

The Marilyn J. Bockting Secretarial Excellence Award has been given out for the months of June, July and August.



Martin Rivera (ED) was recognized in June for his performance as secretary to the Robotic Systems Technology Branch and the Simulation and Graphics Branch, as well as a member of the Automation, Robotics and Simulation Division's (AR&SD) Office Support Team.

According to his nomination, Rivera is an invaluable contributor to the successful operation of the Simulation and Graphics Branch of AR&SD. The branch is comprised of more than 20 civil servants. He also interfaces with a contractor workforce of 100 personnel that operates two of the largest real-time, person-in-the-loop simulations (the Systems Engineering Simulator and the Virtual Reality Laboratory) at JSC.

In his capacity as branch secretary, he prepares briefing materials and facsimile data, schedules branch meetings and maintains the branch chief's electronic calendar accurately and efficiently. Rivera continually displays outstanding initiative in handling the Branch's administrative duties. He has single-handedly established an efficient, well-organized filing system for three of the branch offices, making it efficient and easy for personnel to utilize branch files, according to his nomination.

Rivera is equally valuable to the Robotic Systems Technology Branch. This branch has 14 civil servants and more than 20 contractors performing advanced robotics technology development activities. Rivera serves as this branch's secretary while simultaneously supporting the Simulation and Graphics Branch. He is responsible for scheduling branch meetings, maintaining the branch chief's calendar and providing clerical support to all members of the branch.

"His organizational skills and problem solving ability have proven to be key elements to the branch's success," his nomination noted. "He achieves this high level of performance despite the fact that he rarely gets to work in one office setting for very long."

The two branches supported by Rivera are located in two separate buildings, and the laboratories in yet a third, yet he is able to coordinate his work responsibilities between the sites.

"Martin Rivera is a true team player and takes pride in his profession. His continuing dedication and exemplary performance are to be commended," according to his nomination.



Jeannie Aquino was recognized in July for her contributions as an office assistant on the Human Resources Administrative Team.

According to her nomination, Aquino's many talents have been utilized in several HRO Branches, each time earning the respect of her co-workers.

"As a current member of the HR Administrative Team, Jeannie exemplifies HRO's dedication to customer service," her nomination noted. "From the moment you hear her friendly voice, you know that you're in excellent hands and that she will go the extra mile to help you. She handles her responsibilities with an upbeat, can-do philosophy."

Aquino has contributed to the success of several special projects, such as the Low Leadership Series, which brings in well-known leaders to share their experiences with JSC managers, and the Texas Aerospace Scholars, which encourages high school students to pursue technical careers.

"She's a true master at handling the administrative logistics behind the scenes to ensure that these programs run smoothly," according to her nomination. "For example, with Texas Aerospace Scholars, she continues to be intimately involved with the administrative details that go along with the identification, selection and communication with scholars and their legislators."

For the program, she's drafted letters, distributed press releases and fielded phone calls to and from legislators, staffers and school administrators.

"Where Aquino really shines, though, is with her people skills. With her ever-increasing responsibilities in HRO, she has the opportunity to interact with employees, students, educators and legislators, and she handles each contact with friendly charm and diplomatic savvy," her nomination noted.

"She takes the extra time and care to mentor students and new employees helping each to transition smoothly into the organization. She always makes a positive, lasting impression and adds a personal touch to every encounter."

The nomination went on to say, "Jeannie Aquino is an innovative and creative employee who serves as a shining example of excellent support and customer service, reflecting the true spirit of this award."



Anita Papendorf was recognized in August for her contributions as the secretary for the Aircraft Operations Division (AOD).

According to her nomination, Papendorf takes on collateral responsibilities, manages her office with professionalism and maintains a pleasant working environment for all.

"She is an impressive team builder who places high emphasis on the professional development of the AOD clerical team and also makes herself available for counseling and guidance," her nomination noted. "Additionally, she is a highly qualified candidate for administrative officer selection, as she has amply demonstrated when filling in at that position."

She readily accepted the complex task of arranging tours and special events at AOD, owing to the numerous visits to view the Division aircraft operations and facilities. She has accomplished the management of the tours program in an organized manner that has contributed to the JSC Outreach Program. She was also the organizer of an AOD Christmas visit by several orphanages that was highly successful.

Papendorf has worked extensively this year supporting the Zero-Gravity Student Campaign Program. The 2,000-person program consisted of 73 schools (college and high school) and approximately 750 students, teachers and media who fly experiments in a zero-g environment in the KC-135.

In addition to supporting the campaign, Papendorf has provided administrative and technical support for the JSC Open House, Inspection Day, Safety and Total Health Day, and numerous other AOD extracurricular activities. She is responsible for ensuring that all correspondence, filing, documentation and record keeping for the Division are done in proper format and in a timely manner.

"Papendorf's efforts are greatly appreciated by AOD," her nomination noted. "She has demonstrated superior work and extraordinary dedication for many years as a member of the JSC team."



Here are the award winners:

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