GODDARD SPACE FLIGHT CENTER
ACADEMIC INVESTMENT FOR MISSION SUCCESS
(AIMS) APPLICATION FORM

Program

Note: Adobe Reader 9 is required for this form

Instructions:

Please refer to the announcement for program criteria at: http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/Academic.htm. Applications are due **August 31, 2009**, via email only to GSFC-Code-114-Academic-Programs@mail.nasa.gov. This form can be saved at anytime by clicking on "File" and then "Save As". Please have your sealed, official transcript mailed or hand carried, to be received no later than **August 31, 2009** to: NASA - GSFC - OHCM, 8800 Greenbelt Road, Attn: Marisa Jackson, Code 114, Bldg 1, Room 228, Greenbelt, MD 20771. If you have any questions please call AIMS Program Assistant, Marisa Jackson at (301) 286-5458 or Janice Gelder, AIMS Program Manager at (301) 286-4854.

SECTION I - APPLICATION BACKGROUND INFORMATION

SATERN ID | Last Name | First Name | MI | E-Mail Address

Office Code | Building Number | Room | Phone Number ###-###-#### | Fax Number ###-###-####

Position Title | Series | Grade | Employee Type | NASA Years of Service

EX: (303 Secretary)

Describe your current position *(not to exceed 1100 characters)*:

Programs Previously Participated
(Check all that Apply)

Co-op ☐ Year

USP ☐ Year

PTGSP ☐ Year

SFP ☐ Year

Are you currently participating in any center/agency funded programs?

◯ Yes ◯ No

If Yes, Please describe *(not to exceed 236 characters)*:

Supervisor Last Name

Supervisor First Name

Supervisor Phone Number

Office Code

Building Number

Room

Supervisor E-Mail Address

SECTION II - COMPETITIVE FACTOR

State how pursuing academic course work will enhance your ability to make significant contributions to accomplish mission and performance goals *(not to exceed 1100 characters)*:

SECTION III - EDUCATION

Academic Institution

School

Have you been accepted to the academic institution listed above: ◯ Yes ◯ No

Date of application submission *(If No)*

Do you meet the entry GPA? ◯ Yes ◯ No

2.5 on a 4.0 scale
3.1 on a 5.0 scale
(USP)

2.9 on a 4.0 scale
3.6 on a 5.0 scale
(PTGSP)

2010 COURSE REQUEST

Please specify all courses that will be required for the 2010 academic year. Approvals are determined on a course by course basis and must comply with the Code of Federal Regulation 5CFR410.101.

SPRING 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

SPRING 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

SPRING 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

SUMMER 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

SUMMER 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

SUMMER 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

FALL 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

FALL 2010

Course Number | Course Title | Start Date | End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits | Cost Per Credit | Estimated Book Cost | Equipment/ Materials | Other Fees | Total

FALL 2010

Course Number	Course Title	Start Date	End Date

Course Descriptions

Job/Mission related justification *(not to exceed 550 characters)*:

Num of Credits	Cost Per Credit	Estimated Book Cost	Equipment/ Materials	Other Fees	Total

Estimated Cost for 2010
(not to exceed 10,000)

Management Endorsement Instructions

All applicants must:

- Save this application
- Email to supervisor for management endorsement completion
  - Request that the application be returned to you
- Email completed application to
  - GSFC-Code-114-Academic-Programs@mail.nasa.gov

2010 Academic Investment for Mission Success (AIMS) Program

MANAGEMENT ENDORSEMENT

The Office of Human Capital Management has received the attached application from

Applicant's Name

who is requesting participation in the AIMS Program.

Do you endorse this applicant to participate in the AIMS Program from January - December 2010?

Yes No

Did the employee receive a minimum performance rating of "fully successful" in 2009?

Yes No

Please use the space below to describe how the employee's participation in the AIMS Program supports your organization's goals and objectives as well as the Center's mission or objectives.

Please indicate the maximum hours per week during duty time, if any, which will be granted to the employee during the 2010 academic school year.

Number of hours per week approved (not to exceed 8 hours per week)

Supervisor's Name **Title**

Code **Telephone Number**

NOTE: Please complete and email application back to employee.

SECTION IV - TIME OFF REQUESTED

GSFC Time-Off guidelines allow participants up to 8 hours per week subject to supervisory approvals.

Time off Requested _____ Per Week

AIMS Program Application Checklist

- ☐ Civil service employee on a permanent, term, or NASA Excepted Employee (NEX) appointment
- ☐ Completed one (1) year of Civil Service employment with NASA by December 31, 2009
- ☐ Must be GS-11 or above (SFP only)
- ☐ Accepted into an accredited institution
- ☐ Obtained bachelors degree with at least a 2.9 GPA (PTGSP only)
- ☐ Completed 6 semester hours (USP only)
- ☐ Submitted supplemental requirements for proposal. Supplemental requirements can be found at http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/Academic.htm (SFP only)
- ☐ Had management endorsement form completed by supervisor
- ☐ Received a minium performance rating of "fully successful" in 2009
- ☐ Submitted your sealed, official transcript mailed or hand carried to be received no later than August 31, 2009 to:

NASA - GSFC - OHCM
8800 Greenbelt Road
Attn: Marisa Jackson
Code 114, Bldg 1, Room 228
Greenbelt, MD 20771

If you have any questions please call AIMS Program Assistant, Marisa Jackson at (301) 286-5458 or AIMS Program Manager, Janice Gelder at (301) 286-4854.

By submitting this application, you are authorizing OHCM to disclose your application and transcript to your supervisor, Directorate leadership and Center selection panel.

If you have completed all checklist items please save your application and e-mail it to

GSFC-Code-114-Academic-Programs@mail.nasa.gov