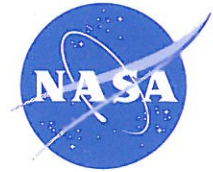


National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001



May 17, 2012

Reply to Attn of:

Office of Human Capital Management

TO: NASA Centers  
Attn: Human Resources Directors  
Training Officers

FROM: Agency Chief Learning Officer

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

People are NASA's ultimate flagship; without them, no mission can be achieved. Developing employees' technical and leadership skills to achieve the boldest mission in the Federal government is a key component of NASA's workplace culture of innovation. NASA Foundations of Influence, Relationships, Success, and Teamwork (FIRST) and the Mid-Level Leader Program (MLLP) are Agency leadership development programs which focus on enhancing personal effectiveness, business acumen, communication, and decision making skills. The Office of Human Capital Management is pleased to solicit nominations for the upcoming 2013 programs.

As always, candidate selection is based on the nominee's demonstrated potential for assuming greater leadership responsibilities. To further enrich the collaborative experience of the programs, Centers are encouraged to ensure that nominees reflect the diversity of individuals within their workforce. In preparation for annual reporting requirements, Centers are asked to complete the attached data template and to articulate their efforts to ensure a diverse and inclusive pool of both applicants and program nominees.

Your Center applications for both programs are due to OHCM on **Friday, September 7, 2012**. Please refer to the enclosed descriptions for detailed information on each program, selection criteria, and points of contact. Application materials are available through the NASA Electronic Forms System (<http://server-mpo.arc.nasa.gov/Services/NEFS/>).

As part of an ongoing assessment of Agency-wide training and development needs, the NASA Fellowship Program is not being offered this year. As needs are identified and refined, the program may be offered in the future.

Thank you in advance for your support of these programs.

A handwritten signature in blue ink that reads "Veronica Marshall".

Veronica Marshall