copy	Schedule 10, Item 4A	Destroy when one year old.



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## APPENDIX A: NASA Software of the Year Competition Timeline and Roles/Responsibilities

Activity	Responsibility	Initiate	Complete
Establish submission dates and criteria	ICB Staff	mid January	January
Coordinate Call Letter and announcement	Chief Engineer, Chief Information Officer, ICB Staff	mid January	February
Develop and issue software evaluation criteria	Chief Engineer, Chief Information Officer, ICB Staff	late January	February
Identify software evaluators at Centers	Center Chief Information Officer	mid April	April
Cases due into Centers	Award Liaison Officer's	mid April	April
Centers review submissions	Center Review Panel	mid April	May
Collect Centers' submissions and distribute to Software Advisory Panel	ICB Staff	mid May	May
Notify Evaluation Facility Director of computer requirements	Chief Information Office Representative, Software Advisory Panel, ICB Staff	mid May	May
Prepare software demonstrations and computers at the Evaluation Facility	Chief Information Office Representative, Evaluation Facility Director	late May	June
Meeting at Evaluation Facility to select winner(s)	ICB Technical Staff Center and CIO Representatives	June	June
Update Web page on winner(s)	Headquarters Information Technology & Communication Division, ICB Staff	July	July
Establish monetary awards to top cases	Inventions and Contributions Board, ICB Staff	July Meeting	July
Coordinate award presentation	ICB Staff ,Winning Center(s) ALO, CIO, NASA Chief Engineer	September	October

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Award Ceremony	Administrator/ Designee, Chief Information Officer (plaques), Centers {travel for winners}, ICB Staff (checks/ Certificates)	October	October
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